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TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

HELD BY ELECTRONIC MEANS IN ACCORDANCE WITH REGULATION 12(2) AND 14(D) OF
THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

ON TUESDAY 24 MAY 2022 AT 6.02PM

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

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 Announcements by The Presiding Person Without Discussion

Nil

3 Attendances, Apologies and Applications for Leave of Absence

Present

Councillors

Cr Kathryn Hamilton, Mayor
Cr Renee McLennan, Deputy Mayor
Cr Hilary MacWilliam
Cr Emily Wilding
Cr Jennie Carter
Cr Paul Poliwka
Cr Tallan Ames

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Luke Gibson, Director Community Planning
Mr Paul White, Director Corporate Services
Mr Phil Adams, Exec Manager Infrastructure
Ms Nicole Davey, Exec Manager Sustainability & Environment
Ms Elizabeth Kania, Manager Governance & Strategy

Mr Brice Campbell, Manager Recycling & Waste
Mrs Amy Holmes, Minute Secretary

Public

Nil

Apologies

Nil

Leave of Absence

Nil

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Statements by Members of the Public on Agenda Item

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

7 Questions from Members of the Public

Ms Jane Bremmer, Friends of Success Hill Reserve

Success Hill Reserve was classified a Class A Reserve in 1922 for the purposes of parks and recreation. Today it is recognised as one of the most significant and valuable remaining banksia woodlands on the Swan Coastal Plain. As such there is an onus on local government - in this case the Town of Bassendean - to acknowledge and uphold the protections afforded to all Class A bushland areas which are Crown reserves, within their electorate.

The Executive Manager Sustainability and Environment advised that under “History” on page 498 (page 568 of the agenda) it states that Success Hill Reserve was “gazetted as an ‘A’ Class reserve in 1922”.

Can the Council please explain why Success Hill Reserve is not described or referred to as a Class A reserve in the listing it has received on the Local Heritage Survey.

The Director Community Planning responded advised that the draft LHS states *“The land was designated as a reserve since 1831 and has been used for a variety of functions but has been closely associated with indigenous groups who regularly camped. In the mid-20th century it was the source of sand for construction works in the district. Control of the reserve was taken over by the Town of Bassendean in 1916 and gazetted as an ‘A’ Class reserve in 1922.”*

Will the Town of Bassendean amend this survey to reflect this fact and important classification.

The Director Community Planning responded that the description already contains reference to it being an A class reserve.

Over the last 20 years there have been many development plans and reports created for Success Hill Reserve. Many, if not all, do not refer to the Class A status of Success Hill Reserve. Some of these plans have included entertainment infrastructure for events etc. A 10 year management plan for Success Hill Reserve is currently being finalised. The state and federal governments recommend that such plans be advertised publicly prior to endorsement. Will the Town of Bassendean advertise this 10 year management plan to the public.

The Executive Manager Sustainability & Environment advised that consultation has been undertaken with the relevant active Friends Of, environmental and community groups in relation to each of the 10 Year Management Plans for natural areas. Once approved by the Town’s administration they will be published on the Town’s website. Additional engagement/consultation will be undertaken based on the IAP2’s Public Participation Spectrum for any specific projects/ upgrades proposed in the 10 Year Management Plans, during planning stages. For example, at Success Hill Reserve consultation will be undertaken regarding the foreshore stabilisation design and fence alignment.

How much money has the Town of Bassendean paid out in the last 10 years (2002 - 2022) for independent consultant reports to develop plans for Success Hill Reserve.

The Chief Executive Officer commented that the effort to search and compile this information is significant and would come at the cost of other priorities. On that basis, no response is provided. The information however is available in the public domain.

My previous email and questions to the Town of Bassendean following last week’s Briefing Session remains unacknowledged. In this communication to the Town of Bassendean and Councillors, I recommended some basic descriptive information for Success Hill Reserves listing for accuracy and transparency. Will the Town of Bassendean respond to my email.

The Director Community Planning responded yes.

Will the Town of Bassendean include any of this information offered, in the listing of Success Hill Reserve on the Local Heritage Survey.

The Director Community Planning advised that the Town has updated the reference to the original use of the site.

Mr Mark Luther, 30 Kenny St, Bassendean

What does Council intend to do to reduce the level of crime in Bassendean. Is there an intent to establish a Community Watch program, introduce patrols and what happened to the Noongah bus which was driving around town.

Cr Kathryn Hamilton responded, this is a multifaceted issue. The Town does have close liaison with Kiara police, and there are multiple programs, youth programs, targeting groups that may well be vulnerable. The Town does run a significant number of programs, and the liaison with the police has been quite productive in the past in promoting extra patrols. There are WA Police initiatives such as Bike Link which allows residents to register their bike and if it's stolen it can be recovered through that registration. Also there is Cam Map which allows residents who have surveillance cameras facing out to the public realm to register their cameras with the police and that provides a greater level of scrutiny for the police when they're trying to access video footage. Town staff can correspond with Mr Luther and provide further advice.

When is the State Underground project beginning in Bassendean.

Cr Kathryn Hamilton responded, there is a program already underway in parts of Bassendean and Eden Hill, Success Hill, scheduled to conclude in December 2022. In the interim, the Town continues to advocate to Western Power for underground power in the remaining sections of the Town where overhead power still exists. It is a slow process and there are various programmes run by Western Power which Local governments need to apply for. The Town is actively engaging with Western Power to see how we can progress the installation of underground power.

Over the past five years I have witnessed two major crashes and countless near misses at the intersection of Kenny and Palmerston. Hoons travel at speed from Guildford rd. I have complained and no concrete response to fix the problem.

The Executive Manager Infrastructure advised that there is only one crash recorded in the Main Roads crash data in the past year. Town staff will contact be in contact with Mr Luther to discuss further.

8 Petitions

Nil

9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	1. Ordinary Council Minutes 26 April 2022 [9.1.1 - 25 pages]

Cr Hamilton advised that Council will suspend the operation of clauses 6.9, 6.12, 6.17, 7.1 & 7.2 and modify the operation of clauses 6.1, 6.6, 6.7, 6.10 & 6.11 of the Town of Bassendean Meeting Procedures Local Law 2020, for the duration of this meeting and that these matters be determined at the discretion of the Presiding Member.

Council Resolution – Item 9 **OCM 1/5/22**

MOVED Cr Kathryn Hamilton, Seconded Cr Emily Wilding, that Cr Jennie Carter be allowed to join the meeting as she is travelling at the moment.

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 9.1(a) **OCM 2/5/22**

MOVED Cr Hilary MacWilliam, Seconded Cr Emily Wilding, that the minutes of the Ordinary Council Meeting held on 26 April 2022, be received.

CARRIED UNANIMOUSLY 7/0

Council Resolution/Officer Recommendation – Item 9.1(b) **OCM 3/5/22**

MOVED Cr Emily Wilding, Seconded Cr Kathryn Hamilton, that the minutes of the Ordinary Council Meeting held on 26 April 2022, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

11.1 Receipt of External Committee and Organisation Minutes

File Reference	INFM/INTPROP/1
Department	Chief Executive
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

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

Council Resolution/Officer Recommendation – Item 11.1 **OCM 4/5/22**

MOVED Cr Renee McLennan, Seconded Cr Emily Wilding, that Council notes that no documents from external Committees have been received within the reporting period.

CARRIED UNANIMOUSLY 7/0

12 Officer Reports

It was agreed that items 12.2, 12.4, 12.6, 12.7 & 12.8, be removed from the en-bloc table and considered separately.

Council Resolution/Officer Recommendation – Item 12.1 **OCM 5/5/22**

MOVED Cr Tallan Ames, Seconded Cr Renée McLennan, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda:

Item	Report
12.3	Proposed Outbuilding – 137 (Lot 835) Walter Road East, Bassendean
12.10	Monthly Financial Report – April 2022
12.11	Accounts Paid – April 2022
12.12	Use of Common Seal
12.13	Calendar June 2022

CARRIED UNANIMOUSLY 7/0

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

Item	Report
12.2	Budget 2022/23 Proposed Differential Rates
12.4	Draft Local Heritage Survey, Draft Local Planning Policy - Heritage and Character and Establishment of Heritage Areas
12.5	Draft Local Planning Policy - Sustainable Development
12.6	Review of Council Policy - Sports Lighting
12.7	Asset Management Policy
12.8	Adoption of Quarterly Report Period ending 31 March 2022
12.9	Children's Services – Daily Fee for Wind in the Willows Early Education Centres for 2022/23
13.1	Notice of Motion - Notice Boards
13.2	Notice of Motion - Project Updates
16.2	Baywaste Tip Passes
16.1	11 (Lot 67) Hamilton Street, Bassendean

12.2 Budget 2022/23 Proposed Differential Rates	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/1
Author	Director Corporate Services
Department	Corporate Services, Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Statement of Objects and Reasons for 2022 23 Differential Rates [12.2.1 - 4 pages]

Purpose

The purpose of this report was to consider the level at which to set and advertise differential rates in the dollar as part of the 2022/2023 Budget Process.

Rates are levied on all rateable properties within the boundaries of the Town in accordance with the *Local Government Act 1995* (the **Act**). The overall objective of the proposed rates and charges in the 2022/2023 budget is to provide for the net funding requirements of Council's activities and capital works programs.

Council Resolution/Officer Recommendation – Item 12.2 OCM 6/5/22

MOVED Cr Kathryn Hamilton, Seconded Cr Hilary MacWilliam, that Council:

1. Approves the Town of Bassendean 2022/2023 rate in the dollar and the minimum payment to be advertised by public notice as per the following:

Rating Category	Rate in Dollar in Cents	Minimum Payment (\$)
Improved – Residential	8.7771	1,106
Improved – Commercial and Industrial (GRV)	9.0404	1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	13.1656	1,106

2. Approves the Town of Bassendean's Objects and Reasons for the Proposed Differential Rate Categories for the 2022/2023 Financial Year, as per the attachment included in this report.

CARRIED UNANIMOUSLY 7/0

12.3 Proposed Outbuilding – 137 (Lot 835) Walter Road East, Bassendean	
Property Address	137 (Lot 835) Walter Road East, Bassendean
Landowner/Applicant	Oscar Shepherd
File Reference	2022-028
Author	Director Community Planning
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	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.
Attachments	1. Schedule of Submissions [12.3.1 - 2 pages] 2. Development Plans [12.3.2 - 2 pages]

Purpose

The purpose of this report was for Council to consider an application for development approval for an Outbuilding at 137 (Lot 835) Walter Road East, Bassendean. The landowner has requested Council determine the application.

Council Resolution/Officer Recommendation – Item 12.3 **OCM 7/5/22**

MOVED Cr Tallan Ames, Seconded Cr Renee McLennan, that Council approves the application for development approval for the proposed Outbuilding at 137 (Lot 835) Walter Road East, Bassendean, subject to the following conditions:

1. The outbuilding shall only be used for domestic purposes associated with the property and not be used for commercial purposes or human habitation.
2. All building works to be carried out under this development approval, including footings, are required to be contained within the boundaries of the subject lot.
3. All stormwater being contained on site. Details of the method of stormwater disposal being submitted for approval in conjunction with the application for a Building Permit.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 5/5/22 7/0

12.4 Draft Local Heritage Survey, Draft Local Planning Policy - Heritage and Character and Establishment of Heritage Areas	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LUAP/POLCY/24
Author	Director Community Planning
Department	Community Planning
Previous Reports	24 August 2021 2 November 2021
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Schedule of Submissions draft Heritage Survey [12.4.1 - 17 pages] 2. Draft Local Heritage Survey (including modifications made after advertising and after the Briefing Session) [12.4.2 - 661 pages] 3. Draft Local Planning Policy Heritage and Character including modifications made after advertising) [12.4.3 - 14 pages]

Purpose

The purpose of this report is for Council to consider the following:

- Adopting the draft Local Heritage Survey (LHS)
- Designating three areas as Heritage Areas; and
- Adopting draft Local Planning Policy – Heritage and Character (LPP).

Cr Hamilton moved the Officer Recommendation with the addition of a Point 4 as shown in bold.

Council Resolution/Officer Recommendation – Item 12.4 **OCM 8/5/22**

MOVED Cr Kathryn Hamilton, Seconded Cr Paul Poliwka, that Council:

1. Adopts the draft Local Heritage Survey, contained as Attachment 12.5.2;
2. Pursuant to Schedule 2, Part 3, Clause 9(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, designates the following areas as Heritage Areas:

- Old Perth Road Heritage Area;
 - Devon Road Heritage Area; and
 - Kenny Street Heritage Area.
3. Pursuant to Schedule 2, Part 2, Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft Local Planning Policy – Heritage and Character, as contained in 12.5.3.
4. **Requests the CEO circulate to Councillors a discussion paper outlining various heritage incentives and programs, preceding formal presentation of a Draft Heritage Incentives Policy for consideration by Council within the next six months.**

CARRIED UNANIMOUSLY 7/0

Reason: The Town formally corresponded with affected property owners advising that Council had “endorsed” the establishment of Heritage Incentives for properties listed on the original Heritage Inventory.

12.5 Draft Local Planning Policy - Sustainable Development	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LUAP/POLICY/8 LUAP/POLICY/9
Author	Director Community Planning
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Draft Local Planning Policy - Sustainable Development (as advertised) [12.5.1 - 5 pages] 2. Draft Local Planning Policy - Sustainable Development - Amended following public consultation - with tracked changes [12.5.2 - 7 pages] 3. Existing Local Planning Policy No. 2 - Energy Efficient Design [12.5.3 - 20 pages] 4. Existing Local Planning Policy No. 3 - Water Sensitive Design [12.5.4 - 12 pages] 5. Sustainable Development Information Sheet [12.5.5 - 16 pages] 6. Schedule of Submissions [12.5.6 - 6 pages] 7. Draft Local Planning Policy Sustainable Development [12.5.7 - 5 pages]

Purpose

The purpose of this report was for Council to consider finally adopting draft Local Planning Policy – Sustainable Development. The draft Policy is intended to replace existing Local Planning Policy 2 – Energy Efficient Design (LPP 2) and Local Planning Policy No. 3 – Water Sensitive Design Policy (LPP 3).

Cr McLennan moved the Officer Recommendation with an amendment to Point 1 as shown in bold.

Council Resolution/Officer Recommendation – Item 12.5 **OCM 9/5/22**

MOVED Cr Renee McLennan, Seconded Cr Kathryn Hamilton, that Council:

1. Pursuant to Clause 4(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft Local Planning Policy - Sustainable Development **(as advertised) contained in Attachment 7 with minor amendments as identified in the Officer Report, to be applicable for all relevant applications lodged on or after 1 July 2022;** and
2. Pursuant to Clause 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, revokes Local Planning Policy No. 2 – Energy Efficient Design and Local Planning Policy 3 – Water Sensitive Design Policy.

CARRIED 6/1

Crs McLennan, Hamilton, MacWilliam, Wilding, Carter & Ames voted in favour of the motion. Cr Poliwka voted against the motion.

Reason: Council wishes to promote development in the Town of Bassendean but also recognises that dwellings constructed today will remain for multiple decades into the future. Therefore, the Town supports good quality development that have enhanced sustainability features that will limit the urban heat island effect and impact on the environment, while providing long term cost savings to residents through improved efficiency and the utilisation of renewable energy. The world is facing a climate crisis. The 2022 IPCC (Intergovernmental Panel on Climate Change) Report states: “It is unequivocal that climate change has already disrupted human and natural systems. Past and current development trends have not advanced global climate resilient development (very high confidence). Societal choices and actions implemented in the next decade determine the extent to which medium and long-term pathways will deliver higher or lower climate resilient development (high confidence).” At COP26 (November 2021), the world recognised the need for rapid action if the possibility of limiting global temperature rise to 1.5 degrees and avoidance of predicted catastrophic effects of climate change is to be achieved.

This requires action at all levels including local government and community where there is the opportunity to reduce the impact of development on emissions and urban heating and contribute to a more sustainable future.

12.6 Review of Council Policy - Sports Lighting	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	N/A
Author	Director Community Planning
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	Existing Council Policy 5.17 – Sports Lighting

Purpose

The purpose of this report was for Council to consider revoking Council Policy 5.17 – Sports Lighting (CP 5.17).

Council Resolution/Officer Recommendation – Item 12.6 **OCM 10/5/22**

MOVED Cr Emily Wilding, Seconded Cr Renée McLennan that Council revokes Council Policy 5.17 – Sports Lighting.

CARRIED UNANIMOUSLY 7/0

12.7 Asset Management Policy	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	COUP/POLCY/2
Author	Phil Adams
Department	Executive Manager Infrastructure
Previous Reports	N/A
Authority/Discretion	Advocacy When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

Attachments	1. Draft Asset Management Policy [12.7.1 - 5 pages]
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Purpose

The purpose of this report was for Council to consider an updated Asset Management Policy.

Cr Hamilton moved the Officer Recommendation with amendments as shown in bold.

Council Resolution/Officer Recommendation – Item 12.7 **OCM 11/5/22**

MOVED Cr Kathryn Hamilton, Seconded Cr Emily Wilding, that Council:

1. Approves the updated Asset Management Policy as attached to this report, **subject to the following amendment:**

Clause 8(f) Insert the word “prioritise” in front of “One Planet Living Principals”

2. **Requires the Asset Management Policy and supporting documents such as the Asset Management Strategy and Asset Management Plans be provided for review by new Councils within six months of each Local Government Election; and**
3. **Amends the policy review date to reflect the intent of Point 2 above.**

CARRIED UNANIMOUSLY 7/0

Reason: It is essential that each new Council has oversight of the management plans and strategies for the assets of this Local Government, thereby contributing to good decision making, targeted budget allocations, and to inform Councils direction and emphasis in creating a Long Term Financial Plan that adapts to sustainable innovation and development in the future.

12.8 Adoption of Quarterly Report Period ending 31 March 2022	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Author	Chief Executive Officer
Department	Office of the CEO
Previous Reports	N/A

Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Quarterly Report period ended 31 March 2022 [12.8.1 - 25 pages] 2. Outstanding Council Resolutions Recommended for Closure [12.8.2 - 8 pages]

Purpose

The purpose of this report was for Council to receive the Quarterly Report for the period ending 31 March 2022.

Cr McLennan moved the Officer Recommendation with the exclusion of item ROC18/63106.

Council Resolution/Officer Recommendation – Item 12.8 **OCM 12/5/22**

MOVED Cr Renée McLennan, Seconded Cr Kathryn Hamilton, that Council:

1. Receives the Quarterly Report for the quarter ending 31 March 2022; and
2. Agrees to close those Council Resolutions, marked as Recommended Deletion, **excluding item ROC18/63106**, and that future completed Resolutions be marked as “Recommend Closure”.

CARRIED UNANIMOUSLY 7/0

12.9 Children’s Services – Daily Fee for Wind in the Willows Early Education Centres for 2022/23	
Property Address	NA
Landowner/Applicant	NA
File Reference	FINM/FEECHAG/2
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report was for Council to adopt the daily fee for Wind in the Willows Bassendean Early Childhood Education and Wind in the Willows Ashfield Early Childhood Education for 2022/23.

Council Resolution/Officer Recommendation – Item 12.9 **OCM 13/5/22**

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding, that Council adopt a daily fee of \$127 for Wind in the Willows Bassendean Early Childhood Education and Wind in the Willows Ashfield Early Childhood Education for 2022/23.

CARRIED UNANIMOUSLY 7/0

12.10 Monthly Financial Report – April 2022	
Property Address	NA
Landowner/Applicant	NA
File Reference	FINM/AUD/1
Author	Paul White
Department	Corporate Services, Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	1. 20220524 RSS at 30 April 2022 [12.10.1 - 12 pages]

Purpose

The purpose of this report was for Council to receive the Monthly Financial Report for April 2022 which incorporates the Statement of Financial Activity as legislatively required.

Council Resolution/Officer Recommendation – Item 12.10 **OCM 14/5/22**

MOVED Cr Tallan Ames, Seconded Cr Renee McLennan, that Council:

1. Notes the Explanation of Material Variances in the Statement of Financial Activity; and
2. Receives the Monthly Financial Report for the period ending 30 April 2022, which incorporates the Statement of Financial Activity for the period to April 2022.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 5/5/22 7/0

12.11 Accounts Paid – April 2022	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Author	Paul White
Department	Corporate Services, Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	1. 20220524 - Combined Attachment AP Warrant of Payments April 2022 Ver 2 [12.11.1 - 17 pages]

Purpose

The purpose of this report was for Council to receive the list of payments for April 2022.

Council Resolution/Officer Recommendation – Item 12.11 OCM 15/5/22

MOVED Cr Tallan Ames, Seconded Cr Renee McLennan, that Council receive the list of payments for April 2022.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 5/5/22 7/0

12.12 Use of Common Seal	
Property Address	Not applicable
Landowner/Applicant	Not applicable
File Reference	INFM/INTPROP/1
Author	Natasha Dowson
Department	Chief Executive
Previous Reports	Not applicable
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report was for Council to note there were no documents affixed with the Common Seal during the reporting period.

Council Resolution/Officer Recommendation – Item 12.12

OCM 16/5/22

MOVED Cr Tallan Ames, Seconded Cr Renee McLennan, that Council note there were no documents affixed with the Common Seal during the reporting period.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 5/5/22 7/0

12.13	Calendar June 2022
Property Address	Not applicable
Landowner/Applicant	Not applicable
File Reference	INFM/INTPROP/1
Author	Natasha Dowson
Department	Chief Executive
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report was for Council to consider the calendar for June 2022.

Council Resolution/Officer Recommendation – Item 12.13

OCM 17/5/22

MOVED Cr Tallan Ames, Seconded Cr Renee McLennan, that Council adopt the calendar for June 2022.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION OCM 5/5/22 7/0

13 Motions of which Previous Notice has been given

13.1 Notice of Motion - Notice Boards	
Councillor	Cr Hamilton
Attachments	Nil

Council Resolution/Officer Recommendation – Item 13.1 **OCM 18/5/22**

MOVED Cr Kathryn Hamilton, Seconded Cr Paul Poliwka, that:

1. Council requests that a Notice Board be installed in the first half of the 2022/23 financial year, in a high foot traffic area at each of the following sites: Sandy Beach Reserve, Jubilee Reserve, Mary Crescent Reserve & Ashfield Reserve;
2. Notice Boards are selected that are compatible with or complement the proposed installation area; and
3. Council requests that the CEO causes to have made two reusable portable Notice Boards that can be utilised in different locations as required.

CARRIED UNANIMOUSLY 7/0

Reason: To provide an additional means of communicating various programs, consultations, events and such matters that may be of interest or relevance to members of our community. Engagement comes in many forms and it is vital that we utilise a variety of methods to reach different areas and sections of the local population.

13.2 Notice of Motion - Project Updates	
Councillor	Cr Hamilton
Attachments	Nil

Council Resolution/Officer Recommendation – Item 13.2 **OCM 19/5/22**

MOVED Cr Kathryn Hamilton, Seconded Cr Emily Wilding, that:

1. Council requests the CEO provide Project Updates in each financial year in a simple spreadsheet format that includes columns identifying completed projects, and identifying potential carry forward dollar amounts; and
2. That these updates for all budget approved Operational and Capital projects be provided annually to Councillors per the following schedule:

- Project update spreadsheets up to the end of December to be provided in the first week of February or prior to the mid-year budget review (whichever comes first);
- Project update spreadsheets up to the end of March to be provided in the first week of May prior to the first budget workshop for May; and
- Project update spreadsheets up to the end of May to be provided in early June prior to Annual Performance Review.

CARRIED UNANIMOUSLY 7/0

Reason: Provision of a simple spreadsheet format that updates Councillors three times a year on the progress of all budgeted Capital and Operational Projects supports better decision making during the Mid-year budget review, during consideration of the annual budget, and during the Annual Performance Review.

14 Announcements of Notices of Motion for the next meeting

Cr Kathryn Hamilton

That Council requests the CEO implement the following ongoing schedule commencing from July 2022;

1. Briefing Agenda documents are to be provided to Councillors one day earlier i.e. on a Wednesday, rather than the current schedule of a Thursday; and
2. Briefing Agendas are to include all items proposed to be considered by Council at the subsequent OCM, with exceptions for items of an Urgent Nature that may be included in the OCM agenda under clause 5.5 of Meeting Procedures Local Law 2020.

Reason: Provision of the Briefing Documents one day earlier on a Wednesday facilitates an improved process for Councillors whereby irrespective of public holidays, a minimum of one full business day is available for Councillors to contact the administration regarding any issues with the agenda and/or attachments. Inclusion of all items on the Briefing agenda facilitates an improved process to assist councillors in their research, questions, community engagement and evaluation of items leading up to decision making on those items at the subsequent OCM.

15 Urgent Business

Nil

16 Confidential Business

Council Resolution – Item 16.0(a) **OCM 20/5/22**

MOVED Cr Hilary MacWilliam, Seconded Cr Emily Wilding, that the meeting go behind closed doors, in accordance with Section 5.23 of the Local Government Act 1995, the time being 8.10pm.

CARRIED UNANIMOUSLY 7/0

16.1 Baywaste Tip Passes

Reason for this Item to be discussed behind closed doors:

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (c) of the Local Government Act as the officer report discusses a contract entered into, or 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 22/5/22**

MOVED Cr Renée McLennan, Seconded Cr Kathryn Hamilton, that Council:

1. Accepts the offer from the City of Bayswater for use of Tip Passes at Baywaste, with the tip pass user to pay the additional cost at the weighbridge upon entry;
2. Authorises the CEO to finalise and enter into an agreement for the Town of Bassendean to access this facility;
3. Changes the number of tip passes issued annually to two per waste service charge to be collected from the Town; and
4. Notes the changes to the draft 2022/2023 Annual Budget detailed in the report.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

16.2 11 (Lot 67) Hamilton Street, Bassendean

Reason for this Item to be discussed behind closed doors:

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

Council Resolution/Alternative Motion – Item 16.2
OCM 21/5/22

MOVED Cr Kathryn Hamilton, Seconded Cr Paul Poliwka, that Council:

1. Rescinds Point 3 of Resolution 17/07/16 from 26 July 2016, which reads:

“that Council informs the school it is prepared to consider the sale of 11 Hamilton Street, if the school purchases 16 Whitfield Street, and grants planning approval of the school and allows the ongoing use of the BIC currently used by the school.”;

2. Rescinds Point 3 of Resolution 10/07/17 from 25 July 2017, which reads:

“that Council informs the Casa Mia Montessori School that it is only prepared to consider the sale of 11 Hamilton Street, Bassendean, if the School purchases 16 Whitfield Street, Bassendean, or the Crown disposes of the portion of the BIC Reserve leased for playground.”;

3. **Provides for the quiet enjoyment of 11 (Lot 67) Hamilton Street, Bassendean by Casa Mia Montessori School Inc. per the terms of the existing lease agreement, and that any future proposal by the school to purchase that site will be presented to Council for due consideration.**

CARRIED BY AN ABSOLUTE MAJORITY 6/1

Crs Hamilton, McLennan, MacWilliam, Wilding, Poliwka & Ames voted in favour of the motion. Cr Carter voted against the motion.

Reason: The Casa Mia Montessori School Inc. are entitled to continue operating under the terms of their lease with the Town, until expiry of said lease and option periods. During that time if the school choose to present an offer for the Town owned land upon which the school is located, that will trigger presentation of a report to a future council along with all the attendant formalities associated with the potential disposal of land under the Local Government Act. It is premature for the Town to act in respect to valuations and the like until such an offer to purchase is made.

Council Resolution – Item 16.0(b)
OCM – 23/5/22

MOVED Cr Renee McLennan, Seconded Cr Emily Wilding, that the meeting come from behind closed doors, the time being 9.15pm.

CARRIED UNANIMOUSLY 7/0

17 Closure

The next Briefing Session will be held on 21 June 2022, commencing at 6pm. The next Ordinary Council Meeting will be held on 28 June 2022, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 9.15pm.

UNCONFIRMED MINUTES

D2022/09747

Ordinary Meeting of Council

26 May 2022

EMRC Council Members

Cr Mel Congerton	Chairman	City of Swan
Cr Dylan O'Connor	Deputy Chairman	City of Kalamunda
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Margaret Thomas	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Charlie Zannino	EMRC Member	City of Swan

EMRC Council Deputies

Cr Emily Wilding	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr Janelle Sewell	EMRC Deputy Member	City of Kalamunda
Cr Jo Cicchini	EMRC Deputy Member	Shire of Mundaring
Cr Andrew Kiely	EMRC Deputy Member	City of Swan

Ordinary Meeting of Council Minutes

An ordinary Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 on **Thursday 26 May 2022**. The meeting commenced at **6:02pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6.02pm.

1.1 ACKNOWLEDGEMENT OF COUNTRY

The Chairman acknowledged the traditional custodians of the land on which we meet today and paid respects to elders past, present and future.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Councillor Attendance Members

Cr Mel Congerton	Chairman	City of Swan
Cr Dylan O'Connor	Deputy Chairman	City of Kalamunda
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Hilary MacWilliam	EMRC Member	Town of Bassendean
Cr Steven Ostaszewskyj	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Margaret Thomas	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Charlie Zannino	EMRC Member	City of Swan

EMRC Council Deputies

Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr Jo Cicchini	EMRC Deputy Member	Shire of Mundaring

EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Brad Lacey	Chief Operating Officer
Mr Douglas Bruce	Chief Project Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer (Minutes)

EMRC Observers

Ms Izabella Krzysko	Manager Procurement & Governance
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer
Mr Chris Snook	Information Services Support Officer

3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

7.1 CR SUTHERLAND – LEAVE OF ABSENCE

COUNCIL RESOLUTION

MOVED CR OSTASZEWSKYJ SECONDED CR THOMAS

THAT COUNCIL APPROVE THE APPLICATIONS FOR LEAVE OF ABSENCE FOR CR SUTHERLAND FROM 24 JUNE 2022 TO 19 JULY 2022 INCLUSIVE.

CARRIED UNANIMOUSLY

8 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 24 MARCH 2022

That the minutes of the Ordinary Meeting of Council held on 24 March 2022 which have been distributed, be confirmed.

COUNCIL RESOLUTION

MOVED CR THOMAS SECONDED CR JEANS

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 24 MARCH 2022 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

10 QUESTIONS BY MEMBERS FOR WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

12 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report items are covered in Section 19 of this agenda.

- HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE
- PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY

13 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

14 REPORTS OF EMPLOYEES

- 14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF MARCH AND APRIL 2022 (D2022/05968)
- 14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 MARCH 2022 (D2022/07010)
- 14.3 FINANCIAL REPORT FOR PERIOD ENDED 30 APRIL 2022 (D2022/07020)
- 14.4 THE EMRC FINAL DRAFT SUSTAINABILITY STRATEGY 2022/2023 – 2026/2027 (D2022/08110)
- 14.5 CHIEF EXECUTIVE OFFICER ATTENDANCE AT AUSTRALIAN ORGANICS RECYCLING ASSOCIATION (AORA) ANNUAL CONFERENCE – 27-29 JUNE 2022 (D2022/08557)
- 14.6 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/07425)

QUESTIONS

The Chairman invites questions from members on the reports of employees.

RECOMMENDATION(S)

That with the exception of items, which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Reports of Employees (Section 14).

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON SECONDED CR O'CONNOR

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

CARRIED UNANIMOUSLY

14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF MARCH AND APRIL 2022

D2022/05968

PURPOSE OF REPORT

The purpose of this report is to present to Council a list of accounts paid under the Chief Executive Officer's delegated authority during the months of March and April 2022 for noting.

KEY POINT(S)

- As per the requirements of regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, the list of accounts paid during the months of March and April 2022 is provided for noting.

RECOMMENDATION(S)

That Council notes the CEO's list of accounts for March and April 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$16,254,385.08.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from the Municipal Fund and Trust Fund. In accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is to be provided to Council, where such delegation is made.

- 1 The table below summarises the payments drawn on the funds during the months of March and April 2022. A list detailing the payments made is appended as an attachment to this report.

Municipal Fund	EFT Payments	EFT49032 – EFT49421	
	Cheque Payments	220648 - 220658	
	Payroll EFT	PAY 2022-18, PAY 2022-19, PAY 2022-20, PAY 2022-21 & PAY 2022-22	
	Direct Debits		
	➤ Superannuation	DD23690.1 – DD23690.22 DD23691.1 – DD23691.23 DD23692.1 – DD23692.22 DD23861.1 – DD23861.22 DD23862.1 – DD23862.22	
	➤ Bank Charges	1*MAR22 & 1*APR22	
	➤ Other	2101 - 2137	\$19,197,365.78
	Less Cancelled EFT's & Cheques		\$2,942,980.70
Trust Fund	EFT Payments		Nil
Total			\$16,254,385.08

Summary of Expenditure for the Months of March & April 2022		
Payroll	\$	1,515,354.64
Term Deposit Investments	\$	7,000,000.00
Capital Expenditure	\$	2,766,531.65
Operating Expenditure		
➤ Landfill Levy *	\$	2,942,862.33
➤ Other	\$	2,029,636.46
Total	\$	16,254,385.08

* Note: The Landfill Levy is paid quarterly in July, October, January and April

STRATEGIC/POLICY IMPLICATIONS

- 2 Key Result Area 3 – Good Governance
- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 3 As detailed within the report.

SUSTAINABILITY IMPLICATIONS

4 Nil

RISK MANAGEMENT

Risk – Adverse credit rating if creditor accounts are not paid when due		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ Ensure timely payment of creditor accounts when they fall due.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

CEO's Delegated Payments List for the months of March and April 2022 (D2022/08411)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the CEO's list of accounts for March and April 2022 paid under delegated power in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, forming the attachment to this report totalling \$16,254,385.08.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR O'CONNOR

THAT COUNCIL NOTES THE CEO'S LIST OF ACCOUNTS FOR MARCH AND APRIL 2022 PAID UNDER DELEGATED POWER IN ACCORDANCE WITH REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*, FORMING THE ATTACHMENT TO THIS REPORT TOTALLING \$16,254,385.08.

CARRIED UNANIMOUSLY



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF MARCH & APRIL 2022

Cheque / EFT No	Date	Payee		Amount
EFT49032	01/03/2022	ADT SECURITY	SECURITY MONITORING	137.39
EFT49033	01/03/2022	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	859.87
EFT49034	01/03/2022	ALLPEST - ROL-WA PTY LTD T/AS	PEST CONTROLS	2,908.00
EFT49035	01/03/2022	AUSTRALIA AND NEW ZEALAND RECYCLING PLATFORM LTD	CONTRIBUTION TO TECH COLLECT E WASTE PROGRAM COLLECTION & DISPOSAL COSTS	1,834.36
EFT49036	01/03/2022	BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L)	PLANT HIRE & PRODUCT TRANSPORTATION COSTS	3,195.50
EFT49037	01/03/2022	BIN BATH AUSTRALIA PTY LTD	BIN CLEANING	124.08
EFT49038	01/03/2022	BLACKWOODS ATKINS	HARDWARE SUPPLIES	666.40
EFT49039	01/03/2022	BREATHALYSER SALES AND SERVICE	EQUIPMENT CALIBRATION, SERVICE & MAINTENANCE	99.00
EFT49040	01/03/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE - EXCAVATOR	7,877.44
EFT49041	01/03/2022	BUNNINGS GROUP LTD	HARDWARE SUPPLIES	435.10
EFT49042	01/03/2022	BURSON AUTOMOTIVE PTY LTD	PLANT PARTS	31.90
EFT49043	01/03/2022	BURSWOOD TROPHIES	DOOR NAME PLATE	30.00
EFT49044	01/03/2022	CAPITAL TRANSPORT SERVICES (WA) PTY LTD	COURIER SERVICE	118.48
EFT49045	01/03/2022	CAPS AUSTRALIA PTY LTD	EQUIPMENT COMMISSIONING & TRAINING	1,411.74
EFT49046	01/03/2022	CAVALIER PORTABLES & PARK HOMES	PLANT HIRE - WWtE	1,429.99
EFT49047	01/03/2022	CEA SPECIALTY EQUIPMENT PTY LTD T/A DITCH WITCH	PLANT PARTS	1,406.52
EFT49048	01/03/2022	CHARLES SERVICE COMPANY	CLEANING SERVICES - RED HILL	3,786.94
EFT49049	01/03/2022	CHEMCENTRE	WOOD FINDS & OTHER WOOD SAMPLE MONITORING - HAZELMERE	1,078.00
EFT49050	01/03/2022	CITY OF BAYSWATER	2021 AVON DESCENT - GRANT DISTRIBUTION	40,700.00
EFT49051	01/03/2022	CJD EQUIPMENT PTY LTD	PLANT MAINTENANCE, PARTS & SERVICE	3,342.16
EFT49052	01/03/2022	CME BOILERMAKING PTY LTD	REPAIR TO WOODWASTE GRINDER	5,018.20
EFT49053	01/03/2022	COMMAND-A-COM AUSTRALIA PTY LTD	ASCOT PLACE PHONE MESSAGE	484.00
EFT49054	01/03/2022	COMPU-STOR	IT BACKUP DATA SERVICES	660.64
EFT49055	01/03/2022	COTERRA PTY LTD T/A COTERRA ENVIRONMENT	PROVISION OF WASTE MANAGEMENT TECHNICAL ADVICE	1,493.80
EFT49056	01/03/2022	CROSSLAND & HARDY PTY LTD	SURVEYING COSTS - STAGES 14, 16 & CLASS IV STAGE 2 & 9 RELOCATED GCP'S AT RED HILL	3,740.00
EFT49057	01/03/2022	CUTTING EDGES REPLACEMENT PARTS PTY LTD	PLANT PARTS	129.74
EFT49058	01/03/2022	ECOLO WA	EQUIPMENT PURCHASE - ODOUR CONTROL SYSTEM	14,223.00
EFT49059	01/03/2022	ELAN ENERGY MATRIX	TYRE DISPOSAL COSTS - RED HILL	1,429.42
EFT49060	01/03/2022	ELEMENT HYDROGRAPHIC SOLUTIONS	EQUIPMENT MAINTENANCE & SERVICE	996.60
EFT49061	01/03/2022	ENVIRO SWEEP	SITE SWEEPING - HAZELMERE, RED HILL AND BAYWASTE	2,645.50
EFT49062	01/03/2022	ESRI AUSTRALIA PTY LTD	ANNUAL SUBSCRIPTION	9,559.00
EFT49063	01/03/2022	EUROFINS ARL PTY LTD T/AS EUROFINS	SAMPLE TESTING - DUST, WOODCHIP & WATER	5,458.20
EFT49064	01/03/2022	EVERSAFE FIRE PROTECTION	FIRE FIGHTING POWDER	104.50
EFT49065	01/03/2022	FILTERS PLUS	PLANT FILTERS	231.00
EFT49066	01/03/2022	FLEET DYNAMICS PTY LTD	MONTHLY EQUIPMENT HIRE FEE	48.40
EFT49067	01/03/2022	FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK	STAFF AMENITIES	447.00
EFT49068	01/03/2022	FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	306.10
EFT49069	01/03/2022	GEOFABRICS AUSTRALASIA PTY LTD	PURCHASE CELL LINING MATERIALS	16,346.00
EFT49070	01/03/2022	GOODCHILD ENTERPRISES	BATTERY PURCHASE	255.20
EFT49071	01/03/2022	GREENS ELECTRICAL SERVICE	ELECTRICAL MAINTENANCE AT RED HILL	3,114.58
EFT49072	01/03/2022	HARDHAT MEDIA & COMMUNICATIONS	CONSTRUCTION TIME-LAPSE FOR WASTE STATION AT HRRP	1,397.00



Eastern Metropolitan Regional Council

CEO's DELEGATED PAYMENTS LIST FOR THE MONTHS OF MARCH & APRIL 2022

Cheque / EFT No	Date	Payee	Amount
EFT49073	01/03/2022	HARVEY NORMAN MIDLAND - RD SUPA PTY LTD T/AS HARVEY	282.20
EFT49074	01/03/2022	NORMAN AV/IT SUPERSTORE MIDLAND HECS FIRE	385.00
EFT49075	01/03/2022	HOPGOODGANIM LAWYERS	1,366.75
EFT49076	01/03/2022	ILLION AUSTRALIA PTY LTD (DUN & BRADSTREET)	115.50
EFT49077	01/03/2022	INSTANT WEIGHT PTY LTD T/A INSTANT WEIGHING	880.00
EFT49078	01/03/2022	INTEGRATED ICT	6,200.08
EFT49079	01/03/2022	KENNARDS HIRE	1,452.00
EFT49080	01/03/2022	KOOL KREATIVE	242.00
EFT49081	01/03/2022	LAW CENTRAL LEGAL PTY LTD T/AS LAW CENTRAL LEGAL	4,158.00
EFT49082	01/03/2022	LIFTRITE HIRE & SALES	4,136.00
EFT49083	01/03/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1,700.00
EFT49084	01/03/2022	MA SERVICES GROUP PTY LTD	10,286.68
EFT49085	01/03/2022	MAIL PLUS PERTH	369.60
EFT49086	01/03/2022	MAJOR MOTORS PTY LTD	1,871.45
EFT49087	01/03/2022	MARSMEN PLUMBING	197.18
EFT49088	01/03/2022	MIDLAND TOYOTA	3,995.09
EFT49089	01/03/2022	MIDWAY FORD (WA)	555.00
EFT49090	01/03/2022	NEVERFAIL SPRINGWATER	1,090.15
EFT49091	01/03/2022	OFFICE LINE GROUP	453.20
EFT49092	01/03/2022	ONSITE RENTALS PTY LTD	477.46
EFT49093	01/03/2022	PERTH SCIENTIFIC	599.50
EFT49094	01/03/2022	PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS	1,780.32
EFT49095	01/03/2022	POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS	448.80
EFT49096	01/03/2022	PR POWER PTY LTD	2,132.90
EFT49097	01/03/2022	PRESTIGE ALARMS	4,345.13
EFT49098	01/03/2022	PRO WELD MINE MAINTENANCE PTY LTD	1,067.00
EFT49099	01/03/2022	PRUDENTIAL INVESTMENT SERVICES CORP P/L	2,083.32
EFT49100	01/03/2022	QUAD SERVICES PTY LTD	10,467.38
EFT49101	01/03/2022	REFRESH WATERS PTY LTD	78.50
EFT49102	01/03/2022	REGIONAL DEVELOPMENT AUSTRALIA SOUTH WEST INC	495.00
EFT49103	01/03/2022	RELATIONSHIPS AUSTRALIA WA INC	165.00
EFT49104	01/03/2022	REMONDIS AUSTRALIA PTY LTD	18.04
EFT49105	01/03/2022	RUDD INDUSTRIAL AND FARM SUPPLIES	269.86
EFT49106	01/03/2022	SAFE WORK LABORATORIES PTY LTD	1,430.00
EFT49107	01/03/2022	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	492.64
EFT49108	01/03/2022	SHIRE OF NORTHAM	33,550.00
EFT49109	01/03/2022	SIGN SUPERMARKET	110.00
EFT49110	01/03/2022	SMART WASTE SOLUTIONS AUSTRALIA PTY LTD	713.90
EFT49111	01/03/2022	SOFT LANDING - GREAT LAKES COMMUNITY RESOURCES INCORPORATED T/A	53,597.50
EFT49112	01/03/2022	SONIC HEALTHPLUS PTY LTD	588.50
EFT49113	01/03/2022	SPUDS GARDENING SERVICES	1,905.00



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EFT49114	01/03/2022	ST JOHN AMBULANCE ASSOCIATION	FIRST AID TRAINING & RESTOCK FIRST AID KIT	875.32
EFT49115	01/03/2022	STATEWIDE BEARINGS - PARTOUT PTY LTD T/A	PARTS FOR WOOD GRINDER	143.00
EFT49116	01/03/2022	SUEZ RECYCLING & RECOVERY	FOGO BIN HIRE	34.56
EFT49117	01/03/2022	SWAN FIRE SERVICES	SERVICE MAINTENANCE - FIRE PROTECTION SYSTEM AT HAZELMERE	173.80
EFT49118	01/03/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	6,826.55
EFT49119	01/03/2022	TALIS CONSULTANTS	CONSULTING FEE - REGIONAL WASTE COLLECTION MODEL	904.75
EFT49120	01/03/2022	THE WATERSHED	PLANT PARTS	172.00
EFT49121	01/03/2022	TIM DAVIES LANDSCAPING PTY LTD (TDL)	GARDEN MAINTENANCE ASCOT PLACE	1,014.99
EFT49122	01/03/2022	TJ DEPIAZZI & SONS	PRODUCT TRANSPORTATION COSTS	6,804.60
EFT49123	01/03/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	1,798.71
EFT49124	01/03/2022	TRADEFAIRE INTERNATIONAL PTY LTD (PREVIOUSLY ACCESS	TYRE REPLACEMENTS & REPAIRS	1,240.25
EFT49125	01/03/2022	INDUSTRIAL TYRES #3106) TRANEN PTY LTD	REVEGETATION MONITORING & PROVISION FOR REPORT	9,209.20
EFT49126	01/03/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT PARTS & REPAIR	5,580.79
EFT49127	01/03/2022	TWISTECH - GREG WOOD	FENCE REPAIRS AT RED HILL & TRANSFER STATIONS	3,476.00
EFT49128	01/03/2022	TYREPOWER MUNDARING	PUNCTURE REPAIR & TYRE REPLACEMENTS	1,442.00
EFT49129	01/03/2022	UNITED CRANE SERVICES PTY LTD	PLANT REPAIR - GRINDER	1,018.88
EFT49130	01/03/2022	VOLICH WASTE CONTRACTORS PTY LTD	BULK BIN HIRE	44.00
EFT49131	01/03/2022	WA HINO SALES AND SERVICE	PLANT PART - HOOKLIFT TRUCKS	159.94
EFT49132	01/03/2022	WA SAFETY PRODUCTS	PROTECTIVE CLOTHING	690.48
EFT49133	01/03/2022	WASTETRANS WA - APPALA HOLDINGS PTY LTD T/AS	PRODUCT TRANSPORTATION COSTS	42,489.50
EFT49134	01/03/2022	WATERLOGIC AUSTRALIA PTY LTD	EQUIPMENT RENTAL	810.40
EFT49135	01/03/2022	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS	13,889.09
EFT49136	01/03/2022	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	1,270.58
EFT49137	01/03/2022	WORK CLOBBER	PROTECTIVE CLOTHING	910.30
EFT49138	01/03/2022	WREN OIL	WASTE OIL REMOVAL	33.00
EFT49139	01/03/2022	YEOMAN PTY LTD ATF THE RJ ROHRLACH FAMILY TRUST	CONSULTING FEES - ENERGY SUPPLY CONTRACT & WWtE	6,457.00
EFT49140	04/03/2022	ADVANCED LIQUID WASTE - ANTHONY WALSH ATF 88 FAMILY	PUMP OUT WHEEL WASH SUMPS AT RED HILL & HAZELMERE	2,376.50
EFT49141	04/03/2022	TRUST T/A AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES	46.87
EFT49142	04/03/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE - EXCAVATOR	1,890.57
EFT49143	04/03/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	9,035.65
EFT49144	04/03/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	3,591.04
EFT49145	04/03/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	3,315.85
EFT49146	04/03/2022	KLB SYSTEMS	COMPUTER HARDWARE PURCHASES	1,666.50
EFT49147	04/03/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	10,677.68
EFT49148	04/03/2022	LAND KVALITY	PRODUCT SAMPLING ASSESSMENT	2,271.50
EFT49149	04/03/2022	MARGARET THOMAS	REIMBURSEMENT OF EXPENSES	79.00
EFT49150	04/03/2022	MS GROUNDWATER MANAGEMENT	GROUNDWATER MONITORING AT RED HILL	10,560.00
EFT49151	04/03/2022	PERTH BIN HIRE - IWM (PBH) PTY LTD T/A	PRODUCT TRANSPORTATION COSTS	450.00
EFT49152	04/03/2022	ROBERT PLIMBLEY	STAFF REBURSEMENT	1,807.00
EFT49153	04/03/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	1,457.40
EFT49154	04/03/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	404.51



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EFT49155	04/03/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE	1,171.50
EFT49156	08/03/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	2,159.30
EFT49157	08/03/2022	G AND D FENCING - GRALEI PTY LTD T/A	NOISE CONTROL FENCE INSTALLATION - HRRP	27,262.40
EFT49158	08/03/2022	JOHN HUGHES (ROHANNA PTY LTD)	VEHICLE PURCHASE	45,340.00
EFT49159	08/03/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	4,227.25
EFT49160	08/03/2022	NEWTOWN TOYOTA	VEHICLE PURCHASE	26,527.05
EFT49161	08/03/2022	PERTH ENERGY PTY LTD	GAS SUPPLY - WWtE	174.64
EFT49162	08/03/2022	SMEC AUSTRALIA PTY LTD	CONSULTING FEE - CONSTRUCTION OF STAGE 16 AT RED HILL	32,732.13
EFT49163	08/03/2022	WDIS.WA.PTY.LTD	PLANT REPAIR - GRINDER	1,595.00
EFT49164	08/03/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49165	08/03/2022	CITY OF CANNING	PLANT PURCHASE - WALKING FLOOR TRAILER	110,000.00
EFT49166	08/03/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	82,582.00
EFT49167	11/03/2022	CITY OF SWAN	COUNCIL RATES	34,800.24
EFT49168	11/03/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	26,599.62
EFT49169	11/03/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	6,725.07
EFT49170	11/03/2022	HOPGOODGANIM LAWYERS	PROBITY SERVICES - PERMANENT FOGO FACILITY	2,530.00
EFT49171	11/03/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	9,668.79
EFT49172	11/03/2022	MADDERN ELECTRICS	ELECTRICAL MAINTENANCE - ASCOT PLACE	253.00
EFT49173	11/03/2022	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,718.82
EFT49174	11/03/2022	NATIONAL WORKFORCE	LABOUR HIRE	6,369.58
EFT49175	11/03/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	5,942.11
EFT49176	11/03/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	345.49
EFT49177	16/03/2022	AIRROAD PTY LTD	REFUND OF DUPLICATE PAYMENT	83.16
EFT49178	16/03/2022	BP AUSTRALIA PTY LTD	FUEL PURCHASES	115,100.52
EFT49179	16/03/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	750.20
EFT49180	16/03/2022	DEPARTMENT OF AGRICULTURE, WATER AND THE ENVIRONMENT	BIOSECURITY AUDIT FEE	860.00
EFT49181	16/03/2022	DRAKE AUSTRALIA PTY LTD	LABOUR HIRE	9,943.20
EFT49182	16/03/2022	KLB SYSTEMS	COMPUTER HARDWARE PURCHASES & ANTI-SPAM SOFTWARE SUBSCRIPTION	6,611.00
EFT49183	16/03/2022	PERTH QUALITY SERVICES	GENERAL MAINTENANCE - HAZELMERE SITE	820.00
EFT49184	16/03/2022	SYNERGY	ELECTRICITY CHARGES - ASCOT PLACE	3,726.45
EFT49185	18/03/2022	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	120,339.00
EFT49186	18/03/2022	KENNARDS HIRE	PLANT HIRE	1,850.00
EFT49187	18/03/2022	POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS	PLANT FLUID	706.20
EFT49188	18/03/2022	TWISTECH - GREG WOOD	FENCE REPAIR AT RED HILL	462.00
EFT49189	18/03/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	654.14
EFT49190	18/03/2022	HOVER HOLDINGS PTY LTD	WASTE PRODUCT TRANSPORTATION COSTS	3,575.00
EFT49191	23/03/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49192	23/03/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	85,064.00
EFT49193	23/03/2022	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	323.02
EFT49194	23/03/2022	BAYSWATER AUTO DETAILERS	POOL VEHICLE CLEANING	506.00
EFT49195	23/03/2022	BISTEL CONSTRUCTION PTY LTD	CONSTRUCTION - HAZELMERE WASTE TRANSFER STATION & RED HILL WORKSHOP	1,153,774.90



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EFT49196	23/03/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	1,998.04
EFT49197	23/03/2022	GHD PTY LTD	CONSULTANCY FEE - PERMANENT FOGO PROCESSING FACILITY	19,900.98
EFT49198	23/03/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	8,624.53
EFT49199	23/03/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	2,158.64
EFT49200	23/03/2022	PERTH ENERGY PTY LTD	GAS SUPPLY - WWtE	196.41
EFT49201	23/03/2022	SYNERGY	ELECTRICITY CHARGES - HAZELMERE	8,206.80
EFT49202	23/03/2022	TUTT BRYANT EQUIPMENT (BT EQUIPMENT PTY LTD)	PLANT SERVICE	5,296.80
EFT49203	23/03/2022	YOGA BY LAUREN CATALANO	STAFF HEALTH PROMOTION	720.00
EFT49204	25/03/2022	ARDEA ENVIRONMENTAL	GDA SUPPORT	3,200.00
EFT49205	25/03/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	ANNUAL LICENCE RENEWAL FOR RED HILL	26,593.00
EFT49206	25/03/2022	NAGAMANI RAJU MADDI	STAFF REIMBURSEMENT	112.33
EFT49207	25/03/2022	STEPHEN CONWAY	STAFF REIMBURSEMENT	150.50
EFT49208	25/03/2022	SUNDAY EKE	STAFF REIMBURSEMENT	36.28
EFT49209	25/03/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	12,318.17
EFT49210	29/03/2022	VENUESLIVE MANAGEMENT SERVICES (WA) PTY LTD (OPTUS STADIUM)	VENUE HIRE - OTHER FUNCTIONS	1,573.00
EFT49211	31/03/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	292.05
EFT49212	31/03/2022	DECOY	DEPOSIT - OTHER FUNCTIONS	1,525.00
EFT49213	31/03/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	CONTROL WASTE TRACKING FORM CHARGES	704.00
EFT49214	31/03/2022	HARTAC SALES & DISTRIBUTION PTY LTD	PROTECTIVE CLOTHING	281.60
EFT49215	31/03/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	8,360.38
EFT49216	31/03/2022	MARKETFORCE	VARIOUS ADVERTISEMENT & PUBLIC NOTICES	685.86
EFT49217	31/03/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	4,055.94
EFT49218	31/03/2022	NATHANIEL TAN PHOTOGRAPHY	DEPOSIT - OTHER FUNCTIONS	198.00
EFT49219	31/03/2022	WESTRAC EQUIPMENT PTY LTD	PLANT PARTS	447.16
EFT49220	01/04/2022	AALAN LINE MARKING SERVICES	PAINTING OF LINES AT HAZELMERE	25,965.50
EFT49221	01/04/2022	ADT SECURITY	SECURITY MONITORING	126.84
EFT49222	01/04/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PLANT REPAIR	992.84
EFT49223	01/04/2022	AIR FILTER DRY CLEAN SYSTEMS WA	CLEAN & SERVICES FILTERS	1,005.57
EFT49224	01/04/2022	ALL RUBBER TMH PTY LTD	REPLACEMENT BELT ON GRINDER	1,259.50
EFT49225	01/04/2022	ALLIGHTSYKES PTY LTD	QUARTERLY SERVICE - GENERATOR AT ASCOT PLACE	407.00
EFT49226	01/04/2022	ALLPEST - ROL-WA PTY LTD T/AS	PEST CONTROLS	2,737.50
EFT49227	01/04/2022	AUSTRALIA AND NEW ZEALAND RECYCLING PLATFORM LTD	CONTRIBUTION TO TECH COLLECT E WASTE PROGRAM COLLECTION & DISPOSAL COSTS	699.60
EFT49228	01/04/2022	AUSTRALIA POST - ASCOT PLACE	POSTAL CHARGES & METER RESET	402.46
EFT49229	01/04/2022	AUSTRALIAN ACCESS HIRE PTY LTD	PLANT HIRE	495.28
EFT49230	01/04/2022	BARFIELD EARTHMOVING (JAYCOURT NOMINEES P/L)	PLANT HIRE & PLANT TRANSPORTATION COSTS	17,081.50
EFT49231	01/04/2022	BATTERY WORLD	BATTERY PURCHASES	740.00
EFT49232	01/04/2022	BEDROCK MINE MAINTENANCE SERVICES PTY LTD	REPAIR HAAS GRINDER PARTS	1,320.00
EFT49233	01/04/2022	BIG BUBBLE RETAIL	CLEANING SOLUTION	24.56
EFT49234	01/04/2022	BIN BATH AUSTRALIA PTY LTD	BIN CLEANING	155.10
EFT49235	01/04/2022	BIOGAS SYSTEMS AUSTRALIA PTY LTD	PURCHASE OF PUMPS	591.91
EFT49236	01/04/2022	BLUEFIT PTY LTD (BELMONT OASIS LEISURE CENTRE)	STAFF HEALTH PROMOTION	486.00



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EFT49237	01/04/2022	BOBCAT ATTACH	PLANT REPAIR	297.00
EFT49238	01/04/2022	BRING COURIERS	COURIER SERVICE	556.93
EFT49239	01/04/2022	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE	9,768.00
EFT49240	01/04/2022	BUNNINGS GROUP LTD	HARDWARE SUPPLIES	633.38
EFT49241	01/04/2022	BURSON AUTOMOTIVE PTY LTD	PLANT PARTS	456.87
EFT49242	01/04/2022	BURSWOOD TROPHIES	ENGRAVING SERVICE	30.80
EFT49243	01/04/2022	CHARLES SERVICE COMPANY	CLEANING SERVICES - RED HILL	3,047.74
EFT49244	01/04/2022	CHEMCENTRE	WOOD FINDS & OTHER WOOD SAMPLE MONITORING - HAZELMERE	440.00
EFT49245	01/04/2022	CJD EQUIPMENT PTY LTD	PLANT MAINTENANCE, PARTS & SERVICE	10,477.05
EFT49246	01/04/2022	CME BOILERMAKING PTY LTD	PLANT REPAIR	4,944.50
EFT49247	01/04/2022	COMMAND-A-COM AUSTRALIA PTY LTD	PHONE SYSTEM SUPPORT & MAINTENANCE - ASCOT PLACE	638.00
EFT49248	01/04/2022	COMPU-STOR	IT BACKUP DATA SERVICES	791.34
EFT49249	01/04/2022	CONTAINIT PTY LTD T/A CONTAINIT SOLUTIONS	EQUIPMENT PURCHASES	5,396.60
EFT49250	01/04/2022	CONVEYOR PRODUCTS AND SOLUTIONS PTY LTD (CPS)	HARDWARE SUPPLIES	2,480.06
EFT49251	01/04/2022	COTERRA PTY LTD T/A COTERRA ENVIRONMENT	PROVISION OF WASTE MANAGEMENT TECHNICAL ADVICE	2,400.75
EFT49252	01/04/2022	CPR ELECTRICAL SERVICES	ELECTRICAL MAINTENANCE - HAAS GRINDER	2,997.50
EFT49253	01/04/2022	CROSSLAND & HARDY PTY LTD	SURVEYING COSTS - STAGES 14 AT RED HILL	1,188.00
EFT49254	01/04/2022	CUTTING EDGES REPLACEMENT PARTS PTY LTD	PLANT PARTS	3,787.88
EFT49255	01/04/2022	ECHO NEWSPAPERS	ANNUAL SUBSCRIPTION	148.50
EFT49256	01/04/2022	ECOLO WA	INSTALL VAPOURGUARD ODOUR CONTROL SYSTEMS AT RED HILL	7,293.00
EFT49257	01/04/2022	ECOTECH P/L	EQUIPMENT HIRE	1,045.00
EFT49258	01/04/2022	ELAN ENERGY MATRIX	TYRE DISPOSAL COSTS - TRANSFER STATIONS	1,402.03
EFT49259	01/04/2022	ELEMENT HYDROGRAPHIC SOLUTIONS	EQUIPMENT MAINTENANCE & SERVICE	443.30
EFT49260	01/04/2022	ENVIRO SWEEP	SITE SWEEPING - HAZELMERE	2,825.90
EFT49261	01/04/2022	EUROFINS ARL PTY LTD T/AS EUROFINS	SAMPLE TESTING - WATER & WOOFDFINES & WOODCHIPS & DUST ANALYSIS	84.70
EFT49262	01/04/2022	FILTERS PLUS	PLANT FILTERS	230.45
EFT49263	01/04/2022	FLEET DYNAMICS PTY LTD	MONTHLY EQUIPMENT HIRE FEE	48.40
EFT49264	01/04/2022	FLUID MANAGEMENT TECHNOLOGY PTY LTD	PLANT PARTS	1,239.19
EFT49265	01/04/2022	FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK	STAFF AMENITIES	552.00
EFT49266	01/04/2022	FUELFIX PTY LTD	EQUIPMENT HIRE	1,390.95
EFT49267	01/04/2022	FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	774.39
EFT49268	01/04/2022	GALLOWAY ELECTRICAL CONTRACTORS	REPAIRS TO GRINDER	3,602.72
EFT49269	01/04/2022	GLOBAL SYNTHETICS PTY LTD	CELL LININGS FOR RED HILL	6,042.21
EFT49270	01/04/2022	GOODCHILD ENTERPRISES	BATTERY PURCHASES	874.50
EFT49271	01/04/2022	GREENS ELECTRICAL SERVICE	ELECTRICAL MAINTENANCE AT RED HILL & HAZELMERE	1,930.73
EFT49272	01/04/2022	GROENEVELD AUSTRALIA P/L	PLANT PARTS	314.84
EFT49273	01/04/2022	HERTZ INSPECTION AND SERVICES PTY LTD TRUSTEE OF HARSIDHHI FAMILY TRUST	PLANT MAINTENANCE	5,500.00
EFT49274	01/04/2022	IAN BANCROFT	GENERAL MAINTENANCE - RED HILL WEIGHBRIDGE	412.50
EFT49275	01/04/2022	INTEGRATED ICT	IT SUPPORT	2,393.25
EFT49276	01/04/2022	JD ORGANICS PTY LTD	FOGO PRODUCTS	8,578.00
EFT49277	01/04/2022	K2 AUDIOVISUAL PTY LTD	EQUIPMENT RE-ALLOCATION	1,116.50



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EFT49278	01/04/2022	KENNARDS HIRE	PLANT HIRE	1,195.60
EFT49279	01/04/2022	KOOL KREATIVE	ANNUAL REPORT	2,178.00
EFT49280	01/04/2022	LAW CENTRAL LEGAL PTY LTD T/AS LAW CENTRAL LEGAL	LEGAL ADVICE - WWIe PROJECT	1,386.00
EFT49281	01/04/2022	LYONS AIRCONDITIONING SERVICES	PLANT MAINTENANCE	1,281.63
EFT49282	01/04/2022	MAIL PLUS PERTH	MAIL EXPENSES	369.60
EFT49283	01/04/2022	MAJOR MOTORS PTY LTD	PLANT REPAIRS	4,066.70
EFT49284	01/04/2022	MARKET CREATIONS AGENCY	WEBSITE MAINTENANCE	2,706.00
EFT49285	01/04/2022	MARSMEN PLUMBING	BUILDING MAINTENANCE AT ASCOT PLACE	1,031.09
EFT49286	01/04/2022	MCINTOSH & SON	PLANT REPAIR	371.76
EFT49287	01/04/2022	MIDLAND SOLAR & AIR	PLANT REPAIR	2,651.00
EFT49288	01/04/2022	MIDLAND STEEL FABRICATION - RASON HOLDINGS P/L AS TRUSTEE FOR THE MIDLAND STEEL TRUST (PREVIOUSLY CR#	PLANT REPAIR	220.00
EFT49289	01/04/2022	MM SPANNERS PTY LTD	PLANT REPAIR - GRINDER	880.00
EFT49290	01/04/2022	MUNDARING CRANE TRUCK HIRE	PLANT TRANSPORTATION COSTS	247.50
EFT49291	01/04/2022	NATIONAL WORKFORCE	LABOUR HIRE	7,776.35
EFT49292	01/04/2022	NETLINK GROUP PTY LTD	PHONE SYSTEM MAINTENANCE	426.25
EFT49293	01/04/2022	NEVERFAIL SPRINGWATER	BOTTLED WATER	1,115.96
EFT49294	01/04/2022	NEW WATER WAYS	ENVIRONMENTAL CONSULTING FEES	220.00
EFT49295	01/04/2022	ONSITE RENTALS PTY LTD	EQUIPMENT RENTAL	450.95
EFT49296	01/04/2022	PERTH BIN HIRE - IWM (PBH) PTY LTD T/A	PRODUCT TRANSPORTATION COSTS	225.00
EFT49297	01/04/2022	PETRO MIN ENGINEERS	CONSULTING FEE - WASTE & ENGINEERING SERVICES	2,175.25
EFT49298	01/04/2022	PIRTEK MALAGA - JH FLUID TRANSFER SOLUTIONS T/AS	PLANT REPAIR	1,147.62
EFT49299	01/04/2022	PIRTEK MIDLAND (M & B HYDRAULICS PTY LTD)	HYDRAULIC HOSE SUPPLIES & REPAIRS	1,147.41
EFT49300	01/04/2022	POWERUP AUTO TREATMENTS - CHEMSOL AUSTRALIA PTY LTD T/AS	PLANT SOLUTION	155.10
EFT49301	01/04/2022	PR POWER PTY LTD	GENERATOR PURCHASE & PARTS	12,792.01
EFT49302	01/04/2022	PRESTIGE ALARMS	SECURITY MONITOR & INSPECTION	1,108.00
EFT49303	01/04/2022	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT INSPECTIONS	2,832.13
EFT49304	01/04/2022	PRUDENTIAL INVESTMENT SERVICES CORP P/L	INVESTMENT ADVISORY SERVICES	2,083.32
EFT49305	01/04/2022	QUAD SERVICES PTY LTD	CLEANING SERVICES & CONSUMABLES - ASCOT PLACE	4,604.79
EFT49306	01/04/2022	QUESTAMON TRAINING - CORPORATE TRAINING SERVICES T/AS	STAFF TRAINING	1,495.00
EFT49307	01/04/2022	RELATIONSHIPS AUSTRALIA WA INC	EAP - COUNSELLING FEES	341.00
EFT49308	01/04/2022	REMONDIS AUSTRALIA PTY LTD	COLLECTION OF PAPER RECYCLABLES	52.63
EFT49309	01/04/2022	RUDD INDUSTRIAL AND FARM SUPPLIES	HARDWARE SUPPLIES	496.97
EFT49310	01/04/2022	SAFE WORK LABORATORIES PTY LTD	HEALTH PROMOTIONS - DRUG TESTING	1,430.00
EFT49311	01/04/2022	SETON AUSTRALIA - BRADY AUSTRALIA PTY LTD T/AS	SAFETY GEARS	221.02
EFT49312	01/04/2022	SHOP FOR SHOPS	HARDWARE SUPPLIES	1,020.75
EFT49313	01/04/2022	SIGN SUPERMARKET	SIGNS & STICKERS	925.00
EFT49314	01/04/2022	SIGNS & LINES	SIGNS FOR BAYWASTE	1,539.73
EFT49315	01/04/2022	SNAPPER DISPLAY SYSTEM	OFFICE EQUIPMENT	511.84
EFT49316	01/04/2022	SOFT LANDING - GREAT LAKES COMMUNITY RESOURCES INCORPORATED T/A	COLLECTION & DISPOSAL OF MATTRESSES AT HAZELMERE	19,360.00
EFT49317	01/04/2022	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL	1,248.50
EFT49318	01/04/2022	SOUTHERN CROSS PROTECTION	COURIER SERVICE	583.00



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EFT49319	01/04/2022	STATEWIDE BEARINGS - PARTOUT PTY LTD T/A	PLANT PARTS - GRINDER	1,557.60
EFT49320	01/04/2022	SWAN FIRE SERVICES	SERVICE MAINTENANCE & REPAIR - FIRE PROTECTION SYSTEM AT HAZELMERE	525.80
EFT49321	01/04/2022	SWAN LOCK SERVICE - RAMSAY & SONS PTY LTD T/A	PADLOCKS	2,825.00
EFT49322	01/04/2022	SWAN TOWING SERVICES PTY LTD ATF THE SWAN TOWING TRUST	PLANT TRANSPORTATION COST	484.00
EFT49323	01/04/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	380.42
EFT49324	01/04/2022	TENDERLINK	ADVERTISING COSTS - TENDER	184.80
EFT49325	01/04/2022	THERMO FISHER SCIENTIFIC AUSTRALIA PTY LTD	RECALIBRATION OF EQUIPMENTS	437.80
EFT49326	01/04/2022	TIM DAVIES LANDSCAPING PTY LTD (TDL)	GARDEN MAINTENANCE ASCOT PLACE	1,014.99
EFT49327	01/04/2022	TOTALLY WORKWEAR MIDLAND	PROTECTIVE CLOTHING	1,202.95
EFT49328	01/04/2022	TRACS	PLANT REPAIRS & PARTS	8,535.70
EFT49329	01/04/2022	TRADEFAIRE INTERNATIONAL PTY LTD (PREVIOUSLY ACCESS INDUSTRIAL TYRES #3106)	TYRE REPLACEMENT & REPAIR	1,388.20
EFT49330	01/04/2022	TWISTECH - GREG WOOD	INSTALL TEMPORARY FENCE TO FOGO & REPAIRS TO FENCES	8,492.00
EFT49331	01/04/2022	TYREPOWER MUNDARING	PUNCTURE REPAIR & TYRE REPLACEMENTS	1,334.00
EFT49332	01/04/2022	UNITED CRANE SERVICES PTY LTD	PLANT REPAIR - GRINDER	4,598.55
EFT49333	01/04/2022	VOLICH WASTE CONTRACTORS PTY LTD	BULK BIN HIRE	44.00
EFT49334	01/04/2022	WA HINO SALES AND SERVICE	SERVICE MAINTENANCE - HOOKLIFT TRUCKS	1,838.27
EFT49335	01/04/2022	WA MACHINERY GLASS	REPLACE WINDSCREEN ON PLANT	1,083.50
EFT49336	01/04/2022	WATERLOGIC AUSTRALIA PTY LTD	EQUIPMENT RENTAL	822.28
EFT49337	01/04/2022	WEST COAST POLY PTY LTD	PLANT PURCHASE	21,736.00
EFT49338	01/04/2022	WEST TIP WASTE CONTROL	SKIP BIN HIRE & WASTE TRANSPORTATION COSTS	13,656.50
EFT49339	01/04/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING	578.00
EFT49340	01/04/2022	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS	16,090.64
EFT49341	01/04/2022	WINC AUSTRALIA PTY LTD	STATIONERY & CONSUMABLES	2,230.92
EFT49342	01/04/2022	WORK CLOBBER	PROTECTIVE CLOTHING	225.00
EFT49343	01/04/2022	WORKFORCE ADMINISTRATION (AUST) PTY LTD (PORTNER PRESS)	ANNUAL SUBSCRIPTION RENEWAL	990.00
EFT49344	01/04/2022	WORLDWIDE PRINTING SOLUTIONS CANNINGTON	PULL UP BANNER	242.00
EFT49345	01/04/2022	WREN OIL	WASTE OIL REMOVAL	33.00
EFT49346	06/04/2022	CHARLIE ZANNINO	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49347	06/04/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49348	06/04/2022	DOUG JEANS	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49349	06/04/2022	DYLAN O'CONNOR	QUARTERLY COUNCILLORS PAYMENT	3,893.94
EFT49350	06/04/2022	GIORGIA JOHNSON	COUNCILLORS ATTENDANCE FEE	238.00
EFT49351	06/04/2022	HILARY MACWILLIAM	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49352	06/04/2022	JO CICCHINI	COUNCILLORS ATTENDANCE FEE	238.00
EFT49353	06/04/2022	JOHN DAW	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49354	06/04/2022	KATHRYN HAMILTON	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49355	06/04/2022	MARGARET THOMAS	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49356	06/04/2022	MEL CONGERTON	QUARTERLY COUNCILLORS PAYMENT	8,975.50
EFT49357	06/04/2022	MICHELLE SUTHERLAND	QUARTERLY COUNCILLORS PAYMENT	2,640.00
EFT49358	06/04/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	84,210.00
EFT49359	06/04/2022	STEVE OSTASZEWSKYJ	QUARTERLY COUNCILLORS PAYMENT	2,640.00



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EFT49360	06/04/2022	AMALGAM RECRUITMENT	LABOUR HIRE	1,884.47
EFT49361	06/04/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIR	2,019.05
EFT49362	06/04/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	2,668.00
EFT49363	06/04/2022	KIRTI DHURANDHAR	STAFF REIMBURSEMENT	195.00
EFT49364	06/04/2022	LABOURFORCE IMPEX PERSONNEL P/L	LABOUR HIRE	5,684.47
EFT49365	06/04/2022	LGIS INSURANCE BROKING	ANNUAL INSURANCE PREMIUM - WWIE	24,136.66
EFT49366	06/04/2022	MILLS RECRUITMENT - MILLS CORPORATION PTY LTD T/AS	LABOUR HIRE	4,190.34
EFT49367	06/04/2022	PRO WELD MINE MAINTENANCE PTY LTD	PLANT PARTS	1,214.40
EFT49368	06/04/2022	SYNERGY	ELECTRICITY CHARGES & BUYBACK SURPLUS AGREEMENT	10,271.81
EFT49369	06/04/2022	TELSTRA CORPORATION LTD	TELEPHONE CHARGES	996.74
EFT49370	08/04/2022	GROENEVELD AUSTRALIA P/L	PLANT PARTS	1,196.00
EFT49371	08/04/2022	INTEGRATED ICT	IT SUPPORT	861.30
EFT49372	08/04/2022	UNIFIED INCENTIVES PTY LTD (GIFTPAY)	GIFT CARD	100.00
EFT49373	13/04/2022	BP AUSTRALIA PTY LTD	FUEL PURCHASES	2,954.28
EFT49374	13/04/2022	DEPARTMENT OF AGRICULTURE, WATER AND THE ENVIRONMENT	BIOSECURITY AUDIT FEE	2,500.00
EFT49375	13/04/2022	FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	PHOTOCOPIER MAINTENANCE & SUPPLIES	75.93
EFT49376	13/04/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	395.40
EFT49377	13/04/2022	LIFTRITE HIRE & SALES	PLANT HIRE	3,960.00
EFT49378	13/04/2022	MA SERVICES GROUP PTY LTD	SECURITY MONITORING COSTS	6,930.00
EFT49379	13/04/2022	MOTORCHARGE PTY LTD	FLEET FUEL PURCHASES	2,922.19
EFT49380	13/04/2022	NATIONAL WORKFORCE	LABOUR HIRE	4,003.50
EFT49381	13/04/2022	PROTECTOR FIRE SERVICES	FIRE FIGHTING EQUIPMENT REPAIR AT HAZELMERE	731.50
EFT49382	13/04/2022	SUEZ RECYCLING & RECOVERY	FOGO BIN HIRE	69.14
EFT49383	13/04/2022	SYNERGY	ELECTRICITY CHARGES & BUYBACK SURPLUS AGREEMENT	6,239.12
EFT49384	13/04/2022	WESTRAC EQUIPMENT PTY LTD	PLANT SERVICE AGREEMENT & PLANT PARTS	4,408.36
EFT49385	20/04/2022	BP AUSTRALIA PTY LTD	FUEL PURCHASES	106,312.26
EFT49386	20/04/2022	DATA 3 PERTH	SOFTWARE LICENCE ANNUAL RENEWAL	1,351.90
EFT49387	20/04/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	QUARTERLY LANDFILL LEVY *** EFT CANCELLED ***	2,942,862.33
EFT49388	20/04/2022	HEIN VON BENECKE	STAFF REIMBURSEMENT *** EFT CANCELLED ***	118.37
EFT49389	20/04/2022	INDUSTRIAL RECRUITMENT PARTNERS	LABOUR HIRE	3,330.67
EFT49390	20/04/2022	NATIONAL WORKFORCE	LABOUR HIRE	11,242.34
EFT49391	20/04/2022	PERTH BIN HIRE - IWM (PBH) PTY LTD T/A	SKIN BIN HIRE	900.00
EFT49392	20/04/2022	SHOP FOR SHOPS	HARDWARE SUPPLIES	216.00
EFT49393	20/04/2022	YEOMAN PTY LTD ATF THE RJ ROHRLACH FAMILY TRUST	REALLOCATION OF EQUIPMENT	858.00
EFT49394	20/04/2022	ABA AUTOMATIC GATES WA	REPLACE REMOTE FOR GATE & SERVICE BOOM GATE	1,187.00
EFT49395	20/04/2022	CHILD SUPPORT	EMPLOYEE DEDUCTION	352.70
EFT49396	20/04/2022	DEPUTY COMMISSIONER OF TAXATION	GST PAYMENT	184,238.00
EFT49397	20/04/2022	PAYG PAYMENTS	PAYG TAXATION PAYMENT	86,833.00
EFT49398	22/04/2022	CASTROL AUSTRALIA PTY LTD	OIL PURCHASES	473.00
EFT49399	22/04/2022	CIVIL AUTO ELECTRICS PTY LTD	PLANT REPAIRS	702.90
EFT49400	22/04/2022	FLEXI STAFF PTY LTD	LABOUR HIRE	5,978.39



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EFT49401	22/04/2022	FRESH VENTURE GROUP PTY LTD T/AS FRUIT AT WORK STAFF AMENITIES	44.00
EFT49402	22/04/2022	HERBERT SMITH FREEHILLS LAWYERS LEGAL ADVICE	12,748.78
EFT49403	27/04/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION QUARTERLY LANDFILL LEVY & CONTROL WASTE TRACKING	2,943,214.33
EFT49404	27/04/2022	(DWER) CASEY MURPHY STAFF REIMBURSEMENT	318.00
EFT49405	27/04/2022	HEIN VON BENECKE STAFF REIMBURSEMENT	117.37
EFT49406	27/04/2022	TELSTRA CORPORATION LTD TELEPHONE CHARGES	17.81
EFT49407	29/04/2022	ARDEA ENVIRONMENTAL GDA SUPPORT	4,000.00
EFT49408	29/04/2022	AUSCO MODULAR PTY LTD PLANT HIRE - HAZELMERE	5,850.77
EFT49409	29/04/2022	BAYSWATER AUTO DETAILERS FLEET VEHICLE CLEANING	330.00
EFT49410	29/04/2022	BISTEL CONSTRUCTION PTY LTD CONSTRUCTION COSTS - HRRP WASTE TRANSFER STATION & RED HILL WORKSHOP	1,225,850.40
EFT49411	29/04/2022	DATA 3 PERTH SOFTWARE LICENCE ANNUAL RENEWAL	1,054.50
EFT49412	29/04/2022	DENIS FISHER STAFF REIMBURSEMENT	779.00
EFT49413	29/04/2022	HARTAC SALES & DISTRIBUTION PTY LTD EQUIPMENT PURCHASE - WWIE	2,490.02
EFT49414	29/04/2022	HUA JER LIEW STAFF REIMBURSEMENT	2,087.49
EFT49415	29/04/2022	KLB SYSTEMS COMPUTER HARDWARE & ACCESSORY PURCHASES	247.50
EFT49416	29/04/2022	LABOURFORCE IMPEX PERSONNEL P/L LABOUR HIRE	1,895.81
EFT49417	29/04/2022	NANI CREATIVE - K.T. WILSON & L.P. WOOD T/AS GRAPHIC ELEMENT - GREENPAGE NEWSLETTER	1,559.80
EFT49418	29/04/2022	NATIONAL WORKFORCE LABOUR HIRE	4,092.15
EFT49419	29/04/2022	PR POWER PTY LTD PLANT REPAIR	3,394.13
EFT49420	29/04/2022	SMEC AUSTRALIA PTY LTD CONSULTING FEE - CONSTRUCTION OF STAGE 16 AT RED HILL	34,734.71
EFT49421	29/04/2022	TANGIBILITY PTY LTD MARKETING MATERIALS - FOGO	2,074.16
220648	11/03/2022	EMRC PETTY CASH - BELMONT PETTY CASH RECOUP	386.85
220649	11/03/2022	EMRC PETTY CASH - HAZELMERE PETTY CASH RECOUP	131.40
220650	11/03/2022	EMRC PETTY CASH - MATHIESON ROAD PETTY CASH RECOUP	39.75
220651	11/03/2022	EMRC PETTY CASH - RED HILL PETTY CASH RECOUP	363.85
220652	06/04/2022	EMRC PETTY CASH - BELMONT PETTY CASH RECOUP	144.55
220653	06/04/2022	EMRC PETTY CASH - COPPIN ROAD PETTY CASH RECOUP	174.80
220654	06/04/2022	EMRC PETTY CASH - HAZELMERE PETTY CASH RECOUP	33.90
220655	06/04/2022	EMRC PETTY CASH - MATHIESON ROAD PETTY CASH RECOUP	37.80
220656	06/04/2022	EMRC PETTY CASH - RED HILL PETTY CASH RECOUP	133.20
220657	06/04/2022	JANELLE SEWELL COUNCILLORS ATTENDANCE FEE	238.00
220658	06/04/2022	WATER CORPORATION WATER RATES & USAGE - ASCOT PLACE & HAZELMERE	953.88
PAY 2022-18	02/03/2022	PAYROLL FE 27/2/22 NET PAYROLL	243,973.95
PAY 2022-19	16/03/2022	PAYROLL FE 13/3/22 NET PAYROLL	253,483.28
PAY 2022-20	30/03/2022	PAYROLL FE 27/3/22 NET PAYROLL	251,102.82
PAY 2022-21	13/04/2022	PAYROLL FE 10/4/22 NET PAYROLL	255,524.67
PAY 2022-22	27/04/2022	PAYROLL FE 24/4/22 NET PAYROLL	247,103.63
1*MAR22	01/03/2022	BANK CHARGES (1972 - 1976) BANK FEES AND CHARGES	1,889.95
1*APR22	01/04/2022	BANK CHARGES (1976 - 1980) BANK FEES AND CHARGES	2,275.10
DD23690.1	01/03/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER) SUPERANNUATION	29639.57
DD23690.2	01/03/2022	MARANI SUPER FUND SUPERANNUATION	1,098.80



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DD23690.3	01/03/2022	HUB24 SUPER FUND	SUPERANNUATION	232.02
DD23690.4	01/03/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,749.81
DD23690.5	01/03/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,385.91
DD23690.6	01/03/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	1,127.32
DD23690.7	01/03/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49
DD23690.8	01/03/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD23690.9	01/03/2022	BT SUPER FOR LIFE	SUPERANNUATION	812.98
DD23690.10	01/03/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	257.83
DD23690.11	01/03/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	284.91
DD23690.12	01/03/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	940.90
DD23690.13	01/03/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	254.15
DD23690.14	01/03/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	223.26
DD23690.15	01/03/2022	MARITIME SUPER	SUPERANNUATION	226.30
DD23690.16	01/03/2022	LEGALSUPER	SUPERANNUATION	435.77
DD23690.17	01/03/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	4,176.90
DD23690.18	01/03/2022	AUSTRALIAN SUPER	SUPERANNUATION	6,373.22
DD23690.19	01/03/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,059.55
DD23690.20	01/03/2022	SUNSUPER	SUPERANNUATION	269.23
DD23690.21	01/03/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	324.81
DD23690.22	01/03/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	221.34
DD23691.1	13/03/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	34,681.06
DD23691.2	13/03/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
DD23691.3	13/03/2022	HUB24 SUPER FUND	SUPERANNUATION	234.75
DD23691.4	13/03/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,742.92
DD23691.5	13/03/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,454.30
DD23691.6	13/03/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	1,138.81
DD23691.7	13/03/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49
DD23691.8	13/03/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD23691.9	13/03/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	371.42
DD23691.10	13/03/2022	BT SUPER FOR LIFE	SUPERANNUATION	854.14
DD23691.11	13/03/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	293.11
DD23691.12	13/03/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	939.61
DD23691.13	13/03/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	285.00
DD23691.14	13/03/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	179.65
DD23691.15	13/03/2022	MARITIME SUPER	SUPERANNUATION	111.88
DD23691.16	13/03/2022	PRIME SUPER	SUPERANNUATION	235.82
DD23691.17	13/03/2022	LEGALSUPER	SUPERANNUATION	435.77
DD23691.18	13/03/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	4,234.31
DD23691.19	13/03/2022	AUSTRALIAN SUPER	SUPERANNUATION	7,172.90
DD23691.20	13/03/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,170.77
DD23691.21	13/03/2022	SUNSUPER	SUPERANNUATION	433.53



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DD23691.22	13/03/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	324.81
DD23691.23	13/03/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	143.33
DD23692.1	27/03/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	28,981.33
DD23692.2	27/03/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
DD23692.3	27/03/2022	HUB24 SUPER FUND	SUPERANNUATION	227.22
DD23692.4	27/03/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,744.97
DD23692.5	27/03/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,387.93
DD23692.6	27/03/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	1,017.66
DD23692.7	27/03/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49
DD23692.8	27/03/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD23692.9	27/03/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	370.06
DD23692.10	27/03/2022	BT SUPER FOR LIFE	SUPERANNUATION	812.68
DD23692.11	27/03/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	254.94
DD23692.12	27/03/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	939.61
DD23692.13	27/03/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	285.14
DD23692.14	27/03/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	201.83
DD23692.15	27/03/2022	PRIME SUPER	SUPERANNUATION	235.71
DD23692.16	27/03/2022	LEGALSUPER	SUPERANNUATION	443.40
DD23692.17	27/03/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	4,222.83
DD23692.18	27/03/2022	AUSTRALIAN SUPER	SUPERANNUATION	7,028.78
DD23692.19	27/03/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,197.37
DD23692.20	27/03/2022	SUNSUPER	SUPERANNUATION	269.23
DD23692.21	27/03/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	324.81
DD23692.22	27/03/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	136.74
DD23861.1	10/04/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	25,840.89
DD23861.2	10/04/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
DD23861.3	10/04/2022	HUB24 SUPER FUND	SUPERANNUATION	227.22
DD23861.4	10/04/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,745.00
DD23861.5	10/04/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,387.93
DD23861.6	10/04/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	934.62
DD23861.7	10/04/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49
DD23861.8	10/04/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD23861.9	10/04/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	368.76
DD23861.10	10/04/2022	BT SUPER FOR LIFE	SUPERANNUATION	812.92
DD23861.11	10/04/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	269.29
DD23861.12	10/04/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	939.61
DD23861.13	10/04/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	283.99
DD23861.14	10/04/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	162.13
DD23861.15	10/04/2022	PRIME SUPER	SUPERANNUATION	238.62
DD23861.16	10/04/2022	LEGALSUPER	SUPERANNUATION	435.77
DD23861.17	10/04/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	3,768.65



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF MARCH & APRIL 2022

Cheque / EFT No	Date	Payee		Amount
DD23861.18	10/04/2022	AUSTRALIAN SUPER	SUPERANNUATION	7,389.38
DD23861.19	10/04/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,017.80
DD23861.20	10/04/2022	SUNSUPER	SUPERANNUATION	273.94
DD23861.21	10/04/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	324.81
DD23861.22	10/04/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	136.79
DD23862.1	24/04/2022	AWARE SUPER PTY LTD (FORMALLY FIRST STATE SUPER)	SUPERANNUATION	25,832.95
DD23862.2	24/04/2022	MARANI SUPER FUND	SUPERANNUATION	1,098.80
DD23862.3	24/04/2022	HUB24 SUPER FUND	SUPERANNUATION	228.11
DD23862.4	24/04/2022	MY NORTH SUPER (THE TRUSTEE FOR WEALTH PERSONAL SUPERANNUATION & PENSION FUND)	SUPERANNUATION	1,804.06
DD23862.5	24/04/2022	PLUM SUPERANNUATION FUND (MLC)	SUPERANNUATION	1,503.13
DD23862.6	24/04/2022	CBUS INDUSTRY SUPER	SUPERANNUATION	924.58
DD23862.7	24/04/2022	AUSTRALIAN ETHICAL SUPER	SUPERANNUATION	321.49
DD23862.8	24/04/2022	MLC SUPER FUND	SUPERANNUATION	487.00
DD23862.9	24/04/2022	IOOF EMPLOYER SUPER	SUPERANNUATION	367.22
DD23862.10	24/04/2022	BT SUPER FOR LIFE	SUPERANNUATION	808.38
DD23862.11	24/04/2022	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION	264.50
DD23862.12	24/04/2022	AMP FLEXIBLE LIFETIME SUPER	SUPERANNUATION	958.24
DD23862.13	24/04/2022	COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION	284.23
DD23862.14	24/04/2022	COLONIAL FIRST STATE FIRSTCHOICE	SUPERANNUATION	214.88
DD23862.15	24/04/2022	PRIME SUPER	SUPERANNUATION	233.88
DD23862.16	24/04/2022	LEGALSUPER	SUPERANNUATION	435.77
DD23862.17	24/04/2022	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION	3,668.89
DD23862.18	24/04/2022	AUSTRALIAN SUPER	SUPERANNUATION	7,241.45
DD23862.19	24/04/2022	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST SUPER)	SUPERANNUATION	2,009.61
DD23862.20	24/04/2022	SUNSUPER	SUPERANNUATION	269.23
DD23862.21	24/04/2022	ZURICH MASTER SUPERANNUATION FUND	SUPERANNUATION	324.81
DD23862.22	24/04/2022	ONEPATH MASTERFUND (ANZ)	SUPERANNUATION	181.89
2101	21/03/2022	AUSTRACLEAR LIMITED (ASX)	FINANCIAL SERVICES FEE	8.25
2102	24/03/2022	SUNCORP BANK	TERM DEPOSIT INVESMTNET	3,000,000.00
2103	14/03/2022	HAAS HOLZZERKLEINERUNGS - UND FORDERTECHNIK GMBH	CREDIT CARD PURCHASES	14,013.96
2104	15/03/2022	WBC - CORPORATE MASTERCARD - BRADLEY LACEY	CREDIT CARD PURCHASES	6.08
2105	15/03/2022	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	326.89
2106	15/03/2022	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	3,233.77
2107	15/03/2022	WBC - CORPORATE MASTERCARD - DOUGLAS BRUCE	CREDIT CARD PURCHASES	2,966.01
2108	15/03/2022	WBC - CORPORATE MASTERCARD - FRANK HUA HIM KUA	CREDIT CARD PURCHASES	71.50
2109	15/03/2022	WBC - CORPORATE MASTERCARD - HEIN VON BENECKE	CREDIT CARD PURCHASES	998.49
2110	15/03/2022	WBC - CORPORATE MASTERCARD - IZABELLA KRZYSKO	CREDIT CARD PURCHASES	22.00
2111	15/03/2022	WBC - CORPORATE MASTERCARD - JUAN-MARI DAVIES	CREDIT CARD PURCHASES	5.66
2112	15/03/2022	WBC - CORPORATE MASTERCARD - MARCUS GEISLER	CREDIT CARD PURCHASES	280.83
2113	15/03/2022	WBC - CORPORATE MASTERCARD - MARINDA ROUX	CREDIT CARD PURCHASES	5.66
2114	15/03/2022	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	1,881.76



Eastern Metropolitan Regional Council
CEO's DELEGATED PAYMENTS LIST
FOR THE MONTHS OF MARCH & APRIL 2022

Cheque / EFT No	Date	Payee		Amount
2115	15/03/2022	WBC - CORPORATE MASTERCARD - T BEINHAUER	CREDIT CARD PURCHASES	730.01
2116	15/03/2022	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	519.13
2117	15/03/2022	WBC - CORPORATE MASTERCARD - W HARRIS	CREDIT CARD PURCHASES	686.99
2118	15/03/2022	WBC - CORPORATE MASTERCARD - Z WILLIAMSON	CREDIT CARD PURCHASES	959.09
2119	08/04/2022	WESTPAC BANKING CORPORATION	TERM DEPOSIT INVESMTNET	2,000,000.00
2120	20/04/2022	COMMONWEALTH BANK OF AUSTRALIA	TERM DEPOSIT INVESMTNET	2,000,000.00
2121	21/04/2022	AUSTRACLEAR LIMITED (ASX)	FINANCIAL SERVICES FEE	30.80
2122	19/04/2022	WBC - CORPORATE MASTERCARD - BRADLEY LACEY	CREDIT CARD PURCHASES	835.26
2123	19/04/2022	WBC - CORPORATE MASTERCARD - D AMEDURI	CREDIT CARD PURCHASES	1,150.88
2124	19/04/2022	WBC - CORPORATE MASTERCARD - DAVID SCHMIDT	CREDIT CARD PURCHASES	2,313.68
2125	19/04/2022	WBC - CORPORATE MASTERCARD - DOUGLAS BRUCE	CREDIT CARD PURCHASES	951.10
2126	19/04/2022	WBC - CORPORATE MASTERCARD - FRANK HUA HIM KUA	CREDIT CARD PURCHASES	17.00
2127	19/04/2022	WBC - CORPORATE MASTERCARD - H LIEW	CREDIT CARD PURCHASES	17.00
2128	19/04/2022	WBC - CORPORATE MASTERCARD - HEIN VON BENECKE	CREDIT CARD PURCHASES	1,126.87
2129	19/04/2022	WBC - CORPORATE MASTERCARD - IZABELLA KRZYSKO	CREDIT CARD PURCHASES	1,905.12
2130	19/04/2022	WBC - CORPORATE MASTERCARD - JUAN-MARI DAVIES	CREDIT CARD PURCHASES	69.49
2131	19/04/2022	WBC - CORPORATE MASTERCARD - MARCUS GEISLER	CREDIT CARD PURCHASES	38.70
2132	19/04/2022	WBC - CORPORATE MASTERCARD - MARINDA ROUX	CREDIT CARD PURCHASES	3,597.56
2133	19/04/2022	WBC - CORPORATE MASTERCARD - S FITZPATRICK	CREDIT CARD PURCHASES	17.00
2134	19/04/2022	WBC - CORPORATE MASTERCARD - T BEINHAUER	CREDIT CARD PURCHASES	704.47
2135	19/04/2022	WBC - CORPORATE MASTERCARD - T ECKSTEIN	CREDIT CARD PURCHASES	3,510.37
2136	19/04/2022	WBC - CORPORATE MASTERCARD - W HARRIS	CREDIT CARD PURCHASES	601.55
2137	19/04/2022	WBC - CORPORATE MASTERCARD - Z WILLIAMSON	CREDIT CARD PURCHASES	17.00
SUB TOTAL				19,197,365.78
LESS CANCELLED EFTs & CHEQUES				
EFT49387	20/04/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER)	QUARTERLY LANDFILL LEVY & CONTROL WASTE TRACKING	-2,942,862.33
EFT49388	20/04/2022	HEIN VON BENECKE	STAFF REIMBURSEMENT	-118.37
SUB TOTAL				-2,942,980.70
TOTAL				16,254,385.08

All Employee Superannuation obligations for the period March to April 2022 have been paid by the EMRC.

14.2 FINANCIAL REPORT FOR PERIOD ENDED 31 MARCH 2022

D2022/07010

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the EMRC's financial performance for the period ended 31 March 2022.

KEY POINTS

- Significant year to date budget variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income as at 31 March 2022 have been identified and are reported on in the body of the report.

RECOMMENDATIONS

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 March 2022.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 It is a requirement of the *Local Government (Financial Management) Regulations 1996* (r.34) that a Local Government is to prepare and present to Council financial reports in such a form as the Local Government considers to be appropriate.
- 2 Submitted to each meeting of Council is a financial report and summaries which provide an overview of year to date budget performance for operating activities and capital works. Variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income are reported on in the body of the report. Also included are end of year forecasts by nature and type for operating activities and end of year forecasts for each capital works project. These forecasts are reviewed regularly in order to provide an accurate forecast of the end of year result.

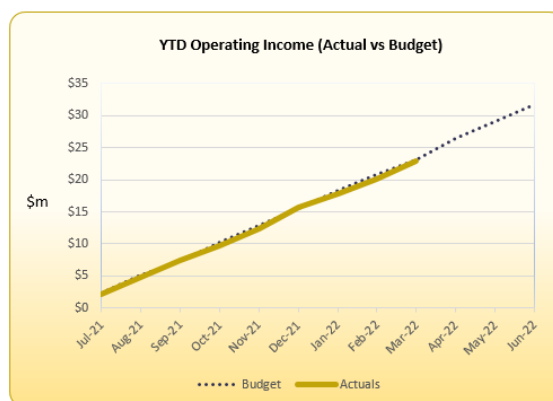
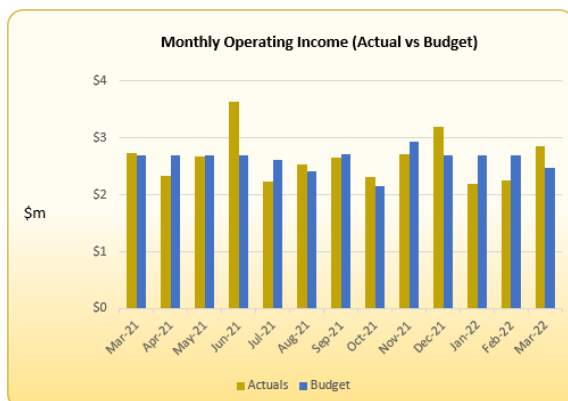
REPORT

- 3 Outlined below are financial statements for the period ended 31 March 2022. Where possible the year to date monthly budget allocations will be reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. This will provide a better comparison between the year to date actual and year to date budget figures.

Statement of Comprehensive Income - Nature and Type (refer Attachment 1)

- 4 The net operating result as at 31 March 2022 is a favourable variance of \$1,678,047 (58.27%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

5	Operating Income	Actuals for the Year	An unfavourable variance of \$187,643 (0.81%)
		End of Year Forecasts	A favourable variance of \$1,736,464 (5.47%)



Operating Income Variances previously reported to Council

- 6 The full year forecast for Contributions is below the annual budget by \$72,339 (30.21%). The variance relates to lower than budgeted contributions to Sustainability projects from the City of Swan (\$22k - ERCMP & Regional Spatial Mapping), Shire of Mundaring (\$19k - ERCMP & Regional Spatial Mapping) & Other Organisations (\$31k - Regional Spatial Mapping & Environmental Sustainability & Net Zero programs).
- 7 Year to date Operating Grants of \$193,000 is above the budget by \$20,000 (11.56%). The variance is due to a successful grant for \$20,000 relating to the Circular Economy in the Community project that was received and not previously budgeted for.
- 8 The full year forecast for Operating Grants is below the annual budget by \$195,000 (48.99%). The variance is due to the following grants that were budgeted for but will not be received (associated costs relating specifically to these grants have not been incurred):
- ⇒ \$105,000 - Co-ordination of Community Led NRM Projects due to the Environmental Services Section no longer existing effective from July 2021;
 - ⇒ \$100,000 - Farm Dam Project; and
 - ⇒ \$20,000 - Regional Integrated Transport Strategy including Net Zero; and
- This is offset by the following successful grant not previously budgeted for that has been received:
- ⇒ \$20,000 - Circular Economy in the Community project.
- 9 Year to date Interest Restricted Cash Investments of \$243,383 is below the budget by \$86,620 (26.25%). The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities to date.
- 10 The full year forecast for Interest on Municipal Fund Cash and Investment is \$360,106 (45.01%) below the budget of \$799,975. The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities by year end.

11 The full year forecast for Other Income is below the annual budget by \$635,898 (22.36%). The variance is attributable to:

- ⇒ \$506,000 - Nil Electricity Sale as a result of the WWtE project not being commissioned in the 2021/2022 financial year;
- ⇒ \$66,109 - Lowered Sale of Products Income; and
- ⇒ \$100,000 - Lower Royalty Income as a result of the low level of return on the sale of the EMRC LGC's. The sale of the LGC's is undertaken by EDL who operate the Landfill Gas operation at the Red Hill Waste Management Facility. The rate for the LGC's fluctuates based on market conditions. The recent sale in February 2022 achieved a sale price of \$24 compared to \$84 that was achieved in 2018.

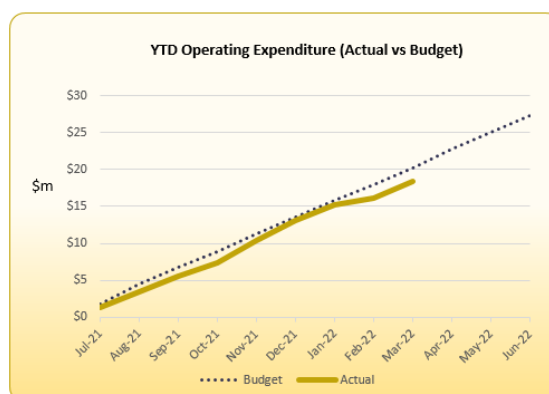
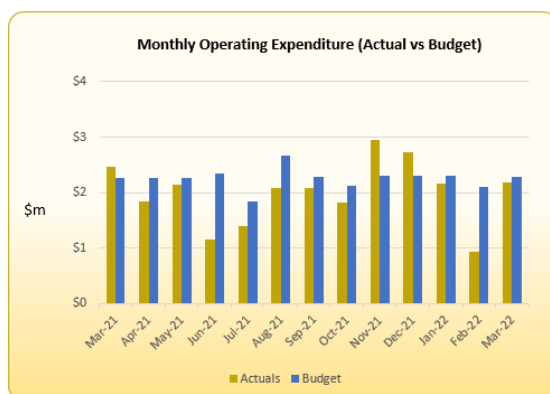
12 This is off-set by a forecast increase in Rebate Income - Other of \$33,000. This relates to a forecast increase in the diesel fuel rebate due to the increased usage of diesel fuel expected by the year end.

Operating Income Variances not previously reported to Council

13 The full year forecast for User Charges is above the annual budget by \$3,456,651 (10.30%). The variance is attributable to additional tonnages forecasts to be received by year end (239,679 tonnes compared to a budget of 222,770 tonnes).

14 There were no further significant Operating Income variances as at 31 March 2022.

15	Operating Expenditure	Actuals for the Year	An underspend variance of \$1,865,690 (9.23%)
		End of Year Forecasts	An underspend variance of \$1,336,621 (4.88%)



Operating Expenditure Variances previously reported to Council

16 Year to date Salary Expenses of \$7,110,042 is below the budget by \$844,750 (10.62%). This variance relates to budgeted positions yet to be filled together with unfilled vacant positions. This is partially offset by higher than budget contract labour expenses.

17 Year to date Contract Expenses of \$4,086,051 is below the budget by \$694,902 (14.53%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$112,475), Business Support (\$323,825), Sustainability (\$202,413), Projects (\$151,362). This is off-set by expenditure greater than budget in the Operations business unit totalling \$95,173.

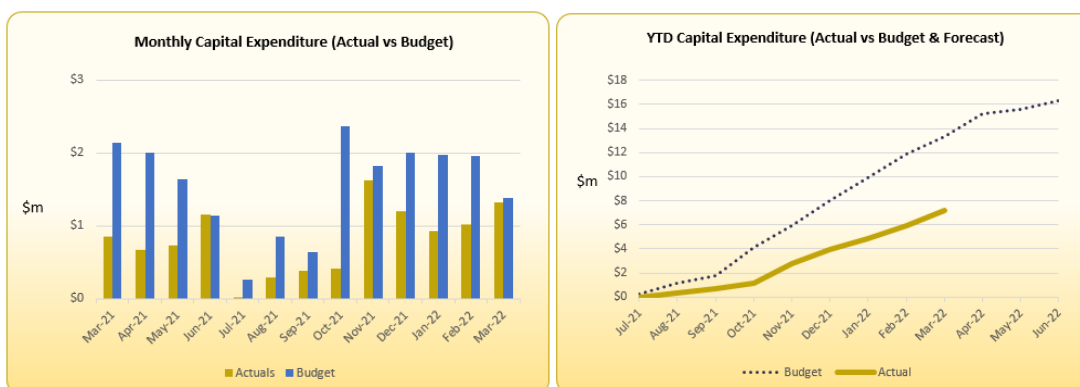
- 18 Year to date Material Expenses of \$736,259 is below the budget by \$265,798 (26.53%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$33,848), Business Support (\$38,892), Sustainability (\$68,508), Projects (\$33,271) and Operations (\$91,279).
- 19 Year to date Fuel Expenses of \$637,544 is above the budget by 79,883 (14.32%). The variance is attributable to the higher purchase price of diesel fuel compared to budget together with the higher level of tonnages forecast to be received as at year end compared to budget. The full year forecast for Fuel Expenses is \$115,083 above the budget of \$720,135 (15.98%).
- 20 Year to date Miscellaneous Expenses of \$634,045 is below the budget by \$303,629 (32.38%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$69,045), Business Support (\$35,743), Sustainability (\$85,651), Projects (\$38,459) and Operations (\$74,731).
- 21 Following instructions from the OAG regarding the method of calculation of provisions, the full year forecast for Provision Expenses is \$1,468,811 (185.02%) above the budget of \$793,871. This variance relates to a higher than budgeted rate per tonne for the Post Closure Site Rehabilitation provision and the Environmental Monitoring provision that was recalculated following the completion of the 2020/2021 Annual Financial Report. The 12-month CPI rate and discount factor rates as at 30 June each year are used to calculate the provisions. As the rates can vary significantly from year to year, the budgeting for these provisions is based on an average of the 3 previous years rates with the actual value being calculated as at year end. Although this has an impact on the Net Result in the Statement of Comprehensive Income, these non-cash additional provisions do not affect the cash flow.
- 22 Year to date Cost Allocations of \$118,655 is above the budget by \$48,916 (70.16%). This variance relates to internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour. Year to date Cost Allocations of \$98,952 is below the budget by \$188,295 (210.76%).
- 23 The full year forecast for Carrying Amount of Assets Disposed Of is \$56,006 (19.71%) above the budget of \$284,165. This relates to the Written Down Value of Plant and Vehicles that have achieved their change over period and have been sold.
- 24 There were no further significant Operating Expenditure variances as at 31 March 2022.

Other Comprehensive Income	Actuals for the Year	Nil
	End of Year Forecasts	Nil

- 25 There were no significant Other Comprehensive Income variances as at 31 March 2022.

Capital Expenditure Statement (refer Attachment 2)

Capital Expenditure	Actuals for the Year	An underspent variance of \$6,060,388
	End of Year Forecasts	Additional expenditure of \$550,017 compared to budget.



Capital Expenditure Variances

- 26 An underspent variance of \$6,060,388 existed as at 31 March 2022 when compared to the year to date budget of \$13,291,066. Various factors have impacted on the capital expenditure on projects during the early part of the financial year, particularly as a result of inclement weather. October 2021 represented the highest rainfall for October since weather records began. As a result, it has impacted on the EMRC's project works at Red Hill Waste Management Facility (RHWMF).
- 27 Work at RHWMF and other site works are now progressing well.
- 28 It is anticipated that there will be a significant uplift in project activity by the end of the financial year as project works continue unhindered by the weather, bringing capital expenditure back in line with budgeted timing.
- 29 Capital expenditure of \$7,230,678 has been undertaken to 31 March 2022 with the major capital expenditure being on the following:
- Construct Commercial Transfer Station - HRRP - \$3,551,845;
 - Construct Class III Cell, Stage 16 - RHWMF - \$568,645;
 - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$405,070;
 - Purchase/Replace Plant - HRRP - \$345,019;
 - Purchase/Replace Minor Plant & Equipment - RHWMF - \$257,976;
 - Construct Concrete Pad East of C & I Building - HRRP - \$255,228;
 - Construct Workshop No 3 – RHWMF - \$228,367;
 - Gas Extraction System Wells - RHWMF - \$216,414
 - Purchase/Replace Vehicles - \$189,230;
 - WWtE Project - HRRP - \$175,161;
 - Purchase/Replace Plant - RHWMF - \$155,539; and
 - Extension of Concrete Pad with Workshop Area - HRRP - \$121,653.

- 30 The forecast capital expenditure of \$16,883,021 is \$550,017 above the budget of \$16,333,004.
- 31 Significant reductions to capital budgets where savings have been achieved, or where project expenditure has been deferred due to delays and/or carried forward or not required include the following:
- ⇒ Air Pollution Control Residue Facility (APCR) - RHLF - \$719,215 (c/fwd);
 - ⇒ Purchase / Replace Plant - RHLF - \$544,461;
 - ⇒ Capital Improvements Administration Building - Ascot Place - \$458,000 (c/fwd)
 - ⇒ Liquid Waste Project - RHLF - \$350,000 (c/fwd);
 - ⇒ Sewer Line from Lakes Road to Mary St - HRRF - \$294,405 (c/fwd);
 - ⇒ Construct Class III Cell Stage 17 - RHLF - \$200,000 (c/fwd);
 - ⇒ Extension of Sewer Line from WWtE to Sewer Sump 7 Existing ATU - HRRF - \$199,052 (c/fwd);
 - ⇒ Install Power to Lots 8, 9 and 10 - RHLF - \$150,000 (c/fwd);
 - ⇒ Implementation of the FOGO Recovery Strategy - RHLF - \$113,577 (c/fwd);
 - ⇒ Construct WWtE Building - HRRP - \$109,000 (c/fwd);
 - ⇒ Refurbish Plant - RHLF - \$100,000;
 - ⇒ Upgrade Power to Workshop No 2 - RHLF - \$100,000 (c/fwd);
 - ⇒ Noise Barrier for Hammer Mill - HRRP - \$99,900 (c/fwd);
 - ⇒ Construct Community Recycling Centre (CRC) - HRRP - \$89,906 (c/fwd);
 - ⇒ Construct Monitoring Bores - HRRP - \$70,000 (c/fwd);
 - ⇒ Purchase Vehicles - Ascot Place - \$69,000;
 - ⇒ Construct Access Road to Lots 8, 9 & 10 - RHLF - \$68,626 (c/fwd);
 - ⇒ Undertake FOGO Reference Site Tours - \$62,000 (c/fwd); and
 - ⇒ Digital Sign - HRRP - \$50,000 (c/fwd).
- 32 This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:
- ⇒ Construct Commercial Transfer Station (HRRP) - \$2,900,249;
- This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/12261) for an additional sum of \$4,041,126 (\$3,500,000 was forecast in the 2022/2023 financial year and was bought forward to 2021/2022). Due to the timing of works \$1,140,877 of the approved amount is to be carried forward into the 2022/2023 financial year.

- ⇒ Construct Class III Stage 16 Landfill Cell - RHLF - \$600,222;

The construction of the Class III Stage 16 Cell was expected to be completed by 30 June 2021 at a forecast cost of \$3,171,717. As a result, no carried forward provision was made in the 2021/2022 Annual Budget. However, due to the cell liner which was found to be out of specification and had to be replaced at the contractor's expense, as well as inclement weather, the construction of the cell was not completed by the end of June 2021. The actual expenditure as at 30 June 2021 totalled \$1,923,859 being \$1,247,858 below the expected forecast value of \$3,171,717. The Class III Stage 16 Cell has now been completed.

- ⇒ Construct Site Workshop (HRRP) - \$563,983;

This was subject to a report submitted to Council and approved by Council at its meeting held on 25 November 2021 (Ref: D2021/23177) for an additional sum of \$846,384 to accommodate a higher than budgeted tender submission. Due to the timing of works \$282,401 of the approved amount is to be carried forward into the 2022/2023 financial year.

- ⇒ Wood Waste to Energy Building Project (Pre-Commissioning Cost) - HRRP - \$204,108;

This expenditure relates to the additional capitalisation of WWtE pre-commissioning operating costs. It was expected that the WWtE project would be commissioned by April 2022, however due to delays it is now not expected to be commissioned during 2021/2022. The operating costs for the April - June 2022 period have therefore been transferred from the operating budget to the capital budget as on-going pre-commissioning expenses.

- ⇒ Construct FOGO Processing Area - RHLF - \$108,460;

This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/15757).

Statement of Financial Position (refer Attachment 3)

- 33 The Statement of Financial Position shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.
- 34 Total Equity as at 31 March 2022 totals \$169,718,225. This is a decrease of \$16,034,753 from the 30 June 2021 equity of \$185,752,978. This is as a result of a provision estimate of \$20,592,681 being brought to account for the City of Belmont equity entitlement payment due in July 2023.
- 35 It has been forecast that Total Equity as at 30 June 2022 will be below the original budget of \$189,263,414 by \$11,585,295 for the reason as outlined above.

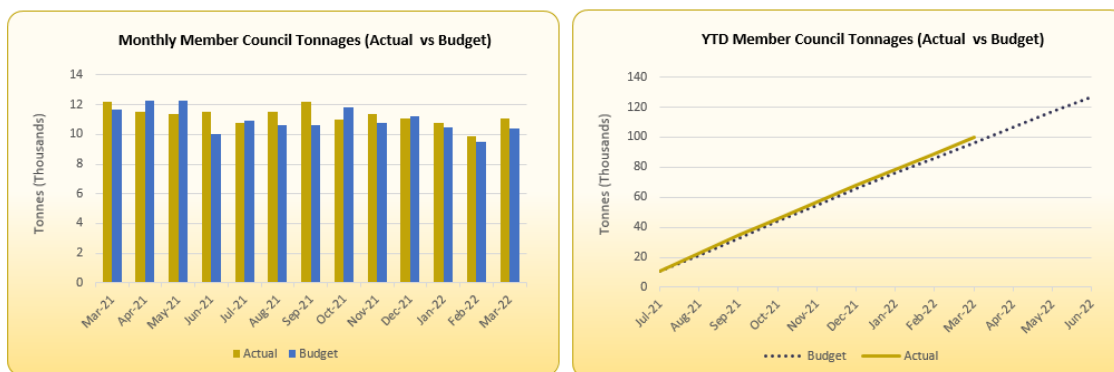
Statement of Cash and Investments (refer Attachment 4)

- 36 The level of cash and investments in the Municipal Fund as at 31 March 2022 is \$35,684,123 and Restricted Cash amount to \$45,543,921. This is inclusive of the movement of \$20,592,681 from the Secondary Waste Reserve to the Municipal Fund to cover the estimated provision for the City of Belmont equity entitlement payment due in July 2023.
- 37 The net movement for the month is an increase of \$1,508,084.
- 38 It has been currently forecast that Total Cash and Investments as at 30 June 2022 will be above the original budget of \$69,885,715 by \$10,172,416.

Investment Report (refer Attachment 5)

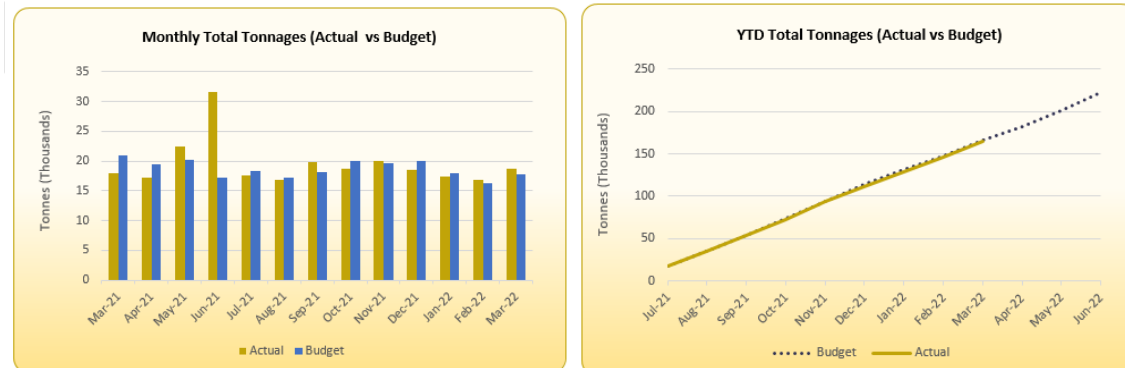
- 39 Term deposits valued at \$2,000,000 matured during March 2022. These funds together with an additional \$1,000,000 was reinvested into further term deposits.

Tonnages – Member Councils



- 40 YTD tonnages received from member Councils total 99,634 tonnes compared to the budget of 96,337 tonnes. As at the same period in 2020/2021 tonnages from member Councils totalled 107,830 tonnes (which included City of Belmont tonnages of 12,817).

Tonnages – Total Tonnages



- 41 YTD total tonnages received from all sources total 164,585 tonnes compared to the budget of 165,795 tonnes. As at the same period in 2020/2021 tonnages received from all sources totalled 162,865 tonnes (which included City of Belmont tonnages of 12,817).

STRATEGIC/POLICY IMPLICATIONS

- 42 Key Result Area 3 - Good Governance
- 3.3 To provide responsible and accountable governance and management of the EMRC
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 43 As outlined within the report and attachments.

SUSTAINABILITY IMPLICATIONS

44 Nil

RISK MANAGEMENT

Risk – Non-Compliance with Financial Regulations		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
<ul style="list-style-type: none"> ➤ The financial report is scrutinised by the EMRC Council to ensure that all statutory requirements are met. ➤ Internal Audit reviews to ensure compliance with Financial Regulations. ➤ External Audit confirms compliance. 		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	As outlined in the report.
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (D2022/07301)
2. Capital Expenditure Statement (D2022/07302)
3. Statement of Financial Position (D2022/07303)
4. Statement of Cash and Investments (D2022/07304)
5. Investment Report (D2022/07309)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 31 March 2022.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR O'CONNOR

THAT COUNCIL RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2022.

CARRIED UNANIMOUSLY



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

Year to Date				MARCH 2022		Full Year		
Actual	Budget	Variance				Forecast	Budget	Variance
Operating Income								
\$24,832,523	\$25,412,310	(\$579,787)	(U)	User Charges		\$37,022,847	\$33,566,196	\$3,456,651 (F)
(\$9,233,062)	(\$9,614,592)	\$381,530	(F)	<u>Less</u> Landfill Levy Charges		(\$13,755,003)	(\$12,819,464)	(\$935,539) (U)
\$15,599,461	\$15,797,718	(\$198,257)	(U)	Net User Charges		\$23,267,844	\$20,746,732	\$2,521,112 (F)
\$434,903	\$427,268	\$7,635	(F)	Special Charges		\$605,925	\$556,739	\$49,186 (F)
\$3,232,272	\$3,163,070	\$69,202	(F)	Secondary Waste Charge		\$4,493,804	\$4,121,290	\$372,514 (F)
\$165,117	\$174,234	(\$9,117)	(U)	Contributions		\$167,121	\$239,460	(\$72,339) (U)
\$193,000	\$173,000	\$20,000	(F)	Operating Grants		\$203,000	\$398,000	(\$195,000) (U)
\$107,619	\$98,991	\$8,628	(F)	Interest Municipal Cash Investments		\$137,029	\$132,000	\$5,029 (F)
\$243,383	\$330,003	(\$86,620)	(U)	Interest Restricted Cash Investments		\$439,869	\$799,975	(\$360,106) (U)
\$1,173,932	\$1,142,578	\$31,354	(F)	Reimbursements		\$1,610,688	\$1,536,722	\$73,966 (F)
\$1,454,061	\$1,505,100	(\$51,039)	(U)	Other		\$2,208,380	\$2,844,278	(\$635,898) (U)
\$311,318	\$290,747	\$20,571	(F)	Proceeds from Sale of Assets		\$329,000	\$351,000	(\$22,000) (U)
\$22,915,066	\$23,102,709	(\$187,643)	(U)	Total Operating Income		\$33,462,660	\$31,726,196	\$1,736,464 (F)
Operating Expenditure								
\$7,110,042	\$7,954,792	\$844,750	(F)	Salary Expenses		\$10,064,688	\$11,174,794	\$1,110,106 (F)
\$4,086,051	\$4,780,953	\$694,902	(F)	Contract Expenses		\$6,947,567	\$6,429,257	(\$518,310) (U)
\$736,259	\$1,002,057	\$265,798	(F)	Material Expenses		\$1,343,145	\$1,347,539	\$4,394 (F)
\$210,802	\$231,894	\$21,092	(F)	Utility Expenses		\$340,150	\$310,375	(\$29,775) (U)
\$637,544	\$557,661	(\$79,883)	(U)	Fuel Expenses		\$835,218	\$720,135	(\$115,083) (U)
\$231,420	\$232,320	\$900	(F)	Insurance Expenses		\$309,404	\$310,604	\$1,200 (F)
\$3,761,377	\$3,610,147	(\$151,230)	(U)	Depreciation Expenses		\$5,016,610	\$4,826,380	(\$190,230) (U)
\$634,045	\$937,674	\$303,629	(F)	Miscellaneous Expenses		\$1,147,558	\$1,261,747	\$114,189 (F)
\$804,760	\$745,395	(\$59,365)	(U)	Provision Expenses		\$2,262,682	\$793,871	(\$1,468,811) (U)
(\$118,655)	(\$69,739)	\$48,916	(F)	Costs Allocated		\$98,952	(\$89,343)	(\$188,295) (U)
\$263,493	\$239,674	(\$23,819)	(U)	Carrying Amount of Assets Disposed Of		\$340,171	\$284,165	(\$56,006) (U)
\$18,357,138	\$20,222,828	\$1,865,690	(F)	Total Operating Expenditure		\$28,706,145	\$27,369,524	(\$1,336,621) (U)
\$4,557,928	\$2,879,881	\$1,678,047	(F)	NET RESULT BEFORE OTHER COMPREHENSIVE INCOME		\$4,756,515	\$4,356,672	\$399,843 (F)
Surplus	Surplus					Surplus	Surplus	
Other Comprehensive Income								
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal		\$0	\$0	\$0 (F)
\$0	\$0	\$0	(F)	Total Other Comprehensive Income		\$0	\$0	\$0 (F)
\$4,557,928	\$2,879,881	\$1,678,047	(F)	CHANGE IN NET ASSETS FROM OPERATIONS		\$4,756,515	\$4,356,672	\$399,843 (F)
Surplus	Surplus					Surplus	Surplus	

Notes:

1. User Charges - include member Councils and casual users pertaining to waste, risk management and environmental services fees and charges;
2. Special Charges - Waste Education Levy;
3. Contributions - member Councils' contributions to projects and services;
4. Operating Grants - grant income predominantly from government agencies; and
5. Other Operating Income - includes income from the sale of products;

(F) denotes Favourable variance and (U) denotes Unfavourable variance

MARCH 2022Page 1 of 7



CAPITAL EXPENDITURE STATEMENT

MARCH 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Business Support							
\$189,230	\$195,855	\$6,625	\$0	Purchase Vehicles - Ascot Place (24440/00)	\$197,000	\$266,000	\$69,000
\$0	\$0	\$0	\$0	Purchase Furniture Fittings & Equipment - Corporate Services (24510/01)	\$10,000	\$10,000	\$0
\$90,193	\$129,000	\$38,807	\$0	Purchase Information Technology & Communication Equipment (24550/00)	\$190,000	\$129,000	(\$61,000)
(\$10,524)	\$0	\$10,524	\$0	Capital Improvement Administration Building - Ascot Place (25240/01)	\$0	\$458,000	\$458,000
\$0	\$0	\$0	\$0	Upgrade Security Equipment - Ascot Place (25530/01)	\$5,000	\$5,000	\$0
\$268,900	\$324,855	\$55,955	\$0		\$402,000	\$868,000	\$466,000

CAPITAL EXPENDITURE STATEMENT

MARCH 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Operations Team							
\$10,857	\$100,000	\$89,143	\$0	Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01)	\$100,000	\$100,000	\$0
\$4,778	\$150,000	\$145,222	\$0	Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01)	\$154,731	\$200,000	\$45,269
\$0	\$75,000	\$75,000	\$0	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00)	\$100,000	\$100,000	\$0
\$0	\$50,000	\$50,000	\$0	Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10)	\$50,000	\$50,000	\$0
\$216,414	\$200,000	(\$16,414)	\$0	Gas Extraction System Wells - Red Hill Landfill Facility (24399/20)	\$216,414	\$200,000	(\$16,414)
\$155,539	\$800,000	\$644,461	\$210,604	Purchase / Replace Plant - Red Hill Landfill Facility (24410/00)	\$405,539	\$950,000	\$544,461
\$345,019	\$500,000	\$154,981	\$406,405	Purchase / Replace Plant - Hazelmere (24410/01)	\$678,098	\$650,000	(\$28,098)
\$257,976	\$215,000	(\$42,976)	\$0	Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00)	\$296,882	\$275,000	(\$21,882)
\$40,342	\$80,000	\$39,658	\$36,200	Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02)	\$89,000	\$104,000	\$15,000
\$0	\$99,000	\$99,000	\$43,366	Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00)	\$132,000	\$132,000	\$0
\$0	\$2,500	\$2,500	\$0	Purchase Fire Fighting System/Equipment - Hazelmere (24520/07)	\$5,000	\$5,000	\$0
\$5,060	\$213,500	\$208,440	\$0	Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08)	\$213,500	\$213,500	\$0



CAPITAL EXPENDITURE STATEMENT

MARCH 2022

Year to Date			On Order	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
Operations Team						
\$19,250	\$10,000	(\$9,250)	\$0	Purchase / Replace Security System - Hazelmere (24530/10)	\$19,250	\$10,000 (\$9,250)
\$0	\$30,000	\$30,000	\$0	Purchase Information Technology & Communication Equipment - Hazelmere (24550/03)	\$0	\$30,000 \$30,000
\$0	\$30,000	\$30,000	\$0	Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00)	\$40,000	\$40,000 \$0
\$15,000	\$0	(\$15,000)	\$0	Purchase / Replace Miscellaneous Equipment - Hazelmere (24590/02)	\$15,000	\$0 (\$15,000)
\$59,850	\$70,000	\$10,150	\$0	Purchase Office Furniture and Fittings - Hazelmere Office (24610/10)	\$70,000	\$70,000 \$0
\$6,783	\$60,000	\$53,217	\$0	Purchase Furniture and Fittings - Hazelmere Workshop (24610/11)	\$60,000	\$60,000 \$0
\$0	\$300,000	\$300,000	\$180,000	Refurbish Plant - Red Hill Landfill Facility (25410/00)	\$200,000	\$300,000 \$100,000
\$1,136,867	\$2,985,000	\$1,848,133	\$876,576		\$2,845,414	\$3,489,500 \$644,086

CAPITAL EXPENDITURE STATEMENT

MARCH 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$257	\$0	(\$257)	\$0	Purchase Waste Management Land (24150/02)	\$257	\$0	(\$257)
\$228,367	\$619,848	\$391,481	\$889,116	Construct Workshop No 3 - Red Hill Landfill Facility (24250/08)	\$1,338,794	\$774,811	(\$563,983)
\$39,428	\$273,032	\$233,604	\$1,850	Construct Wood Waste to Energy Building - HRRP (24259/05)	\$164,032	\$273,032	\$109,000
\$94	\$97,500	\$97,406	\$0	Construct Community Recycling Centre (CRC) - HRRP (24259/06)	\$40,094	\$130,000	\$89,906
\$3,551,845	\$3,500,000	(\$51,845)	\$2,515,198	Construct Commercial Transfer Station - HRRP (24259/10)	\$6,400,249	\$3,500,000	(\$2,900,249)
\$25,743	\$0	(\$25,743)	\$0	Construct Site Workshop - HRRP (24259/13)	\$25,743	\$0	(\$25,743)
\$24	\$250,000	\$249,976	\$29,333	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15)	\$150,000	\$250,000	\$100,000
\$0	\$150,000	\$150,000	\$0	Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility (24259/16)	\$0	\$150,000	\$150,000
\$405,070	\$826,908	\$421,838	\$8,794	Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP (24259/18)	\$1,031,028	\$826,920	(\$204,108)
\$13,238	\$60,000	\$46,762	\$0	Construct Wood Waste to Energy Dry Char Storage Facility - HRRP (24259/19)	\$20,376	\$60,000	\$39,624
\$250	\$40,000	\$39,750	\$39,150	Construct Wood Waste to Energy Bucket Extension - HRRP (24259/20)	\$40,000	\$40,000	\$0
\$4,529	\$0	(\$4,529)	\$90,573	Construct Wood Waste to Energy Project (EMRC WWtE Step-In) - HRRP (24259/21)	\$21,761	\$0	(\$21,761)
\$568,645	\$0	(\$568,645)	\$0	Construct Class III Cell Stage 16 - Red Hill Landfill Facility (24310/19)	\$600,222	\$0	(\$600,222)
\$1,474	\$0	(\$1,474)	\$0	Construct Class III Cell Stage 17 - Red Hill Landfill Facility (24310/21)	\$150,000	\$350,000	\$200,000

CAPITAL EXPENDITURE STATEMENT

MARCH 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$1,126	\$150,000	\$148,874	\$0	Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility (24330/05)	\$150,000	\$150,000	\$0
\$78,492	\$185,500	\$107,008	\$3,760	Construct Roads / Carparks - Red Hill Landfill Facility (24370/00)	\$183,492	\$185,500	\$2,008
\$1,269	\$130,000	\$128,731	\$0	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02)	\$61,374	\$130,000	\$68,626
\$0	\$50,000	\$50,000	\$0	Construct Litter Fence - Redhill Landfill Facility (24394/05)	\$50,000	\$50,000	\$0
\$117,559	\$150,000	\$32,441	\$0	Resource Recovery Park - Noise Control Fencing (24394/06)	\$174,693	\$150,000	(\$24,693)
\$33,752	\$55,000	\$21,248	\$0	Construct Hardstand and Road - Hazelmere (24395/01)	\$33,752	\$55,000	\$21,248
\$55,717	\$0	(\$55,717)	\$138,355	Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05)	\$108,460	\$0	(\$108,460)
\$0	\$62,500	\$62,500	\$0	Undertake FOGO Reference Site Tours (24395/06)	\$0	\$62,500	\$62,500
\$79,743	\$243,182	\$163,439	\$25,608	Implementation of the FOGO Recovery Strategy (24395/07)	\$186,423	\$300,000	\$113,577
\$29,900	\$60,000	\$30,100	\$0	Construct Monitoring Bores - Red Hill Landfill Facility (24396/00)	\$29,900	\$70,000	\$40,100
\$0	\$45,000	\$45,000	\$0	Construct Monitoring Bores - Hazelmere (24396/02)	\$0	\$70,000	\$70,000
\$2,725	\$0	(\$2,725)	\$0	Construct Site Infrastructure - HRRP (24399/01)	\$2,725	\$0	(\$2,725)
\$116,350	\$408,754	\$292,404	\$65,997	Wood Waste to Energy Utilities/Infrastructure - HRRP (24399/11)	\$408,754	\$408,754	\$0
\$0	\$0	\$0	\$0	Liquid Waste Project - Red Hill Landfill Facility (24399/16)	\$150,000	\$500,000	\$350,000



CAPITAL EXPENDITURE STATEMENT

MARCH 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$35,097	\$1,500,000	\$1,464,903	\$3,500	Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility (24399/21)	\$1,580,785	\$2,300,000	\$719,215
\$255,228	\$250,000	(\$5,228)	\$0	Construct Concrete Pad east of C&I Building - HRRP (24399/22)	\$255,228	\$250,000	(\$5,228)
\$866	\$200,000	\$199,134	\$0	Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP (24399/23)	\$948	\$200,000	\$199,052
\$5,430	\$300,000	\$294,570	\$0	Sewer Line from Lakes Rd to Mary St - HRRP (24399/24)	\$5,595	\$300,000	\$294,405
\$121,653	\$120,000	(\$1,653)	\$0	Extension of Concrete Pad with Workshop area - HRRP (24399/25)	\$121,653	\$120,000	(\$1,653)
\$97	\$100,000	\$99,903	\$0	Noise Barrier for Hammer Mill - HRRP (24399/26)	\$100	\$100,000	\$99,900
\$0	\$50,000	\$50,000	\$0	Digital Sign (DWER Requirement) - HRRP (24399/27)	\$0	\$50,000	\$50,000
\$19,383	\$103,987	\$84,604	\$0	Purchase Wood Waste to Energy Plant & Equipment - HRRP (24410/03)	\$103,987	\$103,987	\$0
\$2,800	\$0	(\$2,800)	\$2,900	Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10)	\$2,800	\$0	(\$2,800)
\$28,763	\$0	(\$28,763)	\$0	Regional Waste Collection Project (24410/14)	\$32,382	\$0	(\$32,382)
\$0	\$0	\$0	\$0	Purchase Information Technology & Communication Equipment - Projects (24550/02)	\$0	\$25,000	\$25,000
\$5,824,911	\$9,981,211	\$4,156,300	\$3,814,132		\$13,625,607	\$11,935,504	(\$1,690,103)
\$7,230,678	\$13,291,066	\$6,060,388	\$4,690,708	TOTAL CAPITAL EXPENDITURE	\$16,883,021	\$16,333,004	(\$550,017)



STATEMENT OF FINANCIAL POSITION

MARCH 2022

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Current Assets						
\$5,861,145	\$4,570,280	Cash and Cash Equivalents	\$2,437,871	\$4,010,280	(\$1,572,409)	(U)
\$82,123,503	\$76,657,764	Investments	\$77,620,260	\$65,875,435	\$11,744,825	(F)
\$3,431,287	\$3,699,561	Trade and Other Receivables	\$2,987,058	\$2,987,058	\$0	(F)
\$36,424	\$66,233	Inventories	\$39,035	\$39,035	\$0	(F)
\$32,382	\$575,770	Other Assets	\$67,382	\$67,382	\$0	(F)
\$91,484,741	\$85,569,608	Total Current Assets	\$83,151,606	\$72,979,190	\$10,172,416	(F)
Current Liabilities						
\$12,624,600	\$4,552,586	Trade and Other Payables	\$6,160,299	\$6,160,299	\$0	(F)
\$1,814,744	\$1,814,744	Provisions	\$1,892,645	\$1,892,645	\$0	(F)
\$14,439,344	\$6,367,330	Total Current Liabilities	\$8,052,944	\$8,052,944	\$0	(F)
\$77,045,397	\$79,202,278	Net Current Assets	\$75,098,662	\$64,926,246	\$10,172,416	(F)
Non Current Assets						
\$47,850,000	\$47,850,257	Land	\$52,586,164	\$52,585,907	\$257	(F)
\$6,506,875	\$7,875,392	Buildings	\$19,497,050	\$16,583,375	\$2,913,675	(F)
\$21,977,142	\$22,772,274	Structures	\$29,244,884	\$30,428,680	(\$1,183,796)	(U)
\$13,136,462	\$12,533,814	Plant	\$14,500,132	\$14,867,626	(\$367,494)	(U)
\$638,147	\$607,333	Equipment	\$1,129,005	\$1,123,575	\$5,430	(F)
\$126,449	\$183,750	Furniture and Fittings	\$246,488	\$250,604	(\$4,116)	(U)
\$25,179,667	\$26,797,729	Work in Progress	\$16,476,588	\$17,536,763	(\$1,060,175)	(U)
\$115,414,742	\$118,620,549	Total Non Current Assets	\$133,680,311	\$133,376,530	\$303,781	(F)
Non Current Liabilities						
\$6,707,161	\$28,104,602	Provisions	\$31,100,854	\$9,039,362	(\$22,061,492)	(U)
\$6,707,161	\$28,104,602	Total Non Current Liabilities	\$31,100,854	\$9,039,362	(\$22,061,492)	(U)
\$185,752,978	\$169,718,225	Net Assets	\$177,678,119	\$189,263,414	(\$11,585,295)	(U)
Equity						
\$76,354,391	\$82,641,476	Accumulated Surplus/Deficit	\$82,071,742	\$84,606,081	(\$2,534,339)	(U)
\$65,953,610	\$45,360,929	Cash Backed Reserves	\$53,691,970	\$64,812,065	(\$11,120,095)	(U)
\$37,157,892	\$37,157,892	Asset Revaluation Reserve	\$37,157,892	\$35,488,596	\$1,669,296	(F)
\$6,287,085	\$4,557,928	Net change in assets from operations	\$4,756,515	\$4,356,672	\$399,843	(F)
\$185,752,978	\$169,718,225	Total Equity	\$177,678,119	\$189,263,414	(\$11,585,295)	(U)



CASH AND INVESTMENTS

MARCH 2022

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Municipal Cash and Investments						
5,857,095	4,566,230	Cash at Bank - Municipal Fund 01001/00	2,433,821	2,006,230	427,591	(F)
4,050	4,050	Cash on Hand 01019/00 - 02	4,050	4,050	0	(F)
16,046,391	31,113,843	Investments - Municipal Fund 02021/00	22,872,661	2,000,000	20,872,661	(F)
21,907,536	35,684,123	Total Municipal Cash	25,310,532	4,010,280	21,300,252	(F)
Restricted Cash and Investments						
749,821	752,198	Restricted Investments - Plant and Equipment 02022/01	1,877,760	704,819	1,172,941	(F)
2,943,263	2,952,592	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	3,442,229	6,090,227	(2,647,998)	(U)
11,460,995	11,497,319	Restricted Investments - Future Development 02022/03	22,950,099	9,086,393	13,863,706	(F)
1,349,161	1,353,437	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,623,250	2,951,545	(1,328,295)	(U)
59,639	0	Restricted Investments - Environmental Insurance Red Hill 02022/05	0	65,714	(65,714)	(U)
15,813	0	Restricted Investments - Risk Management 02022/06	0	16,002	(16,002)	(U)
600,945	602,850	Restricted Investments - Class IV Cells Red Hill 02022/07	626,916	551,046	75,870	(F)
41,177,833	20,687,642	Restricted Investments - Secondary Waste Processing 02022/09	15,107,184	37,275,373	(22,168,189)	(U)
1,158,161	1,161,832	Restricted Investments - Class III Cells 02022/10	2,383,246	2,231,556	151,690	(F)
79,842	0	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	0	80,683	(80,683)	(U)
5,325,000	5,341,877	Restricted Investments - EastLink Relocation 02022/13	5,343,168	5,325,000	18,168	(F)
123,503	157,764	Restricted Investments - Accrued Interest 02022/19	338,109	433,707	(95,598)	(U)
1,033,136	1,036,410	Restricted Investments - Long Service Leave 02022/90	1,055,638	1,063,370	(7,732)	(U)
66,077,112	45,543,921	Total Restricted Cash	54,747,599	65,875,435	(11,127,836)	(U)
87,984,648	81,228,044	TOTAL CASH AND INVESTMENTS	80,058,131	69,885,715	10,172,416	(F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

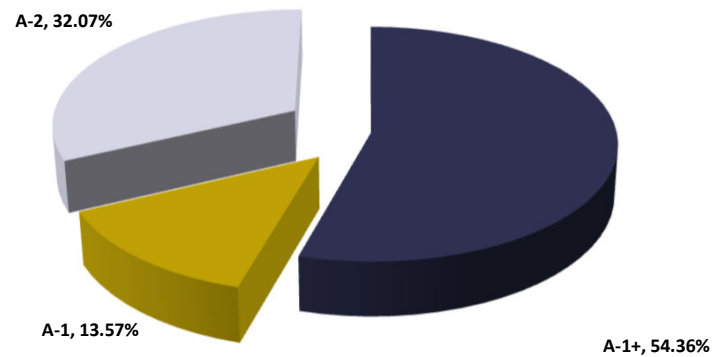
EMRC Investment Report

March 2022

I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	Investment Maximum %
AAA	A-1+	54.36%	100.00%
AA	A-1	13.57%	100.00%
BBB	A-2	32.07%	40.00%
		<u>100.00%</u>	

Investment by S&P Rating



II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	
ANZ Banking Group	AA-	A-1+	2.47%	
AMP	BBB	A-2	12.34%	
NAB	AA-	A-1+	33.91%	
Westpac / St. George Bank	AA-	A-1+	17.97%	
Suncorp	A+	A-1	7.40%	*
BOQ / ME Bank	BBB+	A-2	19.74%	
Macquarie Bank	A+	A-1	6.17%	
			<u>100.00%</u>	

* Non-Fossil Fuel ADI (Authorised Deposit Taking Institution)

III. Term to Maturity Framework

Investment Policy Guidelines

Maturity Profile	% Portfolio	% Min	% Max
Less Than 1 Year	100.00%	40%	100%
Greater than 1 year & less than or equal to 3 years	<u>0.00%</u>	0%	60%

IV. Fossil Fuel Divestment

	% Portfolio
Non-Fossil Fuel ADI's	7.40%
Fossil Fuel ADI's	92.60%
	<u>100.00%</u>

14.3 FINANCIAL REPORT FOR PERIOD ENDED 30 APRIL 2022

D2022/07020

PURPOSE OF REPORT

The purpose of this report is to provide Council with an overview of the EMRC's financial performance for the period ended 30 April 2022.

KEY POINTS

- Significant year to date budget variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income as at 30 April 2022 have been identified and are reported on in the body of the report.

RECOMMENDATIONS

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 30 April 2022.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 It is a requirement of the *Local Government (Financial Management) Regulations 1996* (r.34) that a Local Government is to prepare and present to Council financial reports in such a form as the Local Government considers to be appropriate.
- 2 Submitted to each meeting of Council is a financial report and summaries which provide an overview of year to date budget performance for operating activities and capital works. Variances greater than 10% or \$20,000, whichever is the greater, within each nature and type category on the Statement of Comprehensive Income are reported on in the body of the report. Also included are end of year forecasts by nature and type for operating activities and end of year forecasts for each capital works project. These forecasts are reviewed regularly in order to provide an accurate forecast of the end of year result.

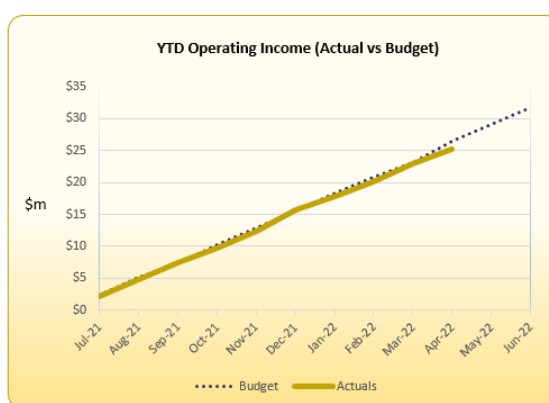
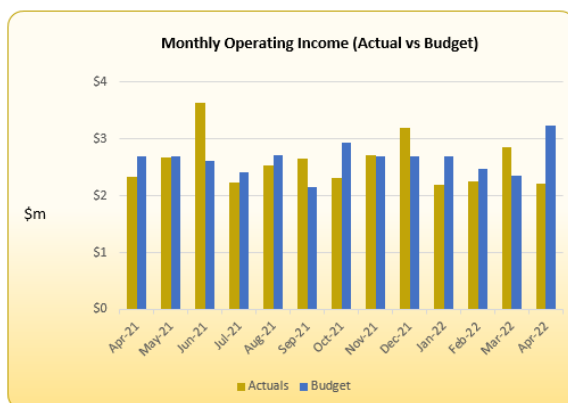
REPORT

- 3 Outlined below are financial statements for the period ended 30 April 2022. Where possible the year to date monthly budget allocations will be reviewed in order to match the appropriate timing for the various projects budgeted to be undertaken. This will provide a better comparison between the year to date actual and year to date budget figures.

Statement of Comprehensive Income - Nature and Type (refer Attachment 1)

- 4 The net operating result as at 30 April 2022 is a favourable variance of \$1,885,183 (60.59%) against budget. The following information is provided on key aspects of Council's year to date financial performance:

5	Operating Income	Actuals for the Year	An unfavourable variance of \$437,592 (1.71%)
		End of Year Forecasts	A favourable variance of \$1,736,464 (5.47%)

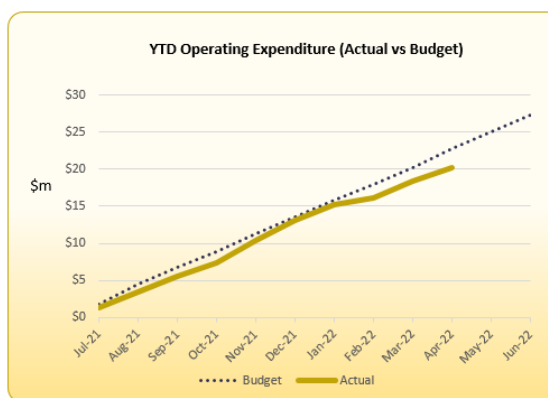
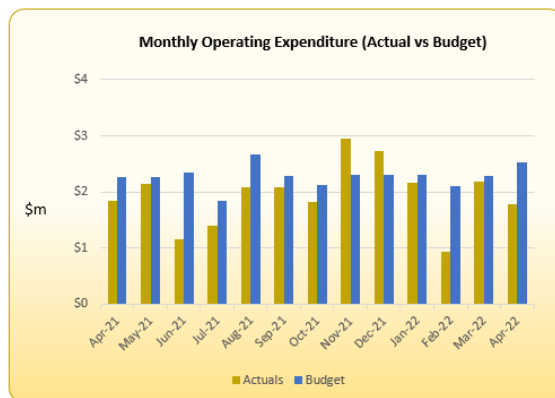


Operating Income Variances previously reported to Council

- 6 The full year forecast for User Charges is above the annual budget by \$3,456,651 (10.30%). The variance is attributable to additional tonnages forecasts to be received by year end (239,679 tonnes compared to a budget of 222,770 tonnes).
- 7 The full year forecast for Contributions is below the annual budget by \$72,339 (30.21%). The variance relates to lower than budgeted contributions to Sustainability projects from the City of Swan (\$22k - ERCMP & Regional Spatial Mapping), Shire of Mundaring (\$19k - ERCMP & Regional Spatial Mapping) & Other Organisations (\$31k - Regional Spatial Mapping & Environmental Sustainability & Net Zero programs).
- 8 Year to date Operating Grants of \$193,000 is above the budget by \$20,000 (11.56%). The variance is due to a successful grant for \$20,000 relating to the Circular Economy in the Community project that was received and not previously budgeted for.
- 9 The full year forecast for Operating Grants is below the annual budget by \$195,000 (48.99%). The variance is due to the following grants that were budgeted for but will not be received (associated costs relating specifically to these grants have not been incurred):
- ⇒ \$105,000 - Co-ordination of Community Led NRM Projects due to the Environmental Services Section no longer existing effective from July 2021;
 - ⇒ \$100,000 - Farm Dam Project; and
 - ⇒ \$20,000 - Regional Integrated Transport Strategy including Net Zero; and
- This is offset by the following successful grant not previously budgeted for that has been received:
- ⇒ \$20,000 - Circular Economy in the Community project.
- 10 Year to date Interest Restricted Cash Investments of \$276,491 is below the budget by \$90,179 (24.59%). The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities to date.

- 11 The full year forecast for Interest on Municipal Fund Cash and Investment is \$360,106 (45.01%) below the budget of \$799,975. The variance is due to the lower interest rates on investments being obtained and the low value of term deposit maturities by year end.
- 12 The full year forecast for Other Income is below the annual budget by \$635,898 (22.36%). The variance is attributable to:
- ⇒ \$506,000 - Nil Electricity Sale as a result of the WWtE project not being commissioned in the 2021/2022 financial year;
 - ⇒ \$66,109 - Lowered Sale of Products Income; and
 - ⇒ \$100,000 - Lower Royalty Income as a result of the low level of return on the sale of the EMRC LGC's. The sale of the LGC's is undertaken by EDL who operate the Landfill Gas operation at the Red Hill Waste Management Facility. The rate for the LGC's fluctuates based on market conditions. The recent sale in February 2022 achieved a sale price of \$24 compared to \$84 that was achieved in 2018.
- 13 This is off-set by a forecast increase in Rebate Income - Other of \$33,000. This relates to a forecast increase in the diesel fuel rebate due to the increased usage of diesel fuel expected by the year end.
- 14 There were no further significant Operating Income variances as at 30 April 2022.

15	Operating Expenditure	Actuals for the Year	An underspend variance of \$2,322,775 (10.34%)
		End of Year Forecasts	An underspend variance of \$1,336,621 (4.88%)



Operating Expenditure Variances previously reported to Council

- 16 Year to date Salary Expenses of \$7,845,858 is below the budget by \$1,051,809 (11.82%). This variance relates to budgeted positions yet to be filled together with unfilled vacant positions. This is partially offset by higher than budget contract labour expenses.
- 17 Year to date Contract Expenses of \$4,488,680 is below the budget by \$818,128 (15.42%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$121,843), Business Support (\$337,952), Sustainability (\$242,643), Projects (\$195,683). This is off-set by expenditure greater than budget in the Operations business unit totalling \$79,993.

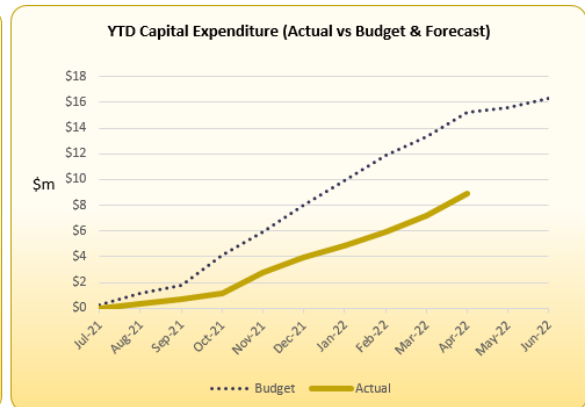
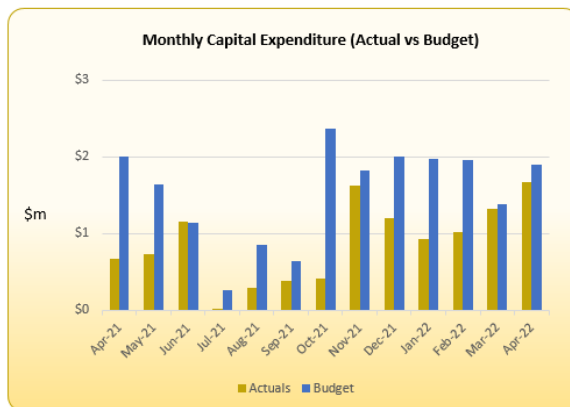
- 18 Year to date Material Expenses of \$774,831 is below the budget by \$341,907 (30.62%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$43,716), Business Support (\$45,543), Sustainability (\$76,042), Projects (\$40,265) and Operations (\$136,341).
- 19 Year to date Fuel Expenses of \$785,768 is above the budget by 179,478 (29.60%). The variance is attributable to the higher purchase price of diesel fuel compared to budget together with the higher level of tonnages forecast to be received as at year end compared to budget. The full year forecast for Fuel Expenses is \$115,083 above the budget of \$720,135 (15.98%).
- 20 Year to date Miscellaneous Expenses of \$695,991 is below the budget by \$336,678 (32.60%) due to the timing of various projects from different business units. Areas where the expenditures are lower than budget for various directorates/business units include: CEO's (\$82,611), Business Support (\$41,810), Sustainability (\$76,198), Projects (\$29,928) and Operations (\$106,131).
- 21 Following instructions from the OAG regarding the method of calculation of provisions, the full year forecast for Provision Expenses is \$1,468,811 (185.02%) above the budget of \$793,871. This variance relates to a higher than budgeted rate per tonne for the Post Closure Site Rehabilitation provision and the Environmental Monitoring provision that was recalculated following the completion of the 2020/2021 Annual Financial Report. The 12-month CPI rate and discount factor rates as at 30 June each year are used to calculate the provisions. As the rates can vary significantly from year to year, the budgeting for these provisions is based on an average of the 3 previous years rates with the actual value being calculated as at year end. Although this has an impact on the Net Result in the Statement of Comprehensive Income, these non-cash additional provisions do not affect the cash flow. The year to date Provision expenses of \$892,240 is above the budget by \$110,690 (14.16%).
- 22 Year to date Cost Allocations of \$126,233 is above the budget by \$50,372 (66.40%). This variance relates to internal costs allocated to various projects and specifically capital expenditure projects that have been budgeted to utilise the EMRC's plant and labour. Year to date Cost Allocations of \$98,952 is below the budget by \$188,295 (210.76%).
- 23 The full year forecast for Carrying Amount of Assets Disposed Of is \$56,006 (19.71%) above the budget of \$284,165. This relates to the Written Down Value of Plant and Vehicles that have achieved their change over period and have been sold.
- 24 There were no further significant Operating Expenditure variances as at 30 April 2022.

Other Comprehensive Income	Actuals for the Year	Nil
	End of Year Forecasts	Nil

- 25 There were no significant Other Comprehensive Income variances as at 30 April 2022.

Capital Expenditure Statement (refer Attachment 2)

Capital Expenditure	Actuals for the Year	An underspent variance of \$6,004,621
	End of Year Forecasts	Additional expenditure of \$550,017 compared to budget.



Capital Expenditure Variances

- 26 An underspent variance of \$6,004,621 existed as at 30 April 2022 when compared to the year to date budget of \$14,914,302. Various factors have impacted on the capital expenditure on projects during the early part of the financial year, particularly as a result of inclement weather. October 2021 represented the highest rainfall for October since weather records began. As a result, it has impacted on the EMRC's project works at Red Hill Waste Management Facility (RHWMF).
- 27 Work at RHWMF and other site works are now progressing well.
- 28 It is anticipated that there will be a significant uplift in project activity by the end of the financial year as project works continue unhindered by the weather, bringing capital expenditure back in line with budgeted timing.
- 29 Capital expenditure of \$8,909,682 has been undertaken to 30 April 2022 with the major capital expenditure being on the following:
- Construct Commercial Transfer Station - HRRP - \$4,472,754;
 - Purchase/Replace Plant - HRRP - \$678,098;
 - Construct Class III Cell, Stage 16 - RHWMF - \$600,222;
 - Construct WWtE Building (Pre-Commissioning Costs) - HRRP - \$447,751;
 - Construct Workshop No 3 - RHWMF - \$428,938;
 - Purchase/Replace Minor Plant & Equipment - RHWMF - \$296,882;
 - Construct Concrete Pad East of C & I Building - HRRP - \$255,228;
 - WWtE Project - HRRP - \$224,349;
 - Gas Extraction System Wells - RHWMF - \$216,414
 - Purchase/Replace Vehicles - \$189,230;
 - Purchase/Replace Plant - RHWMF - \$155,539; and

- Extension of Concrete Pad with Workshop Area - HRRP - \$121,653.
- 30 The forecast capital expenditure of \$16,883,021 is \$550,017 above the budget of \$16,333,004.
- 31 Significant reductions to capital budgets where savings have been achieved, or where project expenditure has been deferred due to delays and/or carried forward or not required include the following:
- ⇒ Air Pollution Control Residue Facility (APCR) - RHLF - \$719,215 (c/fwd);
 - ⇒ Purchase / Replace Plant - RHLF - \$544,461;
 - ⇒ Capital Improvements Administration Building - Ascot Place - \$458,000 (c/fwd)
 - ⇒ Liquid Waste Project - RHLF - \$350,000 (c/fwd);
 - ⇒ Sewer Line from Lakes Road to Mary St - HRRF - \$294,405 (c/fwd);
 - ⇒ Construct Class III Cell Stage 17 - RHLF - \$200,000 (c/fwd);
 - ⇒ Extension of Sewer Line from WWtE to Sewer Sump 7 Existing ATU - HRRF - \$199,052 (c/fwd);
 - ⇒ Install Power to Lots 8, 9 and 10 - RHLF - \$150,000 (c/fwd);
 - ⇒ Implementation of the FOGO Recovery Strategy - RHLF - \$113,577 (c/fwd);
 - ⇒ Construct WWtE Building - HRRP - \$109,000 (c/fwd);
 - ⇒ Refurbish Plant - RHLF - \$100,000;
 - ⇒ Upgrade Power to Workshop No 2 - RHLF - \$100,000 (c/fwd);
 - ⇒ Noise Barrier for Hammer Mill - HRRP - \$99,900 (c/fwd);
 - ⇒ Construct Community Recycling Centre (CRC) - HRRP - \$89,906 (c/fwd);
 - ⇒ Construct Monitoring Bores - HRRP - \$70,000 (c/fwd);
 - ⇒ Purchase Vehicles - Ascot Place - \$69,000;
 - ⇒ Construct Access Road to Lots 8, 9 & 10 - RHLF - \$68,626 (c/fwd);
 - ⇒ Undertake FOGO Reference Site Tours - \$62,000 (c/fwd); and
 - ⇒ Digital Sign - HRRP - \$50,000 (c/fwd).
- 32 This is offset by an increase in the following Capital Expenditure budget provision following a review of the capital expenditure program:
- ⇒ Construct Commercial Transfer Station (HRRP) - \$2,900,249;
- This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/12261) for an additional sum of \$4,041,126 (\$3,500,000 was forecast in the 2022/2023 financial year and was bought forward to 2021/2022). Due to the timing of works \$1,140,877 of the approved amount is to be carried forward into the 2022/2023 financial year.

- ⇒ Construct Class III Stage 16 Landfill Cell - RHLF - \$600,222;

The construction of the Class III Stage 16 Cell was expected to be completed by 30 June 2021 at a forecast cost of \$3,171,717. As a result, no carried forward provision was made in the 2021/2022 Annual Budget. However, due to the cell liner which was found to be out of specification and had to be replaced at the contractor's expense, as well as inclement weather, the construction of the cell was not completed by the end of June 2021. The actual expenditure as at 30 June 2021 totalled \$1,923,859 being \$1,247,858 below the expected forecast value of \$3,171,717. The Class III Stage 16 Cell has now been completed.

- ⇒ Construct Site Workshop (HRRP) - \$563,983;

This was subject to a report submitted to Council and approved by Council at its meeting held on 25 November 2021 (Ref: D2021/23177) for an additional sum of \$846,384 to accommodate a higher than budgeted tender submission. Due to the timing of works \$282,401 of the approved amount is to be carried forward into the 2022/2023 financial year.

- ⇒ Wood Waste to Energy Building Project (Pre-Commissioning Cost) - HRRP - \$204,108;

This expenditure relates to the additional capitalisation of WWtE pre-commissioning operating costs. It was expected that the WWtE project would be commissioned by April 2022, however due to delays it is now not expected to be commissioned during 2021/2022. The operating costs for the April - June 2022 period have therefore been transferred from the operating budget to the capital budget as on-going pre-commissioning expenses.

- ⇒ Construct FOGO Processing Area - RHLF - \$108,460;

This was subject to a report submitted to Council and approved by Council at its meeting held on 26 August 2021 (Ref: D2021/15757).

Statement of Financial Position (refer Attachment 3)

- 33 The Statement of Financial Position shows the overall impact of actual balances compared with budget provisions and end of year forecasts for operating and capital works activities.
- 34 Total Equity as at 30 April 2022 totals \$170,157,021. This is a decrease of \$15,595,957 from the 30 June 2021 equity of \$185,752,978. This is as a result of a provision estimate of \$20,592,681 being brought to account for the City of Belmont equity entitlement payment due in July 2023.
- 35 It has been forecast that Total Equity as at 30 June 2022 will be below the original budget of \$189,263,414 by \$11,585,295 for the reason as outlined above.

Statement of Cash and Investments (refer Attachment 4)

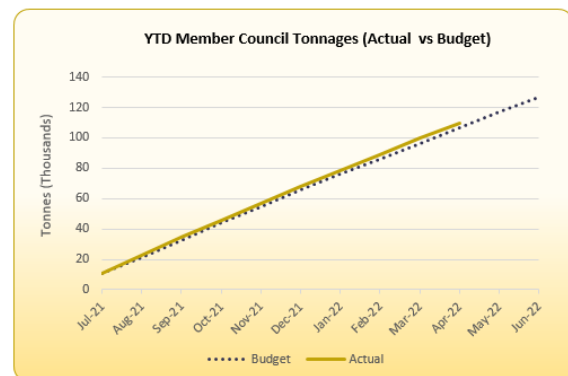
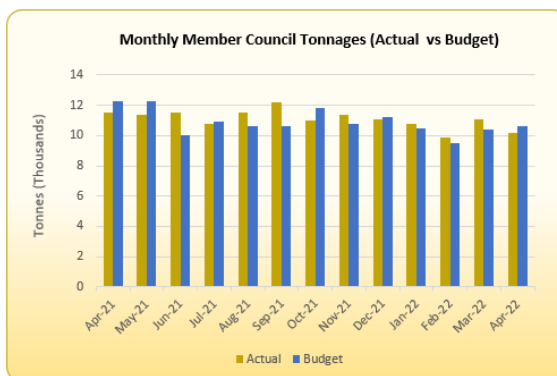
- 36 The level of cash and investments in the Municipal Fund as at 30 April 2022 is \$34,860,393 and Restricted Cash amount to \$43,564,831. This is inclusive of the movement of \$20,592,681 from the Secondary Waste Reserve to the Municipal Fund to cover the estimated provision for the City of Belmont equity entitlement payment due in July 2023.
- 37 The net movement for the month is a decrease of \$2,802,820 and is principally due to the payment of the landfill levy of \$2.94m for the January 2022 - March 2022 period.

- 38 It has been currently forecast that Total Cash and Investments as at 30 June 2022 will be above the original budget of \$69,885,715 by \$10,172,416.

Investment Report (refer Attachment 5)

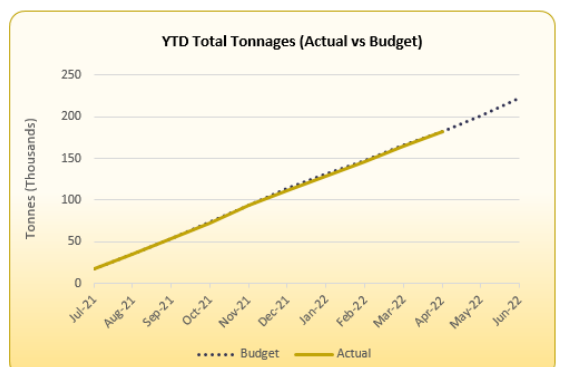
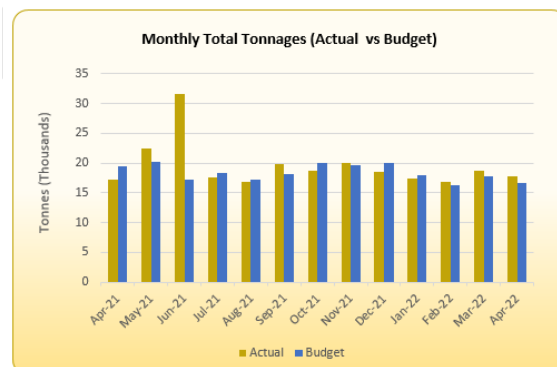
- 39 Term deposits valued at \$5,000,000 matured during April 2022. Of these funds \$4,000,000 was reinvested into further term deposits.
- 40 Due to the ME Bank being acquired by the BOQ in February/March of 2022 the combined portfolio percentage of the two ADI's of 20.45% now exceeds the policy limit of 20%. This will not be reduced until such time that either additional funds are invested in other banks and the portfolio total is increased or until the redemption of the next BOQ TD maturity in September 2022. It should be noted that the EMRC have not invested with BOQ or ME Bank since December 2022. As a consequence, the policy breach has been unavoidable.

Tonnages – Member Councils



- 41 YTD tonnages received from member Councils total 109,811 tonnes compared to the budget of 106,932 tonnes. As at the same period in 2020/2021 tonnages from member Councils totalled 119,327 tonnes (which included City of Belmont tonnages of 13,897).

Tonnages – Total Tonnages



- 42 YTD total tonnages received from all sources total 182,336 tonnes compared to the budget of 182,441 tonnes. As at the same period in 2020/2021 tonnages received from all sources totalled 174,363 tonnes (which included City of Belmont tonnages of 13,897).

STRATEGIC/POLICY IMPLICATIONS

- 43 Key Result Area 3 - Good Governance
- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 44 As outlined within the report and attachments.

SUSTAINABILITY IMPLICATIONS

- 45 Nil

RISK MANAGEMENT

Risk – Non-Compliance with Financial Regulations		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
<ul style="list-style-type: none"> ➤ The financial report is scrutinised by the EMRC Council to ensure that all statutory requirements are met. ➤ Internal Audit reviews to ensure compliance with Financial Regulations. ➤ External Audit confirms compliance. 		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean City of Bayswater City of Kalamunda Shire of Mundaring City of Swan	As outlined in the report.

ATTACHMENT(S)

1. Statement of Comprehensive Income by Nature and Type (D2022/08456)
2. Capital Expenditure Statement (D2022/08457)
3. Statement of Financial Position (D2022/08458)
4. Statement of Cash and Investments (D2022/08459)
5. Investment Report (D2022/08460)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council receives the Statement of Comprehensive Income, Capital Expenditure Statement, Statement of Financial Position, Statement of Cash and Investments and the Investment Report for the period ended 30 April 2022.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR O'CONNOR

THAT COUNCIL RECEIVES THE STATEMENT OF COMPREHENSIVE INCOME, CAPITAL EXPENDITURE STATEMENT, STATEMENT OF FINANCIAL POSITION, STATEMENT OF CASH AND INVESTMENTS AND THE INVESTMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2022.

CARRIED UNANIMOUSLY



STATEMENT OF COMPREHENSIVE INCOME

Nature and Type

Year to Date				APRIL 2022		Full Year		
Actual	Budget	Variance				Forecast	Budget	Variance
Operating Income								
\$27,531,829	\$28,198,146	(\$666,317)	(U)	User Charges		\$37,022,847	\$33,566,196	\$3,456,651 (F)
(\$10,403,408)	(\$10,682,880)	\$279,472	(F)	<u>Less</u> Landfill Levy Charges		(\$13,755,003)	(\$12,819,464)	(\$935,539) (U)
\$17,128,421	\$17,515,266	(\$386,845)	(U)	Net User Charges		\$23,267,844	\$20,746,732	\$2,521,112 (F)
\$479,400	\$473,196	\$6,204	(F)	Special Charges		\$605,925	\$556,739	\$49,186 (F)
\$3,564,118	\$3,503,074	\$61,044	(F)	Secondary Waste Charge		\$4,493,804	\$4,121,290	\$372,514 (F)
\$165,117	\$174,234	(\$9,117)	(U)	Contributions		\$167,121	\$239,460	(\$72,339) (U)
\$193,000	\$173,000	\$20,000	(F)	Operating Grants		\$203,000	\$398,000	(\$195,000) (U)
\$119,420	\$109,990	\$9,430	(F)	Interest Municipal Cash Investments		\$137,029	\$132,000	\$5,029 (F)
\$276,491	\$366,670	(\$90,179)	(U)	Interest Restricted Cash Investments		\$439,869	\$799,975	(\$360,106) (U)
\$1,279,983	\$1,274,272	\$5,711	(F)	Reimbursements		\$1,610,688	\$1,536,722	\$73,966 (F)
\$1,625,672	\$1,684,000	(\$58,328)	(U)	Other		\$2,208,380	\$2,844,278	(\$635,898) (U)
\$311,318	\$306,830	\$4,488	(F)	Proceeds from Sale of Assets		\$329,000	\$351,000	(\$22,000) (U)
\$25,142,940	\$25,580,532	(\$437,592)	(U)	Total Operating Income		\$33,462,660	\$31,726,196	\$1,736,464 (F)
Operating Expenditure								
\$7,845,858	\$8,897,667	\$1,051,809	(F)	Salary Expenses		\$10,064,688	\$11,174,794	\$1,110,106 (F)
\$4,488,680	\$5,306,808	\$818,128	(F)	Contract Expenses		\$6,947,567	\$6,429,257	(\$518,310) (U)
\$774,831	\$1,116,738	\$341,907	(F)	Material Expenses		\$1,343,145	\$1,347,539	\$4,394 (F)
\$234,592	\$258,010	\$23,418	(F)	Utility Expenses		\$340,150	\$310,375	(\$29,775) (U)
\$785,768	\$606,290	(\$179,478)	(U)	Fuel Expenses		\$835,218	\$720,135	(\$115,083) (U)
\$257,270	\$258,320	\$1,050	(F)	Insurance Expenses		\$309,404	\$310,604	\$1,200 (F)
\$4,033,726	\$4,028,830	(\$4,896)	(U)	Depreciation Expenses		\$5,016,610	\$4,826,380	(\$190,230) (U)
\$695,991	\$1,032,669	\$336,678	(F)	Miscellaneous Expenses		\$1,147,558	\$1,261,747	\$114,189 (F)
\$892,240	\$781,550	(\$110,690)	(U)	Provision Expenses		\$2,262,682	\$793,871	(\$1,468,811) (U)
(\$126,233)	(\$75,861)	\$50,372	(F)	Costs Allocated		\$98,952	(\$89,343)	(\$188,295) (U)
\$263,493	\$257,970	(\$5,523)	(U)	Carrying Amount of Assets Disposed Of		\$340,171	\$284,165	(\$56,006) (U)
\$20,146,216	\$22,468,991	\$2,322,775	(F)	Total Operating Expenditure		\$28,706,145	\$27,369,524	(\$1,336,621) (U)
\$4,996,724	\$3,111,541	\$1,885,183	(F)	NET RESULT BEFORE OTHER COMPREHENSIVE INCOME		\$4,756,515	\$4,356,672	\$399,843 (F)
Surplus	Surplus					Surplus	Surplus	
Other Comprehensive Income								
\$0	\$0	\$0	(F)	Revaluation of Assets/Accumulated Depreciation Reversal		\$0	\$0	\$0 (F)
\$0	\$0	\$0	(F)	Total Other Comprehensive Income		\$0	\$0	\$0 (F)
\$4,996,724	\$3,111,541	\$1,885,183	(F)	CHANGE IN NET ASSETS FROM OPERATIONS		\$4,756,515	\$4,356,672	\$399,843 (F)
Surplus	Surplus					Surplus	Surplus	

Notes:

1. User Charges - include member Councils and casual users pertaining to waste, risk management and environmental services fees and charges;
2. Special Charges - Waste Education Levy;
3. Contributions - member Councils' contributions to projects and services;
4. Operating Grants - grant income predominantly from government agencies; and
5. Other Operating Income - includes income from the sale of products;

(F) denotes Favourable variance and (U) denotes Unfavourable variance



CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order	Full Year			
Actual	Budget	Variance		Forecast	Budget	Variance	
CEO's Team							
\$0	\$30,000	\$30,000	\$0	Purchase Information Technology & Communication Equipment - Councillors (24550/01)	\$0	\$30,000	\$30,000
\$0	\$0	\$0	\$0	Purchase Art Works (24620/00)	\$10,000	\$10,000	\$0
\$0	\$30,000	\$30,000	\$0		\$10,000	\$40,000	\$30,000



CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Business Support							
\$189,230	\$245,855	\$56,625	\$0	Purchase Vehicles - Ascot Place (24440/00)	\$197,000	\$266,000	\$69,000
\$0	\$5,000	\$5,000	\$0	Purchase Furniture Fittings & Equipment - Corporate Services (24510/01)	\$10,000	\$10,000	\$0
\$90,193	\$129,000	\$38,807	\$0	Purchase Information Technology & Communication Equipment (24550/00)	\$190,000	\$129,000	(\$61,000)
(\$10,524)	\$0	\$10,524	\$0	Capital Improvement Administration Building - Ascot Place (25240/01)	\$0	\$458,000	\$458,000
\$0	\$0	\$0	\$0	Upgrade Security Equipment - Ascot Place (25530/01)	\$5,000	\$5,000	\$0
\$268,900	\$379,855	\$110,955	\$0		\$402,000	\$868,000	\$466,000

CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Operations Team							
\$11,304	\$100,000	\$88,696	\$0	Construct Waste Management Facility Buildings - Red Hill Landfill Facility (24250/01)	\$100,000	\$100,000	\$0
\$4,778	\$200,000	\$195,222	\$0	Construct Leachate and Stormwaste Infrastructure and Siltation Ponds - Red Hill Landfill Facility (24350/01)	\$154,731	\$200,000	\$45,269
\$0	\$100,000	\$100,000	\$0	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill Landfill Facility (24380/00)	\$100,000	\$100,000	\$0
\$0	\$50,000	\$50,000	\$0	Air Supply lines - Waste Management Structures - Red Hill Landfill Facility (24399/10)	\$50,000	\$50,000	\$0
\$216,414	\$200,000	(\$16,414)	\$0	Gas Extraction System Wells - Red Hill Landfill Facility (24399/20)	\$216,414	\$200,000	(\$16,414)
\$155,539	\$950,000	\$794,461	\$210,604	Purchase / Replace Plant - Red Hill Landfill Facility (24410/00)	\$405,539	\$950,000	\$544,461
\$678,098	\$650,000	(\$28,098)	\$406,405	Purchase / Replace Plant - Hazelmere (24410/01)	\$678,098	\$650,000	(\$28,098)
\$296,882	\$235,000	(\$61,882)	\$0	Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00)	\$296,882	\$275,000	(\$21,882)
\$40,342	\$88,000	\$47,658	\$36,200	Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02)	\$89,000	\$104,000	\$15,000
\$0	\$99,000	\$99,000	\$43,366	Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00)	\$132,000	\$132,000	\$0
\$0	\$5,000	\$5,000	\$0	Purchase Fire Fighting System/Equipment - Hazelmere (24520/07)	\$5,000	\$5,000	\$0
\$5,060	\$213,500	\$208,440	\$0	Purchase / Replace Security System - Red Hill Waste Management Facility (24530/08)	\$213,500	\$213,500	\$0



CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order	Full Year		
Actual	Budget	Variance		Forecast	Budget	Variance
Operations Team						
\$19,250	\$10,000	(\$9,250)	\$0	Purchase / Replace Security System - Hazelmere (24530/10)	\$19,250	\$10,000 (\$9,250)
\$0	\$30,000	\$30,000	\$0	Purchase Information Technology & Communication Equipment - Hazelmere (24550/03)	\$0	\$30,000 \$30,000
\$0	\$33,000	\$33,000	\$0	Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00)	\$40,000	\$40,000 \$0
\$15,000	\$0	(\$15,000)	\$0	Purchase / Replace Miscellaneous Equipment - Hazelmere (24590/02)	\$15,000	\$0 (\$15,000)
\$59,850	\$70,000	\$10,150	\$0	Purchase Office Furniture and Fittings - Hazelmere Office (24610/10)	\$70,000	\$70,000 \$0
\$6,783	\$60,000	\$53,217	\$0	Purchase Furniture and Fittings - Hazelmere Workshop (24610/11)	\$60,000	\$60,000 \$0
\$0	\$300,000	\$300,000	\$180,000	Refurbish Plant - Red Hill Landfill Facility (25410/00)	\$200,000	\$300,000 \$100,000
\$1,509,301	\$3,393,500	\$1,884,199	\$876,576		\$2,845,414	\$3,489,500 \$644,086



CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$257	\$0	(\$257)	\$0	Purchase Waste Management Land (24150/02)	\$257	\$0	(\$257)
\$428,938	\$774,811	\$345,873	\$889,116	Construct Workshop No 3 - Red Hill Landfill Facility (24250/08)	\$1,338,794	\$774,811	(\$563,983)
\$62,317	\$273,032	\$210,715	\$1,850	Construct Wood Waste to Energy Building - HRRP (24259/05)	\$164,032	\$273,032	\$109,000
\$94	\$130,000	\$129,906	\$0	Construct Community Recycling Centre (CRC) - HRRP (24259/06)	\$40,094	\$130,000	\$89,906
\$4,472,754	\$3,500,000	(\$972,754)	\$2,515,198	Construct Commercial Transfer Station - HRRP (24259/10)	\$6,400,249	\$3,500,000	(\$2,900,249)
\$25,743	\$0	(\$25,743)	\$0	Construct Site Workshop - HRRP (24259/13)	\$25,743	\$0	(\$25,743)
\$24	\$250,000	\$249,976	\$29,333	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15)	\$150,000	\$250,000	\$100,000
\$0	\$150,000	\$150,000	\$0	Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility (24259/16)	\$0	\$150,000	\$150,000
\$447,751	\$826,908	\$379,157	\$8,794	Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP (24259/18)	\$1,031,028	\$826,920	(\$204,108)
\$14,475	\$60,000	\$45,525	\$0	Construct Wood Waste to Energy Dry Char Storage Facility - HRRP (24259/19)	\$20,376	\$60,000	\$39,624
\$250	\$40,000	\$39,750	\$39,150	Construct Wood Waste to Energy Bucket Extension - HRRP (24259/20)	\$40,000	\$40,000	\$0
\$21,761	\$0	(\$21,761)	\$90,573	Construct Wood Waste to Energy Project (EMRC WWtE Step-In) - HRRP (24259/21)	\$21,761	\$0	(\$21,761)
\$600,222	\$0	(\$600,222)	\$0	Construct Class III Cell Stage 16 - Red Hill Landfill Facility (24310/19)	\$600,222	\$0	(\$600,222)
\$1,597	\$100,000	\$98,403	\$0	Construct Class III Cell Stage 17 - Red Hill Landfill Facility (24310/21)	\$150,000	\$350,000	\$200,000

CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$1,436	\$150,000	\$148,564	\$0	Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility (24330/05)	\$150,000	\$150,000	\$0
\$78,492	\$185,500	\$107,008	\$3,760	Construct Roads / Carparks - Red Hill Landfill Facility (24370/00)	\$183,492	\$185,500	\$2,008
\$1,269	\$130,000	\$128,731	\$0	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02)	\$61,374	\$130,000	\$68,626
\$0	\$50,000	\$50,000	\$0	Construct Litter Fence - Redhill Landfill Facility (24394/05)	\$50,000	\$50,000	\$0
\$117,583	\$150,000	\$32,417	\$0	Resource Recovery Park - Noise Control Fencing (24394/06)	\$174,693	\$150,000	(\$24,693)
\$33,752	\$55,000	\$21,248	\$0	Construct Hardstand and Road - Hazelmere (24395/01)	\$33,752	\$55,000	\$21,248
\$65,959	\$0	(\$65,959)	\$138,355	Construct FOGO Processing Area - Red Hill Landfill Facility (24395/05)	\$108,460	\$0	(\$108,460)
\$0	\$62,500	\$62,500	\$0	Undertake FOGO Reference Site Tours (24395/06)	\$0	\$62,500	\$62,500
\$84,662	\$270,455	\$185,793	\$25,608	Implementation of the FOGO Recovery Strategy (24395/07)	\$186,423	\$300,000	\$113,577
\$29,900	\$60,000	\$30,100	\$0	Construct Monitoring Bores - Red Hill Landfill Facility (24396/00)	\$29,900	\$70,000	\$40,100
\$0	\$60,000	\$60,000	\$0	Construct Monitoring Bores - Hazelmere (24396/02)	\$0	\$70,000	\$70,000
\$6,025	\$0	(\$6,025)	\$0	Construct Site Infrastructure - HRRP (24399/01)	\$2,725	\$0	(\$2,725)
\$121,669	\$408,754	\$287,085	\$65,997	Wood Waste to Energy Utilities/Infrastructure - HRRP (24399/11)	\$408,754	\$408,754	\$0
\$0	\$0	\$0	\$0	Liquid Waste Project - Red Hill Landfill Facility (24399/16)	\$150,000	\$500,000	\$350,000



CAPITAL EXPENDITURE STATEMENT

APRIL 2022

Year to Date			On Order		Full Year		
Actual	Budget	Variance			Forecast	Budget	Variance
Projects Team							
\$39,371	\$2,300,000	\$2,260,629	\$3,500	Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility (24399/21)	\$1,580,785	\$2,300,000	\$719,215
\$255,228	\$250,000	(\$5,228)	\$0	Construct Concrete Pad east of C&I Building - HRRP (24399/22)	\$255,228	\$250,000	(\$5,228)
\$17,063	\$200,000	\$182,937	\$0	Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP (24399/23)	\$948	\$200,000	\$199,052
\$5,595	\$300,000	\$294,405	\$0	Sewer Line from Lakes Rd to Mary St - HRRP (24399/24)	\$5,595	\$300,000	\$294,405
\$121,653	\$120,000	(\$1,653)	\$0	Extension of Concrete Pad with Workshop area - HRRP (24399/25)	\$121,653	\$120,000	(\$1,653)
\$97	\$100,000	\$99,903	\$0	Noise Barrier for Hammer Mill - HRRP (24399/26)	\$100	\$100,000	\$99,900
\$0	\$50,000	\$50,000	\$0	Digital Sign (DWER Requirement) - HRRP (24399/27)	\$0	\$50,000	\$50,000
\$40,363	\$103,987	\$63,624	\$0	Purchase Wood Waste to Energy Plant & Equipment - HRRP (24410/03)	\$103,987	\$103,987	\$0
\$2,800	\$0	(\$2,800)	\$2,900	Purchase FOGO Processing Plant - Red Hill Landfill Facility (24410/10)	\$2,800	\$0	(\$2,800)
\$32,382	\$0	(\$32,382)	\$0	Regional Waste Collection Project (24410/14)	\$32,382	\$0	(\$32,382)
\$0	\$0	\$0	\$0	Purchase Information Technology & Communication Equipment - Projects (24550/02)	\$0	\$25,000	\$25,000
\$7,131,481	\$11,110,947	\$3,979,466	\$3,814,132		\$13,625,607	\$11,935,504	(\$1,690,103)
\$8,909,682	\$14,914,302	\$6,004,621	\$4,690,708	TOTAL CAPITAL EXPENDITURE	\$16,883,021	\$16,333,004	(\$550,017)



STATEMENT OF FINANCIAL POSITION

APRIL 2022

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Current Assets						
\$5,861,145	\$2,758,632	Cash and Cash Equivalents	\$2,437,871	\$4,010,280	(\$1,572,409)	(U)
\$82,123,503	\$75,666,592	Investments	\$77,620,260	\$65,875,435	\$11,744,825	(F)
\$3,431,287	\$4,393,616	Trade and Other Receivables	\$2,987,058	\$2,987,058	\$0	(F)
\$36,424	\$2,008	Inventories	\$39,035	\$39,035	\$0	(F)
\$32,382	\$592,874	Other Assets	\$67,382	\$67,382	\$0	(F)
\$91,484,741	\$83,413,722	Total Current Assets	\$83,151,606	\$72,979,190	\$10,172,416	(F)
Current Liabilities						
\$12,624,600	\$3,277,077	Trade and Other Payables	\$6,160,299	\$6,160,299	\$0	(F)
\$1,814,744	\$1,814,744	Provisions	\$1,892,645	\$1,892,645	\$0	(F)
\$14,439,344	\$5,091,821	Total Current Liabilities	\$8,052,944	\$8,052,944	\$0	(F)
\$77,045,397	\$78,321,901	Net Current Assets	\$75,098,662	\$64,926,246	\$10,172,416	(F)
Non Current Assets						
\$47,850,000	\$47,850,257	Land	\$52,586,164	\$52,585,907	\$257	(F)
\$6,506,875	\$7,855,060	Buildings	\$19,497,050	\$16,583,375	\$2,913,675	(F)
\$21,977,142	\$22,742,485	Structures	\$29,244,884	\$30,428,680	(\$1,183,796)	(U)
\$13,136,462	\$12,737,313	Plant	\$14,500,132	\$14,867,626	(\$367,494)	(U)
\$638,147	\$587,453	Equipment	\$1,129,005	\$1,123,575	\$5,430	(F)
\$126,449	\$181,945	Furniture and Fittings	\$246,488	\$250,604	(\$4,116)	(U)
\$25,179,667	\$28,072,689	Work in Progress	\$16,476,588	\$17,536,763	(\$1,060,175)	(U)
\$115,414,742	\$120,027,202	Total Non Current Assets	\$133,680,311	\$133,376,530	\$303,781	(F)
Non Current Liabilities						
\$6,707,161	\$28,192,082	Provisions	\$31,100,854	\$9,039,362	(\$22,061,492)	(U)
\$6,707,161	\$28,192,082	Total Non Current Liabilities	\$31,100,854	\$9,039,362	(\$22,061,492)	(U)
\$185,752,978	\$170,157,021	Net Assets	\$177,678,119	\$189,263,414	(\$11,585,295)	(U)
Equity						
\$76,354,391	\$84,675,388	Accumulated Surplus/Deficit	\$82,071,742	\$84,606,081	(\$2,534,339)	(U)
\$65,953,610	\$43,327,017	Cash Backed Reserves	\$53,691,970	\$64,812,065	(\$11,120,095)	(U)
\$37,157,892	\$37,157,892	Asset Revaluation Reserve	\$37,157,892	\$35,488,596	\$1,669,296	(F)
\$6,287,085	\$4,996,724	Net change in assets from operations	\$4,756,515	\$4,356,672	\$399,843	(F)
\$185,752,978	\$170,157,021	Total Equity	\$177,678,119	\$189,263,414	(\$11,585,295)	(U)



CASH AND INVESTMENTS

APRIL 2022

Actual June 2021	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Municipal Cash and Investments						
5,857,095	2,754,582	Cash at Bank - Municipal Fund 01001/00	2,433,821	2,006,230	427,591	(F)
4,050	4,050	Cash on Hand 01019/00 - 02	4,050	4,050	0	(F)
16,046,391	32,101,761	Investments - Municipal Fund 02021/00	22,872,661	2,000,000	20,872,661	(F)
21,907,536	34,860,393	Total Municipal Cash	25,310,532	4,010,280	21,300,252	(F)
Restricted Cash and Investments						
749,821	752,474	Restricted Investments - Plant and Equipment 02022/01	1,877,760	704,819	1,172,941	(F)
2,943,263	2,953,678	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	3,442,229	6,090,227	(2,647,998)	(U)
11,460,995	11,501,550	Restricted Investments - Future Development 02022/03	22,950,099	9,086,393	13,863,706	(F)
1,349,161	1,353,935	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,623,250	2,951,545	(1,328,295)	(U)
59,639	0	Restricted Investments - Environmental Insurance Red Hill 02022/05	0	65,714	(65,714)	(U)
15,813	0	Restricted Investments - Risk Management 02022/06	0	16,002	(16,002)	(U)
600,945	603,072	Restricted Investments - Class IV Cells Red Hill 02022/07	626,916	551,046	75,870	(F)
41,177,833	18,690,637	Restricted Investments - Secondary Waste Processing 02022/09	15,107,184	37,275,373	(22,168,189)	(U)
1,158,161	1,162,259	Restricted Investments - Class III Cells 02022/10	2,383,246	2,231,556	151,690	(F)
79,842	0	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	0	80,683	(80,683)	(U)
5,325,000	5,343,843	Restricted Investments - EastLink Relocation 02022/13	5,343,168	5,325,000	18,168	(F)
123,503	166,592	Restricted Investments - Accrued Interest 02022/19	338,109	433,707	(95,598)	(U)
1,033,136	1,036,791	Restricted Investments - Long Service Leave 02022/90	1,055,638	1,063,370	(7,732)	(U)
66,077,112	43,564,831	Total Restricted Cash	54,747,599	65,875,435	(11,127,836)	(U)
87,984,648	78,425,224	TOTAL CASH AND INVESTMENTS	80,058,131	69,885,715	10,172,416	(F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

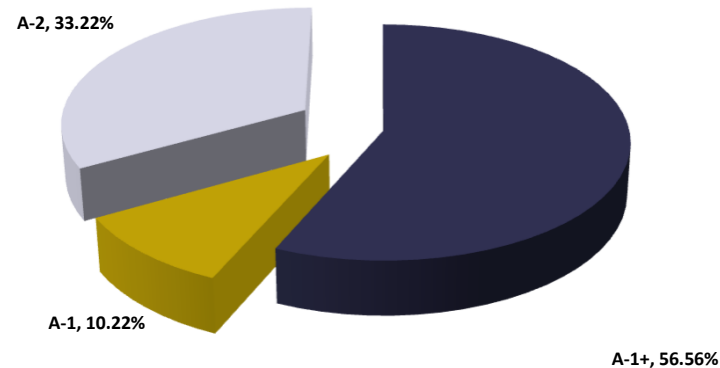
EMRC Investment Report

April 2022

I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	Investment Maximum %
AAA	A-1+	56.56%	100.00%
AA	A-1	10.22%	100.00%
BBB	A-2	33.22%	40.00%
		<u>100.00%</u>	

Investment by S&P Rating



II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	Short Term % Portfolio	
ANZ Banking Group	AA-	A-1+	2.56%	
AMP	BBB	A-2	12.78%	
NAB	AA-	A-1+	32.58%	
Westpac / St. George Bank	AA-	A-1+	18.85%	
Suncorp	A+	A-1	3.83%	*
BOQ / ME Bank	BBB+	A-2	20.45%	
Commonwealth Bank	AA-	A-1+	2.56%	
Macquarie Bank	A+	A-1	6.39%	
			<u>100.00%</u>	

* Non-Fossil Fuel ADI (Authorised Deposit Taking Institution)

III. Term to Maturity Framework

Investment Policy Guidelines			
Maturity Profile	% Portfolio	% Min	% Max
Less Than 1 Year	100.00%	40%	100%
Greater than 1 year & less than or equal to 3 years	0.00%	0%	60%
	<u>100.00%</u>		

IV. Fossil Fuel Divestment

	% Portfolio
Non-Fossil Fuel ADI's	3.83%
Fossil Fuel ADI's	96.17%
	<u>100.00%</u>

14.4 THE EASTERN METROPOLITAN REGIONAL COUNCIL FINAL DRAFT SUSTAINABILITY STRATEGY 2022/2023 – 2026/2027

D2022/08110

PURPOSE OF REPORT

The purpose of this report is to present to Council the final of the EMRC's draft Sustainability Strategy for the five-year period being 2022/23 – 2026/2027 (as attached), for endorsement.

KEY POINT(S)

- An initial draft Sustainability Strategy was prepared as the final step (8) of the overall Strategic Review of the EMRC undertaken by GHD.
- The draft Strategy aligned with the Strategic Review which was endorsed by Council in August 2021.
- The initial draft Sustainability Strategy was presented to Council, for noting, at its November 2021 Council meeting.
- The initial draft Strategy has now undergone a further iteration, which outlines changes in the actions which align with the Corporate Business Plan actions. The actions are outlined in the Supporting Documentation (refer to Attachment 2).
- This final version of the draft Sustainability Strategy will also help inform the mid-term review of the EMRC's 10-year Strategic Plan which will be presented to Council in the coming months.

RECOMMENDATION(S)

That Council endorses the EMRC Sustainability Strategy 2022/2023 – 2026/2027, forming the attachments to this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 The EMRC undertook a Strategic Review of the organisation in 2020/2021 including workshops, presentations and reports that considered the EMRC's markets and capabilities, vision and implementation, complete with recommended activities. As a result of the Review, and to complete the final step in the process, a draft EMRC Sustainability Strategy was prepared and presented to Council for noting.
- 2 In previous years the EMRC developed individual strategies for various areas of the EMRC including, Environment, Economic Development, Transport, Advocacy but not a holistic strategy for the entire operations of the EMRC. With the Strategic Review now completed it was considered timely to embark on a whole of organisation Sustainability Strategy.

REPORT

- 3 The EMRC's approach to sustainability practices and circular economy-based initiatives were motivating factors for the Strategic Review and it is the Strategic Review which has precipitated the development of a Sustainability Strategy for the EMRC. The EMRC is also utilising the Sustainability Strategy to help inform the mid-term review of its 10 year '2017-2027 Strategic Plan which was initially developed in accordance with section 5.56(1) and (2) of the Local Government Act 1995 (the Act). The new Sustainability Strategy will greater align with the direction of the EMRC in accordance with the Strategic Review.

- 4 The Sustainability Strategy includes a set of actions to report against and these will include alignment to the United Nations Sustainable Development Goals (SDGs) ensuring not just local and national but also global alignment. These actions have also assisted in guiding the revision of the EMRC's draft Corporate Business Plan 2022/2023-2026/2027 and the mid-term review of the EMRC's Strategic Plan 2017-2027 (both of these documents are also being presented to Council for adoption during 2022).

STRATEGIC/POLICY IMPLICATIONS

- 5 Key Result Area 1 - Environmental Sustainability
- 1.1 To provide sustainable waste disposal operations
 - 1.2 To improve regional waste management
- 6 Key Result Area 3 - Good Governance
- 3.2 To manage partnerships and relationships with stakeholders
 - 3.3 To provide responsible and accountable governance and management of the EMRC
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 7 The actions included in the draft Sustainability Strategy are accounted for in the EMRC's annual operating budget.

SUSTAINABILITY IMPLICATIONS

- 8 The EMRC final draft Sustainability Strategy 2022/2023 – 2026/2027 identified the EMRC's vision, mission and high-level direction that aligns with the sustainability of Perth's Eastern Region.

RISK MANAGEMENT

Risk The Council agreed Key Actions are not delivered in accordance with the Corporate Business Plan		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised of the deliverables and agreed actions within the draft Sustainability Strategy.		

MEMBER COUNCIL IMPLICATIONS

Member Council

Town of Bassendean
City of Bayswater
City of Kalamunda
Shire of Mundaring
City of Swan

Implication Details

As outlined in the attachment

ATTACHMENT(S)

1. The EMRC Draft Sustainability Strategy 2022/2023 – 2026/2027 (D2022/08111)
2. The EMRC Draft Sustainability Strategy 2022/2023 – 2026/2027 – Supporting Material (D2022/08112)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council endorses the EMRC's draft Sustainability Strategy 2022/2023 – 2026/2027, forming the attachments to this report.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR O'CONNOR

THAT COUNCIL ENDORSES THE EMRC'S DRAFT SUSTAINABILITY STRATEGY 2022/2023 – 2026/2027, FORMING THE ATTACHMENTS TO THIS REPORT.

CARRIED UNANIMOUSLY



Sustainability Strategy

2022/2023 - 2026/2027

Eastern Metropolitan Regional Council



A message from the EMRC's CEO



The Eastern Metropolitan Regional Council's (EMRC) Sustainability Strategy has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of EMRC's key stakeholders.

The newly adopted Sustainability Strategy is used to drive operational activities and is aligned to our priorities throughout the EMRC.

Council endorsed the EMRC Strategic Review in June 2021. This review was built on multi-stage stakeholder engagement and an understanding of the evolving waste management market in Western Australia. The Strategic Review undertaken in 2020/2021 identifies the overarching vision and goals that the EMRC Council aspires to achieve.

Sustainability is a core pillar in the EMRC's operation and through this strategy, we will continue to move forward as a leader in community change and action.

Marcus Geisler
Chief Executive Officer





Introduction

The Eastern Metropolitan Regional Council (EMRC) is a forward thinking regional local government representing the interests of five-member Councils in Perth's Eastern Region.

Incorporated under the Local Government Act 1995, we provide strength in our partnerships with the Town of Bassendean, City of Bayswater, City of Kalamunda, City of Swan, and Shire of Mundaring to build a sustainable community for current and future generations.

We are committed to being a leader in sustainability by:

- Defining a Sustainability Strategy, which drives forward thinking throughout Perth's Eastern Region
- Incorporating our sustainability vision and goals into our foundations
- Establishing realistic targets to meet local, state, national and international sustainability objectives

This Sustainability Strategy will allow us to meet the needs of our Member Councils while providing sustainable solutions for future generations.

Strategic alignment

Our Sustainability strategy has been drafted in alignment with our strategic review, local, state, national and international drivers.

The EMRC Strategic Review

We conducted a strategic review which was endorsed by council, August 2021. The strategy identified that it should "focus on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader in resource recovery".

The objective of the strategic review is to leverage off our current operational capacity to deliver valuable services to member councils, their communities, and the Eastern Metropolitan region by:

- Delivering industry leadership focusing on resource recovery aspects of a circular economy through physical infrastructure and support services
- Participation in industrial programs to create a symbiosis between waste and material streams regionally and optimise resource recovery
- Providing shared services for member councils in urban environmental management, and waste education
- Achieving net zero carbon by 2040 (e.g., renewable alternatives at waste processing facilities)

National and state drivers

Historically, cheap fossil fuels, low-cost landfill, a perceived abundance of space, and a commercial sector that has often lobbied against sustainability focussed legislation, has influenced the development of the waste management landscape. This has led to unsustainable waste management, both locally and nationally, with significant tonnages of waste landfilled and limited resource recovery initiatives when compared with other regions.

With a shift in national and state policy, we have created this Sustainability Strategy to respond to this shift. The key national and state drivers integrated into the strategy are:

- **Western Australian Climate Policy** – Our Sustainability Strategy embraces the state objective of enhancing climate resilience and transitioning to low carbon emissions. We are contributing to these overall objectives through initiatives in building a resilient Eastern Metropolitan region, reducing our carbon emissions and providing circular solutions for government leadership initiatives.
- **Waste Avoidance and Resource Recovery Strategy 2030** – Through our waste management and resource recovery services, we are well positioned to drive the change required to support the achievement of each strategic target outlined in the strategy. Our detailed action plan will provide the mechanisms to avoid, recover and protect through environmentally focused waste management solutions and circular economy leadership
- **2018 National Waste Policy** – Similar to Western Australia's Waste strategy, this policy focuses on circular economy initiatives such as supporting investment in infrastructure, circular economy-related innovation, market development, behavioral change programs and physical waste recovery/recycling facilities. Our Sustainability Strategy has circular economy initiatives at the core of future decision making to drive change from the ground up. Each of our objectives have integrated circular economy-based principles and are supported by our detailed action plan.

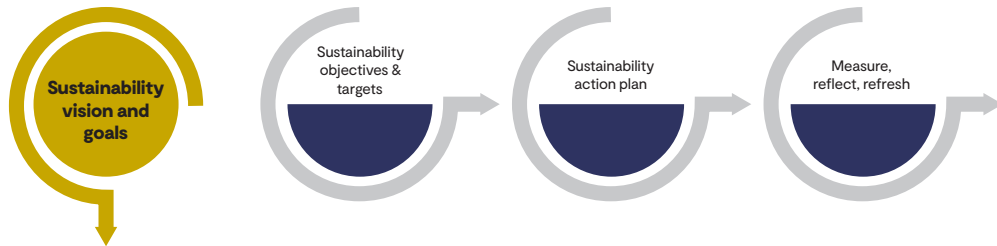
Other national and state policies considered during the formation of this Sustainability Strategy include:

- Waste Avoidance and Resource Recovery Strategy Action Plan 2030 (WA)
- National Waste Policy Action Plan (2019)
- Action Plan for Sustainable Procurement (2020)
- Australian Government Waste and Recycling Reduction Bill (2020)
- COAG Waste Export Ban (2020)
- CSIRO National Circular Economy Roadmap for plastics, glass, paper and tyres (2021)
- National Plastics Plan (2021)
- National Soil Strategy Australia (2021)
- CSIRO – Circular Economy: a CSIRO roadmap to unlock future growth opportunities

United Nations Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) provide an international framework for consideration of sustainability matters. This international standard is agreed to and endorsed by the Australian Government, with numerous examples of the SDGs being applied to national and state strategies. Accordingly, we have aligned aspects of our Sustainability Strategy with the SDGs where possible.

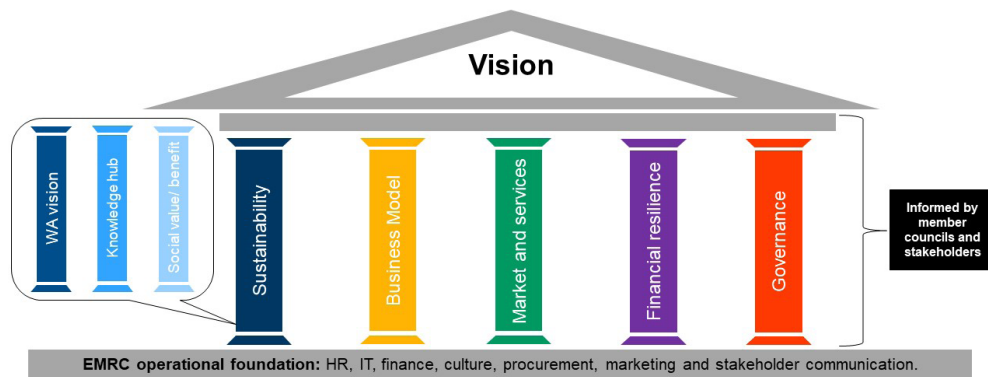




In 2020/2021 we undertook an organisational strategic review, which addressed forecasted significant changes in the waste management market and sought to realign our core business operations. This review identified five strategic pillars that are intertwined with our operational foundations. Our Sustainability Strategy directly links with the outcomes of this strategic review, focusing on the first pillar, sustainability:

Our Strategic Vision

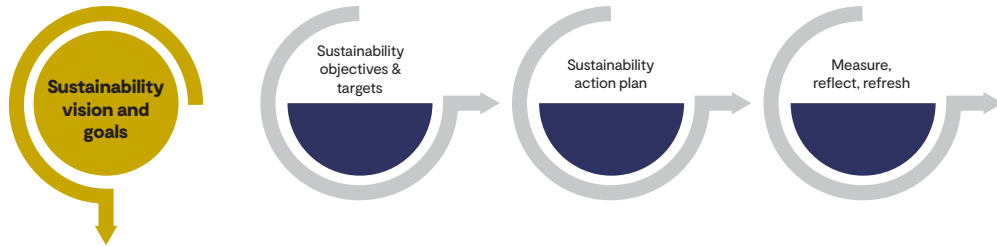
The EMRC focuses on delivering waste, resource recovery and sustainability services, capitalising on its existing capabilities and infrastructure to act as an industry leader.



Our Sustainability Vision

“Promoting sustainable waste management and a transition to a circular economy”





To support our sustainability vision, four goals have been identified by reviewing previous organisational sustainability activities and to align with the goals set out in the Strategic Review. These goals will be used to develop specific objectives and targets for measurement of performance moving forward.

Demonstrate circular economy leadership:

We will use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.

Respond to a climate emergency:

We will reduce our carbon impacts to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region.

Reduce our environmental impact:

We will lead by example by reducing our environmental impacts through efficient operations, forward thinking, and supporting circular and sustainability initiatives in the region.

Create value in the community:

We will establish and support projects in the community that create social value from a residential level through to commercial levels.



Our objectives and targets



Through a workshop with key internal leaders and stakeholders, five areas of influence were identified as being in alignment with the United Nations Sustainable Development Goals (SDGs). These areas of influence were chosen with representation from each of the four business groups and all five members of the executive leadership team.



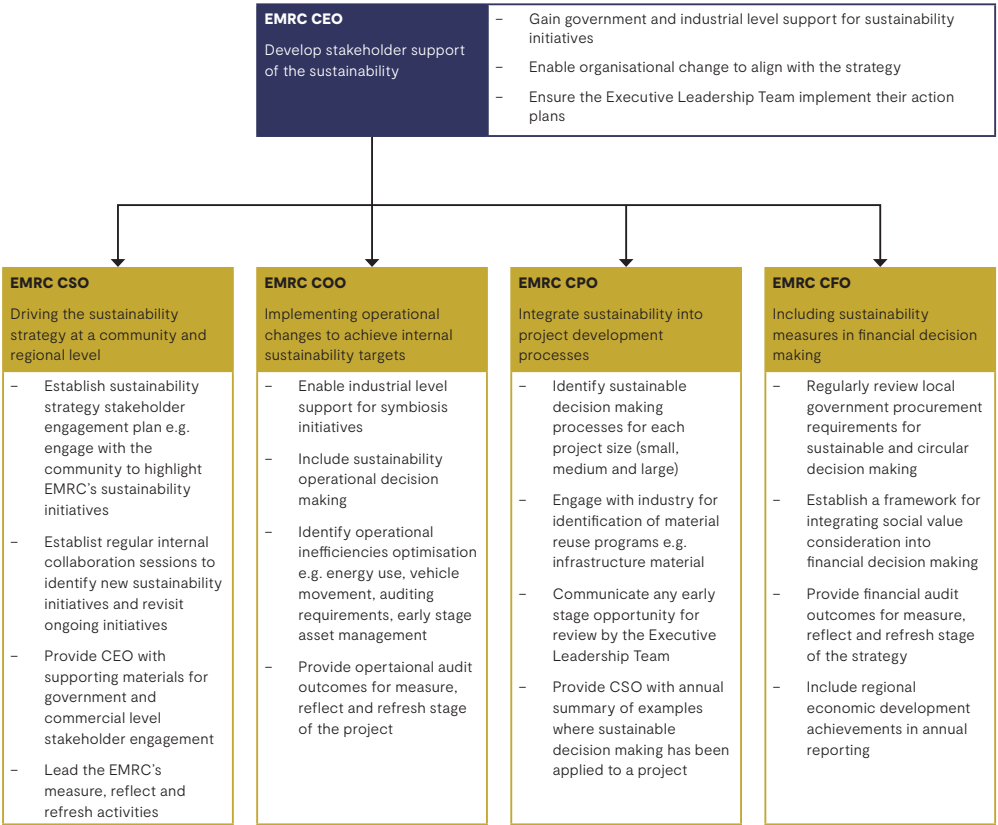
To support our four goals and leverage off these areas of influence, twelve sustainability targets have been identified as shown by our circular sustainability model:

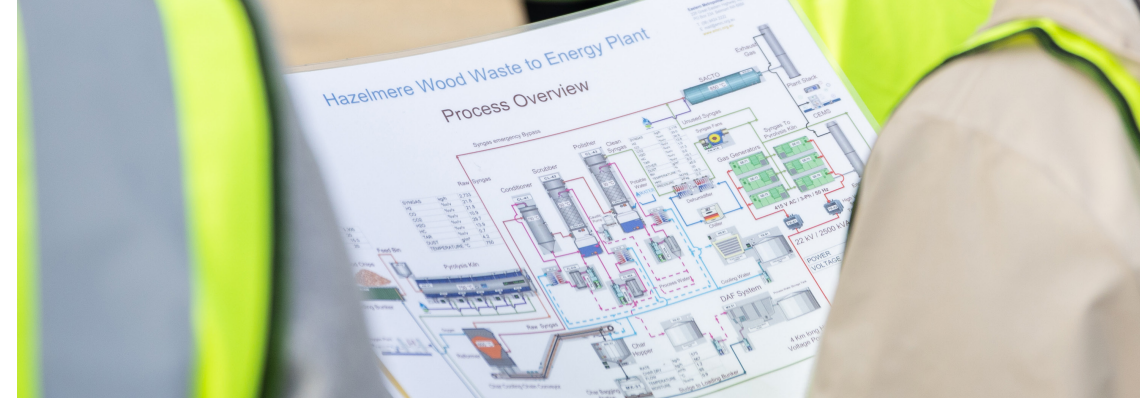


Demonstrate circular economy leadership: We will use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.	Respond to a climate emergency: We will reduce our carbon impact to achieve below net zero and understand the risks associated with climate change to Perth's Eastern Region.	Create value in the community: We will establish and support projects in the community that create social value from a residential level through to a commercial level.	Reduce our environmental impact: We will lead by example by reducing our environmental impact through efficient operations, forward thinking and supporting circular based initiatives.
Enabling circular economy initiatives through advocacy networks by 2025 	Infrastructure adaptation and education by 2030 	Community based source separation initiatives by 2027 	Regional urban programs implemented
80% recovery of waste generated in the region by 2030 	Below zero carbon emissions by 2040 	Use of recovered material in the region by 2040 	Contribute to a decrease in illegal waste disposal by 2040
Recover 80% of material generated at all EMRC operated sites by 2040 	Sustainability integrated into management processes 	Increased participation in behavior change programs 	Revise EMRC wide environmental management system

Executive Leadership Team Sustainability Key Objectives

Sustainability initiatives will be integrated across the each of our five teams: CEO; operations; projects; business; and sustainability. The Executive Leadership Team have our own objectives dependant on our operational function and delivery services. Each of these objectives will be achieved through a business group specific action plan dependant on our operational function and delivery projects:





For our team to achieve each of the objectives and targets listed, a detailed action plan has been established with responsibilities being allocated to each of the Executive Leadership Team members for delegation where appropriate. This detailed action plan was aligned with our strategic risk register and prioritised as follows:

- Low – will assist in progressing towards the Sustainability Strategy goals and objectives but is not a core requirement
- Medium – important action to achieve high priority actions or will provide direct support in achieving sustainability goals
- High – required to achieve sustainability goals and objectives or interdependent to achieve other actions listed

Each of the high priority actions have been summarised below

Demonstrate circular economy leadership:

- Map stakeholders and areas of influence and impact to develop a targeted engagement plan (eg. commercial waste stream, government policy drivers)
- Facilitate regular industry-based and community based advocacy meetings to discuss and identify new circular economy and net zero ventures and opportunities
- Create strategic partnerships and alliances to achieve positive outcomes for the region and beyond, create resilience and secure funding (where relevant)
- Map our current waste production profile for benchmarking (as an organisation) and align with the EMRC's FOGO strategy where applicable
- Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans

Respond to a climate emergency:

- Establish a decarbonisation plan to achieve "Below zero emissions by 2040" target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities for onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement
- Establish a decision-making framework to include sustainability for operational and capital expenditure
- Create a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making

Reduce our environmental impact:

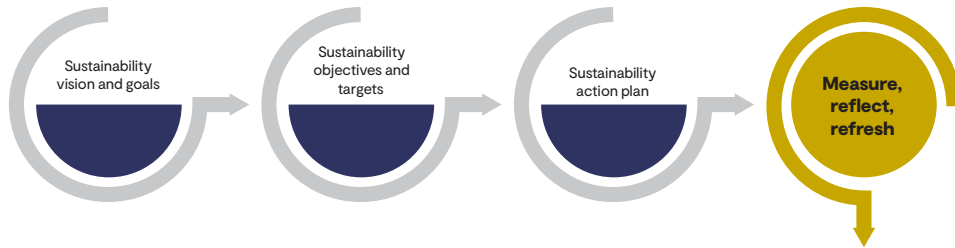
- Review and develop a framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment or accredited with ISO14001 or equivalent
- Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System (e.g. NGRS, NPI)

Create value in the community:

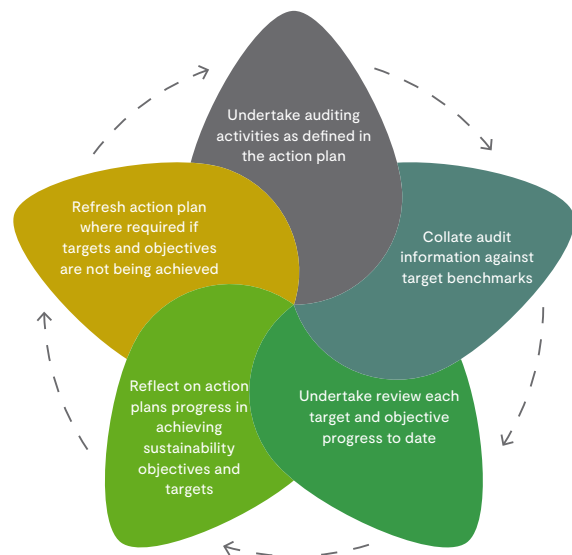
- Establish verge collection and shared valet service programs. This includes a waste classification program for different materials and costings
- Continue to establish community recycling and reuse networks for exchange of products, reuse and repair initiatives and identification of regional synergies
- Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy



Closing remarks



Our Sustainability Strategy requires regular review to establish if the objectives and targets are being met. To achieve this, each target requires a baseline to measure against such that we can reflect and refresh accordingly. The first stage of implementation will be to establish a baseline of measurement for each sustainability objective and target. This baseline should be reviewed quarterly in alignment with the Corporate Business Plan and the our Strategic Plan 2017-2027 alignment with the following process:



We are striving to *transform Perth's Eastern Region through sustainable waste management, behaviour change and circular economy leadership* with a detailed sustainability action plan and continual self-improvement process. At the EMRC, we value the importance of sustainable decision making and benefits of creating a Sustainability Strategy that is ambitious, yet achievable.

Our Sustainability Strategy can provide benefits such as:

- Reducing environmental impact and carbon footprint to address declarations of a climate emergency
- Increase competitiveness in the waste management market to drive circular economy-based initiatives
- Reducing risk and liabilities through future proofing the business for changes in the market
- Improving value to Member Councils and Perth's Eastern Region
- Improving company culture and work environment

This sustainability strategy will allow the EMRC to meet the needs of region and sustainable solutions for future generations. So together let's,

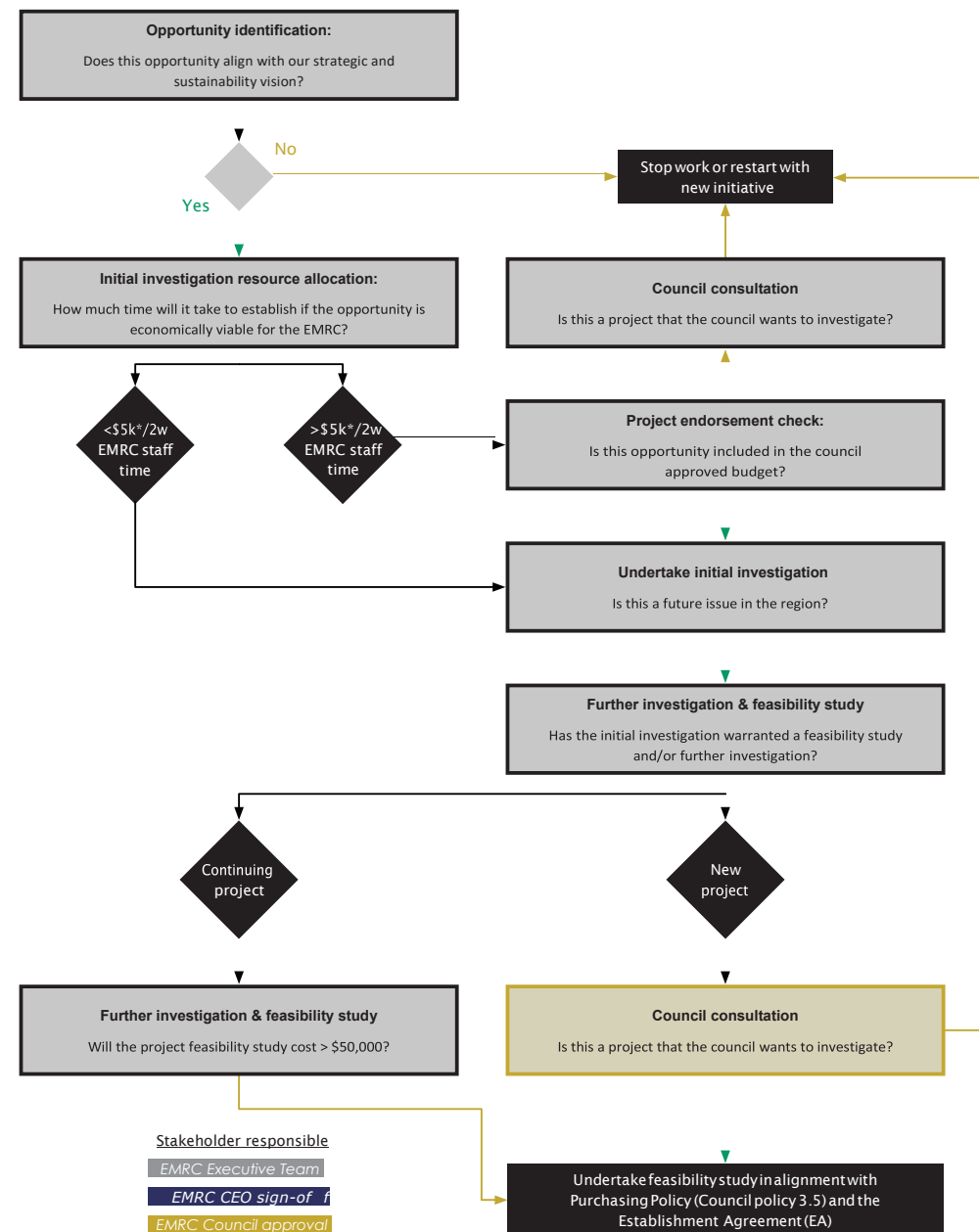
***Think forward,
Act now!***

Other supporting information



Attachment 11.1.7

Sustainability project decision making flowchart



*monetary values can be contracted out to consultants or spent internally as approved by the CSO and CFO

Detailed action plan

The detailed action plan has been established to support each of the Executive Leadership Team in achieving our objectives presented in Section 3. The detailed action plan has been modelled to assist in reducing the following strategic risks to within our risk appetite:

- SR – 3 Ineffective Operational Reporting (timely and relevant)
 - Addressed through auditing and review actions
- SR – 5 Legacy issues restricting innovation and performance
 - Decision making framework and approvals process
- SR – 6 Under/poor performance
 - Cultural alignment with sustainability objectives and motivating factors
- SR – 7 Reduced Grant Funding
 - Innovative circular economy initiatives better aligned with state and national strategies
- SR – 12 By-passing established Tender or Procurement procedures
 - Decision making framework and approvals process
- SR – 14 Poor Stakeholder Engagement
 - Detailed stakeholder engagement plan for each of the four objectives
- SR – 15 By-passing established administrative (non-financial) procedures
 - Decision making framework and approvals process
- SR – 20 Lack of interest from Member Councils regarding Sustainability Programs
 - Council alignment and endorsement with sustainability objectives and motivating factors

Each of the actions listed are to be allocated to an individual employee for monitoring and reviewed annually by the Executive Team lead to ensure it is adequately being addressed.

The actions have been linked to each of our twelve targets and prioritised as low, medium or high depending on the impact on each sustainability goal.

- Low – Will assist in progressing towards the Sustainability Strategy goals and objectives but is not a core requirement
- Medium – important action to achieve high priority actions or will provide direct support in achieving sustainability goals
- High – required to achieve sustainability goals and objectives or interdependent to achieve other actions listed

Demonstrate circular economy leadership

We will use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.

Target	Action	Responsible Team	Priority
Enabling circular economy initiatives through advocacy networks by 2025	Map stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member councils, commercial waste stream, government policy drivers).	CEO	High
	Facilitate regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures and opportunities	Sustainability	High
	Create strategic partnerships and alliances to achieve positive outcomes for the region and beyond, create resilience and secure funding (where relevant)	CEO	High
	Map alignment and circularity gaps between advocacy programs and partnerships for identification of future circular economy initiatives including sustainable transport	CEO	Medium
80% resource recovery of waste generated in the region by 2030	Develop a resource flow model for the EMRC and its member councils. The model could focus only on waste or expand into other materials such as water, energy, and carbon	CEO	Medium
	Enable sales model for use of recovered material in each member council areas	Operations	Medium
	Establish and provide member councils with waste and recycling guides. This should include the integration of FOGO waste guides	Sustainability	Medium
	Determine a high-value use for the existing C&I processing building at Hazelmere RRP	Operations	Medium
80% reuse of material at all EMRC operated sites by 2040	Map current our waste production profile for benchmarking (as an organisation) and align with the EMRC's FOGO Strategy where applicable.	CEO	High
	Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans	Projects	High
	Develop, facilitate and participate in, regional waste education and resource reuse steering groups	Sustainability	Medium
	Regularly review local government procurement guidelines and processes for sustainable decision making	Business	Medium
	Regularly review local government sales requirements for sustainable decision making	Operations	Medium
	Identify and facilitate supply chain awareness for product production e.g. FOGO products, woodchips, construction materials	Operations	Medium



Respond to a climate emergency

We will reduce carbon impacts to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region.

Target	Action	Responsible team	Priority
Infrastructure adaptation and education by 2030	Undertake asset management assessment and long term financial planning for all EMRC owned infrastructure	Business	Medium
	Identify and evaluate land-use options at EMRC owned sites to maximise future resource recovery programs.	Projects	Medium
Below zero carbon emissions by 2040	Map and benchmark energy usage and consumption rates on all sites e.g. energy use, vehicle fuel consumption, auditing requirements, early stage asset management	Operations	Medium
	Establish a decarbonisation plan to achieve "Below zero emissions by 2040" target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities for onsite use or export of heat energy for value- adding processes or sale to surrounding industrial businesses, electric fleet procurement	CEO	High
	Complete Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. This is to be included in the SDG annual report card	Sustainability	Medium
Sustainability integrated into management processes	Establish a decision-making framework to include sustainability for operational and capital expenditure	Operations	High
	Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects	Business	Medium
	Review projects quarterly to identify examples where sustainable decision making has been applied to a project. This should include the identification of design engineering for front-end material reuse programs	Projects	Medium
	Create a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making	CEO	High
	Establish regular internal collaboration sessions to identify new sustainability initiatives and revisit ongoing initiatives.	Sustainability	Medium

Reduce our environmental impact

We will lead by example by reducing environmental impacts through efficient operations, forward thinking, and supporting circular and sustainability initiatives in the region.

Target	Action	Responsible team	Priority
Regional Urban programs implemented	Maintain programs related to sustainability goals and review in participating Councils' annual programs reports	Sustainability	Medium
	Review and complete annual water plans in alignment with Waterwise Council Accreditations	Sustainability	Medium
	Facilitate and/or participate in industry-based and community-based advocacy meetings to discuss, identify and prioritise new, or ongoing, circular economy, net zero and sustainability regional programs	Sustainability	Medium
Contribute to a decrease in illegal waste disposal by 2040	Establish campaigns to create a recover, reuse, recycle, return, repair and drop-off culture to increase recovery rates and combat illegal dumping	Sustainability	Medium
	Establish programs for acceptance of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	Projects	Medium
EMRC wide environmental management system	Review and develop a framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment or accredited with ISO14001 or equivalent	Projects	High
	Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System (e.g. NGRS, NPI)	Projects	High

**Create value
in the
community**

We will establish and support projects in the community that create social value from a residential level through to commercial levels.

Target	Action	Responsible team	Priority
Community based source separation initiatives by 2027	Establish community engagement initiatives for source separation opportunities including education hubs, school programs, community group support and bin tagging	Sustainability	Medium
	Utilise current community programs to provide education on material re-use and issues regarding poor source separation	Sustainability	Medium
	Use the proposed collection fleet and other EMRC owned assets as educational billboard for source separation education and requirements	Operations	Medium
	Establish verge collection and shared valet service programs. This includes a waste classification program for different materials and costings.	Operations	High
Use of recovered material in the region by 2040	Establish reward and incentive systems dependent on company sustainability rating to encourage better waste management in the region	CEO	Medium
	Continue to establish community recycling and reuse networks for exchange of products, reuse and repair initiatives and identification of regional synergies	Operations	High
	Identify member council uses for recovered materials e.g. woodchip mulching, FOGO fertiliser products, construction materials, road surfacing, energy reuse	Operations	Medium
	Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy.	Sustainability	High
Increased participation in behaviour change programs	Benchmark and monitor participation rates in EMRC sustainability programs	Sustainability	Medium
	Establish a Sustainability Strategy stakeholder engagement plan	Sustainability	Medium



Materiality Assessment

At a local and regional government level, action planning to contribute to achieve each of the SDGs is restricted by their areas of influence and context. These areas of influence were identified through a sustainability framing workshop followed by a desktop materiality assessment of our current programs and services.

A materiality assessment is an important stage in the development of a Sustainability Strategy as it assists in identifying priority areas and actionable activities.

The sustainability framing workshop was undertaken on Wednesday 22 September 2021 in the Ascot administration building. The workshop was facilitated by an external consultant and included all members of the Executive Leadership Team and selected supporting staff. This allowed for representation of each of the EMRC's business groups to identify the sustainability themes deemed most important to EMRC staff.

The workshop was designed to create alignment between the business groups and work through any misconceptions associated with the role of sustainability in an organisation. This was achieved through the following process:

- **Introduction:** The workshop commenced with a discussion about sustainability drivers, national and international initiatives, and the importance of establishing a robust Sustainability Strategy to achieve the strategic vision.
- **Divergent thinking exercise:** Each of the workshop participants then spent some time identifying personal and our specific sustainability themes before aligning them with each of the 17 SDGs. This process helped to highlight the range of motivating themes across the organisation and challenge the outcomes captured during the Strategic Review. It also created a visual representation of which of the UNSDG's are most important to the us as an organisation. The weighting and range of themes were then discussed at length to gain alignment between the workshop participants as to which areas we have the most influence.
- **Workshop relevance and industry alignment:** The facilitator then initiated a discussion around the sustainability drivers, global goals and targets and best practice guidance for a local government association. Case studies such as the City of Melbourne were used to demonstrate what best practice alignment to the UNSDG's can look like and illustrated incorporation of the goals into our strategic planning.
- **Sustainable problem solving:** Workshop participants were split into three groups to explore WA's rapidly growing end of life solar panel disposal issue. Working separately, each group discussed the sustainability issue with respect to the opportunity the panels provides, how they could tap into the market, identifying any existing infrastructure they can utilise or adapt and establishing the best approach to minimising this issue in the future. The responses of each group fed into a group discussion to determine the viability of the proposed solutions. Following the discussion, case studies were presented to the group to illustrate technologies and processes adopted by organisations who are leaders in this area such as the ELSi Project in Europe and Lotus Energy in Melbourne.
- **Drivers and vision mapping:** A group discussion was facilitated to begin developing new sustainability goals and objectives. With our key areas of influence as reference, input from all workshop participants was used to reach a consensus regarding what key areas the we should focus on going forward. This included high level idea generation regarding operational barriers and risks associated with the implementation of each goal.

Following the workshop, each of the SDG's to identify goals that could be influenced by our operations and assess which areas are of material concern. The outcomes of the workshop themes identified and desktop materiality assessment Table 1 which identified the key priority areas for us going forward.

Table 1 Desktop materiality assessment and areas of influence identification

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
<p>Goal 1: End poverty in all its forms everywhere</p> <p>By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions.</p> <p>By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of 13 property, inheritance, natural resources, appropriate new technology and financial services, including micro-finance.</p>	No Notes	<p>Tertiary priority as there is no current ability for the EMRC to support or influence this SDG directly.</p> <p>The EMRC currently does not have any programs or initiatives that contribute directly to ending poverty, and as recognised in the workshop there were no driving factors or identification of this goal as an area of interest.</p>
<p>Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture</p> <p>By 2030, double the agricultural productivity and incomes of small-scale food producers, in particular women, indigenous peoples, family farmers, pastoralists and fishers, including through secure and equal access to land, other productive resources and inputs, knowledge, financial services, markets and opportunities for value addition and non-farm employment</p> <p>By 2030, ensure sustainable food production systems and implement resilient agricultural practices that increase productivity and production, that help maintain ecosystems, that strengthen capacity for adaptation to climate change, extreme weather, drought, flooding and other disasters and that progressively improve land and soil quality</p>	<ul style="list-style-type: none"> No food waste Food for all 	<p>Tertiary priority as the EMRC currently does not have any programs or initiatives that contribute directly to Goal 2, and as recognised in the workshop there were limited driving factors or identification of this goal as an area of interest.</p> <p>However, the EMRC does indirectly contribute to Goal 2 through initiatives such as the FOGO program. FOGO provides a solution to food waste as and produces a natural fertiliser which reduces the use of organic fertilisers and therefore contributing to sustainable agriculture by promoting resilient agricultural practices and helping to maintain ecosystems.</p> <p>Additionally, the EMRC's wood chipping and mulching services also contribute to sustainable agriculture by improving land and soil quality to strengthen capacity for adaption to climate change.</p>
<p>Goal 3: Ensure healthy lives and promote well-being for all at all ages</p> <p>By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being</p> <p>By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination</p>	<ul style="list-style-type: none"> Community engagement 	<p>Tertiary consideration with no direct actions associated with this goal.</p> <p>The EMRC currently does not have any programs or initiatives that contribute directly to Goal 3, and as recognised in the workshop there were very limited driving factors or identification of this goal as an area of interest.</p> <p>However, through their landfill and waste processing services where the EMRC disposes and contains this waste and therefore reducing its presence in the environment and ultimately human interaction, the EMRC is indirectly contributing to Goal 4 by aligning with the target that states to reduce the number of deaths and illnesses from hazardous chemicals in the air, water and soil pollution and contamination.</p>

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
<p>Goal 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</p> <p>By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship</p> <p>By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development</p>	<ul style="list-style-type: none"> • Circular economy school programs • Sustainability communications programs 	<p>Secondary consideration with no direct actions associated with this goal.</p> <p>The EMRC currently does not have any programs or initiatives that contribute directly to Goal 4, and as recognised in the workshop there were limited driving factors or identification of this goal as a key area of interest. However, with a transition to a circular economy, EMRC will introduce new education and training initiatives to promote overall sustainable development.</p> <p>The EMRC will however contribute indirectly to this goal through the upskilling of their workforce required to implement new sustainability initiatives, and through the support of community behaviour change programs which will improve knowledge and skills pertaining to living a more sustainable lifestyle.</p>
<p>Goal 5: Achieve gender equality and empower all women and girls</p> <p>Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life</p>	No Notes	<p>This is a tertiary priority as there is no current ability for the EMRC to influence this UNSDG at a community level but there is potential to integrate this at an organisational level.</p> <p>The EMRC currently does not have any programs or initiatives that contribute directly to Goal 5, and as recognised in the workshop there were no driving factors or identification of this goal as an area of interest.</p>
<p>Goal 6: Ensure availability and sustainable management of water and sanitation for all</p> <p>By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally</p> <p>Support and strengthen the participation of local communities in improving water and sanitation management</p>	<ul style="list-style-type: none"> • Providing safe and continuous drinking water • Preserve our waterways • Water conservation • Contaminated waste remediation & management 	<p>This is a secondary priority that will be supported through the 5 areas of influence.</p> <p>As recognised in the workshop, Goal 6 had multiple driving factors and was identified as a potential key area of interest. However, due to the more direct relationship between current EMRC programs and initiatives to other SDG's, Goal 6 has been identified as a secondary consideration that will be supported and contributed to through the 5 key areas of influence.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 6 include: Water Sensitive Futures program (including Waterwise Council Accreditation)</p>

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
<p>Goal 7: Ensure access to affordable, reliable, sustainable and modern energy for all</p> <p>By 2030, enhance international cooperation to facilitate access to clean energy research and technology, including renewable energy, energy efficiency and advanced and cleaner fossil-fuel technology, and promote investment in energy infrastructure and clean energy technology</p>	<ul style="list-style-type: none"> Renewable energy e.g. solar Water recycling Energy efficiency Electrification (EV's, building, etc) 	<p>This is a secondary priority that will be supported through the 5 areas of influence.</p> <p>As recognised in the workshop, Goal 7 had multiple driving factors and was identified as a potential key area of interest. However, due to the more direct relationship between current EMRC programs and initiatives to other UNSDG's, Goal 7 has been deemed a secondary consideration that will be supported and contributed to through the 5 key areas of influence.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 7 include their landfill gas capture system, wood waste to energy facility and regional energy benchmarking studies.</p>
<p>Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</p> <p>Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors</p> <p>Improve progressively, through 2030, global resource efficiency in consumption and production and endeavour to decouple economic growth from environmental degradation, in accordance with the 10-year framework of programmes on sustainable consumption and production, with developed countries taking the lead</p> <p>By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value</p>	<ul style="list-style-type: none"> Financial stability 	<p>Secondary priority that will be supported through the 5 areas of influence.</p> <p>As recognised in the workshop, Goal 8 had very limited driving factors and identification as an area of interest. However, Goal 8 has been deemed a secondary consideration that will be supported and contributed to through the 5 key areas of influence.</p> <p>The EMRC does directly contribute to Goal 8 through their employment of at risk or with a pre-established physical or mental disability at their operational facilities.</p>
<p>Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation</p> <p>Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all</p> <p>By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities</p>	<ul style="list-style-type: none"> Best practice operations Economic financial sustainability Lead by example in terms of sustainability regardless of cost Continue to provide environmentally sustainable waste management solutions Transforming transport: healthy streets, hydrogen vehicles, walking or cycling 	<p>Primary: Area of influence</p> <p>As recognised in the workshop, there were several driving factors identified as contributory to Goal 9 and thus highlighting it as a key area of influence for the EMRC.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 9 include: Urban Integrated Development</p>
<p>Goal 10: Reduce inequality within and among countries</p>	<p>No notes</p>	<p>The EMRC currently does not have any and hence this is considered a tertiary priority.</p> <p>Their current programs and initiatives that contribute directly to Goal 10, and as recognised in the workshop there were no driving factors or identification of this goal as a key area of interest.</p>

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
<p>Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable</p> <p>By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons</p> <p>By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management</p> <p>By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities</p>	<ul style="list-style-type: none"> • FOGO • Environment and urban development • Green spaces • Energy (Solar & self-sustainable properties) • No plastics • Green buildings – green walls • Active transport • Zero waste by; trading textiles, reusing equipment or household goods “buy nothing” • Move away from landfill 	<p>Primary: Area of influence</p> <p>As recognised in the workshop, there were several driving factors identified as contributory to Goal 11 and thus highlighting it as a key area of influence for the EMRC.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 11 include: Achieving Carbon Emission Reduction (ACER) Program, Benchmarking Building Efficiency (BBE), Urban Integrated Development and Waste Education Services</p>
<p>Goal 12: Ensure sustainable consumption and production patterns</p> <p>By 2030, halve per capita global food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses</p> <p>By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment</p> <p>By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse</p> <p>Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle</p> <p>Promote public procurement practices that are sustainable, in accordance with national policies and priorities</p>	<ul style="list-style-type: none"> • Investigate more re-use in our waste management practices • Circular economy • Illegal dumping and litter • Minimize waste • Mandatory recycled content in all products • Regenerative farming • Leaving a legacy for generation – a world they can live in • Eliminate use of single use plastics and other materials • Re-use what we produce • Green travel • FOGO low contamination through resident engagement 	<p>Primary: Area of influence</p> <p>As recognised in the workshop, there were several driving factors identified as contributory to Goal 12 and thus highlighting it as a key area of influence for the EMRC.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 12 include: Circular and Economic Development and Waste Education Services</p>

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
<p>Goal 13: Take urgent action to combat climate change and its impacts</p> <p>Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning</p>	<ul style="list-style-type: none"> Increased fires impacting RHWMF operations Waste recovery Zero waste Openness to change leading to sustainable outcomes Materials recovery FOGO Policy and action planning Clean environment Reducing community waste Urban heat generation – impact on people and the environment 	<p>Primary: Area of influence</p> <p>As recognised in the workshop, there were several driving factors identified as contributory to Goal 13 and thus highlighting it as a key area of influence for the EMRC.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 13 include: Achieving Carbon Emission Reduction (ACER) Program and Waste Education Services</p>
<p>Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development</p> <p>By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution</p>	<ul style="list-style-type: none"> Waterways and river conservation in the eastern region 	<p>This is a tertiary priority as there is no current ability for the EMRC to influence this UNSDG. As recognised in the workshop, Goal 14 had very limited driving factors and identification as an area of interest. However, Goal 14 will be indirectly supported and contributed to through the 5 key areas of influence.</p> <p>Programs and initiatives implemented by the EMRC that directly contribute to Goal 14 include: Water Sensitive Futures program (including Waterwise Council Accreditation)</p>
<p>Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss</p> <p>By 2030, combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world</p> <p>Promote fair and equitable sharing of the benefits arising from the utilization of genetic resources and promote appropriate access to such resources, as internationally agreed</p> <p>By 2020, integrate ecosystem and biodiversity values into national and local planning, development processes, poverty reduction strategies and accounts</p>	<ul style="list-style-type: none"> Biodiversity Conservation Rehabilitation Regreening agriculture – tree planting Leave a good environment for future generations Parks and recreation – community gardens Fire management in bushfire areas Family Climate change – fire & water People management and workplace sustainability 	<p>Secondary consideration that will be supported through the 5 areas of influence.</p> <p>As recognised in the workshop, Goal 15 had several driving factors and was identified as a potential key area of interest. However, due to the more direct relationship between current EMRC programs and initiatives to other SDG's, Goal 15 has been identified as a secondary consideration that will be supported and contributed to through the 5 key areas of influence.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 15 include: Waste Education Services focusing on Waste Plans</p>

UNSDG and relevant targets	Workshop themes and discussion areas	Materiality assessment (by external consultant)
<p>Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels</p> <p>Develop effective, accountable and transparent institutions at all levels.</p> <p>Ensure responsive, inclusive, participatory and representative decision-making at all levels.</p> <p>Promote and enforce non-discriminatory laws and policies for sustainable development.</p>	<ul style="list-style-type: none"> Shift thinking and culture away from short-term profit to long term sustainability and material reuse initiatives 	<p>Secondary consideration that will be supported through the 5 areas of influence.</p> <p>As recognised in the workshop, Goal 16 had very limited driving factors and identification as an area of interest. However, Goal 16 has been identified as a secondary consideration and will be supported and contributed to through the 5 key areas of influence.</p>
<p>Goal 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development</p> <p>Mobilize additional financial resources for developing countries from multiple sources</p> <p>Enhance global macroeconomic stability, including through policy coordination and policy coherence</p> <p>Enhance policy coherence for sustainable development</p> <p>Encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships Data, monitoring and accountability</p>	<ul style="list-style-type: none"> Leadership Waste education Other 'green' energy alternatives e.g. Solar + wind farms Community involvement Partnerships and better ways of working Knowledge hub to inform and connect Innovative solutions that are accountable 	<p>Area of influence</p> <p>As recognised in the workshop, there were several driving factors identified as contributory to Goal 17 and thus highlighting it as a key area of influence for the EMRC.</p> <p>Current programs and initiatives implemented by the EMRC that directly contribute to Goal 13 include: Urban Sustainability Assessment Programs (USAP), Urban Integrated Development, Waste Education Services (including advisory groups)</p>

14.5 CHIEF EXECUTIVE OFFICER ATTENDANCE AT AUSTRALIAN ORGANICS RECYCLING ASSOCIATION (AORA) ANNUAL CONFERENCE - 27 TO 29 JUNE 2022

D2022/08557

PURPOSE OF REPORT

The purpose of this report is to seek Council's approval for the Chief Executive Officer (CEO) to attend the Australian Organics Recycling Association (AORA) 2022 Annual Conference that is scheduled to be held in Glenelg, South Australia from 27 to 29 June 2022.

KEY POINT(S)

- As part of the Chief Executive Officer's professional development, the following conference has been identified.
- The hosted annually by AORA, providing the opportunity to meet, exchange knowledge and inspire innovation in the recycled organics industry.
- The Conference includes best practice in the production and use of recycled organics materials from companies and individuals.
- Explore coordination and establishment of a Product Steward and Certification Scheme through the Green Deal Alliance with AORA.

RECOMMENDATION(S)

That Council approves the Chief Executive Officer to attend the Australian Organics Recycling Association (AORA) 2022 Annual Conference being held in Glenelg, South Australia from 27 to 29 June 2022, at an estimated cost of \$4,000.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 The EMRC is a member of AORA which through a strong and robust collaboration between Australia's organics recycling industry, State and Federal governments and businesses, is strategically positioned to play a vital role in adding significant economic and environmental value to the Australian economy.
- 2 EMRC Officers also periodically participate and attend meetings with other AORA members.
- 3 The AORA Conference will explore how the positive collaborative efforts can lead to national and state policies, directions for organics recycling and a circular economy.
- 4 Attendees will hear from leading organics recycling professionals on the latest developments in the industry. Attend onsite equipment demonstrations, hear from keynote speakers and have the opportunity to network with other experts in the organics recycling industry.

REPORT

- 5 The AORA 2022 Conference program begins on Monday 27 June 2022 and concludes on Wednesday 29 June 2022. There are also two social events for delegates, providing ample networking opportunities.
- 6 This three-day event will comprise of one day of site visits and onsite equipment demonstrations; followed by two days with keynote speakers, panels, case studies and focussed sessions. A trade exhibition is also part of the event.
- 7 The conference topics align to current being undertaken and potential future work to be considered by the EMRC at the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park. These include:
 - Bioplastics and FOGO;
 - Synergies and differences in policies and strategies across Australia as well as the current political environment facilitating the industry's development;
 - Process Control of Composting;
 - Business considerations including financing organics reprocessing;
 - Emerging Contaminants – circularity impacts and food waste management; and
 - Agricultural and Soil Carbon.
- 8 Equipment to be demonstrated at the conference include:
 - Grinders and Shredders;
 - Screens;
 - Window Turners;
 - Loaders;
 - Excavators; and
 - Mobile Picking Stations.
- 9 The conference cost for AORA Members is \$1,255 per attendee excluding incidental expenses and meals. Cost of accommodation is \$1,140 (4 nights) while airfares is currently costing \$1,462. This totals \$3,857 excluding incidental expenses and meals.

STRATEGIC/POLICY IMPLICATIONS

- 10 Key Result Area 1 - Environmental Sustainability
 - 1.1 To investigate leading edge waste management practices
- 7 Council Policy 6.3 Attendance at Events

FINANCIAL IMPLICATIONS

- 8 Each year funds are budgeted for officer attendance at conferences. The expected cost of the conference is \$3,857 excluding incidental expenses and meals.

SUSTAINABILITY IMPLICATIONS

- 9 Nil

Risk – Non Compliance with Council Policy

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Approval be sought for the CEO to attend Australian Organics Recycling Association (AORA) 2022 Annual Conference to comply with Council Policy 6.3 Attendance at Events		

MEMBER COUNCIL IMPLICATIONS

Member Council

Town of Bassendean
City of Bayswater
City of Kalamunda
Shire of Mundaring
City of Swan

Implication Details

Nil direct impact

ATTACHMENT(S)

Conference Program (D2022/08561)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council approves the Chief Executive Officer to attend the Australian Organics Recycling Association (AORA) 2022 Annual Conference being held in Glenelg, South Australia from 27 to 29 June 2022, at an estimated cost of \$4,000.

COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR O'CONNOR

THAT COUNCIL APPROVES THE CHIEF EXECUTIVE OFFICER TO ATTEND THE AUSTRALIAN ORGANICS RECYCLING ASSOCIATION (AORA) 2022 ANNUAL CONFERENCE BEING HELD IN GLENELG, SOUTH AUSTRALIA FROM 27 TO 29 JUNE 2022, AT AN ESTIMATED COST OF \$4,000.

CARRIED UNANIMOUSLY



AORA 2022

Australian Organics
Recycling Association
ANNUAL CONFERENCE

27-29 June 2022
Stamford Grand
Glenelg, Adelaide



*Building the Future of our
Industry - Turning our organic
waste into a national resource*

Preliminary Program



Proudly supported by:




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Reliable solutions

**Hitachi Zosen
INOVA**





The AORA Annual Conference provides delegates with an opportunity to learn, develop new skills and broaden their networks.

Recycled Organics Industry stakeholders gather to learn, network and discuss practical outcomes and solutions for production and use of recycled organic materials in an open forum with like-minded and interested companies and individuals.

Invitation

On behalf of the Organising Committee, I take great pleasure in inviting you to join us for the 9th AORA Annual Conference to be held at the Stamford Grand Adelaide from 27 - 29 June 2022.

This annual event offers recycled organics industry stakeholders the opportunity to meet, exchange knowledge and inspire innovation. Attendees will have access to prominent experts in the field of organics recycling as they share their expertise, demonstrate their equipment and technology and showcase their innovative ideas.

With presentations from domestic and international experts and Australian industry leaders, we will explore the theme of this year's conference:

Building the future of our industry - turning our organic waste into a national resource.

Through a strong and robust collaboration between Australia's organics recycling industry, State and Federal governments and businesses, we are strategically positioned to play a vital role in adding significant economic and environmental value to the Australian economy.

The Conference will explore how positive collaborative efforts can lead to consistent national and state policies and directions for organics recycling and a circular economy, in turn creating opportunities for innovation and growth that results in a strong organics recycling industry.

In line with the theme, the conference will focus on providing attendees with a broad range of examples of how recycled organics can play an important role in becoming a national resource creating shared benefits of improved soil performance and carbon credits by responding to various challenges and building best practices and a knowledgebase around effective and profitable organics recycling.

I encourage you to register for the conference today. Attendees will be spoilt for choice with a variety of presentations, panels, equipment demonstrations and networking opportunities alongside a comprehensive trade exhibition.

I look forward to meeting you at the 2022 AORA Annual Conference in Adelaide.



Peter Wadewitz
AORA Chairman

AORA Annual Conference Secretariat

For all enquiries please contact:

Veronica Dullens
rEvolve Services

T: 0400 449 100 / 1300 421 065

E: conference@aora.org.au

W: www.aoraconference.com.au

About AORA



The Australian Organics Recycling Association (AORA) works on behalf of its members to raise awareness of the benefits of recycling organic resources.

It aims to act as an advocate for the wider organics resource recovery and beneficial reuse industries, and to represent their views in a constructive dialogue with policy makers. The Association envisages an industry in which best practice is shared, standards are maintained and surpassed, and a positive contribution to safeguarding the environment is made.

The Association consists of a national body represented by a Board. State divisions operate in defined geographical areas (e.g. states or territories of the Commonwealth of Australia), managing their operations relevantly to their region. The AORA Board provides coordination across the divisions and a means of addressing state and national matters, as well as being the administrative managers of the business.

T: 0434 625 472

E: admin@aora.org.au

W: www.aora.org.au

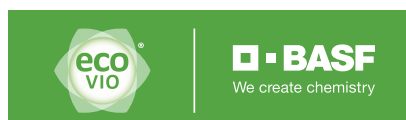
P: PO Box 585, Hove SA 5048



National Sponsors

AORA would like to acknowledge the following National Sponsors who play an active role in realising our vision:

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RESEARCH PARTNERS



MEDIA PARTNER



About the Conference

The AORA Annual Conference is the principal conference in Australia for the recycled organics industry. Each conference is a forum for education, discussion and networking related to Organics Recycling. It is also an opportunity to celebrate outstanding achievements in the industry.

The AORA Annual Conference features workshops, presentations, social functions and an equipment demonstration day. This is an opportunity to network with industry leaders and gain insight to the latest achievements in the Organics Recycling Industry.

The first AORA conference was held in 2013 in Sydney and is now run annually, rotating the location around Australia.

Organising Committee

- Rob Rodenburg, Rodenburg Waste Solutions
- Renga Ramasamy, Jeffries
- Tim Marshall, TM Organics
- Ben Ames, Komptech CEA
- Kurt Palmer, CEMAC Technologies
- Charlie Emery, Soilco
- Peter Olah, AORA
- Veronica Dullens, rEvolve Services
- Alex Hammett, AORA Admin & Events Officer

Program

The 2022 AORA Annual Conference program will provide delegates with an opportunity to learn, develop new skills and broaden their networks.

This three-day event will comprise of one day of site visits and onsite equipment demonstrations; followed by two days with keynote speakers, panels, case studies and focussed sessions. A trade exhibition is part of the event, where delegates will take their breaks and meals.

Networking will also be encouraged at the Welcome Function and Conference Dinner, as well as during the meal breaks.

To view the up to date version of the program visit the conference website: www.aoraconference.com.au.



The Venue

Stamford Grand Adelaide Hotel
2 Jetty Road, Glenelg, SA

The Stamford Grand Hotel Adelaide at Glenelg, one of Adelaide's premier beachside resorts, is a 10 minute drive from the airport and a 20 minute drive from Adelaide's CBD.

Located right on the beach at the popular seaside suburb of Glenelg, the hotel is accessed via Jetty Road's vibrant retail trading strip.

Adelaide

Bursting with culture, flavours, events and entertainment, Adelaide is South Australia's cosmopolitan coastal capital. Its ring of parkland on the River Torrens is home to renowned museums such as the Art Gallery of South Australia, displaying expansive collections including noted Indigenous art, and the South Australian Museum, devoted to natural history.

Adelaide is a gateway to world-famous wine regions and is home to Australia's official best restaurant, hotel, wine, gin and beach.

Thank you to our sponsors

AORA would like to acknowledge the generous support of our sponsors and partners:

GOVERNMENT PARTNER

GREEN INDUSTRIES SA



**Government
of South Australia**

Green Industries SA

greenindustries.sa.gov.au

Green Industries SA is an enabler and driver of change, supporting development of the circular economy through diverse collaborations and partnerships which improve productivity, resilience, resource efficiency and the environment.

Our role:

- Keeping South Australia at the forefront of green innovation in the waste, recycling and resource recovery sectors
- Delivering reduced waste to landfill and increasing the State's capacity for recycling
- Building the State's capability and resilience in the area of disaster waste management

We are helping businesses to implement sustainable resource efficiency measures and increase productivity; we are funding innovations which will create new jobs in the waste and recycling sector for solutions to growing problematic new waste streams; and we are undertaking leading-edge work in the areas of disaster waste management, circular economy leadership education and waste infrastructure planning for the next 30 years.

Our work has been recognised internationally, with our expertise sought by other jurisdictions nationally and internationally.

AORA SILVER SPONSOR

CONFERENCE DINNER SPONSOR

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Reliable solutions

Hitachi Construction Machinery (Australia) Pty. Ltd. (HCA) is a subsidiary of Hitachi Construction Machinery Co., Ltd. (Japan) and part of the global and diversified Hitachi Ltd group. HCA is the exclusive distributor of Hitachi and Bell products in Australia.

Hitachi is committed to a more sustainable society as well as, delivering machinery sales and support to Australian customers across the mining, construction, quarry, material handling and waste / recycling industries.

As part of a global network and with 24 wholly-owned national branch networks, HCA is in a strong position to meet customer needs 24 hours a day, 7 days a week.

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AORA PLATINUM PLUS SPONSOR

WELCOME FUNCTION SPONSOR

KOMPTECH CEA



Kompotech CEA is a leading supplier of machinery and systems for the mechanical and mechanical-biological treatment of solid waste and biomass as a renewable energy source. As a premier service provider, we supply and service waste recycling equipment ensuring a first-class customer service experience that extends beyond the sale of the machine.

With branches in Australia & New Zealand and a team of highly experienced service technicians on hand, Kompotech CEA is your trusted partner throughout the life of your machine.

kompotechcea.com.au

DEMO DAY SPONSOR

FOCUS ENVIRO



FOCUS enviro is a specialist provider of environmental equipment solution for the organics recycling industry

By understanding and matching application requirements to the client's specific needs they offer a range of value for money and tailored options to deliver efficiency and build customer profitability.

With a team of experienced industry professionals, FOCUS now sets the standard for in market customer service. Delivering national and international proven technology with excellent local support is the winning combination.

focusenviro.com.au

WATER BOTTLES SPONSOR

HZI AUSTRALIA



Hitachi Zosen Inova (HZI) has dry and wet anaerobic digestion solutions to recycle biogenic waste, producing natural fertiliser and renewable energy in the form of green power and heat or biogas.

HZI has become one of the global market leaders, with over 580 Kompogas® and Schrack plants worldwide.

hz-inova.com

LANYARDS SPONSOR

AGSIGHT



AgSight specializes in technology and research for agriculture in Australia.

Our primary technology is the SOLVITA™ range of compost and soil microbial activity tests. Solvita tests can help industries use recycled organic products to regenerate a healthy soil.

AgSight recognizes the importance of the AORA conference in achieving this goal.

agsight.com.au

It's all about organics

AORA works with all stakeholders to facilitate an operating environment which maximises the recycling and reuse of organic materials whilst promoting the benefits of compost, soil conditioners and mulches across the Australian community and business.



AORA is the leading industry organisation and the peak industry body for the Recycled Organics Industry in Australia. It represents a modern, proactive association within the wider resource recovery and organics management industry.



**Benefit from the support and advocacy that
AORA provides on behalf of its membership**

BECOME A MEMBER TODAY

PO Box 585
Hove SA 5048
0434 625 472
admin@aora.org.au
www.aora.org.au

Keynote Speakers

MATTHEW COTTON

Principal Consultant/Owner, Integrated Waste Management Consulting, LLC



Matthew Cotton has worked in the composting industry since 1986. He has served as a consultant, educator, researcher, and advocate for new and expanded organics recycling and composting programs in California and beyond.

Mr. Cotton has completed hundreds of significant organics projects, including permitting and assisting in the development of some of the major composting facilities in California. Mr. Cotton served on the Board of Directors of the US Composting Council for almost two decades, including three terms as president. He currently serves on the Board of Californians Against Waste. He has published research on compost odors, compost use, climate impacts, compostable plastics, and compost facility infrastructure. Mr. Cotton is a lead instructor for the week-long Compost Operator Training Program operated by the Composting Council's Research and Education Foundation.

THE HON. PENELOPE WENSLEY

National Soils Advocate



Former Governor of Queensland and distinguished Australian diplomat, the Honourable Penelope Wensley AC, has a long-held interest and substantial experience in natural resource management, environmental and sustainable development matters, and in Australia's response to national and global challenges in these areas. Ms Wensley was a key contributor to the negotiation of several landmark international treaties to address environmental challenges through the United Nations. Currently, Ms Wensley holds a number of high-level roles concerning sustainability, including as National Soils Advocate.

PROFESSOR IAN OVERTON

Chief Executive, Green Industries SA



Ian has over 30 years experience in business, research, academia and government, including 17 years with the CSIRO. He has a passion for sustainability and enhancing environmental, social and economic outcomes and the implementation of the circular economy. Ian is also a Professor (Affiliate), at the Adelaide Business School, University of Adelaide.

Master of Ceremonies

CATE MCQUILLEN

Head Smarty Pants – mememe Productions



Cate McQuillen is a producer and writer, known for *Dirtgirlworld* (2009) and *Get Grubby TV* (2014).

From her home base in the Northern Rivers Region of NSW, Cate is one half of mememe productions, creating 'out there' children's programming for a new generation of content seekers. With a myriad of skills and interests, her greatest assets are her approach and attitude and ability to generate ideas, motivate, inspire and see the 'big picture'.



Demonstration Day

Monday 27th June 2022

SEE EQUIPMENT IN ACTION AT THE AORA DEMONSTRATION DAY

All participants are required to wear long pants and steel capped safety boots. Hard hats and safety vests will be provided along with lunch and afternoon tea. We recommend you bring a hat and water bottle.

See grinders, screens, turners and other equipment in operation with live demonstrations and take the opportunity to see the equipment up close, compare different models and meet with suppliers all in the one place.

On display will be:

- Grinders and Shredders
- Screens
- Windrow Turners
- Loaders
- Excavators
- Mobile Picking Stations
- and more...



AORA Demo Day
proudly sponsored by:



The Demonstration Day bus is scheduled to depart the Stamford Grand Adelaide at 9.30am and will return by 4.15pm

NOTE: For safety reasons, delegates may not drive themselves to the location, all delegates MUST arrive and depart via the coach from the Stamford Grand Adelaide

Social Functions

Networking Function

Join us after the Demonstration Day for an evening of drinks, canapes and networking with the exhibitors, speakers, sponsors and other attendees.

Sponsored by:



Date: Monday 27 June 2022

Time: 6:00 - 8:00pm

Venue: Trade Exhibition Area

Dress: Casual

Tickets: Included in full registrations or optional event for \$110. Please indicate on the registration form if you wish to attend this function and the ticket will be added to your invoice.

Conference Dinner

The Conference Dinner is traditionally a highlight in the AORA Annual Conference program and provides an opportunity for the participants to relax and engage in the type of networking that is vital to furthering the recycled organics industry.

Sponsored by:

HITACHI

Reliable solutions

Date: Tuesday 28 June 2022

Time: 7:00pm - late

Venue: Ballrooms 1 & 2, Stamford Grand Adelaide

Dress: Business / Smart Casual

Tickets: Included in full registrations or optional event for \$180. Please indicate on the registration form if you wish to attend this function and the ticket will be added to your invoice.

Accommodation

The Stamford Grand Adelaide is pleased to offer AORA 2022 attendees the following discounted rates:

- Grand City Rooms at \$285/night, per room, including 1 x breakfast
- Grand Ocean Rooms at \$325/night, per room, including 1 x breakfast

Full buffet breakfast can be added at \$20.00 per person to the above rates.

To receive this Discounted rate, guests will need to Call Reservations (see details below) and quote the code AOR020621 at the time of booking. Guests will also need to provide a valid credit card number in order for us to confirm their reservation. All bookings will have a 24-hour cancellation policy.

General Reservations Department - Phone: 08 8376 1222, Email: reservationsSGA@spa.stamford.com.au



Preliminary Program

Tuesday 28th June 2022

0800 Registration, tea and coffee

OPENING PLENARY

0830 Welcome and housekeeping
Peter Olah, NEO - Australian Organics Recycling Association

0840 Official welcome
Peter Wadewitz, Chair - Australian Organics Recycling Association

0850 Opening address

0900 KEYNOTE PRESENTATION:
It all starts and finishes with the soil
The Hon. Penny Wensley, National Soils Advocate
Food and fibre production both starts and finishes with the soil as organic material gets recycled into the soil as compost and mulch, which in-turn improves soil health. Australia recycles only half its surplus organic material which is a lost opportunity that we all have a role to address.

0930 KEYNOTE PRESENTATION: FOGO for Everyone,
Everywhere, All of the Time: Notes from California
Matthew Cotton, Integrated Waste Management Consulting
California's landmark SB 1383 sets ambitious, aspirational goals for reducing the state's food waste disposal, setting in place a number of policies, programs and practices that have made it a golden age of composting in CA. The presentation will focus on the strategies the state is implementing to divert millions of tons of food waste, expand their already robust compost manufacturing industry, and find new and exciting uses for compost.

1000 Morning tea break

PANEL: A COMMON VISION

1030 This panel session will explore the synergies and differences in policies and strategies across Australia as well as the current political environment facilitating the industry's development

Panelists include:

- **Aaron Spadaro**, NSW EPA
- **Cara McNicol**, Qld Dept of Environment and Science
- **Jessica Wundke**, Green Industries SA
- Victorian Dept of Environment, Land, Water and Planning
- **Isabel Axio**, RMCG (Tasmania)

1200 Lunch

BIOPLASTICS & FOGO

1300 Certified compostable biopolymers enabling circular economy
Rowan Williams, BASF
BASF will present developments in the field of certified compostable biopolymers and their role in enabling a circular economy for organics recycling. Additionally certified soil biodegradable mulch films to replace non recyclable conventional polyethylene films will be showcased and also new developments in certified compostable packaging will be discussed.

1320 Compostable Packaging, Dreams, Reality & Regulators
Michael Wood, Sacyr Environment Australia
Michael will discuss standardized FOGO bin content efforts in Victoria, lowest common processing denominators with a range of compostable items and how government and other industries are now looking for organic recycling industry capability and capacity solutions that have been regulated and contracted away.

1340 City of Holdfast Bay weekly FOGO/fortnightly landfill trial
Shani Wood, City of Holdfast Bay
In September 2021 the City of Holdfast Bay trialed a opt-in Weekly FOGO/fortnightly landfill bin collection model. Various engagement methods combined with options assisted over 850 households almost triple their food recycling efficiency. In July 2021, a more viable opt out default weekly FOGO/fortnightly landfill pilot was trialed across 315 households also leading to significant increases in landfill diversion.

1400 Supporting councils with consistent FOGO processing guidance and procurement
Jess Hand, Metropolitan Waste & Resource Recovery Group
In this presentation, you will learn about Victoria's new guidance and resources to support councils in procuring kerbside FOGO processing technology.

1420 Questions and discussion

1445 Afternoon tea break

PROCESS CONTROL

1515 The Revival of Composting in Austria!
Stefan Windisch, Komptech Austria
In Austria, the standard of compost for private and agricultural use is quite high. Even with these high standards it is cheaper compared to fertiliser so the production of compost is receiving more attention these days. Using the right machine technology to prepare the material to be fit for agricultural use is experiencing a big revival in Austria.

1535 Organic-Waste-to-Biomethane in Jönköping, Sweden
Mandar Joshi, Hitachi Zosen Inova Australia
The Jönköping AD plant converts 40,000tpa of organic waste to biomethane and digestate. This carbon-negative reference point is a circular economy showcase and is presented from concept to construction, operations and optimisation. The presentation concludes with lessons learnt and its potential for Australia.

1555 Odour control matters
Andrew Fleming & Bill Mullin, BIOREM
We discuss why Odour control matters, taking into consideration: Greater concern and sensitivity from the public around odours; Globally, respective EPAs are closing and/or fining organics processing facilities due to problems with odour; Safe Work Australia, proposing more stringent exposure levels to come into effect.

1615 Compost, the "black gold"
Marco Grosze-Holz, Christiaens Group
Compost is an underestimated valuable product. High quality and safe compost can be produced from FOGO and other organic waste streams. By transforming organic waste into compost the benefits are multiple: massive GHG emission reduction, landfill reduction, material transport reduction, soil fertility improvement, food production security and it creates jobs.

1635 Questions and discussion

1700 Close Day 2

1900 Conference Dinner

Wednesday 29th June 2022

0800 Registration, tea and coffee

BUSINESS CONSIDERATIONS

0830 Government Partner Presentation
Dr Ian Overton, Green Industries SA

0900 Financing organics reprocessing
Claire Kneller, WRAP APAC
Developing secure commercial financing for organics reprocessing infrastructure through partnership between government and investors. Understanding how to structure support from state and federal government to 'crowd in' long term commercial investment for new infrastructure in a way that addresses the market barriers to commercial financing but also generates a return for the public purse.

0920 The Economic Contribution of the Australian Organics Recycling Industry, 2nd edition
Peter Olah, Australian Organics Recycling Association
Australian Economic Advocacy Solutions (AEAS) was commissioned by AORA to determine the economic benefit of the Australian Organics Recycling Industry to the Australian and all State economies.

0940 Panel: Next Generation of Compost Industry Leaders

1000 Questions and discussion

1030 Morning tea break

AGRICULTURE & SOIL CARBON

1100 Enabling a Precision Compost Strategy to maximise benefits from compost use
Dr Susanne Schmidt, School of Agriculture and Food Sciences, University of Queensland
This presentation will share findings from the recent global meta-analysis on compost use in crop systems that shows how precision compost – targeted to specific crops and environments - can boost soil organic carbon, crop yield and nutrient use efficiency. It shows how we can reduce uncertainty of compost uses with emissions of greenhouse gases and longer-term soil health.

1120 Agricultural Waste Processing: A new way to repurpose agricultural waste
Mauricio Murillo, FIBO Group Australia
A new sustainable way to create new by-products made of Australia Agricultural Waste.

1140 The Nutrient Calculator for Organic Amendments App
Naoya Takeda, Queensland University of Technology
The Nutrient Calculator for Organic Amendments is a farmer-friendly web/mobile app, which can also be made available as Excel spread sheet. Based on data input, the Nutrient Calculator for Organic Amendments will provide farmers with estimated nutrient (N, P, K) release, demand curve, need and budget.

1200 A smarter approach to compost application and soil carbon
Oli Madgett and Lyndsey Jackson, Platfarm
How does the organics industry leverage digital maps of vineyards and orchards to map soil carbon and apply product smartly

1220 Questions and discussion

1300 Lunch

EMERGING CONTAMINANTS

1400 Presentation title to be advised
Speaker, Organisation

1420 Chemicals of Concern: Circularity impacts and the organics waste interface
Geraldine Busby, Encycle Consulting
In the drive towards circularity, a wider range of organic feedstocks are being recycled, which is increasing chemicals of concern being drawn into this recycling stream. This presentation reviews emerging issues of chemicals of concern in organics recycling and discusses international management approaches that may be applicable to the Australian context.

1440 Emerging Issues in Food Waste Management
Charlie Emery, Australian Organics Recycling Association
We can close our borders for a pandemic, we can cease exporting mixed waste plastic, but can we take PFAS off the menu? How do we shift the focus and prevent PFAS from entering our environment in the first place.

1500 Questions and discussion

CONFERENCE CLOSE

1530 International Compost Industry Leaders Panel
Hear from recycled organics industry leaders from across the globe who will share the trends and innovations that are currently relevant in their region.

1600 Conference wrap up and closing remarks
Peter Wadewitz, Chair - Australian Organics Recycling Association

1615 Conference Close

Recipe for Regeneration: **COMPOST**



**International Compost Awareness Week
May 1 - 7, 2022**



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How to Register

Registration can be completed through either the online or pdf form available at aoraconference.com.au.

On receipt of your completed form, you will receive a confirmation email and tax invoice. Please note, registrations are not confirmed until payment is received in full.

AORA Members: To access discounted members rates please click "Access hidden tickets" on the Choose your Tickets page and enter your Registered Company Name.

Conference registrations cannot be shared. Strictly one delegate per registration only.

Group Discounts

Discounts apply for groups of 5 or more (5% discount) or 10 or more (10% discount) delegates from the same organisation who register at the same time.

Payment

Registration will not be confirmed until payment is received in full. All fees are in Australian Dollars \$AUD and are inclusive of 10% Goods and Services Tax (GST).

Cancellations

Cancellation of your registration must be advised in writing to conference@ora.org.au. Cancellations received on or before 27 May 2022 will receive a full refund less a \$165 administration fee, cancellations received after this date will not receive a refund, however, we will accept delegate name changes at any time leading up to the event.

Dress Code

The dress standard for the event is business/smart casual including sessions and evening functions.

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Registration Packages & Fees

Early	Before 13 May 2022
Standard	14 May – 19 Jun 2022
Late	20 Jun – 29 Jun 2022

Full Registration

Includes:

- 1 x Demo. Day Ticket (Mon 27 Jun)
- 1 x Networking Function Ticket (Mon 27 Jun)
- Day Registration (Tue 28 Jun)
- 1 x Conference Dinner Ticket (Tue 28 Jun)
- Day Registration (Wed 29 Jun)
- Access to conference papers

	MEMBER	NON MEMBER
Early	\$1,180	\$1,430
Standard	\$1,255	\$1,505
Late	\$1,330	\$1,580

Day Registration - Tuesday

Includes:

- Day Registration (Tue 28 Jun)
- Access to conference papers

	MEMBER	NON MEMBER
Early	\$415	\$665
Standard	\$490	\$740
Late	\$565	\$815

Day Registration - Wednesday

Includes:

- Day Registration (Wed 29 Jun)
- Access to conference papers

	MEMBER	NON MEMBER
Early	\$340	\$590
Standard	\$415	\$665
Late	\$490	\$740

Optional Tickets

- DEMONSTRATION DAY Ticket
Mon 27 Jun 2022 - \$160 each
- NETWORKING FUNCTION Ticket
Mon 27 Jun 2022 - \$110 each
- CONFERENCE DINNER Ticket
Tue 28 Jun 2022 - \$180 each

Insurance

Registration fees do not include insurance of any kind. It is strongly recommended that all delegates take out their own travel and medical insurance before attending the event. AORA will not take any responsibility for any participant failing to insure.

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In registering for this event relevant details may be incorporated into a delegate list for the benefit of all delegates (name, organisation and title) and may be made available to parties directly related to the event including AORA and sponsors (subject to conditions). If you do not wish to be included in the delegate list, please email conference@ora.org.au.

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A multi-storey car park is located adjacent to the hotel. Day parking is charged at a hourly rate with a maximum \$10.00 per day for Conference Delegates (Validation of ticket required). Valet Parking for delegates staying overnight in the hotel is charged at \$40.00 or self-parking for \$20.00 per night.

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Contact

If you have any questions about the event or registration please contact the conference secretariat:

rEvolve Services
T: 1300 421 065
E: conference@ora.org.au



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P: PO Box 585, Hove SA 5048

14.6 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2022/07425)

The following items are included in the Information Bulletin, which accompanies the Agenda.

1. REGISTER OF COUNCIL RESOLUTIONS 2022 (D2022/07426)
2. CEO EXERCISE OF DELEGATED POWERS AND DUTIES (D2022/07427)
3. 2021/2022 COUNCIL TONNAGE COMPARISONS AS AT 30 APRIL 2022 (D2022/07428)
4. SUSTAINABILITY TEAM UPDATE – JANUARY TO MARCH 2022 (D2022/08114)
5. CORPORATE BUSINESS PLAN 2021/2022 – THIRD QUARTER REPORTING FROM JANUARY TO MARCH 2022 (D2022/07425)

RECOMMENDATION

That the Council notes the items contained in the Information Bulletin accompanying the 26 May 2022 Ordinary Meeting of Council Agenda.

COUNCIL RESOLUTION

MOVED CR HAMILTON

SECONDED CR O'CONNOR

THAT THE COUNCIL NOTES THE ITEMS CONTAINED IN THE INFORMATION BULLETIN ACCOMPANYING THE 26 MAY 2022 ORDINARY MEETING OF COUNCIL AGENDA.

CARRIED UNANIMOUSLY

15 REPORTS OF COMMITTEES

Nil

16 REPORTS OF DELEGATES

16.1 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD ON 27 APRIL 2022

The minutes of the MWAC meeting held on 27 April 2022 were included in the agenda.



Municipal Waste Advisory Council

Minutes

**4.00pm Wednesday
27 April 2022
Online**

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ATTENDANCE

Cr Doug Thompson (Fremantle)	WALGA State Council	<i>Chair</i>
Cr Les Price (Cue)	WALGA State Council	
Mayor Ruth Butterfield (Armadale)	WALGA State Council	
Cr Peter Abetz	City of Gosnells	
Cr Giorgia Johnson (City of Bayswater)	Eastern Metropolitan Regional Council	<i>Deputy Chair</i>
Cr Karen Vernon (Victoria Park)	Mindarie Regional Council	
Cr Karen Wheatland (Melville)	Resource Recovery Group	
Cr Andrew Maurice (Mosman Park)	Western Metropolitan Regional Council	
Mr Tim Youé	Resource Recovery Group	<i>OAG Chair</i>
Ms Hayley Williamson	City of Greater Geraldton	
Ms Libby Eustance	Western Metropolitan Regional Council	
Ms Ruth March (Albany)	Non-Metropolitan Local Government	
Ms Rebecca Brown	Municipal Waste Advisory Council	
Ms Candy Wong	Municipal Waste Advisory Council	
Ms Tazra Hawkins	Municipal Waste Advisory Council	
Ms Gráinne Whelan	Municipal Waste Advisory Council	
Ms Nicole Matthews	WA Local Government Association	
Cr Karen Chappel JP	WALGA President	<i>Observer</i>

APOLOGIES

Cr Tresslyn Smith	Bunbury Harvey Regional Council
Mr Stefan Frodsham	Western Metropolitan Regional Council
Mr James Trail (Coolgardie)	Non-Metropolitan Local Government

1 PROCEDURAL MATTERS

1.1 MWAC Minutes tabled at WALGA State Council

A summary of the Minutes of the Municipal Waste Advisory Council meeting held Wednesday, 16 February 2022 will be noted at the next WA Local Government Association State Council meeting.

2 MINUTES OF PREVIOUS MEETING

2.1 Confirmation of the Previous MWAC Minutes

MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR PRICE/CR WHEATLAND)

That the Minutes of the meeting of the Municipal Waste Advisory Council held on Wednesday, 16 February 2022 were confirmed as a true and accurate record of the proceedings.

2.2 Business Arising from the Previous MWAC Minutes

A	Issue	June 2021 MWAC Item 5.8 FOGO in MUDS		
	Action	1. Executive Officer will follow up to determine if information on the <i>Waste Avoidance and Resource Recovery Act 2007</i> can be provided to DAPs so the members understand the regulatory requirements regarding Local Government waste collection. 2. The Chair requested that the Executive Officer provide information on how the amount/type of education a Local Government undertakes can impact on their contamination rate.		
	Timeframe		Status	1. Examples are requested from Members regarding this issue. 2. To be completed
B	Issue	August 2021 MWAC Item 7 General Business		
	Action	That the Municipal Waste Advisory Council undertake a workshop with the Goldfields Esperance Country Zone at their earliest convenience to identify ways that MWAC can further represent and assist the Zone.		
	Timeframe		Status	The Zone have requested that MWAC hold a Waste Summit in the Regional. Expressions of Interest will be sought from Local Governments to host the next three Waste Summits.

3 DECISION ITEMS

3.1 Product Stewardship for Photovoltaics ***

MUNICIPAL WASTE ADVISORY COUNCIL MOTION (CR PRICE/CR WHEATLAND)

That the Municipal Waste Advisory Council endorse the Issues Paper: Photovoltaic Product Stewardship.

In Brief

- Photovoltaic (PV) systems were placed on the Federal Environment Minister's Product Stewardship Priority List in 2016. An industry agreed nationwide scheme design must be finalised by June 2022, operational by June 2023 and include an approach to deal with legacy PVs.
- However, progress has been limited and an industry-led, national product stewardship scheme has not been developed. The Product Stewardship Centre of Excellence has been tasked with facilitating the design of a Scheme.
- The Issues Paper outlines some of the key considerations in relation to end of life PV management and, using WALGA's [Principles for Product Stewardship](#), identifies the key considerations for designing an effective Product Stewardship Scheme for PVs.

Background

End-of-life solar panels are estimated to increase by 1700% between 2019 and 2030 as the first generation of solar panels come off Australian roofs. During 2018, Sustainability Victoria, with other jurisdictions, investigated and assessed various options to progress a national approach for PV systems in Australia. The resulting report [PV Systems Stewardship Options Assessment](#) (March 2019) found that key stakeholders (including PV manufacturers, importers and industry associations) supported a nationally coordinated approach for managing PV system waste.

PVs have been included in the Federal Environment Ministers Product Stewardship List since 2016, but to date no industry Scheme has been developed. The Environment Minister has now required that a nationwide Scheme be designed by June 2022 and be in operation by June 2023. In November 2021, the Product Stewardship Centre of Excellence was engaged by the Commonwealth Department of Agriculture, Water and the Environment to facilitate a co-design process to establish and co-design a Product Stewardship Scheme for PV systems. The project is being led by the Product Stewardship Centre of Excellence to bring together industry stakeholders from across the supply chain to design a scheme that is solution and outcome oriented.

Comment

The Association has developed an Issues Paper (**attached p. 1**), to outline the key issues with end-of-life PV systems management and components of a Product Stewardship Scheme which will meet Local Government needs. This includes:

- Responsibility – Responsibility (financial) for managing solar PV waste should ultimately be put on the manufacturer/importer and should cover the entire cost of product recycling.
- Access – Leverage existing Product Stewardship Schemes and make it easy, convenient and consistent for the community.
- Any scheme would need to consider options for regional and remote areas, as transport costs are significant.
- A wide-ranging set of solutions and interventions is required that is cognisant of the complexity of this particular waste stream.
- The need for a collaborative approach by industry and government in managing solar PV waste.
- Product Stewardship Schemes should be demand based and aim to recover the maximum amount of material possible, rather than being limited by targets.
- The consumer should not be charged to dispose of a product, this price should be built into the purchase price of the product.

Discussion at the Municipal Waste Advisory Council

The coming years will see a rise in the uptake of photovoltaic systems, which includes solar panels, batteries and inverters. Additionally, first-generation solar panels will soon become defunct and without an effective Product Stewardship (PS) Scheme in place there remains uncertainty as to how these products will be managed at end of life. There are limited recycling options for these products in Australia largely due to the absence of a Scheme to collect PVs. Some solar panels may enter the scrap metal market with many potentially going to landfill. Waste Transfer Stations have reported solar panels being dropped off occasionally.

The development of an effective PS Scheme would present opportunities for investment, mechanisms to capture PVs, and increase recycling and recovery of materials from these products. This Issues Paper has been shaped by WALGA's [Local Government Principles for Product Stewardship](#), and aims to provide the Product Stewardship Centre of Excellence with a clear perspective of what Local Governments would like to see in a PS Scheme for these products. Managing PVs at their end of life is not an issue isolated to Western Australia and there needs to be a national solution. There is also potential for this issue to be raised at a State Government level as PVs are included in the WA e-waste to landfill ban. Consultation on the e-waste ban is anticipated to take place this year and would present an opportunity to advocate for the inclusion of these products and the development of a PS Scheme. There is support for the recycling and recovery of PVs, however this must be underpinned by effective end of life solutions that are fully costed otherwise the cost will inevitably be passed on to Local Government.

The Issues Paper will be updated to include the recommendation to design PVs for disassembly and recovery.

4 DISCUSSION ITEMS

4.1 Advocacy Priorities – State and Federal

In Brief

- With the appointment of a new Environment Minister, there is an opportunity for MWAC to refocus on the key advocacy priorities.
- As part of the Federal Election Campaign, WALGA has highlighted the need for effective Product Stewardship and the potential impact of the Export Bans on the cost of kerbside recycling.
- Following discussion with the Officers Advisory Group key areas of advocacy include:
 - Provide Local Government with certainty regarding the trajectory and coverage of the Waste Avoidance and Resource Recovery Levy (WARR Levy)
 - Ensure there is sufficient planning for infrastructure, in metropolitan and non-metropolitan areas
 - Ensure an effective and equitable Product Stewardship Scheme for all electronic waste (ahead of the 2024 landfill ban)
 - Ensure that the Packaging Covenant is an effective Product Stewardship Scheme and covers all of the costs associated with packaging recycling (ahead of the various Export Bans)
 - Ensure that the packaging industry does not weaken the various plastic bans which the Government [announced](#) in June 2021.

For Discussion

- Key priorities for Minister Whitby and strategies for advocacy and engagement.

Background

For each of the areas identified, the Environment Minister, Hon. Reece Whitby, will have varying levels of influence, with greater direct influence on the State based interventions.

- *Waste Avoidance and Resource Recovery Levy – State focus:* A review of the WARR Levy has been undertaken, but the outcomes from the consultation and the Government's plans are unclear. As per the WALGA Waste Levy Policy Statement, to ensure Local Government can plan and budget for changes to the

Levy and has a firm basis for business cases to change service provision, at least a 5-year rolling schedule for the Levy is required.

- *Infrastructure Planning – State focus:* The first Waste Strategy in 2012, flagged the development of an Infrastructure Strategy for waste in WA. 10 years on, although a draft has been prepared it has yet to be released. WA urgently needs a, region specific, infrastructure plan to guide investment and contingency planning.
- *Plastic Bans – State focus:* Local Governments have taken action to exclude various types of single-use plastics from their events or helium balloon releases on Local Government land, however State Government action on this matter means a consistent approach across the State. The proposed scope of the bans will assist in reducing plastic being littered and pollution of rivers and oceans, clean up the recycling stream (by eliminating some compostable and biodegradable plastics) and ensuring the only option on the market will be genuinely compostable products.
- *Effective National Product Stewardship – National focus:* For electronic waste, the potential cost to recycle all the material generated in the next decade is in excess of \$300M, without effective product stewardship for these materials the cost will be borne by the community. While supporting on shore reprocessing, which is the intent of the Export Bans, for some types of packaging, without effective product stewardship the cost of kerbside recycling could double.

Discussion at the Municipal Waste Advisory Council

Processing infrastructure for FOGO is anticipated to be included the State Government's infrastructure strategy for waste in Western Australia. This is also a focus area of the FOGO Reference Group with regard to the mapping of locations where there is capacity to process FOGO.

5 INFORMATION ITEMS

5.1 Program Update

- Bin Tagging Program
 - WALGA is working with Resource Recovery Group, Western Metropolitan Regional Council, Town of Bassendean, City of Wanneroo and City of Vincent to implement the Program.
 - A pre-Bin Tagging audit of waste, recycling and FOGO from City of Vincent has been completed by Resource Recovery Group as part of the Program.
 - WALGA continues to collect feedback on the use of the Bin Tagging App.
 - This Program will be completed in 2022/23.
- Better Practice Guidelines for Multiple Dwelling Developments (MDDs)
 - Talis Consulting have developed a Draft Better Practice Guideline for new MDDs.
 - WALGA are working to update the Better Practice Guideline for existing MDDs.
 - Each pilot Local Government has selected their MDDs. The consultant has liaised with pilot Local Governments to develop strategy options for MDDs based on each Local Government preference
 - The information options/approaches, include stickers on bin lids, signage in bin compound, leaflets to residents, letters to residents, has been discussed with the pilot Local Governments and WALGA.
 - Engagement options/approaches include onsite bin inspections, bin tagging, door knocking, displays in building foyer, face to face meeting with residents, have been discussed with the pilot Local Governments.
 - Pilot Local Governments have been provided with Waste Sorted Communications material.
 - This program will be completed by the end of the 2021/22 financial year.

- E-waste Recycling Program
 - To expend all the funding remaining in the Program, WALGA will work in partnership with the City of Mandurah, Dell and TechCollect to deliver a final non-metropolitan temporary collection day in June.
 - The Program will be completed by the end of the 2021/22 financial year.
- Community Sharps Program
 - WALGA has placed an order for 277 sharps containers, to be provided to 24 Local Governments across WA, in November 2021.
 - There has been a significant delay in the delivery of the containers, due to shortages of the required material in WA.
 - WALGA sought a contract extension for this program until the end of the 2022 Calendar year.

Discussion at the Municipal Waste Advisory Council

The pre-Bin Tagging audit of general waste, recycling and FOGO from the City of Vincent yielded valuable insight on some of the contamination issues and key contamination types. The report is **attached p. 7**. A post-Bin Tagging audit will be conducted in May 2022.

5.2 HHW Program Update and Battery Product Stewardship

- For the 2021/22 financial year, at the end of Q3, \$1,434,738 (81%) of the Program budget was expended
- The main materials collected through the Program were LPG gas cylinders, household batteries and flammable liquids
- WALGA have commenced discussions with DWER about the next phase of the HHW Program
- B-cycle, the National Battery Product Stewardship Scheme, officially launched across Australia in February 2022
- Each HHW Permanent facility is an accredited B-cycle drop off site and the Program contractor, Cleanaway, are an accredited B-cycle Collector
- Cleanaway are able to claim B-cycle rebates on batteries collected from HHW Permanent facilities
- WALGA is expecting that the rebates will substantially reduce the cost of battery recycling for the HHW Program
- For Local Governments currently collecting batteries from their communities and are taking these batteries to a HHW facility, there are 3 options moving forward:
 1. Remove some or all battery locations – particularly if there are now B-cycle locations set up nearby
 2. Become an accredited B-cycle Drop-off Point – the Local Government partners with a B-cycle Collector and no longer take batteries to a HHW facility
 3. Continue business as usual – continue collecting batteries and transporting to HHW facilities. The Local Government will not be able to become a B-cycle Drop-off Point.
- For Local Governments who wish to become a B-cycle Drop-off Point, the main option available currently is to enter into an arrangement with Envirostream, who are a registered B-cycle Collector
- WALGA is in discussions with Envirostream to add them to the WALGA Preferred Supplier Program.

Discussion at the Municipal Waste Advisory Council

B-cycle is a new organisation which has been set up to operate the National Battery Product Stewardship Scheme. B-cycle will collect the funds to run the Scheme from battery manufacturers and importers and use these funds to reimburse recyclers and transporters. WALGA anticipates that the Scheme will reduce costs to the HHW Program and provide an increased range of convenient locations for the community to drop off batteries. This also presents an opportunity for Local Governments to reevaluate the battery collection services currently provided.

5.3 Economic Regulation Authority – CDS Review

- In May 2019, the State Government asked the Economic Regulation Authority (ERA) to monitor any effect that the new container deposit scheme (Containers for Change) had on drink prices. The ERA monitored drink prices before and after the Scheme's introduction to determine whether suppliers and retailers increased prices by more than the amount they were being charged to take part in the Scheme.
- Over the first year of the Scheme fees have remained unchanged. The average scheme fee was 12.82 cents (incl GST) per container. Containers for Change costs include operating and administering the Scheme and the costs of paying a 10cent refund to consumers or 9.1 cent refund to material recovery facilities.
- The Scheme price per container ranges between 12.53 cents and 13.39 cents (incl GST) depending on the type of material the containers are made from, as different materials have different values, when sold in the recycling market. Containers for Change Scheme prices have remained unchanged since the introduction of the scheme in October 2020.
- The ERA monitored beverage prices before and after the introduction of the Scheme. Data was segregated into non-alcoholic and alcoholic beverage categories. For the first 12 months of the Scheme non-alcoholic beverages increased by an average of 13.2 cents per container and alcoholic beverages increased by 3.9 cents per container in Perth metropolitan area. Regional price increases were similar on average, but more variable compared to increases in Perth.
- The ERA's findings are broadly consistent with evaluations of container deposit schemes in other jurisdictions and the Report is [Effect of the Container Deposit Scheme on Beverage Prices](#).

5.4 WA E-waste Material Flow Analysis

- DWER commissioned a report on [Western Australia E-waste Material Flow Analysis](#) on electrical and electronic waste (e-waste) generation and processing in WA. A Material Flow Analysis is a systematic assessment of the flows of materials within a system defined in space and time. The MFA was carried out on 12 categories of e-waste.
- From review of product stewardship schemes, discussions with recyclers, Local Governments and industry associations it is probable that of the 853 kt of projected e-waste arising from categories 1-10 from 2020-2030, 240kt will be recycled and 613.1 kt will be disposed to landfill. If this amount of material was recycled, at current costs, it would cost in excess of \$300M.
- Analysis of 2019-20 e-waste data shows that for:
 - Category 1 – more waste was recycled than was generated or placed on the market in 2019-20 due to stockpiling of e-waste material from previous years, hence e-waste generated over a number of years could potentially be processed in just one year. This appears to be the case for 2019-20 where 55.3 kt was recycled (38.7kt is exported interstate and 16.6kt exported overseas) and 12.2 kt was disposed to landfill.
 - Categories 2-10, 45.2 kt of e-waste was generated, 6kt was recycled and 39.1kt was disposed to landfill. This represents a recycling rate of 13%.
- Modelled Material Flow Analysis from 2020-2040 is projected on products placed on the market from 1990-2030 and accounts for use, re-use and storage as well as lifespans of products. The over-all findings show that a minimum of 1,614kt of e-waste (categories 1-10) is projected to be generated from 2020-2040. This is the minimum projected amount and does not include e-waste arising from products purchased from 2030-2040.
- From review of product stewardship schemes, discussions with recyclers, Local Governments and industry associations it is probable that of the 853 kt of projected e-waste arising from categories 1-10 from 2020-2030, 240kt will be recycled and 613.1 kt will be disposed to landfill (as shown in Figure 1).

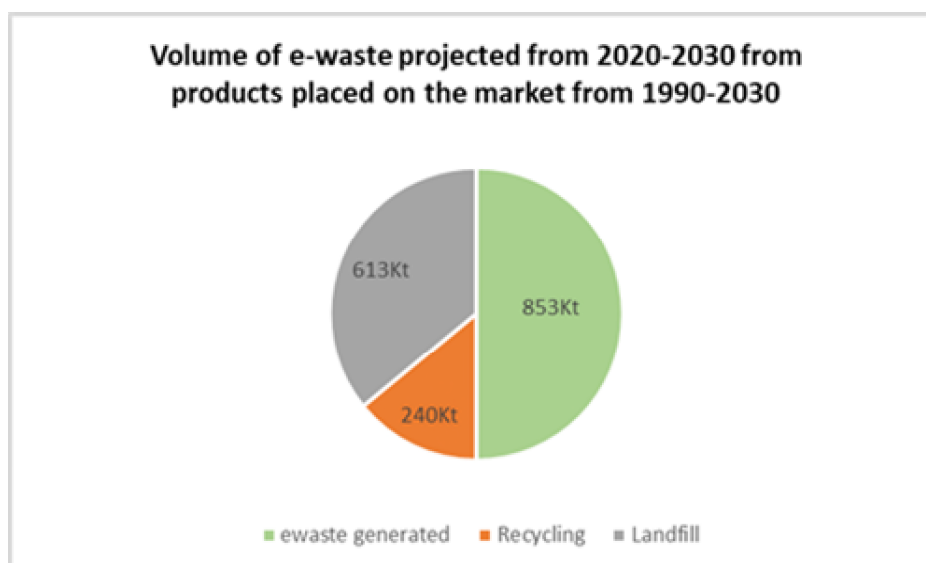


Figure 1: Projected ewaste disposal pathways for ewaste generated 2020 – 2030, based on current disposal rates.

5.5 Officers Advisory Group – Representation

- All Officers on the Group have their two-year terms expiring in June 2022, WALGA will advertise for members in mid-May, with Officers appointed in time for the August OAG Meeting.

5.6 Mutual Assistance MoU

- The Mutual Assistance Memorandum of Understanding for waste management has been updated and signed by the majority of Local Governments who operate fleet or facilities and private sector operators.

6 REPORTS

President's Report

- President Chappel commended the work of the Group and indicated her intention to attend forthcoming MWAC meetings.

MWAC Groups

- 1. Metropolitan Regional Council Working Group**
Delegates/Nominees: Mr Tim Youé, Working Group Chair
This Group has not met since the previous MWAC Meeting.
- 2. Reducing Illegal Dumping Working Group**
Delegates/Nominees: n/a
This Group has not met since the previous MWAC Meeting.
- 3. Vergeside Collection Working Group**
Delegates/Nominees: n/a
With the publishing of DWER's [Better Practice Guidance](#), the work of the Verge Collection Working Group is complete. Members have been thanked for their input, this Group has ceased to operate.

4. Consistent Communications Collective

Delegates/Nominees: n/a

This Group met on Wednesday 6 April to receive information on the Single-use Plastic Ban and the Garage Sale Trail.

5. Industry Training Reference Group

Delegates/Nominees: n/a

This Group has not met since the previous MWAC Meeting.

6. Household Hazardous Waste Advisory Group / Operators Meeting

This met on 16 March to discuss the LGIS risk assessment of HHW facilities, provide an update on the process regarding licence amendment and agree on the communication approach regarding COVID-19 impacts on staffing.

External Committees and Working Groups

1. DWER Waste Reform Advisory Group

Representative: MWAC Chair, MWAC Executive Officer and CEO of SMRC

A Working Group has been established with specific reference to COVID-19 and is meeting on a fortnightly basis to assess any issues as they arise. The Group is meeting on Thursday 21 April.

2. DWER Regulatory Reference Group

Representative: WALGA Executive Manager, Strategy Policy and Planning

This Group has not met since the previous MWAC Meeting.

3. DWER FOGO Reference Group

Representative: MWAC Executive Officer, SMRC, EMRC, WMRC,

This Group has met on 7 April, to assess the progress in relation to infrastructure and market development and other barriers to FOGO uptake.

4. DWER Single Use Plastic Working Group

Representative: MWAC Executive Officer

This Group met on 14 April, to discuss the process for the first and second wave of implementation of the bans.

5. WARRRL Local Government Reference Group

Representative: MWAC Executive Officer

This Group has ceased meeting and will be taken off the Agenda. MWAC staff continue to meet on a regular basis with WARRRL and assist in their engagement with Local Government through the CCC Group.

6. Australasian Packaging Label Working Group

Representative: MWAC Executive Officer

This Group has not met since the previous MWAC Meeting. It is scheduled to meet on Wednesday 25 May.

7. Hazard Coordinating Committee

Representative: MWAC Executive Officer

This Group has not met since the previous MWAC Meeting. It is scheduled to meet on Thursday 26 May.

8. Across Agency Asbestos Group

Representative: MWAC Executive Officer

This Group met on 24 March to discuss a range of issues relating to Asbestos including the plans for a national asbestos survey of Local Government, which WALGA has promoted.

9. Waste Authority C&E Working Group

Representative: Waste Management Specialist

This Group met on 24 March to discuss the priorities for improving C&D recycling in WA.

10. Waste Management and Resource Recovery Association

Representative: MWAC Executive Officer, CEO of SMRC

This Group will meet on Thursday 21 April.

11. Charitable Recyclers Australia

Representative: MWAC Executive Officer

This Group has not met since the previous MWAC Meeting.

7 OTHER GENERAL BUSINESS

The meeting closed at 4.26pm.

8 NEXT MEETING

The next meeting of the Municipal Waste Advisory Council will be held online at **4:00pm on Wednesday, 29 June 2022**.



Issues Paper: Photovoltaic Product Stewardship

April 2022

Introduction

Photovoltaic (PV) systems were placed on the Environment Minister's Product Stewardship Priority List in 2016. The List identifies the products most in need of a product stewardship approach. The current Minister's Priority List includes PV systems with the following actions:

- An industry agreed nationwide scheme design must be finalised by June 2022
- The nationwide scheme must be operational by June 2023 and include an approach to deal with legacy panels.

The Australian, State and Territory Governments have acknowledged the need for a product stewardship scheme for photovoltaic systems over many years:

- During 2018, Sustainability Victoria, with other jurisdictions, investigated and assessed various options to progress a national approach for PV systems in Australia. The resulting report – PV Systems Stewardship Options Assessment (May 2018), found that key stakeholders (including PV manufacturers, importers and industry associations) supported a nationally coordinated approach for managing PV system waste.
- The National Waste Policy Action Plan (2019) Action 3.5 is that a preferred stewardship scheme for photovoltaic system be (a) identified by 2021 and (b) in place by 2023. However, progress has been limited and piecemeal. No industry-led, national product stewardship scheme has been developed. End-of-life solar panels remain a future environmental problem.

This Paper outlines the key issues in relation to End of Life (EOL) PV management and recommendations for Product Stewardship.

Background

International EOL management of Photovoltaic (PV)

In 2012, the EU became the first jurisdiction worldwide to adopt a comprehensive regulatory framework to address PV waste under the Waste Electrical and Electronic Equipment (WEEE) Directive 2012/19/EU¹. Under the WEEE Directive's extended producer responsibility principle, responsibility during the post-consumer stage of a PV product's life cycle is shifted (physically and/or economically; fully or partially) upstream towards the producers (manufacturers) and away from governments². The collection, transport and recycling of retired PV modules has been regulated in every EU country since February 2014. Notably, within Europe the export of waste is prohibited, which has served to promote research and development in ways in which solar PV components can be recovered and recycled.

Outside Europe, other nations (including those with expanding PV markets such as Japan, China, India, Australia and the United States³) treat PV waste within a general regulatory framework for hazardous and non-hazardous solid waste or WEEE and classify PV panels as general or industrial waste. In 2017, Japan published voluntary guidelines on how to properly

¹ European Union. Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on Waste Electrical and Electronic Equipment (WEEE). *Official Journal of the European Union*. 2012

² Chowdhury R, Apul D, Fry T. A life cycle based environmental impacts assessment of construction materials used in road construction. *Resources, Conservation and Recycling*. 2010

³ End-of-life management: Solar Photovoltaic Panels (irena.org)

dispose of EOL PV modules and invited producers, importers and distributors of PV modules to inform waste disposal companies about substances within their composition⁴ In the United States, California has developed legislation for classifying EOL PV waste as hazardous that extends beyond the Federal Resource Conservation and Recovery Act that regulates hazardous and non-hazardous waste management⁵.

Worldwide as the number of PV installations has increased, so too has the number of PVs that have reached EOL. At the end of 2016, cumulative PV waste reached 250,000 t worldwide. As more PV panels reach the EOL span, PV waste streams are expected to rise by 2030, with the highest volumes projected for Asia (3.5 Mt), followed by Europe (3 Mt) and the United States (1 Mt). A further waste volume surge is predicted between 2030 and 2050, with global PV waste estimated to increase to over 60-78 Mt by 2050⁶.

Australian EOL management of PV

There are several key pieces of Policy and Legislation relevant in Australia, including the National Waste Policy, 2009 (revised in 2018), the Product Stewardship Act 2011, the Product Stewardship (Televisions and Computers) Regulations 2011 which are the co-regulatory instrument for the National Television and Computer Recycling Scheme 2011. Together these pieces of legislation constitute Australia's WEEE management. The Product Stewardship Act 2011 is designed to reduce the amount of hazardous waste going to landfill as well as increase recycling and recovery of valuable materials. Under the Act, the Minister for the Environment publishes a list of additional product classes to be considered every year.

For 2016-17 the product list included a class covering PV cells, inverter equipment and system accessories, such as batteries, for domestic, commercial and industrial applications in recognition that "the volume of photovoltaic system equipment reaching end-of-life is expected to sharply increase in coming years to become Australia's largest electronic waste growth stream". However, despite this listing, Australia has yet to develop a PV Product Stewardship Scheme.

At a state level, in 2012 South Australia was the first government to ban e-waste from landfill, alongside investing in recycling infrastructure. However, their definitions of e-waste are designed to support the National Television and Computer Recycling Scheme (NTCRS), so PV components are exempted from the ban to date; this may change if the Commonwealth legislation is updated.

In 2014, the Victorian Government committed to a ban on e-waste going to landfill, with regulatory measures in place by June 2019. At the Meeting of Environment Ministers, it was agreed that the state of Victoria would lead innovative programs that seek to reduce the environmental impacts caused throughout the life cycle of photovoltaic systems. In 2018, the Victorian Government provided \$15M of e-waste infrastructure grants to increase Local Governments' capacity to collect and store the increasing volumes of e-waste safely in Victoria. These grants aimed to establish a significant e-waste collection network.

The WA Waste Avoidance and Resource Recovery Strategy and Action Plan 2030 aims to avoid waste, recover more value and resources from waste, and protect the environment from the impacts of wastes. The State Government is implementing a ban on e-waste disposal to landfill by 2024.

⁴ Lunardi MM, Alvarez-Gaitan JP, Bilbao JI, Corkish R. A review of recycling processes for photovoltaic modules. *Solar Panels and Photovoltaic Materials*. 2018b.

⁵ Conservation and Recovery Act 1976, Senate Bill No. 489 - Hazardous Waste: Photovoltaic Modules, (2015).

⁶ End-of-life management: Solar Photovoltaic Panels (irena.org)

According to the Clean Energy Council as of 31 December 2019, there have been 323,000 PV installations representing 30% of homes in Western Australia. Rooftop PV installations were the highest since 2012⁷. The latest PVs on the market have an expected lifespan of 40-50 years⁸, however PVs installed in 2006 may only have an average lifespan of 25 years.

Role of Local Government

Local Governments are responsible for the collection and management of the majority of waste including electronic waste (from households) and, importantly, are the first point of contact for residents with waste management queries. They also play a central role in the implementation of national Product Stewardship schemes such as the National Television and Computer Recycling Scheme (NTCRS). There are 139 Local Governments in Western Australia. Some Local Governments have formed Regional Councils or collaborations which represent collaborative efforts to address common waste management issues across their communities including through resource sharing. Underpinning these groups is the notion that collaboration across wider regions helps to create economies of scale for waste management. Western Australia's geography poses challenges for service delivery and regional development. This is combined with the extremely long distances between settlements, smaller dispersed industries (apart from mining) that find it difficult to achieve economies of scale, lack of essential services, limited infrastructure, extreme climatic variations in weather and seasonal constraints and high transport costs. The predominant means of freight transport are by road and rail and transport costs are high.

Current management of PV

Currently, the options available for EOL management of PV waste include landfill disposal, incineration, reuse and recycling (mechanical, thermal and chemical processes). Currently there are only two commercially available treatments that recycle PV modules. First Solar (operational in the US, Germany and Malaysia) applies both mechanical and chemical treatments to thin film CdTe solar panels; and Deutsche Solar, who recycle crystalline silicon (c-Si) modules. It should be noted that in 2018 Veolia and PV Cycle opened what they claimed to be Europe's first dedicated c-Si PV recycling facility in France⁹. If the cost to landfill disposal remains a legal and affordable option recycling activities will become economically unfavourable. The methods of processing PVs involve either: component repair – repair of components within the junction box; module separation – mechanical separation of panel materials, or the removal and recycling of silicon and other rare metal elements from components, using mechanical, thermal and/or chemical recycling processes.

The costs of recycling, and who bears responsibility for these costs, are important considerations when considering the economic feasibility of recycling. There are many points in the recycling process which may incur costs: removal of the panels, fixing the roof, transporting the panels to an aggregation point, extraction of salvageable parts, transport of reclaimed parts and transport of the remains to landfill. Current low waste volumes present economical obstacles for the development of recycling processes, but if more recycling of PV waste occurs, the volume of recoverable material and precious minerals will also increase.

Barriers to managing solar PV waste include

- costs associated with collecting and transporting removed panels
- not knowing what to do with removed PV panels
- lack of policy direction by the Government for PV panel collection or disposal
- lack of information on PV panel recycling
- lack of PV panel tracking

⁷ Solar Energy Facts | Technology | Clean Energy Council

⁸ How long do Solar Panels last | The Renewable Energy Hub

⁹ Salim HK, Stewart RA, Sahin O, Dudley M. End-of-life management of solar photovoltaic and battery energy storage systems: A stakeholder survey in Australia. Resources, Conservation and Recycling

- small volumes of waste in remote regions
- lack of repair and reuse options
- limited recycling options for the product
- warranty of products.

From a waste management perspective Local Governments tend to be concerned with aspects of waste disposal such as providing collection services, regulations around collection, sending collected panels for recycling, informing consumers about proper disposal, connecting to product stewardship schemes and extending landfill life by diverting PV panels.

Key Principles for Effective Product Stewardship for Management of Photovoltaic (PV) Stewardship		
Responsibility	Producers and importers should take responsibility for the end-of-life product impacts	Responsibility for managing end of life PV, should be the responsibility of the manufacturer/importer. Product Stewardship requires manufacturers and producers to take responsibility for the whole of lifecycle impacts of their products. This has the potential to create a price signal and provides incentives for up-stream change to reduce waste and improve recycling outcomes.
	Product Stewardship Scheme should cover the entire cost of product recycling	
Access	Leverage Existing Schemes and Collection Locations	Every Scheme does not have to start from scratch regarding collection locations, they may be able to leverage existing schemes and collection locations. For example, PV's could be collected at similar locations as the TV and Computer Product Stewardship Scheme materials and leverage economies of scale transport.
	Make it easy, convenient and consistent for the community	<p>There are several elements which need to be addressed in relation to this criteria:</p> <ul style="list-style-type: none"> • Leveraging existing collection locations, will ensure that the community is aware of where to take material. • Public awareness of the issues surrounding the disposal of PV waste needs to be raised now in order to help reduce the sharp surge expected in PV waste. • Solar PV panels are increasingly viewed as consumer items. Newer models, which are cheaper, more efficient and provide greater wattage, enable customers to upgrade with relative ease and low cost. There needs to be a clear distinction drawn between 'functional obsolescence', whereby new technology makes an older, but functioning, product seem outmoded, and actual end of life whereby the product no longer functions at all. • Engaging consumers and providing information regarding ways to increase longevity, pay for disposal, as well as environmentally responsible ways of disposal could encourage shifts in consumer attitudes and behaviour.
	National coverage and equitable access for all	Any new scheme would need to consider options for regional areas. Currently many Product Stewardship Schemes are developed mainly to service densely populated urban areas, with only limited regional coverage. Transport costs play a significant role in determining the economic feasibility and potential environmental impacts of PV recycling. Australia's large, sparsely populated land

Key Principles for Effective Product Stewardship for Management of Photovoltaic (PV) Stewardship		
		area, high freight costs and vast distances need to be taken into account in any consideration of adapting European modelling to the Australian context.
Scheme Design	Evidence based	There is a need to adopt a systemic approach to managing PV waste that is cognisant of the complexity of this particular waste stream and the varied waste mobility flows/after-lives that occur, whilst understanding the particular behavioural drivers underpinning consumption (installation) of ever-increasing volumes of solar PV panels. In particular, reviewing the locations where PVs are installed and their projected life. This will assist in ensuring the national coverage and equitable access.
	National Product Stewardship legislation should be used	The Federal Government has directed industry that a national Product Stewardship Scheme to manage solar PV and battery storage, to be implemented in the 2022/23 financial year.
	Timely action and industry cooperation	The need for a collaborative approach by industry and government in managing PV waste is paramount. For example, co-funding research into reuse options and effective disposal of PV panels, designing panels for disassembly and recovery whilst also manufacturing panels with less contaminants, are all ways that would contribute towards reducing future PV waste.
	Product Stewardship Schemes should be demand based and aim to recover the maximum amount of material possible, rather than being limited by targets	Targets work to drive recovery rates; however, they can become a problem if they are easily exceeded or only applied nationally (as with the TV and Computer Scheme). Local Government, as a service provider, cannot turn the community away if a national target has been reached: they keep taking the material and pay the costs associated. Schemes need to ensure they are collecting enough funds to cover costs of all products being collected. Budgets can be managed by staged implementation and approaches to communication. For PVs, given they have a relatively long use time an annual target may not be effective to drive recovery, instead in the first instance the Scheme could focus on widespread access to recycling options.
	Product Stewardship Schemes should focus on 'no cost' at end-of-life options for consumers or provide incentives for recovery	The consumer should not be charged to dispose of a product, this price should be built into the purchase price of the product and be enough to ensure legacy products can also be recovered. Implementation of existing Schemes has clearly shown that the community do not, generally, want to pay for recycling costs at end of life.



WALGA

WALGA Interim Waste Audit Report 2022

8 April 2022



Date	Document Format	Issued to	Number of Documents Issued
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- City of Vincent
- Resource Recovery Group Staff

1	April 2022	WALGA Interim Waste Audit Report 2022	AFe	ZPe	ZPe
Revision	Date	Description	Prepared	Checked	Approved
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1. Executive Summary

Background

The Resource Recovery Group was commissioned by the Western Australia Local Government Association (WALGA) to carry out a domestic waste audit on the City of Vincent's three bin General Waste (MSW), Recycling and Food Organics & Garden Organics (FOGO) system.

A total of 300 bins (100 MSW, 100 Recycling and 100 FOGO) was collected, delivered, and audited over a fortnightly waste collection cycle. The MSW, Recycling and FOGO streams collected from the City of Vincent were sorted into categories of Recyclable, Organic and Non-Recyclable components. A subsample on 20 FOGO compostable bags was taken to determine how many bags had contamination and what contaminants were present.

Audit Objectives

The audit objectives are:

- Provide data to assist in developing knowledge of generation and composition of the General Waste (MSW), Recycling and FOGO streams for collection services.
- Classification breakdown of sample materials.
- Identify the contamination levels in all streams General Waste (MSW), Recycling (REC) and Food Organics and Garden Organics (FOGO).

Key Findings

The key findings from the audit include:

- General Waste (MSW) sample material was composed of 44.0% Other, 26.7% Organic, 23.6% Recyclables and 5.69% Hazardous.
- Recycling sample material was composed of 81.6% recyclables and 18.4% non-recyclables.
- FOGO sample material was composed of 94.8% Organic, 4.97% Other, 0.27% Recyclables and 0.0% Hazardous.
- The amount of General Waste (MSW) collected per household per fortnight was 10.1kg.
- The amount of Recycling collected was 9.31kg per household per fortnight.
- The amount of FOGO material collected was 9.55kg per household per fortnight.
- The FOGO compostable bag subsample showed 1 in 4 bags had contaminants present with the largest component being plastic at 1.63%, followed by Aluminum at 0.16% and Textiles at 0.06%.

Table 1 City of Vincent Audit Data Summary

WALGA - City of Vincent Audit							
Summary	MSW		Recyclables		FOGO		
	Total Weight	Percentage	Total Weight	Percentage	Total Weight	Percentage	
Total Recyclables	238.8 kg	23.6%	759.3 kg	81.6%	2.58 kg	0.27%	
Total Non-Recyclables	771.5 kg	76.4%	171.5 kg	18.4%	952.3 kg	99.7%	
Total	1010.3 kg	100%	930.8 kg	100%	954.8 kg	100%	

Item Description	Percentage of		Percentage of		Percentage of	
Recyclables	Net Weight	Weight	Net Weight	Weight	Net Weight	Weight
Recyclables	238.8 kg	23.6%	759.3 kg	81.6%	2.58 kg	0.27%
Net Recyclables Weight:	238.8 kg	23.6%	759.3 kg	81.6%	2.58 kg	0.27%
Organic						
Food Waste	19.5 kg	1.9%	0.38 kg	0.04%	150.0 kg	15.7%
Green Waste	3.79 kg	0.38%	4.91 kg	0.53%	682.8 kg	71.5%
Packaged Food Waste	236.2 kg	23.4%	5.53 kg	0.59%	0.00 kg	0.00%
Other Putrescible	10.2 kg	1.01%	0.00 kg	0.00%	1.62 kg	0.17%
Soiled Paper/Cardboard	0.00 kg	0.00%	0.00 kg	0.00%	28.7 kg	3.00%
Compostable Bags	0.00 kg	0.00%	0.00 kg	0.00%	41.7 kg	4.37%
Net Organic Weight:	269.7 kg	26.7%	10.8 kg	1.16%	904.8 kg	94.8%
Non-Recyclables						
Bagged REC/FOGO - non-compostable bags	0.00 kg	0.00%	42.0 kg	4.51%	43.1 kg	4.52%
Soft Plastics	89.7 kg	8.87%	11.7 kg	1.25%	2.12 kg	0.22%
Textiles	85.5 kg	8.46%	9.84 kg	1.06%	0.14 kg	0.01%
Pathogenic Infectious	57.0 kg	5.64%	0.00 kg	0.00%	0.00 kg	0.00%
Electronic Waste	12.8 kg	1.27%	2.66 kg	0.29%	0.00 kg	0.00%
Hazardous	0.53 kg	0.05%	0.10 kg	0.01%	0.00 kg	0.00%
General Waste	256.3 kg	25.4%	94.4 kg	10.1%	2.09 kg	0.22%
Net Non-Recyclables Weight:	501.8 kg	49.7%	160.7 kg	17.3%	47.5 kg	4.97%

2. Introduction

The Resource Recovery Group (RRG) was commissioned by WALGA to carry out a domestic waste audit on the City of Vincent's three bin General Waste (MSW), Recycling and Food Organics & Garden Organics (FOGO) system. The purpose of the audit was to show the composition and contamination levels of the MSW, recycling and FOGO waste streams prior to commencing the 2022 bin tagging program with a second audit to follow post bin tagging.

A total of 300 bins was collected and audited over a fortnightly waste collection cycle (100 MSW, 100 Recycling and 100 FOGO).

The resultant information could be utilised to develop plans to improve waste management strategies.

2.1 Scope

A composition analysis was conducted on the General Waste, Recycling and FOGO stream for WALGA including:

- Provide data which is statistically accurate
- Provide information based on a classification breakdown, of all materials into the categories as detailed.
- Provide information of contamination levels found in each waste stream.
- Provide information on recoverable materials found in each waste stream.
- Conduct a subsample audit on 20 FOGO compostable bags to determine how many bags had contaminants present and what the contamination composition was.
- Arrange schedule delivery of waste collection vehicles, sorting, weighing, photographing and disposal of all materials.

The analysis conducted included:

- Identification and classification of sample material;
- Total weights of materials sampled;
- Total weights of Container Deposit Scheme (CDS) materials, and;
- Count of Container Deposit Scheme (CDS) materials.

3. Methodology

3.1 Sample Selection

The sampling method chosen was Representation Sampling which selected a block area in City of Vincent that is a typical mix of known demographic characteristics.

3.2 Sample Collection

The methodology used was the "aggregation method" which requires the mechanical collection process by garbage trucks and analysis of the contents of MGB set out for General Waste, Recycling and FOGO. Samples were delivered to the Resource Recovery Group – Canning Vale Centre's Waste Audit Facility.

3.3 Weighing

Note: The sorted material was weighed in smaller fractions using weigh scales with a rated accuracy of +/- 5%; hence there may be minor discrepancies between the incoming weights and the final total weights recorded in the audit process. This factor was taken into account when viewing the data obtained. Also, environmental impacts and the components of the material samples may also influence accuracy of data/error percentages during the physical auditing process. For example, large volumes of liquid mixed in with the material may create subsequent moisture and mass loss through decomposition and evaporation.

3.4 Physical Audit Method- Sorting

The material was separated and sorted into categories of recyclable, non-recyclable, and organic components. The sample material underwent a preliminary sort to remove any large clearly visible materials. Once completed a secondary and more thorough sort was conducted where the smaller items

were removed for further inspecting and sorting. A third sort was conducted on any containers required the Container Deposit Scheme (CDS) count.

3.5 Records

The audit data was recorded using a mix of electronic and paper-based systems to create and maintain appropriate auditing records.

3.6 Limitations

The MSW, Recycling and FOGO audit does not reflect a representative sample of the City of Vincent's population. It is only reflective of the behaviors of a fortnightly cycle's worth of waste from the selected sample area. Annual seasonal variations were not considered during this audit.

4. Weights

4.1 Total Material Weights Collected

The total material weights collected over the fortnightly cycle was MSW at 1,010.3kg, Recycling at 930.8kg and FOGO at 954.8kg.

Table 2 Material Weights

	MSW	Recycling	FOGO
Total Weight	1,010.3 kg	930.8 kg	954.8 kg

4.2 Average Bin Weights

Table 3 Average Bin Weights

	MSW	Recycling	FOGO
Average Weight per Bin kg/bin	10.1 kg	9.31 kg	9.55 kg
Total Bins Collected	100	100	100
kilograms per household / per year	262.7 kg	242.0 kg	248.3 kg

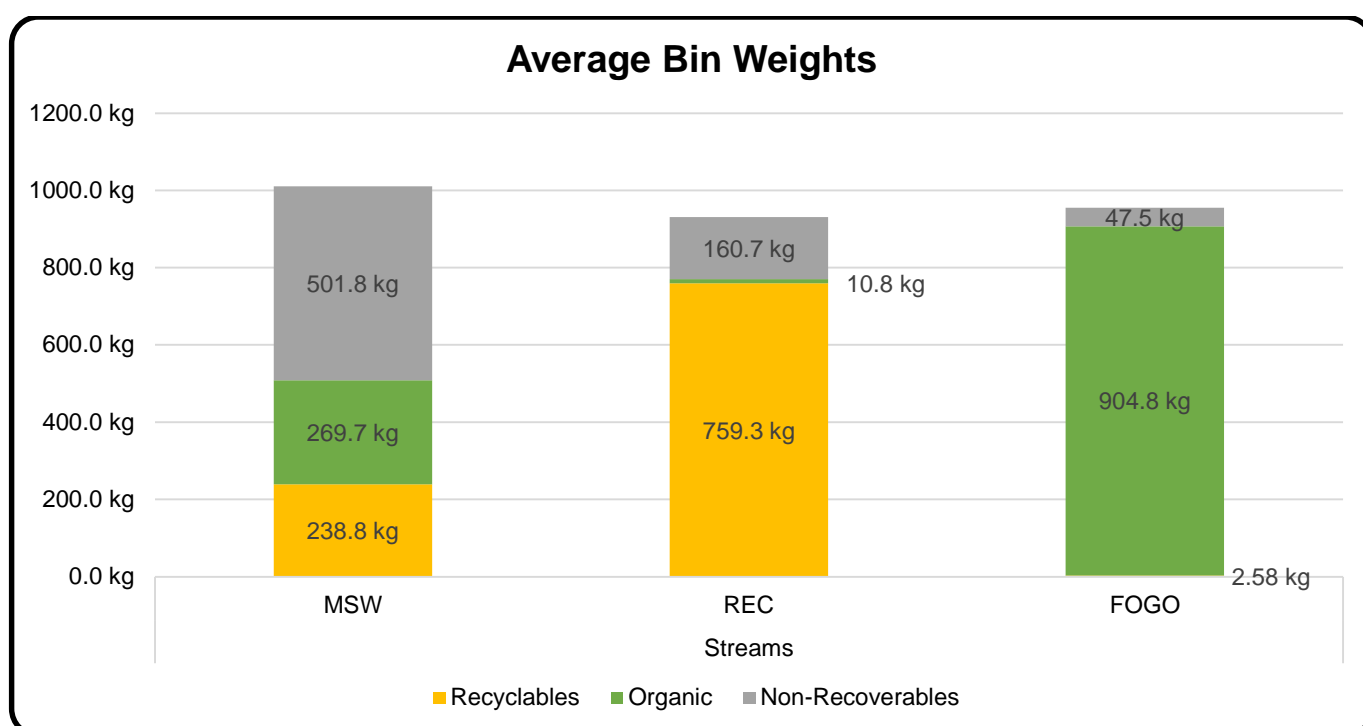


Figure 1 Vincent All Streams Average Bin Weights Recyclables, Organics and Non-Recyclables Breakdown March 2022

5. Container Deposit Scheme (CDS)

Table 4 and 5 below outlines the total weight and count of containers available to be recycled through the Container Deposit Scheme. By weight Glass containers were the highest contributor to totals available to be recycled, followed by Aluminum Cans, PET#1, Recyclable Cardboard and HDPE#2 with no Steel found in the March 2022 audit. Aluminum cans had the highest counts across the three waste streams with a total of 614 counts recorded.

Table 4 Container Deposit Scheme (CDS) Material Composition

CDS Summary	MSW		Recycling		FOGO		Total	
Item Description	Counts	Net Weight	Counts	Net Weight	Counts	Net Weight	Counts	Net Weight
Recyclable Cardboard	59	1.30 kg	286	0.50 kg	0	0.00 kg	345	1.80 kg
PET#1	112	8.41 kg	294	0.00 kg	2	0.11 kg	408	8.52 kg
HDPE#2	0	0.00 kg	6	0.22 kg	0	0.00 kg	6	0.22 kg
Glass Bottles	34	7.48 kg	247	59.2 kg	0	0.00 kg	281	66.7 kg
Aluminium Cans	154	2.17 kg	459	9.51 kg	1	0.01 kg	614	11.7 kg
Steel	0	0.00 kg	0	0.00 kg	0	0.00 kg	0	0.00 kg
Total	359	19.4 kg	1292	69.5 kg	3	0.13 kg	1654	88.9 kg

Table 5 Container Deposit Scheme (CDS) Weight and Counts Per Household Collection

Vincent	MSW	Recycling	FOGO
Container Deposit Scheme (CDS) disposed by per household / by fortnight (Weight)			
Total Kilograms collected	19.4 kg	69.5 kg	0.13 kg
Number of Samples Presented	100	100	100
kilograms per household / sample collection	0.19 kg	0.69 kg	0.001 kg
kilograms per household / per year	5.03 kg	18.1 kg	0.03 kg
Container Deposit Scheme (CDS) generated by per household / by fortnight (Counts)			
Total CDS Items	359	1292	3
Number of Samples Presented	100	100	100
Average per household / sample collection	3.59	12.9	0.03
Estimated Average per household / per year	93.3	335.9	0.78

6. Key Performance Indicators (KPIs)

6.1 General Waste (MSW) generation by household/fortnight/year

The total weight of MSW materials received was 1,010.3kg, from this the weight of the waste per household, per fortnight, per year was determined to be 262.7Kg.

Table 6 KPI - General Waste (MSW) disposed by per household/fortnight/year

MSW generation by household/fortnight	Vincent
Total Kilograms collected	1,010.3 kg
Number of Samples Presented	100
kilograms per household / sample fortnight	10.1 kg
kilograms per household / per year (26 weeks)	262.7 kg

The following graph gives a visual representation of the MSW Bin Breakdown, demonstrating that Other (ceramics, earth, non-recyclable paper, non-recyclable cardboard and plastic, dust n' dirt) accounted for 44.0%, in the MSW stream. Followed by Organic (food waste, packaged food waste, garden organics) at 26.7%, Recyclables at 23.6% and Hazardous (batteries, pathogenic infectious) at 5.69%.

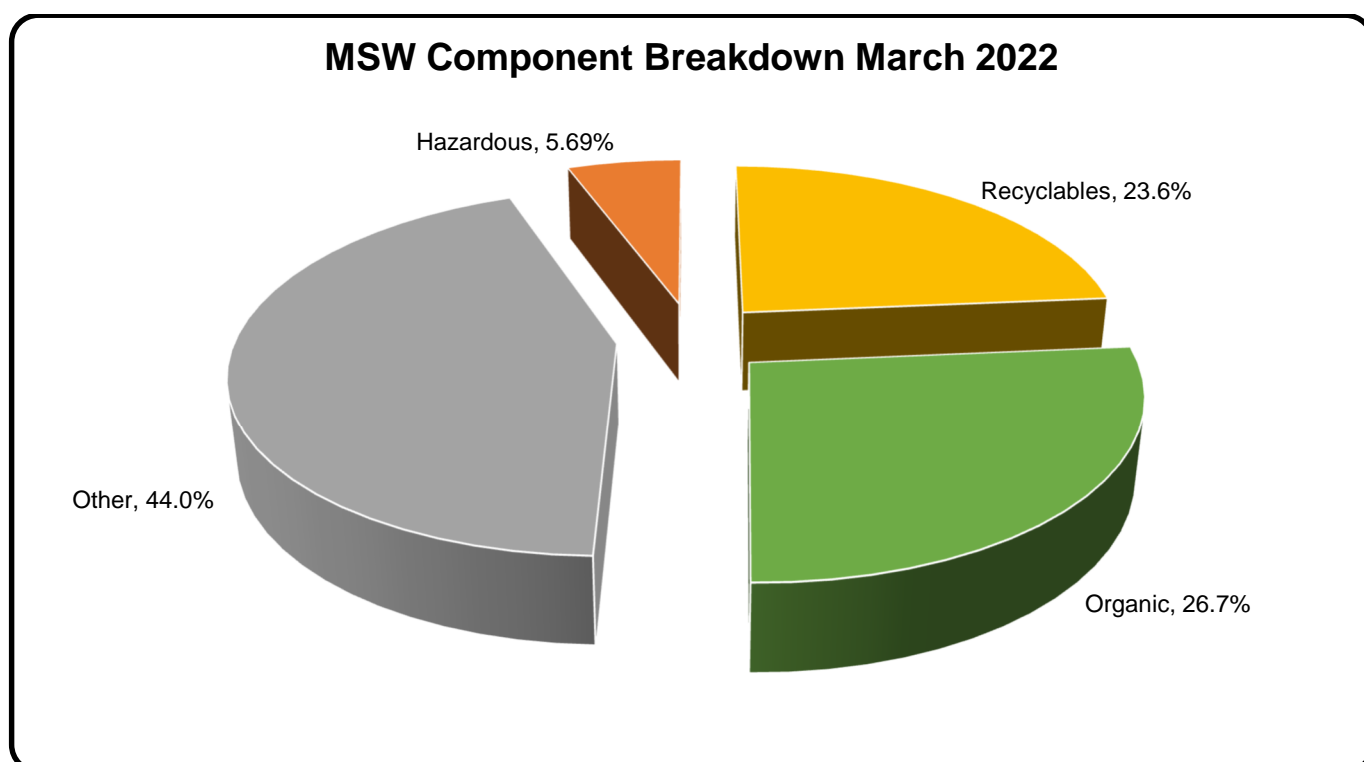


Figure 2 Vincent MSW Component Breakdown March 2022

Waste Breakdown of Organic Component March 2022

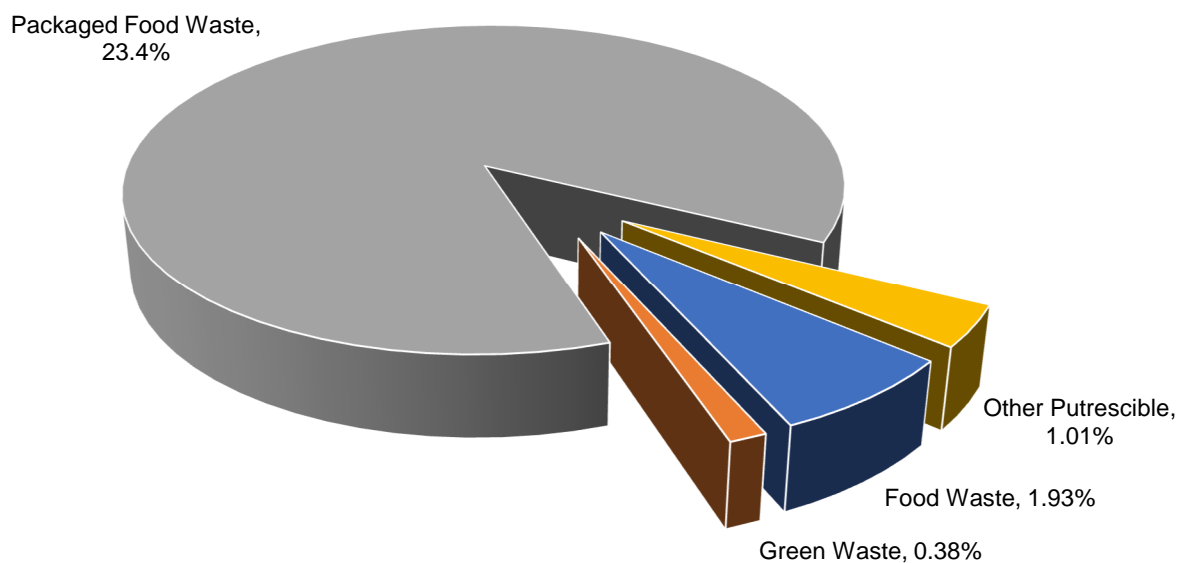


Figure 3 Vincent MSW Organic Breakdown March 2022

The organic component of the MSW stream accounted for 26.7% of materials sorted and weighed. The largest component consisted of Packaged Food Waste at 23.4%, followed by Food Waste at 1.93%, Other Putrescible (animal excrement) at 1.01% and Green Waste at 0.38%.

6.2 Recyclables generation by per household /fortnight/year

The audit results below show the bins kilogram average of 9.31kg per household / per fortnight across the Vincent recycling stream.

Table 7 KPI – Recyclables disposed by per household/fortnight/year

Recyclables disposed by per household/fortnight	Vincent
Total Kilograms collected	930.8 kg
Number of Samples Presented	100
kilograms per household / sample fortnight	9.31 kg
kilograms per household / per year (26 Weeks)	242.0 kg

Recyclables Contamination Percentage March 2022

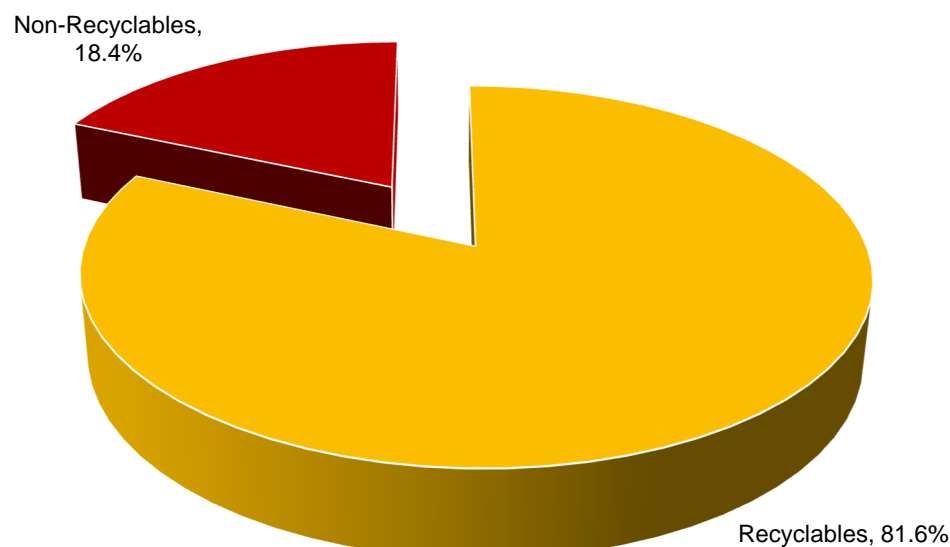


Figure 4 Vincent Recyclables Contamination March 2022

Figure 4 gives a visual representation of the recycling waste bin breakdown, demonstrating that 81.6% of contents in the recycling bin was made up of recyclable materials.

Breakdown of Contamination in Recycling March 2022

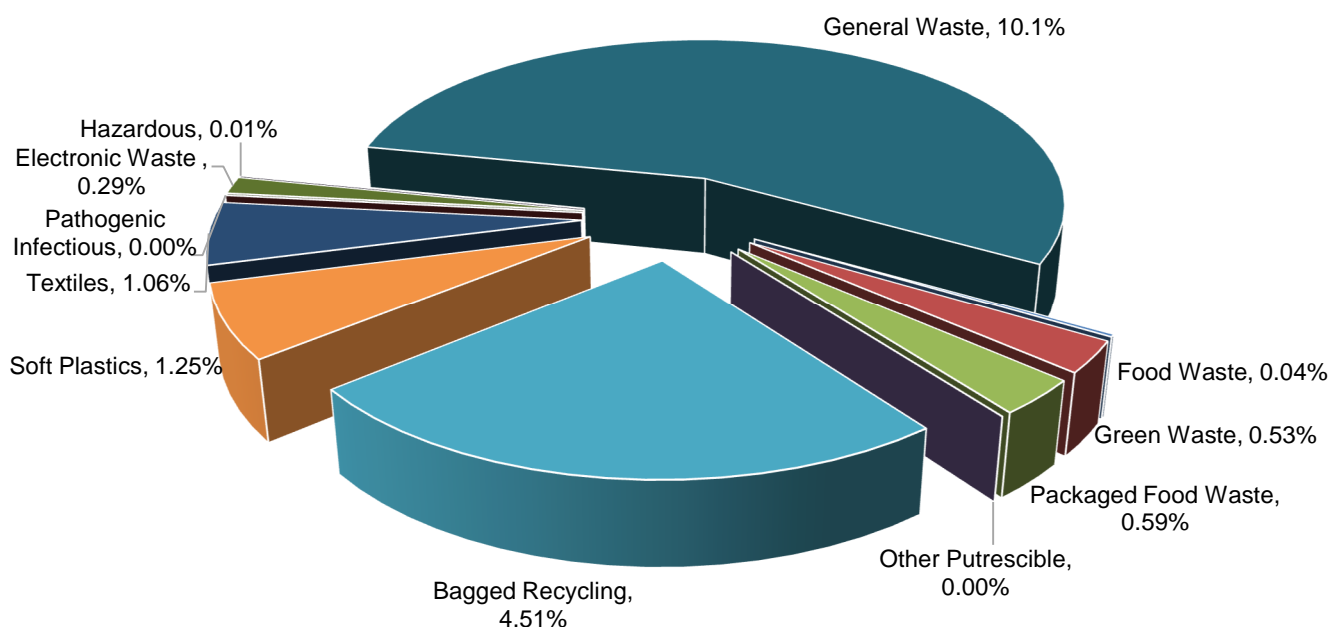


Figure 5 Vincent Recyclables Contamination Breakdown March 2022

In Figure 5 it demonstrates the non-recyclable component of the recycling bin stream, consisting of: General Waste (ceramics, water filters, masks, stationary) at 10.1%, Bagged Recycling at 4.51%, Soft Plastics (plastic bags, aluminium foil lined chip packets) at 1.25%, Textiles (pillows, clothing items) at 1.06%, Packaged Food Waste at 0.59%, Green Waste at 0.53%, Electronic Waste (kettle, speakers, headphones) at 0.29%, Food Waste at 0.04% and Hazardous (batteries, light globes) at 0.01%. There was no Other Putrescible or Pathogenic Infectious (nappies) found in the March 2022 recycling audit.

6.3. Food Organics and Garden Organics (FOGO) Breakdown and Composition

6.3.1 Food Organics and Garden Organics (FOGO) generation by household/fortnight/year

The total weight of FOGO materials received was 954.8kg, from this the FOGO waste per household, per fortnight, per year was determined to be 248.3kg of FOGO waste generated from each household on an annual basis.

Table 8 KPI - Food Organic & Garden Organic (FOGO) disposed by per household/fortnight/year

FOGO disposed by per household/fortnight/year	Vincent
Total Kilograms collected	954.8 kg
Number of Samples Presented	100
kilograms per household / sample fortnight	9.55 kg
kilograms per household / per year (26 Weeks)	248.3 kg

FOGO Component Breakdown March 2022

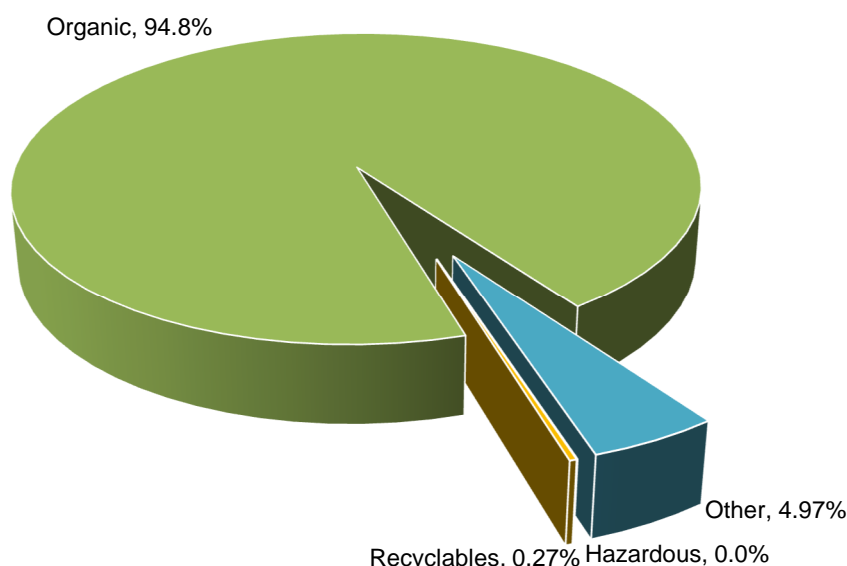


Figure 6 Vincent FOGO Component Breakdown March 2022

Figure 6 gives a visual representation of the FOGO waste bin breakdown, demonstrating that 94.8% of all materials were Organics (green waste, food waste, other putrescible). This was followed by Other (bagged FOGO in non-compostable bags, soft plastics, textiles) at 4.97%, Recyclables at 0.27% and Hazardous at 0.0%.

FOGO Breakdown of Organic Component March 2022

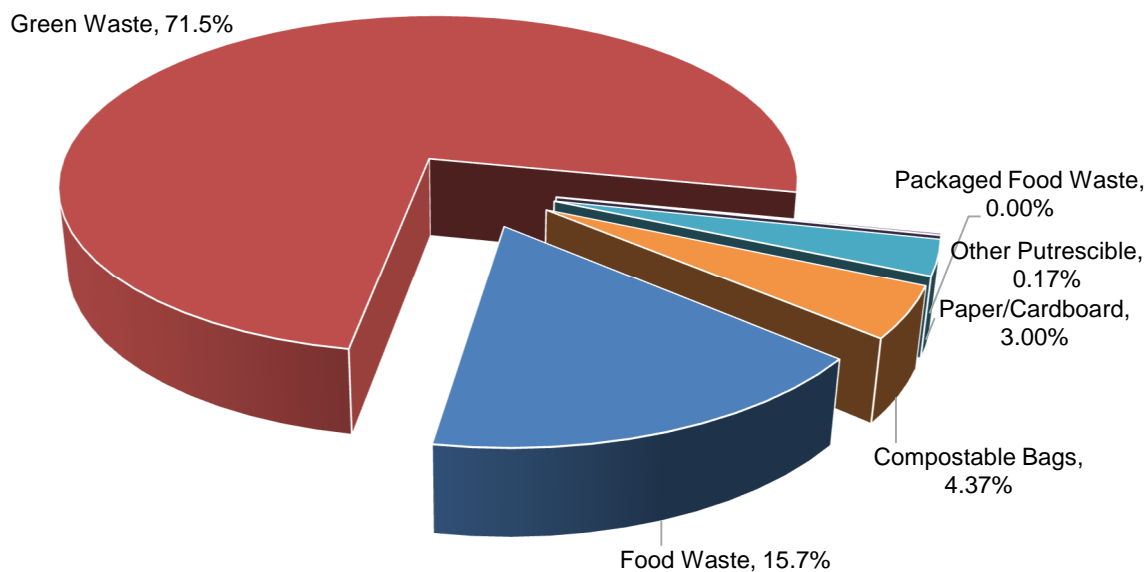


Figure 7 Vincent FOGO Organic Component Breakdown

The composition of the organic component of the FOGO stream consisted of Green Waste at 71.5% followed by Food Waste at 15.7%, Compostable Bags at 4.37%, Soiled Paper/Cardboard at 3.00%, Other Putrescible at 0.17% and with no Packaged Food Waste found.

Breakdown of Contamination in FOGO March 2022

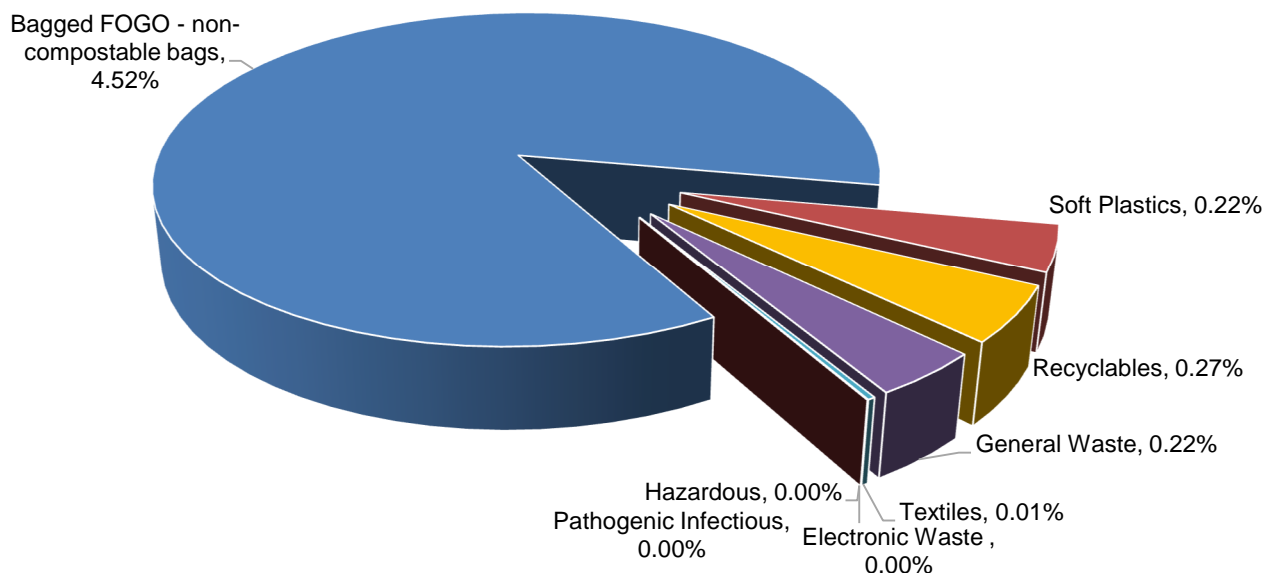


Figure 8 Vincent FOGO Contamination Breakdown March 2022

The contamination found in the FOGO stream consisted of Bagged FOGO in non-compostable bags at 4.52%, Recyclables at 0.27%, Soft Plastic at 0.22%, General Waste (wood, photo frame, medical waste) at 0.22% and Textiles at 0.01%. There was no Pathogenic Infectious, Electronic and Hazardous Waste found in the FOGO stream of the March 2022 audit.

6.3.2 FOGO Subsample

An analysis was conducted on 20 FOGO compostable bag samples to determine how many bags had contaminants present and the composition of the contamination.

FOGO Compostable Bags Subsample Contamination Rate

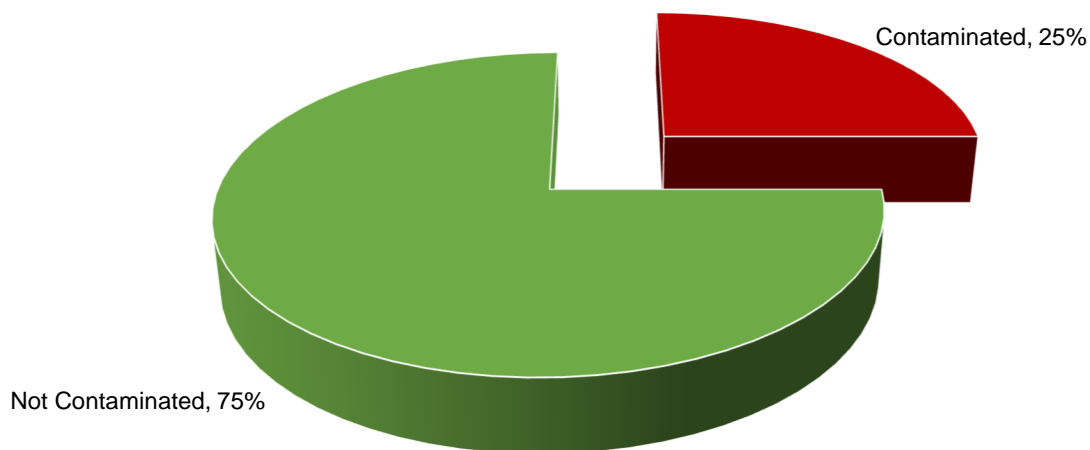


Figure 9 Vincent FOGO Contamination Rate in Compostable Bags Subsample

FOGO Compostable Bags Subsample March 2022

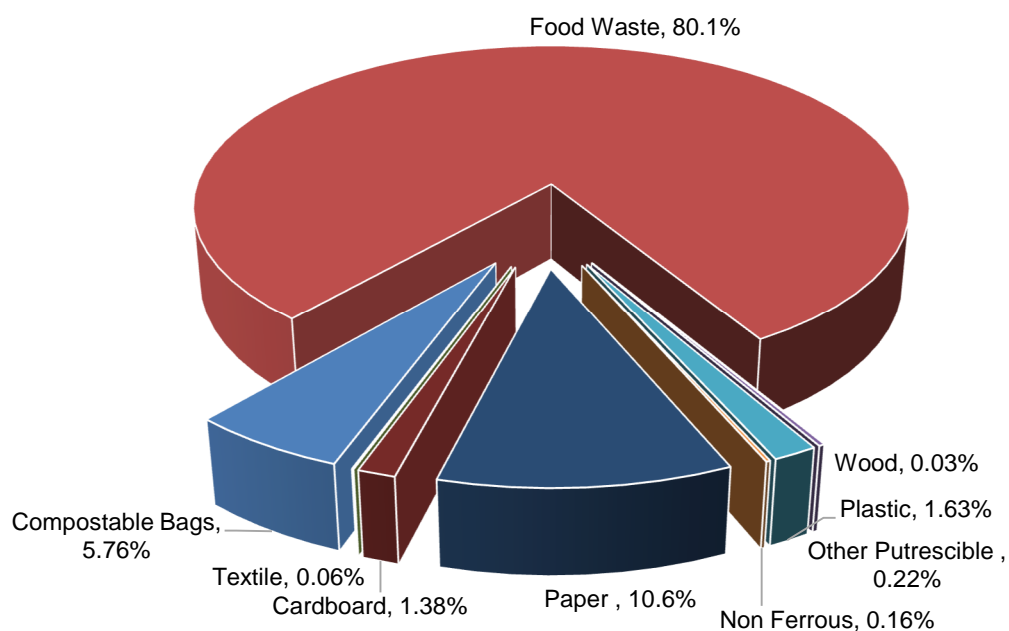


Figure 10 Vincent FOGO Compostable Bags Subsample Composition

The March 2022 FOGO compostable bag subsample demonstrated that 1 in 4 FOGO Compostable bags had contaminants present. The contaminants were found to be Plastic at 1.63%, Aluminium at 0.16% and Textiles at 0.06% with all other materials organic in nature.

6.4 Recovery Rates – All Streams

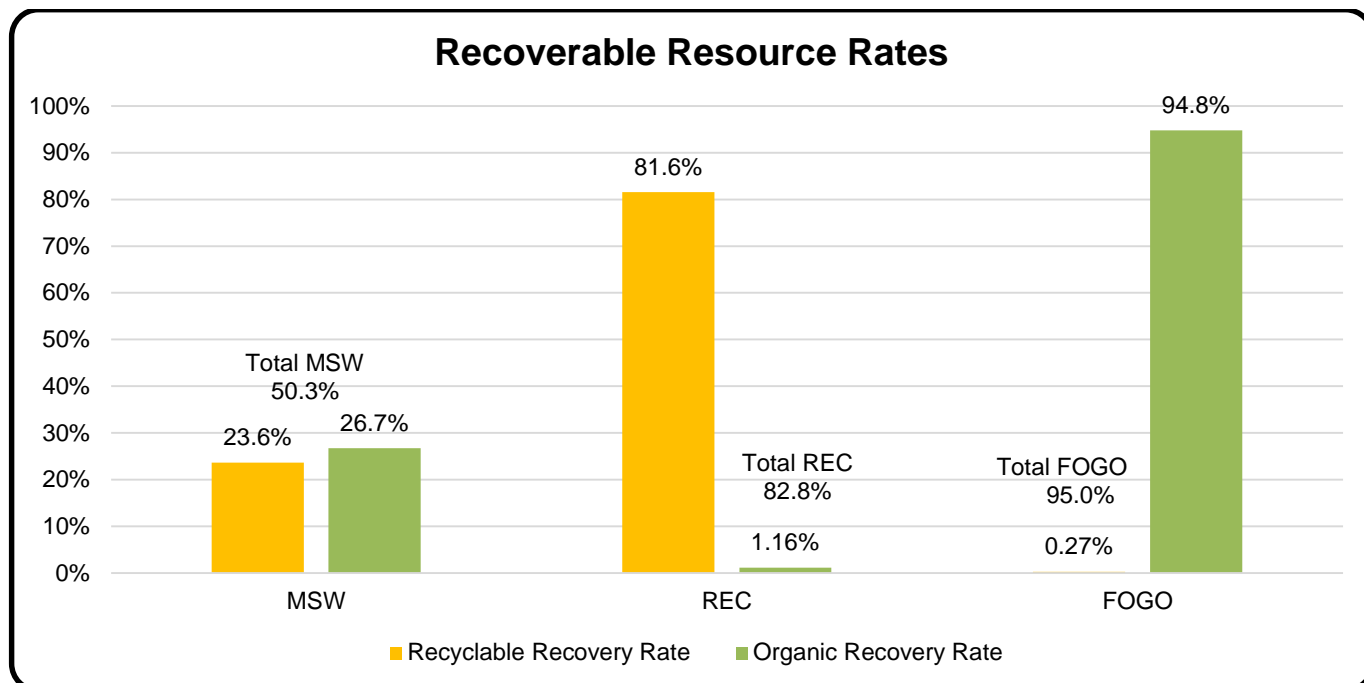


Figure 11 Resource Recovery Rates

In Figure 11 it demonstrates the resource recovery rates for each stream. The resource recovery rate is highest in the FOGO stream with 95.0% of materials recoverable, followed by Recycling at 82.8% and MSW at 50.3%.

All Streams Component Percentages Comparison March 2022

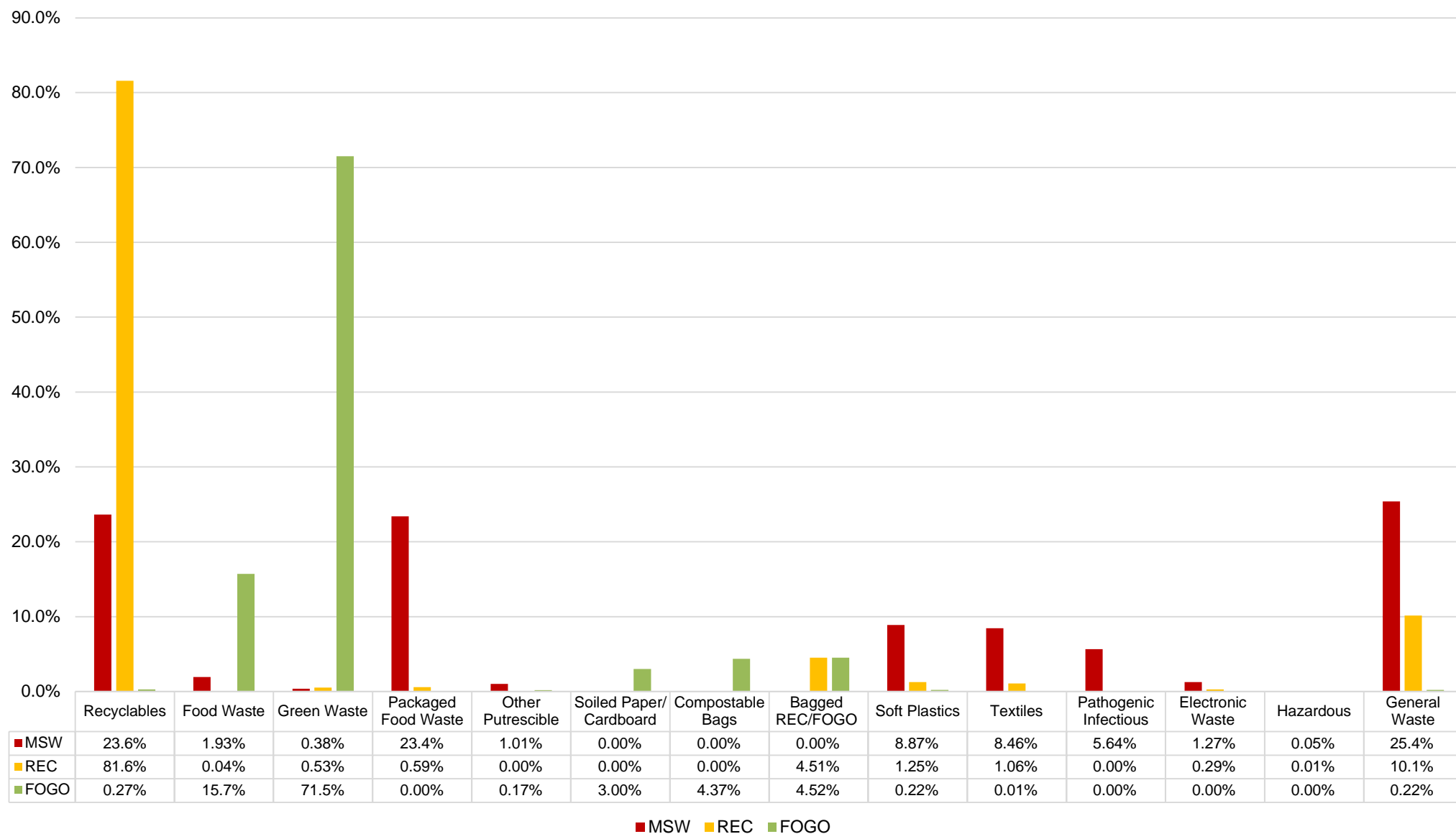
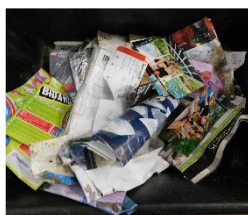


Figure 12 Vincent All Streams Component Comparison March 2022

7. MSW Photos



Newspaper



Glossy Paper



Office Paper



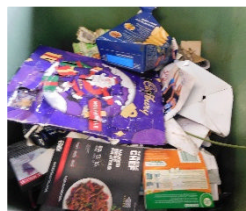
Other Paper



Contaminated Paper



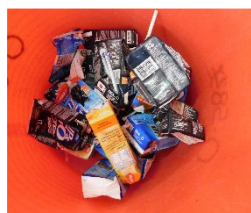
Corrugated Cardboard



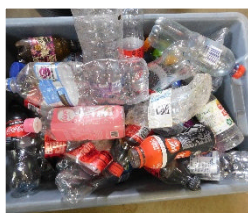
Flat Cardboard



Non Foil Lined Liquid Paper Board



Foil Lined Liquid Paper Board



PET #1 Plastics



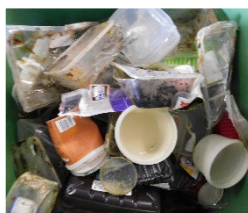
HDPE #2 Plastics



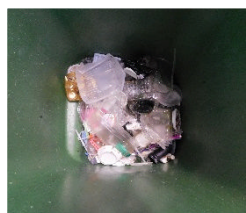
PVC #3 Plastics



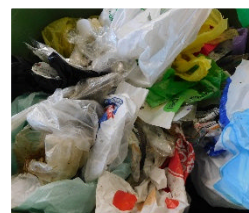
LDPE #4 Plastics



Polypropylene #5 Plastics



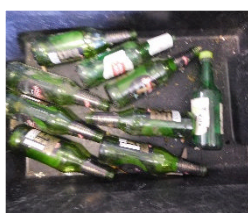
Polystyrene #6 Plastics



Plastic Bags



Fetch TV



Green Glass



Clear Glass



Foam



Aluminium Foil



Aluminium Cans



Steel Cans



Steel Aerosols



Textiles



Medical Waste



Cat Litter



Textiles



Nappies



Wood



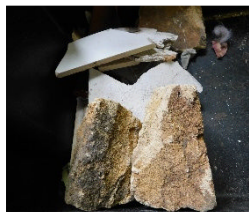
Green Waste



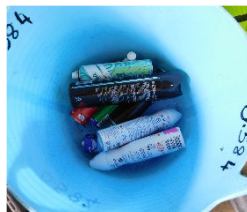
Packaged Food Waste



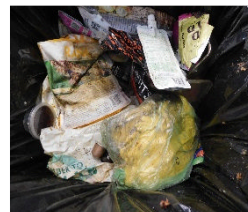
Dust 'n' Dirt



Building Material



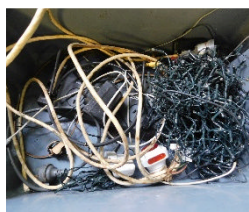
Aluminium Aerosols



Packaged Food Waste



Iron



Electrical Items



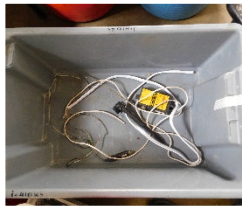
Light Bulbs



Disposable Gloves



Electrical Items



Electrial Items



Batteries



Batteries



Ferrous Metal



Sanitary



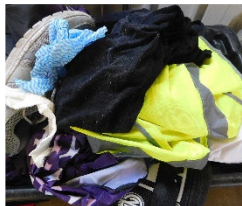
Miscellaneous



Balloons



Plastic Film



Textiles



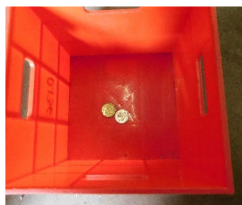
Flipper



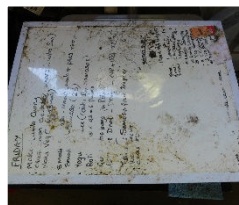
Candles



Pharmaceuticals



Coins



White Board

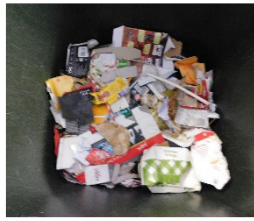


Shoes

8. Recyclables Photos



Newspaper



Glossy Paper



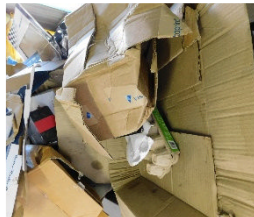
Office Paper



Other Paper



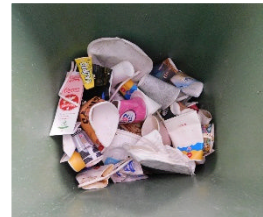
Contaminated Paper



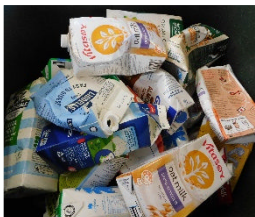
Corrugated Cardboard



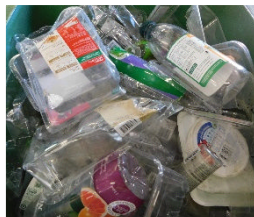
Flat Cardboard



Non Foil Lined Liquid Paper Board



Foil Lined Liquid Paper Board



PET #1 Plastics



HDPE #2 Plastics



LDPE #4 Plastics



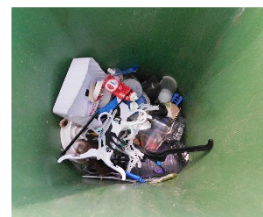
Polypropylene #5 Plastics



Polystyrene #6 Plastics



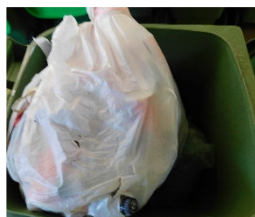
Plastic Bags



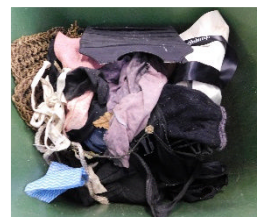
Plastics #7



Bagged Recycling



Bagged Recycling



Textiles



Amber Glass



Green Glass



Clear Glass



Mixed Glass



Kettle



Aluminium Cans



Steel Cans



Steel Aerosols



Batteries



Light Globe



Medical Waste



Frying Pan



Ceramics



Green Waste



Food Waste



Aluminium Aerosols

9. FOGO Photos



Compostable Bags



Food Waste



Food Waste



Green Waste



Green Waste



Other Putrescible



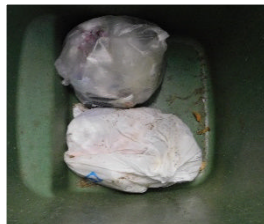
Contaminated Paper



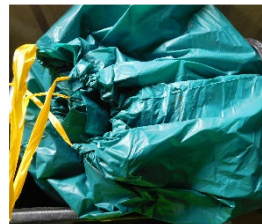
Contaminated Paper



Bagged FOGO in non-compostable bags



Bagged FOGO in non-compostable bags



Bagged FOGO in non-compostable bags



Shredded Paper



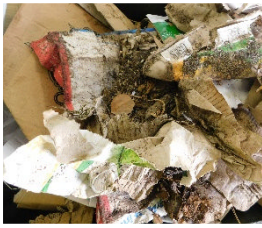
Textiles



Aluminium Foil



Plastic



Cardboard



Medical Waste



Wood



Other Paper



Wood



PET #1



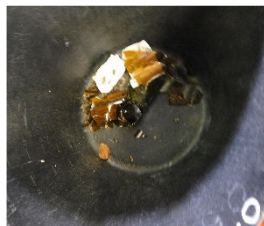
Aluminium Can



Glossy Paper



Steel Can



Glass



Aluminium Foil



HDPE #2



Polypropylene #5












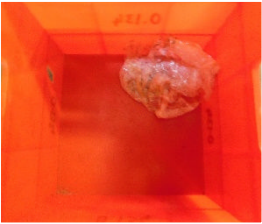




Aluminium Foil



Composite Paper

10. FOGO Compostable Bag Subsample Photos

			
Compostable Bags	Compostable Bags	Food Waste	Food Waste
			
Food Waste	Other Putrescible	Contaminated Paper	Contaminated Paper
			
Plastic	Aluminium Foil	Wood	Non Compostable Plastic Bag
			
Cling Film	Plastic	Non Compostable Plastic Bag	

17 MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

18 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

19 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing Meeting to the Public)

That with the exception of, the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

COUNCIL RESOLUTION

MOVED CR THOMAS

SECONDED CR JEANS

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF OPERATING OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, MANAGER PROCUREMENT AND GOVERNANCE, EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER, INFORMATION SERVICES SUPPORT OFFICER AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

MOTION CARRIED 9/1

For: Crs Congerton, O'Connor, Hamilton,
MacWilliam, Sutherland, Thomas, Daw,
Jeans, Zannino
Against: Cr Ostaszewskyj

The doors of the meeting were closed at 6.07pm.

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Chief Project Officer, Chief Sustainability Officer, Manager Procurement and Governance, Executive Assistant to the Chief Executive Officer, Information Services Support Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

19.1 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2022/08116)

This item is recommended to be confidential because it contains matters of legal advice.

See Confidential Item circulated with the Agenda under Separate Cover.

19.2 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY (D2022/09009)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION [Meeting re-opened to the Public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

COUNCIL RESOLUTION(S)

MOVED CR OSTASZEWSKYJ SECONDED CR JEANS

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The doors of the meeting were re-opened at 6.35pm.

Recording of the resolutions passed behind closed doors, namely:

19.1 HAZELMERE WOOD WASTE TO ENERGY PLANT UPDATE (D2022/08116)

COUNCIL RESOLUTION(S)

MOVED CR THOMAS SECONDED CR JEANS

THAT:

1. THE REPORT BE RECEIVED.
2. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S6.8 OF THE *LOCAL GOVERNMENT ACT 1995* APPROVES ADDITIONAL UNBUDGETED EXPENDITURE UP TO THE VALUE OUTLINED BY PARAGRAPH 24 WITHIN THE CONFIDENTIAL REPORT.
3. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S6.8 OF THE *LOCAL GOVERNMENT ACT 1995* APPROVES THE COMPLETION OF THE ELECTRICAL WORKS AND ROOF STRUCTURE UP TO THE VALUE OUTLINED BY PARAGRAPH 25 WITHIN THE CONFIDENTIAL REPORT.
4. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

CARRIED UNANIMOUSLY

19.2 PROGRESS REPORT ON EMRC REQUEST FOR TENDER 2021-002, PERMANENT FOGO PROCESSING FACILITY (D2022/09009)

COUNCIL RESOLUTION(S)

MOVED CR O'CONNOR

SECONDED CR HAMILTON

THAT:

1. COUNCIL CONFIRMS SACYR ENVIRONMENT AUSTRALIA PTY LTD (SACYR) AS THE PREFERRED TENDERER FOR REQUEST FOR TENDER 2021-002 PERMANENT FOGO PROCESSING FACILITY.
2. THE REPORT REMAINS CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

CARRIED UNANIMOUSLY

20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on Thursday 23 June 2022 at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

Future Meetings 2022

Thursday	23	June		at	EMRC Administration Office
Thursday	28	July	(If Required)	at	EMRC Administration Office
Thursday	25	August	(If Required)	at	EMRC Administration Office
Thursday	22	September	(If Required)	at	EMRC Administration Office
Thursday	27	October	(If Required)	at	EMRC Administration Office
Thursday	24	November	(If Required)	at	EMRC Administration Office

21 DECLARATION OF CLOSURE OF MEETING

The Chairman declared the meeting closed at 6.35pm.



Perth Airports Municipalities Group Inc.

Communities Co-Existing with Airports



AGENDA **Ordinary General Meeting**

City of Belmont
215 Wright Street
Cloverdale WA 6105

Wednesday, 1 June 2022 at 5 pm



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Attachment 1 – PAMG Ordinary General Meeting Minutes 2 March 2022

MINUTES

Ordinary General Meeting

City of Belmont
Wednesday, 1 June 2022 at 5pm

1. Meeting Opening and Acknowledgment of Country

The Chairman to open the meeting and deliver an Acknowledgment to Country.

“Before I begin I would like to acknowledge the Noongar Whadjuk people as the Traditional Owners of this land and pay my respects to Elders past, present and emerging. I further acknowledge their cultural heritage, beliefs, connections and relationship with this land which continues today.”

2. Attendance

To achieve quorum **a minimum of seven member councils** must be represented.

Member	Delegate Name	Position
City of Armadale	Cr Shanavas Peter	Delegate
City of Armadale	Daniella Dagostino	Manager Health Services
City of Armadale	Gary Dine	Deputy Delegate 2 / Technical Support Officer / Health Services Manager
City of Bayswater	Cr Filomena Piffaretti	Delegate
City of Bayswater	Cr Michelle Sutherland	Deputy Delegate
City of Bayswater	Des Abel	Technical Support Officer / Director Community & Development
City of Belmont	Cr Phil Marks	Delegate / Chair
City of Belmont	Cr Robert Rossi	Deputy Delegate
City of Belmont	Helen Mark	Secretary / Executive Assistant-Mayor & CEO
City of Belmont	John Christie	Treasurer / Chief Executive Officer
City of Canning	Cr Sara Saberi	Delegate
City of Canning	Cr Jesse Jacobs	Deputy Delegate
City of Canning	Stephen Cain	Interim Chief Executive Officer
City of Canning	Michael Littleton	Chief Executive Officer (as of 23 May 2022)
City of Canning	Graeme Bride	Technical Support Officer / Director Sustainable Development
City of Kalamunda	Rhonda Hardy	Chief Executive Officer
City of Kalamunda	Cr Mary Cannon	Delegate
City of Kalamunda	Cr Dylan O'Connor	Deputy Delegate
City of Kalamunda	Peter Varelis	Deputy Delegate 2
City of Melville	Marten Tieleman	Chief Executive Officer
City of Melville	Cr Clive Ross	Delegate
City of Melville	Cr Nicole Robins	Deputy Delegate
City of Melville	Graham Blakey	
City of South Perth	Mike Bradford	Chief Executive Officer
City of Swan	Jeremy Edwards	Chief Executive Officer
City of Swan	Cr Ian Johnson	Delegate
Shire of Mundaring	Cr Luke Ellery	Delegate

Shire of Mundaring	Cr Jo Cicchini	Deputy Delegate
Shire of Mundaring	Mark Luzi	Deputy Delegate 2 / Director Statutory Services
Town of Bassendean	Cr Paul Poliwka	Delegate
Town of Bassendean	Cr Emily Wilding	Deputy Delegate
Town of Victoria Park	Anthony Vuleta	Chief Executive Officer
Town of Victoria Park	Cr Wilfred Hendriks	Delegate
Town of Victoria Park	Cr Vicky Potter	Deputy Delegate
Town of Victoria Park	Cr Karen Vernon	Deputy Delegate 2
Ex-Officios	Name	Position
Aircraft Noise Ombudsman	Kieran Pehm	Aircraft Noise Ombudsman
Airservices Australia	Wayne Zilko	Perth TCU Line Manager
	Anthony (Tony) Chudleigh	Manager, West Coast Terminal Control Unit
Department of Infrastructure, Transport, Regional Development & Communications	Russell McArthur	Director, Airports Branch
	David McMahon	Assistant Director, Airports Branch
	Kylie Hayes	Regulatory Officer, Airports Branch
Jandakot Airport CACG	Nicole Hardy	Jandakot Airport CACG Secretariat
Jandakot Airport CACG	Steve Klomp	Observer / Jandakot Airport CACG Chair
Perth Airport Pty Ltd	Braham Stander	Head of Project Delivery
Perth Airport Pty Ltd	Kevin Brown	Chief Executive Officer
Perth Airport Pty Ltd	David Eden	Chief Executive Projects & Development Officer
Perth Airport Pty Ltd	Nicole Gallin	Head of Approvals, Environment & Heritage

3. Disclosure of Interest

In accordance with Section 30 of the Constitution:

“30. Declaration of Interest

Any Association Member, delegate, deputy delegate, officer of the Member or officer of the Association having any direct or indirect financial interest or material personal interest in any matter arising before the Association, must:

(1) declare the nature and extent of his/her interest to the Association as soon as the interest arises;

(2) not take any part in any deliberations or decision of the Association with respect to that matter; and

(3) such declaration shall be duly recorded in the minutes of the meeting at which the declaration is made.”

Member's Name	Agenda Item No. and Title	Nature of Interest

4. Announcements

5. Acceptance of the Minutes of the previous meeting

A full copy of the minutes of meetings can be downloaded from the member section of the PAMG website <https://pamg.com.au/members-access/>.

Recommendation:

That the minutes of the PAMG Ordinary General Meeting held on 2 March 2022 as circulated to delegates and deputy delegates, be confirmed as a true and accurate record.

Moved		Seconded		Vote	
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6. Presentation – Brisbane Parallel Runway

Ms Donna Marshall, Community Engagement Head, Airservices Australia
Learnings from the Brisbane new runway implementation.

7. Matters arising from previous meeting

Meeting	Item #	Details	Action
OGM 02.03.2022	8.9 – Future of the PAMG	Cr Luke Ellery from the Shire of Mundaring advised a resident had raised anecdotal evidence of an increase of noise over Darlington	The Secretary to follow up with Airservices Australia on whether there is change of flight paths effecting aircraft over Darlington.
Update			
RESPONSE FROM AIRSERVICES: “Airservices can confirm that there have not been any recent flight path changes at Perth however the ease of COVID restrictions has resulted in increased flight numbers. Additionally, there has been an increase in FIFO charter flights, including to locations southeast of Perth. Non-jet aircraft for ports such as Esperance and Ravensthorpe departing from runways 03 or 06 would fly the PICKEL SID placing the flights near Darlington. Our Noise Complaints and Information Service (NCIS) team has reviewed the complainant numbers in the area and advised that there are only three registered complainants in Stoneville, Parkerville and Swan View respectively. Additional information on complainant numbers is available on Airservices Perth Airport page. If Cr Ellery’s constituents have further questions or concerns about aircraft movements in their area , we ask that they please contact our NCIS team. All complaints and enquiries will be investigated, and a response provided to the community member.”			

Meeting	Item #	Details	Action
OGM 02.03.2022	8.9 – Future of the PAMG	The Chairman discussed how the PAMG has in recent years struggled to meet quorum at meetings and called for core members to discuss, in particular those delegates who have served several terms to share their views.	That the PAMG Management Committee consider options for the future of the PAMG in consultation with Perth Airport and return a recommendation to the PAMG.
Update			
Refer agenda item 8 – Future of the Perth Airports Municipalities Group Inc.			

8. Future of the PAMG

Voting Requirement: Simple Majority

Previous Items:

At the PAMG Ordinary General Meeting on 2 March 2022, the PAMG moved:

That the PAMG Core Members instruct the Management Committee to consider options for the future of the PAMG, further consult with Perth Airport and return a recommendation special meeting in accordance with the PAMG Constitution.

Summary and Key issues:

The PAMG is currently meeting 4 times a year. Meeting quorum has become an ongoing issue. Meetings are not providing much value to the members – the same quarterly reports are supplied, but there are currently no issues of substance being dealt with.

Community questions and engagement are being dealt with through the Perth Airports Community Forum (PACF) which runs for two hours in tandem with the PAMG. Attendance by the public is down to one or none. The PACF is facilitated by the PAMG. Community Aviation Consultation Group (CACG) Guidelines include a requirement for an independent chair – this is currently Mayor Phil Marks. Chair is appointed by airport operator and is not required to be a councillor.

Perth's parallel runway is planned to be operational by 2028. It is anticipated that community interest will surge again at this point.

As per the direction of the PAMG, the Management Committee met on 19 May to discuss options for the future of the PAMG. Perth Airport was represented at this meeting by their Senior Communications Specialist Ms Gemma Hunter.

Consultation

Perth Airport attended the PAMG Management Committee meeting.

Airservices Australia will be providing a presentation to the PAMG on the learnings from the opening of the Brisbane Parallel Runway in 2020.

Background - PAMG

Back in 1981/82, a group of nine local governments formed a coalition as a result of community issues surrounding the redevelopment of Perth Airport. With the success of that coalition, the nine local governments determined in January 1983 to formally establish as the Perth Airports Municipalities Group. The Perth Airports Municipalities Group Inc (PAMG) is a not-for-profit association now comprising of thirteen local governments members.

The Group meets on a quarterly basis with stakeholders such as the operators of Perth Airport, Jandakot Airport, representatives from Airservices Australia and the Department of Infrastructure and Regional Development & Cities to discuss matters which either directly or indirectly impact on the community such as aircraft noise, flight paths, off-airport development, on-airport development etc.

The current objects of the PAMG (as per its constitution) are:

- a) To provide a forum of meaningful discussion on issues which affect metropolitan airports (Perth, Jandakot and Pearce) and their environs;
- b) To investigate, report and formulate recommendations in respect of matters affecting or likely to affect the development of metropolitan airports;

- c) To monitor the use and environmental impact of metropolitan airports on neighbouring communities;
- d) To advise relevant State and Federal ministers, State and Commonwealth government departments, the Perth Aircraft Noise Management Technical Working Group, Community Aviation Consultative Groups and the owner/s of Perth and Jandakot airports on issues of major concern affecting airports and the surrounding communities;
- e) To establish and maintain a strong partnering relationship with the owner/s of Perth and Jandakot airports for the purpose of open and effective dialogue to identify, discuss, advise, research and seek proactive resolutions to issues affecting the airports and the immediate local community;
- f) To provide a conduit and consultation mechanism for the expression of community views and a proper exchange of information with members of the community;
- g) To consider all proposals affecting airport development and operations before policy decisions are made and before changes are effected in relevant legislation and regulations;
- h) To liaise with the airport emergency procedures committees where necessary on matters involving emergency co-ordination and rescue response;
- i) To pursue active participation on the Australian Mayoral Aviation Council (AMAC) and such other bodies that may come into existence for the purpose of fostering participation in the development, use and monitoring the impact of airports;
- j) To promote the economic benefits of civil aviation airports; and
- k) To liaise with local government on issues of concern to the community, and to provide a forum for discussion of planning and development issues affecting future communities close to the major municipal airports.

Background – PACF

The establishment of community aviation consultation groups was a recommendation in the Commonwealth's National Policy Aviation White Paper. The role and purpose of these groups is to exchange information on issues relating to airport operations and their impacts and enable issues to be raised and discussed.

The Perth Airport CACG, changed its name to Perth Airport Community Forum (PACF). The PAMG Chair and Secretariat provide support to the PACF on behalf of Perth Airport.

The Perth Airport Community Forum (PACF) provides the opportunity for all members of the community to speak directly with staff from Perth Airport, Airservices Australia and other related agencies in attendance.

Options considered:

There were 3 options considered for moving forwards:

- Winding up the PAMG
- Putting the PAMG into Caretaker Mode
- Amending the current model

Winding up the PAMG

Although there is not much current value in the meetings, this will change prior to the opening of the Parallel Runway. If the Association is dissolved, it would be difficult to reinstate it later if it was required.

Consideration was given to:

- How the communities reaction to the opening of the parallel runway would be managed. Is there another way to deal with this increased interest / need for information regarding airport operations?

- How would communication and consultation with Perth Airport, Airservices Australia and other relevant groups be handled?
- How would local government cooperation on this issue be managed?
- How would the PACF be handled going forward?

If this option was chosen:

- This would require a special resolution of the PAMG.
- Members must be given the written resolution a minimum of 21 days prior to the meeting. Therefore, the resolution would need to be passed either at the OGM in September, or by a special general meeting.
- The special resolution must be passed by a majority of 75% of members voting at the meeting and then lodged with Consumer Protection within one month after being passed.
- A similar organisation would need to be selected to roll the PAMG funds over to.

Putting the PAMG into Caretaker mode

The PAMG could be put into a 'Caretaker' mode until council/community interest increases prior to the opening of the parallel runway. This would reduce meeting requirements to once a year, with the current operations able to be stood back up when required.

Consideration was given to:

- How often would the PAMG-MC still meet?
- How would the Caretaker mode be stood up/down?
- Would PAPL take over running the PACF? (Current MOU is for PAMG to organise)
- Quorum requirements – this could be amended to reduce number of members required for quorum.

If this option was chosen:

- This would require a special resolution of the PAMG to amend the PAMG Constitution.
- A section could be added to the Constitution allowing for the Caretaker mode to be stood up/down by Special Resolution or by decision of the Management Committee.
- Members must be given the written resolution a minimum of 21 days prior to the meeting. Therefore, the resolution would need to be passed either at the OGM in September, or by a special general meeting.
- The special resolution must be passed by a majority of 75% of members voting at the meeting and then lodged with Consumer Protection within one month after being passed.
- The PAMG would still be required to hold an AGM each year.

Amending the current model

The current model could be changed to reduce meeting loads and increase benefits to members. This would not require any changes to the PAMG Constitution.

In-line with the Constitution, meetings could be reduced to twice a year. One OGM and an OGM/AGM.

Meetings could be centralised to City of Belmont / Perth Airport to make it easier for Members to attend, and thus achieve quorum.

With AMAC fees and travel now gone, membership fees could be put towards engaging speakers or facilitating tours to increase the value and attendance of meetings.

Meetings could easily be ramped up as required by public or member interest.

Consideration was given to:

- Would 2 PACF's per year be acceptable to Perth Airport. If not, how would this be managed – could they host the additional 2 at the Runway Experience Centre?
- Would centralisation of the meeting increase quorum
- Schedule of meetings – Due to the requirement that the AGM be held within 6 months of the end of its financial year (which is 30 September), the two meetings would have to be held December and June.
- How to increase the value members get from meetings

If this option was chosen:

- This could be implemented immediately, with the next PAMG meeting being held in December 2022. This meeting is also the AGM.

PAMG Management Committee Recommendation:

That the PAMG amended its current model of operations as follows:

- **That meetings be reduced to twice a year, in June and December;**
- **That the meetings are held at the City of Belmont or Perth Airport; and**
- **That membership fees be used to secure speakers and tours for the meetings.**

Moved		Seconded		Vote	
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9. General Business

9.1. Correspondence

Nil

9.2. Noise updates

9.2.1. Airservices Australia Quarterly Update

9.2.2. Other Aircraft Noise Matters

9.3. Community Aviation Consultation Group (CACG) – Quarterly Reports

9.3.1. Perth Airport Community Forum (PACF)

There is no Record of Forum as the 2 March 2022 PACF was cancelled.

9.3.2. Jandakot Airport Community Aviation Consultation Group (JA-CACG)

9.4. Quarterly Airport Reports

9.4.1. Perth Airport Pty Ltd

9.4.2. Jandakot Airport Holdings P/L

9.5. Australian Airports Association

The 2021/22 Corporate Membership was renewed in January.

The membership access details remain the same and are provided with your Agenda.

- Username: pacf@pamg.com.au | Password: PAMG2016

For the latest news and information on the aviation and airport industry, refer to:

www.airports.asn.au. For calendar of events, refer to: <https://airports.asn.au/events-calendar/>

9.6. Membership updates

The PAMG Secretary, Ms Shervau Steenson has left the City of Belmont. Under Section 22.2.2 of the PAMG Constitution, the City of Belmont has appointed Ms Helen Mark as the new Secretary.

22.2.2 Office of Secretary

(1) The office of Secretary shall be appointed by the Core Member represented by the elected Chairperson. As per section 21(4), only an employee from the Core Member of the office of the Chairperson is eligible for the appointment to the position of Secretary.

Recommendation:

That the PAMG note the appointment of Ms Helen Marks as PAMG Secretary.

Moved		Seconded		Vote	
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9.6.1. Delegate changes

9.6.2. Member updates

9.7. PAMG Financials

Due to the change in staff, financial papers will be presented at the next meeting of the PAMG.

10. Next meeting

Details of the next Ordinary General Meeting is as follows:

Date: Wednesday, 7 December 2022

Time: 5 pm to 6.30 pm

Host: City of Belmont

The meeting schedule is as follows:

Meeting Host Rotation		
2022	2023	2024
City of Belmont 1 June 2022	City of Belmont or Perth Airport 7 June 2023	City of Belmont or Perth Airport 5 June 2024
City of Belmont or Perth Airport 7 December 2022 <i>Includes AGM</i>	City of Belmont or Perth Airport 6 December 2023 <i>Includes AGM</i>	City of Belmont or Perth Airport 4 December 2024 <i>Includes AGM</i>

11. Closure

UNCONFIRMED MINUTES

D2022/09698

Audit Committee
2 June 2022

Audit Committee

2 June 2022

A meeting of the Audit Committee was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, ASCOT WA 6104 and electronically on **Thursday, 2 June 2022**. The meeting commenced at **6:00pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6:00pm, welcomed Councillors and visitors and acknowledged the traditional custodians of the land on which the meeting was held and paid respects to the elders past, present and future.

2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Councillor Attendance

Cr Margaret Thomas	Committee Chair	City of Kalamunda
Cr Doug Jeans	Committee Deputy Chair	Shire of Mundaring
Cr Hilary MacWilliam	Committee Member	Town of Bassendean
Cr Mel Congerton	Committee Member	City of Swan

Councillor Apologies

Cr Michelle Sutherland	Committee Member	City of Bayswater
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EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Brad Lacey	Chief Operating Officer
Mr Douglas Bruce	Chief Projects Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer/Council Support (Minutes)

EMRC Observers

Ms Izabella Krzysko	Manager Procurement & Governance
Mr David Schmidt	Manager Information Services
Ms Kasamaporn Nakhonthat	Management Accountant
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer

Visitor(s)

Mr James Cottrill	Principal	Stantons
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3 DISCLOSURE OF INTERESTS

Nil

4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION

Nil

5 PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

**6.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 3 MARCH 2022
(D2022/04204)**

That the minutes of the Audit Committee meeting held on 3 March 2022 which have been distributed, be confirmed.

AUDIT COMMITTEE RESOLUTION

MOVED CR CONGERTON SECONDED CR JEANS

THAT THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 3 MARCH WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

CARRIED UNANIMOUSLY

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

8 QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil

9 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report items are covered in Section 14 of this agenda.

➤ CYBER SECURITY AUDIT – GAP ANALYSIS

10 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

11 REPORTS OF EMPLOYEES

- 11.1 DRAFT CORPORATE BUSINESS PLAN 2022-2023 TO 2026-2027 (D2022/07942)
- 11.2 EASTERN METROPOLITAN REGIONAL COUNCIL 2022/2023 ANNUAL BUDGET (D2022/06617)
- 11.3 INTERNAL AUDIT REPORT – 2022 PROGRAMME (D2022/07880)
- 11.4 RISK MANAGEMENT UPDATE (D2022/07744)

The Chair invited questions from members on the reports of employees and highlighted Mr James Cottrill, EMRC's internal auditor, was also present to respond to report item 11.3.

The Chair proposed to consider the report items under Section 11 en bloc and enquired if any member wished to withdraw a report item to consider separately.

There were no requests.

AUDT COMMITTEE RECOMMENDATION(S)

MOVED CR MACWILLIAM SECONDED CR CONGERTON

THAT COMMITTEE ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 11).

CARRIED UNANIMOUSLY

11. REPORTS OF EMPLOYEES

11.1 DRAFT CORPORATE BUSINESS PLAN 2022/2023 TO 2026/2027

D2022/07942

PURPOSE OF REPORT

The purpose of this report is to present the draft Corporate Business Plan 2022/2023 to 2026/2027 to Council for adoption.

KEY POINT(S)

- Sections 5.56(1) and (2) of the *Local Government Act 1995* (the Act) require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996* specify that a 'plan for the future' comprises the following:
 - ⇒ A Strategic Community Plan – a minimum 10-year timeframe (r.19C).
 - ⇒ A Corporate Business Plan – a four to five-year plan, which translates the 10-year strategic plan into operations (r.19DA).
- Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan to 2017 to 2027 on 18 August 2016 for implementation from 1 July 2017 onwards.
- Regulation 19DA states that each local government must review its Corporate Business Plan annually.
- The previous Corporate Business Plan 2021/2022 to 2025/2026 has been reviewed and the draft Corporate Business Plan 2022/2023 to 2026/2027 has been prepared (attached).
- The draft Corporate Business Plan 2022/2023 to 2026/2027 sets out the actions that staff will undertake over the next five years to deliver on the 10 Year Strategic Plan 2017 to 2027.
- It is intended to provide quarterly updates to Council on the Corporate Business Plan actions.
- Section 5.53 of the Act requires that an overview of the 'plan for the future' must be made in the Annual Report, including major initiatives that are proposed to commence or to continue in the next financial year. Therefore, a report will be provided within the 2021/2022 Annual Report.
- In accordance with Section 6.2(2) of the Act, Council is to give regard to the 'plan for the future' when adopting the EMRC's Annual Budget, which will be tabled separately later in the year.

AC RECOMMENDATION(S)

That:

1. Council by absolute majority, in accordance with r.19DA(6) of the *Local Government (Administration) Regulations 1996*, adopt the Corporate Business Plan 2021/2022 to 2025/2026 forming an attachment to this report.
2. Local public notice of the adoption of the Corporate Business Plan 2022/2023 to 2026/2027 be given in accordance with r.19D of the *Local Government (Administration) Regulations 1996*.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 At Section 5.56(1) and (2) of the *Local Government Act 1995* (the Act) require that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations. The *Local Government (Administration) Regulations 1996 (the Regulations)* specify that a 'plan for the future' comprise the following:
 - ⇒ A Strategic Community Plan – a minimum 10-year timeframe (r.19C); and
 - ⇒ A Corporate Business Plan – a four to five-year plan, which translates the 10-year strategic plan into operations (r.19DA).
- 2 Regulation 19DA states that the Corporate Business Plan (the Plan) is to:
 - ⇒ Be for a minimum of 4 years;
 - ⇒ Identify and prioritise the principal strategies and activities Council will undertake in response to the objectives stated in the Strategic Community Plan;
 - ⇒ State the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost;
 - ⇒ Reference resourcing considerations such as asset management plans, finances and workforce plans;
 - ⇒ Be adopted by absolute majority; and
 - ⇒ Be reviewed annually – this can be scheduled to align with the setting of the Annual Budget.
- 3 In addition to the above requirements local public notice must be given when the Plan is adopted or modified (r.19D).
- 4 Council adopted the EMRC's Strategic Community Plan titled 10 Year Strategic Plan to 2017 to 2027 (10 Year Strategic Plan) on 18 August 2016 (Ref: D2016/06163) for implementation from 1 July 2017 onwards and the EMRC's Corporate Business Plan 2021/2022 to 2025/2026 in June 2021.

REPORT

- 5 The EMRC has in place an integrated planning framework to ensure that strategic priorities drive operational activities and inform the annual budget.
- 6 The 10 Year Strategic Plan guides, at a strategic level, the direction that the EMRC plans to take over the ensuing ten years towards achieving its vision.
- 7 The draft Corporate Business Plan 2022/2023 to 2026/2027 is an element of the integrated planning framework that has been developed to articulate the strategic direction into operational activities. Both documents form the EMRC's 'plan for the future'.
- 8 The draft Corporate Business Plan 2022/2023 to 2026/2027 sets out the actions that staff will undertake over the next five years to deliver on the 10 Year Strategic Plan. It provides high level information on capital and operating projects planned over the next five years.
- 9 Section 6.2(2) of the Act states that "in the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56".
- 10 Both the 10 Year Strategic Plan and the draft Corporate Business Plan 2022/2023 to 2026/2027 constitute the 'plan for the future', and Council is to give regard to both these when adopting the EMRC's Annual Budget.
- 11 The 2021/2022 draft Annual Budget is tabled separately for adoption as part of this Agenda.

- 12 It is intended to report to Council against the Corporate Business Plan on a quarterly basis.
- 13 Section 5.53 of the Act requires that an overview of the 'plan for the future' must be made in the Annual Report, including major initiatives that are proposed to commence or to continue in the next financial year. A report will be provided within the 2021/2022 Annual Report.
- 14 Regulation 19CA requires that any significant modifications to the adopted Corporate Business Plan 2021/2022 to 2025/2026 must be reported through the Annual Report.
- 15 In accordance with r.19DA(6) of the Regulations, Council is to determine whether or not to adopt the Corporate Business Plan by absolute majority.
- 16 The draft Corporate Business Plan 2022/2023 to 2026/2027 (attached) is provided for Council adoption.

STRATEGIC/POLICY IMPLICATIONS

- 17 Key Result Area 3 – Good Governance
 - 3.3 To provide responsible and accountable governance and management of the EMRC
 - 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 18 The financial implications of the Corporate Business Plan are reflected in the EMRC's budget and long-term financial plans.

SUSTAINABILITY IMPLICATIONS

- 19 This Corporate Business Plan has a focus on sustainability, net zero, decarbonisation and the circular economy and is aligned to the new EMRC Sustainability Strategy.

RISK MANAGEMENT

Risk – The Council agreed Key actions are not delivered in accordance with the Corporate Business Plan		
Consequence	Likelihood	Rating
Possible	Insignificant	Low
Action/Strategy		
➤ Regular and ongoing reviews and quarterly updates ensure staff continue to be apprised of the deliverables and agreed timeframes.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	As outlined in the report and attachment
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Draft Corporate Business Plan 2022/2023 to 2026/2027 (D2022/08731)

VOTING REQUIREMENT

Absolute Majority

AC RECOMMENDATION(S)

That:

1. Council by absolute majority, in accordance with r.19DA(6) of the *Local Government (Administration) Regulations 1996*, adopt the Corporate Business Plan 2022/2023 to 2026/2027 forming an attachment to this report.
2. Local public notice of the adoption of the Corporate Business Plan 2022/2023 to 2026/2027 be given in accordance with r.19D of the *Local Government (Administration) Regulations 1996*.

AC RECOMMENDATION(S)

MOVED CR MACWILLIAM SECONDED CR CONGERTON

THAT:

1. Council by absolute majority, in accordance with r.19DA(6) of the *Local Government (Administration) Regulations 1996*, adopt the Corporate Business Plan 2022/2023 to 2026/2027 forming an attachment to this report.
2. Local public notice of the adoption of the Corporate Business Plan 2022/2023 to 2026/2027 be given in accordance with r.19D of the *Local Government (Administration) Regulations 1996*.

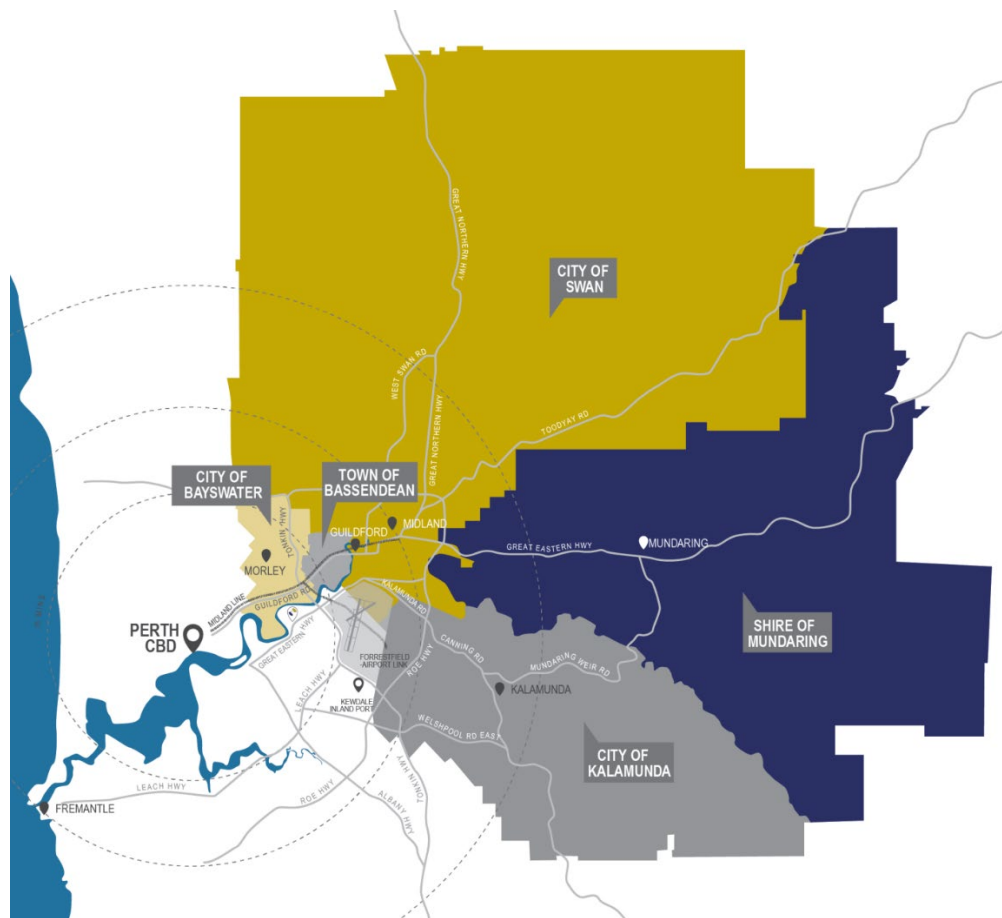
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Perth's Eastern Region – A Snapshot



Perth's Eastern Region is an area of Perth which comprises five local governments: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and City of Swan. The region constitutes around one-third of Perth's metropolitan area encompassing a land area of about 2,065 square kilometres and an estimated population of 339,000 people which equates to around 122,000 households. The Region hosts some of Western Australia's major air, road and rail transport hubs for movement of freight and passengers throughout Perth, intrastate, interstate and overseas. The region is considered the gateway to greater Perth, through the domestic and international airports or from the highways to the north and east. With a diverse regional economy, access to a skilled workforce and a range of leisure, lifestyle and living opportunities, Perth's Eastern Region is well positioned for continued growth and represents an attractive investment destination.

The Eastern Metropolitan Regional Council (EMRC) assists its member Councils to successfully turn challenges into opportunities and to ensure that the entire Region fulfils its potential as one of Western Australia's most vibrant and fast-growing areas.

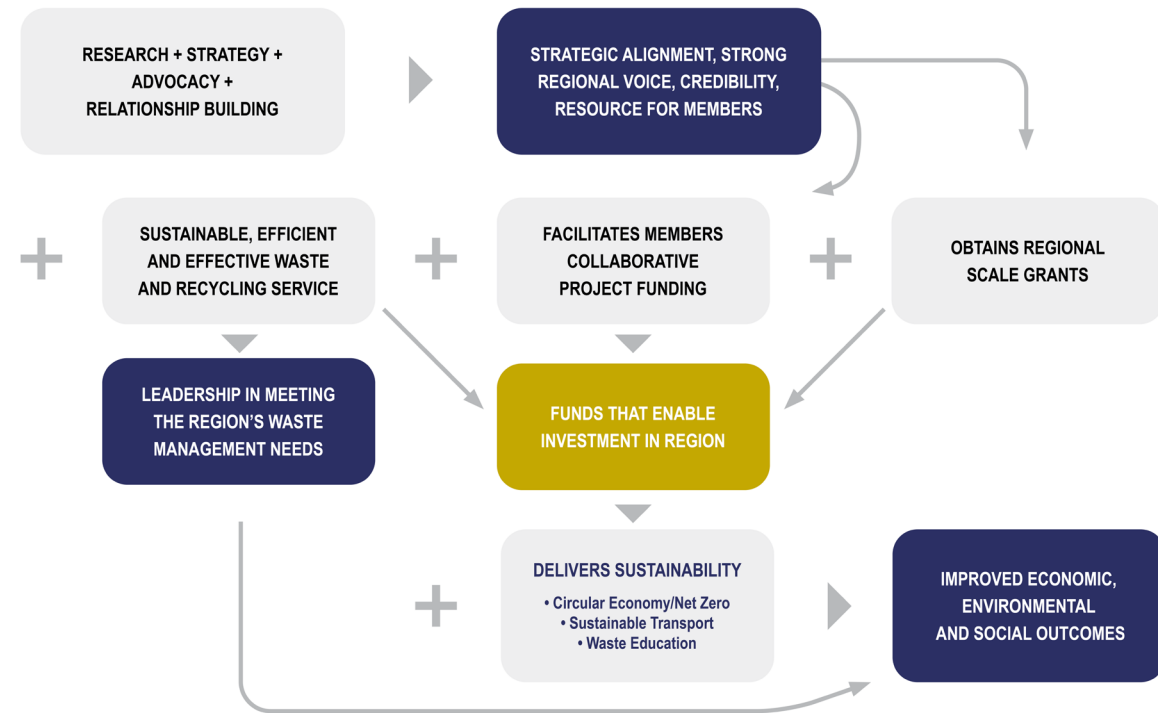
The EMRC is recognised as being representative of best practice waste management and resource recovery. It is also recognised as fostering and attracting strategic partnerships and developing key alliances to ensure the member Councils in the region meet their FOGO and waste recovery targets by 2025, as each of these Councils progress towards a three bin system.

About the Eastern Metropolitan Regional Council

The EMRC works in partnership with five member Councils located in Perth's Eastern Region - Town of Bassendean, City of Bayswater, City of Belmont, City of Kalamunda, Shire of Mundaring and City of Swan. Together, these five councils constitute around one third of the area of metropolitan Perth. The EMRC assists the councils to ensure that the entire region fulfils its potential as one of Western Australia's most vibrant and fast-growing areas.



The EMRC's Service Delivery Model



Establishment Agreement

As a regional local government, the EMRC's Establishment Agreement provides a means of undertaking a wide range of projects and services, and for member Councils to share resources and facilities. The cooperative, political and executive framework of the EMRC enables member Councils individually and collectively to promote and advocate on issues for the benefit of local government and to better serve the community.

The EMRC initiates and leads projects for its member Councils that deliver real benefits to the region in the areas of waste management and resource recovery, urban environment, and circular economy with a focus on net zero and the Sustainable Development Goals (SDGs).

The EMRC also provides a holistic approach by establishing and maintaining hard and soft infrastructure and delivering services that include the Community Recycling Centres located and operated at two sites in Mundaring, one site in Bayswater and our Red Hill Waste Management Facility. This is further enhanced by the level of community engagement and interaction undertaken by EMRC staff as well as comprehensive education and providing meaningful employment in the region.

These services enable member Councils to enhance outcomes for their communities and for Perth's Eastern Region as a whole. The EMRC's governance and service delivery model is sufficiently robust and flexible enough to enable the delivery of services to its member Councils on a regional scale. The EMRC also has a geographical advantage in that its members form a cluster. This grouping enables the EMRC to provide services at a scale which is beneficial to a region containing a huge variety of interests.

Key Stakeholders

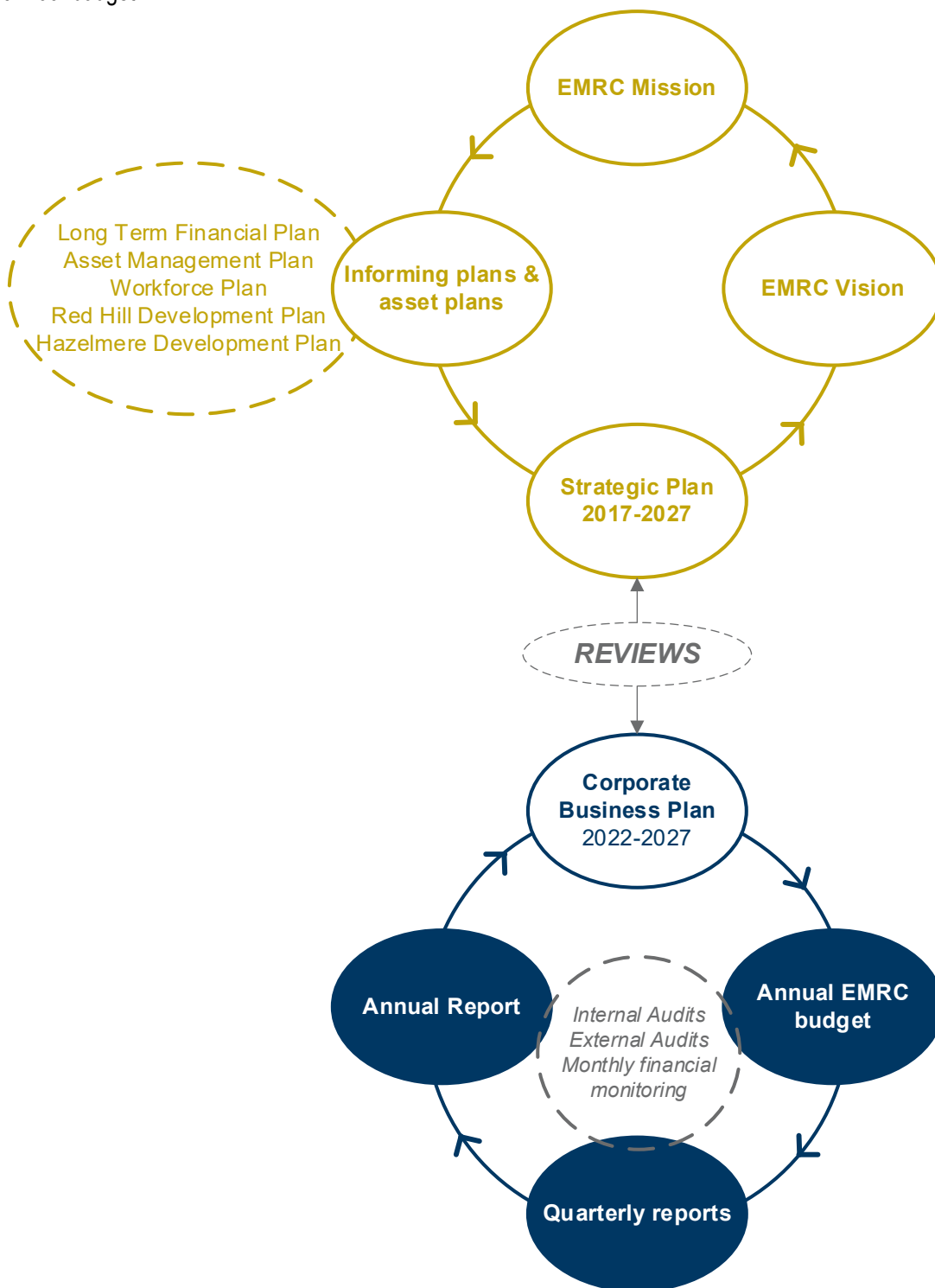
Whilst the EMRC takes a lead role in implementing a range of initiatives, the partnership with stakeholders is critical in delivering sustainable outcomes for Perth's Eastern Region. This is underpinned by the EMRC's Stakeholder Engagement Plan. The EMRC's stakeholders are:

- The EMRC and member Council Elected Members
- The EMRC and member Council Staff
- Customers and clients
- Other local governments and regional local governments
- Federal Government Agencies
- State Government Agencies
- Non-Government Agencies
- State and Federal elected members
- Educational institutions
- Business Groups in the EMRC region
- Community, Reference and Advisory Groups in the region
- Residents of Perth's Eastern Region
- Visitors and Tourists to Perth's Eastern Region
- Businesses
- Investors
- Volunteers

Integrated Planning Framework

The EMRC's Integrated Planning Framework has been developed to ensure that programs and services are being delivered in alignment with the strategic priorities of the EMRC's key stakeholders. The 10 Year Strategic Plan identifies the overarching outcomes that the EMRC Council aspires to achieve.

The Corporate Business Plan is used to drive operational activities and is aligned to the priorities identified in the 10 Year Strategic Plan. These documents two comprise the EMRC's Plan for the Future. Strategic high level plans guide development of actions which are prioritised during annual business planning workshops, and resourced through the annual budget.



Corporate Business Plan – Legislative Requirements

Section 5.56(1) and (2) of the *Local Government Act 1995* (the Act) requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

The *Local Government (Administration) Regulations 1996* (the Regulations) requires each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Both these documents comprise a local government's 'plan for the future' under the requirements of s.5.56 of the Act.

With reference to the Corporate Business Plan the Regulations state:

19DA. Corporate business plans, requirements for (Act s. 5.56)

- 1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- 2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- 3) A corporate business plan for a district is to -
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- 4) A local government is to review the current corporate business plan for its district every year.
- 5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- 6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
**Absolute majority required.*
- 7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

How to use the Corporate Business Plan

The Corporate Business Plan is informed by a suite of documents:

COMPONENT	DESCRIPTION	REVIEW
Corporate Business Plan	The Corporate Business Plan is an essential management tool designed to ensure that the organisation as a whole is able to deliver on Council's high-level priorities. It summarises the services, operations and projects the EMRC will deliver over the next five years.	Reviewed annually
Financial Plans	The 10 year and 5year financial plans enable delivery of projects and services. Both these plans: <ul style="list-style-type: none"> ➤ project the EMRC's financial position over a period of time ➤ provide the EMRC reliable information to develop the capacity for maintaining financial sustainability ➤ enable the EMRC to fund and replace capital projects ➤ enable the EMRC to fund projects, programs and services ➤ enable the EMRC to manage investments 	Reviewed annually
Strategic Plans	Strategic high-level plans have been developed for specific issues. Examples include but are not limited to the following: <ul style="list-style-type: none"> ➤ Red Hill Development Plan – to manage the future development of Red Hill Waste Management Facility ➤ Food Organics and Garden Organics (FOGO) Strategy for the EMRC 2019-2022 ➤ Hazelmere Resource Recovery Park Development Plan ➤ Workforce Plan ➤ Asset Management Plan ➤ Sustainability Strategy A short description of each of the strategic plans can be found at Appendix One.	As identified within each plan

Notes:

- The Corporate Business Plan guides the development of the EMRC's annual Budget.
- This Corporate Business Plan provides high level information on capital and operating projects planned over the next five years.
- Planned capital projects in excess of \$100,000 and key projects, programs and services (operating budget) are included in the Corporate Business Plan.
- Other ad hoc projects that arise during the life of this Plan will be dealt with via normal approvals processes including preparation of Business Plans and reports to Council.
- Detailed expenditure is provided in the five and ten year financial plans.
- Detailed project information is found in the relevant strategies and also in project plans

Delivering the Corporate Business Plan

The Corporate Business Plan identifies projects, programs and services that will be delivered over the next five years. To ensure that these meet our stakeholders' needs the EMRC undertook a Strategic Review of the organisation, which was endorsed by the EMRC Council in August 2021. The EMRC then developed a Sustainability Strategy which was presented to Council for noting in November 2021 and for final endorsement in May 2022. Both of these documents have assisted in guiding the development of the EMRC's Corporate Business Plan 2022/2023 - 2026/2027 and the major review of the EMRC's Strategic Plan 2017-2027.

The strategic plans that underpin and inform the 10 year Strategic Plan and the 5 year Corporate Business Plan are key reference points that form the basis for identifying priority projects and initiatives, which are then recommended to Council during the budget deliberation process for funding.



Organisational Structure

Office of the Chief Executive Officer

	SERVICES
Office of the CEO	<ul style="list-style-type: none"> ➤ Advocacy ➤ Corporate Communications and Marketing ➤ Public relations ➤ Stakeholder engagement and relationships ➤ Corporate functions ➤ Strategic and corporate planning ➤ Organisational development
Human Resources	<ul style="list-style-type: none"> ➤ Human resource management ➤ Occupational safety and health

FTE	8.26
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Projects Team

	SERVICES
Project Development	Red Hill Waste Management Facility (RHWMF) - Projects <ul style="list-style-type: none"> ➤ RHWMF site development ➤ FOGO project development ➤ Liquid Waste ➤ Engineering design and project management
Waste Environmental Compliance and Regulatory	<ul style="list-style-type: none"> ➤ Environmental Compliance ➤ Environmental Advice

FTE	15.60
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Operations Team

	SERVICES
Waste Management Operations	Red Hill Waste Management Facility – Operations <ul style="list-style-type: none"> ➤ RHWMF site operations ➤ Red Hill Community Recycling Centre ➤ Greenwaste processing ➤ Interim FOGO facility Community Recycling Centres (CRC) (operated by the EMRC on behalf of the Shire of Mundaring) <ul style="list-style-type: none"> ➤ Coppin Road ➤ Mathieson Road (operated by the EMRC on behalf of the City of Bayswater) <ul style="list-style-type: none"> ➤ Baywaste CRC
Resource Recovery Operations	Hazelmere Resource Recovery Park (HRRP) - Operations <ul style="list-style-type: none"> ➤ HRRP site operations ➤ Mattress processing; ➤ Whitegoods receipt ➤ Timber recycling ➤ Wood Waste to Energy Plant- operations ➤ Western Power pole stripping and shredding

FTE	61.05
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Sustainability Team

	SERVICES
Urban Environment Team	<ul style="list-style-type: none"> ➤ Circular Economy and Net Zero ➤ Sustainability (including transport) ➤ Regional Events ➤ Climate change – Future Proofing ➤ Achieving Carbon Emissions reduction (ACEr) ➤ Water Sensitive Futures Program
Waste Education Team	<ul style="list-style-type: none"> ➤ Waste Education program and services ➤ FOGO ➤ Waste guides ➤ Waste Plan ➤ Waste Education Centre Red Hill ➤ Red Hill Tours ➤ Battery collection program ➤ Earth carers ➤ Research and trials with external agencies

FTE	15.13
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Business Support Team

	SERVICES
Procurement and Governance	<ul style="list-style-type: none"> ➤ Governance and Compliance ➤ Risk Management ➤ Procurement, Fleet & Building (Ascot Place)
Information Services	<ul style="list-style-type: none"> ➤ Help Desk ➤ IT Projects ➤ Records management
Finance Services	<ul style="list-style-type: none"> ➤ Financial management and reporting ➤ Asset management ➤ Payroll

FTE	15.63
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Structure of the Corporate Business Plan

The revised draft Corporate Business Plan is built on the foundation of four key themes identified within the Strategic Review, the Sustainability Strategy, and the revised draft **10 Year Strategic Plan 2017 to 2027**. The Corporate Plan sets out the objective and actions that staff will undertake to deliver on Council's strategic priorities, which are largely underpinned by *"Promoting sustainable waste management and a transition to a circular economy"*.



Demonstrate circular economy leadership:

We will use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies.

Respond to a climate emergency:

We will reduce carbon impacts to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region.

Reduce our environmental impact:

We will lead by example by reducing environmental impact through efficient operations, forward thinking, and supporting circular and sustainable initiatives in the region.

Create value in the community:

We will establish and support projects in the community that create social value from a residential level through to commercial levels

Capital Works Program

The table below identifies the Capital Works Program over the ensuing period, for all projects over \$100,000, which are approved during the annual budget process. Quarterly reporting on the actions associated with the Corporate Business Plan track the progress of all activities.



Five Year Capital Expenditure Statement Forecast Provisions > \$100,000

	Forecasts				
Description and G/L Number	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
Business Support					
Purchase Vehicles - Ascot Place (24440/00)	\$186,000	\$314,000		\$307,000	\$193,000
Purchase Information Technology & Communication Equipment (24550/00)	\$105,000		\$157,000	\$166,000	
Capital Improvement Administration Building - Ascot Place (25240/01)	\$458,000				
Operations Team					
Gas Extraction System Wells - Red Hill Landfill Facility (24399/20)		\$200,000		\$200,000	
Purchase / Replace Plant - Red Hill Landfill Facility (24410/00)	\$950,000	\$2,775,000	\$2,940,000	\$3,195,000	\$2,165,000
Purchase / Replace Plant - Hazelmere (24410/01)	\$2,445,000	\$1,285,000	\$750,000	\$1,570,000	\$350,000
Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility (24420/00)	\$495,000	\$250,000	\$250,000	\$250,000	\$250,000
Purchase / Replace Minor Plant and Equipment - Hazelmere (24420/02)	\$299,000				
Purchase / Replace Vehicles - Red Hill Landfill Facility (24430/00)	\$307,000		\$141,000	\$166,000	\$188,000
Purchase / Replace Other Equipment - Red Hill Landfill Facility (24590/00)	\$120,000				
Refurbish Plant - Red Hill Landfill Facility (25410/00)	\$1,200,000	\$300,000	\$300,000	\$300,000	\$300,000
Projects Team					
Construct Workshop No 3 - Red Hill Landfill Facility (24250/08)	\$617,257				
Construct Wood Waste to Energy Building - HRRP (24259/05)	\$459,459				
Construct Community Recycling Centre (CRC) - HRRP (24259/06)	\$129,906				
Construct Commercial Transfer Station - HRRP (24259/10)	\$2,668,372				
Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility (24259/15)	\$249,976				
Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility (24259/16)	\$538,326	\$500,000			
Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP (24259/18)	\$1,680,869				
Wood Waste to Energy Plant - Fire Protection - HRRP (24259/22)	\$200,000				
Construct Class III Cell Stage 17 - Red Hill Landfill Facility (24310/21)	\$1,068,677	\$2,250,000			
Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility (24330/05)	\$1,297,003	\$4,000,000			\$2,000,000
Construct Roads / Carparks - Red Hill Landfill Facility (24370/00)	\$248,319	\$127,060	\$127,870	\$128,710	\$129,570
Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility (24370/02)	\$682,751	\$500,000			
Resource Recovery Park - Noise Control Fencing (24394/06)	\$198,842				
Implementation of the FOGO Recovery Strategy (24395/07)	\$356,144				
Construct Monitoring Bores - Red Hill Landfill Facility (24396/00)	\$150,000				
Wood Waste to Energy Utilities/Infrastructure - HRRP (24399/11)	\$335,327				
Liquid Waste Project - Red Hill Landfill Facility (24399/16)	\$1,775,931				
Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility (24399/21)	\$2,850,000				
Extension of Sewer Line from WWtE to Sewer Sump & existing ATU - HRRP (24399/23)	\$180,000				
Sewer Line from Lakes Rd to Mary St - HRRP (24399/24)	\$294,405				
Liquid Waste Project Plant - Red Hill Landfill Facility (24410/11)	\$550,000				
Air Pollution Control Residue Facility (APCR) Plant & Equip. - Red Hill Landfill Facility (24410/15)	\$964,000				
Commercial Transfer Station - CCTV and Network - HRRP (24530/11)	\$250,000				
Commercial Transfer Station - Thermal Cameras - HRRP (24530/12)	\$150,000				
TOTAL	\$24,460,564	\$12,501,060	\$4,665,870	\$6,282,710	\$5,575,570

Demonstrate circular economy leadership:

OBJECTIVE: To use our experience to provide circular based resource recovery solutions for Perth's Eastern Region and act as a knowledge hub for waste avoidance strategies

1.1 Enable circular economy initiatives through advocacy networks by 2025

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Map stakeholders and areas of influence and impact to develop a targeted engagement plan (e.g. member Councils, commercial waste customers, government policy drivers)	CEO	Operating	✓		✓		✓
Engage through regular industry-based and community-based advocacy meetings to discuss and identify new circular economy and net zero ventures and opportunities and achieve outcomes	CSO	Operating	✓	✓	✓	✓	✓
Create strategic partnerships and alliances which aim to achieve positive outcomes for the region and beyond, build resilience and secure funding (where relevant)	CEO	Operating	✓	✓	✓	✓	✓
Map alignment and circularity gaps between advocacy programs and partnerships for identification of future circular economy initiatives including sustainable transport	CEO	Operating	✓		✓		✓

1.2 80% resource recovery of waste generated in the region by 2030

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Develop a waste resources flow model for the EMRC and its member Councils, which be expanded to include other materials/resources such as water, energy, and carbon	CEO	Operating	✓	✓		✓	
Develop a sales and share model for use of recovered material across member Council areas	COO	Operating		✓		✓	
Establish and provide member Councils with waste and recycling guides. This should include the integration of FOGO waste guides	CSO	Operating	✓	✓		✓	
Determine high-value use for the existing C&I processing building at Hazelmere RRP	COO	Capital	✓	✓			

1.3 80% reuse of material at all EMRC operated sites by 2040

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Map our current waste production profile for benchmarking (as an organisation) and align with the EMRC's FOGO Strategy where applicable	CEO	Operating	✓	✓			✓
Regularly review and implement initiatives in line with the Red Hill and Hazelmere Development Plans	CPO	Operating	✓	✓	✓	✓	✓
Develop, facilitate and participate in activities of the regional waste education and resource recovery steering groups	CSO	Operating	✓	✓	✓	✓	✓
Regularly review local government procurement guidelines and processes for sustainable decision making	CFO	Operating	✓	✓	✓	✓	✓
Regularly review local government sales requirements for sustainable decision making	COO	Operating	✓	✓	✓	✓	✓
Identify and facilitate supply chain awareness and outcomes for product production e.g. FOGO products, woodchips, construction materials, using the EMRC as the first point of call	COO	Operating	✓	✓		✓	

Respond to a climate emergency:

OBJECTIVE: To reduce carbon impacts to achieve net zero and understand the risks associated with climate change to Perth's Eastern Region

2.1 Infrastructure adaptation and education by 2030

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Undertake asset management assessment, workforce planning and long term financial planning for all EMRC owned infrastructure	CFO	Operating	✓		✓		✓
Identify and evaluate land-use options at EMRC sites to maximise future resource recovery program	CPO	Capital	✓	✓			✓

2.2 Below zero carbon emissions by 2040

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Map and benchmark energy usage and consumption rates across all sites e.g. energy use, vehicle fuel consumption, auditing requirements, early stage asset management	COO	Operating	✓		✓		✓
Establish a decarbonisation plan to achieve "Below zero emissions by 2040" target. This should include consideration of decarbonisation project ideas presented in the strategic review e.g. opportunities for onsite use or export of heat energy for value-adding processes or sale to surrounding industrial businesses, electric fleet procurement	CEO	Operating	✓		✓		✓
Create Annual Energy and Emission Data Analysis Report and Snapshot for goal tracking. Develop and publish the SDG annual report card	CSO	Operating	✓	✓	✓	✓	✓

2.3 Sustainability integrated into management processes

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Establish a decision-making framework to include sustainability for operational and capital expenditure	COO	Operating	✓		✓		✓
Include sustainable decision-making frameworks in procurement templates, evaluation and processes of all projects	CFO	Operating		✓		✓	
Review projects quarterly to identify examples where sustainable decision making and other actions have been applied to a project. This should include the identification of design engineering for front-end material reuse programs	CPO	Operating	✓	✓	✓	✓	✓
Implement a sustainability performance review for each team and identify sustainability criteria for environmental, social, governance (ESG) decision making	CEO	Operating	✓		✓		✓
Establish regular internal collaboration sessions to identify new sustainability initiatives, for consideration by Council, and revisit ongoing initiatives.	CSO	Operating	✓	✓	✓	✓	✓

Reduce our environmental impact:

OBJECTIVE: To lead by example and reduce environmental impact through efficient operations, forward thinking and supporting circular and sustainability initiatives in the region

3.1 Regional Urban programs implemented

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Maintain programs related to sustainability goals and review in participating Councils' annual programs reports	CSO	Operating	✓	✓	✓	✓	✓
Review and complete annual water plans in alignment with Waterwise Council Accreditations	CSO	Operating	✓	✓	✓	✓	✓
Facilitate and/or participate in industry-based and community-based advocacy meetings to discuss, identify and prioritise new, or ongoing, circular economy, net zero and sustainability regional programs	CSO	Operating	✓	✓	✓	✓	✓

3.2 Contribute to a decrease in illegal waste disposal by 2040

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Establish campaigns to create a recover, reuse, recycle, return, repair and drop off culture to increase recovery rates and combat illegal dumping	CSO	Operating	✓	✓		✓	
Consider programs for recovery of construction and demolition waste e.g. bricks, timber, sand, soil, concrete and other resource recovery initiatives	CPO	Operating	✓	✓		✓	

3.3 EMRC wide environmental management system

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Review and develop the framework the EMRC will use going forward in terms of its Environmental Management System Framework i.e. in alignment with ISO14001 or equivalent	CPO	Operating	✓		✓		✓
Establish compliance monitoring, reporting and review processes in alignment with the EMRC's Environmental Management System (e.g. NGERS, NPI etc)	CPO	Operating	✓		✓		✓

Create value in the community:

OBJECTIVE:

To establish and support projects in the community that create social value from a residential level through to commercial levels

4.1 Community based source separation initiatives by 2027

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Establish community engagement initiatives for source separation opportunities including education hubs, school programs, community group support and bin tagging	CSO	Operating	✓	✓	✓	✓	✓
Utilise current community programs to provide education and tools on material re-use and issues regarding poor source separation	CSO	Operating	✓	✓	✓	✓	✓
Utilise EMRC fleet and other EMRC owned assets as educational billboards for source separation education and requirements	COO	Capital		✓	✓		✓
Establish shared valet service programs for verge collection. This includes a waste classification program for different materials and costings	COO	Capital		✓		✓	

4.2 Use of recovered material in the region by 2040

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Establish reward and incentive systems dependent on company sustainability rating to encourage better waste management in the region	CEO	Operating	✓		✓		✓
Continue to establish community recycling and reuse networks for exchange of products, reuse and repair initiatives, and identification of regional synergies and seed funding	CEO	Operating	✓	✓	✓	✓	✓
Identify member council uses for recovered materials e.g. woodchip mulching, FOGO fertiliser products, construction materials, road surfacing, energy reuse, through long term commercial arrangements	CEO	Operating	✓		✓		✓

4.3 Increased participation in behaviour change programs

KEY ACTIONS	Responsible Officer	BUDGET	22/23	23/24	24/25	25/26	26/27
		Capital or Operating budget					
Provide education for waste solutions that are in line with WA Waste Strategy and waste hierarchy	CSO	Operating	✓	✓		✓	
Benchmark and monitor participation rates in EMRC sustainability programs	CSO	Operating	✓	✓	✓	✓	✓
Expand the current Sustainability Stakeholder Engagement Plan to include a focus on sustainability, in collaboration with stakeholders	CSO	Operating	✓		✓		✓

Key Performance Indicators and Measures of Success

In order to gauge the success of the EMRC implementing the actions outlined in the Strategic Plan a set of Key Performance Indicators (KPIs) have been identified below. Regular reporting on the progress of agreed tasks will be performed through the quarterly updates of the Corporate Business Plan, which are aligned with this Plan.

The EMRC will measure its success in implementing the strategic plan which will include, but not necessarily be limited to the following KPIs:

- Overall stakeholder satisfaction with the EMRC;
- Level of satisfaction with waste management and resource recovery services, including education;
- Financial sustainability of the organisation;
- Progression towards achieving the identified targets and actions;
- Overall satisfaction with achieving partnerships and securing funding; and
- Level of satisfaction in driving circular economy, sustainability and SDG alignment.

The EMRC will know it has been successful when it has satisfactorily achieved the above but also through achieving the following actions:

- Developed and Implement an Integrated Planning Framework;
- Monitored and Managed Strategic Risks;
- Developed and implemented Policies and Management Guidelines (within four year cycles);
- Effectively and efficiently Implemented the recommendations of the EMRC Council within prescribed timelines;
- Achieved a high standard of corporate governance and compliance;
- Developed a Long-Term Financial Plan (LTFP) and financial models;
- Developed an Asset Management Plan (AMP); and
- Ensured that projects were planned and executed in accordance with Strategic Business Plans and Strategies and delivered on time, on budget and in accordance with member Council expectations.

Reporting and Review

Reporting

It is intended to provide periodic reports to Council against the Corporate Business Plan.

The *Local Government (Administration) Regulations 1996* (the Regulations) in relation to reporting states:

19CA. Information about modifications to certain plans to be included (Act s. 5.53(2)(i))

- 1) This regulation has effect for the purposes of section 5.53(2)(i).
- 2) If a modification is made during a financial year to a local government's strategic community plan, the annual report of the local government for the financial year is to contain information about that modification.
- 3) If a significant modification is made during a financial year to a local government's corporate business plan, the annual report of the local government for the financial year is to contain information about that significant modification.

Where applicable the EMRC will also provide a report against the Corporate Plan through its Annual Report.

Reviewing

The Corporate Business Plan will be reviewed annually in accordance with current legislation. Any significant modifications will be the subject of future reports to Council.

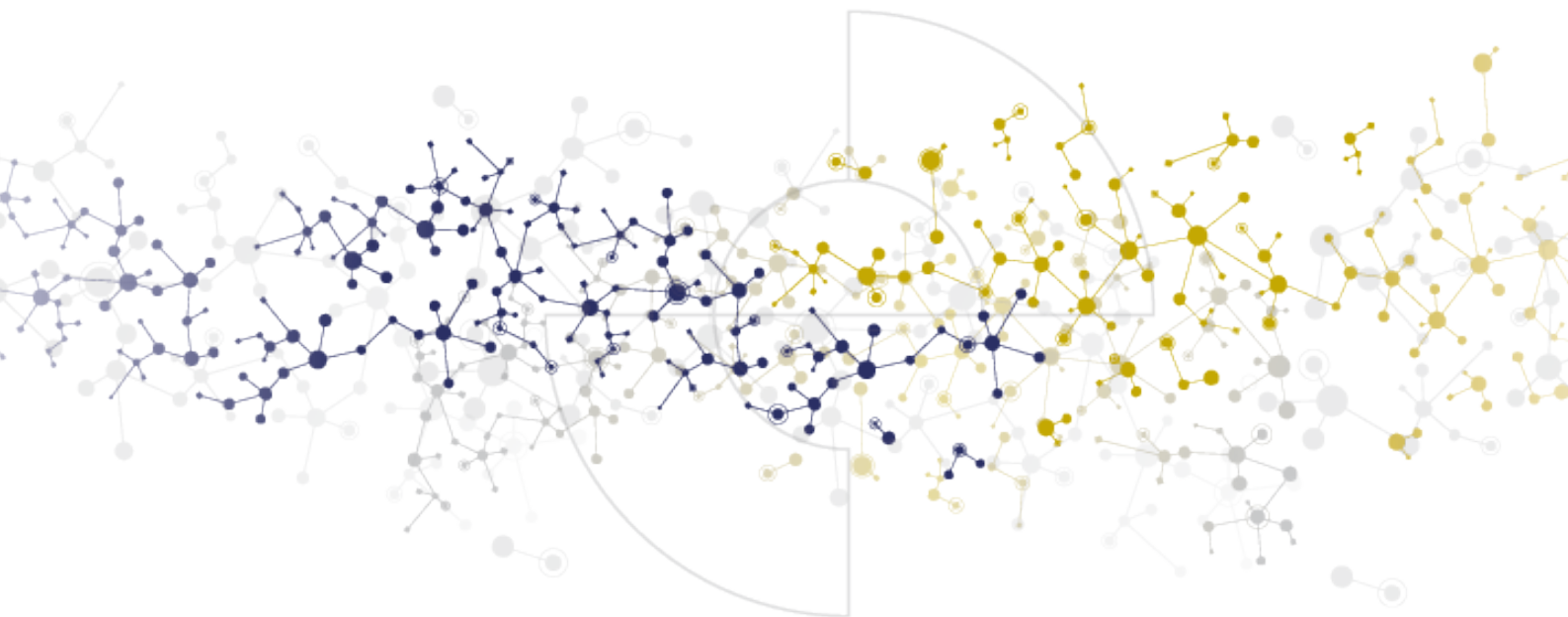
Appendix One - Strategic High Level Plans

Document	Description
Asset Management Plan (AMP)	This plan defines current levels of service and the processes used to manage each of EMRC's asset classes.
Business Continuity Plan	This Plan outlines the key steps to be taken by the EMRC to respond to and recover from a disaster.
Corporate Business Plan	This plan sets out the projects and services EMRC will deliver to achieve the outcomes identified in the 10 Year Strategic Plan.
Code of Conduct	The Code of Conduct provides members and employees with consistent guidelines for an acceptable standard of professional conduct.
Council Policies	Council Policies are developed and adopted by the EMRC Council.
Establishment Agreement	This document was signed by all EMRC member Councils in 1998 and is the basis for the delivery of ongoing and new services to member Councils.
Long Term Financial Plans	The 10 year and 5 year financial plans enable delivery of projects and services.
Food Organics and Garden Organics (FOGO) Strategy for the EMRC 2019-2022	This strategy will help guide the journey towards optimal recovery of FOGO materials.
<i>Local Government Act 1995</i>	The EMRC operates under the <i>Local Government Act 1995</i> and associated regulations.
Management Guidelines	Management Guidelines are developed and adopted by the Executive team in relation to internal operations
Red Hill Development Plan	This plan indicates infrastructure requirements for the ongoing development of the Red Hill Waste Management Facility.
Red Hill Environmental Management System	The Red Hill Environmental Management System provides a structured framework for implementing environmental protection programs which assist in managing potential environmental impacts of the Red Hill Waste Management Facility operations.
Sustainability Strategy	A new draft Sustainability Strategy was developed and presented to Council at its November 2021 meeting, further revised and re-presented to Council at its May Forum and May Council meeting for adoption
Occupational Safety and Health Plan (OS&H)	This plan provides a framework for protection of EMRC staff and property, and other people who may interface with EMRC operations.
Stakeholder Engagement Plan	This plan provides guidance, priority and frequency of stakeholder engagement.
Stakeholder Perception Survey Reports	The EMRC surveys stakeholders biennially to collect information on stakeholder perceptions.
Workforce Plan	This plan enables the EMRC to ensure that it has a workforce capable of delivering organisational objectives now and in the future.

FOR FURTHER INFORMATION PLEASE CONTACT

Eastern Metropolitan Regional Council
226 Great Eastern Highway
Belmont WA 6104
Phone: 9424 2222

**THIS PLAN WILL BE MADE AVAILABLE ELECTRONICALLY AND WILL ALSO BE AVAILABLE ON THE EMRC'S
WEBSITE**



11.2 EASTERN METROPOLITAN REGIONAL COUNCIL (EMRC) 2022/2023 DRAFT ANNUAL BUDGET

D2022/06617

PURPOSE OF REPORT

The purpose of this report is to present the 2022/2023 Draft Annual Budget for Council adoption.

KEY POINT(S)

- The 2022/2023 Draft Annual Budget has been prepared using the Ten Year Financial Plan 2022/2023 - 2031/2032 that has been reviewed and adjusted to take into consideration:
 - ⇒ Forecast financial results for 2021/2022;
 - ⇒ Budget provisions from 2021/2022 required to be carried forward into the 2022/2023 Budget;
 - ⇒ The draft 2022/2023 fees and charges relating to Waste Management, Sustainability, and Administration; and
 - ⇒ Other variations and adjustments as outlined within the report.

AC RESOLUTION(S)

That:

1. The Audit Committee endorses the EMRC 2022/2023 Annual Budget.
2. The EMRC 2022/2023 Annual Budget be referred to Council for adoption at its 23 June 2022 meeting.

AC RECOMMENDATION(S)

That:

1. Council, by absolute majority, in accordance with section 6.2(1) of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, adopts the EMRC 2022/2023 Annual Budget and supporting schedules which have been prepared in compliance with the Australian Accounting Standards.
2. For the 2022/2023 financial year a material variance percentage of 10% of the appropriate base, or a dollar value of \$20,000, whichever is the greater, be adopted for reporting variances in the statements of financial activity.
3. In accordance with Regulation 33 of the *Local Government (Financial Management) Regulations 1996*, a copy of the 2022/2023 Annual Budget be submitted to the Departmental CEO, Department of Local Government, Sport and Cultural Industries, within 30 days of its adoption by Council.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 Section 6.2(2) of the *Local Government Act 1995* states "In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56".
- 2 EMRC's Strategic Community Plan titled EMRC - 10 Year Strategic Plan 2017 - 2027, adopted by Council on 18 August 2016 (Ref: D2016/10193) and the Corporate Business Plan 2022/2023 to 2026/2027 (Ref: Report Item 11.1), considered as part of this Council Agenda, together constitute the EMRC's 'Plan for the Future' in accordance with section 5.56 of the *Local Government Act 1995*. From 30 June 2017 onwards, both plans must be taken into account in budget preparations.

- 3 The 2022/2023 Annual Budget draws from the priorities as identified in the EMRC's 'Plan for the Future'.
- 4 As part of the budget preparation process, financial forecasts within the EMRC's Ten Year Financial Plan are regularly reviewed in order to provide an indicative forecast of the EMRC's ten year financial position.
- 5 The revised plan includes key assumptions which provide the framework for the 2022/2023 budget and includes fees and charges for Waste Management and fees and charges and project funding for the Sustainability Team.
- 6 Budget reviews were undertaken by the Executive Leadership Team during February to May 2022 to ensure the budget accurately reflected the planned operations for 2022/2023 and beyond. Two Budget Briefing sessions were also held with Councillors on 21 April 2022 and 12 May 2022.
- 7 The EMRC's Ten Year Financial Plan tonnage forecasts are reviewed regularly and have been used to derive forecast income and expenditure for the Red Hill Waste Management Facility (RHWMF) and Hazelmere Resource Recovery Park (HRRP). These tonnages are included within the budget document (refer page 35 of the attachment).
- 8 All business units have developed detailed financial estimates for 2022/2023 to 2031/2032. These estimates have been entered into the EMRC's financial management system to produce the ten year financial forecasts.
- 9 As the EMRC will not commence the process of preparing its Annual Financial Statements for 2021/2022 until July 2022, the forecast results for 2021/2022 have been used as a basis for the finalisation of the 2022/2023 Budget.

REPORT

- 10 In producing the 2022/2023 Budget, the EMRC's Ten Year Financial Plan has been reviewed and adjusted to take into consideration the following:
 - ⇒ Forecast financial results for 2021/2022; and
 - ⇒ Budget provisions from 2021/2022 required to be carried forward into the 2022/2023 Budget.
- 11 The budgeted 2022/2023 Net Result from operations of \$2,577,370 compares to a forecast surplus in 2021/2022 of \$4,950,794 and the budget in 2021/2022 of \$4,356,672.
- 12 Major variances to the 2021/2022 forecasts are attributable to:
 - ⇒ An increase of an estimated \$1.4m in income for User Charges primarily due to disposal charges of \$2.6m at the RHWMF APCR facility, \$10.8m income relating to the diversion of member Council tonnages from the RHWMF to the Hazelmere Transfer Station (HTS) and the general increase in fees & charges for 2022/2023. This is offset by a reduction of approximately \$4.5m from the disposal of commercial tonnes and approximately \$7.6m from the disposal of member Council tonnages to landfill;
 - ⇒ A decrease in income of \$2.06m for the Secondary Waste Charge due to tonnages being diverted from the RHWMF via the HTS during 2022/2023.
 - ⇒ A decrease in contribution income for 2022/2023 of approximately \$50,000 toward various projects during 2022/2023.
 - ⇒ An increase of approximately \$302k in interest earnings due to the budgeted interest rate for 2022/2023 being set at 1.70% compared to a rate of 0.375% for 2021/2022. This rate was calculated from advice received from the EMRC's investment advisors and is reflective of the expected average interest rates over the next 12 months.
 - ⇒ An increase of approximately \$350k for the Sale of various products.

- ⇒ Lower landfill levy expenses of approximately \$2.06m due to tonnages being diverted from the RHWMF via the HTS during 2022/2023. This is off-set by additional disposal costs of approximately \$4.9m for tonnages transferred from the HTS.
- ⇒ Higher Salary Expenses of approximately \$1.8m due to the budgeting for a full year of vacant and unfilled positions together with budget provisions for 4 x new positions and a budgeted wages & salaries increase of 3%. The budgeted increase from the 2021/2022 budget provision is approximately \$700k.

Key Budget Assumptions

13 The following key assumptions have been used in the development of the Ten Year Financial Plan and the 2022/2023 Budget (all values are exclusive of GST):

- ⇒ An increase of \$5.00 per tonne in the member Council base waste disposal charge;
- ⇒ An increase of \$0.50 per tonne in the Comprehensive Waste Education Strategy (CWES) Levy to \$5.00 per tonne for 2022/2023;
- ⇒ No increase be applied for the Secondary Waste charge since Council's resolution on 23 May 2019 (Ref: D2019/07296);
- ⇒ An increase of \$4.55 per tonne in the Commercial Waste Disposal charge;
- ⇒ The C & I rate has increased by \$13.64 per tonne to \$163.64 per tonne;
- ⇒ The C & I Bulk Verge collection has increased by \$13.64 per tonne to \$163.64 per tonne.
- ⇒ Class III Contaminated Waste charge has increased by \$4.54 per tonne for 2022/2023.
- ⇒ The Food Organics and Garden Organics (FOGO) rate has increased \$3.23 per tonne to \$98.73 per tonne, which is also inclusive of the \$5.00 per tonne Waste Education Levy.
- ⇒ Member Councils uncontaminated greenwaste disposed at the HRRP has increased by \$1.63 per tonne for 2022/2023;
- ⇒ Member Councils uncontaminated greenwaste disposed at the RHWMF has increased by \$1.46 per tonne for 2022/2023;
- ⇒ The rate for the sale of Premium Recycled Wood Chip has increased from \$66.14 per tonne to \$68.09 per tonne.
- ⇒ The rate for the sale of Wood Chip (fines) has increased from \$74.09 per tonne to \$76.27 per tonne.
- ⇒ The rate for Commercial uncontaminated greenwaste disposed at the HRRP has increased by \$1.82 per tonne to \$70.00 per tonne;
- ⇒ Mattress disposal charges of \$27.50 per mattress for member council residents and the rate of \$28.18 per mattress for charitable organisations and commercial clients has remained the same for 2022/2023;
- ⇒ The consulting rates for 2022/2023 for member Councils have increased by an average of 3% for 2022/2023 whilst consulting rates for Other Organisations have increased by an average of 40%;
- ⇒ Increased insurance premiums of 10% have been applied in 2022/2023 for property, plant and equipment and liability insurance;
- ⇒ The average interest rate for term deposit investments for the 2022/2023 financial year is budgeted at 1.70% per annum;
- ⇒ A Fuel Purchase price increase of 10% has been applied in 2022/2023; and
- ⇒ The funding for the Sustainability Team projects is based on the schedules used in the Sustainability Team Projects Proposal presented to Council at its meeting held on 25 November 2021 (Ref: D2021/23189).

Tonnages (page 35 of 62 of the attachment)

- 14 Budgeted total tonnages to the RHWMF for 2022/2023 of 158,572 tonnes is below the 2021/2022 forecast of 239,679 tonnes and below the 2021/2022 budget of 222,770 tonnes.
- 15 57,640 tonnes have been budgeted to go to the HTS during 2022/2023. These tonnages are not reflected in the above tonnages.
- 16 Class IV tonnages have been budgeted at 12,900 tonnes for 2022/2023. This is above the 2021/2022 forecast of 6,500 tonnes and above the 2021/2022 budget of 8,000 tonnes.
- 17 FOGO tonnages have been budgeted at 16,392 for 2022/2023 and represents tonnages to be received from the Town of Bassendean and the City of Bayswater.

	Actual 2019/2020	Actual 2020/2021	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Class III	226,865	216,976	194,490	209,760	122,702 *
Class IV & V	572	4,441	8,000	6,500	12,900
Greenwaste	8,719	6,958	5,015	7,027	6,578
FOGO	0	5,722	15,265	16,392	16,392
TOTAL	236,156	234,097	222,770	236,679	158,572

* Not inclusive of 57,640 tonnes budgeted to go to the HTS.

Disposal Fees and Charges (pages 29-33 of 62)

- 18 The member Council disposal charge for Class III waste for 2022/2023 has been increased from the 2021/2022 rate of \$187.50 per tonne (ex GST) to \$193.00 per tonne (ex GST).

EMRC Consulting Fees (page 33 of 62)

- 19 An average increase of 3% in the consulting rates for member Councils has been proposed for 2022//2023, whilst rates for Other Organisations has increased by an average of 40%.

EMRC Administration Fees and Charges - (page 33 of 62)

- 20 An average increase of 10.6% has been applied to Photocopier charges for 2022/2023.

Statement of Comprehensive Income (pages 2 of 62)

- 21 The budgeted "Net Result" is a surplus of \$2,577,370 for 2022/2023 compared with a budgeted surplus of \$4,356,672 for 2021/2022 and a forecast surplus of \$4,950,794.
- 22 Also provided is a Statement of Comprehensive Income by (Local Government) Program on page 3 of 62.

Staffing Levels

- 23 As part of the budget development, listed below are four (4) new positions that have been identified in the 2022/2023 budget. Positions previously approved and not filled have been carried forward into the 2022/2023 financial year:
- ⇒ 2 x Beverage Container Refund Point (CDS) Attendants - proposed additional attendants for the CDS scheme at the Coppin Road Recycling Centre.
 - ⇒ 1 x Plant Operator - Provision is made for the staffing of the HTS expected to be commissioned in November 2022.
 - ⇒ 1 x Gas Technician - Provision is made for a Gas Technician with the cease of the contract between Landfill Gas Pty Ltd and the EMRC relating to the processing of landfill gas at the RHWMF. The EMRC will be taking over the landfill gas operations effective from February 2023.
- 24 These new positions identified will not be filled automatically and will need to be supported by a business case at the appropriate time.

Staff Remuneration Structure

- 25 A 3% increase in staff remuneration has been budgeted in 2022/2023.

Capital Works (pages 57-62 of 62)

- 26 The total proposed Capital Works expenditure for 2022/2023 is \$25,690,906 which includes carried forward capital expenditure of \$10,244,923. This compares with the 2021/2022 budgeted expenditure of 16,333,004 and the 2021/2022 forecast expenditure of \$11,659,431. It should also be noted that additional capital funds were either approved by council during the financial year or unspent funds that were expected to be expended by 30 June 2021 and not carried forward into the 2021/2022 financial year were utilised during 2021/2022 and updated as part of the half year budget review.
- 27 Major capital expenditure items for 2022/2023 including carry forwards are:
- | | |
|--|-------------|
| ⇒ Air Pollution Control Residue Facility (APCR) - RHWMF (\$2,280,000 carried forward from 2021/2022) | \$2,850,000 |
| ⇒ Construct Resource Recovery Park - Commercial Transfer Station - HRRP (\$2,668,372 carried forward from 2021/2022) | \$2,668,372 |
| ⇒ Purchase/Replace Plant - HRRP (\$395,000 carried forward from 2021/2022). | \$2,445,000 |
| ⇒ Liquid Waste Project Infrastructure - RHWMF (\$500,000 carried forward from 2021/2022) | \$1,775,931 |
| ⇒ WWtE Project - Pre-Commissioning Cost (\$172,565 carried forward from 2021/2022) | \$1,680,869 |
| ⇒ Design & Construct Class IV Cell - Stage 3 (\$147,500 carried forward from 2021/2022) | \$1,297,003 |
| ⇒ Refurbish Plant - RHWMF (\$100,000 carried forward from 2021/2022) | \$1,300,000 |
| ⇒ Construction of Class III Cell (Stage 17- part) - RHWMF (\$347,500 carried forward from 2021/2022) | \$1,068,677 |
| ⇒ Air Pollution Control Residue Facility Plant (APCR) - RHWMF | \$964,000 |
| ⇒ Purchase/Replace Plant - RHWMF (\$50,000 carried forward from 2021/2022). | \$950,000 |
| ⇒ WWtE Project - Building/Infrastructure/Plant (\$436,820 carried forward from 2021/2022) | \$818,806 |
| ⇒ Construct Access Road to Lots 8, 9 & 10 - RHWMF (\$128,000 carried forward from 2021/2022) | \$682,751 |

⇒ Construction Workshop No - RHWMF (\$617,257 carried forward from 2021/2022)	\$617,257
⇒ Liquid Waste Project Plant - RHWMF	\$550,000
⇒ Install Power Supply to Lots 8, 9 & 10 - RHWMF (\$150,000 carried forward from 2021/2022)	\$538,326
⇒ Purchase/Replace Minor Plant & Equipment - RHWMF	\$495,000
⇒ Purchase/Replace Vehicles - Ascot Place/RHWMF/HRRP (\$69,000 carried forward from 2021/2022)	\$493,000
⇒ Capital Improvement - Ascot Place (\$458,000 carried forward from 2021/2022)	\$458,000
⇒ Implementation of the FOGO Recovery Strategy - RHWMF (\$145,338 carried forward from 2021/2022)	\$356,144
⇒ Purchase/Replace Minor Plant & Equipment - HRRP (\$40,000 carried forward from 2021/2022)	\$299,000
⇒ Construct Sewer Line from Lakes Rd to Mary St - HRRP (\$294,405 carried forward from 2021/2022)	\$294,405
⇒ Commercial Transfer Station - CCTV & Network - HRRP	\$250,000

Statement of Cash Flows (page 5 of 62)

- 28 The budgeted net cash provided by operating activities is \$7,555,199. This represents a decrease of \$2,382,367 when compared with the 2021/2022 budget and a decrease of \$4,713,535 compared with the forecast position in 2021/2022.

Municipal Cash and Restricted Investments (Reserves) (pages 6-9 of 62)

- 29 The cash and investments (Municipal and Restricted Investments) as at 30 June 2023 has been forecast to be \$71,147,244 compared with the forecast cash and investments as at 30 June 2022 of \$88,922,951.
- 30 The overall decrease year on year in budgeted cash (Municipal and Restricted Investments) is attributable to the capital expenditure exceeding the net budgeted operational cash flow during the 2022/2023 financial year. Funds have been set aside in Reserves and will be utilised in accordance with the budgeted expenditure.
- 31 Approximately 22.89% of total cash and restricted investments budgeted for 30 June 2023 will be held in the Secondary Waste Reserve (\$16,286,784) to fund the development of Resource Recovery Projects. Other restricted cash investments will be used to fund future capital works projects including:
- ⇒ Major plant replacements at the RHWMF and HRRP;
 - ⇒ Post closure Site Rehabilitation and Environmental Monitoring at RHWMF; and
 - ⇒ Future Class III and Class IV cell construction.

Reporting Requirements

- 32 It is a requirement of the *Local Government (Financial Management) Regulations 1996 - Regulation 34(5)* that a local government is to establish and adopt materiality levels either as a percentage and/or dollar value to be used in statements of financial activity for reporting variances.

33 The concept of materiality is defined in the accounting standard, AASB 108 as:

“Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

34 In determining whether the variance amount of an item is material, the variance is to be compared with the corresponding budgeted revenue and expense amount to the end of the month to which the statement of financial activity relates.

35 Since the 2015/2016 financial year Council has adopted 10% as the percentage, or a dollar value of \$20,000, whichever is the greater to be used when reporting variances. It is recommended that for the 2022/2023 financial year the materiality percentage of 10%, or a dollar value of \$20,000, whichever is the greater, be retained and adopted for reporting variances in the statements of financial activity.

Post Budget Preparation Event

36 There have been no post budget preparation events that will have a significant effect on the 2022/2023 draft budget.

STRATEGIC/POLICY IMPLICATIONS

37 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC

3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

38 As detailed in the attachment to this report.

SUSTAINABILITY IMPLICATIONS

39 Nil

RISK MANAGEMENT

Risk – Non Compliance with Financial Regulations

Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
<ul style="list-style-type: none"> ➤ The financial report is scrutinised by the EMRC Council to ensure that all statutory requirements are met. ➤ Internal Audit reviews to ensure compliance with Financial Regulations. ➤ External Audit confirms compliance. 		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	As per budget implications
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Financial Statements - 2022/2023 Budget (D2022/09050)

VOTING REQUIREMENT

Absolute Majority

AC RESOLUTION(S)

That:

1. The Audit Committee endorses the EMRC 2022/2023 Annual Budget.
2. The EMRC 2022/2023 Annual Budget be referred to Council for adoption at its 23 June 2022 meeting.

AC RESOLUTION(S)

MOVED CR MACWILLIAM SECONDED CR CONGERTON

THAT:

1. THE AUDIT COMMITTEE ENDORSES THE EMRC 2022/2023 ANNUAL BUDGET.
2. THE EMRC 2022/2023 ANNUAL BUDGET BE REFERRED TO COUNCIL FOR ADOPTION AT ITS 23 JUNE 2022 MEETING.

CARRIED UNANIMOUSLY

AC RECOMMENDATION(S)

That:

1. Council, by absolute majority, in accordance with section 6.2(1) of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, adopts the EMRC 2022/2023 Annual Budget and supporting schedules which have been prepared in compliance with the Australian Accounting Standards.
2. For the 2022/2023 financial year a material variance percentage of 10% of the appropriate base, or a dollar value of \$20,000, whichever is the greater, be adopted for reporting variances in the statements of financial activity.
3. In accordance with Regulation 33 of the *Local Government (Financial Management) Regulations 1996*, a copy of the 2022/2023 Annual Budget be submitted to the Departmental CEO, Department of Local Government, Sport and Cultural Industries, within 30 days of its adoption by Council.

AC RECOMMENDATION(S)

MOVED CR MACWILLIAM SECONDED CR CONGERTON

That:

1. Council, by absolute majority, in accordance with section 6.2(1) of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, adopts the EMRC 2022/2023 Annual Budget and supporting schedules which have been prepared in compliance with the Australian Accounting Standards.
2. For the 2022/2023 financial year a material variance percentage of 10% of the appropriate base, or a dollar value of \$20,000, whichever is the greater, be adopted for reporting variances in the statements of financial activity.
3. In accordance with Regulation 33 of the *Local Government (Financial Management) Regulations 1996*, a copy of the 2022/2023 Annual Budget be submitted to the Departmental CEO, Department of Local Government, Sport and Cultural Industries, within 30 days of its adoption by Council.

CARRIED UNANIMOUSLY



FINANCIAL STATEMENTS

2022/2023 BUDGET

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
REVENUE				
User Charges	5	33,566,195	37,022,848	38,358,337
Special Charges	5	556,740	605,925	690,614
Secondary Waste Charge	5	4,121,290	4,493,804	2,435,450
Contributions		239,460	167,121	117,730
Operating Grants		398,000	203,000	163,000
Interest Investments Earnings	8	931,975	576,898	879,453
Reimbursements		1,536,722	1,610,688	1,611,291
Other		2,844,278	2,208,380	2,558,840
Proceeds from Sale of Assets		351,000	329,000	360,000
TOTAL REVENUE		44,545,660	47,217,664	47,174,715
EXPENSES				
Salary Expenses		11,174,794	10,064,688	11,862,596
Contract Expenses		6,429,257	6,947,567	9,117,051
Material Expenses		1,347,539	1,343,145	1,939,704
Fuel Expenses		720,135	835,218	1,016,373
Utility Expenses		310,375	340,150	364,023
Insurance Expenses		310,604	309,404	377,272
Provision Expenses		793,871	2,262,682	737,674
Miscellaneous Expenses		14,081,211	14,902,562	14,840,399
Depreciation Expenses		4,826,380	5,016,610	4,286,462
Costs Allocated		(89,343)	(95,327)	(188,696)
Carrying Amount of Assets Disposed Of		284,165	340,171	244,487
TOTAL EXPENSES		40,188,988	42,266,870	44,597,345
NET RESULT BEFORE OTHER COMPREHENSIVE INCOME		4,356,672	4,950,794	2,577,370
OTHER COMPREHENSIVE INCOME		0	0	0
TOTAL OTHER COMPREHENSIVE INCOME		0	0	0
NET RESULT		4,356,672	4,950,794	2,577,370

**STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
REVENUE				
General Purpose Funding		931,975	576,898	879,453
Governance		197,150	186,090	81,600
Community Amenities		42,248,075	45,581,255	45,378,632
Other Property and Services		817,460	544,421	475,030
TOTAL REVENUE		44,194,660	46,888,664	46,814,715
EXPENSES				
Governance		282,092	803,754	917,731
Community Amenities		36,923,865	38,813,511	41,410,345
Other Property and Services		2,698,866	2,309,434	2,024,782
TOTAL EXPENSES		39,904,823	41,926,699	44,352,858
INCREASE / (DECREASE)		4,289,837	4,961,965	2,461,857
DISPOSAL OF ASSETS				
Proceeds from Sale of Assets		351,000	329,000	360,000
Less Carrying Amount of Assets Disposed Of		(284,165)	(340,171)	(244,487)
PROFIT / (LOSS) ON DISPOSALS	9	66,835	(11,171)	115,513
NET RESULT BEFORE OTHER COMPREHENSIVE INCOME		4,356,672	4,950,794	2,577,370
OTHER COMPREHENSIVE INCOME		0	0	0
TOTAL OTHER COMPREHENSIVE INCOME		0	0	0
NET RESULT		4,356,672	4,950,794	2,577,370

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
CURRENT ASSETS				
Cash and Cash Equivalents	4(i)	69,885,715	88,922,951	71,147,244
Investments		0	0	0
Trade and Other Receivables		2,987,058	2,987,058	2,987,058
Inventories		39,035	39,035	39,035
Other Assets		67,382	67,382	67,382
TOTAL CURRENT ASSETS		72,979,190	92,016,426	74,240,719
CURRENT LIABILITIES				
Trade and Other Payables		6,160,299	6,160,299	6,201,968
Provisions		1,892,645	1,892,645	1,920,181
TOTAL CURRENT LIABILITIES		8,052,944	8,052,944	8,122,149
NET CURRENT ASSETS		64,926,246	83,963,482	66,118,570
NON CURRENT ASSETS				
Land		52,585,907	52,586,164	52,586,164
Buildings		16,583,375	16,859,079	23,363,403
Structures		30,428,680	26,079,502	35,130,271
Plant		14,867,626	14,106,720	19,079,688
Equipment		1,123,575	1,102,005	1,689,881
Furniture and Fittings		250,604	186,488	230,507
Work in Progress		17,536,763	17,536,763	17,536,763
TOTAL NON CURRENT ASSETS		133,376,530	128,456,721	149,616,677
NON CURRENT LIABILITIES				
Provisions		9,039,362	31,100,854	31,838,528
TOTAL NON CURRENT LIABILITIES		9,039,362	31,100,854	31,838,528
NET ASSETS		189,263,414	181,319,349	183,896,719
EQUITY				
Accumulated Surplus		124,451,349	120,223,925	138,506,447
Reserves		64,812,065	61,095,424	45,390,272
TOTAL EQUITY		189,263,414	181,319,349	183,896,719

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash receipts in the course of operations		43,722,509	46,889,643	46,248,912
Cash payments in the course of operations		(34,716,918)	(35,197,807)	(39,573,166)
Interest receipts		931,975	576,898	879,453
Net Cash Provided by Operating Activities	4(ii)	9,937,566	12,268,734	7,555,199
CASH FLOWS FROM INVESTING ACTIVITIES				
Cash receipts from sale of property, plant and		351,000	329,000	360,000
Cash payments for property, plant and equipment		(16,333,004)	(11,659,431)	(25,690,906)
Net Cash Provided by Investing Activities		(15,982,004)	(11,330,431)	(25,330,906)
CASH FLOWS FROM FINANCE ACTIVITIES				
Cash receipts from sale of investments		0	0	0
Net Cash Used in Financing Activities		0	0	0
SUMMARY OF CASH FLOWS				
Cash at the beginning of the year		75,930,153	87,984,648	88,922,951
Net Increase (Decrease) in Cash Held		(6,044,438)	938,303	(17,775,707)
Cash at the end of the year	4(i)	69,885,715	88,922,951	71,147,244

**BUDGETED STATEMENT OF CASH MOVEMENTS
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Municipal Fund (Cash and Investment)				
Opening Balance		6,408,662	21,907,536	26,771,889
Transfer to Restricted Investments		(8,385,674)	(25,754,836)	(6,566,505)
Transfer from Restricted Investments		12,831,731	30,120,614	23,050,134
Transfer to/from Municipal Investments		0	0	0
Interest on Municipal Funds		132,000	137,029	70,000
Payments and Receipts		(6,976,439)	361,546	(18,655,160)
Movement in Accrued Interest		0	0	0
Closing Balance		4,010,280	26,771,889	24,670,358
Plant and Equipment Reserve				
Opening Balance		724,344	749,821	2,247,152
Transfer to Restricted Investments		1,957,975	2,916,673	2,546,029
Transfer from Restricted Investments		(1,979,000)	(1,421,901)	(4,784,000)
Interest on Restricted Investments		1,500	2,559	1,500
Closing Balance		704,819	2,247,152	10,681
Site Rehabilitation Reserve				
Opening Balance		5,545,303	2,943,263	4,454,935
Transfer to Restricted Investments		488,924	1,501,630	453,997
Transfer from Restricted Investments		0	0	0
Interest on Restricted Investments		56,000	10,042	55,997
Closing Balance		6,090,227	4,454,935	4,964,929
Future Development Reserve				
Opening Balance		16,772,393	11,460,995	25,459,842
Transfer to Restricted Investments		0	14,000,000	0
Transfer from Restricted Investments		(2,550,000)	(40,257)	(12,514,000)
Interest on Restricted Investments		189,000	39,104	188,990
Closing Balance		14,411,393	25,459,842	13,134,832
Environmental Monitoring Reserve				
Opening Balance		2,654,559	1,349,161	2,059,936
Transfer to Restricted Investments		269,486	706,172	213,501
Transfer from Restricted Investments		0	0	0
Interest on Restricted Investments		27,500	4,603	27,499
Closing Balance		2,951,545	2,059,936	2,300,936

**BUDGETED STATEMENT OF CASH MOVEMENTS
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Environmental Insurance Reserve				
Opening Balance		59,604	59,639	0
Transfer to Restricted Investments		45,000	0	0
Transfer from Restricted Investments		(39,690)	(59,766)	0
Interest on Restricted Investments		800	127	0
Closing Balance		65,714	0	0
Risk Management Reserve				
Opening Balance		15,802	15,813	0
Transfer to Restricted Investments		0	0	0
Transfer from Restricted Investments		0	(15,847)	0
Interest on Restricted Investments		200	34	0
Closing Balance		16,002	0	0
Class IV Cell Reserve				
Opening Balance		600,460	600,945	741,806
Transfer to Restricted Investments		93,486	141,310	280,446
Transfer from Restricted Investments		(150,000)	(2,500)	(150,000)
Interest on Restricted Investments		7,100	2,051	7,100
Closing Balance		551,046	741,806	879,352
EastLink Rehabilitation Reserve				
Opening Balance		0	5,325,000	5,343,168
Transfer to Restricted Investments		0	0	0
Transfer from Restricted Investments		0	0	0
Interest on Restricted Investments		0	18,168	0
Closing Balance		0	5,343,168	5,343,168
Secondary Waste Reserve				
Opening Balance		40,447,124	41,177,833	17,914,815
Transfer to Restricted Investments		4,121,290	4,493,804	2,435,450
Transfer from Restricted Investments		(7,763,041)	(27,897,609)	(4,533,457)
Interest on Restricted Investments		470,000	140,787	469,976
Closing Balance		37,275,373	17,914,815	16,286,784

**BUDGETED STATEMENT OF CASH MOVEMENTS
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Class III Cells Reserve				
Opening Balance		1,156,021	1,158,161	2,535,661
Transfer to Restricted Investments		1,390,535	1,976,270	618,105
Transfer from Restricted Investments		(350,000)	(602,722)	(1,068,677)
Interest on Restricted Investments		35,000	3,952	34,998
Closing Balance		2,231,556	2,535,661	2,120,087
Long Service Leave - Restricted Asset				
Opening Balance		1,032,391	1,033,136	1,055,638
Transfer to Restricted Investments		18,979	18,977	18,977
Transfer from Restricted Investments		0	0	0
Interest on Restricted Investments		12,000	3,525	11,999
Closing Balance		1,063,370	1,055,638	1,086,614
Building Refurbishment Reserve				
Opening Balance		79,783	79,842	0
Transfer to Restricted Investments		0	0	0
Transfer from Restricted Investments		0	(80,012)	0
Interest on Restricted Investments		900	170	0
Closing Balance		80,683	0	0
Cash and Investments at the end of the Year		69,452,008	88,584,842	70,797,741
<u>Add</u> Accrued Interest - Restricted Assets		433,707	338,109	349,503
Cash and Investments as per Statement of Financial Position		69,885,715	88,922,951	71,147,244

**BUDGETED STATEMENT OF CASH MOVEMENTS
FOR THE YEAR ENDING 30 JUNE 2023**

	NOTE	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
SUMMARY				
MUNICIPAL FUND (CASH AND INVESTMENTS)				
Opening Balance		6,408,662	21,907,536	26,771,889
Transfer to Restricted Investments		(8,385,674)	(25,754,836)	(6,566,505)
Transfer from Restricted Investments		12,831,731	30,120,614	23,050,134
Interest on Municipal Funds		132,000	137,029	70,000
Payments and Receipts		(6,976,439)	361,546	(18,655,160)
Closing Balance	4(i)	4,010,280	26,771,889	24,670,358
RESTRICTED INVESTMENTS				
Opening Balance		69,087,784	65,953,609	61,812,953
Transfer to Restricted Investments		8,385,674	25,754,836	6,566,505
Transfer from Restricted Investments		(12,831,731)	(30,120,614)	(23,050,134)
Interest on Restricted Investments		800,000	225,122	798,059
Closing Balance		65,441,727	61,812,953	46,127,383
Sub Total		69,452,007	88,584,842	70,797,741
<u>Add</u> Accrued Interest - Restricted Assets		433,708	338,109	349,503
Cash and Investments as per Statement of Financial Position		69,885,715	88,922,951	71,147,244

**NET CURRENT ASSETS CARRIED FORWARD
FOR THE YEAR ENDING 30 JUNE 2023**

BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
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NET CURRENT ASSETS REPRESENTED BY

CURRENT ASSETS

Cash at Bank - Unrestricted	4,010,280	26,771,889	24,670,358
Receivables	2,987,058	2,987,058	2,987,058
Inventory	39,035	39,035	39,035
Prepayments	67,382	67,382	67,382
	7,103,755	29,865,364	27,763,833

LESS: CURRENT LIABILITIES

Creditors	6,160,299	6,160,299	6,201,968
Current Provisions	1,892,645	1,892,645	1,920,181
	8,052,944	8,052,944	8,122,149

(DEFICIT) SURPLUS - OTHER FUNDS

(949,189)	21,812,420	19,641,684
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ADD BALANCE OF NET RESTRICTED INVESTMENTS

65,875,435	62,151,062	46,476,886
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ESTIMATED NET CURRENT ASSET POSITION

64,926,246	83,963,482	66,118,570
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BUDGET NOTES

2022/2023 BUDGET

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations.

Except for cash flow information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Amendments to Local Government (Financial Management) Regulations 1996

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Council. This was not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

From 1 July 2019, the Council has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the *Local Government (Financial Management) Regulations 1996* have been amended to specify that vested land is a right of use asset to be measured at cost. All right of use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the Statement of Financial Position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Council to measure any vested improvements at zero cost.

As the Council does not currently hold any leases this has not had any impact on the Council's financial statements.

The Local Government Reporting Entity

All funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

(a) Trust Funds

Any monies held in the Trust Fund, which Council may hold in a custodian role, are excluded from the Financial Statements.

The EMRC currently holds trust fund monies on behalf of the Green Deal Alliance Project (GDA) as approved by Council at its meeting held on 25 November 2021.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(b) Cash and Cash Equivalents

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and in hand and short-term deposits with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts, where applicable, are included as short-term borrowings in current liabilities on the Statement of Financial Position.

The EMRC does not have any bank overdrafts.

(c) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory Requirements to Revalue Non-Current Assets

In accordance with the amended *Local Government (Financial Management) Regulations 1996*, the Council is required to revalue land, buildings, infrastructure and investment properties of the local government whenever the Council is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount and, in any event, within a period of no more than 5 years after the day on which the asset was last valued or revalued. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the EMRC. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with the amended *Local Government (Financial Management) Regulations 1996* which requires the land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

The EMRC has elected to undertake asset revaluations on its land, buildings and infrastructure assets on a 4 year rotational cycle, or in the year when the Council is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount.

The revaluation of the land, buildings and infrastructure classes of assets was undertaken during the 2020/2021 financial year. It is proposed to undertake the next revaluation in the 2024/2025 financial year.

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets, that are land, buildings, infrastructure and investment properties, acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believed this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(c) Fixed Assets (continued)

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, artworks and work in progress which are not depreciated, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation rates used for each class of depreciable asset are:

• Buildings	1.00 - 13.33% (based on components)
• Structures	
General	0.95 - 6.67%
Class III and IV Waste Cells	% of actual usage
• Plant	4.17 - 33.33%
• Furniture and fittings	4.00 - 33.33%
• Equipment	4.00 - 33.33%

The asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income in the period in which they arise.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 are not capitalised. Rather, they are recorded on an asset inventory listing.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Fair Value of Assets and Liabilities

When performing a revaluation, the Council uses a combination of both independent and management valuations using the following as a guide:

Fair value is the price that Council would receive to sell the asset or would have to pay to transfer the liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

Where possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after considering transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair value of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation Techniques

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Fair Value of Assets and Liabilities (continued)

Market Approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income Approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost Approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs which reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by *the Local Government (Financial Management) Regulations 1996* requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(e) Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions will be disclosed in the Annual Financial Report. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(f) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Local Government becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Impairment

In accordance with Australian Accounting Standards, the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with *AASB 136 Impairment of Assets* and appropriate adjustments are made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. *AASB 116 Property, Plant and Equipment*) whereby an impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(i) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to the ATO is included with receivables or payables in the Statement of Financial Position.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(j) Provisions

Provisions are recognised when: The Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated.

Provisions are measured using the best estimate of the amounts required to settle the obligations at the end of the reporting period.

(k) Provision for Site Rehabilitation

A provision for the future costs associated with closing and restoring the landfill is recognised as liabilities within the financial accounts. The nature of work planned by Council includes cell capping, landform reconstruction, dismantling of site operating facilities and implementation of a revegetation plan to suit the final land use. The provision is based on the future value of the estimated current costs, determined on a discounted basis.

Increments in the provision are calculated annually based on the change in the net present value of the future cash outflows of costs for site rehabilitation (unwinding of the discount rate).

As per the independent engineers report from June 2020, the current value for the rehabilitation of the site has been calculated to be \$7,089,399 and has been deemed sufficient for post closure management purposes. This value will be reviewed on a five yearly cycle.

The costs are measured using the best estimate of the amounts required and is reassessed internally on an annual basis with an independent review being undertaken on a five yearly cycle.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Provision for Environmental Monitoring

A provision for the future costs associated with closing and restoring the landfill is recognised as liabilities within the financial accounts. The nature of work planned by Council includes monitoring of groundwater, surface water, leachate and landfill gas generation. The provision is based on the future value of the estimated current costs, determined on a discounted basis.

Increments in the provision are calculated annually based on the change in the net present value of the future cash outflows of costs for environmental monitoring (unwinding of the discount rate).

As per the independent engineers report from June 2020, the current value for the environmental monitoring of the site has been calculated to be \$3,403,950 and has been deemed sufficient for post closure management purposes. This value will be reviewed on a five yearly cycle.

The costs are measured using the best estimate of the amounts required and is reassessed internally on an annual basis with an independent review being undertaken on a five yearly cycle.

(m) Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(n) Trade and Other Receivables

Trade and other receivables include amounts due from member Councils and non-members for unpaid fees and charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairments).

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Impairment and risk exposure information about the impairment of trade receivables and their exposure to credit risk and interest rate risk will be disclosed in the Annual Financial Report.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Employee Entitlements

The provisions for employee benefits relate to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Short-term Employee Benefits

Provision is made for the Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled. The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

(ii) Other long-term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

(iii) Superannuation Fund

The Council contributes to Aware Super and other choice funds for qualifying employees as per statutory requirements (10.5% for 2022/2023). It also contributes to Aware Super and other choice funds for full scheme members (5% for 2022/2023). Contributions to defined contribution plans are recognised as an expense as they become payable.

(p) Rounding Off Amounts

All amounts shown in this annual financial report are rounded to the nearest dollar. As a result of rounding, some minor reconciliation discrepancies may be present in the disclosures to the financial report.

(q) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(r) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Leases

At inception of a contract, the Council assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Council uses its incremental borrowing rate.

Right of use assets are subsequently measured under the cost model.

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the Council anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right of use assets are secured over the asset being leased.

The EMRC does not currently have any leases.

(t) Other Financial Assets

(i) Other Financial Assets at Amortised Cost

The Council classifies financial assets at amortised cost if both of the following criteria are met:

- The asset is held within a business model whose objective is to collect the contractual cashflows, and
- The contractual terms give rise to cash flows that are solely payments of principal and interest.

(ii) Financial Assets at Fair Value through Profit and Loss

The Council classifies the following financial assets at fair value through profit and loss:

- Debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- Equity investments which the Council has not elected to recognise fair value gains and losses through other comprehensive income.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months.

Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Council's intentions to release for sale.

(v) Landfill Cells

There are three general components of cell construction:

- Cell excavation and development costs;
- Cell liner costs; and
- Cell capping costs.

All cell excavation and development costs and cell liner costs are capitalised and depreciated over the useful life of the cell based on the volumetric usage of the landfill cell air space during the year.

Cell capping costs are expensed as they occur as part of ongoing site rehabilitation.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

2. PROGRAMS

The activities relating to the EMRC's programs reported on in the Operating Statement are as follows:

Governance

Records income and expenditure relating to the administration and operation of facilities and services to members of Council together with other administrative governance costs.

General Purpose Funding

Records interest revenue as well as other general purpose revenue.

Community Amenities

Records income and expenditure associated with the Class III cell, Class IV cell, weighbridge, and transfer station at the Red Hill Waste Management Facility, the Hazelmere Resource Recovery Park and the Baywaste, Coppin Road and Mathieson Road transfer stations.

Other Property and Services

Records income and expenditure for public works overheads, plant operation, materials, salaries and wages. It also records income and expenditure for the Sustainability Team (incorporating various projects) and the operations of the Ascot Place activity.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

3. RECONCILIATION OF RATES LEVIED

The EMRC does not levy rates therefore a Rate Setting Statement [*Local Government (Financial Management) Regulations 1996* : 22(1)(d) and 30(1)(c)] has not been prepared.

4. NOTES TO THE STATEMENT OF CASH FLOWS

(i) Reconciliation of Cash

For the purpose of the statement of cash flows, The EMRC considers cash to include cash on hand, cash at bank and bank term deposits. Cash at the end of the reporting period as shown in the statement of cash flows is as follows:

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Cash - Unrestricted	4,010,280	26,771,889	24,670,358
Cash - Restricted	65,875,435	62,151,062	46,476,886
Total Cash	69,885,715	88,922,951	71,147,244

(ii) Reconcillation of net cash used in operating activities to change in net assets arising from operations

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Net Change in assets from operations	4,356,672	4,950,794	2,577,370
Write back Depreciation	4,826,380	5,016,610	4,286,462
Write back Provisions	793,871	2,262,682	737,674
Write back Accruals - Staff Entitlements	27,478	27,477	69,206
Write back (Profit)/Loss on sale of assets	(66,835)	11,171	(115,513)
Net cash from operating activities	9,937,566	12,268,734	7,555,199

(iii) Depreciation of Assets

Details of depreciation expenditure budgets for each program are as follows

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Administration	416,958	454,914	445,377
Community Amenities	2,894,532	3,081,769	2,150,052
Other Property and Services	1,514,890	1,479,927	1,691,033
Total Depreciation all Programs	4,826,380	5,016,610	4,286,462

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

5. FEES AND CHARGES SUMMARY BY PROGRAM

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Administration	0	0	0
Community Amenities	38,244,225	42,122,577	41,484,401
Other Property and Services	0	0	0
Total Statutory Fees and Charges	38,244,225	42,122,577	41,484,401

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
User Charges	33,566,195	37,022,848	38,358,337
Special Charges	556,740	605,925	690,614
Secondary Waste Charge	4,121,290	4,493,804	2,435,450
Total Statutory Fees and Charges	38,244,225	42,122,577	41,484,401

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

6. LOAN BORROWINGS

(a) Loan Repayments

No loans existed as at 30 June 2022 and no loans are anticipated during the 2022/2023 financial year.

(b) Unspent Loans

No unspent loan funds existed as at 30 June 2022 and no unspent loan funds are anticipated during the 2022/2023 financial year.

(c) New Borrowings

The EMRC does not propose to undertake new borrowings during the 2022/2023 financial year.

(d) Overdraft

Council has not utilised an overdraft facility during the 2021/2022 financial year and it is not anticipated that any such facility will be utilised during the 2022/2023 financial year.

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

7. COUNCILLOR FEES AND ALLOWANCES

From July 2022 each Councillor, other than the Chairman, will be entitled to an annual meeting fee of \$10,824.

From July 2022 the Chairman will be entitled to an annual meeting fee of \$16,235 as well as an annual Local Government fee of \$20,565.

From July 2022 the Deputy Chairman will be entitled to an annual Local Government fee of \$5,141.

A provision of \$12,343 for meeting fees has been provided for deputy Councillors when deputising for a Councillor at a meeting. All fees paid to Councillors and the Chairman are paid quarterly in arrears.

All fees are in accordance with the 2022 Salaries and Allowances (SAT) Tribunal determination.

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Councillor(s) meeting fees	95,040	95,040	97,416
Chairman's meeting fees	15,839	15,839	16,235
Chairman's Local Government fee	20,063	20,063	20,565
Deputy Chairman's Local Government fee	5,016	5,016	5,141
Deputy Councillors' meeting fees	15,742	15,742	12,343
Total Fees and Allowances	151,700	151,700	151,700

8. INVESTMENT INTEREST

The total estimated earnings from interest on investments is made up as follows:

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Interest on Restricted Assets			
Interest on funds held in Reserve	787,975	436,344	797,454
Interest on other restricted investments (LSL)	12,000	3,525	11,999
Sub-Total Interest on Restricted Assets	799,975	439,869	809,453
Interest on Other Funds			
Interest on Municipal funds	132,000	137,029	70,000
Total Interest on Investments	931,975	576,898	879,453

**EASTERN METROPOLITAN REGIONAL COUNCIL
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDING 30 JUNE 2023**

9. ASSET PROFIT OR LOSS ON DISPOSAL

	BUDGET 2021/2022 \$	FORECAST 2021/2022 \$	BUDGET 2022/2023 \$
Buildings			
Carrying Amount of Assets Disposed	0	0	0
(Profit) Loss on Disposal	0	0	0
Equipment			
Proceeds from Sale of Assets	0	0	0
Carrying Amount of Assets Disposed	0	(2,450)	0
(Profit) Loss on Disposal	0	(2,450)	0
Furniture and Fittings			
Carrying Amount of Assets Disposed	0	0	0
(Profit) Loss on Disposal	0	0	0
Land			
Proceeds from Sale of Assets	0	0	0
Carrying Amount of Assets Disposed	0	0	0
(Profit) Loss on Disposal	0	0	0
Plant			
Proceeds from Sale of Assets	351,000	329,000	360,000
Carrying Amount of Assets Disposed	(284,165)	(320,404)	(244,487)
(Profit) Loss on Disposal	66,835	8,596	115,513
Structures			
Carrying Amount of Assets Disposed	0	(17,317)	0
(Profit) Loss on Disposal	0	(17,317)	0
Net Profit / (Loss) on Disposal	66,835	(11,171)	115,513

10. PLAN FOR THE FUTURE

EMRC's Strategic Community Plan titled *EMRC - 10 Year Strategic Plan 2017 - 2027*, adopted by Council at its meeting held on 18 August 2016 and the Corporate Business Plan 2022/23 to 2026/27, which was adopted by Council at its meeting held on 23 June 2022 together constitute EMRC's 'Plan For The Future' in accordance with *section 5.56 of the Local Government Act 1995*.

The 2022/2023 Annual Budget draws from the priorities as identified in the EMRC's 'Plan For The Future'.

FEES AND CHARGES

**For the Year Ending
30 June 2023**

EASTERN METROPOLITAN REGIONAL COUNCIL
2022-2023 SCHEDULE OF WASTE MANAGEMENT FEES AND CHARGES

Description	Unit	2021/2022 Charges with no GST \$	Value of GST \$	2021/2022 Charges inc GST \$	2022/2023 Charges with no GST \$	Value of GST \$	2022/2023 Charges inc GST \$
Waste Management Charges							
Disposal Rates							
Member Councils							
	1 tonne						
Base Tipping Fee		75.00			80.00		
CWES Levy		4.50			5.00		
Secondary Waste Reserve		38.00			38.00		
Landfill Levy		70.00			70.00		
Total Member Council disposal rate		187.50	18.75	206.25	193.00	19.30	212.30
Councils - Other							
Domestic Refuse Tip Pass (Gidgegannup @ 3bags/wk)	N/A	6.69	0.67	7.35	6.91	0.69	7.60
Council Refuse Tip Passes - Trailers (up to 500kg)	N/A	62.09	6.21	68.30	63.91	6.39	70.30
Council Greenwaste Tip Passes (up to 500 kg)	N/A	30.68	3.07	33.75	31.36	3.14	34.50
General Waste							
Cars / Station Wagons	N/A	32.73	3.27	36.00	33.64	3.36	37.00
Trailers (6 x 4)	N/A	55.91	5.59	61.50	57.73	5.77	63.50
Vans / Utes	N/A	55.91	5.59	61.50	57.73	5.77	63.50
Trailers (6 x 4) High Sides	N/A	70.91	7.09	78.00	72.73	7.27	80.00
Tandem/ Horse Floats (< 1 tonne)	N/A	105.01	10.49	115.50	108.18	10.82	119.00
240 Litre Mobile Garbage Bin	N/A	10.27	1.03	11.30	10.45	1.05	11.50
Commercial (General)	1 tonne	149.09	14.91	164.00	153.64	15.36	169.00
Minimum Commercial Charges	0.50 tonnes	74.55	7.45	82.00	76.82	7.68	84.50
Greenwaste							
Greenwaste - Member Councils (uncontaminated - Red Hill)	1 tonne	46.36	4.64	51.00	47.82	4.78	52.60
Greenwaste - Member Councils (uncontaminated - Hazelmere)	1 tonne	52.73	5.27	58.00	54.36	5.44	59.80
Greenwaste - Commercial (uncontaminated - Red Hill)	1 tonne	61.36	6.14	67.50	62.73	6.27	69.00
Greenwaste - Commercial (uncontaminated - Hazelmere)	1 tonne	68.18	6.82	75.00	70.00	7.00	77.00
Greenwaste - Shredded to EMRC specification (to Red Hill)	1 tonne	10.27	1.03	11.30	10.55	1.05	11.60
Greenwaste - Shredded to EMRC specification (to Hazelmere)	1 tonne	10.27	1.03	11.30	10.55	1.05	11.60
(Minimum charge for greenwaste 0.5 tonne)							
FOGO Waste							
FOGO waste - MGB (Member Councils)	1 tonne	95.50	9.55	105.05	98.73	9.87	108.60
Note 1: Attractive discounts available to major customers and Local Governments.							
Note 2: In the event that the weighbridges at Red Hill Waste Management Facility are not operational, vehicles will be charged according to their carrying capacity (in tonnes) multiplied by the appropriate rate from the schedule of fees and charges according to the type of waste being disposed.							

EASTERN METROPOLITAN REGIONAL COUNCIL
2022-2023 SCHEDULE OF WASTE MANAGEMENT FEES AND CHARGES

Description	Unit	2021/2022 Charges with no GST \$	Value of GST \$	2021/2022 Charges inc GST \$	2022/2023 Charges with no GST \$	Value of GST \$	2022/2023 Charges inc GST \$
Waste Management Charges continued ..							
Disposal Rates continued..							
Special Wastes							
Asbestos (Wrapped)	1 tonne	174.09	17.41	191.50	179.09	17.91	197.00
Asbestos (Wrapped) - Member Council residents only	1 tonne	92.73	9.27	102.00	95.45	9.55	105.00
Asbestos (Wrapped) - Minimum Charge		30.00	3.00	33.00	30.86	3.09	33.95
Car Bodies - Commercial	each	52.27	5.23	57.50	52.27	5.23	57.50
Car Bodies - Member Council residents only	each	25.45	2.55	28.00	25.45	2.55	28.00
Biosecurity Waste	1 tonne	200.00	20.00	220.00	206.00	20.60	226.60
Burial Fee (for immediate burial requirements)	n/a	149.09	14.91	164.00	149.09	14.91	164.00
Handling Fee (for special handling requirements)	n/a	149.09	14.91	164.00	149.09	14.91	164.00
Tyre Disposal (off rim) *	each	5.18	0.52	5.70	6.36	0.64	7.00
Tyre Disposal (with rim) *	each	7.00	0.70	7.70	12.73	1.27	14.00
Tyre Recovery Charges (for tyres at the landfill face)	each	24.27	2.43	26.70	25.00	2.50	27.50
Mattress disposal fee (Member Council Residents)	each	27.50	2.75	30.25	27.50	2.75	30.25
Mattress disposal fee (Charitable Organisations)	each	28.18	2.82	31.00	28.18	2.82	31.00
Mattress disposal fee (Commercial)	each	28.18	2.82	31.00	28.18	2.82	31.00
E-Waste (Price applicable after quota has been reached under Infoactive agreement)	each	9.37	0.93	10.30	9.37	0.93	10.30
Wash Facility Fee	n/a	37.27	3.73	41.00	37.27	3.73	41.00
Class III Contaminated Waste	1 tonne	150.73	15.07	165.80	155.27	15.53	170.80
Class III Contaminated Soil	1 tonne	150.73	15.07	165.80	155.27	15.53	170.80
Class III Controlled Waste (Categories 1 - 5)	1 tonne	210.00	21.00	231.00	216.27	21.63	237.90
Class IV Contaminated Waste	1 tonne	227.73	22.77	250.50	234.55	23.45	258.00
Class IV Contaminated Soil	1 tonne	199.64	19.96	219.60	205.64	20.56	226.20
Class V Waste - Concrete encapsulated drums (L 900mm D 600mm)	each	915.00	91.50	1006.50	942.45	94.25	1036.70
Class V Waste - Concrete encapsulated bulka bags (1.1m x 1.1m x 1.1m)	each	1506.82	150.68	1657.50	1552.00	155.20	1707.20
Administration Charge - Class III (for waste acceptance approvals)	consignment	121.13	12.11	133.25	124.82	12.48	137.30
Administration Charge - Class IV (for waste acceptance approvals)	consignment	149.09	14.91	164.00	153.55	15.35	168.90
Administration Charge - Reprinting of Unsigned Weighbridge Dockets	per docket	4.64	0.46	5.10	4.64	0.46	5.10
Note 1: Attractive discounts available to major customers and Local Governments.							
* Only car and 4 wheel drive vehicle tyres accepted. Member Council residents only maximum 4 per person.							

EASTERN METROPOLITAN REGIONAL COUNCIL
2022-2023 SCHEDULE OF WASTE MANAGEMENT FEES AND CHARGES

Description	Unit	2021/2022 Charges with no GST	Value of GST	2021/2022 Charges inc GST	2022/2023 Charges with no GST	Value of GST	2022/2023 Charges inc GST
		\$	\$	\$	\$	\$	\$
<u>Waste Management Charges continued ..</u>							
<u>Hazelmere</u>							
Wood Waste (per tonne)							
- Grade 1	1 tonne	54.00	5.40	59.40	55.64	5.56	61.20
- Grade 2	1 tonne	60.00	6.00	66.00	61.82	6.18	68.00
- Contaminated	1 tonne	232.73	23.27	256.00	239.73	23.97	263.70
<u>Hazelmere - Commercial & Industrial Waste Sorting Facility</u>							
Dry Commercial and Industrial Waste	1 tonne	150.00	15.00	165.00	163.64	16.36	180.00
Bulk verge Collections	1 tonne	150.00	15.00	165.00	163.64	16.36	180.00
Minimum Charge (Member Councils)	0.50 tonnes	75.00	7.50	82.50	81.82	8.18	90.00
Minimum Charges (Commercial)	0.50 tonnes	75.00	7.50	82.50	81.82	8.18	90.00
Additional Charges for Recovered Items							
Tyre - Passenger car (off rim)	each	5.18	0.52	5.70	5.36	0.54	5.90
Tyre - Passenger car (with rim)	each	7.00	0.70	7.70	7.18	0.72	7.90
Tyre - Light truck, Light Industrial (off rim)	each	10.27	1.03	11.30	10.55	1.05	11.60
Tyre - Light truck, Light Industrial (with rim)	each	20.55	2.05	22.60	21.19	2.11	23.30
Fridges & Freezers / White Goods / Air Conditioning Units	each	30.82	3.08	33.90	31.73	3.17	34.90
Car Batteries	each	10.27	1.03	11.30	10.59	1.06	11.65
Handling Fee (for special handling requirements)	per load	149.09	14.91	164.00	153.55	15.35	168.90
<u>Note 1</u> : If a C&I waste load is contaminated by more than 50% (by visual inspection) , a surcharge of 50% of the disposal charge per tonne will apply plus a handling fee will be applied to the consignment. <u>Note 2</u> : Tyres other than mentioned above will be required to be removed from site by the customer. <u>Note 3</u> : Contracts with attractive discounts available to major customers and local governments. <u>Note 4</u> : In the event that the weighbridge at Hazelmere Resource Recovery Park is not operational, vehicles will be charged according to the estimated waste volumes in cubic metres converted to tonnes.							

EASTERN METROPOLITAN REGIONAL COUNCIL
2022-2023 SCHEDULE OF WASTE MANAGEMENT FEES AND CHARGES

Description	Unit	2021/2022 Charges with no GST \$	Value of GST \$	2021/2022 Charges inc GST \$	2022/2023 Charges with no GST \$	Value of GST \$	2022/2023 Charges inc GST \$
Waste Management Charges continued ..							
<u>Sale of Materials (all ex stockpile, minimum 10 tonnes)</u>							
Bulk Fresh Water for construction/maintenance purposes	kL (1,000 litres)	1.05	0.10	1.15	1.10	0.10	1.20
Mixed clay/fill (purchaser to load) **	1 tonne	4.68	0.47	5.15	4.82	0.48	5.30
Mixed clay/fill (loaded) **	1 tonne	7.45	0.75	8.20	7.64	0.76	8.40
Ferricrete 25 mm **	1 tonne	13.32	1.33	14.65	13.32	1.33	14.65
Ferricrete 19 mm **	1 tonne	13.32	1.33	14.65	13.32	1.33	14.65
Filter Rock 20-40 mm **	1 tonne	13.32	1.33	14.65	13.32	1.33	14.65
Filter Rock 40-80 mm **	1 tonne	13.32	1.33	14.65	13.32	1.33	14.65
Rock Spalls (Unsorted) **	1 tonne	23.32	2.33	25.65	24.00	2.40	26.40
Ferricrete (Member Councils)	1 tonne	11.00	1.10	12.10	11.00	1.10	12.10
Premium Recycled Wood Chip (Coloured) - Hazelmere	1 m ³	65.23	6.52	71.75	68.91	6.89	75.80
Standard Recycled Wood Chip (Coloured) - Hazelmere	1 m ³	44.73	4.47	49.20	47.86	4.79	52.65
<u>Manufactured Products (per tonne)</u>							
Mixed Mulch **	1 tonne	35.73	3.57	39.30	36.82	3.68	40.50
Mulch (Member Councils)	1 tonne	21.41	2.14	23.55	22.09	2.21	24.30
Soil Improver **	1 tonne	26.46	2.65	29.10	27.27	2.73	30.00
Soil Improver (Member Councils)	1 tonne	20.00	2.00	22.00	20.64	2.06	22.70
Premium Recycled Wood Chip (Coloured) - Hazelmere	1 tonne	326.14	32.61	358.75	344.55	34.45	379.00
Standard Recycled Wood Chip (Coloured) - Hazelmere	1 tonne	223.64	22.36	246.00	239.18	23.92	263.10
Premium Recycled Wood Chip - Hazelmere	1 tonne	66.14	6.61	72.75	68.09	6.81	74.90
Standard Recycled Wood Chip - Hazelmere	1 tonne	36.37	3.64	40.00	37.45	3.75	41.20
Wood Chip (fines) - Hazelmere (when available)	1 tonne	74.09	7.41	81.50	76.27	7.63	83.90
Shredded, Unprocessed Greenwaste	1 tonne	10.27	1.03	11.30	10.55	1.05	11.60
FOGO derived dig-in compost	1 tonne		N/A		31.82	3.18	35.00
<u>Trailer Loaded Products (per scoop)</u>							
Soil Improver	1 scoop	14.55	1.45	16.00	15.01	1.49	16.50
Mixed Mulch	1 scoop	14.55	1.45	16.00	15.01	1.49	16.50
FOGO derived dig-in compost	1 scoop		N/A		15.91	1.59	17.50
Note 1 : Quotes can be provided for delivery of material/products.							
Note 2 : Upon the commissioning of new weighbridges at the Hazelmere Resource Recovery Park, all inward and outward material will be charged on a per tonne rate and not on a cubic (m³) rate.							
** Material purchases in excess of 400 tonnes and 2,000 tonnes over the financial year are subject to a discount of 15% and 20% respectively.							

Note: Attractive discounts available to major customers and Local Governments.

**EASTERN METROPOLITAN REGIONAL COUNCIL
2022-2023 - SCHEDULE OF OTHER FEES AND CHARGES**

		2022/2023 Charges with no GST	Value of GST	2022/2023 Charges inc GST
Description	Unit	\$	\$	\$
<u>Consulting Fees</u>				
<u>Member Councils</u>				
Senior Executive	1 hour	126.36	12.64	139.00
Manager	1 hour	111.45	11.15	122.60
Co-ordinator	1 hour	96.45	9.65	106.10
Officer	1 hour	68.36	6.84	75.20
<u>Other Organisations</u>				
Senior Executive	1 hour	380.00	38.00	418.00
Manager	1 hour	280.00	28.00	308.00
Co-ordinator	1 hour	220.00	22.00	242.00
Officer	1 hour	180.00	18.00	198.00
<u>Miscellaneous Charges</u>				
<u>Vehicle Charges</u>				
Commercial Vehicle	1 hour	25.00	2.50	27.50
<u>Photocopier Charges</u>				
Black & White A4 print	per page	0.41	0.04	0.45
Black & White A3 print	per page	0.55	0.05	0.60
Colour A4 print	per page	0.50	0.05	0.55
Colour A3 print	per page	0.64	0.06	0.70

WASTE DISPOSAL TONNAGES

**For the Year Ending
30 June 2023**

TONNAGES ANALYSIS

COUNCIL	ACTUAL 2019/2020 TONNES	ACTUAL 2020/2021 TONNES	BUDGET 2021/2022 TONNES	FORECAST 2021/2022 TONNES	BUDGET 2022/2023 TONNES
Bassendean	6,082	2,920	3,240	3,012	3,149
Bayswater/Baywaste	25,589	25,481	20,480	20,733	22,179
Belmont	16,147	16,376	0	0	0
Kalamunda	23,810	21,800	23,605	21,917	7,315
Mundaring	12,376	12,467	12,055	15,004	6,920
Swan	50,052	52,166	49,075	57,592	24,528
Sub-total - Member Councils (MSW)	134,057	131,210	108,455	118,258	64,091
Bassendean - Greenwaste	510	348	0	9	0
Bayswater/Baywaste - Greenwaste	2,751	1,565	450	680	399
Belmont - Greenwaste	852	685	0	0	0
Kalamunda - Greenwaste	2,144	2,228	2,030	2,428	2,177
Mundaring - Greenwaste	459	0	0	576	0
Swan - Greenwaste	551	463	600	488	557
Transfer Station - Greenwaste	639	1,039	735	1,039	905
Commercial/Other - Greenwaste	813	631	1,200	1,807	2,540
Sub-total - Greenwaste	8,719	6,958	5,015	7,027	6,578
Hazelmere - C & I, WWTE, Wood & Mattress Waste	1,538	1,571	1,950	2,674	2,091
Non-Member Local Governments	40,726	39,912	40,000	0	0
EMRC Transfer Stn (Trailers & Commercial etc)	5,057	5,039	5,155	5,155	5,040
Asbestos (Wrapped)	2,217	2,632	2,430	2,673	2,480
Commercial/Other Class III (exc. Asbestos)	14,956	18,180	21,500	71,000	39,000
Liquid Waste	0	0	0	0	0
FOGO (trial) - Town of Bassendean	0	2,970	2,875	3,837	3,837
FOGO (trial) - City of Bayswater	0	2,753	12,390	12,555	12,555
Contaminated Class III	28,314	18,430	15,000	10,000	10,000
Class IV Waste	572	4,441	8,000	6,500	12,900
Class V - Concrete Encapsulation	0	0	0	0	0
Sub-total - Other Tonnages	93,380	95,929	109,300	114,394	87,903
TOTAL TONNAGES TO REDHILL WASTE DISPOSAL FACILITY	236,156	234,097	222,770	239,679	158,572
Class III	226,865	216,976	194,490	209,760	122,702
Class IV & V	572	4,441	8,000	6,500	12,900
Greenwaste	8,719	6,958	5,015	7,027	6,578
FOGO	0	5,722	15,265	16,392	16,392
SUMMARY TOTAL TONNAGES TO REDHILL WASTE DISPOSAL FACILITY	236,156	234,097	222,770	239,679	158,572
<u>Hazelmere Transfer Station</u>					
Kalamunda	0	0	0	0	15,040
Mundaring	0	0	0	0	8,384
Swan	0	0	0	0	34,216
TOTAL TONNAGES TO HAZELMERE TRANSFER STATION	0	0	0	0	57,640

FINANCIAL PERFORMANCE BY ACCOUNT

**For the Year Ending
30 June 2023**

Financial Performance by Account 2022/2023

CEO's Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
CEO and Support				
Operating Expenditure				
72851/06	IT Support - Councillors	89,140	93,256	94,956
73904/01	Attend Corporate and Award Functions and Events - Governance	1,400	1,400	1,400
73906/00	Provide Compliance Services and Internal Audit	58,916	58,916	61,844
73917/09	Provide Staff Annual Leave - CEO's Department	1,000	1,000	1,000
73918/08	Recruit Senior Staff	25,600	25,600	25,600
73918/11	Recruit Staff - CEO's Department	10,000	10,000	10,000
73919/10	Train and Develop Staff - CEO's Department	17,000	17,000	17,330
73922/09	Provide Staff Long Service Leave - CEO's Department	1,000	1,000	1,000
73966/00	Undertake Regional Advocacy - CEO/Councillors	4,000	4,000	4,000
73981/01	Manage CEO's Department	495,919	464,380	531,296
73989/00	Undertake Strategic Planning Research and Special Projects	75,000	75,000	50,000
73992/01	Hold Stakeholder Events/Functions	25,000	25,000	25,000
73993/00	Governance - Council Members	348,322	434,578	234,489
73994/00	Conduct Committee Meetings	3,000	3,000	3,000
73995/00	Conduct Council Meetings	21,500	21,500	22,100
73995/01	Catering Kitchen - Provisions	11,500	10,000	10,500
73996/00	Conduct Other Functions	20,650	24,630	28,660
73996/02	EMRC Staff Kitchen - Provisions	10,050	10,050	10,250
73999/00	Prepare Strategic Plan and Plan for the Future	26,515	10,000	11,530
		1,245,512	1,290,310	1,143,955
Capital Expenditure				
24550/01	Purchase Information Technology & Communication Equipment -	30,000	0	35,000
24620/00	Purchase Art Works	10,000	10,000	10,000
		40,000	10,000	45,000
Net Income/(Expenditure)		(1,285,512)	(1,300,310)	(1,188,955)
Human Resources				
Operating Income				
58912/00	Income Human Resource Services	0	8,440	0
		0	8,440	0
Operating Expenditure				
73911/00	Provide Staff Health Welfare - EAP	4,000	4,000	4,100
73911/01	Implement Health Promotion Activities	14,000	14,000	14,350
73911/02	Provide Staff Health Welfare - 1st Aid	4,530	41,030	42,060
73912/00	Provide Human Resource Management Service	563,588	565,631	635,707
73912/01	Conduct Employee Service Recognition Presentations	3,030	3,030	3,030
73919/00	Train and Develop Staff - Corporate General	22,000	22,000	22,550
73988/02	Facilitate Continuous Improvement Programme	2,650	2,650	2,725
73988/03	Implement the Rewards and Recognition Programme	5,000	5,000	5,125
73999/03	Implement Disability Access & Inclusion Plan	1,000	1,000	1,025
73999/04	Implement Workforce Plan Initiatives	2,060	2,060	2,100
		621,858	660,401	732,772
Net Income/(Expenditure)		(621,858)	(651,961)	(732,772)
Unlisted SubTeam				
Operating Income				
59961/00	Income Marketing and Communications	50	50	0
		50	50	0

Financial Performance by Account 2022/2023

CEO's Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Unlisted SubTeam				
Operating Expenditure				
73953/01	Support and Maintenance of EMRC Web Sites	20,000	20,000	20,600
73961/00	Manage Marketing and Communications Services	109,977	110,968	116,318
73961/01	Conduct Biennial Stakeholder Perception Survey	19,100	9,546	10,000
73963/00	Prepare Annual Report	8,700	3,940	8,200
73965/00	Conduct Promotions/Public Relations Events - Marketing	2,000	2,000	2,000
		159,777	146,454	157,118
Net Income/(Expenditure)		(159,727)	(146,404)	(157,118)
Net Operating and Capital Expenditure for CEO's Team		2,067,097	2,098,675	2,078,845

Financial Performance by Account 2022/2023

Business Support		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Business Support - General				
Operating Expenditure				
73914/01	Implement Governance and Corporate Services Study Assistance	3,000	1,000	3,000
73918/01	Recruit Staff - Business Support	10,000	10,000	10,000
73919/01	Train and Develop Staff - Business Support	39,750	44,711	40,750
73981/00	Manage Governance and Corporate Services Business Unit	436,038	479,458	515,506
		488,788	535,169	569,256
Capital Expenditure				
24510/01	Purchase Furniture Fittings & Equipment - Corporate Services	10,000	10,000	10,000
		10,000	10,000	10,000
Net Income/(Expenditure)		(498,788)	(545,169)	(579,256)

Financial Performance by Account 2022/2023

Business Support		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Finance Team				
Operating Income				
59943/00	Income Financial Services	4,000	6,500	9,500
59945/00	Income Municipal Cash Investments	32,000	37,029	68,000
59945/02	Income Municipal Cash at Bank	100,000	100,000	2,000
		136,000	143,529	79,500
Operating Expenditure				
71981/00	Internal Revenue Governance and Corporate Services Business	(5,150,915)	(5,150,915)	(5,253,780)
73943/00	Provide Financial Services	676,651	672,653	752,773
73943/01	Provide Financial Services - Non GST Fees and Charges	1,566	1,566	1,600
73981/99	Councillors - Corporate Services Allocation	511,415	511,415	521,643
73982/99	Waste Management Services Business Unit - Corporate Services	2,834,273	2,834,273	2,890,958
73983/99	Regional Development Business Unit - Corporate Services	689,210	689,210	702,994
73984/99	Environmental Services Business Unit - Corporate Services	689,210	689,210	702,994
		251,410	247,412	319,182
Other Income				
59945/01	Income Restricted Cash Investments	799,975	439,869	809,453
		799,975	439,869	809,453
Other Expenditure				
73986/99	Resource Recovery Business Unit - Corporate Services Allocation	419,207	419,207	427,591
		419,207	419,207	427,591
Net Income/(Expenditure)		265,358	(83,221)	142,180
Information Team				
Operating Expenditure				
65420/06	Operate and Maintain Power Supply Equipment - Ascot Place	9,934	9,991	10,045
66550/00	Operate and Maintain Information Technology & Communication	411,241	411,241	409,505
66560/00	Operate and Maintain Network Communications Equipment	950	950	1,045
66570/00	Operate and Maintain Information Technology Servers	950	950	1,045
71951/00	Internal Revenue Information Technology Services	0	(115,723)	(110,339)
73951/00	Manage Information Technology Services	469,304	458,714	507,593
73951/01	Provide Records Management Services	12,400	27,900	11,900
73952/00	Manage Application and Operating System Software	425,620	490,299	489,965
73953/00	Manage Telecommunications	42,120	72,120	135,120
		1,372,519	1,356,442	1,455,879
Other Expenditure				
83550/00	Disposal of Information Technology PC's and Printers	0	733	0
		0	733	0
Capital Expenditure				
24550/00	Purchase Information Technology & Communication Equipment	129,000	163,000	105,000
		129,000	163,000	105,000
Net Income/(Expenditure)		(1,501,519)	(1,520,175)	(1,560,879)

Financial Performance by Account 2022/2023

Business Support		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Procurement and Governance				
Operating Income				
54440/00	Income Vehicles - Ascot Place	100	100	100
		100	100	100
Operating Expenditure				
61440/00	Internal Revenue Vehicles - Ascot Place	(125,050)	(182,979)	(141,159)
63240/01	Operate and Maintain Administration Building - Ascot Place	320,066	352,531	314,804
63240/02	Clean Administration Building - Ascot Place	38,940	38,940	50,065
65420/07	Operate and Maintain Office Furniture and Miscellaneous Plant and	5,800	6,124	5,594
65440/00	Operate and Maintain Vehicles - Ascot Place	121,830	130,471	152,968
66510/01	Operate and Maintain Office Equipment - Corporate Services	3,066	2,255	4,280
66520/10	Operate and Maintain Fire Fighting Equipment - Ascot Place	500	500	500
66530/01	Operate and Maintain Security System - Ascot Place	250	0	625
67610/01	Operate and Maintain Office Furniture and Fittings - Corporate	5,508	6,250	5,116
73901/00	Provide Administrative Service	423,546	384,332	459,307
		794,456	738,424	852,100
Other Income				
82440/00	Income Disposal of Vehicles - Ascot Place	193,000	171,000	72,000
		193,000	171,000	72,000
Other Expenditure				
83440/00	Disposal of Vehicles - Ascot Place	138,776	116,000	49,200
		138,776	116,000	49,200
Capital Expenditure				
24440/00	Purchase Vehicles - Ascot Place	266,000	197,000	186,000
25240/01	Capital Improvement Administration Building - Ascot Place	458,000	0	458,000
25530/01	Upgrade Security Equipment - Ascot Place	5,000	5,000	5,000
		729,000	202,000	649,000
Net Income/(Expenditure)		(1,469,132)	(885,324)	(1,478,200)
Net Operating and Capital Expenditure for Business Support		3,204,081	3,033,889	3,476,156

Financial Performance by Account 2022/2023

Sustainability Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Advocacy				
Operating Expenditure				
73917/11	Provide Staff Annual Leave - Advocacy	1,000	1,000	1,000
73966/02	Implement Regional Advocacy Strategy	231,311	222,534	237,729
73983/03	Support Sustainability Team Grant/Sponsorship Opportunities	10,000	0	10,000
		242,311	223,534	248,729
Other Expenditure				
72883/01	Support Waste Management Community Reference Group	7,600	2,150	5,100
		7,600	2,150	5,100
Net Income/(Expenditure)		(249,911)	(225,684)	(253,829)
Natural Environmental Team				
Operating Income				
58721/10	Income Coordination of Community-led NRM Projects in Eastern	105,000	0	0
58721/16	Income Farm Dams Project	100,000	0	0
58721/17	Income Eastern Region Catchment Management Program	14,000	0	0
		219,000	0	0
Operating Expenditure				
71915/05	Internal Revenue Staff Leave Entitlements - Natural Environment	0	(11,960)	0
72721/07	Undertake Coordination of Community-led NRM Projects in Eastern	91,390	46,785	0
72721/29	Implement Steaming to Success	0	96	0
72721/36	Farm Dams Project	120,000	0	0
72721/37	Implement Eastern Region Catchment Management Program	32,464	(165)	0
73917/05	Provide Staff Annual Leave - Natural Environment Services	0	7,386	0
73918/05	Recruit Staff - Natural Environment Services	0	200	0
73919/05	Train and Develop Staff - Natural Environment Team	1,000	2,765	0
73922/05	Provide Staff Long Service Leave - Natural Environment Services	0	22,317	0
73923/05	Provide Staff RDO and TIL Leave - Natural Environment Services	0	567	0
73984/00	Coordinate Natural Environmental Business Unit	0	791	0
		244,854	68,782	0
Net Income/(Expenditure)		(25,854)	(68,782)	0

Financial Performance by Account 2022/2023

Sustainability Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Urban Environmental Team				
Operating Income				
58721/18	Income Regional Spatial Mapping	37,000	0	0
58739/07	Income Urban Environment Sustainability Programs	102,518	81,479	95,840
58787/05	Income Sustainable Transport Strategy including Net Zero	49,235	29,235	0
58799/02	Income Flood Risk Project	20,000	30,000	0
58829/01	Income Avon Descent	187,386	187,386	185,190
58983/00	Income Regional Economic Development Projects	22,321	22,321	0
		418,460	350,421	281,030
Operating Expenditure				
71915/04	Internal Revenue Staff Leave Entitlements - Urban Environment	(44,999)	(61,957)	(52,066)
72721/38	Implement Regional Spatial Mapping	37,000	0	0
72739/08	Implement Urban Environment Sustainability Programs	122,639	176,692	216,357
72752/00	Reconciliation Action Plan (RAP)	24,750	29,641	10,768
72782/01	Implement Regional Economic Development Projects	45,213	55,907	0
72787/01	Implement Sustainable Transport Strategy including Net Zero	121,875	90,683	64,847
72799/02	Provide Regional Economic Profile Information	28,000	28,000	29,000
72799/03	Implement Flood Risk Project	26,500	28,475	0
72829/01	Support Avon Descent	197,807	197,226	201,777
72829/02	Support Other Regional Events and Forums	18,875	11,794	0
73914/04	Implement Sustainability Staff Study Assistance Programme	1,000	1,000	1,000
73917/04	Provide Staff Annual Leave - Urban Environment	41,374	34,329	38,207
73918/04	Recruit Staff - Urban Environment	500	0	500
73919/04	Train and Develop Staff - Urban Environment Team	15,403	12,032	15,729
73921/04	Provide Staff Sick Leave - Urban Environment	17,606	11,812	16,259
73922/04	Provide Staff Long Service Leave - Urban Environment	1,977	1,977	2,036
73923/04	Provide Staff RDO and TIL Leave - Urban Environment	0	963	0
73924/04	Provide Staff Public Holiday Leave - Urban Environment	17,606	14,298	16,259
73983/00	Coordinate Urban Environment Business Unit	206,560	142,179	124,129
73983/04	Urban Environment Research and Development Related Studies	30,000	16,040	30,000
73983/06	IT Support - Urban Environmental	650	650	4,307
73983/07	Undertake EMRC and Other Agency Initiatives - Urban Environment	0	0	18,135
		910,336	791,741	737,244
Net Income/(Expenditure)		(491,876)	(441,320)	(456,214)
Waste Education - FOGO				
Other Income				
58864/03	Income FOGO - Waste Education	91,692	104,014	96,960
58864/04	Income - Recoup of Procurement Cost for FOGO Caddys and Liners	0	10,375	0
		91,692	114,389	96,960
Other Expenditure				
72864/08	Conduct FOGO - Waste Education	294,378	290,004	337,551
		294,378	290,004	337,551
Net Income/(Expenditure)		(202,686)	(175,615)	(240,591)

Financial Performance by Account 2022/2023

Sustainability Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Waste Education – General				
Operating Income				
58873/01	Income Stakeholder Waste Education	493,047	540,479	613,654
58873/04	Income Regional Waste Education Marketing Materials	0	1,300	0
58873/05	Income Tackling the Troublesome Two Project	0	568	0
58873/07	Income Circular Economy in the Community	0	20,000	0
		493,047	562,347	613,654
Operating Expenditure				
63253/00	Operate and Maintain Environ. Education Centre Blds - Red Hill	22,496	29,448	26,986
68690/02	Operate and maintain miscellaneous Furniture and fittings - Edu	1,920	2,225	1,739
71915/10	Internal Revenue Staff Leave Entitlements - Waste Education	(90,451)	(54,898)	(90,795)
72866/01	Conduct Battery Collection Programme	75,401	53,420	45,172
72871/00	Provide Site Tours - Red Hill Landfill Facility	31,213	18,593	0
72873/00	Conduct Waste Education Programmes	314,219	200,292	332,697
72873/01	Provide Stakeholder Waste Education Service	0	250	0
72873/02	Conduct Waste Education Research / Surveys	10,000	0	10,000
72873/04	Produce Regional Waste Education Marketing Materials	66,000	56,000	55,000
72873/06	Conduct Earth Carers Volunteer Program	39,031	23,711	0
72873/10	Implement Masterclass Project	0	(103)	0
72873/11	Coordinate Waste Education	122,102	71,683	184,636
72873/13	Undertake EMRC and Other Agency Initiatives - Waste Education	0	0	26,012
73917/13	Provide Staff Annual Leave - Waste Education	47,857	30,919	46,762
73919/13	Train and Develop Staff - Waste Education Staff	17,970	15,764	20,737
73921/13	Provide Staff Sick Leave - Waste Operations	19,939	8,250	19,473
73922/13	Provide Staff Long Service Leave - Waste Education	1,000	1,000	1,000
73923/13	Provide Staff RDO and TIL Leave - Waste Education	0	637	0
73924/13	Provide Staff Public Holiday Leave - Waste Education	19,939	10,060	19,473
		698,636	467,251	698,892
Net Income/(Expenditure)		(205,589)	95,096	(85,238)
Net Operating and Capital Expenditure for Sustainability Team		1,175,916	816,305	1,035,872

Financial Performance by Account 2022/2023

Operations Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Hazelmere Operations				
Operating Income				
53221/00	Income - Hazelmere Site General Income	39,100	58,100	39,100
58857/09	Income Power Poles Steel Recycling - Hazelmere Facility	386,880	386,880	386,880
58888/01	Income Woodwaste Project	1,946,087	1,997,956	2,004,370
58888/02	Income Mattress Project - Hazelmere	499,360	589,319	564,799
58888/05	Income Woodwaste Project (broiler growers guarantee fee) -	30,000	30,000	30,000
58888/08	Income Western Power pole handling fee	0	5,460	5,460
58888/09	Income Firewood Processing Project	0	0	176,036
		2,901,427	3,067,715	3,206,645
Operating Expenditure				
62120/00	Operate and Maintain Hazelmere Site	228,552	209,959	234,384
63221/00	Operate and Maintain Hazelmere Buildings	85,737	67,481	51,141
63259/02	Operate and Maintain Other Waste Management Buildings	70,436	70,436	61,601
64392/01	Operate and Maintain Weighbridge Structure - Hazelmere	31,356	18,277	16,905
64393/01	Operate and Maintain Water Storage Dams/Tanks - Hazelmere	1,180	2,144	1,894
64394/01	Operate and Maintain Perimeter Fencing - Hazelmere	22,292	23,034	18,891
64394/06	Operate and Maintain Noise Control Fencing - Hazelmere	0	0	5,550
64395/02	Operate and Maintain Hardstand & Road - Hazelmere	59,054	60,184	58,036
64396/03	Operate and Maintain Monitoring Bores - Hazelmere	3,992	723	565
65410/02	Operate and Maintain Plant - Hazelmere	61,718	73,045	165,811
65420/08	Operate and Maintain Miscellaneous Plant - Hazelmere	41,820	57,589	68,752
66520/09	Operate and Maintain Fire Fighting Equipment - Hazelmere	28,596	59,469	27,567
66530/09	Operate and Maintain Security System - Hazelmere	30,752	33,307	48,620
66590/09	Operate and Maintain Other Equipment - Hazelmere	27,792	37,010	31,302
67610/09	Operate and Maintain Office Furniture and Fittings - Hazelmere	5,000	6,608	31,466
71915/09	Internal Revenue Staff Leave Entitlements - Hazelmere Operations	(144,707)	(107,539)	(223,907)
72851/05	IT Support - Hazelmere Operations	51,010	68,586	49,154
72888/01	Manage Woodwaste Project - Hazelmere	2,127,202	2,346,173	2,275,105
72888/02	Manage Mattress Project - Hazelmere	547,755	560,631	613,177
72888/05	Woodwaste Project - Hazelmere (broiler growers guarantee fee)	30,000	16,800	30,000
72888/08	Manage Woodwaste Project (Weighbridge Software) - Hazelmere	12,760	12,760	13,140
72888/09	Manage Firewood Processing Project - Hazelmere	0	0	105,601
73917/12	Provide Staff Annual Leave - Hazelmere Operations	65,694	61,080	110,732
73918/10	Recruit Staff - Hazelmere	2,000	2,000	2,000
73919/09	Train and Develop Staff - Hazelmere Operations Staff	10,245	14,740	27,797
73921/12	Provide Staff Sick Leave - Hazelmere Operations	27,529	23,178	46,694
73922/12	Provide Staff Long Service Leave - Hazelmere Operations	1,000	1,000	1,000
73923/12	Provide Staff RDO and TIL Leave - Hazelmere Operations	0	(689)	0
73924/12	Provide Staff Public Holiday Leave - Hazelmere Operations	27,529	22,575	46,694
		3,456,294	3,740,561	3,919,672
Other Income				
58986/04	Income Resource Recovery Commercial Transfer Station	0	0	10,836,320
58986/05	Income Hazelmere C & I Project	307,730	309,694	316,960
		307,730	309,694	11,153,280
Other Expenditure				
63259/04	Operate and Maintain Resource Recovery Commercial Transfer	0	0	251,371
63259/05	Operate and Maintain C & I Building	21,638	72,956	56,153
64398/01	Operate and Maintain Infrastructure - Resource Recovery Park	35,457	0	0
64399/00	Operate and Maintain Resource Recovery Park - Hazelmere	0	0	12,503
65410/05	Operate and Maintain C & I Building - Plant and Equipment	83,212	94,876	76,825
65420/09	Operate and Maintain Minor Plant/Equipment - Resource Recovery	132	1,193	114
66590/07	Operate and Maintain Miscellaneous Equipment - Resource	704	736	684
72884/01	Undertake Waste Stream Audits - Hazelmere Commercial Transfer	0	0	50,000
72986/00	Manage Resource Recovery Project	0	941	0

Financial Performance by Account 2022/2023

Operations Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Hazelmere Operations				
Other Expenditure				
72986/03	Manage C & I Plant	188,640	96,842	127,200
72986/04	Manage Materials Recovery Facility (MRF) - Hazelmere	0	0	28,137
72986/06	Commercial Transfer Station - HRRP	0	0	7,516,301
73918/07	Recruit Staff - Resource Recovery	0	0	500
73919/07	Train and Develop Staff - Resource Recovery	0	118	0
73923/07	Provide Staff RDO and TIL Leave - Resource Recovery	0	335	0
		329,783	267,997	8,119,787
Capital Expenditure				
24410/01	Purchase / Replace Plant - Hazelmere	650,000	678,098	2,445,000
24420/02	Purchase / Replace Minor Plant and Equipment - Hazelmere	104,000	49,000	299,000
24520/07	Purchase Fire Fighting System/Equipment - Hazelmere	5,000	5,000	10,000
24530/10	Purchase / Replace Security System - Hazelmere	10,000	19,250	0
24550/03	Purchase Information Technology & Communication Equipment -	30,000	0	30,000
24590/02	Purchase / Replace Miscellaneous Equipment - Hazelmere	0	15,000	0
24610/10	Purchase Office Furniture and Fittings - Hazelmere Office	70,000	60,000	20,000
24610/11	Purchase Furniture and Fittings - Hazelmere Workshop	60,000	10,000	55,000
		929,000	836,348	2,859,000
Net Income/(Expenditure)		(1,505,920)	(1,467,497)	(538,535)
Operations Other				
Operating Expenditure				
72860/00	Market Waste Facility Products	67,750	83,340	52,400
73917/10	Provide Staff Annual Leave - Operations General	1,000	1,000	1,000
73918/12	Recruit Staff - Operations General	5,000	5,000	5,000
73919/11	Train and Develop Staff - Operations General	10,500	10,500	10,500
73922/10	Provide Staff Long Service Leave - Operations General	1,000	1,000	1,000
73982/01	Manage Waste Management Operations	411,089	363,780	475,758
		496,339	464,620	545,658
Other Expenditure				
72864/10	Market FOGO Products	5,000	5,000	4,000
72888/00	Market Resource Recovery Products	9,500	9,500	12,000
		14,500	14,500	16,000
Net Income/(Expenditure)		(510,839)	(479,120)	(561,658)

Financial Performance by Account 2022/2023

Operations Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Red Hill Operations				
Operating Income				
53310/00	Income Class III Cells - Red Hill Landfill Facility	26,102,954	23,855,877	14,750,971
53310/01	Income Tyre Recovery Charge Class III Cells - Red Hill Landfill	7,500	7,500	7,500
53310/04	Income Class III Cells - Cleanaway Commercial (via Baywaste) -	0	6,086,505	2,977,702
53330/00	Income Class IV Cells - Red Hill Landfill Facility	1,602,120	1,302,660	2,657,756
53335/00	Income APCR Facility - Red Hill Landfill Facility	0	0	998,328
58851/00	Income Red Hill Landfill Administration	500	500	500
58857/00	Income Waste Transfer Station Operations - Red Hill Landfill Facility	1,761,702	1,784,565	1,834,213
58857/05	Income Tip Face Steel Recycling - Red Hill Waste Management	500	0	0
58861/00	Income Surplus Clay	2,000	0	0
58862/00	Income Laterite	174,840	174,840	317,060
58863/00	Income Methane	400,000	300,000	287,500
58864/00	Income Greenwaste Operations - General	380,535	470,104	516,925
58888/04	Income Mattress Project - Red Hill	0	0	0
		30,432,651	33,982,551	24,348,455
Operating Expenditure				
61430/00	Internal Revenue Vehicles - Red Hill Landfill Facility	(115,928)	(131,154)	(125,000)
62150/00	Operate and Maintain Waste Management Land - Redhill Landfill	40,830	46,019	51,538
62150/03	Operate and Maintain Waste Management Land - Lot 501 (Lot 81	2,500	2,500	2,500
62150/06	Operate and Maintain Waste Management Land - Lots 8 9 and 10	3,500	3,500	3,500
62151/00	Operate and Maintain Waste Management Land - Red Hill Farm	17,034	16,943	17,639
63251/00	Operate and Maintain Administration Buildings - Red Hill Landfill	63,619	65,228	72,131
63252/00	Operate and Maintain Training Centre Buildings (House) - Red Hill	11,074	11,481	11,162
63259/00	Operate and Maintain Other Waste Management Buildings Red Hill	76,640	77,842	210,495
64310/01	Operate and Maintain Class III Cells - Receive and Compact Waste	1,554,775	1,714,815	1,724,930
64310/02	Operate and Maintain Class III Cells - Suppress Dust	152,033	118,160	131,240
64310/03	Operate and Maintain Class III Cells - Manage Litter	138,115	165,290	148,974
64310/04	Operate and Maintain Class III Cells - Manage Traffic and Maintain	138,222	134,920	147,813
64310/05	Operate and Maintain Class III Cells - Supply and Maintain	564,191	490,002	483,166
64310/07	Operate and Maintain Class III Cell Drainage System - Red Hill	57,020	59,488	59,835
64310/08	Operate and Maintain Class III Cells - Cell Usage (Airspace	13,372,817	14,990,691	7,795,812
64310/09	Operate and Maintain Class III Cells - Maintain Liner	72,846	63,527	63,529
64310/10	Rehabilitate Class III Cells - Red Hill Landfill Facility	434,445	349,332	384,436
64310/16	Operation and Maintain Class III Cells - Cleanaway Commercial (via	0	580,503	285,250
64320/01	Operate and Maintain Class III Leachate Ponds - Red Hill Landfill	436,969	173,672	166,291
64330/01	Operate and Maintain Class IV Cells - Receive and Compact Waste	144,279	101,150	79,541
64330/02	Operate and Maintain Class IV Cells - Suppress Dust	5,217	7,681	5,755
64330/03	Operate and Maintain Class IV Cells - Maintain Liner / Sand Filter	100,000	100,000	50,000
64330/04	Operate and Maintain Class IV Cells - Manage Traffic and Maintain	861	466	569
64330/05	Operate and Maintain Class IV Cells - Supply and Maintain	52,518	56,297	53,619
64330/07	Operate and Maintain Class IV Cell Drainage System - Red Hill	7,752	9,199	10,015
64330/08	Operate and Maintain Class IV Cells - Cell Usage (Airspace	608,686	559,910	1,111,206
64335/00	Operate and Maintain APCR Facility - Received and Process Waste	0	0	1,287,996
64340/01	Operate and Maintain Class IV Leachate Ponds - Red Hill Landfill	36,443	33,987	41,809
64350/00	Operate and Maintain Siltation Ponds - Red Hill Landfill Facility	45,567	19,060	29,483
64370/00	Operate and Maintain Roads / Car Parks - Red Hill Landfill Facility	93,742	57,396	101,964
64380/00	Operate and Maintain Stormwater System - Red Hill Landfill Facility	76,200	66,687	66,634
64391/00	Operate and Maintain Waste Transfer Station Buildings - Red Hill	4,046	3,910	4,328
64392/00	Operate and Maintain Weighbridge Structure - Red Hill	28,023	24,805	24,466
64394/00	Operate and Maintain Fencing - Red Hill Landfill Facility	44,918	48,971	50,799
64395/00	Operate and Maintain Greenwaste Processing Area (Unsealed	58,916	2,633	2,166
64398/00	Operate and Maintain Miscellaneous Waste Management Structures	84,478	37,423	132,718
65410/01	Operate and Maintain Plant - Arrange for servicing repairs and	4,335	9,008	14,885
65410/07	Operate and Maintain Major Plant - Red Hill Leachate Project	32,052	37,049	28,950
65420/01	Operate and Maintain Minor Plant - Water Pumps/Wheel Wash	66,183	73,336	73,477
65420/02	Operate and Maintain Minor Plant - Other	240,302	233,573	281,711
65420/03	Operate and Maintain Minor Plant - Water Tanker	132	150	117
65420/04	Operate and Maintain Minor Plant-Trailers-Red Hill	10,334	10,534	7,975

Financial Performance by Account 2022/2023

Operations Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Red Hill Operations				
Operating Expenditure				
65420/11	Operate and Maintain Minor Plant - Red Hill Leachate Project	6,156	5,717	4,467
65420/99	Operate and Maintain Minor Plant - Misc Attachments - Red Hill	178,834	163,992	145,923
65430/00	Operate and Maintain Vehicles - Red Hill Landfill Facility	127,655	136,888	144,089
66510/08	Operate and Maintain Office Equipment - Redhill Landfill Facility	6,800	8,087	8,131
66520/08	Operate and Maintain Fire Fighting Equipment - Red Hill Landfill	7,600	7,600	7,600
66530/08	Operate and Maintain Security System - Red Hill Waste	48,155	37,679	62,174
66530/10	Operate and Maintain Security System Education / Training Centre	500	500	500
66590/08	Operate and Maintain Other Equipment - Red Hill Landfill Facility	62,321	58,881	60,790
67610/08	Operate and Maintain Office Furniture and Fittings - Red Hill Landfill	3,000	3,000	3,000
71915/03	Internal Revenue Staff Leave Entitlements - Red Hill Landfill	(84,312)	(120,467)	(103,655)
71916/00	Internal Revenue Red Hill Operations Staff On Costs	(607,054)	(522,823)	(714,730)
72851/00	Manage and Administer Red Hill Landfill Facility	717,303	763,521	949,268
72851/02	Manage Red Hill Landfill Facility Safety Requirements	7,600	7,600	7,600
72851/03	Support EMRC Community Grants Program	15,818	15,302	15,828
72851/04	IT Support - Administer Red Hill Landfill Facility	48,100	59,636	61,916
72857/00	Manage Waste Transfer Station Operations - Red Hill Landfill	892,250	733,831	955,866
72858/00	Manage Weighbridge Operations - Red Hill Landfill Facility	224,021	247,882	314,891
72858/01	Manage Weighbridge Operations (Software) - Red Hill Landfill	20,810	20,810	21,430
72861/00	Manage Surplus Clay Stock Pile	23,137	5,899	7,815
72862/00	Manage Laterite	74,888	41,046	73,188
72862/02	Crush and Screen Lateritic Caprock	100,000	921	500,000
72863/00	Manage Methane	9,897	9,335	73,463
72864/01	Manage Greenwaste Composting	53,014	3,470	7,470
72864/02	Manage Greenwaste Mulching	415,777	271,717	383,087
72866/00	Manage Household Hazardous Waste	15,716	11,145	15,077
72866/02	Dispose of Household Hazardous Waste	225	0	244
72866/03	Market Household Hazardous Waste Collections	2,000	2,000	1,000
73916/00	Manage Red Hill Landfill Operations Staff On Costs	170,674	165,027	198,701
73917/03	Provide Staff Annual Leave - Red Hill Landfill Facility Administration	39,079	30,833	39,707
73917/08	Provide Staff Annual Leave - Waste Management Landfill	116,706	119,246	140,965
73918/03	Recruit Staff - Red Hill Landfill	4,000	4,000	4,000
73919/03	Train and Develop Staff - Red Hill Administration Staff	17,798	19,087	16,883
73919/08	Train and Develop Staff - Red Hill Operations Staff	25,642	30,893	45,248
73921/03	Provide Staff Sick Leave - Red Hill Landfill Facility Administration	16,630	10,378	16,896
73921/08	Provide Staff Sick Leave - Waste Management Landfill Operations	48,173	61,606	58,496
73922/08	Provide Staff Long Service Leave - Waste Management Landfill	8,000	14,131	8,000
73923/03	Provide Staff RDO and TIL Leave - Red Hill Landfill Facility	0	(1,178)	0
73923/08	Provide Staff RDO and TIL Leave - Waste Management Landfill	0	8,004	0
73924/03	Provide Staff Public Holiday Leave - Red Hill Landfill Facility	4,989	12,222	16,896
73924/08	Provide Staff Public Holiday Leave - Waste Management Landfill	14,452	37,365	58,496
73936/00	Manage Workshop Operations	20,500	25,000	25,400
		21,622,540	22,935,767	18,731,542
Other Income				
58864/02	Income FOGO Trial Project	1,389,115	1,491,672	1,339,718
82410/00	Income Disposal of Plant - Red Hill Landfill Facility	100,000	100,000	100,000
82430/00	Income Disposal of Vehicles - Red Hill Landfill Facility	58,000	58,000	188,000
		1,547,115	1,649,672	1,627,718
Other Expenditure				
65410/08	Operate and Maintain FOGO - Plant and Equipment	104,387	137,925	113,239
72864/06	Implement FOGO Trial Project	649,513	694,094	688,356
72864/07	Undertake FOGO Waste Stream Audits	50,000	50,000	50,000
72864/09	Implement FOGO Project	0	40,828	0
72864/20	Green Deal Alliance Project	0	40,000	0
83390/00	Disposal of Infrastructure - Red Hill Landfill Facility	0	17,317	0
83410/00	Disposal of Plant - Red Hill Landfill Facility	107,500	162,515	142,938

Financial Performance by Account 2022/2023

Operations Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Red Hill Operations				
Other Expenditure				
83420/00	Disposal of Minor Plant - Red Hill Landfill Facility	0	4,000	0
83430/00	Disposal of Vehicles - Red Hill Landfill Facility	49,589	49,589	64,249
83530/00	Dispose of Security Equipment-Red Hill Landfill Facility	0	1,717	0
		960,989	1,197,985	1,058,782
Capital Expenditure				
24250/01	Construct Waste Management Facility Buildings - Red Hill Landfill	100,000	31,300	68,700
24350/01	Construct Leachate and Stormwaste Infrastructure and Siltation	200,000	54,778	70,222
24380/00	Construct Drainage Diversion and Earthworks Infrastructures - Red	100,000	25,000	75,000
24399/10	Air Supply lines - Waste Management Structures - Red Hill Landfill	50,000	50,000	50,000
24399/20	Gas Extraction System Wells - Red Hill Landfill Facility	200,000	216,414	50,000
24410/00	Purchase / Replace Plant - Red Hill Landfill Facility	950,000	355,539	950,000
24420/00	Purchase / Replace Minor Plant and Equipment-Red Hill Landfill	275,000	296,882	495,000
24430/00	Purchase / Replace Vehicles - Red Hill Landfill Facility	132,000	132,000	307,000
24530/08	Purchase / Replace Security System - Red Hill Waste Management	213,500	213,500	60,000
24550/05	Purchase Information Technology & Communication Equipment -	0	0	22,000
24590/00	Purchase / Replace Other Equipment - Red Hill Landfill Facility	40,000	40,000	120,000
25410/00	Refurbish Plant - Red Hill Landfill Facility	300,000	200,000	1,200,000
		2,560,500	1,615,413	3,467,922
Net Income/(Expenditure)		6,835,737	9,883,058	2,717,927
Transfer Stations				
Operating Income				
58857/02	Income Mathieson Road Transfer Station Operations	554,865	438,996	390,371
58857/03	Income Coppin Road Transfer Station Operations	843,113	487,271	499,578
58857/07	Income Baywaste Transfer Station Operations	906,546	912,006	911,417
58857/11	Income Mundaring CDS Operations (at Coppin Road Transfer	0	339,536	595,906
		2,304,524	2,177,809	2,397,272
Operating Expenditure				
72857/02	Manage Mathieson Road Transfer Station Operations	504,423	399,087	354,883
72857/03	Manage Coppin Road Transfer Station Operations	504,086	442,974	454,162
72857/09	Manage Baywaste Transfer Station Operations	824,133	829,096	828,561
72857/12	Manage Mundaring CDS Operations (at Coppin Road Transfer	262,380	308,669	541,733
72857/13	Baywaste Transfer Station - IT Software Subscriptions	0	0	6,000
		2,095,022	1,979,826	2,185,339
Capital Expenditure				
24550/04	Purchase Information Technology & Communication Equipment -	0	0	22,000
		0	0	22,000
Net Income/(Expenditure)		209,502	197,983	189,933
Net Operating and Capital Expenditure for Operations Team		(5,028,480)	(8,134,424)	(1,807,668)

Financial Performance by Account 2022/2023

Projects Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Hazelmere Projects				
Other Income				
58986/02	Income Hazelmere Wood Waste to Energy Project	537,417	0	0
		537,417	0	0
Other Expenditure				
63259/03	Operate and Maintain Hazelmere Wood Waste to Energy - Building	3,754	0	0
65410/03	Operate and Maintain Hazelmere Wood Waste to Energy - Plant and	2,600	0	0
72884/00	Evaluate Resource Recovery Park Options	60,000	1,900	0
72884/02	Undertake Resource Recovery Project Study Tour	14,000	0	0
72889/10	Regional Waste Collection Systems	0	2,914	0
72986/01	Manage Hazelmere Wood Waste to Energy Project	206,720	228,707	0
		287,074	233,521	0
Capital Expenditure				
24259/05	Construct Wood Waste to Energy Building - HRRP	273,032	132,317	459,459
24259/06	Construct Community Recycling Centre (CRC) - HRRP	130,000	94	129,906
24259/10	Construct Commercial Transfer Station - HRRP	3,500,000	4,872,754	2,668,372
24259/13	Construct Site Workshop - HRRP	0	25,743	0
24259/18	Construct Wood Waste to Energy Building (Pre-Commissioning) -	826,920	654,335	1,680,869
24259/19	Construct Wood Waste to Energy Dry Char Storage Facility - HRRP	60,000	24,475	91,000
24259/20	Construct Wood Waste to Energy Bucket Extension - HRRP	40,000	40,000	0
24259/21	Construct Wood Waste to Energy Project (EMRC WWtE Step-In) -	0	121,761	0
24259/22	Wood Waste to Energy Plant - Fire Protection - HRRP	0	0	200,000
24394/06	Resource Recovery Park - Noise Control Fencing	150,000	117,583	198,842
24395/01	Construct Hardstand and Road - Hazelmere	55,000	33,752	0
24399/01	Construct Site Infrastructure - HRRP	0	10,000	0
24399/11	Wood Waste to Energy Utilities/Infrastructure - HRRP	408,754	136,669	335,327
24399/22	Construct Concrete Pad east of C&I Building - HRRP	250,000	255,228	0
24399/23	Extension of Sewer Line from WWtE to Sewer Sump & existing ATU	200,000	20,000	180,000
24399/24	Sewer Line from Lakes Rd to Mary St - HRRP	300,000	5,595	294,405
24399/25	Extension of Concrete Pad with Workshop area - HRRP	120,000	121,653	0
24399/26	Noise Barrier for Hammer Mill - HRRP	100,000	100	99,900
24399/27	Digital Sign (DWER Requirement) - HRRP	50,000	0	50,000
24410/03	Purchase Wood Waste to Energy Plant & Equipment - HRRP	103,987	79,967	24,020
24530/11	Commercial Transfer Station - CCTV and Network - HRRP	0	0	250,000
24530/12	Commercial Transfer Station - Thermal Cameras - HRRP	0	0	150,000
		6,567,693	6,652,026	6,812,100
Net Income/(Expenditure)		(6,317,350)	(6,885,547)	(6,812,100)

Financial Performance by Account 2022/2023

Projects Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Projects – General				
Operating Income				
58857/10	Income Shire of Coolgardie Project - Projects Team	25,000	60,000	80,000
59982/00	Income Projects Team - General	200,150	50,150	20,500
		225,150	110,150	100,500
Operating Expenditure				
66510/02	Operate and Maintain Office Equipment - Waste Management	0	0	1,000
66590/02	Operate and Maintain Miscellaneous Equipment -Waste	4,744	858	12,670
67610/02	Operate and Maintain Office Furniture and Fittings - Waste	500	500	500
71915/02	Internal Revenue Staff Leave Entitlements - Engineering and Waste	(247,862)	(216,537)	(224,919)
71982/00	Internal Revenue Engineering / Waste Management Business Unit	0	(420,741)	(944,372)
72851/07	IT Support - Projects General	5,500	22,104	20,054
72857/10	Manage Shire of Coolgardie Project - Projects Team	2,500	6,445	76,338
73904/02	Attend Corporate and Award Functions and Events - Engineering	200	200	200
73914/02	Implement Engineering/Waste Management Services Study	1,000	1,000	1,000
73917/02	Provide Staff Annual Leave - Engineering Waste Management	149,963	147,483	138,999
73918/02	Recruit Staff - Engineering / Waste Management	5,000	1,000	5,000
73919/02	Train and Develop Staff - Engineering / Waste Management	87,310	55,718	59,708
73921/02	Provide Staff Sick Leave - Engineering Waste Management	65,619	38,496	60,415
73922/02	Provide Staff Long Service Leave - Engineering Waste Management	5,000	5,000	5,000
73923/02	Provide Staff RDO and TIL Leave - Engineering Waste Management	0	3,925	0
73924/02	Provide Staff Public Holiday Leave - Engineering Waste	65,619	46,879	60,415
73932/00	Undertake Engineering / Waste Management Research and	13,250	11,770	13,807
73982/00	Manage Engineering / Waste Management Business Unit	1,483,582	1,596,915	1,296,411
		1,641,925	1,301,015	582,226
Capital Expenditure				
24150/02	Purchase Waste Management Land	0	257	0
24550/02	Purchase Information Technology & Communication Equipment -	25,000	0	25,000
		25,000	257	25,000
Net Income/(Expenditure)		(1,441,775)	(1,191,122)	(506,726)

Financial Performance by Account 2022/2023

Projects Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Red Hill Projects				
Operating Expenditure				
73939/01	Undertake Geotechnical and Materials Investigations	5,000	5,120	5,548
73939/02	Update Red Hill Development Plan	10,000	9,903	11,095
73939/13	Eastlink Infrastructure Relocation Plan	0	0	110,950
		15,000	15,023	127,593
Capital Expenditure				
24250/08	Construct Workshop No 3 - Red Hill Landfill Facility	774,811	1,003,938	617,257
24259/15	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility	250,000	24	249,976
24259/16	Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility	150,000	0	538,326
24310/19	Construct Class III Cell Stage 16 - Red Hill Landfill Facility	0	600,222	0
24310/21	Construct Class III Cell Stage 17 - Red Hill Landfill Facility	350,000	2,500	1,068,677
24330/05	Design and Construct Class IV Cell Stage 3 - Red Hill Landfill	150,000	2,500	1,297,003
24370/00	Construct Roads / Carparks - Red Hill Landfill Facility	185,500	79,500	248,319
24370/02	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility	130,000	2,000	682,751
24394/05	Construct Litter Fence - Redhill Landfill Facility	50,000	0	50,000
24395/05	Construct FOGO Processing Area - Red Hill Landfill Facility	0	184,959	90,000
24395/06	Undertake FOGO Reference Site Tours	62,500	25,000	37,500
24395/07	Implementation of the FOGO Recovery Strategy	300,000	154,662	356,144
24399/16	Liquid Waste Project - Red Hill Landfill Facility	500,000	0	1,775,931
24399/21	Air Pollution Control Residue Facility (APCR) - Red Hill Landfill	2,300,000	40,000	2,850,000
24410/10	Purchase FOGO Processing Plant - Red Hill Landfill Facility	0	2,800	25,000
24410/11	Liquid Waste Project Plant - Red Hill Landfill Facility	0	0	550,000
24410/14	Regional Waste Collection Project	0	42,382	25,000
24410/15	Air Pollution Control Residue Facility (APCR) Plant & Equipment -	0	0	964,000
		5,202,811	2,140,487	11,425,884
Net Income/(Expenditure)		(5,217,811)	(2,155,510)	(11,553,477)

Financial Performance by Account 2022/2023

Projects Team		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Waste Environmental Team				
Operating Income				
58712/03	Income Waste Mngmt Environ. Cons. - Other Clients	75,000	10,000	50,000
58712/04	Income Waste Management Environmental Consulting - Member	21,856	10,000	22,348
		96,856	20,000	72,348
Operating Expenditure				
64310/06	Operate and Maintain Class III Cells - Sample/Test Materials/Waste	5,250	27,075	6,380
64310/13	Rehabilitate Class III Cells Waste Environmental - Red Hill Landfill	135,000	130,000	177,520
64330/06	Operate and Maintain Class IV Cells - Sample / Test Materials /	35,000	38,196	38,833
64330/10	Rehabilitate Class IV Cells - Red Hill Landfill Facility	4,000	4,000	11,095
64396/00	Operate and Maintain Monitoring Bores - Red Hill Landfill Facility	41,276	31,710	42,835
72712/03	Provide Waste Management Consulting Services - Member	17,361	4,638	29,956
72853/00	Monitor Environmental Impacts - Red Hill Water Monitoring	177,209	183,485	306,199
72856/00	Develop Environmental Management System - Red Hill Landfill	15,500	12,642	22,335
72856/01	Develop Environmental Management System - Hazelmere Resource	0	0	5,000
72859/00	Monitor Environmental Impacts - Red Hill Landfill Other	137,753	317,539	235,918
72859/02	Monitor Environmental Impacts - Red Hill & Hazelmere Occupational	5,515	5,958	13,345
72859/06	Monitor Environmental Impacts - Red Hill Odour Monitoring	2,000	9,706	23,833
72859/07	Monitor Environmental Impacts - Hazelmere Occupational Dust	1,000	2,561	17,704
72859/08	Monitor Environmental Impacts - Hazelmere Water Monitoring	10,000	10,000	3,000
72859/09	Monitor Environmental Impacts - Hazelmere Ambient Dust	11,000	12,300	21,368
72859/11	Monitor Environmental Impacts - Environmental Offsets	22,000	28,155	108,428
72859/12	Monitor Environmental Impacts - Hazelmere Fines Sampling	5,000	12,741	25,731
72859/15	NGERS / NPI Reporting	0	0	17,625
		624,864	830,706	1,107,105
Other Expenditure				
72859/10	Monitor Environmental Impacts - Hazelmere Wood Waste to Energy	55,500	44,761	45,046
		55,500	44,761	45,046
Capital Expenditure				
24396/00	Construct Monitoring Bores - Red Hill Landfill Facility	70,000	29,900	150,000
24396/02	Construct Monitoring Bores - Hazelmere	70,000	0	0
24590/09	Purchase Wood Fines Sampling Equipment - Waste Environment	0	0	60,000
24590/10	Purchase of Fume Hood at HRRP - Waste Environment	0	0	30,000
24590/11	Purchase of Equipment for Testing of Basic Parameters - Waste	0	0	30,000
		140,000	29,900	270,000
Net Income/(Expenditure)		(723,508)	(885,367)	(1,349,803)
Net Operating and Capital Expenditure for Projects Team		13,700,444	11,117,546	20,222,106

Financial Performance by Account 2022/2023

Miscellaneous		Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Payroll Control Accounts				
Operating Expenditure				
93999/01	Clearing Account - Salaries Paid	0	8,900,000	10,900,000
93999/02	Clearing Account - Salaries Allocated	0	(8,900,000)	(10,900,000)
		0	0	0
Net Income/(Expenditure)		0	0	0
Plant Control Accounts				
Operating Income				
58410/00	Income Plant	180,000	194,000	194,000
		180,000	194,000	194,000
Operating Expenditure				
61410/00	Internal Revenue Plant	(2,697,961)	(2,816,540)	(3,274,547)
65410/00	Operate and Maintain Plant - Waste Management Facilities	3,062,654	3,018,308	3,274,547
		364,693	201,768	0
Net Income/(Expenditure)		(184,693)	(7,768)	194,000
Post Closure Provisions				
Operating Expenditure				
64310/15	Operate and Maintain Class III Cells - Post Closure Provisions	762,351	2,207,802	667,498
64330/15	Operate and Maintain Class IV Cells - Post Closure Provisions	31,520	54,880	70,176
		793,871	2,262,682	737,674
Net Income/(Expenditure)		(793,871)	(2,262,682)	(737,674)
Secondary Waste Income				
Other Income				
58986/00	Income Resource Recovery Project	4,121,290	4,493,804	2,435,450
		4,121,290	4,493,804	2,435,450
Net Income/(Expenditure)		4,121,290	4,493,804	2,435,450
Net Operating and Capital Expenditure for Miscellaneous		(3,142,726)	(2,223,354)	(1,891,776)

Financial Performance by Account 2022/2023

Total Organisation	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
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Net Operating and Capital Expenditure	(11,976,332)	(6,708,637)	(23,113,536)
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CAPITAL WORKS SUMMARY

**For the Year Ending
30 June 2023**

Capital Works Summary 2022/2023

CEO's Team	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
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CEO and Support

Capital Expenditure

24550/01	Purchase Information Technology & Communication Equipment -	30,000	0	35,000
24620/00	Purchase Art Works	10,000	10,000	10,000
Net Expenditure		40,000	10,000	45,000

Capital Works Summary 2022/2023

Business Support	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
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Business Support - General

Capital Expenditure

24510/01	Purchase Furniture Fittings & Equipment - Corporate Services	10,000	10,000	10,000
Net Expenditure		10,000	10,000	10,000

Information Team

Capital Expenditure

24550/00	Purchase Information Technology & Communication Equipment	129,000	163,000	105,000
Net Expenditure		129,000	163,000	105,000

Procurement and Governance

Capital Expenditure

24440/00	Purchase Vehicles - Ascot Place	266,000	197,000	186,000
25240/01	Capital Improvement Administration Building - Ascot Place	458,000	0	458,000
25530/01	Upgrade Security Equipment - Ascot Place	5,000	5,000	5,000
Net Expenditure		729,000	202,000	649,000

Capital Works Summary 2022/2023

Operations Team	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
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Hazelmere Operations

Capital Expenditure

24410/01	Purchase / Replace Plant - Hazelmere	650,000	678,098	2,445,000
24420/02	Purchase / Replace Minor Plant and Equipment - Hazelmere	104,000	49,000	299,000
24520/07	Purchase Fire Fighting System/Equipment - Hazelmere	5,000	5,000	10,000
24530/10	Purchase / Replace Security System - Hazelmere	10,000	19,250	0
24550/03	Purchase Information Technology & Communication Equipment -	30,000	0	30,000
24590/02	Purchase / Replace Miscellaneous Equipment - Hazelmere	0	15,000	0
24610/10	Purchase Office Furniture and Fittings - Hazelmere Office	70,000	60,000	20,000
24610/11	Purchase Furniture and Fittings - Hazelmere Workshop	60,000	10,000	55,000
Net Expenditure		929,000	836,348	2,859,000

Red Hill Operations

Capital Expenditure

24250/01	Construct Waste Management Facility Buildings - Red Hill Landfill	100,000	31,300	68,700
24350/01	Construct Leachate and Stormwaste Infrastructure and Siltation Ponds -	200,000	54,778	70,222
24380/00	Construct Drainage Diversion and Earthworks Infrastructures - Red Hill	100,000	25,000	75,000
24399/10	Air Supply lines - Waste Management Structures - Red Hill Landfill	50,000	50,000	50,000
24399/20	Gas Extraction System Wells - Red Hill Landfill Facility	200,000	216,414	50,000
24410/00	Purchase / Replace Plant - Red Hill Landfill Facility	950,000	355,539	950,000
24420/00	Purchase / Replace Minor Plant and Equipment-Red Hill Landfill Facility	275,000	296,882	495,000
24430/00	Purchase / Replace Vehicles - Red Hill Landfill Facility	132,000	132,000	307,000
24530/08	Purchase / Replace Security System - Red Hill Waste Management	213,500	213,500	60,000
24550/05	Purchase Information Technology & Communication Equipment - Red	0	0	22,000
24590/00	Purchase / Replace Other Equipment - Red Hill Landfill Facility	40,000	40,000	120,000
25410/00	Refurbish Plant - Red Hill Landfill Facility	300,000	200,000	1,200,000
Net Expenditure		2,560,500	1,615,413	3,467,922

Transfer Stations

Capital Expenditure

24550/04	Purchase Information Technology & Communication Equipment -	0	0	22,000
Net Expenditure		0	0	22,000

Capital Works Summary 2022/2023

Projects Team	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
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Hazelmere Projects

Capital Expenditure

24259/05	Construct Wood Waste to Energy Building - HRRP	273,032	132,317	459,459
24259/06	Construct Community Recycling Centre (CRC) - HRRP	130,000	94	129,906
24259/10	Construct Commercial Transfer Station - HRRP	3,500,000	4,872,754	2,668,372
24259/13	Construct Site Workshop - HRRP	0	25,743	0
24259/18	Construct Wood Waste to Energy Building (Pre-Commissioning) - HRRP	826,920	654,335	1,680,869
24259/19	Construct Wood Waste to Energy Dry Char Storage Facility - HRRP	60,000	24,475	91,000
24259/20	Construct Wood Waste to Energy Bucket Extension - HRRP	40,000	40,000	0
24259/21	Construct Wood Waste to Energy Project (EMRC WWtE Step-In) -	0	121,761	0
24259/22	Wood Waste to Energy Plant - Fire Protection - HRRP	0	0	200,000
24394/06	Resource Recovery Park - Noise Control Fencing	150,000	117,583	198,842
24395/01	Construct Hardstand and Road - Hazelmere	55,000	33,752	0
24399/01	Construct Site Infrastructure - HRRP	0	10,000	0
24399/11	Wood Waste to Energy Utilities/Infrastructure - HRRP	408,754	136,669	335,327
24399/22	Construct Concrete Pad east of C&I Building - HRRP	250,000	255,228	0
24399/23	Extension of Sewer Line from WWtE to Sewer Sump & existing ATU -	200,000	20,000	180,000
24399/24	Sewer Line from Lakes Rd to Mary St - HRRP	300,000	5,595	294,405
24399/25	Extension of Concrete Pad with Workshop area - HRRP	120,000	121,653	0
24399/26	Noise Barrier for Hammer Mill - HRRP	100,000	100	99,900
24399/27	Digital Sign (DWER Requirement) - HRRP	50,000	0	50,000
24410/03	Purchase Wood Waste to Energy Plant & Equipment - HRRP	103,987	79,967	24,020
24530/11	Commercial Transfer Station - CCTV and Network - HRRP	0	0	250,000
24530/12	Commercial Transfer Station - Thermal Cameras - HRRP	0	0	150,000

Net Expenditure

6,567,693	6,652,026	6,812,100
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Projects – General

Capital Expenditure

24150/02	Purchase Waste Management Land	0	257	0
24550/02	Purchase Information Technology & Communication Equipment -	25,000	0	25,000

Net Expenditure

25,000	257	25,000
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Capital Works Summary 2022/2023

Projects Team	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
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Red Hill Projects

Capital Expenditure

24250/08	Construct Workshop No 3 - Red Hill Landfill Facility	774,811	1,003,938	617,257
24259/15	Upgrade Power Supply to Workshop No 2 - Red Hill Landfill Facility	250,000	24	249,976
24259/16	Install Power Supply to Lots 8 9 & 10 - Red Hill Landfill Facility	150,000	0	538,326
24310/19	Construct Class III Cell Stage 16 - Red Hill Landfill Facility	0	600,222	0
24310/21	Construct Class III Cell Stage 17 - Red Hill Landfill Facility	350,000	2,500	1,068,677
24330/05	Design and Construct Class IV Cell Stage 3 - Red Hill Landfill Facility	150,000	2,500	1,297,003
24370/00	Construct Roads / Carparks - Red Hill Landfill Facility	185,500	79,500	248,319
24370/02	Construct Access Road to Lots 8 9 10 - Red Hill Landfill Facility	130,000	2,000	682,751
24394/05	Construct Litter Fence - Redhill Landfill Facility	50,000	0	50,000
24395/05	Construct FOGO Processing Area - Red Hill Landfill Facility	0	184,959	90,000
24395/06	Undertake FOGO Reference Site Tours	62,500	25,000	37,500
24395/07	Implementation of the FOGO Recovery Strategy	300,000	154,662	356,144
24399/16	Liquid Waste Project - Red Hill Landfill Facility	500,000	0	1,775,931
24399/21	Air Pollution Control Residue Facility (APCR) - Red Hill Landfill Facility	2,300,000	40,000	2,850,000
24410/10	Purchase FOGO Processing Plant - Red Hill Landfill Facility	0	2,800	25,000
24410/11	Liquid Waste Project Plant - Red Hill Landfill Facility	0	0	550,000
24410/14	Regional Waste Collection Project	0	42,382	25,000
24410/15	Air Pollution Control Residue Facility (APCR) Plant & Equipment - Red	0	0	964,000

Net Expenditure

5,202,811 2,140,487 11,425,884

Waste Environmental Team

Capital Expenditure

24396/00	Construct Monitoring Bores - Red Hill Landfill Facility	70,000	29,900	150,000
24396/02	Construct Monitoring Bores - Hazelmere	70,000	0	0
24590/09	Purchase Wood Fines Sampling Equipment - Waste Environment	0	0	60,000
24590/10	Purchase of Fume Hood at HRRP - Waste Environment	0	0	30,000
24590/11	Purchase of Equipment for Testing of Basic Parameters - Waste	0	0	30,000

Net Expenditure

140,000 29,900 270,000

Capital Works Summary 2022/2023

Total Organisation			
	Budget 2021/2022	Forecast 2021/2022	Budget 2022/2023
Total Capital Expenditure	16,333,004	11,659,431	25,690,906

11.3 INTERNAL AUDIT REPORT – 2022 PROGRAMME

D2022/07880

PURPOSE OF REPORT

The purpose of this report is to present the Audit Committee (AC) with the internal audit report of the 2021/2022 internal audit programme.

KEY POINT(S)

- At the June 2020 round of meetings, Council endorsed a new internal audit programme to be spread over a three (3) year (plus three (3) year) cycle to coincide with the new requirements of the *Local Government (Financial Management) Regulations 1996* and consisting of 22 auditable areas.
- This year (2021/2022) represents the second year of the three (3) year (plus three (3) year) programme.
- The internal audit program for this year commenced in March 2022 for the Grants Management, Accounts Receivable, Accounts Payable (Transactional) and Payroll (Transactional) audit areas.
- The IT General Controls, IT Vulnerability Assessment, Records Management and Waste Management Facility (Landfill Operations) are currently being audited and internal audit reports will be presented to a future Audit Committee and Council meeting.
- The internal audit reports for all four areas audited in 2021/2022 have achieved their overall risk rating outcomes and no findings or recommendations were highlighted.
- The internal audit report for Accounts Receivable contains a recommended business improvement for the EMRC's consideration which EMRC officers are reviewing and in the process of implementation.

RECOMMENDATION(S)

That Council notes the 2021/2022 internal audit reports forming attachments 1 to 4 to this report.

SOURCE OF REPORT

Chief Executive Officer

BACKGROUND

- 1 At the Audit Committee (AC) meeting held on 4 June 2020 (Ref D2021/05734), the Committee endorsed a three (3) year (plus three (3) year) programme, which was subsequently adopted by Council at its meeting of 18 June 2020.
- 2 The three (3) year (plus three (3) year) programme is as follows:

Auditable Area	Business Team	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Accounts Payable (Masterfile)	Business Support	•		•		•	
Accounts Payable (Transactional)	Business Support		•		•		•

Auditable Area	Business Team	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Accounts Receivable	Business Support		•		•		•
Contract Management	Operations	•		•		•	
Corporate Governance	Business Support	•			•		
Grants Management	Sustainability		•			•	
Human Resource Management	Office of CEO	•		•		•	
Investment Policies	Business Support			•			•
IT General Controls	Business Support	•	•	•	•	•	•
IT Vulnerability Assessment	Business Support		•		•		•
OH&S Systems Review	Office of CEO	•		•		•	
OH&S reporting and remedial actions	Office of CEO	•		•		•	
Payroll (Masterfile & Compliance)	Business Support	•		•		•	
Payroll (Transactional)	Business Support		•		•		•
Plant & Equipment	Operations			•		•	
Procurement	Business Support				•		•
Records Management	Business Support		•			•	
Taxation	Business Support			•			•
Waste Management Facility (Landfill Operations)	Operations		•		•		•
Waste Management (Wood waste, Community Recycling Centres and other processing transfer)	Operations	•		•		•	
Financial Management Systems Review (legislative requirement)	Business Support		•			•	

Auditable Area	Business Team	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Review of Risk Management, Internal Control and Legislative Compliance (legislative requirement)	Business Support		•			•	

REPORT

3 The internal audit program for this year commenced in March 2022 for the following audit areas:

- Grants Management;
- Accounts Receivable;
- Accounts Payable (Transactional);
- Payroll (Transactional);
- IT General Controls;
- IT Vulnerability Assessment;
- Records Management; and
- Waste Management Facility (Landfill Operations).

4 The internal audit for four of the auditable areas have been finalised and are presented here for noting.

5 A summary of the findings on the internal audit are summarised as follows:

Auditable Area	Overall Risk Rating Outcomes	Summary of Findings	Recommendations	Business Improvements
Grants Management	Achieved	None	None	None
Accounts Receivable	Achieved	None	None	Audit recommends developing a documented guideline for the procedures surrounding accounts receivable (processing invoice, adjustment notes, bank reconciliations) to ensure that the standard level of work is maintained and understood if a core staff member leaves or a new staff member has joined.
Accounts Payable (Transactional)	Achieved	None	None	None
Payroll (Transactional)	Achieved	None	None	None

6 The findings on each of the auditable areas for 2021/2022 are covered in attachments 1 to 4 as part of this report.

7 The EMRC is reviewing the suggested business improvement opportunities highlighted in the final audit report relating to the accounts receivable auditable area for 2021/2022 with a view to implementing them.

- 8 The internal audit of the remaining four auditable areas - IT General Controls, IT Vulnerability Assessment, Records Management and Waste Management Facility (Landfill Operations), are currently in progress. The outcome of the internal audit of these auditable areas will be presented at a future meeting of Audit Committee and Council.

STRATEGIC/POLICY IMPLICATIONS

- 9 Key Result Area 3 – Good Governance
- 3.3 To provide responsible and accountable governance and management of the EMRC
- 3.4 To continue to improve financial and asset management practices

FINANCIAL IMPLICATIONS

- 10 The annual budget provides for the internal audit function.

SUSTAINABILITY IMPLICATIONS

- 11 The internal audit function assists in ensuring the EMRC remains financially sustainable.

RISK MANAGEMENT

Risk – The EMRC must continue to improve financial and asset management practices and to report on any audit findings regularly.

Consequence	Likelihood	Rating
Moderate	Likely	High
Action/Strategy		
➤ Council to note the internal audit reports.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

1. Internal Audit Report: Grants Management (D2022/08058)
2. Internal Audit Report: Accounts Receivable (D2022/08059)
3. Internal Audit Report: Accounts Payable (Transactional) (D2022/08060)
4. Internal Audit Report: Payroll (Transactional) (D2022/08061)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

That Council notes the 2021/2022 internal audit reports forming attachments 1 to 4 to this report.

AC RECOMMENDATION(S)

MOVED CR MACWILLIAM

SECONDED CR CONGERTON

That Council notes the 2021/2022 internal audit reports forming attachments 1 to 4 to this report.

CARRIED UNANIMOUSLY



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May 2022

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1. EXECUTIVE SUMMARY

Introduction

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of five member Councils located in Perth's Eastern Region: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring, and City of Swan. This Region is a major gateway to greater Perth, hosting Western Australia's major air, road, and rail transport hubs. The EMRC is an incorporated body established under the Western Australian Local Government Act 1995. The EMRC's operations are governed under an Establishment Agreement.

EMRC provides a broad range of services across the region including waste management and education, resource recovery, urban and natural environmental management, and regional development of the region. Its Council is responsible for setting the EMRC's strategic direction. EMRC management implements this direction, ensures the organisation's values are sustained and provides an environment that encourages staff to reach their full potential.

As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an audit of Grants Management is conducted every third year. The audit will cover the period 1 July 2021 to 31 March 2022.

Audit Objective:

The overall objective for this internal audit of Grants Management is to provide assurance with a focus on controls over grants received from external sources. We will use a combination of walk throughs, interviews, process observation, and sampling to assess controls.

The specific objectives of this audit are as follows:

Reliability and Integrity of Information

- Determine whether reports are produced to enable timely review of grant expenditure.

Compliance

- Determine whether acquittals are conducted in accordance with grant terms and conditions
- Identify whether expenditure is in accordance with the grant approval
- Determine whether grant expenditure is approved in accordance with delegate authority.

Risks Identified

- Tracking of grants received or proposed
- Acquittal of grant funding
- Audit of grant expenditure for final report.

For this review, outgoing Community Grants from EMRC have been identified as an area that is out of scope. This audit is focussed on external grants received by EMRC.

Scope of works

The audit period will be 1 July 2021 to 31 March 2022.

2. OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS

Overall Risk Rating

Scope Report Reference	Audit Scope	Outcomes	Risk Rating
8.1	Determine whether reports are produced to enable timely review of grant expenditure.	Achieved	N/A
8.2	Determine whether acquittals are conducted in accordance with grant terms and conditions.	Achieved	N/A
8.3	Identify whether expenditure is in accordance with the grant approval.	Achieved	N/A
8.4	Determine whether grant expenditure is approved in accordance with delegate authority.	Achieved	N/A

3. SUMMARY OF FINDINGS

1. No findings were made.

4. RECOMMENDATIONS

1. No recommendations were made.

5. BUSINESS IMPROVEMENTS

1. No business improvements were made.

6. OVERALL COMMENTS

Eastern Metropolitan Regional Council - Management Comments

No comments were needed.

Stantons - Audit Management Comments

It was pleasing that there were no findings. We would like to thank the Financial Services Team for all their assistance with the audit.

7. RISK RATING AND DEFINITIONS

Risk Ratings and Interpretations

Risks Ratings	Rating Interpretation	Suggested timing of implementing recommendations
Critical	The finding poses a severe risk to EMRC if not appropriately and timely addressed.	Commence remedial action immediately
Major	The finding poses significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 3 months
Moderate	The finding poses less significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 6 months
Minor	The finding poses minimal risk to EMRC if not appropriately and timely addressed, and the risk may develop more or cause other risks to develop.	Commence remedial action within 12 months

DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS

DISCLAIMER

This report is prepared for EMRC's internal use and may be shared with its auditors and professional advisors for internal use. Copying and distribution of this report to other parties should not be done without prior approval and consent from Stantons.

BASIS OF AUDIT

We have conducted our audit in accordance with the applicable Performance Standards of the International Standards for the Professional Practice of Internal Auditing. The content of this report therefore represents the independent view by Stantons purely based on the information provided by EMRC members of staff during audit fieldwork. Changes to the contents of the report without Stanton's involvement will render all contents less "independent" and unrepresentative of Stanton's position with regards to the contents contained therein.

INHERENT LIMITATIONS

Because of the inherent limitations of any internal control structure, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An Audit is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed are on a sample basis.

Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

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Report Release

Released by (Name): James Cottrill

Signature:



Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 09 May 2022

8. DETAILED AUDIT ASSESSMENT

8.1 DETERMINE WHETHER REPORTS ARE PRODUCED TO ENABLE TIMELY REVIEW OF GRANT EXPENDITURE.

Overall Outcome	Based on audit sampling, we have verified that grant reports are produced to enable timely review of grant expenditure.
------------------------	---

Audit obtained the EMRC's Register of Grants for 2021-22. We note that for the current period, only one grant has been successful and is currently in progress. Four other grants have outcomes pending while one other grant was unsuccessful. To ascertain whether reports are produced in a timely manner, Audit reviewed EMRC's policies and procedures for Grants Management as well as conducting testing on a sample of grants from the previous year.

Audit received the following documentation that are used by EMRC to manage grants:

- Grant Process Checklist
- Grant Suitability Assessment Matrix
- Grant Suitability Assessment (Business Management System) Flowchart.

Upon review of the Grant Process Checklist, we note that the document provides a checklist for the pre-application stage, application stage, grant management stage, grant acquittal stage, and close off.

Per discussion with the Chief Sustainability Officer, we note that the grant suitability assessment matrix is used to assess as to whether the grant is suitable for EMRC. We also note that due to EMRC's commitment to the reduction in the use of paper, the checklists and matrix are no longer filled in but instead referred to as part of the process. We were also informed that the sustainability team have been discussing ways to be more sustainable using Microsoft Teams to collaborate and access common documentation simultaneously. Thus, saving time and resources, this includes manually filling in the Grant Suitability Assessment Matrix and the Grants Process Checklist.

Audit also obtained the following Business Management Systems (BMS - flowcharts):

- Business Management System – Grant Management
- Business Management System – Grant Acquittals
- Business Management System – Grant Application.

We note that these BMS details the process of applying for grants, obtaining approvals, managing grants, reporting to management, as well as conducting grant acquittals. However, we note that each these BMS was adopted in 2009 and has not been reviewed since date of adoption. Per discussion with the Chief Sustainability Officer, it was noted that these documents are considered current despite having been adopted in 2009, and they can be annotated to indicate currency.

To verify that grant reports are produced and reviewed in a timely manner, Audit tested for two samples of previously completed grants. The following grants were selected:

- Circular Economy in the Community 2021
- Avon Descent Family Fun Days 2021.

Audit obtained and reviewed the Project Evaluation Report/Financial Report for Circular Economy in the Community 2021 and noted that it was delivered by 10 December 2021 as per the grant agreement.

For the Avon Descent Family Fun Days 2021, Audit did not observe a required submission date. However, we note that the Grant acquittal declaration was reviewed by the Chief Executive Officer and submitted on 2 December 2021. As evidence that this was submitted in a timely manner, Audit obtained the “Letter – Acknowledgement of Receipt of Completed Acquittal – Lotterywest Grant Application 420173805” dated 17 December 2021. The letter was sent by Lotterywest’s General Manager of Grants and Community Development accepting that the acquittal was completed.

No issues were noted.

8.2 DETERMINE WHETHER ACQUITTALS ARE CONDUCTED IN ACCORDANCE WITH GRANT TERMS AND CONDITIONS.

Overall Outcomes	Audit reviewed the documentation for selected grant samples and found that acquittals are conducted in accordance with grant terms and conditions.
------------------	--

As per the Grants Acquittal BMS, acquittals are done by Project Officer in consultation with respective Manager before passing through to Finance and is completed to ensure relevance and accuracy. Details submitted include:

- Invoices
- Receipts
- Signed contracts
- All other relevant acquittal document required for review and audit (if required).

We note that certain grants require external audits as part of the terms and conditions. As per the BMS, the Project Officer will submit acquittal details to Finance for administration which will then be forwarded to the Auditor.

As noted in section 8.1 above, Audit reviewed the completed grants for Avon Descent Family Fun Days 2021 and Circular Economy in the Community 2021. For the Avon Descent event, we note the following documentation has been recorded:

- All Councils Avon Descent Invoices and Purchase Orders
- All Councils actuals spend 2021
- CEO acquittal statement letter signed
- Grant acquittal declaration (submitted via the Lotterywest website)
- Income and Expenditure Statement Avon Descent 2021.

For the Circular Economy in the Community 2021 event, Audit obtained the EMRC signed Funding Agreement as well as screenshots of the EMRC's expenditure invoices and evidence of signatures for the Project Evaluation Report and Financial Report.

Based on our review of the above stated documentation, EMRC has demonstrated that the grants are conducted in accordance with grant terms and conditions.

No issues were noted.

8.3 IDENTIFY WHETHER EXPENDITURE IS IN ACCORDANCE WITH THE GRANT APPROVAL

Overall Outcome	Audit assessed the sampled grants and confirmed that expenditure is in accordance with the grant approval.
------------------------	--

As part of audit testing, Audit reviewed the grant acquittals for the sampled grants, Avon Descent Family Fun Days 2021, and Circular Economy in the Community 2021. To ascertain whether expenditure is in accordance with the grant approval, Audit reviewed each of the expenditures, sighted the invoice and verified that:

- Amount listed on the invoice matches the details as per the acquittal
- Expenditure is relevant to the grant project.

Audit noted for the Avon Descent 2021 event, all expenditures incurred by EMRC are related to the marketing promotion of the event and are in accordance with the Conditions of the Grant.

For Circular Economy in the Community 2021, Audit noted that the expenditure incurred by EMRC (excluding in kind) include:

- Consultants and subcontractors (guest speakers, facilitators, and photographers)
- Equipment and venue hire (including catering and vehicle expenses)
- Printing, advertising, and distribution.

Based on our review of the two sampled grants, Audit has verified that all expenditures incurred by EMRC are relevant to the proposed project and are in accordance with the grant approval.

No issues were noted.

8.4 DETERMINE WHETHER GRANT EXPENDITURE IS APPROVED IN ACCORDANCE WITH DELEGATE AUTHORITY.

Overall Outcome	Audit reviewed the sampled grant project reports and verified that grant expenditures are approved in accordance with delegate authority.
------------------------	---

Audit conducted testing for the Avon Descent Family Fun Days 2021 and Circular Economy in the Community 2021 grants to determine whether grant expenditure is approved in accordance with delegated authority. The following tests were conducted:

- Grant contract/agreement is signed and authorised by the CEO
- Any milestone reports are signed by appropriate Manager or CEO
- Grant Acquittals are signed off by appropriate Manager or CEO
- Grant Acquittal report is signed and authorised by the CEO
- All invoices relevant to the grant projects are checked and received by the appropriate Officer/Manager within their delegated authority.

The table below displays the results for the two sampled grant projects:

Testing	Avon Descent 2021	Circular Economy 2021
Grant contract/agreement is signed and authorised by the CEO	✓	✓
Any milestone reports are signed by appropriate Manager or CEO	N/A	✓
Grant Acquittals are signed off by appropriate Manager or CEO	✓	✓
Grant Acquittal report is signed and authorised by the CEO	✓	✓
All invoices relevant to the grant projects are checked and received by the appropriate Office/Manager within their delegated authority	✓	✓

Based on the testing conducted above, Audit notes that both sampled grants were signed off by the CEO. As result, audit has determined that grant expenditure is appropriately approved in accordance with the delegated authority.

No issues were noted.



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**Eastern Metropolitan Regional Council
Accounts Receivable
Internal Audit**

May 2022

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1. EXECUTIVE SUMMARY

Introduction

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of five member Councils located in Perth's Eastern Region: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring, and City of Swan. This Region is a major gateway to greater Perth, hosting Western Australia's major air, road, and rail transport hubs. The EMRC is an incorporated body established under the Western Australian Local Government Act 1995. The EMRC's operations are governed under an Establishment Agreement.

EMRC provides a broad range of services across the region including waste management and education, resource recovery, urban and natural environmental management, and regional development of the region. Its Council is responsible for setting the EMRC's strategic direction. EMRC management implements this direction, ensures the organisation's values are sustained and provides an environment that encourages staff to reach their full potential.

As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an audit of Accounts Receivable is conducted every second year. The audit will cover the period 1 July 2021 to 31 March 2022.

Audit Objective:

This is classified as an assurance audit with a focus on controls. We will use a combination of walk throughs, interviews, process observation, and sampling to assess controls.

The specific objectives of this audit are as follows:

Reliability and Integrity of Information

- Determine whether accounts receivable is calculated accurately, completely and in a timely manner.

Compliance

- Determine whether policies and procedures are documented, understood by staff, and followed.

Safeguarding of Assets

- Identify whether the Council has procedures in place to assess customer's ability to service debt before granting credit.
- Review procedure for debt collection for efficiency and effectiveness.

Risks Identified

- Credit checks – ongoing and review
- Payment procedures
- Debt incurred
- Timeliness
- Accuracy
- Authorisation
- Approval of bad debts and write-offs
- Lack of outstanding debtors follow up.

Scope of works

The audit period will be 1 July 2021 to 31 March 2022.

2. OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS

Overall Risk Rating

Scope Report Reference	Audit Scope	Outcomes	Risk Rating
8.1	Determine whether accounts receivable is calculated accurately, completely and in a timely manner	Achieved	N/A
8.2	Determine whether policies and procedures are documented, understood by staff, and followed	Achieved	N/A
8.3	Identify whether the Council has procedures in place to assess customer's ability to service debt before granting credit	Achieved	N/A
8.4	Review procedure for debt collection for efficiency and effectiveness	Achieved	N/A

3. SUMMARY OF FINDINGS

1. No findings were made.

4. RECOMMENDATIONS

1. No recommendations were made.

5. BUSINESS IMPROVEMENTS

1. Audit recommends developing documented guideline for the procedures surrounding accounts receivable (processing invoice, adjustment notes, bank reconciliations) to ensure that the standard level of work is maintained and understood if a core staff member leaves, or a new staff member has joined.

6. OVERALL COMMENTS

Eastern Metropolitan Regional Council - Management Comments

No comments were needed.

Stantons - Audit Management Comments

It was pleasing that there were no findings. EMRC should consider the business improvement suggested. We would like to thank the Financial Services Team for all their assistance with the audit.

7. RISK RATING AND DEFINITIONS

Risk Ratings and Interpretations

Risks Ratings	Rating Interpretation	Suggested timing of implementing recommendations
Critical	The finding poses a severe risk to EMRC if not appropriately and timely addressed.	Commence remedial action immediately
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Liability limited by a scheme approved under Professional Standards Legislation.

Report Release

Released by (Name): James Cottrill

Signature: 

Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 09 May 2022

8. DETAILED AUDIT ASSESSMENT

8.1 DETERMINE WHETHER ACCOUNTS RECEIVABLE IS CALCULATED ACCURATELY, COMPLETELY AND IN A TIMELY MANNER.

Overall Outcome	We have assessed that accounts receivable has been verified to be calculated accurately, completely and in a timely manner.
------------------------	---

As part of our audit testing, we obtained the invoice listings from July 2021 – February 2022 and used stratified random sampling to select 26 invoices. The samples were carefully selected to ensure our testing encompassed revenue sources from the different disposal sites and transfer stations, ranging from high to low dollar value invoices. The following samples were selected:

- Member Council: 5 samples – 2 tickets each
- Contribution from Member Council: 1 sample
- Transfer Station: 1 sample – 1 ticket
- Hazelmere Resource Recovery Park: 1 sample woodchip purchase
- Tip Pass: 1 ticket selected to assess invoiced to Member Council
- Commercial Customers: 6 samples – 2 tickets each.

From the samples above, Audit obtained and reviewed the invoices to test for the following criteria:

1. Request for invoice has been approved by the relevant Manager
2. Invoice has been approved for posting to the system
3. Amounts raised are calculated according to the pricing schedule or contracts rates
4. Invoices are raised in a timely manner
5. Invoice has been stamped “POSTED” to show it has been entered into the ledger.

Based on our testing results, we note that all sample invoices satisfy testing criteria three and four. All invoices were accurately calculated as per the schedule of fees and charges or contracted rates. We also note that most invoices are raised in a timely manner as per the weekly invoice cycle or per the monthly agreement.

As for testing criteria one, two and five, we note that invoices from Red Hill, Hazelmere and transfer stations are generated from SynergySoft. A CSV file will be extracted from the various software applications (“Mandalay” for Red Hill and Hazelmere and “Arch” for Baywaste) which is then imported to SynergySoft for invoice creation. The Finance/Administration Officers from each facility are responsible for extracting the CSV files hence, invoice processing is not done manually, and invoices are not required to be stamped. However, in some instances such as a contribution from a Member Council, invoices are approved and stamped “Entered” once processed into the system. We note that the explanation is reasonable and accept that the invoices are approved by the relevant Managers without the requirement of physical stamping due to the automation of invoices via SynergySoft.

No issues were noted.

8.2 DETERMINE WHETHER POLICIES AND PROCEDURES ARE DOCUMENTED, UNDERSTOOD BY STAFF, AND FOLLOWED.

Overall Outcomes	Policies and procedures surrounding accounts receivable are not fully documented, however, they are understood by staff and appropriately followed.
-------------------------	---

Audit discussed with the Accounts/Payroll Officer and conducted a walkthrough to gain an understanding of the entire accounts receivable process from initiation of invoices to follow-up and debt collection. We note that a documented guideline is in place for credit control and debt management, however, procedures surrounding invoice creation, adjustment notes and bank reconciliation are not formally documented.

Audit notes that invoices from Red Hill Waste Management Facility are raised by the Red Hill administration staff, notably either the Administration Officer or the Administration Manager. Invoices from Hazelmere Resource Recovery Park are raised by their staff, and invoices from Baywaste Transfer Station are extracted by them and then sent to the staff at the Resource Recovery Park to be processed. In some instances, some invoices are processed manually at Head Office, such as invoices for contributions from Member Councils. The invoices for consulting services/grants are raised by the Accounts Officer and Finance Team Leader. The invoices are then emailed out or posted to the customers. For commercial clients electing the direct debit options, the debtors' payments are performed on a weekly basis by finance staff in Head Office. The report is then uploaded to the bank portal by an authorised bank signatory.

As part of the walkthrough for the invoicing process, Audit obtained screenshots as evidence to verify that the appropriate steps were taken in the invoice creation process. Audit were able to document and sight a sample walkthrough for an invoice generated in the Red Hill facility for weekly billing to a Member Council:

1. On invoice day, the CSV file will be extracted from the Mandalay Software for the billing period
2. Two sets of CSV files are generated from the Mandalay, a CSV file for invoices and one for invoices paid by direct debit
3. Once extracted from Mandalay, it is then imported to SynergySoft through the "Import Invoices" function. Once the imported files are validated, the batch number will be generated
4. In the Debtors Transaction module, the batch is updated, and the administration staff will ensure that the value of the batch document agrees to the total in the CSV file. Once satisfied and updated accordingly, the amount will be recorded in the Debtor Card
5. Once the invoices are created, they are sent to the respective customers by post or email.

For customers electing for a direct debit option, a Direct Debit Detail Report is run on a weekly basis by the finance team in the head office. Only three nominated Finance staff have the authority to perform and run the report. The report is then reconciled with the debtor batch transaction listing for direct debits. Once it is satisfied that all invoices have been properly captured, the Finance staff will execute the "Live Run" to create the direct debit report. This report is then uploaded to the bank by the Finance Team Leader.

Regarding adjustment notes, we note that adjustments are mainly processed if EMRC have charged an incorrect debtor e.g., if a carting company was charged instead of a company whose waste was being disposed. The carting company will advise EMRC that the invoice should have been charged to the service company. After receiving written confirmation or if

the vehicle registration can be established, EMRC will then proceed to change the docket to the name of the correct company after seeking authorisation from the responsible site Manager. EMRC will then charge the correct company and credit the carting company. Audit notes that four nominated staff have access to process credit notes in the system. All adjustment notes are required to be authorised by the respective Site Managers and sighted by the Finance Team Leader.

For bank reconciliations, Audit discussed and confirmed with the Administration Officer, the following controls are in place to ensure that reconciliations are performed in respect to matching debtors to the general ledger:

1. Accounts/Payroll Officer prepares the bank reconciliation by matching the balance as per the bank statements to the value as per the general ledger
2. Finance Team Leader will then review the documents once prepared
3. Manager, Financial Services will then sign and authorise.

To verify that the above stated controls are still in place, Audit tested two samples of bank reconciliations for the month of October 2021 and January 2022. The following tests were conducted:

1. Bank reconciliation matches the bank statement for the month and all discrepancies are followed up
2. Bank reconciliation balance matches with the general ledger
3. Bank reconciliations are signed off by the reviewer and authorising officer who are separate to the preparer.

Based the results of our testing, Audit concludes that policies and procedures are being followed.

No issues were noted.

Recommended Business Improvement	Audit recommends developing documented guideline for the procedures surrounding accounts receivable (processing invoice, adjustment notes, bank reconciliations) to ensure that the standard level of work is maintained and understood if a staff member leaves, or new staff have joined.
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8.3 IDENTIFY WHETHER THE COUNCIL HAS PROCEDURES IN PLACE TO ASSESS CUSTOMER'S ABILITY TO SERVICE DEBT BEFORE GRANTING CREDIT.

Overall Outcome	Audit noted that a Management Guideline for credit checks and debt management is in place and is complied with by EMRC to ensure customers can service debts.
------------------------	---

Audit noted that a Management Guideline for Credit Control and Debt Management has been created and is in place. To assess for compliance with the documented procedure, Audit conducted a walkthrough with the Accounts Officer responsible for performing credit checks.

Prior to creating a credit account, the customer is required to complete and return the application for credit account to the EMRC location for which the application for credit is applicable. The customer will normally apply through Red Hill Waste Management Facility or Hazelmere Resource Recovery Park. Based on the EMRC location for which the application is received, the trade reference checks are performed. The administration staff will then contact the trade referrals provided by the customer on the application form to ensure the creditworthiness of the potential customer.

Once the application form is received, and the trade references have been checked, the administration staff will then send an email to Head Office, Ascot for credit check assessment and approval. At the head office, the Accounts Officer will then conduct a credit check via Illion Australia. The credit application forms, trade reference checks and the results from the credit check performed are then forwarded to the Manager, Financial Services for review and approval. Credit limits over \$10,000 are required to be approved by the Chief Financial Officer and credit limits over \$50,000 are required to be approved by the Chief Executive Officer.

Once approved, the Accounts Officer will then create the debtors account in SynergySoft. The administration staff from the EMRC location for which the application is received will then inform the customer in writing the outcome of their application for credit.

To further verify that the procedures are appropriately in place, Audit obtained and reviewed a sample of a recently completed Application for Credit dated 17 January 2022 for a client at the Baywaste Transfer Station. We note that all trade references and online credit checks were appropriately conducted, and the Application for Credit form was signed and authorised by the Manager, Financial Services within their delegated credit authorisation limit.

No issues were noted.

8.4 REVIEW PROCEDURES FOR DEBT COLLECTION FOR EFFICIENCY AND EFFECTIVENESS.

Overall Outcome	Based on our walkthroughs and sampling, Audit notes that EMRC's debt collection procedures are operating efficiently and effectively.
------------------------	---

Audit discussed with the Accounts Officer regarding the follow-up procedures for debtors. The follow up of debtors are performed weekly mainly by the Accounts Officer or the Finance Team Leader for aged debtors more than 30 days.

Debtors' follow-ups are performed every week by the Accounts Officer and all debts over 30 days will be enquired and followed up for payment either by email and/or phone calls. A weekly debtor's report noting the actions taken for each outstanding debtor over 30 days is reviewed by the Finance Team Leader and reviewed and signed off by the Manager, Financial Services on a weekly basis.

If the invoice is still outstanding following the first follow-up, the customer will be informed of the consequences for non-payment, such as account suspension, account closure and/or referral to debt collection if payment is not received. As discussed with the Accounts Officer, in some circumstances, the debtor can negotiate a specific payment date, but this is subject to the Manager's approval and the debtor's previous payment history.

If the debt is outstanding, and no payment is received during the agreed timeframe, a letter of demand will be sent out. If no payment is still received, a debt collection agency will be used by EMRC to collect the outstanding payment on their behalf. The Accounts Officer will log into Illion to record the default. Further, there will be contact with the debt collection agency, and EMRC will provide invoice details, contact and actions that were taken by them in chasing the debtor. From this point forward, the debt collection agency will contact the non-paying debtor on behalf of EMRC. The debtor's account will be suspended until all outstanding debts are cleared and will not be able to use the EMRC facilities during that time unless paying by cash or debit/credit card.

At the end of the financial year, EMRC considers the debt to be doubtful should the account remain unpaid. A provision to impair the debtors will be made at the year end. Subsequently, if the debtor has been declared bankrupt and the confirmation received from the administrators that no funds will be received, a report will be submitted to the Council seeking authorisation to write off the outstanding debt.

As part of the walkthrough, Audit obtained screenshots as evidence to verify that the appropriate steps were taken to follow up on a sample debtor. Audit were able to sight and record the following procedures for the sample:

1. First follow up email sent by the Accounts Officer requesting confirmation of payment for invoice EMRC42707
2. Email response from customer advising invoices will be paid
3. Extract from SynergySoft of total amount received for payment, noting that invoice EMRC42707 has been partially paid
4. Second follow up email requesting payment for outstanding amount performed by the Accounts Officer
5. Extract from SynergySoft for total amount received for payment, now fully paid
6. Weekly debtors report showing actions taken for outstanding debtors reviewed and signed off by Manager, Financial Services.

For the write-off of bad debts, Audit notes per the Management Guideline – Credit Control and Debt Management that any unsuccessful recovery of bad debt by the collection agency or

upon receipt of notification from a liquidator/administrator advising that no funds will be received from a client with an outstanding debt with the EMRC, a report is to be submitted annually to the June meeting of Council seeking authorisation for the write-off of outstanding debt. Audit reviewed the Debtors Aged Trial Balance as at 28.02.2022 and noted that there were no aged debtors that have exceeded the date which should have been written off. We also obtained the write-off register and noted that the last bad debt written off occurred in 2019 for a value of \$189.00. Per the register, we noted that constant effort was made in following up the debt without success and the business later went into liquidation. For the financial period 2020-21, Audit confirmed with the Accounts Officer that there were no bad debts written off.

No issues were noted.



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**Eastern Metropolitan Regional Council
Accounts Payable (Transactional)
Internal Audit**

May 2022



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1. EXECUTIVE SUMMARY

Introduction

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EMRC provides a broad range of services across the region including waste management and education, resource recovery, urban and natural environmental management, and regional development of the region. Its Council is responsible for setting the EMRC's strategic direction. EMRC management implements this direction, ensures the organisation's values are sustained and provides an environment that encourages staff to reach their full potential.

As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an audit of Accounts Receivable is conducted every second year. The audit will cover the period 1 July 2021 to 31 March 2022.

Audit Objective:

This is classified as an assurance audit with a focus on controls. We will use a combination of walk throughs, interviews, process observation, and sampling to assess controls.

The specific objectives of this audit are as follows:

Reliability and Integrity of Information

- Determine whether payments are accurate, complete, made in a timely manner and have adequate substantiation
- Determine whether adequate controls exist to provide reasonable assurance that payments are only made to approved creditors
- Determine whether controls over record keeping provide reasonable assurance that accounts are posted to the correct general ledger account in a timely manner.

Compliance

- Identify whether payments are made in accordance with approved policy.

Safeguarding of Assets

- Determine whether there are adequate procedures in place to mitigate the risk of fraudulent payments.

Risks Identified

- Authorisation (including receipt of goods/services)
- Accuracy (including coding)
- Timeliness.

Scope of works

The audit period will be 1 July 2021 to 31 March 2022.

2. OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS

Overall Risk Rating

Scope Report Reference	Audit Scope	Outcomes	Risk Rating
8.1	Determine whether payments are accurate, complete, made in a timely manner and have adequate substantiation	Achieved	N/A
8.2	Determine whether adequate controls exist to provide reasonable assurance that payments are only made to approved creditors	Achieved	N/A
8.3	Determine whether controls over record keeping provide reasonable assurance that accounts are posted to the correct general ledger account in a timely manner	Achieved	N/A
8.4	Identify whether payments are made in accordance with approved policy	Achieved	N/A
8.5	Determine whether there are adequate procedures in place to mitigate the risk of fraudulent payments	Achieved	N/A

3. SUMMARY OF FINDINGS

1. No findings were made.

4. RECOMMENDATIONS

1. No recommendations were made.

5. BUSINESS IMPROVEMENTS

1. No business improvements were made.

6. OVERALL COMMENTS

Eastern Metropolitan Regional Council - Management Comments

No comments were needed.

Stantons - Audit Management Comments

It was pleasing that there were no findings. We would like to thank the Financial Services Team for all their assistance with the audit.

7. RISK RATING AND DEFINITIONS

Risk Ratings and Interpretations

Risks Ratings	Rating Interpretation	Suggested timing of implementing recommendations
Critical	The finding poses a severe risk to EMRC if not appropriately and timely addressed.	Commence remedial action immediately
Major	The finding poses significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 3 months
Moderate	The finding poses less significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 6 months
Minor	The finding poses minimal risk to EMRC if not appropriately and timely addressed, and the risk may develop more or cause other risks to develop.	Commence remedial action within 12 months

DISCLAIMER, BASIS OF AUDIT AND LIMITATIONS

DISCLAIMER

This report is prepared for EMRC's internal use and may be shared with its auditors and professional advisors for internal use. Copying and distribution of this report to other parties should not be done without prior approval and consent from Stantons.

BASIS OF AUDIT

We have conducted our audit in accordance with the applicable Performance Standards of the International Standards for the Professional Practice of Internal Auditing. The content of this report therefore represents the independent view by Stantons purely based on the information provided by EMRC members of staff during audit fieldwork. Changes to the contents of the report without Stanton's involvement will render all contents less "independent" and unrepresentative of Stanton's position with regards to the contents contained therein.

INHERENT LIMITATIONS

Because of the inherent limitations of any internal control structure, it is possible that fraud, error, or non-compliance with laws and regulations may occur and not be detected.

An Audit is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed are on a sample basis.

Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

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Report Release

Released by (Name): James Cottrill

Signature: 

Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 09 May 2022

8. DETAILED AUDIT ASSESSMENT

8.1 DETERMINE WHETHER PAYMENTS ARE ACCURATE, COMPLETE, MADE IN A TIMELY MANNER, AND HAVE ADEQUATE SUBSTANTIATION.

Overall Outcome	Audit reviewed the process of payments and noted that adequate controls exist to ensure payments are made in timely manner and have adequate substantiation.
------------------------	--

As part of our audit testing, we conducted a test of 42 sample invoices selected using the Invoice Listing dated July 2021 to February 2022. The samples were selected using stratified random sampling techniques with a concentration on high value invoices. Tests were conducted to assess whether internal controls are appropriately adhered to, and payments to suppliers are accurate, complete, made in a timely manner and have adequate substantiation. The following tests were performed:

1. Invoice/documentation is addressed to EMRC and approved by the authorising officer
2. Remittance Advice agrees to the supporting documentation
3. Check the invoice/document was paid in a timely manner (within 30 days)
4. GST has been appropriately accounted for
5. Purchase order has been raised, and details agree to invoice
6. Invoice has been coded and signed by authorising officer
7. Ensure supporting documentation has been stamped 'POSTED', dated, and signed
8. Ensure expenditure relates to EMRC or expenditure occurred within EMRC's policies
9. Remittance Advice has been signed for payment.

Audit noted that the purchases are made by the appropriate employee within their approved delegation, which aligns with EMRC's management guideline for authorising expenditure. Expenditure is related to the business activities of EMRC, and the invoice was approved by the person receiving the goods prior to payment.

Based on the results of our testing, we note that all invoices satisfied the testing requirements or had sufficient evidence to demonstrate that any outstanding requirements of the tests were resolved or not applicable to the selected invoice.

For audit test three above, we initially noted that five invoices were not paid in a timely manner. We found that these invoices were due to EMRC disputing the invoices with the issuer or when a third party was responsible for paying the invoice. Once the invoice disputes were rectified, Audit confirmed that EMRC had appropriately processed and paid the invoices. Audit confirmed that sufficient evidence is in place to support the dispute process.

For audit test five above, we noted that four invoices did not have a purchase order. Per discussions with the Finance team, we found that this was due to the expense being a utility standing order and a purchase order is not required.

Audit also notes that two invoices in the samples selected were part of a procurement which required a tender. Audit sighted and verified that tenders for both invoices were conducted, and no issues were noted. A list of payments made by EMRC can be located on the Council website on the minutes of the meetings as per the relative month. Council is required to approved payments made.

Overall, no issues were noted.

8.2 DETERMINE WHETHER ADEQUATE CONTROLS EXIST TO PROVIDE REASONABLE ASSURANCE THAT PAYMENTS ARE ONLY MADE TO APPROVED CREDITORS.

Overall Outcomes	Audit reviewed the process of payments and noted that adequate controls exist to ensure that payments are made only to approved creditors.
-------------------------	--

As part of assessing EMRC's accounts payable process, Audit held a discussion with the Finance Team Leader to walk through the process. Audit noted that prior to new suppliers being entered into SynergySoft under the creditor's module, a background check is required to be conducted. For example, in relation to a commercial client, an ASIC company extract should be obtained where possible, to view the shareholder and director details. This helps to identify any conflicts of interest as well as potential for fraud if the company is not set-up for a genuine purpose. If the background check reveals any issues, authorisation must be obtained from the Chief Financial Officer prior to adding it to the SynergySoft creditors system. The documentation for this process is retained for recordkeeping purposes.

Audit notes that all new suppliers are required to complete a supplier detail form. A designated member of the Finance team will then conduct an ABN validation check as well as identify if there are any potential conflicts of interest. The supplier detail form will then be sent to the Finance Team Leader for validation and approval. Once approved the supplier will be added on the system as a creditor. Once invoices are received, they are checked to ascertain that they belong to an approved creditor.

Prior to the supplier being paid, the Finance team will check the annotations on the purchase order. The authorising officer will mark the purchase accordingly (either partial or fully marked regarding goods received), only then can the invoice be paid accordingly. If the purchased order is not marked, the Finance team will follow up with the authorising officer to inquire if the invoice can be paid. If the invoice value received is 5% greater than the purchase order, the Finance team will request a brief explanation from the authorising officer and determine if it can be approved.

Based on the testing conducted as detailed in Section 8.1 above, there is sufficient evidence to demonstrate that controls are in place to provide reasonable assurance that payments are made only to approved creditors.

No issues were noted.

8.3 DETERMINE WHETHER CONTROLS OVER RECORD KEEPING PROVIDE REASONABLE ASSURANCE THAT ACCOUNTS ARE POSTED TO THE CORRECT GENERAL LEDGER ACCOUNT IN A TIMELY MANNER.

Overall Outcome	Audit reviewed the controls over record keeping and determined there is reasonable assurance that the accounts are posted to the correct general ledger account within a timely manner.
------------------------	---

As part of assessing recordkeeping, Audit discussed with the Finance Team Leader, regarding controls over the recordkeeping of accounts.

Audit noted that the accounts payable files are kept in a locked cabinet sorted by EFT number which will be kept for one year and then moved to the records library for seven years thereafter, as required by the relevant Local Government Disposal Authority. We also note that invoices once received, are entered into the system immediately or within a few days. Delays to processing the invoices and payment can be impacted by signoffs required from the relevant manager and often from the groundsman/mechanics. It is also worth noting that due to the COVID-19 pandemic, EMRC have been impacted in recent months with staff levels due to isolation requirements. It was raised that there are delays in Hazelmere where invoices are not being processed in time as staff have had to prioritise other workloads.

For digital invoices, we note that they are not physically stamped as processed. If bank details for suppliers have changed as per the invoice, the Finance team will perform appropriate validation checks. They are also responsible for both setting up new suppliers. All payments require at least two signatories with at least one of the signatories being the Finance Team Leader or the Manager, Financial Services. Audit performed a walkthrough of the authorisation process and reviewed the audit trails which were generated. We note that the authorisation process aligns with the EMRC policy which specifies that two signatories are required for payment authorisation and adequate supporting documentation exists for all payments as representation of an audit trail.

Per discussion with the Finance Team Leader, we also confirmed that changes to an existing supplier, either via post, or email, will require additional validation. The Finance team will validate by calling the supplier per their official company number that has been recorded on the system or as detailed on the internet. The Finance team will seek the authorised person from the supplier to verify changes and request confirmation in writing (if not already received). The Finance team will then complete a form based on the correspondence of the required changes. The form is then sent to Finance Team Leader who will then call the supplier again and speak to a different representative to confirm all changes including any bank account changes. The details are only changed on the system after the Finance Team Leader has checked the details with the supplier for the final time. Any changes in the system such as changes to bank details will automatically send an email to the Finance Team Leader who will then forward the email to the Manager, Financial Services to finalise the confirmation of changes. An email will then be sent out to the supplier after approval to inform them of the changes. Audit trails are created for any changes made on the system and they are attached to the corresponding supplier or payment documentation.

Audit also notes that EMRC are currently in the process of going paperless. However, we noted from the Finance Team Leader that SynergySoft does not currently support this, and it will take a substantial amount of time before being fully paperless can be implemented.

No issues were noted.

8.4 DETERMINE WHETHER PAYMENTS ARE MADE IN ACCORDANCE WITH APPROVED POLICY

Overall Outcome	Audit reviewed the process of payments made by EMRC's Finance Team and noted that adequate controls exist to ensure that payments are made only in accordance with approved policy.
------------------------	---

Based on our audit testing as mentioned in section 8.1, Audit has sufficient evidence to conclude that the payments are made in accordance with EMRC's approved policy. As per Management Guideline – Authorisation of Expenditure, Audit notes that all payments were authorised by the appropriate Officer/Director and are within their authority limits.

No issues were noted.

8.5 DETERMINE WHETHER THERE ARE ADEQUATE PROCEDURES IN PLACE TO MITIGATE THE RISK OF FRAUDULENT PAYMENTS.

Overall Outcome	Audit reviewed EMRC's controls that help prevent fraudulent modification to supplier details, particularly bank details and noted satisfactory controls exist.
------------------------	--

For this objective, Audit placed reliance on the Accounts Payable (Masterfile) and Contract Management internal audits conducted previously in March 2021. Audit confirmed if there were any changes from the previous audit and noted that the only change, was the addition of a new accounts payable employee.

We confirmed the previous walkthrough with EMRC's Finance Team Leader where we found that there are audit trails as part of the procedures which apply to all payments and suppliers to mitigate the risk of fraudulent payments is still current. There is also the requirement of two signatories for all payments made which also helps mitigate fraudulent payments.

As noted per EMRC "Management Guideline – Cheque Signatories and On-Line (EFT) Supplier Payments", signatures authorising cheque payments of the EMRC, unless otherwise waived by the Chief Executive Officer, are to consist of any two of the following signatories with at least one of the signatures being a primary signatory:

Primary Signatories

- Chief Executive Officer
- Chief Financial Officer
- Manager, Financial Services.

Secondary Signatories

- Chief Sustainability Officer
- Manager, Information Services
- Finance Team Leader.

Where possible, payment of EMRC suppliers of goods and/or services to be paid on-line via Electronic Funds Transfers (EFT). Unless otherwise waived by the Chief Executive Officer, any two of the following officers, can authorise the process of EFT payments with at least one of the authorising officers being a primary signatory:

Primary Signatories

- Chief Executive Officer
- Chief Financial Officer
- Manager, Financial Services.

Secondary Signatories

- Manager, Information Services
- Chief Sustainability Officer
- Finance Team Leader.

Audit noted that an updated guideline is currently in development and awaiting endorsement from the Executive Leadership Team. Audit has confirmed that there were some minor changes in the list of signatories from previous and this is reflected above.

Audit also obtained an updated list of EMRC current authorised signatories, with the Westpac bank and confirmed they are:

- David John Ameduri
- David John Schmidt
- Hua Jer Liew
- Marcus Jacobus Geisler
- My Le Truong
- Stephen Roy Fitzpatrick
- Wendy Lynette Harris.

No issues were noted.



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**Eastern Metropolitan Regional Council
Payroll (Transactional)
Internal Audit**

May 2022

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1. EXECUTIVE SUMMARY

Introduction

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As part of the Strategic Internal Audit Plan 2020/2021 – 2025/2026 an audit of Payroll (Transactional) is conducted every second year. The audit will cover the period 1 July 2021 to 31 March 2022.

Audit Objective:

This is classified as an assurance audit with a focus on controls. We will use a combination of walk throughs, interviews, process observation, and sampling to assess controls.

The specific objectives of this audit are as follows:

Reliability and Integrity of Information

- Review controls in place for approval of overtime and allowances
- Identify controls over the accuracy and timeliness of payments

Compliance

- Determine whether employees are paid in accordance with applicable awards, contracts, and legislation

Safeguarding of Assets

- Determine whether adequate security exists over payroll records
- Identify whether the fortnightly payroll is appropriately authorised

Risks Identified

- Authorisation of data being processed
- Inaccurate time and attendance data
- Unauthorised overtime and allowances.

Scope of works

The audit period will be 1 July 2021 to 31 March 2022.

2. OVERALL AUDIT OUTCOMES AGAINST AUDIT SCOPE OF WORKS

Overall Risk Rating

Scope Report Reference	Audit Scope	Outcomes	Risk Rating
8.1	Review controls in place for approval of overtime and allowances.	Achieved	N/A
8.2	Identify controls over the accuracy and timeliness of payments.	Achieved	N/A
8.3	Determine whether employees are paid in accordance with applicable awards, contracts, and legislation.	Achieved	N/A
8.4	Determine whether adequate security exists over payroll records.	Achieved	N/A
8.5	Identify whether the fortnightly payroll is appropriately authorised.	Achieved	N/A

3. SUMMARY OF FINDINGS

1. No findings were made.

4. RECOMMENDATIONS

1. No recommendations were made.

5. BUSINESS IMPROVEMENTS

1. No business improvements were made.

6. OVERALL COMMENTS

Eastern Metropolitan Regional Council - Management Comments

No comments were needed.

Stantons - Audit Management Comments

It was pleasing that there were no findings. We would like to thank the Financial Services Team for all their assistance with the audit.

7. RISK RATING AND DEFINITIONS

Risk Ratings and Interpretations

Risks Ratings	Rating Interpretation	Suggested timing of implementing recommendations
Critical	The finding poses a severe risk to EMRC if not appropriately and timely addressed.	Commence remedial action immediately
Major	The finding poses significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 3 months
Moderate	The finding poses less significant risk to EMRC if not appropriately and timely addressed.	Commence remedial action within 6 months
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Report Release

Released by (Name): James Cottrill

Signature:



Title: Principal, Internal Audit, IT Audit & Risk Consulting

Date: 09 May 2022

8. DETAILED AUDIT ASSESSMENT

8.1 REVIEW CONTROLS IN PLACE FOR APPROVAL OF OVERTIME AND ALLOWANCES

Overall Outcome	Adequate controls are in place over the approval of overtime, allowances, and any other reasons for variation.
------------------------	--

As part of assessing overtime and allowances, Audit noted per discussions with the Management Accountant, overtime and timesheets are approved by the supervisors. Any overtime taken will be noted in the staff timesheets and will require supervisor approval before being processed by the Payroll Officer.

For allowances, we note that the following are available to employees as per their contract of employment:

- Adverse Working Conditions Allowance
- Mileage Allowance
- Meal Allowance
- First Aid Allowance
- Mobile Phone Allowance.

Audit obtained and reviewed EMRC's Payroll Procedure Manual updated October 2021 and noted the following procedures in place over approval of overtime and allowances per page 68:

1. Manager/Supervisor approved timesheets are uploaded into the SynergySoft Payroll system
2. TRIM document numbers for each employee are recorded onto the Timesheet Checklist
3. Total number of employees are cross referenced and reconciled from the Timesheet Checklist of Current Employees' Timesheet to the number of timesheets loaded into SynergySoft under the Timecard Entry module
4. Prior to each Payrun, the following reports are checked together:
 - Payroll Employee History Detail Report
 - Allowances Report
 - Payroll Report
5. There is completion of the Gross Comparison report and explanations provided for variances between the employees' gross pay and their standard fortnightly pay. i.e., overtime hours, allowances, termination payment etc.
6. Manager, Financial Services and Finance Team Leader will sign off on the variations on the fortnightly comparison report
7. Finalise the Payrun.

Audit selected two sample Payruns to assess whether overtime hours and allowances were appropriately approved. The following Payruns were selected:

- Payrun 8 (period ending 10/10/2021)
- Payrun 16 (period ending (30/01/2022).

Upon review of the Gross Comparison Report and Payroll Checklist of Current Employees' Timesheets, Audit noted that all overtime, allowances, and any other reasons for variations for the two sampled Payruns were appropriately justified with supporting evidence and approved.

No issues were noted.

8.2 IDENTIFY CONTROLS OVER THE ACCURACY AND TIMELINESS OF PAYMENTS

Overall Outcomes	Audit reviewed the Payroll Procedures Manual and noted appropriate controls are in place over the accuracy and timeliness of payments. Through sampling, we verified that payments are performed as per the manual.
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As per page 62 of the Payroll Procedure Manual, we note that the Payroll Officer will provide the following documents to the Finance Team Leader and Manager, Financial Services for checking:

- Payslip Report
- Plant Utilisation Report
- Leave and Allowances Report
- Gross Variation Report
- Payroll Employee Net Listing Report
- Payroll Allowance Listing Report
- Fortnightly Payrun file including printed timesheets, leave forms, other types of claim forms, Higher Duties, New Starters, Terminated Employees, Payroll Checklist.

These reports are reviewed, and details are cross referenced on the Payslip Report against other reports for various criteria including ordinary hours paid, weekend penalty rates, overtime, and allowances etc. Once the pays are finalised, the Payroll Officer will print the Payroll Reconciliation. The Finance Team Leader and Manager, Financial Services will sign off as the net payroll amount should match the amount listed on the Payroll Employee History Detail Report. They will then upload the ABA (Australian Banking Association) file to the bank and authorise the transfer.

As per section 8.1 above, Audit reviewed the Payslip Report for Payrun 8 and Payrun 16 and noted that they were appropriately cross referenced against the other reports. Audit also obtained the bank statements to authorise transfers for both sampled Payruns. Audit notes Payrun 8 (period ending 10/10/2021) was authorised on 13/10/2021, and Payrun 16 (period ending 30/01/2022) was authorised on 02/02/2022. Both Payruns were appropriately paid on the Wednesday in accordance with Payroll Procedure Manual.

No issues were noted.

8.3 DETERMINE WHETHER EMPLOYEES ARE PAID IN ACCORDANCE WITH APPLICABLE AWARDS, CONTRACTS, AND LEGISLATION

Overall Outcome	We found based on testing, employees are appropriately paid in accordance with applicable awards, contracts, and legislation.
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As part of our audit testing, Audit conducted testing on 13 randomly selected employees to assess whether EMRC employees are paid in accordance with the applicable awards, contracts, and legislation. The employees were selected from five different Payruns between July 2021 to February 2022. The following tests were performed:

1. Base salary/payment is in accordance with applicable awards, contracts, and legislation
2. Tax deduction is accounted correctly
3. Superannuation calculation is accounted correctly.

Audit compared the actual salary paid as per the Payruns to calculations done by the audit team and verified that the values matched. The table below illustrates the audit testing results:

Employee Name	1 - Salary	2 - Tax	3 - Super
Marcus Jacob Geisler	✓	✓	✓
Gregory David Cowen	✓	✓	✓
Angela Marie Wolstencroft	✓	✓	✓
Lee Loughnan	✓	✓	✓
Julia Margaret Christensen	✓	✓	✓
Jules Duncan	✓	✓	✓
Wendy Lynette Harris	✓	✓	✓
Robert John Pimbley	✓	✓	✓
Stephen Roy Fitzpatrick	✓	✓	✓
Casey Conner Murphy	✓	✓	✓
Frank Him Hua Kua	✓	✓	✓
Bradley Patrick Lacey	✓	✓	✓
Michael Francis Roller	✓	✓	✓

Based on the testing results, Audit found sufficient evidence to determine that employees are paid in accordance with applicable awards, contracts, and legislation.

Additionally, Audit conducted further testing on randomly selected samples of new employees and terminated employees. The following employees were selected:

- Elizabeth Jones (commenced 26/07/2021)
- Tejaskumar Patel (commenced 06/12/2021)
- Belinda Cass (commenced 31/01/2022)
- Neil Hartnell (terminated 13/08/2021)
- Damanjit Sharma (terminated 27/09/2021)
- Izak Venter (terminated 19/11/2021).

For new employees, the following tests were performed:

- Agreed level and pay rate entered for each new employee agrees to applicable awards/contract
- Agreed new employees are paid only from commencement date.

Based on audit testing results, the sampled new employees were appropriately paid in accordance with the applicable awards/contract and were appropriately paid on commencement.

For terminated employees, the following tests were performed:

- Agreed leave date per payroll system to signed termination/resignation letter
- Agreed selected employees are paid only until termination date.

Per information provided by the Management Accountant and the Human Resources Officer, Neill Hartnell was a casual employee and was rarely called to work. We note that Neill Hartnell was not paid at all between the time he last worked to his termination date. Audit noted no issues with the testing results of the other sample terminated employees.

For Higher Duties Allowance, Audit conducted testing on two sampled employees who were nominated for higher duties during the audit period. The following employees were selected for testing:

- Robert Bush (acting Team Leader – Landfill Operations)
- Hua Jer Liew (acting Chief Executive Officer).

Relevant to the audit objective, the following tests were performed:

1. Approved Higher Duties Application Form obtained
2. Higher Duties payment was accurately calculated
3. Super reflects changes from increasing base salary due to Higher Duties
4. Tax reflects changes from increasing base salary due to Higher Duties.

For test criteria 2-4, Audit obtained Payruns for each of the employees and compared their fortnightly salary per the Payrun with Audit team's recalculations. Based on the results, Audit notes that the salary for Higher Duty employees were accurately calculated as per the agreed rate.

No issues were noted.

8.4 DETERMINE WHETHER ADEQUATE SECURITY EXISTS OVER PAYROLL RECORDS

Overall Outcome	Audit reviewed the Payroll Procedures manual, Synergy Soft Payroll access, payroll record storage and found that adequate security exists over payroll records.
------------------------	---

Our work included the review of the Payroll Procedures manual updated October 2021, and we were able to identify the security controls over the payroll records under EMRC Payroll Internal Controls as follows:

- Establish controls over who can view payroll records on Content Manager and shared folder on network
- Limit access to the payroll module on SynergySoft
- Always lock up physical payroll records when they are not in use to prevent unauthorised access.

Audit also reviewed the segregation of duty controls within the Payroll Procedure manual updated October 2021 and noted the following:

- There is separation of duties pertaining to preparing personnel forms, entering personnel details, processing payroll transactions, approving payroll transactions, and finalise payroll payments
- Personnel form to be signed by employee and checked and prepared by Human Resource Department before forwarding to the payroll area
- Payroll Officer has responsibility to enter and amend employee details and process approved timesheet on SynergySoft
- Payroll Officer has responsibility to create, implement, monitor, modify, and enforce operating procedures and internal control processes to ensure the accuracy and integrity of EMRC's payroll
- Payroll Officer should not be able to audit payroll and verify the payroll
- Finance Team Leader has responsibility to review and verify payroll transactions for validity and reasonableness and comparing transactions to supporting documentation such as employee timesheets
- Payroll transactions must be approved and finalised by both the Finance Team Leader and Manager, Financial Services or Chief Financial Officer.

As evidence that digital payroll records are stored securely, Audit obtained a screenshot of the Payrun records stored in Content Manager. We note that all Payrun records are stored securely in the appropriate folder. For physical records, Audit noted that all payroll records are kept in the locked payroll cabinet and only Payroll Officers have the keys to access them.

Audit also obtained the SynergySoft Payroll Access updated April 2021 detailing the users that have "Enquiry Access" and "Full Payroll Access" to SynergySoft.

We note the following users have "Enquiry Access":

- Angela Wolstencroft (Manager of Human Resources)
- David Ameduri (Manager of Financial Services)
- David Schmidt (Manager of Information Services)
- Gillian Sirl (Human Resource Officer)
- Jamie Beaney (Human Resource Officer)
- Jer Liew (Chief Finance Officer).

The following users have “Full Payroll Access”:

- ITVision (SynergySoft provider/support)
- Kasa Nakhonthat (Management Accountant)
- Le Truong (Finance Team Leader)
- Pooja Sriram (Payroll/Accounts Officer)
- SynergySoft Web Access
- Vivian Hao (Payroll/Accounts Officer).

No issues were noted.

8.5 IDENTIFY WHETHER THE FORTNIGHTLY PAYROLL IS APPROPRIATELY AUTHORISED

Overall Outcome	We found based on sampling, there is sufficient evidence to demonstrate that fortnightly payroll is appropriately authorised.
------------------------	---

As mentioned in section 8.1, Audit conducted an assessment over Payrun 8 and Payrun 16. Part of this assessment also included testing to verify that the fortnightly payroll is appropriately authorised.

We performed the following tests on the selected Payrun samples:

1. Authorisation Step 1 – Authorisation is received through email from the supervisor of the corresponding employees from the Payroll Officer to begin processing the Payrun
2. Authorisation Step 2 - Before the Payrun is finalised, the report is sent out to the Finance Team Leader and Finance Manager to be signed off on the last page
3. Authorisation Step 3 – Payroll EFT process is checked against the summary report and is checked and signed off by the Finance Manager
4. Single Touch Payroll (STP) authorisation were found to be correct, and no further adjustments are required. A copy of the ATO lodgement confirmation is forwarded to the Finance Team Leader at payroll@emrc.org.au
5. Authorisation Step 4 – Comparison between the final payroll report and checked against the report previously generated
6. Payroll Reconciliation is prepared to check variations between the pay and standard pay for fortnight and is signed off on the last page to show that it has been reviewed
7. For a randomly selected employee who have taken leave in the selected Payrun, leave taken has been agreed to approved leave forms.

Based on the testing results, all the above stated testing criteria were satisfied for the two sampled Payruns. Audit obtained and reviewed the payroll reports for the Payruns and sighted the appropriate sign off from the Finance Team Leader as well as the Manager of Financial Services. We also note that the following bank authorisations for each of the Payruns per the bank statement:

- Created by: M Luong
- Last updated by: D Ameduri
- 1st authorisation: M Luong
- 2nd authorisation: D Ameduri.

No issues were noted.

11.4 RISK MANAGEMENT UPDATE

D2022/07744

PURPOSE OF REPORT

The purpose of this report is to provide Council with an update on the EMRC's risk management profile.

KEY POINT(S)

- Sound corporate governance requires an integrated risk management approach including management processes, strategic planning, reporting and performance management.
- In accordance with the Risk Management Framework, an overview of the management of risk is reported approximately 3 – 4 times a year to the Audit Committee.

RECOMMENDATION(S)

That Council notes the update on the status of the Council's risk management profile.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 At the Ordinary Council meeting on 3 December 2020 it was resolved that (D2020/21187):
THAT COUNCIL:
 1. *CANCELS 7.1 - RISK MANAGEMENT POLICY, FORMING ATTACHMENT 1 OF THIS REPORT.*
 2. *ADOPTS A NEW 7.1 - RISK MANAGEMENT POLICY, FORMING ATTACHMENT 3 OF THIS REPORT.*
 3. *ENDORSES THE NEW RISK MANAGEMENT FRAMEWORK, FORMING ATTACHMENT 4 OF THIS REPORT AND THE NEW RISK APPETITE STATEMENT, FORMING ATTACHMENT 5 OF THIS REPORT TO ENSURE THAT THE APPROPRIATE GOVERNANCE OF RISK MANAGEMENT WITHIN THE EMRC IS PROVIDED.*
- 2 The EMRC has quantified its broad risk appetite through the EMRC's risk assessment and acceptance criteria. The criteria are included within the EMRC's Risk Management Policy, Risk Management Framework and the Risk Appetite Statement.
- 3 The EMRC is to continue to monitor and review process and to report on the progress of its achievement of the risk management objectives, the management of individual risks and the ongoing identification of issues and trends.
- 4 The last risk performance objectives were reported to the Audit Committee and Council in March 2022.

REPORT

- 5 The EMRC's Risk Management Framework provides the guidance to integrate risk management into significant activities and functions performed by the EMRC and supporting the EMRC's ability to use risk management as part of the decision-making processes.

- 6 The current EMRC risk appetite accepts the taking of controlled risks, the use of innovative approaches and the development of new opportunities to improve service delivery and to achieve EMRC objectives provided that the risks are properly identified, evaluated and managed to ensure that any exposures are acceptable.
- 7 The current risk management profile (heat map report), forming attachment 1 to this report, is a heat map report generated using the CAMMS risk software following its implementation and shows all of the EMRC's strategic risks. The heat map offers a visualised, comprehensive view of the likelihood and impact of the EMRC's strategic risks and helps the organisation improve its risk management and risk governance by prioritising risk management efforts.
- 8 The table below summarises the current risk management update associated with all of the EMRC's strategic risks that are included in the attachment to this report.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-1	Excessive Employee Benefits leave liability	Chief Executive Officer	Introduced Competency Framework Management Guideline, monthly Executive Leadership Team reporting and included this into performance reviews.
SR-2	Inadequate succession planning	Chief Executive Officer	Annual succession planning workshop scheduled in October.
SR-3	Ineffective Operational Reporting (timely and relevant)	Chief Operating Officer	All reports are effective with clear KPI's. The effectiveness of the reports is tested regularly.
SR-4	Over-use of single-source suppliers	Chief Financial Officer	Reports are reviewed monthly by the Executive Leadership Team to ensure compliance are met. The risk will remain major for non-compliance as it is a likely outcome. Continual vigilance is required.
SR-5	Legacy issues restricting innovation and performance	Chief Executive Officer	Business improvement is now an agenda items at monthly Executive Leadership Team meetings. New revenue and value add to member councils observing budget restraints are main stream now
SR-6	Under/poor performance	Chief Executive Officer	Monthly P&L management reporting and review process in place.
SR-7	Reduced Grant Funding	Chief Sustainability Officer	Reduced Grant Funding is likely if existing programs are not continued and new opportunities not identified.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-8	Inadequate leachate control	Chief Operating Officer	All leachate controls put in place are adequate. The leachate ponds are monitored on a daily basis. To date there are no issues in this area as the current set-up meets all requirements.
SR-9	Odour, noise, dust and traffic complaints	Chief Operating Officer	There are internal processes that allow neighbours and others to report on any of the items highlighted in this code. All complaints are acted on within a timely manner and signed off by both the Site Manager and Chief Operating Officer and filed in accordance with EMRC's internal requirements.
SR-10	WWTE (Pyrolysis) Project underperformance	Chief Project Officer	The contractor went into voluntary administration on 14th March 2022; EMRC has been working with its lawyers and the Administrator to secure the best outcome for the EMRC. The project is still planned to be completed.
SR-11	Fire in operational sites	Chief Operating Officer	All inductions and internal processes are adequate to manage all EMRC sites in the unlikely event of a fire on site. This includes all reporting requirements.
SR-12	By-passing established Tender or Procurement procedures	Chief Financial Officer	Regular meetings are held with the various teams, particularly the Projects Team due to the level of capital expenditure which are more non-regular by comparison to Operations.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-13	Cyber attack	Chief Financial Officer	A review has been undertaken by the Internal Auditors. A separate report is being tabled at the Audit Committee Meeting.
SR-14	Poor Stakeholder Engagement	Chief Executive Officer	More focus on communications frequency and content. Restructured reporting lines.
SR-15	By-passing established administrative (non-financial) procedures	Chief Financial Officer	Ongoing monitoring and review.
SR-16	Injury to Operational Field Officers	Chief Executive Officer	Introduction of revised pre-starts, an OHS focus at recruitment and accountability/corrective action.
SR-17	COVID-19 Infection	Chief Executive Officer	Regular COVID updates to business continuation plan.
SR-18	Capex project objectives/targets not achieved	Chief Project Officer	There are a number of carry forwards as the EMRC is unable to commence works on a number of projects, as we are waiting for DWER / EPA to review referrals on Ministerial Statements. Monitoring of expenditure is still taking place.
SR-19	Licencing conditions breach	Chief Project Officer	No change, however there is a link to SR-18 due to the lack of progress by DWER / EPA. There have been some proposed changes to licence conditions as a consequence of EMRC working through our existing licence conditions and seeking to rationalise them.
SR-20	Lack of interest from Member Councils regarding Sustainability Programs	Chief Sustainability Officer	Lack of Interest from Member Councils regarding Sustainability Programs has already been evidenced.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-21	Employment related litigation	Chief Executive Officer	Audits by LGIS and Internal auditors of management guidelines and procedures took place as well as training regarding employee relations, OHS and site procedures enforcement.
SR-22	Sub-surface landfill fires	Chief Operating Officer	There is a process in place to follow in the unlikely event there is a sub-surface fire. This process also includes the reporting of the actual incident as well.
SR-23	Methane gas explosion	Chief Operating Officer	All areas are monitored on a daily basis by the EMRC site contractor (EDL) as well as EMRC site leaders. All inductions as well as EMRC's site emergency plan covers the requirements in the event of an incident. The EMRC conducts regular drills on evacuation procedures etc. This is to ensure that all personnel understand what is required in the unlikely event of a methane gas explosion.
SR-24	Light vehicle or pedestrian interaction with heavy equipment	Chief Operating Officer	All external visitors are inducted to highlight all operational active areas as well as issued with two-way radios & escorted safely by an EMRC site employee. No one enters EMRC sites without been inducted first. Inductions cover off on all site requirements when it comes to light vehicles or pedestrian activity. There are set safety KPI's for all managers and leaders of the sites. This is to ensure that EMRC leaders auditing the process to ensure all process are followed and adhered too. These results and mitigations are highlighted in our regular operational reports.

Risk Code	Risk Title	Risk Owner	Risk Status Update
SR-25	Fraudster changing a Creditor's bank account details	Chief Financial Officer	This risk remains the same as the initial risk rating of moderate & unlikely, reflecting the likelihood & risk level. The verification process continues to be reviewed & has been reinforced to ensure that any changes to a creditor's bank account details are not changed without confirmation from the creditor.
SR-26	No scheduled maintenance program for all buildings	Chief Financial Officer	A review was undertaken and the program has been developed to ensure funding with the 2022/2023 annual budget
SR-27	Intentional activities in excess of delegated authority (PID Officer)	Chief Executive Officer	All within acceptable range. No non-conformances.
SR-28	Large numbers of Ibis and Pelicans scavenging on open tip face	Chief Operating Officer	There are internal procedures in place to ensure that this is managed in accordance with EMRC's requirements. The Operations team is also heavily supported by the Environmental team.

STRATEGIC/POLICY IMPLICATIONS

9 Key Result Area 3 – Good Governance

3.3 To provide responsible and accountable governance and management of the EMRC

FINANCIAL IMPLICATIONS

10 Nil

SUSTAINABILITY IMPLICATIONS

11 Nil

RISK MANAGEMENT

Risk – The EMRC is required to ensure that all risks are reviewed, monitored and controlled on a regular basis		
Consequence	Likelihood	Rating
Moderate	Likely	High
Action/Strategy		
➤ Council to note the update on the status of the Council's risk management objectives.		

MEMBER COUNCIL IMPLICATIONS

Member Council	Implication Details
Town of Bassendean	Nil
City of Bayswater	
City of Kalamunda	
Shire of Mundaring	
City of Swan	

ATTACHMENT(S)

Current risk management profile (D2022/07745)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION(S)

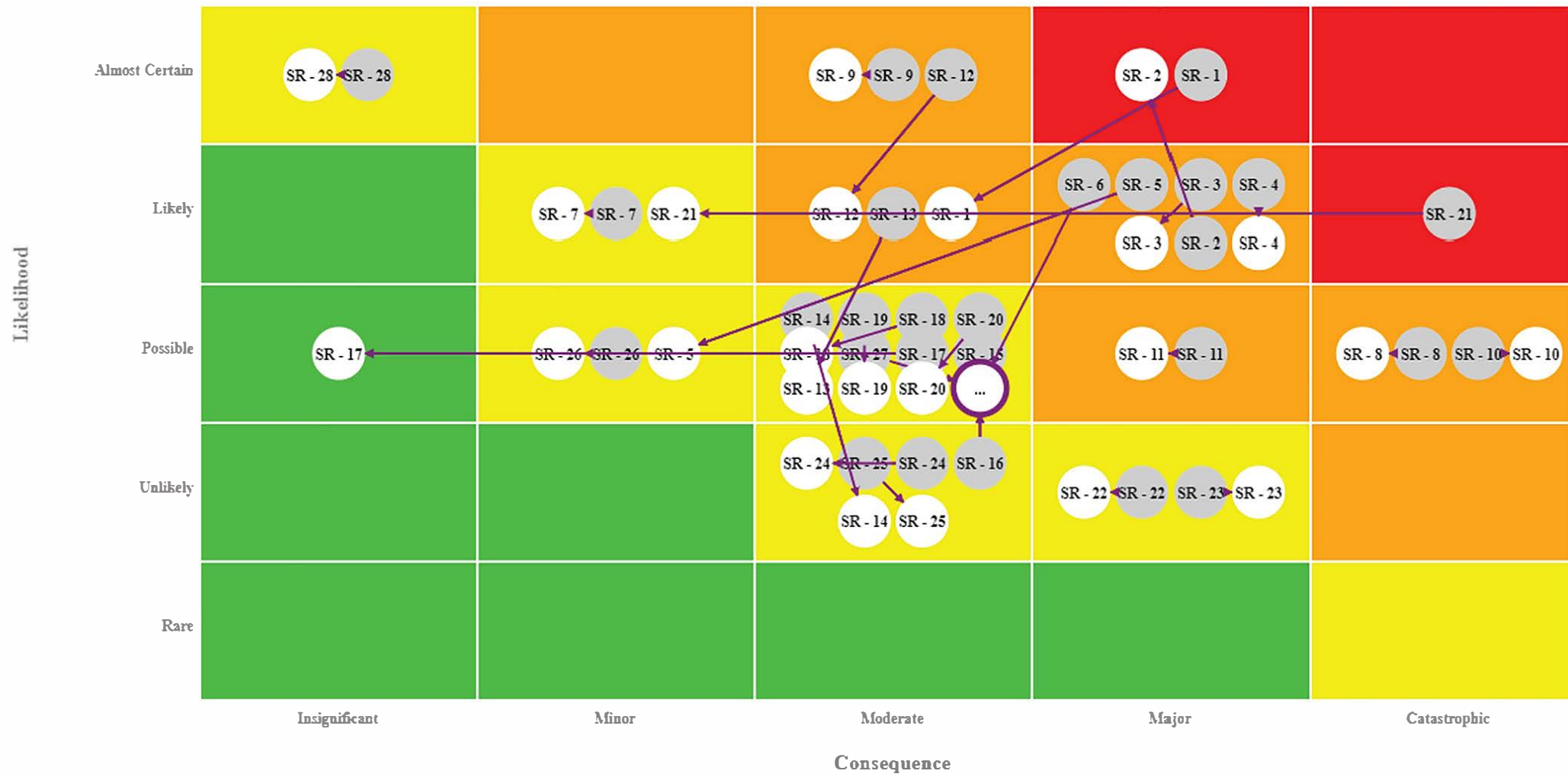
That Council notes the update on the status of the Council's risk management profile.

AC RECOMMENDATION(S)

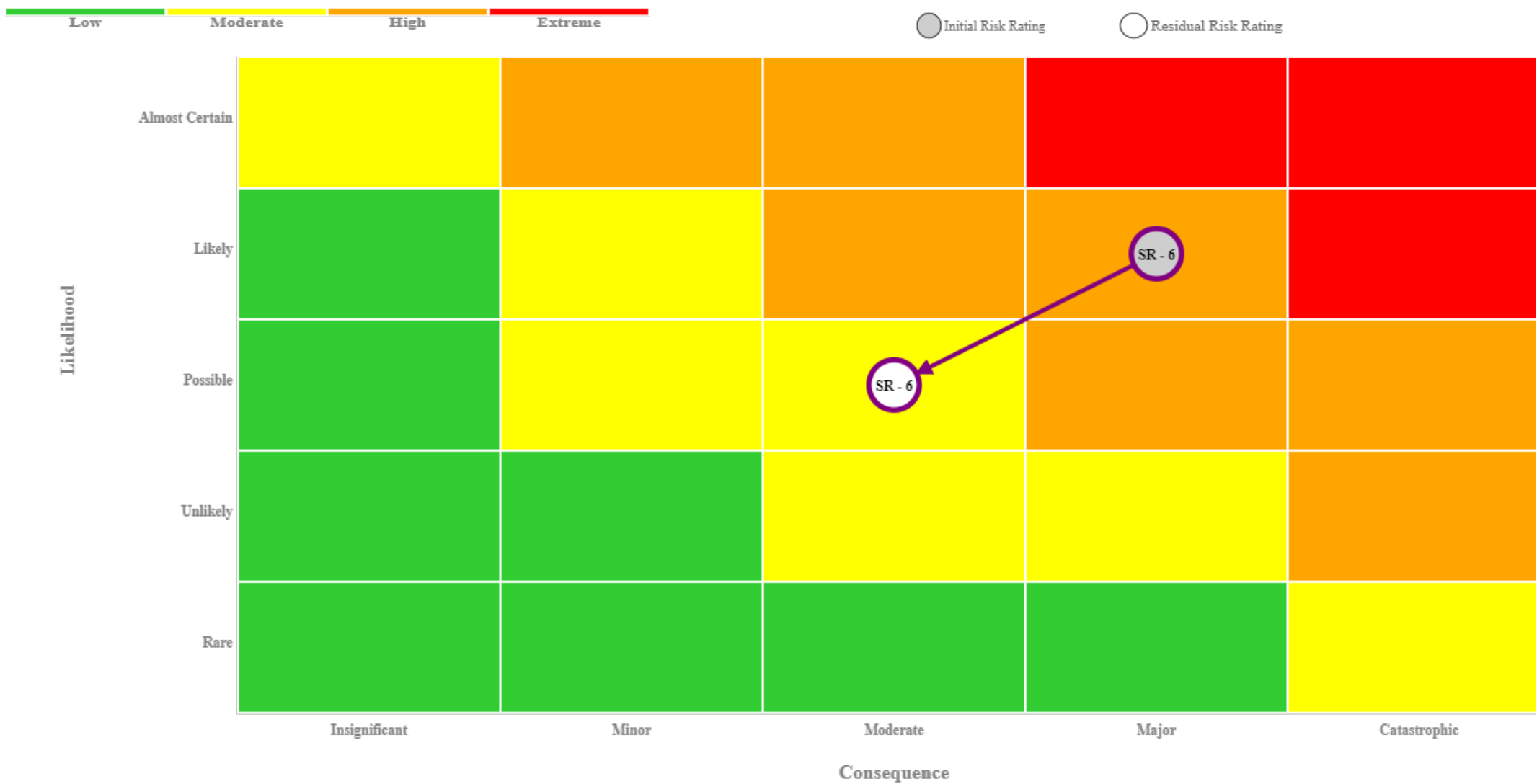
MOVED CR MACWILLIAM SECONDED CR CONGERTON

That Council notes the update on the status of the Council's risk management profile.

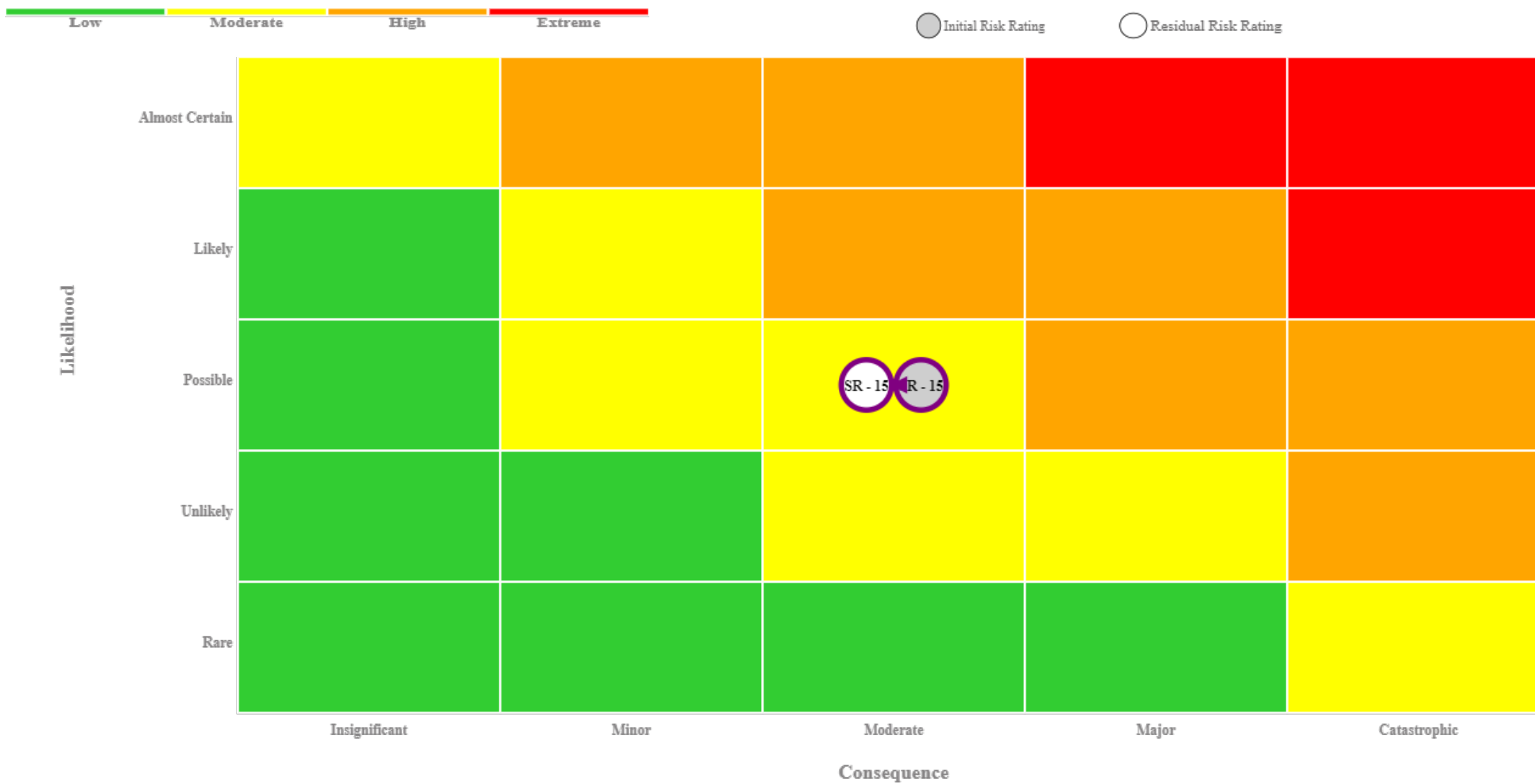
CARRIED UNANIMOUSLY



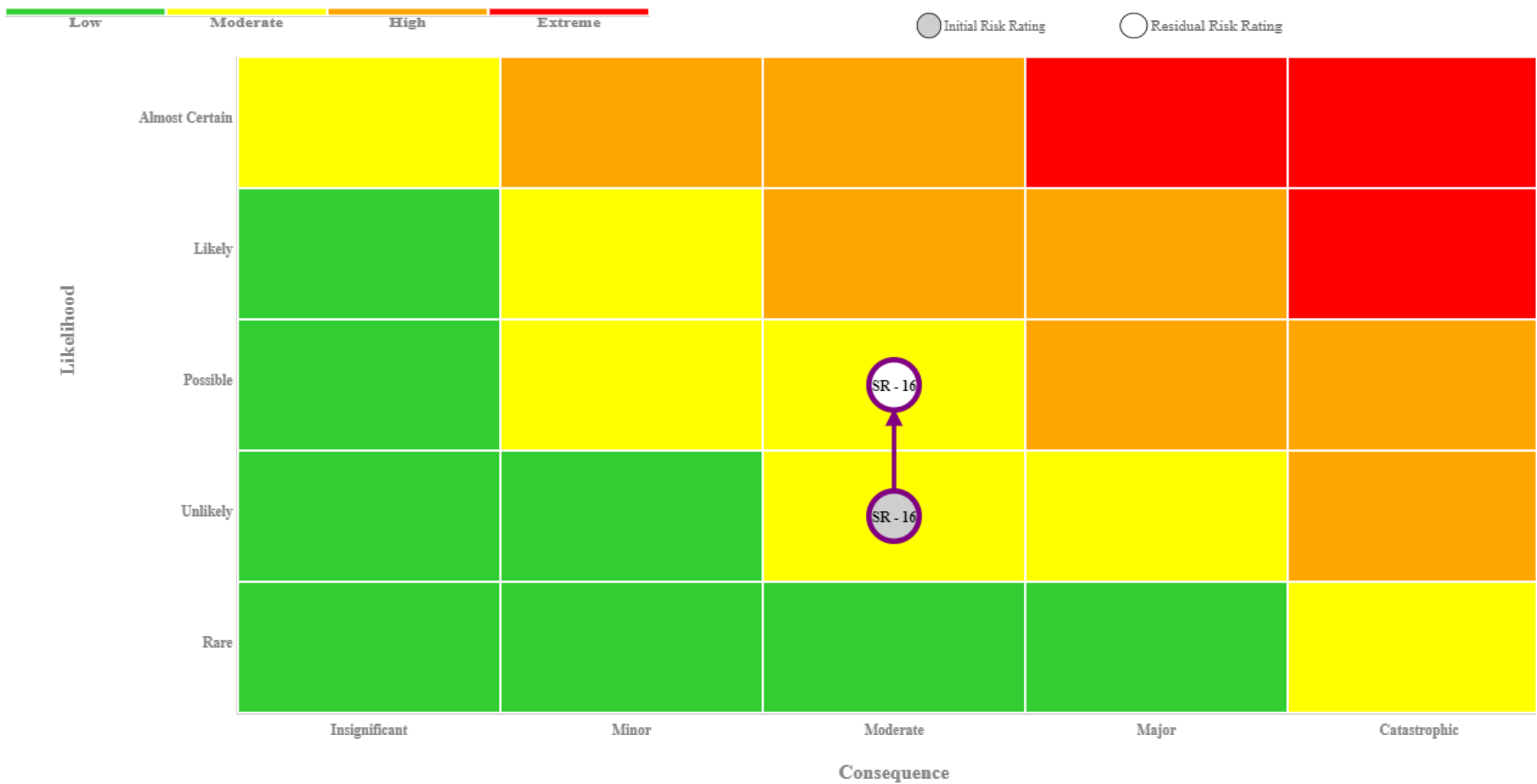
Risk Code	Risk Title
SR - 10	WWTE (Pyrolysis) Project underperformance
SR - 9	Odour, noise, dust and traffic complaints
SR - 18	Capex project objectives/targets not achieved
SR - 24	Light vehicle or pedestrian interaction with heavy equipment
SR - 13	Cyber attack
SR - 25	Fraudster changing a Creditor's bank account details
SR - 1	Excessive Employee Benefits leave liability
SR - 21	Employment related litigation
SR - 19	Licencing conditions breach
SR - 3	Ineffective Operational Reporting (timely and relevant)
SR - 12	By-passing established Tender or Procurement procedures
SR - 20	Lack of interest from Member Councils regarding Sustainability Programs
SR - 16	Injury to Operational Field Officers
SR - 8	Inadequate leachate control
SR - 5	Legacy issues restricting innovation and performance
SR - 14	Poor Stakeholder Engagement
SR - 23	Methane gas explosion
SR - 4	Over-use of single-source suppliers
SR - 28	Large numbers of Ibis and Pelicans scavenging on open tip face
SR - 22	Sub-surface landfill fires
SR - 7	Reduced Grant Funding
SR - 26	No scheduled maintenance program for all buildings
SR - 17	Covid-19 Infection
SR - 27	Intentional activities in excess of delegated authority (PID Officer)
SR - 6	Under/poor performance
SR - 11	Fire in operational sites
SR - 2	Inadequate succession planning
SR - 15	By-passing established administrative (non-financial) procedures



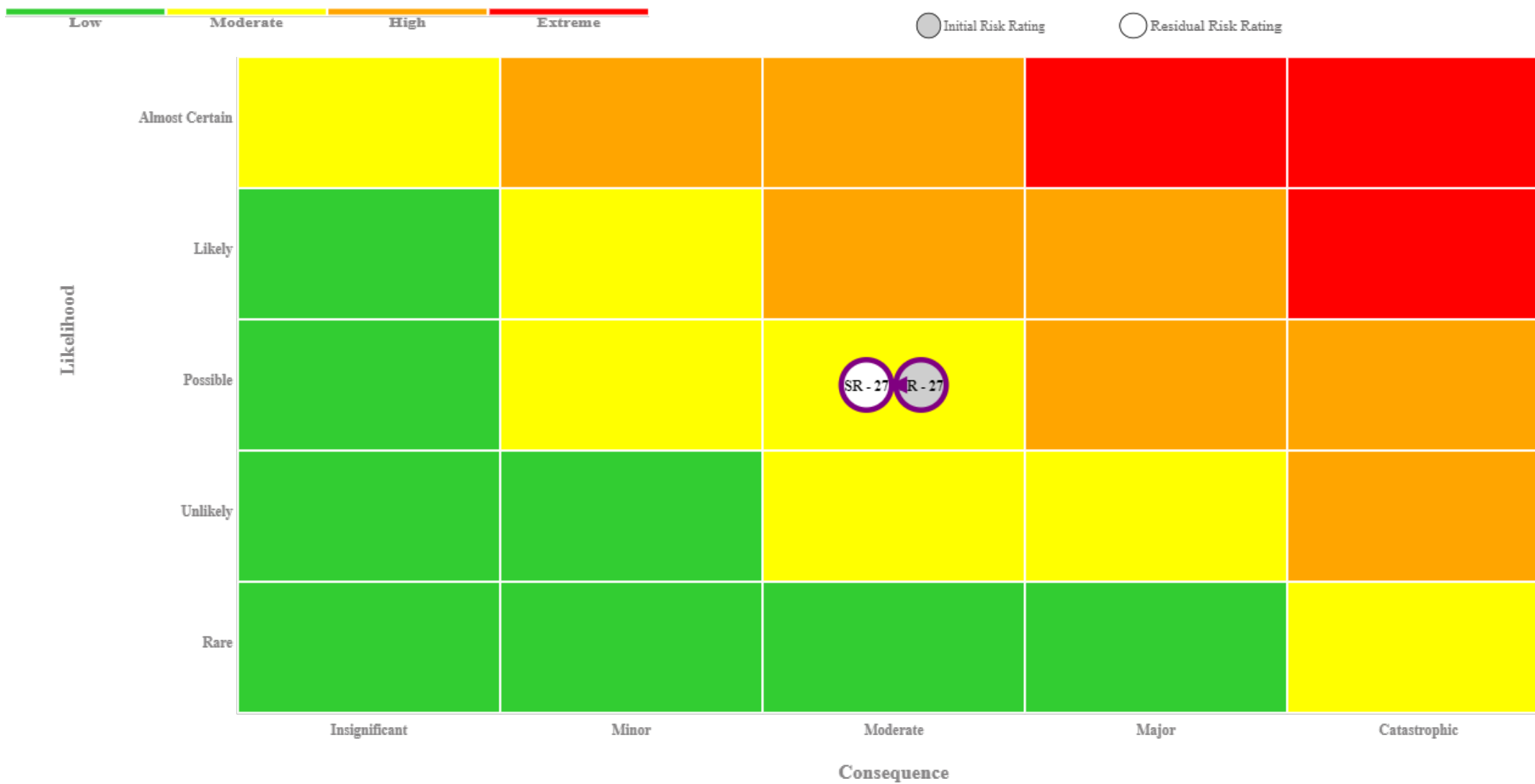
Risk Code	Risk Title
SR - 6	Under/poor performance



Risk Code	Risk Title
SR - 15	By-passing established administrative (non-financial) procedures



Risk Code	Risk Title
SR - 16	Injury to Operational Field Officers



Risk Code	Risk Title
SR - 27	Intentional activities in excess of delegated authority (PID Officer)

12 REPORTS OF DELEGATES

Nil

13 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE CHAIRMAN OR PRESIDING MEMBER OR BY DECISION OF MEETING

Nil

14 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

RECOMMENDATION (Closing Meeting to the Public)

That with the exception of, the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

AUDIT COMMITTEE RESOLUTION

MOVED CR JEANS

SECONDED CR MACWILLIAM

THAT WITH THE EXCEPTION OF THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF OPERATING OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, MANAGER PROCUREMENT AND GOVERNANCE, MANAGER INFORMATION SERVICES, MANAGEMENT ACCOUNTANT, PRINCIPAL (STANTONS), EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

CARRIED UNANIMOUSLY

The doors of the meeting were closed at 6:04pm.

The Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Chief Project Officer, Chief Sustainability Officer, Manager Procurement and Governance, Manager Information Services, Management Accountant, Principal (Stantons), Executive Assistant to the Chief Executive Officer and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

14.1 CYBER SECURITY AUDIT – GAP ANALYSIS (D2022/08455)

This item is recommended to be confidential because it contains security matters.

See Confidential Item circulated with the Agenda under Separate Cover.

RECOMMENDATION [Meeting re-opened to the Public]

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

AUDIT COMMITTEE RESOLUTION(S)

MOVED CR JEANS

SECONDED CR CONGERTON

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

CARRIED UNANIMOUSLY

The doors of the meeting were re-opened at 6:10pm.

Recording of the resolutions passed behind closed doors, namely:

14.1 CYBER SECURITY AUDIT – GAP ANALYSIS (D2022/08455)

AUDIT COMMITTEE RECOMMENDATION(S)

MOVED CR CONGERTON

SECONDED CR JEANS

That:

1. The Report and the Cyber Security Gap Analysis forming the attachment to the report be received.
2. The Report and the attachment remain confidential and be certified by the Chairman and CEO.

CARRIED UNANIMOUSLY

15 FUTURE MEETINGS OF THE AUDIT COMMITTEE

Meetings of the Audit Committee are covered under the Audit Committee Terms of Reference as follows:

“4 Meetings

- 4.1 The Audit Committee will meet as required at the discretion of the chairperson of the committee and at least three times per year to coincide with:
 - a. Approval of strategic and annual plans;
 - b. Approval of the annual budget; and
 - c. The auditor’s report on the annual financial report.”

Future Meetings 2022

Thursday	7	July	(If Required)	at	EMRC Administration Office
Thursday	4	August	(If Required)	at	EMRC Administration Office
Thursday	1	September	(If Required)	at	EMRC Administration Office
Thursday	6	October	(If Required)	at	EMRC Administration Office
Thursday	3	November	(If Required)	at	EMRC Administration Office

16 DECLARATION OF CLOSURE OF MEETING

Cr Congerton complimented staff who have contributed to the excellent “No Findings” outcomes in the Internal Audit Reports. The Audit Committee Chair, Cr Thomas also supported the sentiments as did the other Committee members.

The Chair declared the meeting closed at 6:10pm.



Community Leasing Framework



Town of Bassendean Community Leasing Framework

Introduction

After a review of the management of Town properties, a Property Management Policy (**Policy**) and supporting Community Leasing Framework (**Framework**) has been developed to ensure the Town is meeting the demands and needs of the community. The Policy sets the overarching principles guiding management of these properties by the Town. The Framework will guide the Town's management of these properties for the benefit of the community, in compliance with statutory obligations and will provide an equitable methodology for calculating annual lease and license fees.

The Town's ten-year Strategic Community Plan, adopted in 2020, has 'Strengthening and Connecting our Community' as a key priority. This Framework supports the Strategic Community Plan and reflects the Town's desire to promote the wellbeing of all people in the community through collaborating with recreational and community groups, building community capacity and supporting health lifestyles throughout our Town.

This Framework applies to lease and license agreements with sporting clubs and community organisations that meet the eligibility criteria set out in Appendix 2.

Lease or license agreements with government bodies, commercial entities, or state and national clubs, associations and community organisations are not within the scope of this Framework. Such agreements will be negotiated on a case-by-case basis with consideration given to all relevant factors, as outlined in the Policy.

Facility hire (regular or occasional use of a property to deliver community-based programs, events or activities on an hourly or daily rate) is not covered within this Framework. Facility hire is provided through a Casual or Regular Booking Application, based on the Town's Schedule of Fees and Charges.

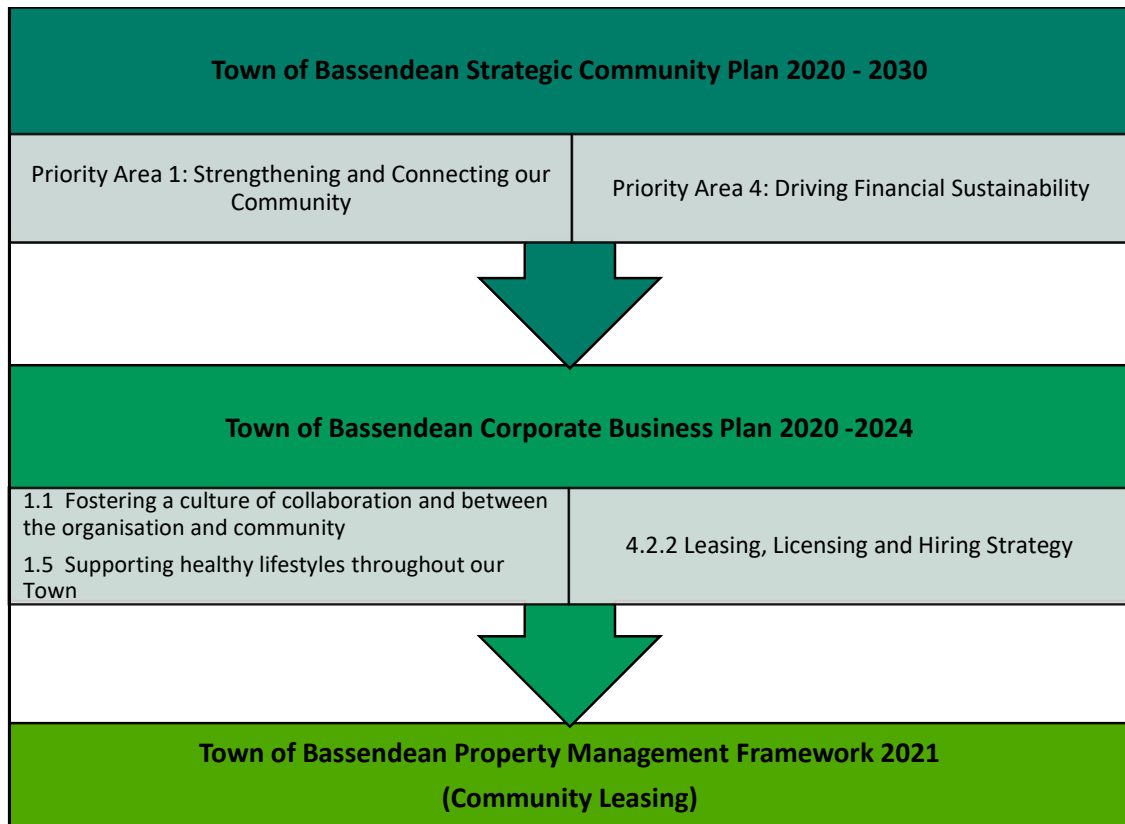


Objectives

The Objective of this Framework is to provide an open, transparent and equitable process for granting new leases or licenses for use of Town owned and managed properties for community leasing, by:

- a. Providing an equitable methodology for calculating annual lease and licence fees; and
- b. Establishing general terms and conditions (Appendix 2) that the Town will use as the basis for negotiating all leases and licenses, with a detailed Schedule of Maintenance Obligations (Appendix 3).

Strategic Context



Types of Occupancy Agreements

Lease

A lease is a right granted by the owner of land for an occupant to have the exclusive use of that land for a specified period of time in exchange for an agreed rental payment. If a tenant has exclusive occupancy over the land or facility, it follows that the maintenance and management expectations placed on the tenant will usually be greater than they are under license or hire agreements that are not exclusive.

Licenses

Under the terms and conditions of a license contract, the tenant is granted permission to access property for a specified purpose(s), such as conduct of a sporting activity at specified times and under specified conditions.

A license agreement does not provide for exclusive use of a facility beyond the specified times of access. It is reasonable to expect the rights and obligations of the lessee in respect to maintenance and management of the facility would be less stringent under a license agreement than a lease agreement.

Period of Tenure

Leases

A Lease may be granted for a period of up to five (5) years with one or more extension options for a maximum additional period of up to five (5) years.

Licenses

A License may be granted for a period of up to three (3) years, without an extension option.

Eligibility criteria and essential terms for a lease or license are set out in Appendix 2.

Annual Tenancy Fee Methodology

The annual tenancy fee methodology is based on the Gross Rental Value (GRV) of the property.

The Town is committed to providing access to property for the benefit of the Town of Bassendean community and does not seek to derive profit from community leases.

Governance

In accordance with the *Local Government Act 1995*, lease/license agreements will be advertised by a local Public Notice unless the organisation is a not-for-profit charitable, benevolent, religious, cultural, educational, recreational or sporting organisation.

In accordance with the *Land Administration Act 1997*, prior approval will be obtained from State Land Services with respect to leases/licenses over Crown property managed by the Town under a Management Order.

Tenure arrangements will be reviewed at the end of the lease or license period. The review will commence at least six months prior to the expiration date to enable the Town and lessee/licensee appropriate time to prepare for the new lease or license, or prepare to vacate the property.

Tenants may be required to provide the following documents annually to the Town:

- Association's registration number (IARN);
- AGM Minutes;
- Certificates of currency (as applicable);
- Financial statements;
- Liquor license (if applicable); and
- Any other document required by the Town.

Related Town Policies and Plans

- Asset Management Policy
- Use of Community Facilities Policy
- Town of Bassendean Local Government Property Local Law
- Town of Bassendean Access and Inclusion Plan.

Review

This Framework will be reviewed every four years in alignment with the Town's Property Management Policy and Corporate Business Plan.

Appendix

1. List of Properties For Community Leasing
2. Eligibility Criteria & Essential Terms – Community Leasing
3. Schedule of Maintenance Obligations – Community Leasing



Town of Bassendean Property Management Framework

Appendix 1: List of Properties for Community Leasing

Property Address	Property Type
Ashfield Reserve	Sports Club
10 Whitfield Street, Bassendean	Sports Club
BIC Reserve	Sports Club
Jubilee Reserve	Sports Club
1A May Holman Drive, Bassendean	Community Organisation
1 May Holman Drive, Bassendean	Community Association

Town of Bassendean Property Management Framework

Appendix 2: Eligibility Criteria & Essential Terms

Eligibility Criteria	
Community Benefit	The service is unique, specific and meets a high level of need, or the service meets identified social/community needs.
Shared Use	Dependent on the size of the facility and level of use by the tenant, hiring to the community outside the tenant's usage times on a fee for service basis (based on the Town's Schedule of Fees and Charges for similar properties) may be a requirement.
Revenue	The tenant has the capacity to generate revenue from its use of the property (i.e. membership, bar or kitchen facilities) or activities consistent with the organisational purpose of the tenant.
Membership and Governance	Demonstrates an affordable membership regime and good governance and facilitates programs and activities that add value to the social and community fabric of the Town.
Operational	Not-for-profit organisation, community group or club run by volunteers or paid workers.
Organisational Structure	The organisation services the local community and may be locally-based or may be part of a larger not-for-profit organisation. Must be incorporated under <i>Associations Incorporation Act 1987</i> .
Example	Sporting clubs and community groups, e.g. bowling club, men's shed etc.

Agreement Type	Outgoings	Statutory Compliance	Pest Inspection	Rubbish & Recycle Bins	ESL	Building Insurance	Public Liability Insurance	Minor Maintenance & Repairs	Capital Upgrades	Building Insurance Excess	Tenancy Fee
License	✓	✓	✓	✓	✓	X	✓	✓	X	✓	10% GRV
Lease	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	10% GRV

Town of Bassendean Property Management Framework

Appendix 2: Eligibility Criteria & Essential Terms

Essential Terms	
Term of lease or license	<p>Lease:</p> <ul style="list-style-type: none"> Initial Term: For a period of up to five (5) years Further Term: One or more extension options for a maximum additional period of up to five (5) years <p>License: Maximum 3 years, with no extension option</p>
Tenancy fee	10% of GRV
Responsibilities of Tenant	<p>Payments</p> <ul style="list-style-type: none"> All outgoings, rates and taxes Cost of maintaining statutory compliance including RCD, smoke alarm, emergency exit and fire hydrant testing Pest Inspections (including termite inspections) and treatment Waste services and Emergency Services Levy (ESL) Building insurance premium and excess on building insurance claims Rent or licence fee <p>Repair/Maintenance</p> <ul style="list-style-type: none"> Comply with the Schedule of Maintenance Obligations (Appendix 3) Maintain the property in good repair, as detailed in the property condition report General minor maintenance of premises, including replacement of fittings and fixtures Cleaning (internal and external including annual carpet cleaning) No property modifications or installations without Town approval <p>Insurance</p> <ul style="list-style-type: none"> \$20M Public Liability Insurance
Responsibilities of the Town	<p>Repair/Maintenance</p> <ul style="list-style-type: none"> Re-painting of internal and external premises Maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant) Renewal of existing assets within the leased or licensed area (at the Town's discretion) <p>Capital Upgrades</p> <ul style="list-style-type: none"> Capital upgrade and expansion of all assets within the leased or licensed area (at the Town's discretion) <p>Inspections</p> <ul style="list-style-type: none"> The Town will inspect the premises annually (or as required) and will give the tenant appropriate notice in accordance with the lease or license terms

Town of Bassendean Property Management Framework

Appendix 3: Schedule of Maintenance Obligations

Maintenance Item	Lessor Obligations ¹	Tenant Obligations
Statutory/Minimum Level of Service Obligations		
Emergency exit lighting systems and emergency doors	Annual inspection of the premises to ensure maintenance and compliance with requirements of the Building Code of Australia and Australian Standards.	Promptly report any faults or operational issues with the emergency/exit lighting systems in the premises to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
Fire protection equipment (e.g. fire extinguishers, hoses, smoke alarms)	Annual inspection of the premises to ensure compliance with FESA and DFES requirements.	Promptly report any use or operational issues with the fire protection equipment in the premises to the lessor. Reimburse the lessor for the cost of annual compliance inspections.
RCD protections, tagging electrical equipment	Ensure that all RCDs are repaired and maintained in accordance with the relevant legislation.	Ensure that all portable plug-in electrical equipment and RCDs are regularly inspected in accordance with relevant legislation. Reimburse the lessor for the cost of annual compliance inspections.
Pest control, vermin control and termites	Annual pest inspections and extermination treatment.	Endeavour to keep the premises free and clear of all rodents, rats, vermin, insects, birds, animals and other pests and report to the lessor any pest activity or required treatment. Reimburse the lessor for the cost of annual pest inspection and treatments.
Premises and Security		
Cleaning and cobweb removal	None.	Ensure premises is kept tidy and free of litter, dirt, rubbish, cobwebs and broken glass at all times.
Malicious damage and break ins	At request of tenant, submit building insurance claim on behalf of tenant.	Responsible for repairing and replacing any stolen goods or broken fixtures and fittings, minor repairs and cleaning of broken glass, windows and doors after an act/incident of malicious damage. Report any incidents of malicious damage or break-ins to the owner.

¹ References to Lessor include Licensor, as the case may be.

Town of Bassendean Property Management Framework

Appendix 3: Schedule of Maintenance Obligations

Maintenance Item	Lessor Obligations ¹	Tenant Obligations
Vandalism & graffiti	At request of tenant, submit building insurance claim on behalf of tenant.	Remove internal and external vandalism & graffiti and repair any damage caused.
Security monitoring, equipment and security lights.	If the lessor provides a security system to the premises, the lessor will maintain the security system in good condition but is not required to replace the security system if it comes to the end of its economic life.	The tenant must ensure the premises is maintained in a secure condition at all times. If the tenant installs a security system in the premises, the tenant must keep the security system in good condition, pay all monitoring and service costs associated with the security system and promptly attend any call outs to the premises. If the lessor is called upon to attend the premises or the lessor incurs expense for a call out on a lessor installed security system, the tenant may be required to pay all costs incurred by the lessor due to that call out.
Ceiling	Repair any structural damage to ceiling. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for part or all of the cost of repairing the damage.	Clean ceilings, as required, and report any structural damage to the lessor.
Walls	Repair structural damage to load bearing walls. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for part or all of the cost of repairing the damage.	Keep clean at all times, dust any cobwebs and report any structural repairs or faults to lessor.

Town of Bassendean Property Management Framework

Appendix 3: Schedule of Maintenance Obligations

Maintenance Item	Lessor Obligations ¹	Tenant Obligations
Window, glass panes, flyscreens, security screens, doors, door handles.	Replace any irreparable items.	Keep items clean, operable, lockable, and firmly fixed. Repair, replace and lubricate hinges of items if damage caused by misuse/internal vandalism.
Skylights, lighting, globes	Replace any skylights or lighting fixtures (excluding globes) requiring replacement due to old age/end of economic life.	Keep clean at all times and repair or replace as required
Painting	Repaint premises (interior and exterior) to ensure it remains in good repair, as and when determined by the lessor.	Minor remedial painting and touch ups to repair general wear and tear.
Cupboards, blinds, curtains, mirrors	Replace as and when determined by the lessor.	Keep clean at all times. Maintain and repair items as required.
Carpet	Replace as and when determined by the lessor.	Keep clean at all times. Professionally clean at least once annually.
Vinyl floors	Replace as and when determined by the lessor.	Keep clean at all times.
Wooden floors	Replace as and when determined by the lessor.	Keep clean at all times.
Tiled floors	Replace as and when determined by the lessor.	Keep clean at all times.

Town of Bassendean Property Management Framework

Appendix 3: Schedule of Maintenance Obligations

Maintenance Item	Lessor Obligations ¹	Tenant Obligations
Bathrooms and change rooms (including: drains, hot water systems, sewerage, showers, sinks, taps, toilets etc.)	Replace irreparable items. Undertake capital renewal as and when determined by the lessor. Where the lessor undertakes works or repairs to clear blockages which have occurred as a result of the neglect, misuse or default of the tenant, the tenant may be required to pay part or all of the lessor's costs of undertaking those works.	Must keep clean at all times. Ensure all are operable and free from any blockages. Tenant shall not permit foreign objects or matter to be placed into drains, toilets or grease traps. Tenant will advise the Town before making repairs or installing electrical appliances with the use of a qualified electrician.
Fixtures, Fittings, Appliances and Electrical		
Air-conditioning	Repair and undertake annual servicing of air-conditioning units/systems. Replace air-conditioning units/systems that are irreparable or at the end of their economic life.	Notify lessor if air conditioner unit requires servicing or repair. Responsible for replacing if damage is due to internal vandalism.
Oven vents	If at the end of its life, the lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Exhaust fans	If at the end of its life, the lessor may, at its discretion, replace.	Keep clean at all times and repair when necessary
Electrical fittings (i.e. plugs, switches, sockets, leads, lights, power points)	Replace any irreparable items. If replacement is caused by misuse/negligence of tenant, lessor may require the tenant to reimburse it for the part or all of the cost of replacement.	Maintain and repair as required. The tenant must ensure that electrical fittings are not overloaded when in use.

Town of Bassendean Property Management Framework

Appendix 3: Schedule of Maintenance Obligations

Maintenance Item	Lessor Obligations ¹	Tenant Obligations
Wiring	Replace any irreparable items.	Advise the lessor prior to any wiring or electrical work taking place
Appliances (i.e. fridges, toasters, freezer, stove, microwaves, washing machine)	Replace irreparable items at the discretion of the lessor.	Keep clean at all times. Keep items operable, regularly maintain and repair as required.
Premises Exterior and Surrounds		
Roof (including leaks, broken tiles etc.)	Repair any structural damage to roof and clean as required. If damage is caused or contributed to by the tenant or tenant's employees and visitors, the lessor may require the tenant to reimburse it for part or all of the cost of repairing the damage.	Report any structural damage to the lessor. Repair any damage to the roof (structural or otherwise) caused by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Eaves, gutters & downpipes	Repair any damage to eaves, gutters and downpipes. If damage is caused by tenant failing to maintain the eaves, gutters or downpipes in a clean and clear condition, the lessor may require the tenant to reimburse the lessor for the part or all of the cost of undertaking the repairs.	Maintain eaves, gutters and downpipes in a clean and clear condition and report any damage to same to the lessor. Repair any damage to the eaves, gutters or downpipes where caused or contributed to by the tenant or its failure to maintain the eaves, gutters and downpipes in a clean and clear condition.
Garden and surrounds (including fencing and gates)	Responsible for any major tree pruning and tree removal. Replace fences and/or gates as required and determined by the lessor.	Maintain the surroundings, fertilising, minor pruning and conduct regular mowing of the lawn at its own cost. Responsible for ensuring all fences and gates are cleaned, repaired, re-enforced and maintained. Not to remove any trees or hedges without first obtaining approval from the lessor, except for urgent safety reasons.

Town of Bassendean Property Management Framework

Appendix 3: Schedule of Maintenance Obligations

Maintenance Item	Lessor Obligations ¹	Tenant Obligations
Turf	Responsible for turf maintenance (if the reserve/space is freely accessible by public and the Lessor controls/manages the use/access of the reserve/space)	Responsible for turf maintenance (if the reserve/space is not freely accessible by public and the tenant controls/manages the use/access of the reserve/space)
Walkways, footpaths, access, steps, ramps	Responsible for Town verge footpaths.	Keep clean and clear at all times.
Carpark	Responsible for bitumen repairs, pot-hole maintenance and line marking.	Responsible for ensuring the car park is clean and clear of rubbish, trip hazards or obstructions.
Shed, roller doors and garage (if applicable)	Replace as and when determined by the lessor.	Responsible for cleaning, repairs and maintenance of such structures.
Abandoned rubbish	Arrange for removal of abandoned furniture, car parts and larger rubbish that has been dumped on the verge, carpark or grassed area.	Arrange for removal of smaller abandoned items that have been dumped on the property which will fit in the bins provided.
Pollution	None.	Do all things necessary to prevent pollution or contamination of the land by garbage, refuse, waste matter, oil or other pollutants. Report any pollution, contamination or suspected pollution/contamination to the land to the lessor promptly.
Maintain, Service and Repair Bore and Pump	Responsible for annual inspection, and determining the schedule for maintenance and repair. Service, repair and maintenance costs are to be allocated between the lessor and tenant in the property lease	As defined in the property lease



12 April 2022

Our Ref: C2492-01

Chief Executive Officer
Town of Bassendean
PO Box 87
Bassendean WA 6934

Attention: Planning Department

Dear Sir/Madam

**PROPOSED CHANGE OF USE (UNLISTED USE – VETERINARY CENTRE)
UNIT 19 (#184) RAILWAY PARADE, BASSENDEAN**

Peter Webb & Associates (**PWA**) has been engaged by Animal Dermatology Clinic to prepare an Application for Planning Approval for a proposed Change of Use for Unit 19 (#184) Railway Parade, Bassendean (**subject land**) to accommodate a “Veterinary Centre” use.

Please find **attached** signed application forms authorised by the owner of the land – Tora Capital Pty Ltd.

1.0 THE SITE:

The subject land for this application is Unit 19, Lot 4 (#184) Railway Parade, Bassendean (refer **Figure 1** – Aerial Photograph).



Figure 1: Aerial Photograph

A Certificate of Title for the subject land is included at **Annexure 1**.

The subject land has been approved for a Warehouse development and it is currently under construction. Planning Approval was issued for the development in 2021. A 3D Perspective of the development is shown below in **Figure 2**.

Unit 19 is the one of the front tenancies addressing Railway Parade, and therefore, the proposed Veterinary Centre use will have exposure to Railway Parade.



Figure 2: 3D Perspective of Development

Our client is under contract to acquire Unit 19 of the complex, however there is a need to change the approved use of Unit 19 in order for the client to operate its intended Animal Dermatology Clinic business when the development has been completed.

2.0 THE PROPOSAL:

The proposed use being sought is a “Veterinary Centre” for the purpose of an Animal Dermatology Clinic.

The type of business is an Animal Dermatology Clinic treating pets with skin conditions on site. The business will operate as a consultancy and day treatment only. Animals will not stay overnight on the premises.

No toxic chemicals will be kept on site, and there is not a need for animal waste disposal.

The proposed hours of operation are business hours between 8:00am - 5:30pm, Monday to Friday. The business is not intended to be open on weekends.

There will be approximately 3 staff members on site, made up of one (1) veterinary practitioner and two (2) support staff, with likely customer numbers being no more than three (3) at any one time.

The business will operate by appointment-only.

Unit 19 is an existing Warehouse with an area of 278m², plus a ground floor office of 68m², and an upper floor office of 68m² (total floorspace 414m²).

The approved office functions on the ground and upper level will be retained, and the main floor of the approved Warehouse will be used for the proposed Veterinary Centre use.

The premises will be allocated 9 car parking bays based on the approved use, and it is considered that the nine (9) car parking bays are adequate for the proposed use based on the single practitioner (plus two (2) support staff) operation, and anticipated customer numbers.

Refer attached Plans at **Annexure 2** outlining the area of the proposed Veterinary Centre use.

3.0 TOWN PLANNING ASSESSMENT:

3.1 Zoning & Land Use:

The subject land is zoned “General Industry” in the Town of Bassendean Local Planning Scheme No. 10 (LPS10) – refer **Figure 3**.

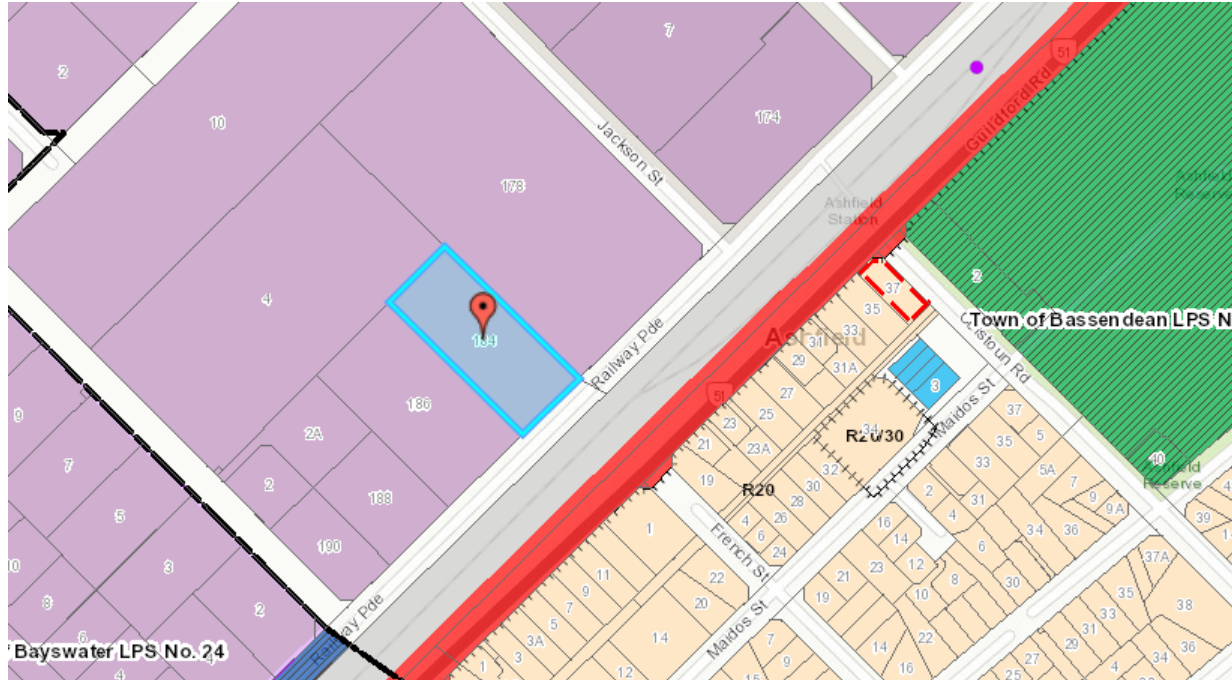


Figure 3: Zoning Map Extract

The proposed “Veterinary Centre” use is defined in LPS10 (and is therefore a specific land use), however is not listed in Table 1 - Zoning Table of LPS10. Accordingly, the “Veterinary Centre” use is to be assessed as an Unlisted Use.

The “Veterinary Centre” use is defined in Schedule 1 of LPS10 as: **“veterinary centre”** means premises used to diagnose animal diseases or disorders, to surgically or medically treat animals, or for the prevention of animal diseases or disorders.

Clause 3.4.2 of LPS10 states that, “If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category, the local government may:

- (a) Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
- (b) Determine that the use may be consistent with the objectives of the particular zone and thereafter following the advertising procedures of clause 67 of the deemed provisions in considering an application for development approval; or
- (c) Determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.”

The objectives of the “General Industry” zone are set out in clause 3.2.4 of LPS10 as follows:

The objectives of the General Industry zone are:

- a) to provide for a broad range of industrial uses, excluding noxious or hazardous activities;
- b) to accommodate industry that would not otherwise comply with the performance standards of light industry;
- c) to accommodate a range of manufacturing and associated service activities which will not, by the nature of their operations, detrimentally affect the amenity of the adjoining or nearby land;

- d) to achieve safety and efficiency in traffic circulation, and also recognise the function of Collier Road as a regional road;*
- e) to provide car parking and landscaping appropriate to the scale of development;*
- f) to preclude the storage of unsightly goods from public view; and*
- g) to ensure that development conforms with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council.*

In our view, the proposed “Veterinary Centre” use may be consistent with these objectives, and therefore, is capable of approval following advertising of the application.

3.2 Car Parking:

Table 2 of LPS10 provides minimum car parking spaces for a range of land uses, however the Veterinary Centre land use is not listed in Table 2.

Clause 4.7.2.1 of LPS10 advises that, “*where an application is made for development approval and the purpose for which the land or building is to be used is not specified in Table 2, the local government shall determine the number of car parking spaces to be provided on the land having regard to the nature of the proposed development, the number of employees likely to be on the site, the prevention of the obstruction of roads and streets, and the orderly and proper development of the locality and the preservation of its amenities.*”

The Unit 19 premises will be afforded nine (9) car parking bays located directly adjacent to the premises and there will also be additional visitor parking provided. It is considered, having regard to the single practitioner operation (plus two (2) support staff) and the anticipated visitors at any one time (3), that there is more than enough car parking provided to support the proposed Veterinary Centre use. Accordingly, there is unlikely to be any obstruction of roads or streets by customer parking, thereby preserving the amenity of the locality and complying with the principles of orderly and proper planning.

However, we are also aware that the Town’s Local Planning Policy No. 8 - Car Parking & End of Trip Facilities (**Policy**) also has a car parking table with a list of uses and their individual requirements. Table 1 of the policy states that a Veterinary Centre use requires 4 bays per veterinary practitioner.

As there will be one (1) practitioner operating from the premises, the proposed use requires four (4) car parking bays, and therefore complies. In fact, the number of car parking bays (9) afforded to Unit 19 allows for growth in the business, as it would be possible for another practitioner to also operate from the premises (and that would require eight (8) bays under the Policy requirements).

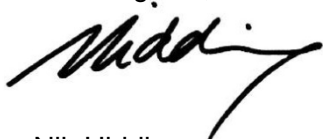
4.0 CONCLUSION

The proposed “Veterinary Centre” use is considered to be complimentary to the existing approved Warehouse development.

The proposed use can be considered as an Unlisted Use; is generally consistent with the Planning Framework and warrants approval.

If you have any queries with respect to this application, please do not hesitate to contact Nik Hidding on 0424 651 513.

Kind Regards,



Nik Hidding
Director

PETER WEBB & ASSOCIATES

ANNEXURE 1 - CERTIFICATE OF TITLE

WESTERN



AUSTRALIA

REGISTER NUMBER

4/DP417950DUPLICATE
EDITION**N/A**

DATE DUPLICATE ISSUED

N/AVOLUME
2976FOLIO
784

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 4 ON DEPOSITED PLAN 417950

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

TORA CAPITAL PTY LTD OF UNIT A2 118 RAILWAY STREET WEST PERTH WA 6005

(T 0778183) REGISTERED 23/6/2021

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. *T12665/1947 CERTAIN RIGHTS OF RESUMPTION ACQUISITION AND CERTAIN OTHER RESERVATIONS WITH CONDITIONS PERTAINING THERETO ALL AS SET OUT IN THE SAID TRANSFER ARE RESERVED TO THE COMMONWEALTH OF AUSTRALIA. REGISTERED 3/9/1947.
2. *T7504/1948 EASEMENT BENEFIT SEE SKETCH ON VOL 2156 FOL 393. REGISTERED 16/6/1948.
3. *T7508/1948 EASEMENT BENEFIT SEE SKETCH ON VOL 2156 FOL 393. REGISTERED 16/6/1948.
4. *T7510/1948 EASEMENT BENEFIT SEE SKETCH ON VOL 2156 FOL 393. REGISTERED 16/6/1948.
5. *L296427 MEMORIAL. CONTAMINATED SITES ACT 2003 REGISTERED 23/4/2010.
6. *EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR DRAINAGE PURPOSES TO TOWN OF BASSENDEAN - SEE DEPOSITED PLAN 417950
7. *P018843 MORTGAGE TO PLATFORM LOGISTICS PTY LTD OF UNIT A2 118 RAILWAY STREET WEST PERTH WA 6005 REGISTERED 21/1/2022.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP417950
PREVIOUS TITLE: 2960-650
PROPERTY STREET ADDRESS: 184 RAILWAY PDE, BASSENDEAN.
LOCAL GOVERNMENT AUTHORITY: TOWN OF BASSENDEAN

END OF PAGE 1 - CONTINUED OVER

RECORD OF CERTIFICATE OF TITLE

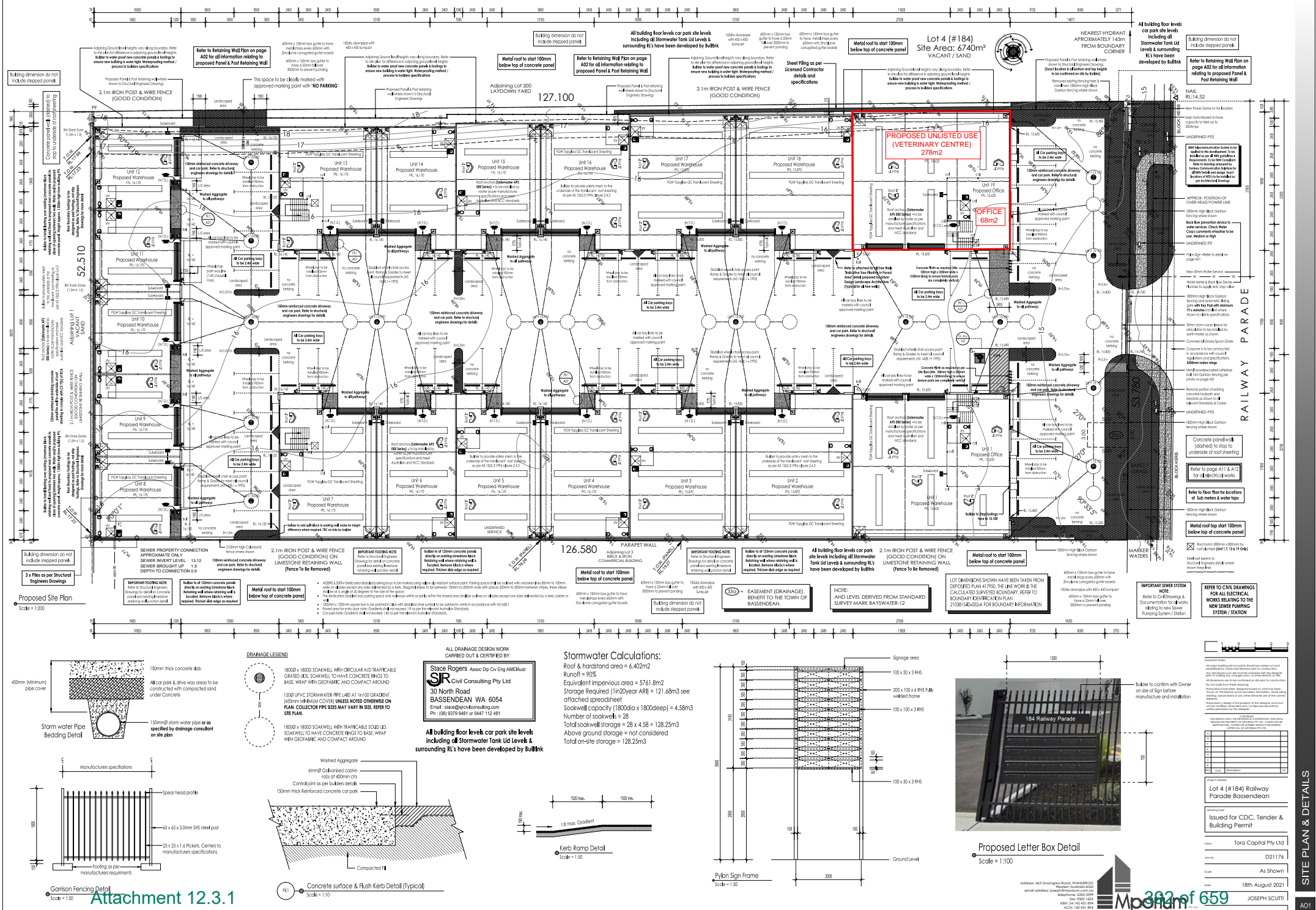
REGISTER NUMBER: 4/DP417950

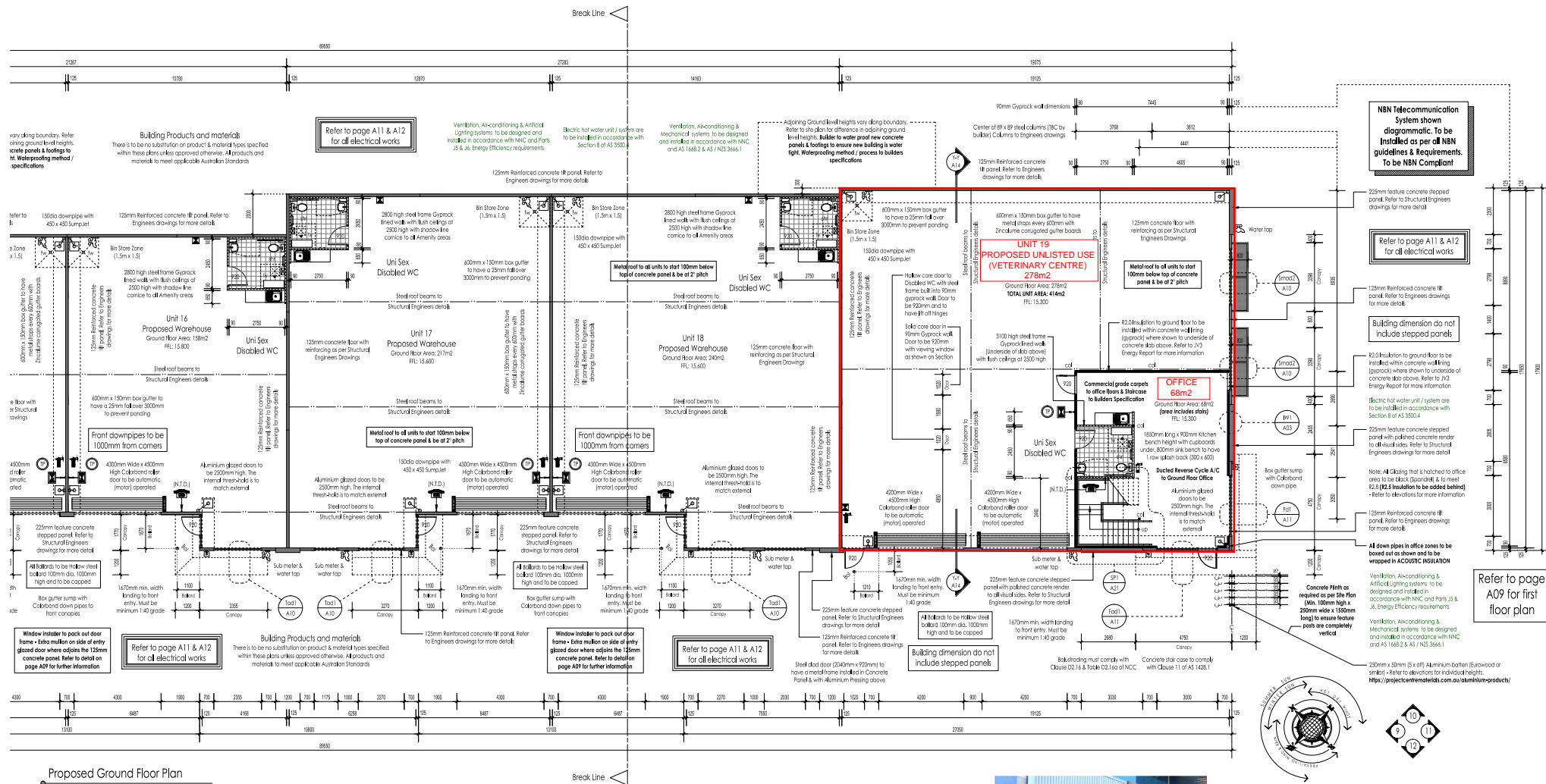
VOLUME/FOLIO: 2976-784

PAGE 2

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
N926707

ANNEXURE 2 - PLANS





Proposed Ground Floor Plan
Scale = 1:100

Building Ventilation Sheet	
Description	Area
Unit 13 Warehouse (170m2 x 3% = 5.10m2 Req.)	21.65m2
Unit 14 Warehouse (136m2 x 3% = 4.08m2 Req.)	21.65m2
Unit 15 Warehouse (150m2 x 3% = 4.50m2 Req.)	21.65m2
Unit 16 Warehouse (158m2 x 3% = 4.74m2 Req.)	21.65m2
Unit 17 Warehouse (217m2 x 3% = 6.51m2 Req.)	21.65m2
Unit 18 Warehouse (240m2 x 3% = 7.20m2 Req.)	21.65m2
Unit 19 Warehouse (278m2 x 3% = 8.34m2 Req.)	38.79m2

Volume Data Sheet	
Description	Value
Warehouse Unit 13 Volume	1,134.02m3
Warehouse Unit 14 Volume	898.43m3
Warehouse Unit 15 Volume	963.58m3
Warehouse Unit 16 Volume	1,041.69m3
Warehouse Unit 17 Volume	1,432.08m3
Warehouse Unit 18 Volume	1,570.75m3
Warehouse Unit 19 Volume	2,340.95m3
Conviction	Type C

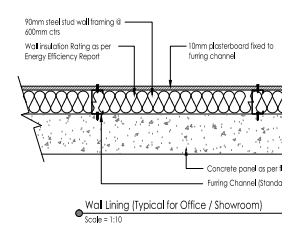
Glazing Notes

All glazing to be Single Glaze - Max total U-Value of 4.7 & a max total SHGC Value of 0.36 as per AS/NZS 5555.3 Analysis Report

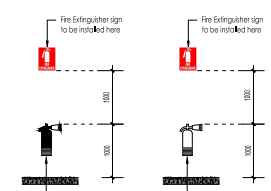
IMPORTANT NOTE:
All glazing specs above are the minimum requirements for glazing compliance to each Topsoil & floor level. Should glazing/wall/wind glazing to be some throughout for aesthetic purposes glazing specifications must be selected that meet the highest energy rating as specified above.

If unsure please contact the architect with specifications of glazing to ensure compliance is achieved.

Glazing Note
Glazing U-Value & SHGC must be confirmed with supplier to be whole window compliance. Value are selected for compliance for design, however final glazing/window selections may require re-assessment to ensure compliance.



Sample Product Only
250mm x 50mm (5 x off) Aluminium batten (Eurowood or similar)
<https://projectcentrematerials.com.au/aluminium-products/>



Project Details

Lot 4 (#184) Railway Parade Bassendean

Issued for Consultant works

Client: Tora Capital Pty Ltd

Project: D21176

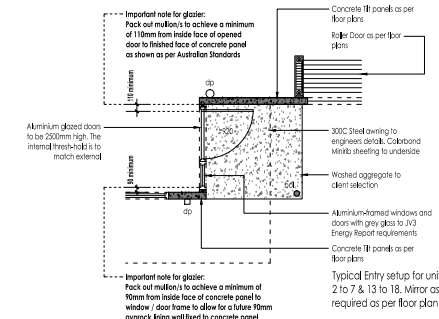
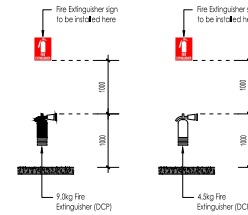
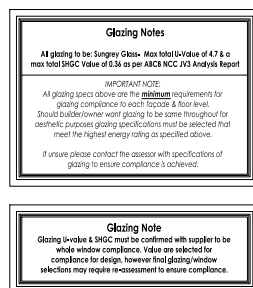
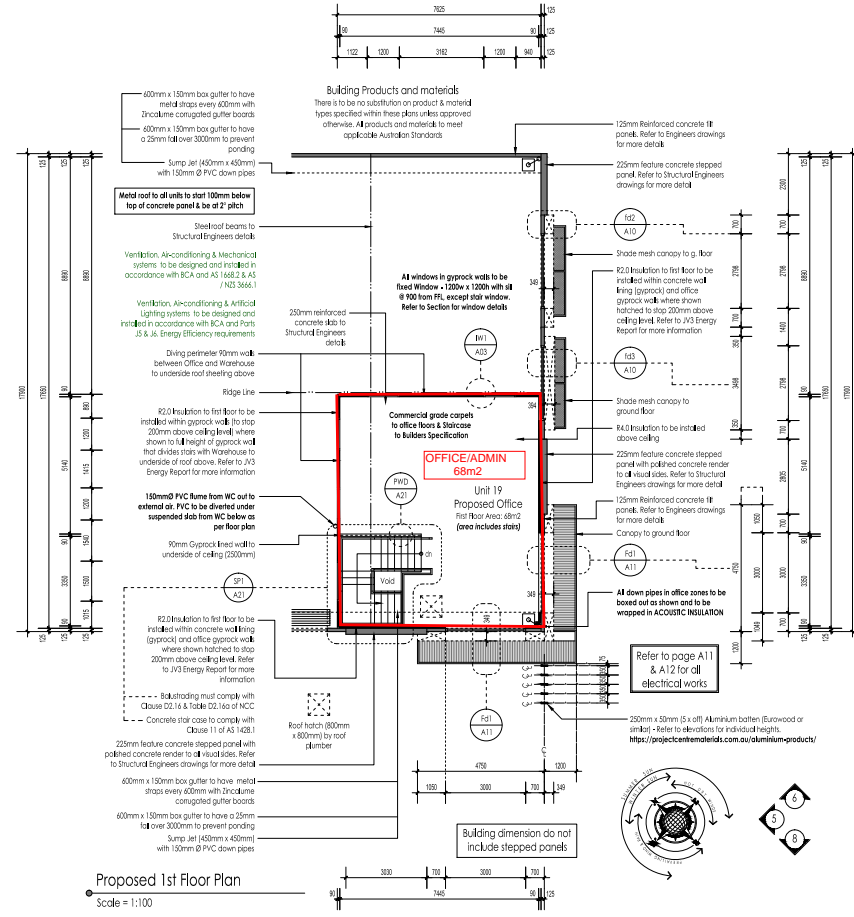
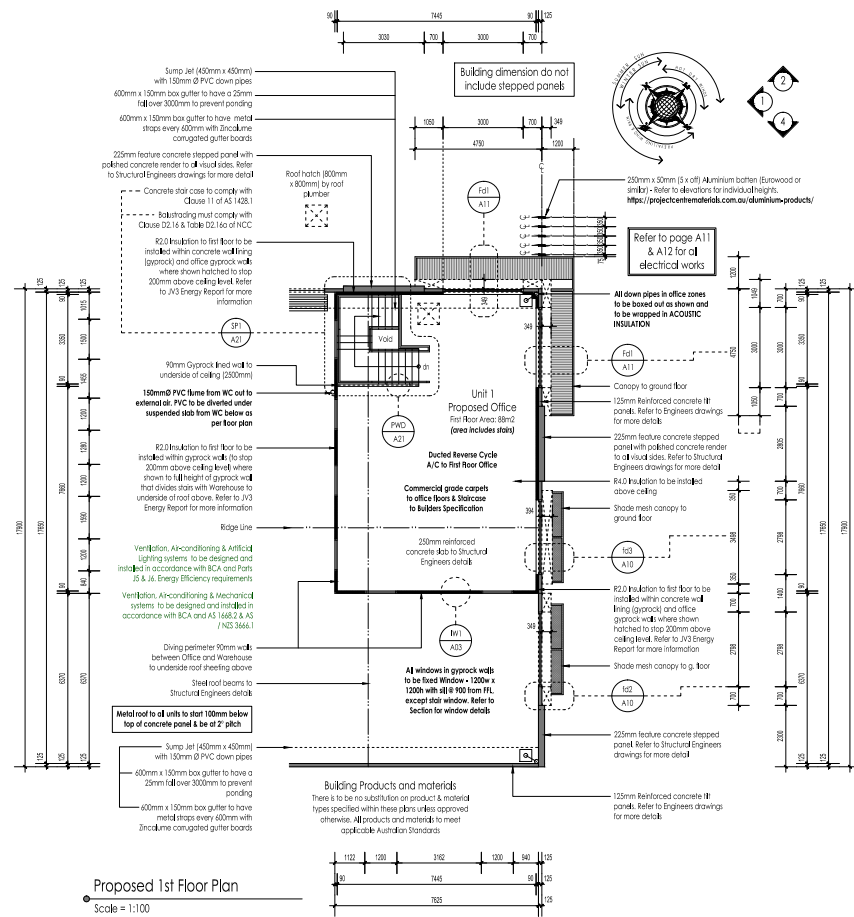
As Shown

Date: 18th August 2021

JOSEPH SCUTTI

383 of 659

designing the future

[illegible]

Recent revision history

#	Status	Description	Date
A	BP	ISSUED FOR BUILDING PERMIT	19/02/21
B	BP	ISSUED FOR BUILDING PERMIT	29/03/21
C	BP	ISSUED FOR BUILDING PERMIT	27/04/21
D	DA-BP	ISSUED FOR DEVELOPMENT PERMIT	16/05/22
E	DA-BP	ISSUED FOR DEVELOPMENT PERMIT	19/05/22

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Project

BASSENDAN HOTEL

Client

ARK GROUP

Issuer

WOODS BAGOT

Project number

160734

Checked

JL

Approved

ES

Sheet size

A1

Scale

1:200

Sheet title

OVERALL ARRANGEMENT
SITE PLAN

Sheet number

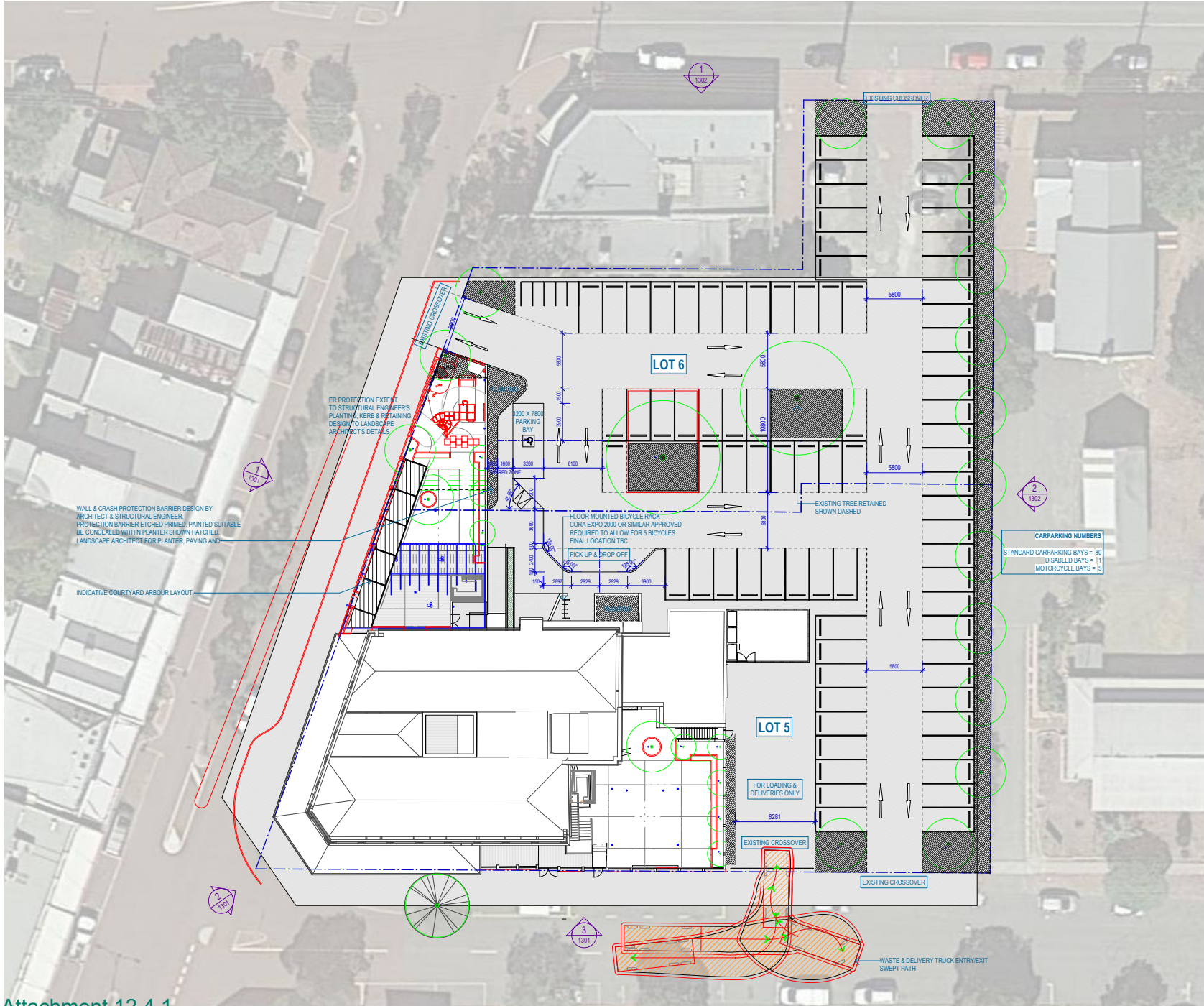
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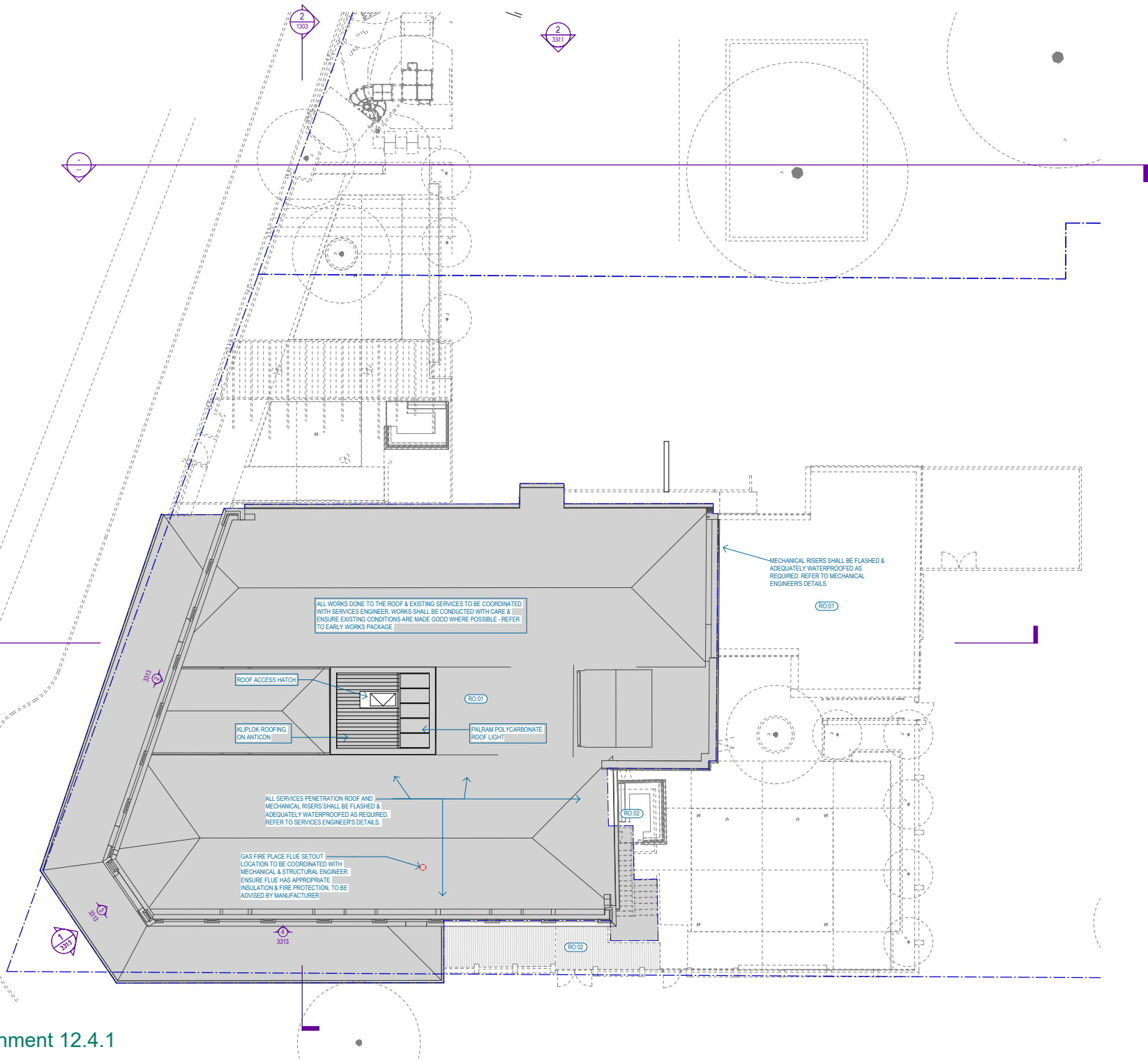
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Revision

E



Attachment 12.4.1



Recent revision history		
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A	BP	ISSUED FOR BUILDING PERMIT 19/02/21
B	BP	ISSUED FOR BUILDING PERMIT 29/03/21
C	BP	ISSUED FOR BUILDING PERMIT 27/04/21
D	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT 16/05/22
E	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT 19/05/22

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LEGEND

- LOT BOUNDARY LINE
- REFER TO OTHERS FOR DRAWINGS & DETAILS
- EXISTING WALL

Project
BASSENIDEAN HOTEL

Client
ARK GROUP

Issuer
WOODS BAGOT

Project number
160734

Size check
25mm

Checked
JL

Approved
ES

Sheet size
A1

Scale
1:100

Sheet title
**GENERAL ARRANGEMENT
ROOF PLAN**

Sheet number
160734-03

Revision
E

Status
BP

Recent revision history		
#	Status	Description
A	BP	ISSUED FOR BUILDING PERMIT
B	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT
C	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT

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DEMOLITION NOTE

- TO BE READ IN CONJUNCTION WITH DEMOLITION PLANS, NEW PROPOSED ARCHITECTURAL PLANS, ARCHITECTURAL SPECIFICATION AND SERVICES CONSULTANTS' DOCUMENTATION
- CONFIRM POTENTIAL SALVAGE OF ALL ITEMS ANNOTATED FOR REMOVAL / DEMOLITION WITH WOODS BAGOT PRIOR TO COMMENCING DEMOLITION WORKS
- REFER TO SERVICES CONSULTANTS DOCUMENTS FOR DETAILS OF SERVICES DEMOLITION
- MAKE GOOD ALL ADJACENT SURFACES AND FINISHES TO DEMOLISHED AREAS TO MATCH EXISTING ADJACENT
- ALL UNMARKED WALLS IN SOLID BLACK HATCH TO BE RETAINED AND MAKE GOOD ANY DAMAGES, INCLUDING REPLACING ALL SKIRTING WHERE REQUIRED
- COORDINATE WITH PROPOSED GENERAL ARRANGEMENT PLAN FOR EXTENT OF NEW WORKS
- WHERE EXISTING SERVICES ARE DEMOLISHED OR AFFECTED BY DEMOLITION WORKS, CAP OFF OR TERMINATE AS DIRECTED BY SERVICES ENGINEER AND MAKE SAFE.
- DRAWINGS TO BE PRINTED IN COLOUR
- HOARDING, SCAFFOLDING AND OTHER PROTECTIVE SERVICES SHALL BE PROVIDED BY CONTRACTOR IN PREPARATION AND THROUGHOUT THE FULL DURATION OF CONSTRUCTION
- ALL DEMOLITION WORK SHALL BE COORDINATED AND ADVISED BY WITH STRUCTURAL AND SERVICES ENGINEER TO ENSURE STRUCTURAL INTEGRITY OF THE EXISTING BUILDING IS MAINTAINED
- AVOID CREATING DEAD LEGS WHEN REMOVING HYDRAULIC PIPEWORK

LEGEND

- LOT BOUNDARY LINE
- NOT IN SCOPE
- EXISTING WALLS REMAIN
- EXISTING TO BE DEMOLISHED
- EXISTING FLOOR FINISH TO BE REMOVED

Project
BASSENDAN HOTEL

Client
ARK GROUP

Issuer
WOODS BAGOT

Project number
160734

Size check
25mm

Checked
JL

Approved
ES

Sheet size
A1

Scale
1:100

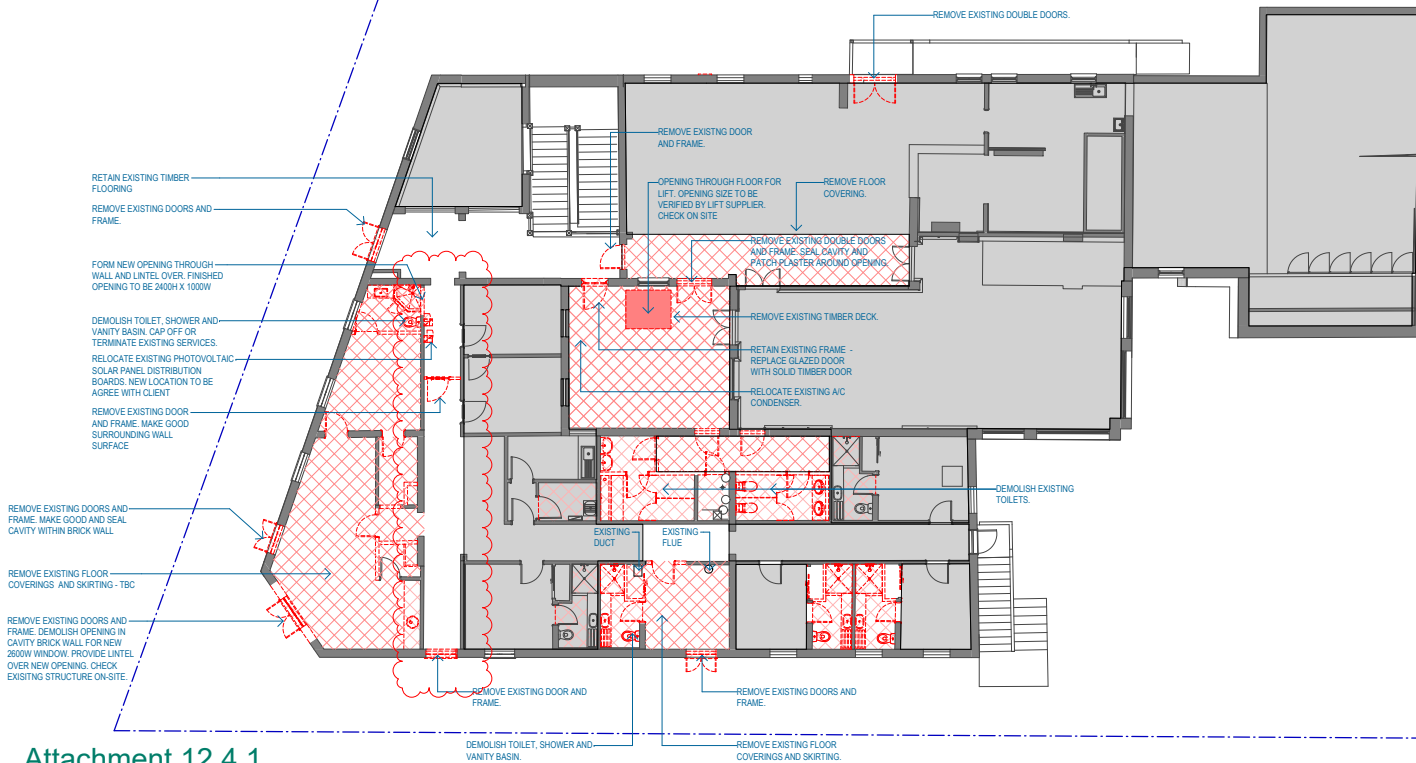
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**LEVEL 1 & MEZZANINE
DEMOLITION PLAN**

Sheet number
2003

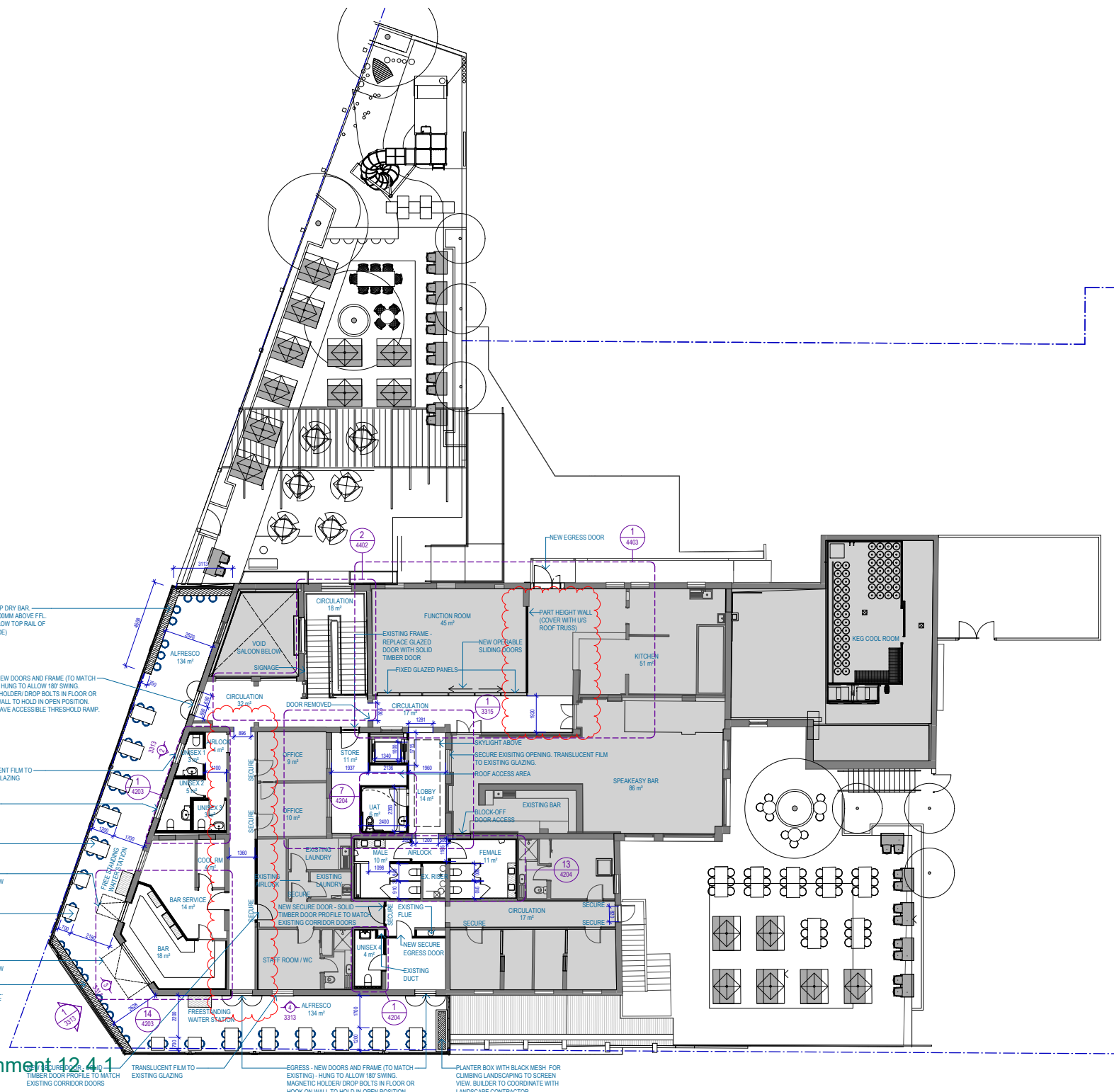
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Status



Attachment 12.4.1

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Recent revision history		
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B	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT

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- DOORS NOTE**
- CONTRACTOR TO CAREFULLY REMOVE WITHOUT DAMAGING EXISTING DOORS, DOOR FRAMES, HARDWARE AND THE LINES. TO BE STORED ONSITE AND PROTECTED FROM DAMAGE BY THE CONTRACTOR, FOR RE-USE AND REINSTALLATION. ENSURE WHERE NECESSARY, WALLS ARE SEALED AND MADE GOOD. PATCH AND PAINT WHERE REQUIRED.
 - NEW DOOR OPENING TO SUIT RE-INSTATED DOOR.
 - DOORS SHALL BE INSTALLED IN COMPLIANCE WITH AS 1928 WHERE REQUIRED. THIS INCLUDES, BUT NOT LIMITED TO:
 - NOMINATED DDA COMPLIANT DOORS AND ENTRY THRESHOLDS
 - DDA TOILETS
 - FIRE EGRESS DOORS

- LIGHTING NOTE**
- DOWNLIGHTS TO LOBBY, UAT, WC, BACK BAR AND ALL PUBLIC CIRCULATION AREAS TO LIGHTING CONSULTANT SPECIFICATIONS
 - FUNCTIONAL LIGHTING TO VERANDAH TO LIGHTING CONSULTANT SPECIFICATIONS

- LEGEND**
- LOT BOUNDARY LINE
 - NOT IN SCOPE
 - EXISTING WALL
 - NEW WALL

Project
BASSENIDEAN HOTEL

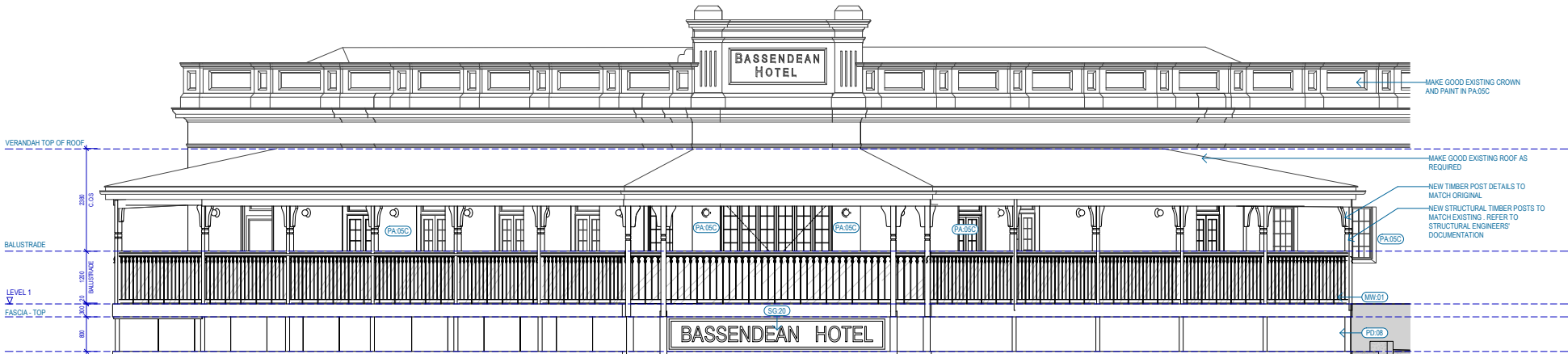
Client
ARK GROUP

Issuer
WOODS BAGOT

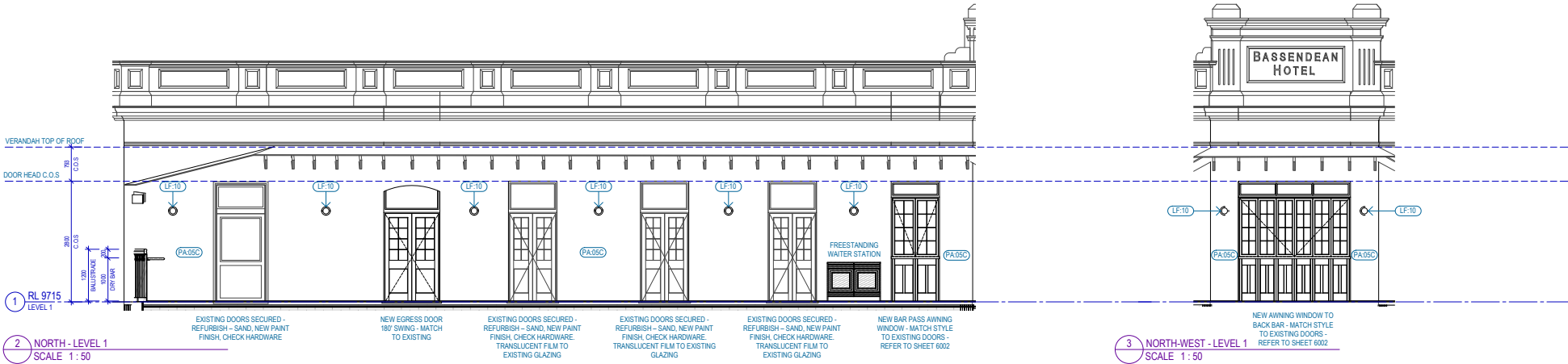
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Checked	JL	Approved	ES
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GENERAL ARRANGEMENT PLAN - LEVEL 1

Sheet number	160734-05	Revision	B
Status			

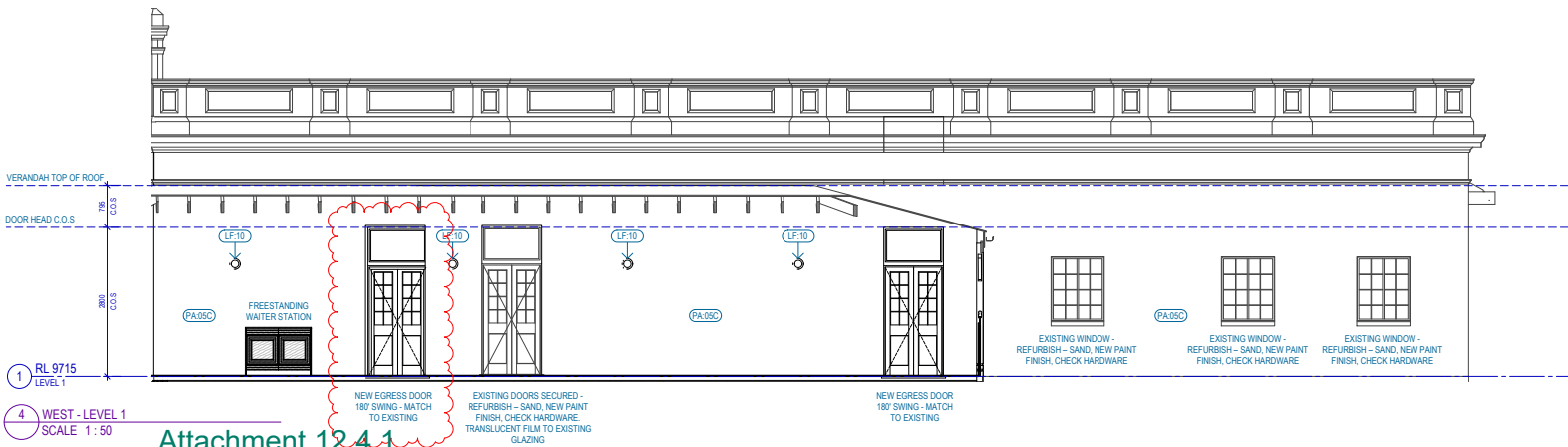


1 EXTERNAL ELEVATION - NORTH-WEST - LEVEL 1
SCALE 1:50



2 NORTH - LEVEL 1
SCALE 1:50

3 NORTH-WEST - LEVEL 1
SCALE 1:50



4 WEST - LEVEL 1
SCALE 1:50

Attachment 12.4.1

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Recent revision history		
#	Status	Description
A	BP	ISSUED FOR BUILDING PERMIT
B	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT
C	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT

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Project
BASSENDEAN HOTEL

Client
ARK GROUP

Issuer
WOODS BAGOT

Project number
160734

Size check
25mm

Checked
JL

Approved
ES

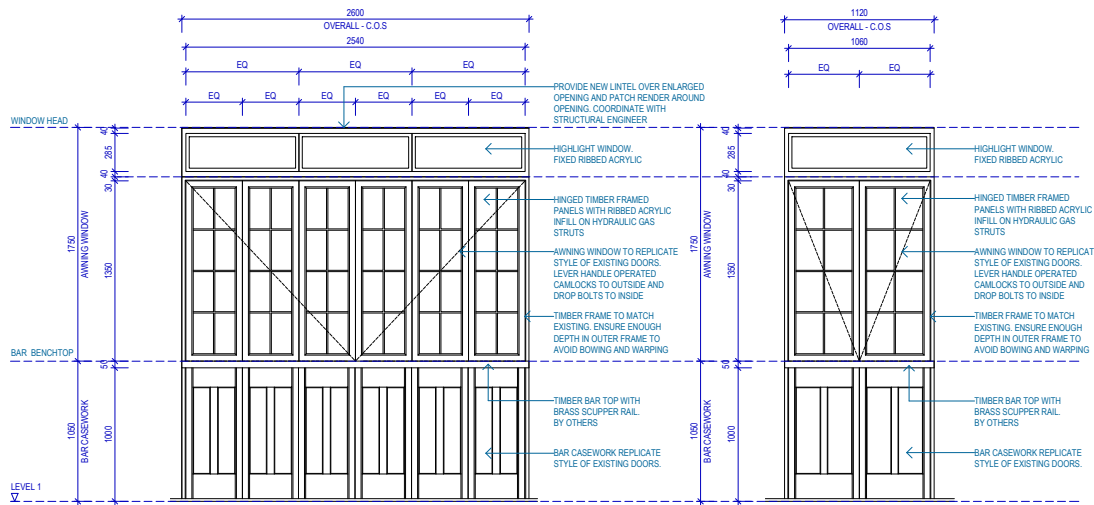
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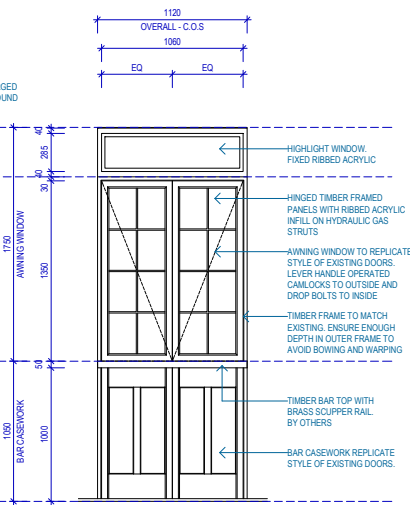
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EXTERNAL ELEVATIONS

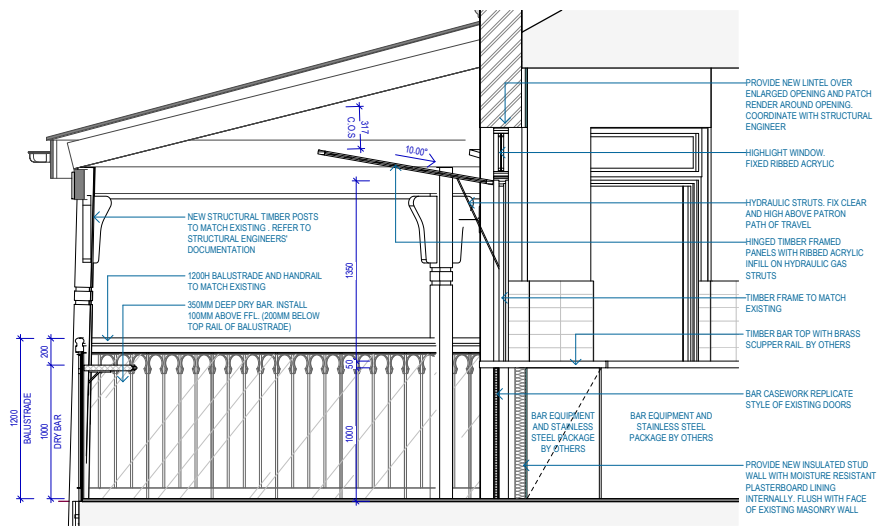
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C



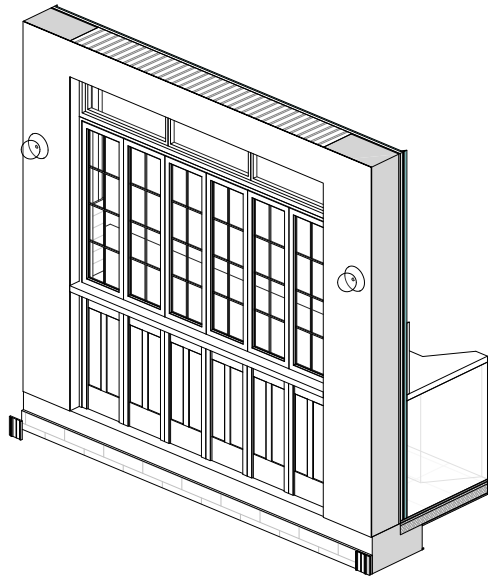
1 VERANDAH BAR AWNING - CLOSED
SCALE 1:20



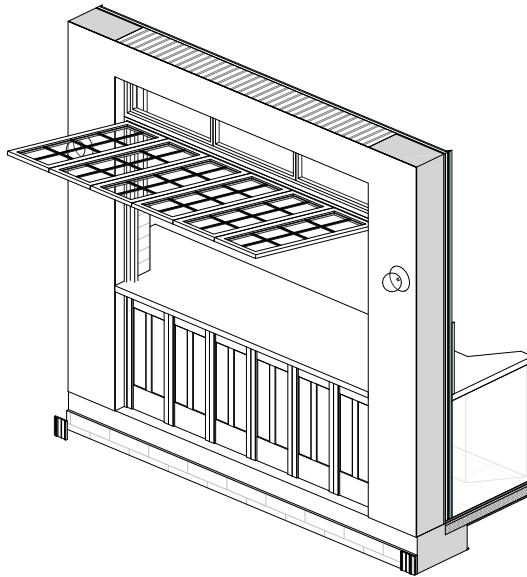
2 BAR PASS AWNING - CLOSED
SCALE 1:20



3 VERANDAH BAR AWNING - SECTION



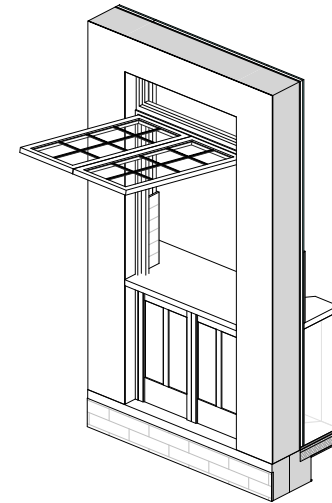
4 VERANDAH BAR AWNING CLOSED - ISOMETRIC VIEW



5 VERANDAH BAR AWNING OPENED - ISOMETRIC VIEW



6 BAR PASS AWNING CLOSED - ISOMETRIC VIEW



7 BAR PASS AWNING OPENED - ISOMETRIC VIEW

Recent revision history		
#	Status	Description
A	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT
B	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT

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GENERAL NOTE

- CONTRACTOR TO CHECK ALL DIMENSIONS ON SITE PRIOR TO INSTALLATION AND CONFIRM WITH CLIENT AND ARCHITECT

GLAZING NOTE

- OPAL RIBBED ACRYLIC SHEET TO BE USED AS INFILL FOR AWNING WINDOW PANELS IN PLACE OF GLAZING

Project
BASSENDEAN HOTEL

Client
ARK GROUP

Issuer
WOODS BAGOT

Project number
160734
Checked
JL
Approved
ES
Sheet size
A1
Scale
As indicated

Sheet title
AWNING WINDOWS - VERANDAH BAR CASEWORK

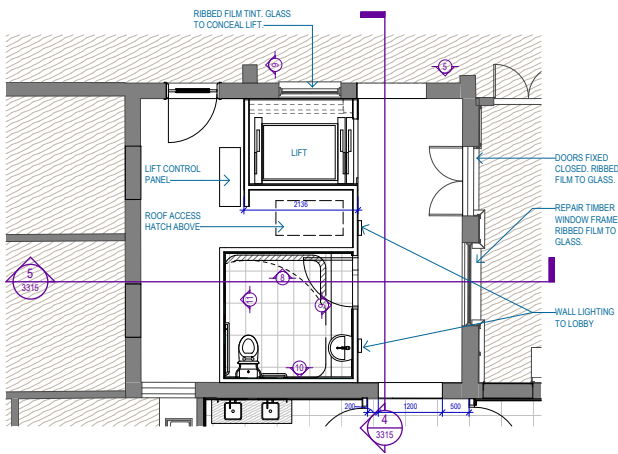
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Revision
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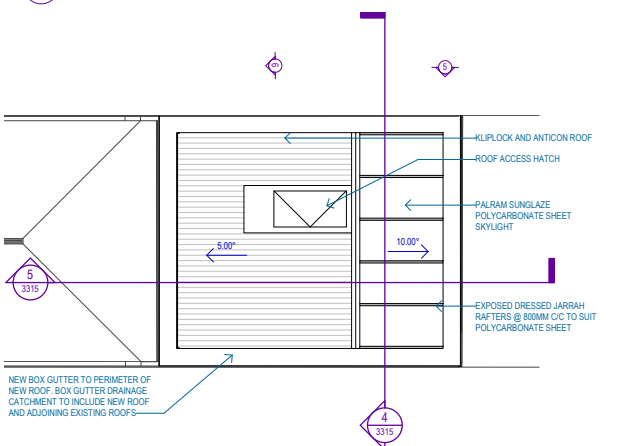
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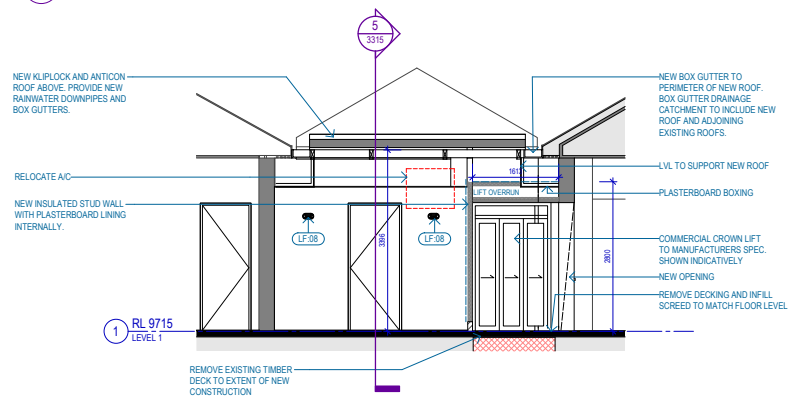
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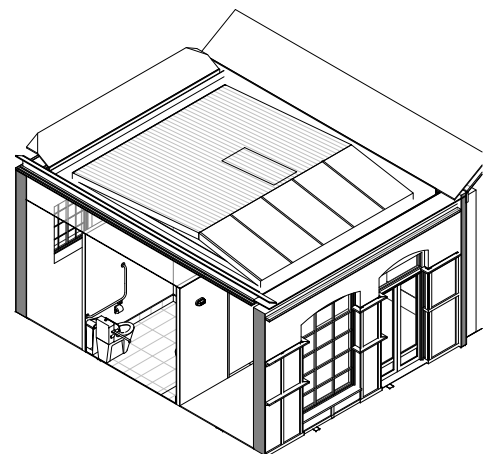
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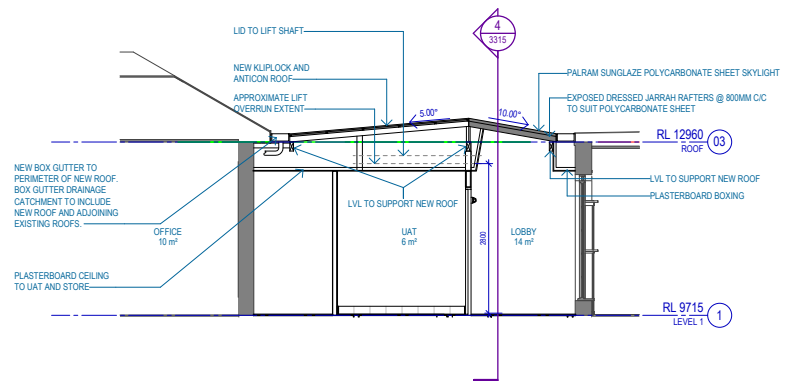
2 ROOF PLAN - LEVEL 1 LIFT LOBBY COURTYARD
SCALE 1:50



4 SECTION THRU LIFT LOBBY EXTENSION
SCALE 1:50



3 ISOMETRIC VIEW - LEVEL 1 COURTYARD

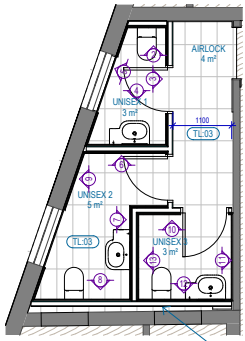


5 LEVEL 1 LIFT LOBBY COURTYARD
SCALE 1:50

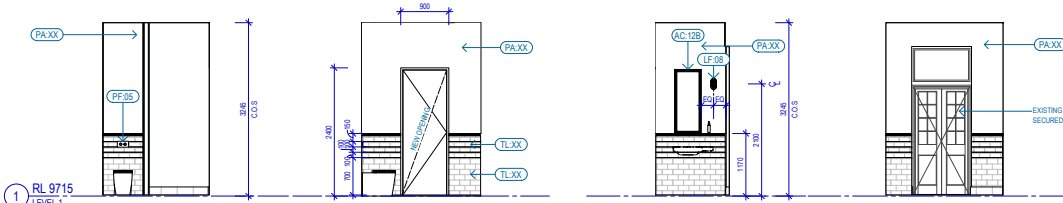
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B	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT

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Project BASSENDEAN HOTEL	
Client ARK GROUP	
Issued WOODS BAGOT	
Project number 160734	Size check 25mm
Checked JL	Approved ES
Sheet size A1	Scale 1:50
Sheet title LEVEL 1 COURTYARD	
Sheet number 15	Revision B



1 FLOOR PLAN - UNISEX WCS
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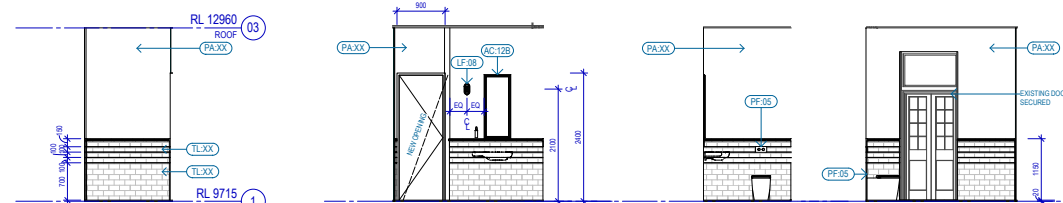


2 UNISEX WC 1 - INTERNAL ELEVATION 01
SCALE 1:50

3 UNISEX WC 1 - INTERNAL ELEVATION 02
SCALE 1:50

4 UNISEX WC 1 - INTERNAL ELEVATION 03
SCALE 1:50

5 UNISEX WC 1 - INTERNAL ELEVATION 04
SCALE 1:50

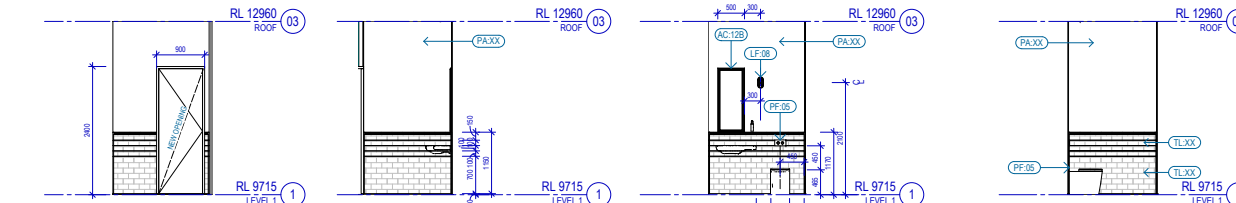


6 UNISEX WC 2 - INTERNAL ELEVATION 01
SCALE 1:50

7 UNISEX WC 2 - INTERNAL ELEVATION 02
SCALE 1:50

8 UNISEX WC 2 - INTERNAL ELEVATION 03
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9 UNISEX WC 2 - INTERNAL ELEVATION 04
SCALE 1:50

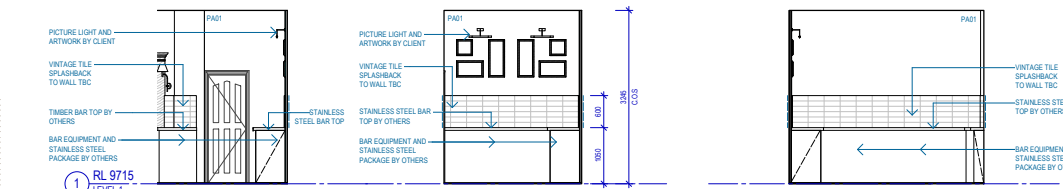


10 UNISEX WC 3 - ELEVATION 01
SCALE 1:50

11 UNISEX WC 3 - ELEVATION 02
SCALE 1:50

12 UNISEX WC 3 - ELEVATION 03
SCALE 1:50

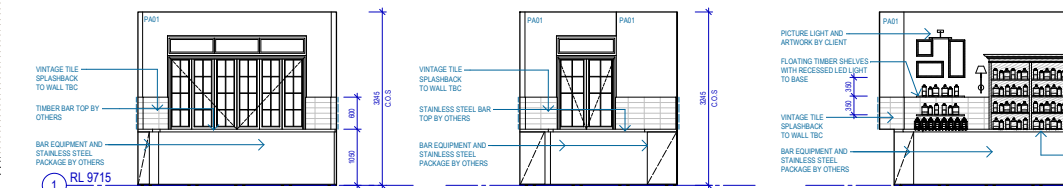
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15 VERANDAH BAR - INTERNAL ELEVATION 01
SCALE 1:50

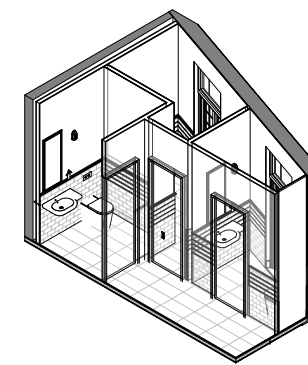
16 VERANDAH BAR - INTERNAL ELEVATION 02
SCALE 1:50

17 VERANDAH BAR - INTERNAL ELEVATION 03
SCALE 1:50



19 VERANDAH BAR - INTERNAL ELEVATION 05
SCALE 1:50

20 VERANDAH BAR - INTERNAL ELEVATION 06
SCALE 1:50



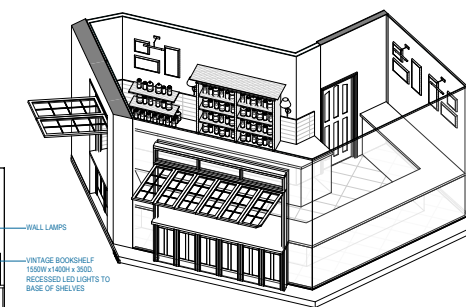
21 ISOMETRIC VIEW - UNISEX WC

14 VERANDAH BAR - LEVEL 1
SCALE 1:50

18 VERANDAH BAR - INTERNAL ELEVATION 04
SCALE 1:50

19 VERANDAH BAR - INTERNAL ELEVATION 05
SCALE 1:50

20 VERANDAH BAR - INTERNAL ELEVATION 06
SCALE 1:50



22 ISOMETRIC VIEW - VERANDAH BAR

Recent revision history		
#	Status	Description
A	DA-BP	ISSUED FOR DEVELOPMENT PERMIT
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WET AREAS NOTE

- FIXTURES, FITTINGS, IRONMONGERY TO UAT TO BE AS1428 COMPLIANT
- PROVIDE TO ALL NEW TOILETS, AIRLOCKS AND CIRCULATION
 - MECHANICAL EXHAUST FANS
 - EMERGENCY WARNING SPEAKERS
 - SMOKE DETECTORS
 - EMERGENCY LIGHTING
- UNLESS OTHERWISE NOTED, CLIENT TO SUPPLY TOILET ROLL HOLDER, SOAP DISPENSER, HAND DRYING WASTE BINS AND SANITARY DISPOSAL BINS TO EACH TOILET.
- ENSURE ACCESSIBLE WASHROOM IS COMPLYING WITH ALL THE ACCESSIBILITY REQUIREMENTS AS PER AS1428.1 & AS1428.2
- ENSURE ALL FLOOR FINISHES ARE ALIGNED, ALLOW FOR SCREEDING AND SPECIFIED JUNCTION TRIM IF ADJACENT FLOOR FINISHES ARE AT DIFFERENT HEIGHTS.
- ALL HATCHING ARE INDICATIVE.
- ENSURE ALL WALL TILE GROUT JOINS ALIGN WITH FLOOR TILE GROUT JOINS.
- FINAL SELECTION OF GROUT COLOURS TO BE SUBMITTED TO ARCHITECT AND CLIENT FOR APPROVALS
- ALLOW FOR SPECIFIED FLOOR EXPANSION TRIM IF REQUIRED ON TILE AND ENGINEERED TIMBER FLOORS. EXTENT OF EXPANSION TRIM TO BE CONFIRMED BY STRUCTURAL ENGINEERS. WHERE POSSIBLE SOFT JOINTS ARE PREFERRED.
- FLOOR FINISHES, INCLUDING CHANGE IN FLOOR LEVELS, SHALL BE IN COMPLIANCE WITH AS1428. UPON DISCOVERY OF ANY NON-COMPLIANT CONDITIONS, THIS SHALL BE REVIEWED BY RELEVANT PARTIES, INCLUDING ARCHITECT, BUILDING SURVEYOR AND SERVICES CONSULTANTS.

----- WATERPROOFING TO EXTENT OF TILING

Project
BASSENDEAN HOTEL

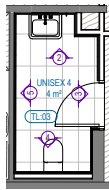
Client
ARK GROUP

Issuer
WOODS BAGOT

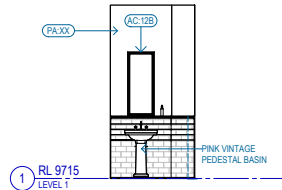
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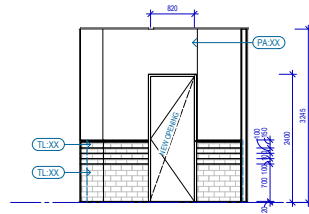
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160734	B
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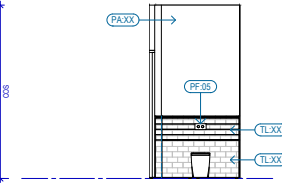
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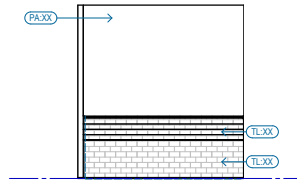
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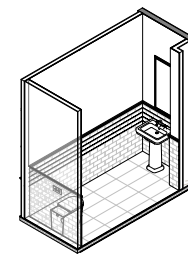
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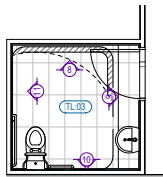
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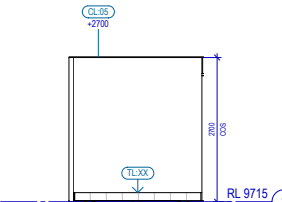
5 UNISEX WC 4 - INTERNAL ELEVATION 04
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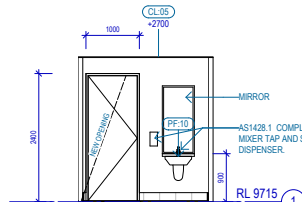
6 ISOMETRIC VIEW - UNISEX WC 4



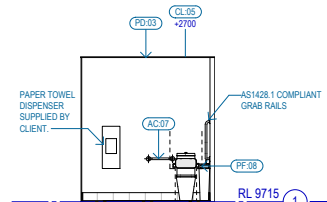
7 DETAIL PLAN - LEVEL 1 - UAT
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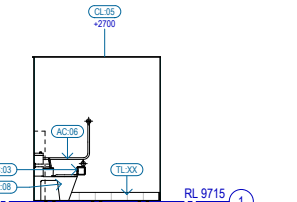
8 UAT - ELEVATION 01
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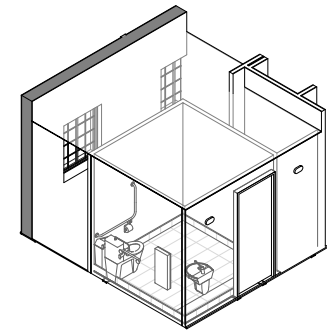
9 UAT - ELEVATION 02
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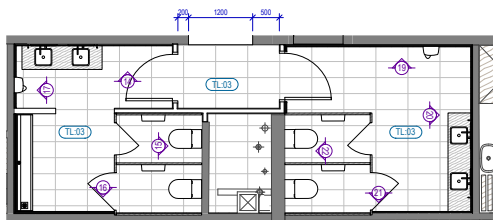
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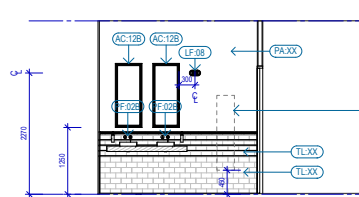
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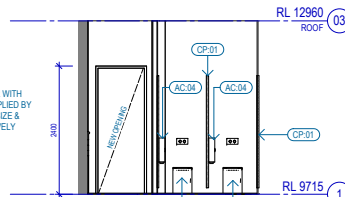
12 ISOMETRIC VIEW - UAT



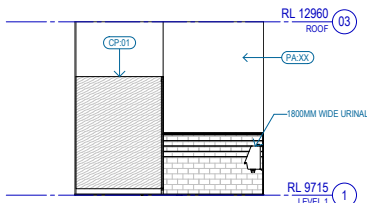
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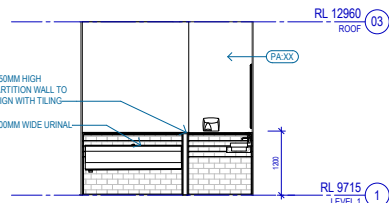
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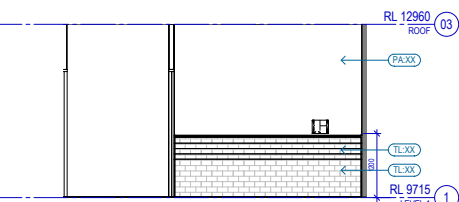
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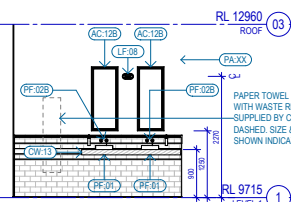
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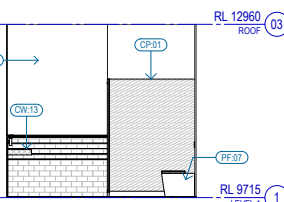
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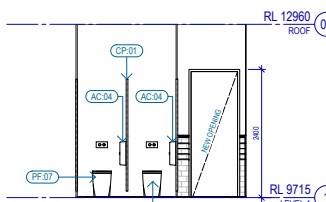
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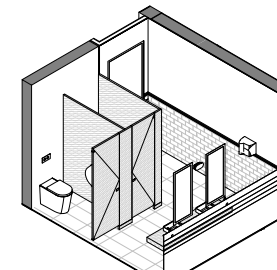
20 FEMALE WC - ELEVATION 02
SCALE 1:50



21 FEMALE WC - ELEVATION 03
SCALE 1:50



22 FEMALE WC - ELEVATION 04
SCALE 1:50



54 ISOMETRIC VIEW - FEMALE WC

Recent revision history		
#	Status	Description
A	DA-BP	ISSUED FOR DEVELOPMENT PERMIT
B	DA-BP	ISSUED FOR DEVELOPMENT APPLICATION / BUILDING PERMIT

Notes
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No material may be reproduced without prior permission
Contractor must verify all dimensions on site before commencing work or preparing shop drawings.
Do not scale drawings.

WET AREAS NOTE

- FIXTURES, FITTINGS, IRONMONGERY TO UAT TO BE AS1428 COMPLIANT
- PROVIDE TO ALL NEW TOILETS, AIRLOCKS AND CIRCULATION
 - MECHANICAL EXHAUST FANS
 - EMERGENCY WARNING SPEAKERS
 - SMOKE DETECTORS
 - EMERGENCY LIGHTING
- UNLESS OTHERWISE NOTED, CLIENT TO SUPPLY TOILET ROLL HOLDER, SOAP DISPENSER, HAND DRYING WASTE BINS AND SANITARY DISPOSAL BINS TO EACH TOILET.
- ENSURE ACCESSIBLE WASHROOM IS COMPLYING WITH ALL THE ACCESSIBILITY REQUIREMENTS AS PER AS1428.1 & AS1428.2
- ENSURE ALL FLOOR FINISHES ARE ALIGNED, ALLOW FOR SCREEDING AND SPECIFIED JUNCTION TRIM IF ADJACENT FLOOR FINISHES ARE AT DIFFERENT HEIGHTS.
- ALL HATCHING ARE INDICATIVE.
- ENSURE ALL WALL TILE GROUT JOINS ALIGN WITH FLOOR TILE GROUT JOINS.
- FINAL SELECTION OF GROUT COLOURS TO BE SUBMITTED TO ARCHITECT AND CLIENT FOR APPROVALS
- ALLOW FOR SPECIFIED FLOOR EXPANSION TRIM IF REQUIRED ON TILE AND ENGINEERED TIMBER FLOORS. EXTENT OF EXPANSION TRIM TO BE CONFIRMED BY STRUCTURAL ENGINEERS. WHERE POSSIBLE SOFT JOINTS ARE PREFERRED.
- FLOOR FINISHES, INCLUDING CHANGE IN FLOOR LEVELS, SHALL BE IN COMPLIANCE WITH AS1428. UPON DISCOVERY OF ANY NON-COMPLIANT CONDITIONS, THIS SHALL BE REVIEWED BY RELEVANT PARTIES, INCLUDING ARCHITECT, BUILDING SURVEYOR AND SERVICES CONSULTANTS.

--- WATERPROOFING TO EXTENT OF TILING

Project
BASSENDEAN HOTEL

Client
ARK GROUP

Issuer
WOODS BAGOT

Project number
160734

Size check
25mm

Checked
JL

Approved
ES

Sheet size
A1

Scale
As indicated

Sheet title
WET AREAS

Sheet number
65904

Revision
B

Status

To: Adam Kapinkoff From: Benjamin Martis

Project/File: Bassendean Hotel Refurbishment Date: 27 May 2022

Reference: 301270003

1 Introduction & Scope

Stantec were commissioned by Queenrise Corporation Pty Ltd to undertake an acoustic assessment for the proposed refurbishment of the Bassendean Hotel, located on Old Perth Road in Bassendean WA.

The Development Application proposes the refurbishment of the interior of the existing building and the introduction of new outdoor bars and alfresco areas. The venue will trade day and night 7 days a week.

In support of the Development Application, noise impacts from the proposed introduction of outdoor areas were assessed to criteria in accordance with the “*WA Environmental Protection (Noise) Regulations 1997*” (EPNR) and considered to be able to comply. This technical memorandum is to be read in conjunction with those findings, detailed in Stantec Report *AC-RE-301270003_002 dated 3rd Dec 2020* (Acoustic Report).

The scope of additional acoustic services is to:

- Assess noise emissions from the use of the proposed balcony areas of the Bassendean Hotel;
- Update the noise model to include additional noise emissions from the balcony areas; and
- Detail the assessment and recommendations where compliance is not being achieved.

The advice contained herein is specifically related to acoustical issues. Stantec recommends additional advice be sought regarding structural design, thermal design, wind loading, constructability, fire rating, fitness of purpose and other non-acoustical issues associated with this project.

2 Acoustic Criteria

Environmental noise impacts resulting from the noise emissions from the project are addressed through the Environmental Protection Act 1986, with the regulatory requirements detailed in the *Environmental Protection (Noise) Regulations 1997* (EPNR).

The EPNR establishes the maximum permissible noise emission levels (assigned levels) to be received at all adjacent noise-sensitive premises during specific periods of the day as a result of the cumulative noise emissions from all sources proposed for the project site. Compliance to relevant noise limits outlined in the EPNR is compulsory.

Reference: 301270003

Determination of the project acoustic criteria is described in the *Acoustic Report*, Section 2.

The assigned levels at each of the nearest representative receivers are restated in Table 1 for reference. The Influencing Factor (IF) for each residential premises is detailed below:

- 12 Kenny Street, Bassendean – 7 dB;
- 15 Kenny St, 13 & 16 Parker St, 3 & 4 Wilson Street, Bassendean – 4 dB.

Table 1: Assigned levels

Type of premises receiving noise	Time of day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: Highly sensitive area	0700 to 1900 hours Monday to Saturday	45 + IF	55 + IF	65 + IF
	0900 to 1900 hours Sunday & public holidays	40 + IF	50 + IF	65 + IF
	1900 to 2200 hours all days	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday, and 0900 hours Sunday & public holidays	35 + IF	45 + IF	55 + IF
Noise sensitive premises: any area other than highly sensitive areas	All Hours	60	75	80
Commercial premises	All Hours	60	75	80
Industrial and utility premises	All Hours	65	80	90

3 Predictive Noise Assessment

3.1 Noise Modelling

The architectural drawing set referenced for the Level 1 balcony area layout is the Woods Bagot 220516_Bassendean Level 1 DA Binder set.

Noise modelling was used to assess patron noise emissions from the alfresco areas (being the dominant source of noise outside the building) and recommendations have been made based on predicted results. The 3D noise model developed using the software package SoundPLAN 8.2 was updated to predict the noise impact of patron activity (including balconies) on the nearest sensitive receivers located on Old Perth Rd, Kenny St, Parker St and Wilson St.

The noise modelling scenarios and noise model inputs (including patron noise calculation formula) are as stated in the *Acoustic Report*, Section 3. This includes 185 patrons in Courtyard 1 and 209 Patrons in Courtyard 2.

Based on the indicative seating layout and the calculation method described in the *Acoustic Report* Section 3.2, the predicted Sound Power Level of patrons in the balcony areas is summarised in Table 2.

Table 2: Patron Noise Levels used in Predictive Assessment – Balconies

Noise Source	Sound Power Level, L ₁₀ dBA	1/1 Octave Band Sound Power Level (dB)					
		250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
Level 1 Balcony	92	77	79	82	85	86	86

3.2 Results

The noise emissions from patrons have been modelled to predict the impact on the nearest sensitive receivers. As a worst-case, the maximum allowable patronage in Courtyards 1, 2 and balcony areas has been assessed against the night-time criteria of the EPNR.

The predicted noise levels are summarised in Table 3, with noise contours provided in Appendix A. The addition of the Level 1 Balcony area is predicted to comply with the EPNR at the nearest residences.

Table 3: Predicted alfresco area patron noise levels

Nearest Sensitive Receiver	Zoning	Predicted Noise Level dB(A)	EPNR Night-time Criteria L ₁₀ dB(A)	EPNR L ₁₀ Comparison
12 Kenny St	Residential	36	42	Complies
15 Kenny St	Residential	36	39	Complies
13 Parker St	Residential	36	39	Complies
16 Parker St	Residential	36	39	Complies
3 Wilson St	Residential	37	39	Complies
4 Wilson St	Residential	39	39	Complies
32 – 34 Old Perth Rd	Town Centre	61	60	+1dB, Marginal Exceedance
26 – 32 Old Perth Rd	Town Centre	60	60	Complies
St Mark's Church	Town Centre	54	60	Complies
Bassendean Memorial Library	Town Centre	52	60	Complies

NOTE: +1 dB exceedance at the nearest commercial receiver at maximum patron capacity is not considered significant. The increase of 1 dB is typically below the tolerance of human perception and it is noted that no outdoor seating areas are provided to the nearest shopfronts, significantly reducing the likelihood of any complaints.

As the maximum number of patrons in the alfresco areas are predicted to comply with the EPNR in a night-time scenario at all nearest residences, compliance is also expected in the less stringent day and evening times.

3.3 Noise Management

The following noise management measures relate to the Level 1 Balcony area:

- The addition of the Level 1 Balcony area is predicted to comply with the EPNR at the nearest residences. Given the movement of patrons between indoor and outdoor areas, noise emissions from the venue should be managed, ensuring that they do not become a dominant source of noise at the site boundaries at any time;
- Any outdoor music must be at a 'conversational' level only and not be audible at nearby receivers (as per the *Acoustic Report*).

All other noise management measures stated in the *Acoustic Report*, Section 4, remain applicable.

I trust the above meets your requirements. If you have any queries, please contact the undersigned.

Best regards,

Stantec Australia Pty Ltd



Benjamin Martis

Acoustics Engineer

Phone: +61 8 6315 4708

benjamin.martis@stantec.com

APPENDIX A – NOISE CONTOURS

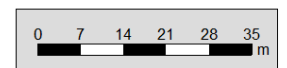
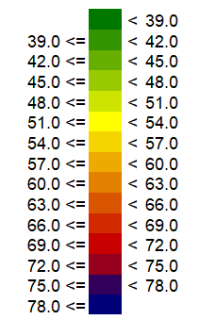
Bassendean Hotel Refurbishment

301248343
26/05/22
BEM

COURTYARD 1 & 2, BALCONY
MAXIMUM PATRONAGE

NOISE CONTOUR AT
1.5m RECIEVER HEIGHT

Noise level
in dB(A)



Bassendean Hotel Refurbishment

301248343

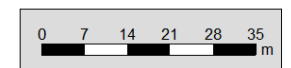
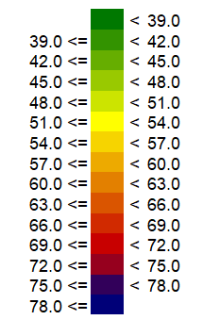
26/05/22

BEM

COURTYARD 1 & 2, BALCONY
MAXIMUM PATRONAGE

NOISE CONTOUR AT
LEVEL 1 RECIEVER HEIGHT

Noise level
in dB(A)



Waste Management Plan

The Bassendean Hotel

17 Old Perth Road, Bassendean, WA 6054



Prepared by:



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1. Introduction

The purpose of this Waste Management Plan is to provide a compliant waste management system and recycling process that demonstrates industry best practice and produces environmentally sustainable solutions. The plan is designed to be responsive to business demand, resulting in improved solutions, while providing better resource utilization and eliminating potential OH&S issues. The implementation of a sustainable supply chain also has tangible benefits such as better employee morale, community goodwill, cost benefits and customer loyalty. This Waste Management Plan forms the cornerstone of waste management and helps to future proof the waste management of the Bassendean Hotel.

Food and beverages at the hotel will be procured, prepared and dispensed off in accordance with the following legislation:

- Food Act 2008
- Food Regulations 2009
- Food Safety Standards (Chapter 3)

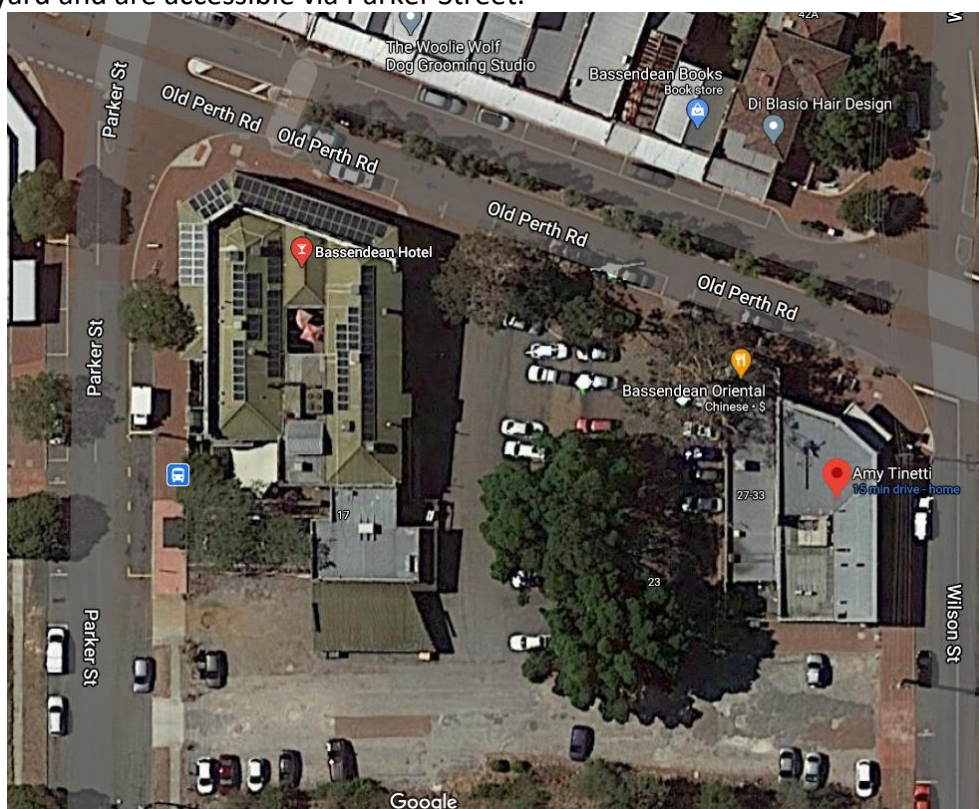
Australian Standard (AS4674 – 2004) has been followed in the design of the food premises.

2. Objective

The objective of this plan is to ensure that Waste Management is undertaken effectively, efficiently, safely and sustainably.

3. Location of Bins.

The bins will be placed at the rear of the premises in a screened and secure service yard and are accessible via Parker Street.



4. **Bin Storage**

The bin store area has been designed to host two (2) 660L General Waste Bins and one (1) 1100L Co-Mingled Recycle Bin, including the minimum required clearances of 50mm on each side of each bin.

The storage area is 48m². The Waste Management Plan has outlined how the Operator will manage the waste from the premises however, the large space allows the flexibility to increase bin numbers and increase capacity if required. The focus of the operation will be to minimise food waste.

Bin Quantity and Type of Waste

	660L	1100L
Height:	1200mm	1330mm
Depth:	770mm	1070mm
Width:	1360mm	1240mm

5. **Waste Generation**

The Operator is an experienced operator who has been operating licensed premises in WA for over 40 years including licensed premises of a similar size and manner of trade to that proposed at the Bassendean Hotel. The waste calculations for this site are based on the Operator's experience at The Duke Bar and Bistro in Carramar with a similar capacity, front of house footprint, forecasted revenue and projected food and beverage split.

The Bassendean Hotel will generate a range of waste products to be disposed off. These will generally fall into one (1) of two (2) categories. Please find the categories listed below:

TYPE OF WASTE	METHOD OF DISPOSAL	FREQUENCY OF COLLECTION
General Waste	Red lid bins by private contractor	Twice weekly – more in peak periods.
Recycling	Yellow lid bins by private contractor.	Twice weekly - more in peak periods.

The volume of waste to be disposed off has also considered the "WALGA Commercial and Industrial Waste Management Plan Guidelines" for a Hotel – Bar and Dining area.

The table in the WALGA publication states that for a Bar and Dining area at a hotel premises, the general waste generated would be 50L per 100m² of floor area.

The Bassendean Hotel contains approx. 650m² of bar and dining area on the ground floor, and accordingly it can be estimated that the premises will generate approx. 325L of general waste per day.

Along with the ground floor areas to be open at all times, the first floor of the premises will also be used as an overflow area during peak periods, and for private functions and events from time to time, predominantly over weekends.

The majority of the first floor area is the balcony, with an Alfresco Area of 134sqm and two small private function rooms of 45sqm and 74sqm respectively. The Alfresco Area use will be weather dependent (to a degree) and will be primarily used in peak periods and the warmer months. Functions generate limited waste, as there are set menus in place and food is pre-ordered.

With the proposed Waste Management practices listed below, the waste generated from the first floor will have minimal (if any) impact on the number bins already proposed. Subject to operational requirements, the bin collection frequency may be increased during busy periods based on the private waste removal contractor's ability to collect waste operator as and when required.

The Waste Management requirements for the Bassendean Hotel also takes into consideration the following industry practises to minimise waste:

- Most base-produce purchased in valued added (e.g. vegetables peeled and pre-cut),
- Most menu items purchased portion controlled: (e.g. steaks, diced meat etc),
- Just in time ordering,
- Standardised recipes,
- Strict portion control with the use of 'gold standards',
- All waste monitored, and
- Potential use of a 'food digester' on site in the future.

Given the above calculation, the premises will ensure that adequate general waste receptacles are provided to cater to the requirements of the premises.

Waste Compactor:

A Miltek waste compactor will be used to reduce the co-mingled waste volume.

Baler:

A baler will be used to reduce the volume of packaging material/ cardboard

By Private Waste Removal Contractor

- 2 x 660L General Waste Bin (by private waste removal contractor)
- 1 x 1100L Co-mingled Recycling Bin (by private waste removal contractor)

The bins will be emptied twice weekly, and more regularly during peak periods.

General Waste bins have red lids, and Co-Mingled Recycling bins have yellow lids:



The recyclable materials will be separated and compacted to reduce any impact on the environment.

6. Waste Bin Enclosure

The bin storage area will be designed with a size suitable to service the development and screened from view of the street to the satisfaction of the Town of Bassendean. The bin storage area will be:

- (i) surrounded by a 1.8-metre-high minimum wall with a self-closing gate;
- (ii) provided with 75mm minimum thickness concrete floors grading to a 100mm industrial floor waste, with a hose cock to enable both bins and bin storage area to be washed out; and
- (iii) provided with internal walls that are cement rendered (solid and impervious) to enable easy cleaning.

The bin storage area will be constructed prior to the occupation of the development and will be retained and maintained in good condition for the duration of the development.

7. Management of the Bins.

- The bins will be kept in an enclosure and only taken outside of said enclosure to be collected.
- The bins will be well maintained at all times.
- A tap with running water, hose attachment and drain are available for cleaning of the bins.
- The bins will be hosed down periodically to ensure cleanliness at all times.
- The premises will have a regular Pest Control preventative maintenance program.

8. Waste Collection Procedure

Waste bin area will be the dedicated enclosed bin area at the rear of the tenancy.

- The clearly marked Bins will be stored in the designated bin area.
- The bin area is fully enclosed.
- The bins are clearly identifiable by coloured lids.
- The bin area has natural air flow to permit ventilation.
- Bins emptied twice weekly.
- Waste collection drivers will leave vehicles and collect waste in a manner that is safe.

9. Managing Waste Spill

According to a waste management plan prepared by the preferred waste contractor, incidents of waste spill are to be managed as follows:

Water Spill within Building Perimeter:

- A. Prevent the spill from escaping into immediate environment
- B. Prevent the spill from escaping into immediate environment – bund spills to prevent flowing into storm water drains or onto land. Enclose or cover litter to prevent wind blowing litter into the environment.
- C. Take action to stop further spilling / leakage if safe to do so. Use appropriate PPE if required to handle waste or waste equipment.
- D. Notify reporting manager within the waste company and building facilities manager immediately.
- E. Secure area to prevent access by public.
- F. Await further direction from reporting manager and / or building facilities manager.

Waste spill after waste leaves site:

- A. Contractor to follow their spills procedure to limit environmental impacts.
- B. Contractor to comply with any corporate reporting / response procedures.
- C. Contractor to comply with any regulatory reporting procedures.
- D. Contractor to notify building facilities manager by email with 24 hours of the spill occurring.

Staff and contractors need to strictly follow this Waste Management Plan.

Thank you for your attention and adherence to the plan.

**The Management
Bassendean Hotel**

Nonie Jekabsons & Moss Johnson
6 Barton Pde Bassendean WA 6054
0422 87 44 66
naia@iinet.net.au

Proposed tree works TPO 001 Eucalyptus camaldulensis located at 6 Barton Pde Bassendean.
Affected adjacent property 103 West Rd Bassendean.

The applicant Nikki Rodgers of 103 West Rd Bassendean wishes to proceed with minor pruning works to the above tree in order to prevent branches rubbing on the roof of their back yard shed and railway carriage. Works proposed have been discussed by all affected parties and we agree for them to proceed, providing works undertaken comply with AS (Australian Standard) - 4373 - 2007 - 2020 Pruning of Amenity Trees and the contractor is suitably qualified and insured. Please find attached photos showing location of 2 branches to be removed and a copy of the quotation provided by contractor.

Thank you for your consideration.

Signed: _____

108 west Rd Bassendean 6054

Signed: _____

6 Barton Parade Bassendean 6054



5

Phenyl + CAN7

422 of 659

Policy Number: Local Planning Policy No xx
Policy Title: Rights of Ways

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. xx - Rights of Ways.

2. Policy Statement

Rights of Ways (ROWs) were created as part of the original subdivision of the surrounding properties, and are generally in private ownership. They are private rather than public streets, and generally may only be legitimately used by the landowners of adjoining properties. In addition to providing convenience access and containing public infrastructure, they can allow carports and garages to be provided at the rear of the properties that can lead to improved streetscapes.

3. Policy Objectives

- (a) Prescribe the design standards for development and subdivision that abuts a ROW;
- (b) Facilitate sufficient access from ROWs, including the use of building setbacks for swept paths for vehicles, or ceding of land;
- (c) Support a greater diversity of dwelling typology in the Town through alternative pedestrian and vehicle access arrangements;
- (d) Promote high quality urban design by diverting vehicles off street frontages via rear access arrangements;
- (e) Utilise the ROW assets in the Town to create a unique sense of place; and
- (f) Form the statutory basis for imposing conditions requiring financial contributions to the cost of upgrading the ROW to a suitable standard (i.e., trafficable surface, drainage, lighting etc.).

4. Application

This policy applies to all applications for subdivision and development abutting ROWs that have been identified for retention in the Council-adopted ROW Strategy (adopted 22 March 2022).

5. Policy Requirements

5.1 All Development

- (a) All development on lots located on the intersection of the ROW and another street are to be designed to provide for a 1m x 1m corner truncation.
- (b) Any fencing along the common boundaries between private property and the ROW is to be:
 - (i) of uniform construction with either masonry, timber or metal panels;
 - (ii) have a maximum panel height of 1.8m; and
 - (iii) be protected by anti-graffiti coating.
- (c) In approving any application for the development of land abutting the ROW, a condition will be imposed requiring a financial contribution to be made to the upgrading of the full width of the ROW for the full length of the lot and to an urban standard.
- (d) In approving any application for the development of land abutting the ROW, a condition will be imposed requiring satisfactory arrangements to be made to advise prospective purchasers that the standard of presentation of the ROW may be low until such time as the ultimate upgrade takes place.
- (e) In approving any application for the development of land abutting the ROW, a condition will be imposed requiring the submission of a Waste Management Plan, to the satisfaction of the Town, which stipulates the manner by which all waste (regular waste, recycling, FOGO and bulk collections) are to be collected from the site.
- (f) All development will provide a common letterbox facility at the Primary Street, with the street numbering to be based on that Primary Street.
- (g) All rear dwelling(s) are to be provided with a minimum 1.5 metre wide pedestrian access leg to the Primary Street for postal services, visitor access, rubbish collection and utilities. The pedestrian access leg may be reduced to 1 metre wide where an existing dwelling on the front lot is to be retained. Where the pedestrian access leg is gated, visually permeable gates must be used.

5.2 Grouped Dwellings

- (a) The car parking for the rear grouped dwelling(s) or sites on the corner of the ROW and the primary street are to be accessed solely from the ROW. In this regard, all garages and carports are to be setback to ensure a minimum of 6.0 metres from the edge of the garage or outside edge of the carport to the rear of the ROW is achieved to enable sufficient reversing distances.
- (b) The rear grouped dwelling(s) are to have direct pedestrian access to both the ROW and the primary street. The pedestrian access to the ROW must not be in the form of a garage door.
- (c) The rear grouped dwelling(s) (excluding the associated garage or carport) are to be setback a minimum of 2.5m from the ROW.

- (d) The rear grouped dwelling are to provide for at least one major opening being orientated towards the ROW so as to provide passive surveillance.

5.3 Multiple Dwellings and Mixed-Use Development

- (a) All car parking for the residential component of multiple dwellings and mixed-use development is to be accessed solely from the laneway.
- (b) All multiple dwellings and mixed-use developments are to provide at least two major openings which provide passive surveillance of the ROW / car parking area.

5.4 Subdivision

- (a) The Town will not support any subdivision on land abutting the ROW unless it is in accordance with a valid development approval, determined following assessing against the requirements of this Policy.
- (b) Where an application for subdivision approval proposes the creation of vacant lots, the Town will recommend any approval is subject to a condition requiring satisfactory arrangements to be made to inform prospective purchasers of the development requirements prescribed by this Policy.

Document Control

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



Draft Local Planning Strategy

November 2020

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1.0 Mayor's Foreward

2.0 Executive Summary

3.0 Introduction

The current Local Planning Scheme No. 10 (LPS 10) was originally approved by the Minister for Planning and was subsequently gazetted on 24 June 2008. That gazettal also had the effect of revoking (former) Local Planning Scheme No. 3, which had existed since 1983. The (then) new LPS 10 was supported by an associated Local Planning Strategy, which was endorsed by the Western Australian Planning Commission (WAPC) in May 2008.

The current Scheme has not been subject to a comprehensive review since its gazettal in 2008, although since that time, 11 amendments have been initiated. Of the 11, nine have been gazetted, one was refused and one was discontinued. Currently, there are no live amendments to LPS 10.

The Local Planning Strategy (Strategy) sets out the long-term planning directions for the local government, applies relevant state or regional planning policy and provides a rationale for the zoning or classification of land under the scheme. It also provides for the preparation of Local Planning Policies and sets out a program for future strategic planning projects.

Since the 2008 endorsement of the Local Planning Strategy, it has been reviewed once, with that review commencing in May 2011, achieving endorsement of the Commission in December 2014 and being finalised (following the completion of the required modifications) in March 2015.

3.1 Vision

The Town of Bassendean (the Town) recently completed *BassenDream Our Future*; an extremely comprehensive community engagement project to develop an aspirational vision for the future of the district. At its Ordinary Council Meeting of 26 November 2019, Council resolved to adopt the associated Engagement Report which identified the value attached to the Swan River and natural, green open spaces, the benefits of the existing public transport facilities and village feel of the area. In addition, and relevant to this document, the Engagement Report made a series of recommendations in relation to a future review of the existing strategic planning framework and preparation of a new or amended Local Planning Scheme.

In broad terms, these relate to:

- Retention of public open spaces;
- Retention of trees on private land;
- Limiting higher density development to within 400m of the three railway stations and around the Bassendean town centre, and providing low/lower density outside those areas;
- The need to enhance and activate the Bassendean town centre (Old Perth Road);
- The need to balance new development with existing heritage; and

- The need for new development to have a design and sustainability focus.

The outcomes from *Bassendream Our Future* were used to inform Council's (July 2020) Strategic Community Plan (SCP), which defines the Town's vision, aspirations and priorities for the next 10 years and is the key guiding document that informs all other plans, strategies, policies and decisions. The SCP sets out that, over the next 10 years, the Town and community will be (among other things) "*an accessible place with a rich natural environment, thriving town centre and precincts and connection to history.*"

To facilitate that outcome, the SCP incorporates the following key priority areas:



Whilst the SCP is an intentionally high-level, strategic document, it does clearly demonstrate the Town's desire for a thriving town centre, increased residential population close to centres and the railway stations, increased diversity of housing types, improved business opportunities and local employment, protection of existing trees and provision of additional trees, and the recognition of heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community. Ultimately, the Town is required to accommodate at least 4,150 additional homes by 2050, with the community clearly having a preference for these new homes to be located around the town centre and transport hubs to ensure good accessibility and preserve the valued green spaces.

This Local Planning Strategy provides the basis for the land use planning settings and controls to guide and shape future development in the Town. Importantly, it leverages from both *Bassendream Our Future* and the SCP and is a genuine and authentic reflection of the community's expectations and aspirations for the future growth of the district.

Strategic Community Plan:

<https://www.bassendean.wa.gov.au/documents/731/strategic-community-plan>

Bassendream Our Future Engagement Report:

https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Strategic_Planning/BassenDream_Engagement_Report_FINAL.pdf

Town of Bassendean:

<https://www.bassendean.wa.gov.au/>

3.2 Objectives

The objectives of the Strategy, with regard to the 10 urban consolidation principles of the State Government's *Perth and Peel @3.5 million* framework, are as follows:

3.2.1 Housing

To facilitate the delivery of housing density in appropriate locations to maintain the established suburban areas, meet the needs of changing communities, support the growth of the Town Centre and provide housing choice and a quality lifestyle for all residents of the Town of Bassendean. Such housing is to have a focus on design quality and to grow the Town's tree canopy cover.

3.2.2 Character and Heritage

To promote and support natural and built heritage protection, whilst providing opportunities for well-considered approaches to development within established heritage areas and sites.

3.2.3 Activity Centres

To facilitate the provision and continued evolution of viable and conveniently accessible activity centres in a sustainable and appropriate way. Encourage a high standard of urban design in activity centres, including appropriate medium to high density residential opportunities to support retail and commercial uses.

3.2.4 Urban Corridors

To investigate future opportunities for appropriate higher density development around transit corridors.

3.2.5 Station Precincts

To optimise, promote and facilitate appropriate development around the Town's three railway stations and promote these precincts as thriving transport hubs that are attractive places to live and work.

3.2.6 Industrial Centres

To recognise the importance of industrial areas as key employment nodes and prevent incompatible residential encroachment on these areas, while promoting modern and sustainable development in those areas.

3.2.7 Public Transport

To ensure sustainability of existing public transport linkages within the Town's three suburbs by promoting appropriate development in areas supported by public transport. Facilitate and promote higher density, mixed used development within the Town Centre to leverage from existing public transport infrastructure.

3.2.8 Infrastructure

To provide the context for a consolidated and coordinated planning and programming of physical and social infrastructure at the local level.

3.2.9 Green Network

To preserve and enhance the existing 'green fabric' of the Town, protect the Town's existing green assets to allow the enjoyment of public and private land for all residents and to recognise the importance of the Town's interface with the Swan River.

3.2.10 Protection

To protect people and property as they may be affected by matters such as flooding and bushfire risk, and to ensure any approaches are consistent with expertise provided at the state level.

3.3 State and Regional Context

The Town of Bassendean covers an area of approximately 11km² and is located approximately 10km north-east of the Perth Central Business District. It comprises three suburbs; Ashfield, Bassendean and Eden Hill.

In addition to being strategically located in proximity to major district and regional employment centres, education facilities, institutions and recreational areas, the Town boasts numerous local, commercial and public facilities. Whilst primarily a residential area, The Town also accommodates a significant amount of industrial land servicing

local, district and regional demands. Other regionally significant features within the Town include the eastern metropolitan railway link and the Swan River.

3.3.1 Population

The most recent 2016 Australian Bureau of Statistics (ABS) census data indicates a residential population for the municipality of 15,089. This has steadily increased from 13,305 in 2001.

Western Australia Tomorrow - Population Report No. 11, 2016 to 2031 uses a series of simulations to estimate population growth over the period. The lowest growth indicates a population of 12,600 in 2031, the highest growth indicates a population of 15,800 at 2031, whilst the median growth is estimated at 14,170.

The age structure of the Town of Bassendean population in 2016 (refer to table 1 on following page) indicates an ageing population that is in keeping with national and regional trends. Similar to the results in the 2001 ABS Census, again in 2016 the 30-39 age group comprised the highest percentage of all the age groups in the Municipality.

Table 1: Age Categories - Town of Bassendean (2016 ABS)

<u>Age Groups</u>	<u>Total</u>	<u>Percentage</u>
0-4 years	997	6.6
5-9 years	934	6.2
10-14 years	770	5.1
15-19 years	822	5.4
20-24 years	812	5.4
25-29 years	1031	6.8
30-34 years	1226	8.1
35-39 years	1126	7.5
40-44 years	1118	7.4
45-49 years	1084	7.2
50-54 years	1001	6.6
55-59 years	939	6.2
60-64 years	851	5.6
65-69 years	752	5.0
70-74 years	527	3.5
75-79 years	431	2.9
80-84 years	334	2.2
85 years and over	334	2.2
<u>Total</u>	<u>15089</u>	<u>100</u>

3.3.2 Environment

Bassendean is located some 20 kilometres from the coast with its eastern boundary and portions of its southern boundary adjoining the Swan River. Several significant areas of land adjacent to the Swan River represent good agricultural soils that are low lying and hence subject to inundation. In other parts, the margin of river front land is well elevated and hence suitable for development. Further back from the river, the more elevated land is characterised by poorer quality soils and dunes with interdune swales that can become waterlogged and swampy in areas.

Past industrial activity has resulted in contamination and leaching issues within parts of the industrial area.

Whilst not as prominent within the Town, there are some areas designated as bushfire prone and therefore subject to the requirements of State Planning Policy 3.7 - Planning in Bushfire Areas. These areas are restricted to areas to the east of Lord Street, the Bindaring natural wetland (located approximately 400m to the southeast of the Bassendean Town Centre Precinct) as well surrounding the Ashfield Flats.

The objectives of this State Planning Policy are:

- Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount;
- Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process;
- Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures; and
- Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.

The Policy applies to land which has been designated as bushfire prone by the Fire and Emergency Services Commissioner as highlighted on the Map of Bushfire Prone Areas or land otherwise identified in the guidelines that accompany the policy. The Map of Bushfire Prone Areas is given statutory effect through and amendment to the *Fire and Emergency Services Act 1998* and is as an additional overlaid control, meaning local governments are not required to adopt the map or provisions into their local planning scheme.

In addition to the above, a portion of the Town (predominately south of Guildford Road) is affected by flood risk. Subdivision and development of lots within flood

affected areas is limited. Further investigation and collaboration with relevant State Government agencies is required to support any future subdivision or development in these areas.

3.3.3 Existing Infrastructure

Reticulated water, power, gas, drainage and telecommunications infrastructure is available to all areas within the municipality. Much of the municipality is also serviced with reticulated sewerage, although a large part of the industrial area and several localised residential street blocks remain unsewered. The absence of sewer in some areas places localised constraints on development.

The Town is dissected by a 132kV power line, which runs from Morley Drive East, Eden Hill, down Iolanthe Street and then runs parallel to the Perth to Midland Train Line between the Collier Road and Railway Parade junction. Smaller intermediate power infrastructure is present throughout the Town, some of which originate at the Town's only electrical substation located on land abutting the level crossing on Collier Road.

Gas is available throughout the Town, via a high pressure subterranean gas pipeline which straddles the Perth to Midland rail line, terminating at the Bassendean Train Station.

The Fremantle to Midland Railway passes through the Town of Bassendean, providing commuter links to Perth and Midland, whilst also servicing the Bassendean industrial area with small spur lines. The Town maintains access to one large (Bassendean) and two supplementary (Ashfield and Success Hill) railway stations, a primary regional road (Guildford Road) and several smaller other regional roads (Walter Road East, Morley Drive East, Lord Street and Collier Road). Guildford Road runs parallel to the railway line, and represents the major traffic thoroughfare. Tonkin Highway is aligned marginally west of the municipal boundary, providing strong linkages into the area. The existing road hierarchy is defined, with the majority of the local road network being a grid pattern.

The Local Integrated Transport Plan (adopted by Council on 26 November 2019) identifies a number of strengths and weaknesses which are present in the Town for future increases and redistribution in density. Predominately, these strengths revolve around an enviable level of access to public transport. Weaknesses include the location of Guildford Road in proximity to the railway line, resulting in multiple at-grade level crossings within the Town as well as other access issues that will need to be resolved to facilitate appropriate development outcomes.

https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Strategic_Planning/191122_Bassendean-Transport-Study_Phase-2-LITP_Final_issue_Rev3.pdf

3.3.4 Planning Framework

The following provides for a background into the State planning framework in which this strategy exists.

3.3.4.1 State Planning Strategy

The State Planning Strategy 2050 (June 2014) was prepared by the Department of Planning, Lands and Heritage (DPLH) on behalf of the Western Australian Planning Commission (WAPC) to provide the strategic context for planning and development decisions within Western Australia.

The Strategy proposes that diversity, liveability, connectedness and collaboration must be central to the vision of sustained growth and prosperity for Western Australia. The State Planning Strategy Identifies six interrelated and interdependent principles which underpin and inform the strategy; Environment, Community, Economy, Infrastructure, Regional Development and Governance.

The State Planning Strategy 2050 also seeks to facilitate sustained growth; sustainable communities; promote global competitiveness, strong and resilient regions, high capacity and adaptive infrastructure; and the conservation and management of natural assets within sustainable communities.

3.3.4.2 State Planning Policies (SPP)

Residential Design Codes (SPP 7.3)

The Residential Design Codes of Western Australia (R-Codes) are a WAPC policy which controls residential development across the State. The R-Codes provide guidance on matters such as density, setbacks, privacy, streetscapes, open space, parking, fill and height. The development requirements vary according to the 'R-Code' which is designated to an area.

As of May 2019, the Department of Planning, Lands and Heritage has released the first phase of review of SPP7.3, known as DesignWA. Beginning with new on the development of multiple dwellings, it is understood the process will also consider reviews of medium density development as Planning Precincts.

Activity Centres for Perth and Peel (SPP 4.2)

State Planning Policy 4.2 (Activity Centres for Perth and Peel) was gazetted in 2010 and guides the planning and development of new and existing activity centres within the metropolitan area. The Policy is primarily concerned with the distribution, function, broad land uses and urban design of activity centres and ensuring that centre development is coordinated with broader infrastructure planning.

Planning in Bushfire Prone Areas (SPP 3.7)

State Planning Policy Planning 3.7 (Planning in Bushfire Prone Areas) was gazetted in December 2015, and directs how land use should address bushfire risk management in Western Australia. The policy applies to all land which has been designated as bushfire prone by the Department of Fire and Emergency Services (DFES) and highlighted on the Map of Bush Fire Prone Areas.

The policy seeks to guide the implementation of effective risk-based land use planning to reduce the impact of bushfire on property and infrastructure. It applies to all higher order strategic planning documents, strategic planning proposals, subdivision and development applications located in designated bushfire prone areas (unless exemptions apply).

This policy also applies where an area is not yet designated as bushfire prone but the proposed development is planned in a way that introduces a bushfire hazard (e.g. revegetation). The accompanying Guidelines for Planning in Bushfire Prone Areas provide supporting information to assist in the interpretation of the objectives and policy measures.

Bushland Policy for Perth Metropolitan Region (SPP 2.8)

The Bushland Policy for the Perth Metropolitan Region (2010) deals with Bush Forever areas and local bushland. The policy aims to provide a framework that will ensure bushland protection and management issues in the Perth Metropolitan Region are addressed and integrated with broader land use planning and decision-making.

The policy seeks to secure long-term protection of biodiversity and associated environmental values. In general terms, the policy does not prevent development where it is consistent with the policy measures and satisfies other planning and environmental considerations.

Road and Rail Noise (SPP 5.4)

The policy aims to minimise the effect of traffic noise on residential development and other noise-sensitive land uses and ensure efficient operation of transport corridors are not adversely affected by incompatible noise-sensitive development.

3.3.4.3 Directions 2031 and Beyond

Directions 2031 and Beyond is a high level plan to accommodate future metropolitan growth from a population of 1.65 million (as of 2010) to an expected population of 2.2 million or more by 2031. It has been estimated that to accommodate this level of population growth, an additional 328,000 houses and 353,000 jobs will be required. The preferred growth scenario to accommodate this future population is for 47% of the predicted growth (154,000 dwellings) to be met through infill development across the Perth metropolitan area. Of these 154,000 dwellings, 121,000 are to be

accommodated within the Central Sub-region, which includes the Town of Bassendean.

3.3.4.4 Central Sub-Regional Planning Framework

Four sub-regional planning frameworks for the Central, North-West, North-East and South Metropolitan Peel sub-regions accompany Perth and Peel @3.5 million.

The Town is located within the Central Sub-Region Framework. The Central Metropolitan Perth Sub-region Framework, released in March 2018, provides a broad strategy for delivering the objectives of Perth & Peel @ 3.5 million and identifies a strategic plan of action, agency responsibilities and delivery time frames.

3.3.4.5 Perth and Peel @ 3.5 Million

In 2018 the WAPC released an updated strategy - Perth and Peel @ 3.5 million - with an accompanying series of sub-regional planning frameworks to provide a long-term growth strategy for land use and infrastructure for the Perth and Peel regions.

The Strategy identifies that Greater Perth currently has a population of more than two million people and forecasts that by 2050, it will have a population of 3.5 million. The Central Sub-regional Planning Framework and housing targets have been updated, with the Town of Bassendean to provide for an infill target of 4,150 additional dwellings by 2050.

Acknowledged under Perth and Peel @ 3.5 Million, the Central Sub-regional Planning Framework identifies the area immediately abutting the Ashfield train station as an Activity Centre. However, the historic 'Ashfield Precinct Plan' (approved by the Department of Planning, Lands and Heritage in 2010 and which relied on several significant infrastructure changes to accommodate increased redevelopment as well as significant zoning changes for the Town's existing industrial area) is now defunct. As previously identified, the *BassenDream Our Future* feedback received by the Town supports drawing the majority of growth and redevelopment within the Bassendean 'Town Centre' (i.e. Old Perth Road). In an effort to ensure the development viability of that primary town centre and reduce any undesirable competition between centres, this strategy does not seek to support a significant a shift in residential and commercial activity in the area. In noting the above, the Town has seen fit to recommend some potential minor increases to density immediately abutting existing Local Shopping zone and rationalization of the commercial space to ensure any future natural expansion of the centre can be accommodated.

In the longer term however, (that is, beyond the term of this strategy), it is expected that the Ashfield area would be suitable to accommodate greater residential intensification, capitalising on the access to a key public transport node.

3.3.4.6 Other

In addition to the above State Government guiding documents, the established a framework of statutory controls and strategies that will future planning of the Town, including:

- Local Planning Scheme No.10 (along with a draft Local Planning Scheme currently in development in association with this strategy review);
- Adopted Local Planning Policies; and
- Strategic Community Plan (2020-2030).

3.3.5 Other Considerations

Whilst in proximity to Perth Airport, Bassendean is not affected by aircraft noise that would constrain or prohibit development.

There are a number of sites within the study area that are recorded as having Aboriginal and cultural heritage significance.

The Department of Education (DoE) is responsible for providing additional capacity within relevant educational institutions. Whilst previous advice from the DoE indicated capacity to accommodate additional high school students generated by additional dwellings planned for the area, primary schools within the area have very limited capacity to accommodate more students. This matter requires further consideration by the DoE.

4.0 Housing

4.1 Current House Stock

The current housing stock within the Town is a critical element of the local area and one which is highly valued by the local community and in many ways, defines the context of the district.

To inform the review of the Local Planning Strategy, the Town commissioned the Built Form and Character Study (2018) to identify and understand the various Character Areas that exist within the Town of Bassendean. The study identified 26 notional character areas, as identified below.



Built Form and Character Study:

https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Strategic_Planning/Bassendean_Built_Form_Character_FINAL_DRAFT_090320.pdf

Each of the 26 character areas broadly fall within one of four main groups, as follows.

4.1.2 Small lot post 2000s

This group of housing typologies generally includes contemporary dwelling designs with materials consisting of face brick and render with corrugated steel roof finishes. Concrete roof tiles are also a common feature. The predominant size of these dwellings are three or four bedrooms with two bathrooms and an enclosed garage. This character is primarily evident within the larger contemporary sites of the 'Austral Subdivision', which straddles the Bassendean Train Station to the immediate North and West as well as the 'Lot 3 Morley Drive East, Eden Hill' subdivision.

The primary issues that this character area has, includes enclosed primary streetscapes, visually dominant garages as well as reduced or non-existent areas for tree canopy retention or areas for soft landscaping. This area is also significantly encumbered by a lack of clear building design elements, which link to the Town's core characteristics.

4.1.3 Riverfront

This group of housing typologies varies significantly in scale and form. The lot sizes for these dwellings are comparatively large and vary in topography due to the natural slope to the riverside. Whilst the built form on the northern section, closest to the neighbouring suburb of Guildford, contains some older, significant, turn of the century dwellings, there is no distinct or consistent built form along the entire riverfront. Materials and finishes range from face brick, timber and stone in the more traditional style through to contemporary designs of rendered brick and corrugated steel roofing. The common theme is the large lot sizes, which enjoy close proximity to district and regional levels of open space.

The primary issues or threats to this grouped character area includes the lack of sympathetic development (where development has heritage value, closer to Guildford) and the reduction in areas of soft landscaping and/or loss of vegetation. The loss of the open streetscape is also cited as an issue within some parts of this character area grouping due to the increasing number of dwellings with front boundary fencing.

4.1.4 Village

The 'Village' is one of most significant character areas within the Town often referred to by respondents of the Town's *BassenDream Our* visioning project. The Village is

consistent in its dwelling typology, particularly south of Guildford Road, as it contains smaller lots with heritage and older dwelling features such as face brick, weatherboard and timber features, many with original roofing of corrugated steel or terracotta tiles. Most of the Town's recognised heritage dwellings and streetscapes are within this area. This area also contains the Town's 'high street' of Old Perth Road, which acts as the main commercial strip of the Town. Further north, the lot sizes increase with a greater tendency for more post war development occurring and design features to match. With the exception of limited newer development, this area comprises modest three bedroom dwellings and some post 2000s apartment living.

4.1.5 Post 1970s

The area comprising post 1970s development is predominantly located to the north west of the Town, with some limited extent of development to the south of the Bassendean Town Centre towards Ashfield. Double brown brick and concrete or terracotta roof tiles on low-pitched hip and gabled roofs are the typical built form of the era. The majority of dwellings enjoy larger lot sizes than the that of the typical 'Village' character area. The key themes of this area, with some limited exception, is large and open street setback areas with parkland dispersed throughout the area.

The primary issues evident within this character area is the loss/removal of trees as well as period replication of character dwellings. Additionally, the loss of an open streetscape with the introduction of inconsistent fencing, lack of soft landscaping, buildings on the boundary and dominant vehicle parking structures also present as threats to this character area.

Of the four groups, the riverfront and village character areas are distinct and central to Bassendean's identity. Fundamental to these areas are consistent materials, connection and proximity to the Swan River, a low dominance of car parking structures on the streetscape, mature trees, retention of significant building fabric and modest workers cottages.

Subsequent character areas retain other characteristics worthy of retention; however, it is the core grouping of riverfront and village, which form the basis of 'Bassendean living'. It is worth noting the village character area largely stems from old, heritage listed or recognised dwellings.

4.2 Housing Location

Varying densities are currently spread across the Town, resulting in infill development occurring in all suburbs. A key theme identified in *BassenDream Our Future* was the consolidation of density around railway stations and activity centres, and the retention of character in the suburbs.

In addition to the feedback from *BassenDream Our Future*, the Town contains over 20 individual Rights-of-Way (ROW). Recognised under state legislation for benefits

associated with access into road networks, the Town identifies this as an opportunity to provide different dwelling typologies throughout the Town.

In order to meet the key themes of *BassenDream Our Future*, as well as to consolidate the increased densities within the Town, suitable locations for increased density leverage on the existing public transport network within the established urban corridor of Old Perth Road and the Town Centre Precinct. Increasing the density, within or on the high street of Old Perth Road, will suitably meet an additional theme from the community of revitalisation of the Old Perth Road Precinct. The Town also acknowledges that increasing density around the station precinct provides for differing dwelling typologies such as multiple dwellings, to address housing choice and affordability. A limited extent of medium density will be retained within close proximity to the Bassendean Train Station.

Objective:	To facilitate growth of residential density within areas of strong connectivity to local services and facilities.
Strategy:	To ensure redevelopment is within close proximity to the Town Centre Precinct and public transport linkages.
Actions:	Review and amend residential density to ensure they align with the outcomes of <i>BassenDream Our Future</i> and the State Planning Framework, involving the provision of higher residential densities in close proximity to the three railway stations and the Town Centre. It will also involve limiting the development potential outside of those areas, to ensure that large portions of the district can remain more suburban, with greater opportunities for tree preservation.
	Undertake a review of Rights of Way to determine opportunities for redevelopment and better connectivity.
	Investigate the future potential for increased density around some local parks.

4.3 Housing Variety

When considering the variety of dwelling types within the Town, it is important to ensure a range of dwelling types can be accommodated in locations which can meet the forecasted changes to demographics. As noted by the Draft Position Statement - Residential Aged Care (Department of Planning Lands and Heritage), there is a forecasted doubling of the number of older Australians within the next 40 years. At a State level, WA Tomorrow forecasts an 86 per cent increase in people aged over 85 by 2031. Accordingly, the variety of dwellings within close proximity to infrastructure and services is a key consideration of this strategy for the Town moving forward. By providing increased dwelling variety, supported by planning instruments such as DesignWA, the Town can simultaneously provide for a greater diversity in housing to cater for the ageing population and different housing types. This will also include a dwelling mix of multiple dwellings concentrated within the Town Centre.

Additionally, it is also acknowledged that the Town is unique insofar that it maintains large riverside precincts, with housing variety generally including large residential dwellings on large residential land, a point of difference between the Town's built form to other local government areas, which is integral to the character of the Town and is therefore important in maintaining.

Objective:	To increase housing diversity across the Town to cater for a wider number of families and ageing in place.
Strategy:	To support a wide demographic of residents living and/or working within the Town.
Actions:	Apply the provisions of relevant state planning policy to ensure an adequate dwelling variety meets the needs of community into the future.
	Investigate the opportunities for the local planning framework to facilitate the provision of alternative housing typologies within the Town.

4.4 Housing Design and Streetscape

Streetscape character reflects the dynamic relationship between built form and its setting. It includes key elements in both the public and private land, and it is a combination of these elements that makes an area unique. Built form elements and control makes up only part of the character of a streetscape, with verge treatments, roads and street trees making up a key component of the Town's existing enviable 'village' character.

Additional elements such as public art from larger development sites, pedestrian access ways, bulk, scale, materials and setbacks also make up the tapestry of the streetscape.

Acknowledging the current measures in place under State Planning Policy 7.3 (Design WA - Apartments) and foreshadowed future controls surrounding medium density development, there is a clear desire from *BassenDream Our Future* respondents to allow for moderate density increases. Increased density needs to be balanced against the desire for adequate and suitable open space and tree preservation.

The Town's Built Form and Character Study (2018) further notes that there are several threats to the Town's existing built fabric, therefore it is important that the core village character is retained as much as possible.

Objective:	To ensure new built form responds to changing needs of the community and existing and proposed character within the surrounding area.
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Strategy:	To ensure that core character areas, such as areas identified as the village and riverfront precinct are maintained with appropriate infill development.
Actions:	Establish local planning policies that incorporate design guidelines.
	Facilitate access to a Design Review Panel.

4.5 Heritage and Character Areas

The Town of Bassendean contains a number of developments with identified heritage value, some of which have been recognised by the Town's Municipal Heritage Inventory. In addition to individual dwelling heritage, the Town recognises the value in heritage areas and streetscapes, which are often made up of large, relatively intact heritage buildings.

Through *BassenDream Our Future*, respondents expressed a desire to protect Aboriginal and European heritage within the Town, particularly heritage protection in the face of increased density and infill development. Acknowledging this rich history within areas within close proximity to the Town Centre and the potential for redevelopment of these areas, a key outcome of this provision within the strategy is the listing of three precincts within the Town, these being the Kenny Street, Devon Road and Old Perth Road West precincts (refer to the below).



Objective:	To ensure that the cultural heritage values of Bassendean's housing areas are recorded, promoted, maintained and protected.
Strategy:	To ensure that redevelopment is not within established heritage areas or places of cultural significance and that development is sympathetic to existing and desired character.
Actions:	Consider special control areas for heritage protection.
	Provide specific guidelines for character areas, with clear guidelines for developers and landowners alike.
	Continue to work with landowners for the retention of heritage areas.
	Apply the <i>Aboriginal Heritage Act 1972</i> as required.
	Undertake a review of the Town of Bassendean's Municipal Heritage Inventory.

4.6 Sustainable Development

The Town recognises that a key theme of respondents from *BassenDream Our Future* is the importance of sustainability. Both within and outside the local planning framework, the Town seeks to protect environmental assets and manage environmental impacts by initiating and driving innovative waste management and renewable energy practices and implementing waterwise and urban forest projects.

This Strategy aims at improving the Town's sustainability through the planning process by creating a more compact urban environment that reduces sprawl, makes better use of existing services, facilities and infrastructure and reduced travel distances to access work, shopping and recreational opportunities. It is important that this does not come at the cost of reducing the urban tree canopy cover and existing green spaces. It is intended that new development will need to contribute to the urban forest to minimise the heat island effect caused by intense urban development and the loss of private green space.

By encouraging development within concentrated areas within the Town, this will ensure the balance of private green space and canopy cover will remain untouched by infill redevelopment. Additionally, expanding the existing sustainable development framework within the current Local Planning Scheme will assist the Town in achieving its objectives.

Objective:	To protect and preserve our natural environment through sustainable development.
Strategy:	To ensure that our built form does not adversely impact on the natural environment in both the public and private realm.
Actions:	Implement scheme provisions and education for the protection on trees on development sites, where suitable.

	Encourage the retention of trees through better education.
	Encourage sustainable building practices that preserve trees and vegetation and reduce carbon emissions.

5.0 Industry

The Bassendean industrial area occupies approximately 135 hectares of land positioned generally between Collier Road and the railway line, extending westward up to Tonkin Highway, and hence is extremely accessible both to the local community and to the broader region.

The area provides a diverse mix of lot sizes that has enabled a range of businesses to agglomerate and function together as a diverse industrial precinct of regional significance. This characteristic highlights the fact that with industrial land, it is not necessarily subdivision potential that drives change and redevelopment. Industrial change and strategic location are the prime causes for redevelopment of industrial areas such as Bassendean. The industrial area is one of the major employment centres within the Town and contributes towards the local economy.

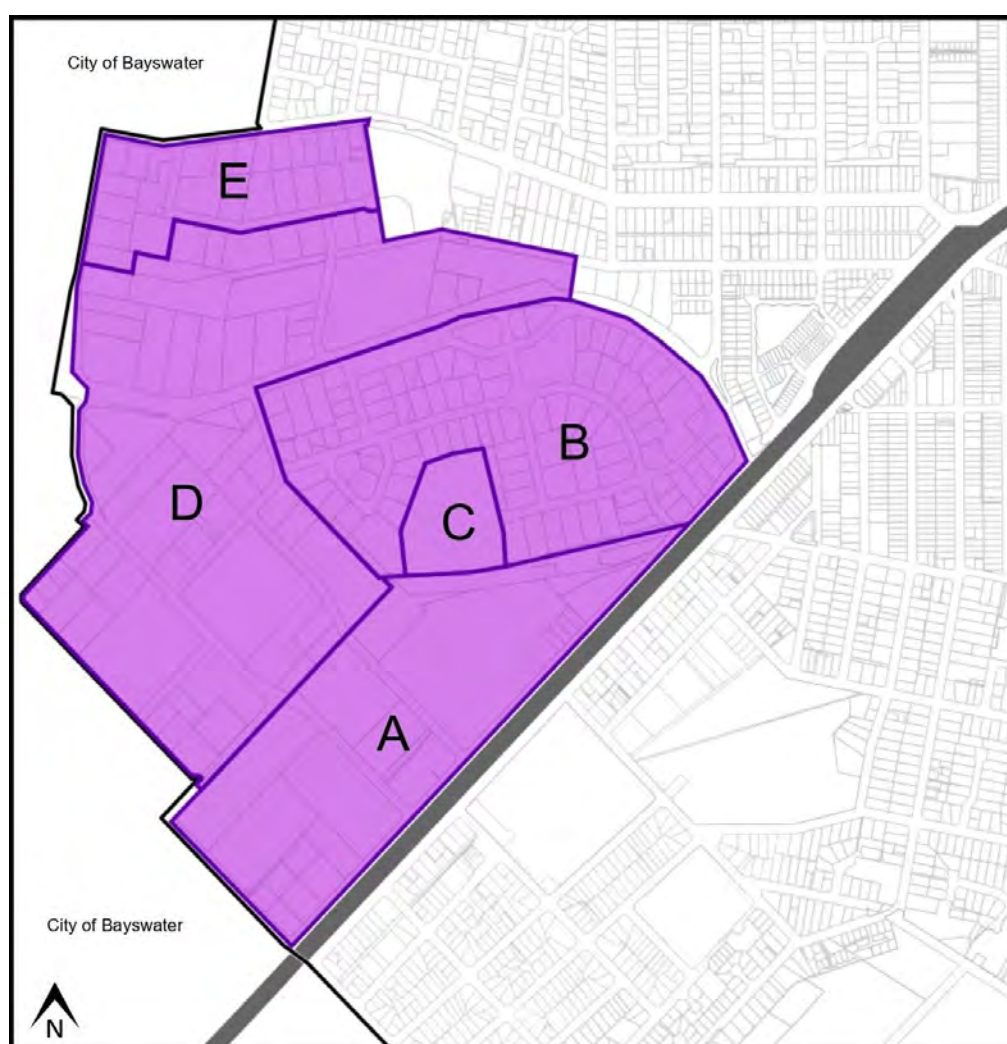
Broadly, the Bassendean industrial area comprises some five (5) precincts, each characterised by industry scale, industry type, age and quality of development. These precincts are summarised as follows:

- A group of large older industries fronting the railway line on large land holdings comprising distribution centres, mining, Detroit Diesel, older warehousing etc.;
- The new Tonkin Park Industrial area which commences at the junction of Collier Road and Railway Parade and comprises new and predominantly light and service industrial developments on smaller land holdings;
- Lot 857 Yelland Way, Bassendean is a vacant industrial lot adjoining the new Tonkin Business Park, which, due to past landfill activities has been subject of remediation works to satisfy the contaminated sites criteria in accordance with guidelines established by the Environmental Protection Authority;
- The general industrial area flanking either side of Collier Road western side of the overall industrial area, comprising a mix of manufacturing industries, service industries, transport industries, offices and warehousing located on small to medium size lots and including both older and new redeveloped sites. There are a minimal number of vacant landholdings within this precinct and some opportunities for redevelopment of older sites;
- The light industrial area to the north interfacing with the residential areas on the opposite side of Grey Street and Broadway. This area comprises predominantly light industries, smaller factories, office and warehousing on relatively small lots.

Lot 857 Yelland Way, Bassendean is currently used as a Containment Cell for soil contaminated with pyritic cinders and other waste associated with historical fertiliser manufacturing. The cell accommodates approximately 250,000m³ of contaminated pyritic cinders and demolition waste and is lined and capped with clay and set at 2m above seasonal high groundwater levels. The containment of waste within the cell was completed in April 2005, with land use at the site restricted to that of an engineered containment cell, with ongoing leachate and groundwater monitoring and

management. It is expected that the Containment Cell will remain in situ until the fill is removed, after which, the site will require remediation to allow it to be used for normal industrial purposes.

Due to the historic development which has occurred throughout the Town's Industrial Area, the vast majority of the precinct area is built out. However, it is acknowledged that when land becomes available within area C, this will present an opportunity for new and environmentally sustainable design to occur. Additionally, technological changes and changes in trends to industrial activities presents as a driver in change of the use of the industrial precinct.



Objective:	To retain the Bassendean industrial area as a true industrial area incorporating a mix of industrial land uses, whilst ensuring appropriate interfaces between light industrial and residential land uses.
Strategy:	To ensure that inappropriate use classes are not provided within the established industrial area.
Actions:	Protect the industrial area from encroachment of commercial and incompatible land uses.

	Implement local planning policy provisions to ensure a high standard of industrial design and built form is achieved.
	Monitor the existing containment cell and supervise remedial work in due course. Encourage environmentally sustainable built form outcomes for industrial development.

6.0 Commercial

6.1 The Town Centre

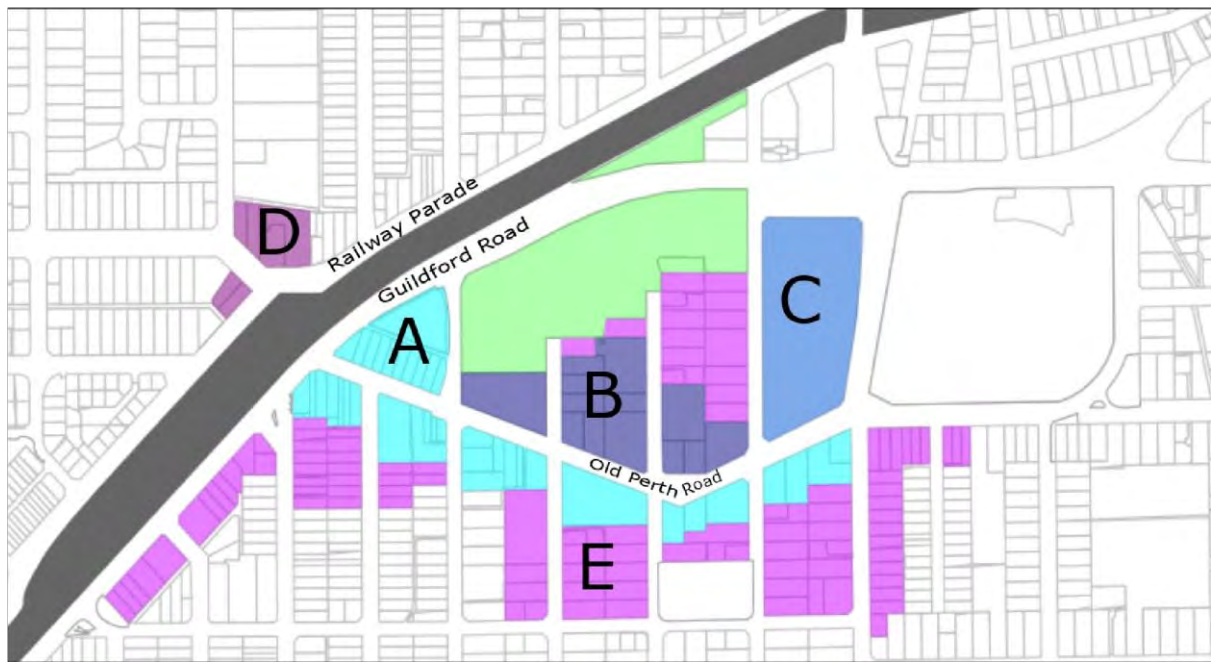
The Bassendean Town Centre represents the major retail and commercial hub of the municipality.

Strategically, its position adjacent to the Bassendean railway station and Guildford Road enables the Town Centre to interface with both urban areas on the north and south side of the railway line, and have access to excellent district and regional transport links.

Despite this, the Town Centre precinct does have some identified limitations, including the pedestrian linkages between the north and south of the railway line, the perceived lack of vibrancy due to vacant tenancies and a lack of diversity of land uses. Relevantly, these issues were raised as part of *BassenDream Our Future* consultation. The Bassendean Town Centre is characterised by retail, commercial and civic uses extending along some 800 metres of Old Perth Road in quite distinct precincts (refer to Figure below), namely:

- A. The 'Main Street' precinct which includes the pedestrian based commercial/retail at the interface of Old Perth Road with Guildford Road and the Bassendean railway station;
- B. The 'Civic' precinct, including various owned/managed Local Government buildings;
- C. The 'Commercial' precinct which includes retail in the Bassendean Village Shopping Centre at the corner of Old Perth Road and West Road; and
- D. The 'Bassendean North' precinct, which includes an area of limited commercial activity.

Note: the area marked as "E" identifies some of the opportunities for increased residential density within and around the town centre, but such increased density will not be limited to those lots.



In the hierarchy of commercial centres, Bassendean Town Centre functions as a district centre, with regional shopping centres at nearby Morley and Midland. Noting the existing land uses which have organically occurred within the 'Bassendean North' precinct, there presents some limited opportunity to rationalise this area and provide for some limited mixed use development in this space.

The Town recognises an underutilisation of the Wilson Street Carpark site, on the corner of Guildford Road and Wilson Street Bassendean. With access to public transport and to support the economic growth of the Town Centre, the redevelopment of this site is seen to be a catalyst for additional foot traffic and vibrancy to the Town Centre.

In July 2020, Council commenced a Town Centre Masterplan project which is a strategic planning exercise to attract investment and demonstrate the great outcomes that are possible in the Town Centre. Specific objectives are to:

- Progress the next phase of the “BassenDream” project – with a specific focus on the future planning of the Town Centre to create a vibrant, connected and thriving place;
- Provide a long-term vision and Masterplan that, in conjunction with appropriate statutory planning frameworks, will guide Town Centre revitalisation and development for the next few decades;
- Create a plan that will foster a thriving and liveable town centre with the shops, services, amenity and residential options to allow our community members to spend their whole life in Bassendean, from childhood to adulthood plus the opportunity to age in place;
- Engage the community, landowners, businesses and other key stakeholders to generate a collaborative approach to Town Centre revitalisation;

- Create the conditions needed to attract investment, economic and community development, and Town Centre activation;
- Generate excitement about what is possible in Bassendean, now and into the future;
- Ensure a cohesive approach to planning for the revitalisation of the Town Centre that prevents isolated “spot” redevelopment that happens on an ad-hoc basis Support our response to COVID-19 by facilitating employment opportunities and improving the sustainability of our town centre; and
- Identify what places and uses are working well in the Town Centre; which others have the opportunity for improvement; and if there are any key needs that are not being fulfilled.

The Masterplan project will not be a statutory tool used to facilitate and regulate development outcomes, but rather, an example of what is desirable and possible. The exercise will be used to inform future planning frameworks, which could include a Local Planning Policy or Activity Centre Structure Plan, depending on the specific needs to be addressed.

Further, in order to facilitate greater vibrancy within the Town Centre, this strategy recommends the increasing of residential densities surrounding the core commercial corridor of Old Perth Road (referred to E in the figure above). This is reflective of the main objective of this part of the strategy.

Objective:	Promote the development of the Bassendean Town Centre as a District Centre that is desirable to live and work.
Strategy:	To ensure that increased commercial activity can be supported by an increase in population.
Actions:	Provide targeted increases in densities to support the Town Centre zone, with appropriate scheme provisions to guide the built form of these areas. Provide mixed use land, in a targeted and limited capacity to support the existing limited commercial activity.
	Rationalise commercially zoned land along Old Perth Road.
	Replace existing <i>Local Planning Policy No. 1 – Bassendean Town Centre Strategy and Guidelines</i> with appropriate planning framework(s) to facilitate appropriate development outcomes within the Bassendean Town Centre, in accordance with any recommendations of the Town Centre Masterplan project, which is expected to be finalised in early 2021.

6.2 Other Centres

Beyond the Town Centre zone of Old Perth Road and the de-facto Town Centre of the 'Bassendean North' Precinct, the Town includes three other local shopping zones. These include:

- Eden Hill Shopping centre along Morley Drive (currently not operating);
- Ida Street/Walter Road East local shopping precinct; and
- Ashfield local shopping precinct.

Based on feedback provided by the community through the *BassenDream Our Future* project, there is support for a diversity of land uses in those three areas.

6.2.3 Eden Hill Shopping Centre

The Eden Hill Shopping Centre site, located on the corners of Morley Drive East and Ivanhoe Street, represents the largest shopping centre site located outside of the Town Centre zone. Whilst an existing, vacant structure currently exists on the site, the lot represents a potentially significant mixed use lot to the North of the Town. As of writing the strategy, the landowner is understood to be moving towards the submission of a proposal to redevelop the site. Further work is required in terms of the approval of a Local Development Plan to guide the redevelopment of this site



6.2.4 Ida Street/Walter Road East Shopping Precinct

The Ida Street/Walter Road East local shopping precinct is located on the boundary between Bassendean and Eden Hill, with two lots north of Walter Road East within the suburb of Eden Hill and the other lots that make up the precinct within the suburb of Bassendean. The precinct represents a comparatively medium sized local shopping area. As the precinct is split in two by Walter Road East, and is somewhat disjointed as a consequence of this, the majority of economic activity occurs on the lots south of

Walter Road East. Redevelopment on the two lots within Eden Hill is somewhat hindered by the size of the land parcels and access requirements to Walter Road East, being an other regional road (blue road). Additionally, it is important to note that the two lots within Eden Hill abut the existing primary school to the immediate north of the sites. Due to the dispersion of lots, and past incompatible land uses occurring within close proximity to the primary school, a rationalisation of the local shopping precinct, including potentially rezoning the two lots to the North of Walter Road East to low density residential, is recommended for this precinct.



6.2.5 Ashfield Local Shopping Precinct

The Ashfield Local Shopping Precinct, includes four commercial tenancies with some multiple dwellings located above the largest commercial tenant. Located close to the Ashfield Train Station and Ashfield reserve, with a medium sized public carpark servicing the commercial activities of the precinct, the precinct presents as largely underused with enviable public transport and public open space access. The land immediately abutting the precinct is predominately zoned Residential, however some commercial activity is seen towards Guildford Road. Consideration of increasing the boundaries of the Local shopping zone and implementing guidelines to increase the ability for mixed use housing, is recommended.



Objective:	Promote the improvement of amenity and services of local shopping precincts at an appropriate scale and facilitate integration with medium density housing development where suitable.
Strategy:	Ensure that limited increased densities can be accommodated within local shopping precincts to retain land available for commercial uses.
Actions:	<p>Facilitate the provision of a Local Development Plan for the Eden Hill Shopping Centre site</p> <p>Formulate appropriate planning frameworks over the Town's Local Shopping Zones, to provide development controls and facilitate appropriate housing typologies.</p> <p>Rationalise the Local Shopping Zone of the Ida Street/Walter Road East Local Shopping Precinct.</p> <p>Increase the size of the Ashfield Local Shopping Precinct to include surrounding commercial activity and limited residential density increases.</p>

7.0 Infrastructure and Servicing

As the Town grows, so does its need for infrastructure. For the purposes of this local planning strategy, this includes stormwater disposal as well as transport infrastructure. Undertaken as part of the review associated with the Town's *Local Integrated Transport Plan (LITP)*, there are several areas with varying degrees of recommended actions. These revolve around parking, public transport, active transport, road network, land development and government procurement.

The following outlines matters pertaining to infrastructure capacity and possible upgrades to cater for future development demands:

7.1 Transport Infrastructure

The railway stations within the Town will be required to be upgraded to accommodate additional carriages. The Public Transport Authority will adjust its operations in line with increases in demand for public transport services, subject to funding.

In line with the principles of urban consolidation within Perth and Peel @ 3.5 million, station precincts such as Success Hill play an important role for infill redevelopment. However, due to site constraints providing a single point of access and egress to the southern portion of the precinct, traffic issues onto Guildford Road must be resolved before redevelopment can occur. The Town also acknowledges the lack of pedestrian access that the Success Hill Precinct has to the Town Centre, due to Guildford Road. The *LITP* suggests the piloting of electric vehicle charging stations in a location along Old Perth Road and near the Bassendean Train Station. As of December 2018, an EV charging station has been constructed North off Old Perth Road, on James Street.

Additionally, the *LITP* advocates for the improvements to road design, pedestrian access, public transport and bicycle advocacy throughout the Town. These that have been adopted and supported by Council are to be integrated into the actions required under this strategy.

7.2 Sewerage

Whilst the majority of the Town enjoys connection to deep sewer, a number of properties within close proximity to the Swan River do not, such as lots along North Road and Bassendean Parade. As per the established Government Sewerage policy framework, which seeks to ensure that all properties are provided with access reticulated deep sewer, for a number of these sites the cost for connection is not feasible. As a result this presents an access issue and limitation on further subdivision and development.

The sewerage system operated by the Water Corporation may require some upgrading for the Bassendean Sewer District in the long term if dwelling growth exceeds approximately 6,500 dwellings in the suburb of Bassendean (i.e. about 2,500 more dwellings than existing).

7.3 Water

Due to the Town's location within the Perth Metropolitan Region, the vast majority of lots enjoy access to reticulated water sources (scheme water). It is not considered a hindrance to future development and subdivision on this basis. The Water Corporation will monitor the existing water supply system and make adjustments as necessary to accommodate growing demand.

7.4 Drainage

Under natural conditions, stormwater disposal and runoff within the Town is relatively straightforward, with the majority of stormwater able to directly infiltrate into the soil. In the southern and eastern portions of the Town, however, the proximity to the Swan River and the high clay content of the soil makes onsite infiltration more difficult. As a result, new development is often required to be supported by a connection to the Town's existing stormwater and drainage system.

Further investigation into the capacity of the Town's stormwater infrastructure is required, to ensure the system has adequate capacity to cater for the development as well as meet the objectives of the State's Better Urban Water Management framework and the Town's relevant Local Planning Policy. Due to the lower natural ground levels towards the Swan River, which skirts the south and eastern portions of the Town, there is generally higher clay content soils. This has implications on stormwater disposal, which generally requires connection into the Town's existing infrastructure.

7.5 Power

Whilst the majority of the residential areas throughout the Town are provided with overhead power, the Town is currently exploring options for the undergrounding of power within the suburb of Eden Hill. Understanding the potential benefits to the streetscape and power security that underground power brings, the Town has signalled its desire for this to occur in other areas across the Town. However this has obvious implications and subsequent limitations on household cost of undergrounding existing infrastructure.

In terms of electricity distribution, Western Power has acquired a site in the northwest quadrant of the intersection of Guildford Road and Tonkin Highway (Bayswater) to secure a zone substation. At this time, Western Power does not have specific plans to establish a zone substation on the site (or on another site in the general vicinity). Western Power will continue to monitor and forecast load requirements for the area, and will take actions as appropriate to ensure sufficient supply capacity.

Telecommunications

The Town has a number of telecommunications infrastructure throughout the Town, however in recognising the amenity loss associated with 'high impact'

telecommunications infrastructure, future telecommunications infrastructure should be located within established industrial areas.

7.6 Gas

The gas distribution network operated by WA Natural Gas may need strengthening with the new installation of two Pressure Regulating Stations (PRS) subject to suitable sites being identified and available. In addition, the pressure of gas supply in some portions of the study area may need to be increased.

Objective:	Facilitate the delivery and advancement of essential service infrastructure.
Strategy:	To ensure that increased density is supported by adequate infrastructure.
Actions:	Review the Town's existing stormwater assets to accommodate increased density.
	Restrict development in Success Hill South until resolution of access and egress issues to the Success Hill Station prior to redevelopment occurring.
	Facilitate the provision of underground power throughout the Town.
	Progress transport initiatives as adopted by council from the <i>Local Integrated Transport Plan</i> (2018).
	Finalise the review the Town's Local Planning No 4 (Floodplain Management and Development) on the advice from the relevant State Government agencies.

8.0 Public Open Space

The provision of recreation opportunities and open space is a key requirement of urban planning. In providing and managing these areas, local governments assist in increasing physical activity, promoting social inclusion and providing an important landscape in built up areas. The Town's existing parks and reserves are at the core of the Town's community, providing an attractive area for people to connect, recreate and enjoy.

Classified under the Department of Planning, Lands and Heritage *Liveable Neighbourhoods* (2009) residents of the Town's three suburbs, collectively enjoy access to 42 pieces of open space, not including areas of regional level open space.

The areas of regional level open space include:

- Ashfield Flats/Ashfield Parade Reserve;
- Pickering Park;
- Point Reserve;
- Success Hill Reserve;
- Bassendean Oval; and
- Sandy Beach Reserve.

The areas of district level open space (between 2.5ha and 7ha in size) include:

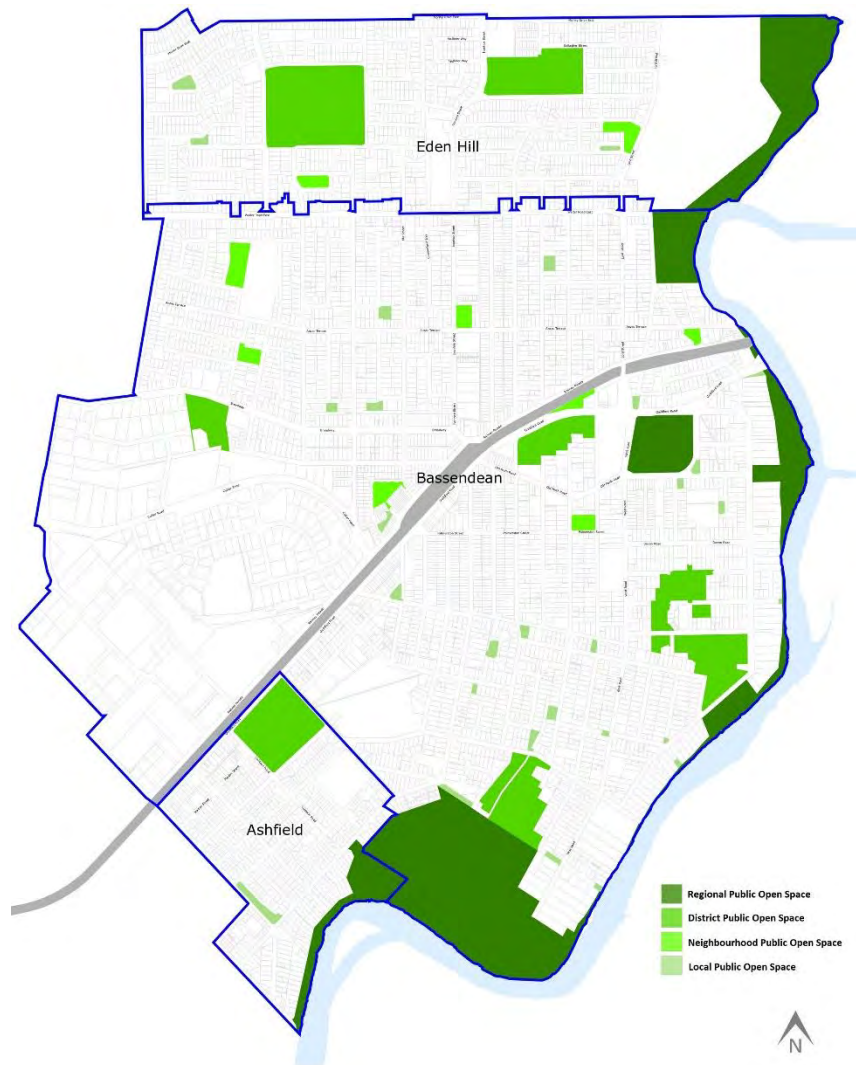
- Jubilee Reserve;
- Mary Crescent Reserve;
- Broadway Aboretum;
- BIC Reserve;
- Bindaring Park/Carnegie Road POS/Harcourt POS/Lovelock Place POS; and
- Hamilton Street Reserve/Whitfield Street POS A/Iveson Place Reserve.

The areas of neighbourhood level open space (between 3,000m² to 5,000m²) include:

- Padbury Way Reserve;
- Lord/Schofield Reserve;
- Culworth/Mickleton Reserve;
- Troy Street Reserve;
- Park Estate Reserve;
- Anzac Terrace Reserve;
- Kelly Park;
- North Guildford Road, South Trainline POS;
- Palmerston Square Reserve; and
- Ashfield Reserve.

The areas of local level open space (up to 3000m²) include:

- Freeland Square;
- Colin Smith Reserve;
- Bradshaw Reserve;
- Parmelia Way Reserve;
- May Holman Reserve;
- Carman Way Reserve;
- Link Park;
- Third Avenue Reserve POS;
- Lamb Street POS;
- Surrey Street POS;
- Christie Park;
- South Guildford Road POS;
- Calnon Street POS;
- Anstey Road Foreshore;
- Parnell Parade POS;
- Deakin Street Foreshore Reserve;
- Deakin Street/West Road POS;
- Clarke Way Reserve;
- 100 Hamilton Street POS;
- Pinzone Park;
- Chapman Street POS;
- Freiberg Reserve;
- Whitfield Street POS B;
- Villiers Street POS;
- North Ashfield Flats segment; and
- Gary Blanch Reserve



The *BassenDream Our Future* project projected strongly the importance of the preservation and enhancement of open space. Further supported by the Town's 'Village' feel, providing a green and natural backdrop through the lens of Public Open Space is an important component of this strategy.

However, the September 2019 Community Facilities and Needs Plan (produced by AECOM) identified that several Town owned facilities were identified to be severely under resourced for their age and as such, the Town acknowledges that a comprehensive review and upgrade of this social infrastructure is required if the Town is to accommodate a greater population.

Objective:	Provide Public Open Space that adequately caters for the recreational needs of the community and protects areas of high natural value.
Strategy:	Retain the existing areas of Public Open Space and where required, improve the useability of those spaces to manage the areas of Public Open Space effectively and to ensure maximum usage and benefit.

Actions:	Develop a Public Open Space (POS) Strategy to guide and coordinate decisions relating to the provision and standard of POS within the Town.
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9.0 Implementation

Action Time Frames		
Short	Years 1, 2 and 3 following adoption of strategy	
Medium	Years 4 and beyond following adoption of strategy	
Element	Action	Timeframe
Housing	4.2.1 Review and amend residential density to ensure they align with the outcomes of BassenDream Our Future and the State Planning Framework, involving the provision of higher residential densities in close proximity to the three railway stations and the Town Centre. It will also involve limiting the development potential outside of those areas, to ensure that large portions of the district can remain more suburban, with greater opportunities for tree preservation.	Immediate
	4.2.2 Undertake a review of Rights of Way to determine opportunities for redevelopment and better connectivity.	Medium
	4.2.3 Investigate the future potential for increased density around some local parks.	Medium
	4.3.1 Apply the provisions of relevant state planning policy to ensure an adequate dwelling variety meets the needs of community into the future.	Ongoing
	4.3.2 Investigate the opportunities for the local planning framework to facilitate the provision of alternative housing typologies within the Town.	Short
	4.4.1 Establish Design Guidelines and Precinct Planning Policies.	Short
	4.4.2 Facilitate access to a Design Review Panel	Ongoing
	4.5.1 Consider special control areas for heritage protection.	Immediate
	4.5.2 Provide specific guidelines for character areas, with clear guidelines For developers and landowners alike.	Immediate
	4.5.2 Continue to work with landowners for the retention of heritage areas.	Ongoing
	4.5.3 Apply the Aboriginal Heritage Act 1972 as required.	Ongoing
	4.5.4 Undertake a review the Town of Bassendean's Municipal Heritage Inventory.	Short (2021)

	4.6.1 Implement scheme provisions and education for the protection of trees on development sites, where suitable.	Immediate
	4.6.2 Encourage the retention of trees through better education.	Ongoing
	4.6.3 Encourage sustainable building practices that preserve trees and vegetation and reduce carbon emissions.	Ongoing
Industry	5.0.1 Protect the industrial area from encroachment of commercial and incompatible land uses.	Ongoing
	5.0.2 Implement local planning policy provisions to ensure a high standard of industrial design and built form is achieved.	Ongoing
	5.0.3 Monitor the existing containment cell and supervise remedial work in due course.	As required
	5.0.4 Encourage environmentally sustainable built form outcomes for industrial development.	Ongoing
Commercial – Town Centre	6.1.1 Provide targeted increases in densities to support the Town Centre zone, with appropriate scheme provisions to guide the built form of these areas.	Immediate
	6.1.2 Provide mixed use land, in a targeted and limited capacity to support the existing limited commercial activity.	Immediate
	6.1.3 Rationalise commercially zoned land along Old Perth Road.	Immediate
	6.1.4 Replace existing <i>Local Planning Policy No. 1 – Bassendean Town Centre Strategy and Guidelines</i> with appropriate planning framework(s) to facilitate appropriate development outcomes within the Bassendean Town Centre, in accordance with any recommendations of the Town Centre Masterplan project, which is expected to be finalised in early 2021.	Immediate
	6.2.1 Facilitate the provision of a Local Development Plan for the Eden Hill Shopping Centre Site.	As Required
Commercial – Other Centres	6.2.2 Formulate appropriate planning frameworks over the Town's Local Shopping Zones, to provide development controls and facilitate appropriate housing typologies.	Immediate
	6.2.3 Rationalise the Local Shopping Zone of the Ida Street/Walter Road East Local Shopping Precinct.	Immediate
	6.2.4 Increase the size of the Ashfield Local Shopping Precinct to include surrounding commercial activity.	Immediate

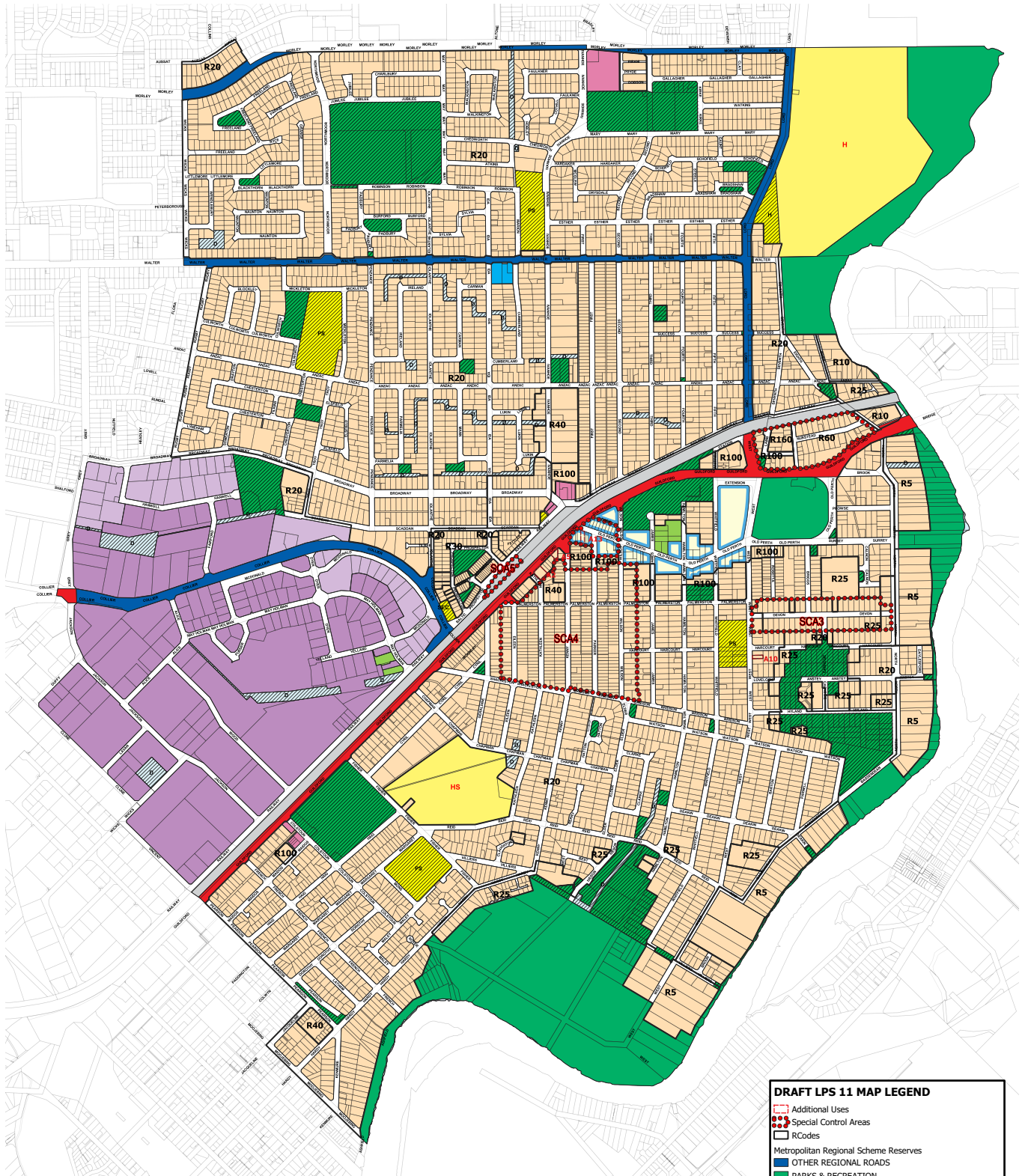
Infrastructure and Servicing	7.0.1 Review the Town's existing stormwater assets to accommodate increase density.	Short
	7.0.2 Restrict development in Success Hill South until resolution of access and egress issues to the Success Hill Station prior to redevelopment occurring.	Short
	7.0.3 Facilitate the provision of underground power throughout the Town	Ongoing
	7.0.4 Progress transport initiatives as adopted by Council from the Local Integrated Transport Plan (2018).	Ongoing
	7.0.5 Finalise the review of Local Planning No 4 (Floodplain Management and Development) on the advice from the relevant State Government agencies.	Immediate
Public Open Space	8.0.1 Develop a Public Open Space (POS) Strategy to guide and coordinate decisions relating to the provision and standard of POS within the Town, including facilitating the collection of cash-in-lieu contributions	Short

10.0 Monitoring and Review

In order to respond to changing social, economic, environment and governance factors influencing land use and development within the Town, in addition to changing state planning policies and frameworks, the Local Planning Strategy must undergo occasional, as well as periodic, reviews.

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, a comprehensive review of the Local Planning Strategy should be undertaken in the fifth year after the Scheme is published, with any amendments being subject to advertisement, assessment and approval by the Minister for Planning.

DRAFT LOCAL PLANNING SCHEME 11



DRAFT LPS 11 MAP LEGEND	
 	Additional Uses
 	Special Control Areas
 	RCodes
 	Metropolitan Regional Scheme Reserves
 	OTHER REGIONAL ROADS
 	PARKS & RECREATION
 	PP - HIGH SCHOOL
 	PP - HOSPITAL
 	PRIMARY REGIONAL ROADS
 	RAILWAYS
 	WATERWAYS
Local Planning Scheme Zoning	
 	DRAINAGE
 	GENERAL INDUSTRY
 	LIGHT INDUSTRY
 	LOCAL SHOPPING
 	MIXED USE
 	PARKS AND RECREATION
 	PRIVATE CLUBS, INSTITUTIONS & PLACE OF WORSHIP
 	PUBLIC PURPOSES
 	RESIDENTIAL
 	TOWN CENTRE



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TOWN OF BASSENDEAN

**TOWN OF BASSENDEAN
LOCAL PLANNING STRATEGY
PART 1 – STRATEGY**

JUNE 2022

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1 Introduction

The Town of Bassendean (Town) local planning strategy comprises:

- Part 1 – Strategy; and
- Part 2 – Background information and analysis

The local planning strategy applies to the area shown in Figure 1 – local planning strategy map (Page 22).

This local planning strategy comes into operation on the day on which it is endorsed by the Western Australian Planning Commission and revokes the Town's preceding local planning strategy, endorsed by the Western Australian Planning Commission on 9 December 2014.

As required by Regulation 11 of the *Planning and Development (Local Planning Schemes) Regulations* 2015 (Regulations), the purpose of the local planning strategy is to:

- (a) Set out the long-term planning directions for the local government;
- (b) Apply any state or regional planning policy that is relevant to the local planning strategy; and
- (c) Provide the rationale for any zoning or classification of land under the local planning scheme.

The local planning strategy forms the strategic basis for the preparation, implementation and review of the Town's Local Planning Scheme No.11 (LPS 11). The following technical appendices have been prepared in support of the local planning strategy:

Document Name	Date Approved by Council
Bassendream Our Future	October 2019
Local Integrated Transport Plan	November 2019
Built Form and Character Study	May 2018
Bassendean Local Economic Overview	March 2018

These technical do not form part of the local planning strategy and have not been endorsed by the Western Australian Planning Commission. Where relevant, recommendations and findings of the technical appendices are referenced in Part 2 of the local planning strategy with a view to informing planning directions and actions as outlined in Part 1.

2 Vision

The vision of the local planning strategy is consistent with and represents the land use planning and development response to the Town's Strategic Community Plan. The Strategic Community Plan ([can be viewed here](#)) outlines the community's long-term vision, values, aspirations and priorities for the Town and has the following land use implications for the local planning strategy:

- Ensure planning and development strategies and policies align with the desire to focus future development around centres and train stations; and preserve the suburban character of the broader area;
- Advocate for economic growth of the Bassendean Town Centre;
- Prioritise local employment;
- Ensure heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community;
- Ensure access and inclusion to spaces and places through our Town for all, including community members with disabilities, youths, seniors, Indigenous people, and culturally and linguistically diverse people;
- Create an urban forest throughout reserves, gardens and streets;
- Protect existing trees and green spaces;
- Conserve, enhance and repair natural and urban areas;
- Create public spaces and transport routes that encourage people to linger, interact and enjoy; and
- Improve walkability and cycle-ability, including through infrastructure improvements.

The vision of the local planning strategy:

“That the Town of Bassendean is home to vibrant and active mixed-use centres based around existing transport nodes and surrounded by suburban streets that reflect the history and heritage of the district and a network of open spaces and safe, tree-lined routes for pedestrians and cyclists. New development in the Town is designed to be environmentally sustainable and maximise the area's association with the natural landscape and the Swan River and its unique 'country-town' identity”

The primary purpose of the local planning strategy is to manage land use change and development of the Town. In this regard, key recommendations of the local planning strategy include:

- six planning areas appropriate for land use intensification consistent with principles of urban consolidation;
- three planning areas to review existing coding arrangements;
- the establishment of three heritage areas;
- the continuation of the Ashfield Industrial Area as a regionally significant industrial centre and employment node;
- the preparation of two precinct structure plans to guide the land use, development and subdivision of the Bassendean and Ashfield District Centres;
- local centres being the focus for predominately commercial needs; and
- the investigation of two special control areas for the purposes of managing flood risk and noise attenuation for sensitive land uses subject of road and rail noise.

3 Planning Issues/Opportunities

3.1 Overview

Consistent with the State Planning Framework, planning issues of relevance to the Town are presented under the following themes:

- Community, urban growth and settlement;
- Economy and employment;
- Environment; and
- Infrastructure

For each planning issue identified, planning directions and actions have been outlined.

Planning directions are short statements that specify what is to be achieved or desired for the issue/opportunity. Each planning direction is supported by an action(s), that clearly and concisely outlines what is proposed and how it is to be undertaken, rationale, timeframe and responsible party.

3.2 Community, urban growth and settlement

3.2.1 Planning Issue/Opportunity No.1 – Housing

With the exception of the R5 coded area abutting the Swan River foreshore, and some mixed-use developments within the Town Centre, the majority of existing residential development within the Town is currently built out to the R17.5 and R20 density code. This has accommodated the Town's population to date, however, the local planning strategy recognises additional housing opportunities to accommodate a range of demographics and increased population. In this regard, the Central Sub-regional Planning Framework estimates that by 2050, the Town's population will accommodate 24,300 people.

Some of the key issues for housing within the Town include affordable housing and increased demand for an additional bedroom for home office use. Further, ageing and lone person households are emerging as key demographic groups that present different housing needs and typically, a demand for a smaller housing product. In response, future housing stock can be diversified through a broader range of density codes and dwelling typologies. To achieve this, and the 10,420-dwelling target set by the Central Sub-regional Planning Framework, the local planning strategy proposes six planning areas that focus on increasing residential density around activity centres, urban corridors and train stations, consistent with the principles of urban consolidation. A range of density codes are proposed based on locational attributes and this will contribute to housing diversity and affordability.

Three additional planning areas are proposed for the purposes of reviewing existing residential base and split coding arrangements, however, the development potential within these three areas, is largely proposed to remain. It is also recognised that the split coding arrangements within Planning Areas D, E and F are expected to remain until such time that the investigations for each planning area have been undertaken with the resultant density arrangements incorporated into the local planning scheme.

The proposed planning areas are discussed further in Section 4 of Part 1 and Section 5 of Part 2.

In addition to the planning areas, the local planning strategy outlines actions that will result in changes to the local planning scheme. This includes incorporating:

- land use terms for residential accommodation for ageing persons to facilitate additional housing options;
- land use terms/dwelling typologies consistent with the Residential Design Codes;
- a provision to support non-conforming density arrangements where land has previously been developed to a higher density code than the scheme map designates; and
- a provision in support of facilitating corner lot subdivision and development outcomes, consistent with the Development Control Policy 2.2 – Residential Subdivision.

3.2.2 Planning Issue/Opportunity No.2 – Built form and character

Since European settlement, the Town has evolved from largely agricultural based land uses to an established urban area. The Town currently comprises a mix of housing styles (typically low density in character), open space and recreational areas, as well as light industrial and commercial areas.

The residential areas of the Town can be largely grouped into four-character area groups: Post 2000 Housing Developments, Riverfront Character Areas, Village Character Areas and Post 1970's Housing Areas. Each character group is recognised through its unique qualities, including locational attributes, lot sizes, architectural styles, use of natural and traditional building materials as well as streetscape. Street trees and mature tree plantings are also recognised as dominant features and significantly contribute to the Town's streetscape and character.

With the aim of retaining character values as well as minimising impacts on the established urban fabric, the local planning strategy advocates for land use intensification within the six proposed planning areas. While character values are also recognised within the six planning areas, these will be considered further through the detailed planning stages with any resultant development expected to be responsive to the Design WA suite of documents.

To maintain and improve the character values of the Town, the local planning strategy proposes local planning scheme provisions to encourage retention of trees and the establishment of a Design Review Panel. These are to be supplemented by the Town's existing Local Planning Policy No.9 – Design Review Panel and Local Planning Policy No.13 – Tree Retention and Provision framework. A new local planning policy is also proposed to be prepared outlining specific design elements related to character conservation and front boundary fencing.

3.2.3 Planning Issue/Opportunity No.3 – Cultural heritage

The Town has a rich cultural heritage profile and an established framework in which heritage is recognised. In this regard, the Town has:

- 288 places on its Municipal Heritage Inventory (Local Heritage Survey);
- 13 places recognised on the State Register of Heritage Places;
- Eight registered Aboriginal Heritage Places and 19 'other heritage places'; and
- Three Heritage Precincts being the Devon Road, the Old Perth Road and the Kenny Street Precincts.

Many of the Town's heritage-protected places are located south of Guildford Road, in the south-east portion of the Town where the predominant land use is residential. Smaller pockets of heritage-protected places are scattered within the residential areas of Ashfield and on Ivanhoe Street to the north of the Town.

By virtue of the extent of the proposed planning areas, the majority of the Town's heritage-protected places are not envisaged to change under the local planning strategy. However, for those heritage-protected places located within a proposed planning area, consideration will need to be given around the integration of heritage with any new land use and development arrangements. Where possible, development should be sympathetic and responsive to context. This will be further considered through detailed planning area investigations with a local planning policy proposed to be prepared to address this matter and guide decision making in future stages of planning.

The Town is currently undertaking a review of its existing Municipal Heritage Inventory (Local Heritage Survey) and following this, the Town proposes to update its Local Heritage List. The local planning strategy also proposes the Town investigate the potential for the Devon Road, Old Perth Road and Kenny Street Heritage Precincts to be designated as heritage areas to recognise and conserve their cultural heritage significance. A supplemental local planning policy is also proposed to be prepared in support of this approach.

3.2.4 Planning Issue/Opportunity No.4 – Activity centres

The Town comprises of four activity centres being the Eden Hill and Ida Street Local Centres and the Ashfield and Bassendean District Centres. Currently, the local planning scheme makes provision for a variety of dwellings within these centres.

As local centres typically provide for the day to day needs of local communities, and that sufficient land has been identified elsewhere for anticipated dwelling uptake, residential outcomes on local centre sites are not considered necessary over the life of the local planning strategy. Intensification of residential outcomes may otherwise be appropriate within the centre frame and consideration of these density arrangements will be undertaken through the investigations of Planning Areas D and E. With regard to the Bassendean District Centre, residential outcomes are considered appropriate within the centre core and frame. Residential outcomes, including appropriate density ranges, dwelling composition and specific yield will be considered further at the precinct structure plan stage and through investigations of Planning Area A.

Currently, the Ashfield District Centre is shown on the local planning strategy map as Planning Area B. The ultimate land use arrangements for this area will require further consideration, specifically, land use mix and the extent of the precinct boundary. The preparation of a precinct structure plan is recommended in this regard.

The local shopping zone that applies to the Eden Hill and Ida Street local centres is proposed to be rationalised to a local centre zone under the local planning scheme while the Town Centre zone that applies to the Bassendean District Centre is proposed to be rationalised to the District Centre zone. This will necessitate the consideration of existing land use permissibility arrangements in accordance with the zone objectives.

The local planning strategy also envisages the introduction of the mixed-use zone into the local planning scheme in support of integrated development. Mixed use outcomes are considered most appropriate as a transitional arrangement from local and district centres, along urban corridors and closer to the railway line in support of transit oriented development. This will be investigated further through relevant planning areas.

3.2.5 Planning Issue/Opportunity No.5 – Public open and space and community facilities

There are over 40 areas of open space with the Town; comprised of a mix of regional open space (reserved as Parks and Recreation under the Metropolitan Region Scheme) and small, local, neighbourhood and district spaces, as classified under the Department of Local Government, Sport and Cultural Industries' *Classification Framework for Public Open Space*.

Preliminary investigations undertaken by the Town indicate that the Eden Hill and Ashfield localities have sufficient public open space while the Bassendean locality is deficient. Further studies are needed, however, that consider the current standard and distribution of public open space within the Town, any deficiencies, and if necessary, mechanisms in which to address these matters. In the interim, the local planning strategy indicates the need for cash-in-lieu contributions and the acquisition of land to address deficiencies, however, the suitability of these approaches will require substantiation through a public open space needs assessment.

The local planning strategy also recognises opportunities to rationalise areas of public open space to road reserves to reflect the existing built form arrangements and to reclassify drainage sites to public open space where the drainage function is no longer required or where it can serve both a recreational and service function. These changes can be reflected in the local planning scheme through a reclassification of reserves.

With regard to community facilities and notwithstanding the anticipated population increase, the local planning strategy does not envisage a need for additional facilities to be provided over the life of the local planning strategy. Therefore, no actions are recommended in this regard. The local planning strategy does, however, recognise the opportunity to introduce the private clubs, institutions and places of worship zone into the local planning scheme. This is expected to result in some changes to existing land use classification arrangements to reflect built out and on the ground arrangements.

3.2.6 Planning Issue/Opportunity No.6 – Hazards

The Town contains flood prone areas and declared bushfire prone areas. Areas susceptible to flooding are located within and around the Ashfield Flats, the Swan River Foreshore and Bindaring Natural Wetland. Areas declared bushfire prone are located:

- east of Lord Street along the Swan River and Bennet Brook foreshore;
- within and around Bindaring Natural Wetland located 400 metres southeast of Bassendean Town Centre;
- within and around the Ashfield Flats; and
- west of the Eden Hill Local Centre.

To mitigate the impacts of bushfire and flooding on the community, the local planning strategy seeks to avoid land use intensification within declared bushfire prone areas and areas susceptible to flooding. Planning Areas F and H contain land declared bushfire prone while Planning Area H is identified as flood prone.

As part of any investigations for these planning areas, the Town will consider bushfire risk, and flood risk, where applicable, to avoid any increase in bushfire risk and/or flood risk to people, property and infrastructure.

Table 1 - Community, urban growth and settlement – planning directions and actions

Issue/Opportunity	Planning Direction		Action		Rationale	Timeframe
Housing	1	Providing a variety of the housing options to support the needs of an ageing population.	1.1	Support the inclusion of <i>aged or dependent persons dwelling, residential aged care facility and independent living complex</i> land uses into the local planning scheme and associated land use permissibility.	Section 4.2.1 of Part 2	Immediate (less than 1 year)
	2	Supporting the continuation of existing density arrangements in recognition of existing built form outcomes.	2.1	Support the inclusion of a local planning scheme provision to recognise the development potential of zoned land where residential development has occurred at a higher density than what is shown on the scheme map.	Section 4.2.1 of Part 2	Immediate (less than 1 year)

Issue/Opportunity	Planning Direction		Action		Rationale	Timeframe
	3	Maximising infill opportunities and optimising street frontage of corner lots.	3.1	Support the inclusion of a local planning scheme provision to support corner lot subdivision and development where the land is coded between R10 and R35, consistent with Development Control Policy 2.2 – Residential Subdivision.	Section 4.2.1 of Part 2	Immediate (less than 1 year)
Built form and character	4	Conserving and enhancing the Town's urban tree canopy.	4.1	Support the inclusion of local planning scheme provisions to facilitate the protection and retention of trees.	Section 4.2.2 of Part 2	Short term (1-5 years)
	5	Facilitating high quality and positive built form outcomes that contribute to the Town's character.	5.1	Support the inclusion of a local planning scheme provisions relating to the establishment and operation of a Design Review Panel.	Section 4.2.2 of Part 2	Short term (1-5 years)
Cultural heritage	6	Identify places with cultural significance in accordance with the <i>Heritage Act 2018</i> .	6.1	Following adoption of a Local Heritage Survey, prepare a revised Local Heritage List for adoption in the local planning framework.	Section 4.2.3 of Part 2	Short term (1-5 years)
Activity Centres	7	Provide for the coordinated land use, development and subdivision of district level	7.1	Prepare precinct structure plans for the Bassendean and Ashfield District Centres.	Section 4.2.4 of Part 2	Short to medium term (1-10 years)

Issue/Opportunity	Planning Direction		Action		Rationale	Timeframe
		activity centres.				
	8	Ensuring consistency with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and providing for integrated development options.	8.1	Introduce the mixed-use zone, zone objectives and associated land use permissibility into the local planning scheme.	Section 4.2.4 of Part 2	Short term (1-5 years)
	9	Provide a hierarchy and network of activity centres that meets community need and provides social, economic and environmental benefits.	9.1	Introduce the local centre and district centre zone and zone objectives into the local planning scheme	Section 4.2.4 of Part 2	Short term (1-5 years)
	10	Streamline the local planning framework by integrating relevant local planning policies into a Precinct Structure Plan.	10.1	Revoke LPP 1 – Bassendean Town Centre Strategy and Guidelines and LPP 10 Window Security for Non-Residential Property Façades.	Section 4.2.4 of Part 2	Short term (1-5 years)
Public Open Space and Community Facilities	11	Provide the strategic rationale for the Town to pursue the requirement for a cash-in-lieu public open space contribution at the subdivision application stage to ensure a minimum standard and amount of public open	11.1	Undertake a public open needs assessment to determine the standard, the distribution, and any deficiencies of, the Town's public open space	Section 4.2.5 of Part 2	Medium term (5-10 years)

Issue/Opportunity	Planning Direction	Action	Rationale	Timeframe
	space is provided within the Town.			
	12 Ensure residential development within the suburb of Bassendean is complemented by adequate, well-located areas of public open space that will enhance the amenity of the development and provide for the recreational needs of local residents.	12.1 Reserving 27 Hyland Street as Public Open Space	Section 4.2.5 of Part 2	Medium term (5-10 years)
		12.2 Reviewing the open space reservation that applies to 17 Harcourt Street and 18 Anstey Road.		
		12.3 Investigate reserving select land parcels which are owned by the Town in fee simple, as public open space under the local planning scheme.	Section 4.2.5 of Part 2	Medium term (5-10 years)
		12.4 Investigate the potential of the Town purchasing of residential lots for reclassification to public open space under the local planning scheme.	Section 4.2.5 of Part 2	Medium term (5-10 years)
	13 Reduce the impact of flooding on people, property and infrastructure.	13.1 Investigate the inclusion of a Special Control Area and associated provisions within the local planning scheme for development on land within flood prone areas.	Section 4.2.6 of Part 2	Short term (1-5 years)

3.3 Economy and employment

3.3.1 Planning Issue/Opportunity No.7 – Activity Centres

The Eden Hill, Ida Street Local Centres and the Ashfield and Bassendean District Centres provide an employment basis via its retail and commercial functions.

The Ida Street Local Centre contains a number of tenancies, including shops, fast food outlets and a liquor store. This centre is expected to largely continue operating as is and no material changes are proposed. The Eden Hill Local Centre site, however, is recognised as having significant redevelopment potential given the existing building on the site is unoccupied and delapidated. This is anticipated to have implications for the Town's employment and economic profile.

The Town will need to undertake a retail needs assessment to understand the Town's current and future commercial needs and what the implications are for the local planning scheme. This is expected to occur through the investigations for Planning Areas D and E. In the interim, the existing footprint of the local centres is expected to remain.

The Bassendean District Centre is strategically located in proximity to two railway stations and provides for a mix of shop, restaurant, recreational and civic uses. To accommodate future growth, the Town has identified a need to increase residential development opportunities in the centre. To ensure the mix of land uses permissible in the centre are provided in an integrated manner and are sympathetic to the existing character and surrounding residential area, the Town plans to prepare a precinct structure plan for the area designated as Planning Area A on the Strategy map. To ensure adequate retail floor space is provided in the centre to support the future residential population, the Town will prepare a retail needs assessment to inform the precinct structure plan.

The Ashfield District Centre is currently confined to a small number of shops commensurate to a local centre. Investigations for the area shown as Planning Area B on the Strategy Map will contemplate expansion of the centre and land use mix, to accord with its district centre classification, in the longer term.

3.3.2 Planning Issue/Opportunity No.8 – Industry

The Ashfield Industrial Centre is the only industrial area within the Town and it occupies an area of approximately 135 hectares. The local planning strategy recognises the area as comprising of five precincts, each characterised by industry scale, industry type, age and quality of development. It contains a range of light and general industrial land uses including distribution centres, warehouses, manufacturing, service industry and offices. Given its size, function and proximity to the Perth CBD, is recognised by the Frameworks as a regionally significant industrial area serving as a major employment area and contributing to both the local and broader economy.

Given its strategic importance, the local planning strategy does not contemplate any expansion of, or significant changes to, the Ashfield Industrial Area.

The local planning strategy is also focused on continuing the protection of the area from incompatible land uses by way of appropriate development and zoning controls under the local planning scheme. Land use transition through zoning arrangements and designating appropriate land use permissibility under the local planning scheme is the recommended approach. In addition, the Town's existing Local Planning Policy No.6 – Industrial Development is also intended to continue operating and inform decision making for industrial proposals within the Ashfield Industrial Centre.

3.3.3 Planning Issue/Opportunity No.9 –Tourism

The Town does not have any designated tourist sites; however, the Railway Museum and Bassendean Markets are recognised as providing local and regional tourism value. The Railway Museum is located within the Ashfield Industrial Area, recognised under the Local Heritage List and is not proposed to change under the local planning strategy. The Bassendean Markets operate year-round from Old Perth Road and within the Bassendean District Centre. There are no direct implications for the Railway Museum and Bassendean Market sites under the local planning scheme.

Inclusion of new short-term accommodation land uses within the local planning scheme will provide additional opportunities for tourism accommodation within the Town and within proximity to the Perth CBD.

Table 2 - Economy and employment – planning directions and actions

Issue/Opportunity	Planning Direction		Action		Rationale	Timeframe
Activity Centres	14	Ensure there is sufficient supply and distribution of retail and commercial floorspace to meet the needs of the Town's current and future population.	14.1	Undertake a retail needs assessment to determine the retail needs for the Town's current and future population, and ensure a sufficient supply of land zoned for commercial purposes is provided under the local planning scheme.	Section 4.3.1 of Part 2	Short term (1-5 years)
			14.2	Zone the Eden Hill and Ida Street centres Local Centre under the local planning scheme to facilitate land uses which provide for the day-to-day retail needs of the local community.	Section 4.3.1 of Part 2	Immediate (less than 1 year)
Tourism	15	Utilise the Town's proximity to the Perth CBD and	15.1	Consider increasing tourist accommodation within the Town by incorporating new	Section 4.3.3 of Part 2	Immediate (less than 1 year)

		access to public transport to maximise its tourism opportunities.		short-term accommodation land uses into the local planning scheme.		
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3.4 Environment

3.4.1 Planning Issue/Opportunity No.10 – Natural areas

The Town is highly urbanised with the few remaining natural areas within the Town considered to be of high biodiversity value. The natural areas of environmental significance within the Town include the Swan River, the Ashfield Flats, Bindaring Park/Pickering Park and Bennet Brook. These areas provide essential habitat to flora and fauna within the urban environment. Activities which occur in proximity to them can impact upon the health and function of their ecological communities. Therefore, managing the environmental impact of land uses within the Town is essential to conserving and protecting the Town's water resources.

The threats to natural areas within urban areas include erosion, disease, clearing for development, bushfire, high nutrients, pollution and weed invasion. To conserve its natural areas, the Town has a number of environmental policies, plans and procedures in place, including weed management, revegetation programs, water monitoring and a water sensitive urban design local planning policy.

A key objective of the Town's Strategic Community Plan is to conserve, enhance and repair natural areas. Accordingly, the Town will continue to protect and conserve wetland areas such as Bindaring Park via reservation and acquisition of land within the Town Planning Scheme 4A Area. The Town is also enhancing existing drainage lines by converting open drains into living streams to provide habitat, recreation, cooling benefits and water quality improvements. To recognise the recreational function provided by the conversion of drainage reserves, the Town will consider reclassifying them from Public Purpose to Public Open Space under the local planning scheme.

3.4.2 Planning Issue/Opportunity No.11 – Climate change

The Town seeks to protect environmental assets and manage environmental impacts by initiating and driving innovative waste management and renewable energy practices and implementing water wise and urban forest projects. The local planning strategy proposes to achieve these aims through changes to the local planning policy framework including the preparation of two local planning policies that focus on sustainable design and building practices.

Table 3 - Environment - planning directions and actions

Issue/Opportunity	Planning Direction	Action	Rationale	Timeframe
Natural Environment	16 Protect environmental values within the Town and improve the amenity of natural areas	16.1 Reclassify drainage reserves upgraded to 'living streams' from Public Purpose to Public Open Space to increase public open space amenity.	Section 4.4.1 of Part 2	Short term (1-5 years)

		for the community.				
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3.5 Infrastructure

3.5.1 Planning Issue/Opportunity No.12 – Transport network

The Town contains three train stations being Ashfield Station, Bassendean Station and Success Hill Station, and various high frequency transit corridors. To optimise access to public transport and promote public transport use, the areas around the train stations and high frequency transport corridors are identified for future residential intensification. In respect of the transport network, intensification within these areas will need to address and manage noise, traffic, access, and parking impacts.

Development in proximity to the railway and regional roads will need to address transport noise impacts to ensure acceptable levels of acoustic amenity can be achieved through reasonable design measures. Transport noise impacts are therefore identified as a key consideration for planning areas in proximity to transport infrastructure, to ensure that any significant constraints are considered at the earliest stages of the planning process.

To avoid any adverse impacts upon the operational efficiency of the regional transport network, the local planning strategy recognises that future investigations, undertaken for the planning areas, will need to ensure traffic generated by future development can be appropriately managed. Thus, a traffic impact assessment will need to be completed to support structure plans or changes to the local planning scheme being implemented.

To manage traffic impacts associated with new development, precinct planning will seek to reduce access points onto regional roads by minimising the creation of new crossovers and providing for existing access arrangements to be rationalised, where possible. In this respect, the Town contains several rights-of-ways which present opportunities to provide alternative access to properties fronting regional roads such as Guildford Road or high frequency transit corridor such as Ivanhoe street. Accordingly, an action of the local planning strategy is to prepare a local planning policy to provide design guidance for upgrades to existing rights-of-ways within the town.

To manage the supply of parking across the Town, particularly within the town centre and surrounds, the Bassendean Transport Study identifies the need to prepare a town-wide parking strategy to replace it's 2011 plan. It is intended that the revised plan will incorporate parking caps in recognition of transport orientated design principles and to manage the impact of future traffic associated with anticipated growth.

3.5.2 Planning Issue/Opportunity No.13 – Telecommunications

A number of existing telecommunication infrastructure facilities exist within the Town, however, noting the potential amenity impacts associated with 'high impact' telecommunications infrastructure, it is the Town's preference that future telecommunications infrastructure be located within established industrial areas.

The local planning strategy proposes that provision for a telecommunications infrastructure land use be made in all zones within a local planning scheme, consistent with state planning

policy. Therefore, land use permissibility will be carefully considered further through the preparation of new local planning scheme.

3.5.3 Planning Issue/Opportunity No.14 – Servicing

Reticulated water, power, gas, drainage and telecommunications infrastructure is available to all areas within the municipality. Much of the municipality is also serviced with reticulated sewerage, although a large part of the industrial area and several localised residential street blocks remain unsewered. The absence of sewer in some areas places localised constraints on development, and in response, residential areas are recommended to remain coded R5.

In response to anticipated dwelling growth, servicing upgrades may be required to the sewer and scheme water system and the gas distribution network. This will need to be considered in consultation with relevant service providers. Through future stages of planning, the Town will also investigate capacity of its stormwater infrastructure to ensure the system can suitably accommodate growth. The Town is also currently exploring options for the undergrounding of power within the suburb of Eden Hill for the purposes of improving streetscape and public safety. Actions with the local planning strategy are recommended accordingly.

Table 4 - Infrastructure - planning directions and actions

Issue/Opportunity	Planning Direction		Action		Rationale	Timeframe
Transport Network	17	Mitigate traffic impacts on the local road network by utilising existing rights-of-way within the Town to provide alternative access for infill development.	17.1	Undertake a needs assessment to determine the extent of upgrades, if any, to existing rights-of-way to provide vehicular access to infill development.	Section 4.5.1 Part 2.	Short term (1-5 years)
	18	Ensure transport noise impacts are appropriately addressed to ensure acceptable levels of acoustic amenity can be achieved through reasonable design measures.	18.1	Consider establishing a Special Control Area for noise attenuation for land affected by transport noise.	Section 4.5.1 Part 2.	Immediate (less than 1 year)
Telecommunications	19	Ensure provision of telecommunications infrastructure to meet the needs of the community.	19.1	Recommend support for the zoning table within the new Local Planning Scheme to make provision for telecommunications	Section 4.5.2 of Part 2	Immediate (less than 1 year)

				infrastructure in all zones		
Servicing	20	Ensure provision of essential services to meet the needs of the community.	20.1	Liaise with servicing agencies to determine service infrastructure capacity within the Town and confirm that areas identified for intensification can be appropriately serviced as and when required.	Section 4.5.3 of Part 2	Ongoing
	21	Improve the amenity of the Town's streetscapes.	21.1	Explore options for the undergrounding of power infrastructure within the suburb of Eden Hill.	Section 4.5.3 of Part 2	Short term (1-5 years)

4 Planning Areas

4.1 Overview

Consistent with the principles of urban consolidation, the local planning strategy identifies six planning areas for land use intensification. Three additional residential planning areas are proposed for the purposes of reviewing existing base and split coding arrangements. The rationale, context, along with the proposed land use and density arrangements for each planning area is summarised in Table 6 – Investigation Planning Areas – Planning Directions and Actions and discussed further in Section 5 of Part 2.

To provide for a coordinated approach to infill, various land use planning considerations are outlined for each planning area and these will require investigation to inform future stages of planning. Generally, ad hoc planning proposals within any planning area will not be supported until such time that the relevant planning investigations have been undertaken and where relevant, incorporated into the local planning scheme. It is also acknowledged that planning areas may be the subject of further minor refinements through these detailed planning stages.

The planning areas are expected to accommodate the dwelling yields as outlined in Table 5 – Dwelling Yields in Planning Areas. As this is anticipated to occur over a 15-year timeframe, it is acknowledged this demonstrates a staged approach towards achieving the Perth and Peel to 2050 dwelling targets.

Table 5 - Estimated dwelling yields by planning area

Estimated dwelling growth scenario			
Planning Area	Low-growth	Mid-growth	High-growth

A	Bassendean District Activity Centre	1209	1692	2175
B	Ashfield District Activity Centre	299	418	537
C	Guildford Road Urban Corridor	86	120	155
D	Ivanhoe Street Urban Corridor - North	407	569	732
E	Ivanhoe Street Urban Corridor - South	84	118	151
F	Lord Street Urban Corridor	239	334	429
G	Bassendean – Eden Hill Coding Review	104	145	186
H	Bassendean – Ashfield Coding Review	422	591	760
I	Eden Hill Coding Review	40	56	72
	TOTAL	2,888	4,043	5,198

Table 6 - Investigation planning areas – planning directions and actions

Planning Area	Planning Direction		Action		Rationale	Matters to be considered	Timeframe
Planning Area A – Bassendean District Activity Centre	22	Support urban and economic development of the activity centre by optimising employment opportunities, facilitating land use diversification and accommodating residential intensification.	22.1	Prepare a Precinct Structure Plan;	Section 5.1 of Part 2	<ul style="list-style-type: none"> • Density ranges • Heritage • Land use mix • Noise mitigation • Residential interface • Retail needs assessment • Servicing infrastructure capacity • Traffic impacts 	Immediate (less than 1 year)
			22.2	Applying a District Centre zone under the local planning scheme.			
Planning Area B – Ashfield District Activity Centre	23	Support urban and economic development of the activity centre by optimising employment opportunities, facilitating land use diversification and accommodating residential intensification.	23.1	Prepare a Precinct Structure Plan	Section 5.2 of Part 2	<ul style="list-style-type: none"> • Density ranges • Extent of precinct boundary • Industrial Interface • Land use mix • Local government interface • Residential interface • Retail needs assessment • Servicing infrastructure capacity • Traffic impacts 	Medium Term (5 – 10 years)

Planning Area	Planning Direction		Action		Rationale	Matters to be considered	Timeframe
Planning Area C – Guildford Road Urban Corridor	24	To provide for land use intensification, land use mix and housing diversity within proximity to high frequency public transport amenities.	24.1	Undertake studies to inform zoning, coding and land use permissibility arrangements under the local planning scheme.	Section 5.3 of Part 2	<ul style="list-style-type: none"> • Density ranges • Heritage • Noise mitigation • Traffic impacts • Transitional density arrangements • Servicing infrastructure capacity • Staging and sequencing 	Medium Term (5 – 10 years)
Planning Area D – Ivanhoe Street Urban Corridor - South	25	To provide for land use intensification, land use mix and housing diversity within proximity to activity centres and high frequency public transport amenities.	25.1	Undertake studies to inform zoning, coding and land use permissibility arrangements under the local planning scheme.	Section 5.4 of Part 2	<ul style="list-style-type: none"> • Density ranges • Existing split coding arrangements • Industrial interface • Noise mitigation • Traffic impacts • Servicing infrastructure capacity • Staging and sequencing 	Medium Term (5 – 10 years)
Planning Area E - Ivanhoe Street Urban Corridor - North	26	To provide for land use intensification, land use mix and housing diversity within proximity to local centres and high frequency public transport amenities.	26.1	Undertake studies to inform zoning, coding and land use permissibility arrangements under the local planning scheme.	Section 5.5 of Part 2	<ul style="list-style-type: none"> • Density ranges • Existing split coding arrangements • Land use mix • Local government interface 	Medium Term (5 – 10 years)

Planning Area	Planning Direction		Action		Rationale	Matters to be considered	Timeframe
						<ul style="list-style-type: none"> Noise mitigation Servicing infrastructure capacity Staging and sequencing Traffic impacts Transition of density arrangements 	
Planning Area F – Lord Street Urban Corridor	27	To provide for land use intensification, land use mix and housing diversity within proximity to public transport amenities.	27.1	Undertake studies to inform zoning, coding and land use permissibility arrangements under the local planning scheme.	Section 5.6 of Part 2	<ul style="list-style-type: none"> Bush fire Density ranges Existing split coding arrangements Land use mix Local government interface Noise mitigation Traffic impacts Transition of density arrangements Servicing infrastructure capacity Staging and sequencing 	Medium Term (5 – 10 years)
Planning Area G – Bassendean – Eden Hill Coding Review	28	Retain low density suburban character to contribute to a range of housing typologies within the Town.	28.1	Rationalise existing density arrangements within the existing urban footprint areas by removing dual codes and applying an R20 density code.	Section 5.7 of Part 2	<ul style="list-style-type: none"> Non-conforming density arrangements 	Immediate (less than 1 year)

Planning Area	Planning Direction		Action		Rationale	Matters to be considered	Timeframe
Planning Area H Bassendean – Ashfield Coding Review	29	To provide for transparency and legibility for subdivision and development requirements under the local planning scheme	29.1	Normalise density arrangements within the existing urban footprint areas by applying a singular density code to sites subject of split coding where build out has occurred.	Section 5.8 of Part 2	<ul style="list-style-type: none"> Existing built form Heritage 	Immediate (less than 1 year)
Planning Area I – Eden Hill Coding Review	30	To reflect the prevailing lot sizes within the local government area and the Perth metropolitan region.	30.1	Normalise density arrangements within the existing urban footprint areas by applying a singular density code to sites subject of split coding where build out has occurred.	Section 5.9 of Part 2	<ul style="list-style-type: none"> Bush fire Existing built form 	Immediate (less than 1 year)
			30.2	Increasing the base density code from R17.5 to R20			

5 Strategy map

Figure 1 – local planning strategy map

6 Implementation and review

Following the publication of its local planning strategy, the Town will undertake regular monitoring and review to ensure its effective implementation and compliance with the Regulations. Implementation of the local planning strategy will occur through implementation and review of the actions proposed in Sections 3 and 4 and through local planning scheme preparation, review and administration. In broad terms, this will involve:

- Implementation of the recommended actions within the specified timeframes;
- The short term preparation of a new Local Planning Scheme No. 11 to replace the existing Local Planning Scheme No. 10;
- Aligning the local planning scheme consistent with the model provisions of the Regulations;
- Every five years, undertaking a comprehensive review of the local planning scheme and local planning strategy in the form of a report for review. The report of review will include a basic assessment of the status of all of the actions from the local planning strategy to confirm whether actions are either completed, in progress, not commenced or no longer relevant.

In addition to the report of review and any outcomes of this process, it is also recognised that an amendment to the local planning strategy may be necessary from time to time. Such circumstances may include, but are not limited to:

- Updating the local planning strategy consistent with manner and form approved by the Commission;
- To apply any new or amended state or regional planning policy;
- To incorporate the recommendations of any study, needs assessment, plan, sub-strategy where they relate to land use planning; and
- To reflect any changes as a result of the review, or creation of a new Strategic Community Plan.

**TOWN OF BASSENDEAN
LOCAL PLANNING STRATEGY
PART 2 – BACKGROUND INFORMATION
AND ANALYSIS**

JUNE 2022

1 Introduction

The purpose of Part 2 is to provide the rationale and evidence base for Part 1. It provides the relevant background information and analysis which supports the planning directions and actions outlined within Part 1 of the local planning strategy. This part provides a summary of the relevant State, regional and local planning contexts and their implications for the local planning strategy. A local government profile is also included that provides a presentation and analysis of information relating to the demographic profile of the Town and the key planning issues and opportunities influencing future development and land use within the Town.

2 State and Regional Planning Context

2.1 State Planning Strategy 2050

The State Planning Strategy provides the strategic context and basis for the coordination and integration of land use planning and development across Western Australia, regional and local levels. It contemplates a future in which high standards of living, improved public health and an excellent quality of life are enjoyed by present and future generations of Western Australians.

The State Planning Strategy proposes that diversity, liveability, connectedness and collaboration must be central to achieving the vision of sustained growth and prosperity for Western Australia, and establishes principles, strategic goals and directions to ensure the development of the State progresses towards this vision.

2.2 State Planning Policies

State Planning Policies (SPP's) are prepared under Part 3 of the *Planning and Development Act 2005* and provide the highest level of planning policy control and guidance in Western Australia. SPPs considered to be specifically relevant to the Town are outlined and described in Table 6.

Table 6: State Planning Policy Overview and local planning strategy implications and responses

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
SPP 1 – State Planning Framework	<p>SPP 1.0 restates and expands on the key principles of the State Planning Strategy in planning for sustainable lands use and development. It brings together existing State and regional policies, strategies and guidelines within a central State Planning Framework, which provides a context for decision making on land use and development in Western Australia.</p> <p>The Framework informs the Western Australian Planning Commission (WAPC), local government and others involved in the planning</p>	<p>This Strategy has been prepared having regard to the requirements of the State Planning Framework of Western Australia, including relevant State Planning Policies applicable to the Town.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	<p>process on State level planning policy which is to be taken into consideration, and given effect to, in order to ensure integrated decision-making across all spheres of planning.</p> <p>The Framework identifies relevant policies and strategies used by the WAPC in making decisions and may be amended from time to time. The Framework is the overarching SPP. Additional SPPs set out the WAPC's policy position in relation to aspects of the State Planning Strategy principles.</p>	
SPP 2.0 – Environment and Natural Resources Policy	<p>SPP 2.0 is a broad sector policy and provides guidance for the protection, management, conservation and enhancement of the natural environment. The policy promotes responsible planning by integrating environment and natural resource management with broader land use planning and decision-making.</p> <p>SPP 2.0 outlines general measures for matters such as water, air quality, soil and land quality, biodiversity, agricultural land and rangelands, basic raw materials, marine resources, landscapes and energy efficiency. These general measures should be considered in conjunction with environmentally-based, issue-specific state planning policies which supplement SPP 2.0.</p>	<p>The key environmental and natural resources within Town have been considered in the development of the Strategy.</p> <p>The Strategy provides mechanisms for the protection and retention of trees and to encourage sustainable building practices via the use of a local planning policy and/or Scheme provisions.</p>
SPP 2.8 – Bushland Policy for the Perth Metropolitan Region	SPP 2.8 seeks to provide a policy and implementation framework that will ensure bushland protection and management issues in the Perth Metropolitan Region are	A portion of Bush Forever site 214 covers land owned by the Town on Villiers Street, and encompasses the Ashfield Flats Regional Reserve under the Metropolitan Region Scheme. In

<i>State Planning Policy</i>	<i>Policy Overview</i>	<i>Local Planning Strategy Implications and Responses</i>
	<p>appropriately addressed and integrated with broader land use planning and decision-making. The primary purpose of the policy is to secure the long-term protection of biodiversity and associated environmental value sites, being Bush Forever areas.</p> <p>The policy recognises the protection and management of significant bushland areas as a fundamental consideration in the planning process, while also seeking to integrate and balance wider environmental, social and economic considerations.</p> <p>The policy supports the preparation of local bushland protection strategies to enable the identification of locally significant bushland sites for protection and management outside Bush Forever areas.</p>	<p>partnership with the Department of Planning, Lands and Heritage, the Town will continue to seek protection and manage significant bushland within Bush Forever site 214 and surrounding areas of environmental significance.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
Draft SPP 2.9 – Planning for Water	<p>The objectives of draft SPP 2.9 include:</p> <ul style="list-style-type: none"> • Protect and improve the environmental, social, cultural and economic values of the State's water resources. • Ensure the secure and sustainable supply, use and re-use of water resources. • Ensure future development is resilient to the water-related impacts of climate change. • Minimise future costs and protect public health by ensuring that appropriate wastewater infrastructure is provided. <p>Of significant importance to the Town, given its riverside location, the draft Policy seeks to manage the risk of riverine flooding to people, property and infrastructure. The draft policy has a presumption against rezoning, subdividing or proposing additional development that intensifies land use within a defined floodway.</p>	<p>Protect and conserve wetland areas such as Bindaring Park via reservation and acquisition of land within the Town Planning Scheme 4A area.</p> <p>Planning settings are to be applied to limit land use intensification for properties affected by riverine flooding.</p>
SPP 3.0 – Urban Growth and Settlement	<p>SPP 3.0 is a broad sector policy that sets out the principles and considerations which apply to planning for urban growth and settlement in Western Australia. The purpose of the policy is to facilitate sustainable patterns of urban growth and settlement by setting out the requirements of sustainable settlements and communities and the broad policy for accommodating growth and change.</p> <p>SPP 3.0 outlines general measures to create sustainable communities, plan</p>	<p>Urban growth shall predominantly be facilitated in the Town's existing centres such including Ashfield and Bassendean District Centres to make optimal use of existing infrastructure and services. In addition, this Strategy will provide for targeted increases in density in appropriate locations to provide for additional infill development within the Town.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	liveable neighbourhoods, coordinate services and infrastructure, manage rural-residential growth and plan for aboriginal communities. These general measures should be considered in conjunction with issue-specific urban growth and settlement state planning policies which supplement SPP 3.0.	
SPP 3.5 – Historic Heritage Conservation	<p>SPP 3.5 sets out the principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage. The policy seeks to conserve places and areas of historic heritage significance and to ensure development does not adversely affect the significance of heritage places and areas.</p> <p>SPP 3.5 primarily relates to historic cultural heritage noting that aboriginal heritage and natural heritage are protected by other legislative instruments. Historic cultural heritage includes heritage areas, buildings and structures, historic cemeteries and gardens, man-made landscapes and historic or archaeological sites with or without built features.</p> <p>The policy contains development control principles and considerations for decision-makers for where development is proposed within a heritage place and heritage area. The policy also states that care should be taken by decision-makers to minimise the extent to which land use zoning and other planning controls conflict with, or undermine, heritage conservation objectives.</p>	<p>The Strategy recommends the investigation and establishment of Heritage Areas (and an associated local planning policy), under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. The development assessment and control of properties, buildings and areas with significant heritage values within the Town is to be guided by this policy, as is the preparation of a future local planning policy addressing built form outcomes for character and heritage areas.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
SPP 3.6 – Infrastructure Contributions	<p>SPP 3.6 sets out the principles and requirements that apply to both development and community infrastructure in new and established areas. Its primary purpose is to promote the efficient and effective provision of public infrastructure to meet the demands arising from population growth and development. The policy is intended to apply across all development settings, including urban, industrial and greenfield growth areas and regional towns.</p> <p>Implementation of this policy is primarily through local planning schemes, improvement schemes or structure plans as well as subdivision and development proposals. In determining the suitability for infrastructure contributions, decision-makers are required to consider six underlying principles, including need and nexus, transparency, equity, certainty, consistency and accountability.</p> <p>SPP 3.6 is supplemented by the Infrastructure Contribution Implementation Guidelines (the Guidelines) that provide additional information regarding the preparation and operation of development contribution plans (DCPs) in areas where coordinated development of infrastructure and cost-sharing is required.</p> <p>The Guidelines recognise that the DCP must have a strategic basis and be linked to the local planning strategy and strategic infrastructure plan and program which identify the infrastructure and facilities</p>	<p>Future development and redevelopment will require the provision of new and/or upgraded infrastructure, which can be funded in a number of ways. Any Precinct Structure Plans for the Bassendean and Ashfield areas will consider the future infrastructure needs and the merits of establishing a formalised cost sharing arrangement or via the form of delivering contributions as outlined in State Planning Policy 3.6 - Infrastructure Contributions.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	required over the life of the DCP (generally up to 10 years for new greenfield development, or longer for the delivery of citywide Community Infrastructure), and the cost and revenue sources for the provision of the infrastructure.	
SPP 3.7 – Planning in Bushfire Prone Areas	<p>SPP 3.7 provides a framework in which to implement effective, risk-based land use planning and development outcomes to preserve life and reduce the impact of bushfire on property and infrastructure. The policy emphasises the need to identify and consider bushfire risks in decision-making at all stages of the planning and development process whilst achieving an appropriate balance between bushfire risk management measures, biodiversity conservation and environmental protection.</p> <p>The policy applies to all land which has been designated as bushfire prone by the Fire and Emergency Services Commissioner as well as areas that may have not yet been designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.</p> <p>SPP 3.7 should be read in conjunction with the deemed provisions, Guidelines for Planning in Bushfire in Prone Areas and Australian Standard 3959: Construction of buildings in Bushfire Prone Areas.</p>	The policy will impact upon land use and development within identified bushfire prone areas, including the surrounds of the Ashfield Flats, Bindaring Park and Success Hill Reserve. Changes in land use or development intensity within these areas will require justification against SPP 3.7. Further residential intensification will be located such that it avoids areas designated as bushfire prone. Land subject to planning areas will be considered following further investigation.
State Planning Policy 4.1 – Industrial Interface	SPP 4.1 guides planning decisions with the aim of protecting the long-term future operation of industry and infrastructure facilities, by	The Strategy recognises the Ashfield Industrial Centre as the only industrial area within the Town and focuses on the protection of this area from

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	<p>avoiding encroachment from sensitive land uses and potential land use conflicts.</p> <p>The policy notes that local planning strategies should:</p> <ol style="list-style-type: none"> Identify areas for strategic, general and light industry; Identify all existing Prescribed Premises and land uses with off-site risks regulated under the relevant regulatory framework and ensure proposals are referred to the regulating agency for technical advice; Identify designated statutory buffers and the compatible land uses appropriate in the buffer; and, Provide a framework for managing potential transitions from industrial zoning to a sensitive zone to avoid conflict between existing industry and new sensitive uses. 	<p>incompatible land use. In accordance with the provisions of SPP 4.1, the continued protection of the area and management of transitional interfaces through land use permissibility is identified as a priority.</p>
SPP 4.2 – Activity Centres	<p>SPP 4.2 and its Guidelines applies to the preparation and assessment of the relevant components of planning instruments that relate to activity centres within the Metropolitan (Perth), Peel and Greater Bunbury Region Scheme areas. SPP 4.2 seeks to provide a consistent approach for the planning and development of a hierarchy and network of activity centres that meets community needs, and provides economic and environmental benefits, enables the distribution of a broad range of goods and services, and facilitates retail,</p>	<p>Ashfield and Bassendean Town Centre are identified as District Centres under the SPP 4.2 Framework, reflected in this Strategy. The Strategy designates Eden Hill and Ida Street as Local Centres. Precinct Structure Plans are to be prepared in accordance with the LPS Regulations over the Town's District Centres in accordance with the provisions of this policy and SPP 7.2 Precinct Design, as identified on the strategy map.</p> <p>Further, the Strategy includes a range of actions to ensure proposed activity centres develop in accordance with the functions,</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	<p>commercial and mixed used developments.</p> <p>SPP 4.2 encourages the preparation of precinct structure plans for strategic, secondary, district and specialised activity centres. Neighbourhood and local activity centres may require either a precinct structure plan or local development plan, at the discretion of the decision-maker.</p>	<p>characteristics and performance targets outlined under SPP 4.2.</p>
SPP 5.2 – Telecommunications infrastructure	<p>SPP 5.2 recognises telecommunications infrastructure as an essential service and aims to balance the need for this infrastructure and the community interest in protecting the visual character of local areas. The policy aims to provide clear guidance pertaining to the siting, location and design of telecommunications infrastructure and sets out specific exemptions for where the policy requirements do not apply.</p> <p>Decision-makers should ensure that telecommunications infrastructure services are located where it will facilitate continuous network coverage and/or improved telecommunications services to the community whilst not comprising environmental, cultural heritage, social and visual landscape values.</p>	<p>The Strategy should ensure the zoning table within the new Local Planning Scheme provides for telecommunications infrastructure in all zones, in accordance with the requirements of SPP 5.2</p>
SPP 5.4 – Road and Rail Noise	<p>SPP 5.4 provides guidance for the performance-based approach for managing and mitigating transport noise associated with road and rail operations.</p> <p>This policy applies where noise sensitive land uses are</p>	<p>SPP 5.4 will inform the preparation of the Precinct Structure Plans for the Bassendean and Ashfield District Centres. It will also inform the various investigations provided by the Strategy, particularly in relation to urban corridors.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	<p>located within a specified distance of a transport corridor, new or major road or rail upgrades are proposed or where works propose an increase in rail capacity resulting in increased noise. The policy also sets out specific exemptions for where the policy requirements do not apply.</p> <p>SPP 5.4 supports noise impacts being addressed as early as possible in the planning process for the purpose of avoiding land use conflict and achieving better land use planning outcomes. Considerations for decision-makers include ensuring that the community is protected from unreasonable levels of transport noise, whilst also ensuring the future operations of transport corridors.</p> <p>SPP 5.2 is supplemented by the Road and Rail Noise Guidelines.</p>	
SPP 7.0 – Design of the Built Environment	<p>SPP 7.0 is a broad sector policy relevant to all local governments. The policy sets out the objectives, measures, principles and processes which apply to the design and assessment of built environment proposals through the planning system. It is intended to apply to activity precinct plans, structure plans, local development plans, subdivision, development and public works.</p> <p>The policy contains ten design principles which set out specific considerations for decision-makers when considering the above proposals. These include, context and character, landscape quality, built form</p>	<p>The Strategy recommends LPS 11 include provisions relating to the establishment and operation of a Design Review Panel. Any Design Review Panel is to give due regard to the 10 Design Principles outlined under SPP 7.0 in the assessment of relevant planning frameworks such as Precinct Structure Plans, Local Development Plans and in the assessment of development applications.</p>

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
	<p>and scale, functionality and build quality, sustainability; amenity, legibility, safety, community and aesthetics. The policy also encourages early and on-going discussion of design quality matters and the use of design review.</p> <p>These principles should be considered in conjunction with the range of supporting State Planning Policies that provide design quality guidance for specific types of planning and development proposals.</p>	
SPP 7.2 – Precinct Design	<p>SPP 7.2 provides guidance for precinct planning with the intent of achieving good planning and design outcomes for precincts within Western Australia. The policy recognises that there is a need to plan for a broader range of precinct-based contexts and conditions to achieve a balance between greenfield and infill development. Objectives of the policy include ensuring that precinct planning and design processes deliver good-quality built environment outcomes that provide social, economic and environmental benefit to those who use them.</p> <p>Precinct types include activity centres, station precincts, urban corridors, residential infill and heritage precincts. These areas are recognised as requiring a high-level of planning and design focus in accordance with a series of precinct outcome considerations as outlined in the policy. The policy also encourages the use of design review.</p>	The Strategy identifies two areas, the Ashfield and Bassendean Town Centre District Centres, which require further detailed planning, potentially through the preparation of a precinct structure plan.
State Planning Policy 7.3 –	SPP 7.3 – Residential Design Codes Volume 1 and 2	The Strategy provides for the Town to investigate changes to

State Planning Policy	Policy Overview	Local Planning Strategy Implications and Responses
Residential Design Codes Volumes 1 and 2 (SPP 7.3)	<p>provides the basis for the control of residential development throughout Western Australia for single houses, grouped dwellings and multiple dwellings. The purpose of the policy is to address emerging design trends, promote sustainability, improve clarity and highlight assessment pathways to facilitate better outcomes for residents. They are also used for the assessment of residential subdivision proposals.</p> <p>The policy outlines various objectives for residential development, planning governance and development process and sets out information and consultation requirements for development proposals. The policy also makes provision for aspects of specified design elements to be varied through the local planning framework.</p> <p>SPP 7.3 - Residential Design Codes Volume 1 and 2 should be read in conjunction with the supporting Guidelines.</p>	<p>residential densities in designated planning areas. These investigations shall include a review of the prevailing neighbourhood character and context, as guided by Appendix A2 – Streetscape Character Types of SPP 7.3 (Volume 2), with a view to ensuring that any transition continues to preserve local amenity. Importantly, some specific matters to be considered include density transitions for urban corridors as well as split coding and other non-conforming density arrangements.</p> <p>The Strategy recognises the role of Volumes 1 and 2 of SPP 7.3 in informing such investigations, the preparation of new local planning policies and the preparation of LPS 11. Local planning policies for specific design elements may include those related to character conservation and front boundary fencing.</p>

2.3 Regional Planning Context

The WAPC prepares various regional planning instruments to guide land use and development at the regional and sub-regional level, including Regional and Sub-Regional planning strategies and structure plans as well as Regional Planning Schemes.

Regional planning instruments considered to be specifically relevant to the Town are outlined and described in Table 7.

Table 7: Regional planning instrument overview and local planning strategy implications and responses

Regional Planning Instrument	Regional Planning Instrument Overview	Local Planning Strategy Implications and Responses
Metropolitan Region Scheme	The Metropolitan Region Scheme (MRS) outlines objectives for regional	Ensure the zones provided within the new Local Planning Scheme are

<i>Regional Planning Instrument</i>	<i>Regional Planning Instrument Overview</i>	<i>Local Planning Strategy Implications and Responses</i>
	development and provides a statutory mechanism to assist strategic planning, by setting out broad land-use zones, setting aside areas for regional open space, protection of environmental values and other regional infrastructure purposes, and assisting in coordinating the provision of major infrastructure. Local government planning (including local planning schemes) is required to be consistent with the broad land uses under the MRS.	consistent with the zones within the MRS.
Perth and Peel @ 3.5 million – Central sub-regional planning framework	<p>The Central Sub-regional Planning Framework (Framework) provides high level guidance for the growth of the Central sub-region of the Perth Metropolitan Area, and forms part of the Perth and Peel @ 3.5 Million suite of strategic land use and infrastructure plans.</p> <p>The Central Framework provides high-level guidance regarding where new homes and jobs will be located, how to make best use of existing and proposed infrastructure and how best to protect the natural environment to allow sustainable growth within the Central sub-region</p>	The Framework establishes the district's dwelling yield target, which is for an additional 4,150 dwellings by 2050. Given that approximately 864 dwellings have already been created during the applicable period, since 2011, a further 3,286 dwellings would need to be provided to ensure that the Town contributes its requisite quota to the housing capacity of the Perth and Peel regions. It is proposed to achieve this required growth within the new Scheme by effectively increasing residential densities in the areas broadly identified on the Strategy Map. Any increases in density will be consistent with the 10 urban consolidation principles.

2.4 Operational Policies

Operational policies guide decision making in relation to subdivision and development applications. Those operational policies considered relevant to the local planning strategy are listed and described in Table 8.

Table 8 – Operational policies

Policy	Policy Overview	Local Planning Strategy Implications and Responses
Development Control Policy 1.3 Strata Titles	This policy deals with those classes of strata title proposals which require the approval of the WAPC and sets out the criteria to be used in the determination of applications for that approval.	The impacts of these policies may be considered through the preparation of relevant local planning policies and be given due regard during the assessment structure plans, local development plans, subdivisions and development applications, where applicable.
Development Control Policy 1.5 Bicycle Planning	This policy describes the planning considerations which should be taken into account in order to improve the safety and convenience of cycling.	
Development Control Policy 1.6 Planning to Support Transit Use and Development	This policy seeks to maximise the benefits to the community of an effective and well used public transit system by promoting planning and development outcomes that will support and sustain public transport use.	
Development Control Policy 1.11 Community Schemes	Community schemes is an opt-in form of subdivision that can apply throughout the State. This policy sets out the general principles and basic requirements that will be used by the WAPC to clarify the procedure for assessing and determining a statement of grounds and community development statement; and, Establish criteria for the consideration of a community development statement and the subsequent subdivision and development proposals.	
Development Control Policy 2.2 Residential Subdivision	DC 2.2 sets out the standards for the subdivision of residential land and relates to the site area requirements outlined under SPP 7.3. Historical lot size differences and the application of contemporary R-Codings results in some lots not aligning	The Strategy recommends the inclusion of existing provisions allowing variations to average lot size requirements where subdivision occurs on a corner lot coded between R10 and R35 under LPS 11. The framework for these provisions is outlined under DC 2.2 and will provide an

Policy	Policy Overview	Local Planning Strategy Implications and Responses
	with allocated minimum and average lot sizes. The variations to lot sizes enabled by this policy are intended to facilitate flexibility to complete subdivision of these lots as intended under the local planning framework.	opportunity for the Town to facilitate improved density outcomes in appropriate locations.
Development Control Policy 2.3 – Public Open Space in Residential Areas	The basic component of this policy is the requirement that 10 per cent of the gross subdivisible area of a conditional subdivision shall be given up free of cost by the subdivider for public open space. This has been the basis of public open space policy in the state for many years, and emanates from the recommendations of the Plan for the Metropolitan Region Perth and Fremantle.	This Strategy is recommending the preparation of a local planning policy that provides guidance on the circumstances where the Town will pursue a requirement for a cash-in-lieu POS contribution to be made in accordance with the valuation provisions outlined in the <i>Planning and Development Act 2005</i> .

2.5 Position Statement and Guidelines

Position statements are prepared by the WAPC to set out the policy position or advice of the WAPC with respect to a particular planning practice or matter. Guidelines are prepared by the WAPC to provide detailed guidance on the application of WAPC policies.

Those position statements or guidelines of the WAPC that are considered relevant are included in Table 9.

Table 9 – Position statement and guidelines

Position statement/guidelines	Overview	Local Planning Strategy Implications and Responses
Residential Accommodation for Ageing Persons	This document outlines the Western Australian Planning Commission's requirements to support the provision of residential aged care within the local government planning framework in Western Australia.	Provide for a range of residential densities to provide a variety of housing typologies. Investigate alternative housing models and the ability to provide for additional aged accommodation, such as independent living complexes.
Fibre Ready Telecommunications Infrastructure	This position statement aims to ensure appropriate internet access in future land development within Western Australia.	Apply the requirements of the Fibre Ready Telecommunications Infrastructure Position Statement in the assessment of subdivision and development applications to ensure NBN infrastructure is provided.

Position statement/guidelines	Overview	Local Planning Strategy Implications and Responses
Expenditure of cash-in-lieu of public open space	This position statement provides guidance on the expenditure of cash-in-lieu of open space in accordance with the <i>Planning and Development Act 2005</i> .	This Strategy is recommending the preparation of a local planning policy that provides guidance on the circumstances where the Town will pursue a requirement for a cash-in-lieu POS contribution to be made in accordance with the valuation provisions outlined in the <i>Planning and Development Act 2005</i> .

3 Local Planning Context

3.1 Strategic Community Plan

The Town's Strategic Community Plan was adopted on 3 August 2020. Key themes and outcomes which are relevant to land use planning are outlined in Table 10.

Table 10 – Strategic Community Plan Summary

Themes	Outcomes	Local Planning Strategy Implications and Responses
Strengthening and connecting our community	Ensure access and inclusion to spaces and places throughout our Town for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people.	Review and amend residential density to balance the outcomes of the <i>BassenDream Our Future</i> Engagement exercise and the State Planning Framework, involving the provision of higher residential densities in close proximity to the district's three railway stations and urban corridors and limiting the development potential outside of those areas, to ensure that large portions of the district can remain more suburban, with greater opportunities for tree preservation.
Leading environmental sustainability	Initiate and drive innovative renewable energy practices.	Encourage sustainable building practices that reduce carbon emissions via development standards in a local planning policy.
	Protect existing trees and green spaces and conserve,	Provide for the protection and retention of trees via

	<p>enhance and repair natural and urban areas.</p> <p>Create an urban forest throughout reserves, gardens and street.</p>	<p>appropriate Scheme provisions.</p>
Creating a vibrant town and precincts	Advocate for economic growth of our Bassendean town centre and engage potential government and private sector development partners to realise opportunities within the Town of Bassendean.	Promote the Bassendean Town Centre as a place for future investment via the Bassendean Town Centre Masterplan project.
	Ensure planning and development strategies and policies align with the desire to focus future development around centres and train stations.	Provide for the preparation of Precinct Structure Plans over the Town's District level Precincts, as identified on the Strategy Map.
Driving financial sustainability	Prioritise infrastructure projects that generate local employment and support a circular economy.	<p>Provide mixed use land, in a targeted and limited capacity to support the existing limited commercial activity.</p> <p>Protect the industrial area from encroachment of commercial and incompatible land uses via development controls and zoning.</p>
Facilitating people-centred services	Ensure transparent and open discussions with community members.	Ensure the Local Planning Strategy and Scheme are subject to community consultation in accordance with the requirements of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Providing visionary leadership and making great decisions	Ensure community engagement processes are implemented in major strategic projects.	Ensure the Local Planning Strategy and Scheme are subject to community consultation in accordance with the requirements of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .

Building community identity by celebrating culture and heritage	Maintain and share the historical stories of the Town of Bassendean.	Undertake a review the Town's Municipal Heritage Inventory
	Ensure heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community.	Following adoption of a Local Heritage Survey, review and potentially amend the local Heritage List.

3.2 Previous local planning strategy(s)

Prior to the WAPC's endorsement of this document, the local planning strategy for the Town was the 2015 Local Planning Strategy (WAPC Ref: DP/12/00093). This was revoked on <<INSERT DATE>>. Key changes from the former Strategy include:

Former Strategy	Current Strategy
The Strategy provided for densities of R25 and greater in the more suburban areas of the district.	Provides for consolidation of intensification around the three railway stations, rather than throughout the more suburban areas of the district.
The Strategy provided for split residential density codes	The Strategy does not provide for split residential density codes
The Town Centre precinct was generally limited to Old Perth Road.	The Town Centre precinct has been expanded in accordance with the Town Centre Masterplan.

3.3 Local Planning Scheme

Local Planning Scheme No.10 was adopted on 24 June 2008 and is the primary document for controlling land use and development within the Town. A new Local Planning Scheme is being prepared to align with the Local Planning Strategy.

3.4 Other planning schemes

Town Planning Scheme No. 4A was gazetted on 20 January 1981 and is a Guided Development Scheme relating to Ashfield Flats, Bindaring/Pickering Park and a number of smaller areas in the district. It runs in parallel to Local Planning Scheme No. 10 and seeks to guide and facilitate the subdivision of vacant land parcels for residential development and to fund the acquisition of private land that is flood prone, for the purposes of local open space.

There is scope, under a new Local Planning Scheme, to rationalise the proposed local open space reservations, so as to reduce the quantity of land to be acquired by the Town and in turn, the financial burden on the community. Any rationalisation could be offset against the reservation of currently-zoned land that is owned by the Town, and located such that it is of greater environmental value than the parcels that could potentially be rationalised. An action of this Strategy is to investigate such matters and to formalise any desired changes within a new Scheme.

3.5 Local Planning Policies

Local planning policies can be prepared by Town in accordance with Division 2 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in respect of a particular class or classes of matters specified in the policy; and may apply to the whole Scheme area or part of the Scheme area. An overview of the Town's local planning policies and implications for the Local Planning Strategy are provided in Table 11.

Table 11: Local planning policies

Name of Local Planning Policy	Date of Adoption/Last Amendment	Purpose of Local Planning Policy	Local Planning Strategy Implications and Responses
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<i>LPP 1 – Bassendean Town Centre Strategy and Guidelines</i>	<i>26 October 2016</i>	<i>To provide a framework for the assessment of applications within the Bassendean Town Centre.</i>	<i>This policy will be revoked and replaced by a Precinct Structure Plan for the Bassendean Town Centre.</i>
<i>LPP 2 – Energy Efficient Design</i>	<i>19 September 2019</i>	<i>To promote energy efficient design and provide design standards relating to energy efficiency when considering higher densities on land zoned with split density code under its Town Planning Scheme.</i>	<i>A recommended action of this Strategy is this this policy is revoked and replaced with a single “Sustainable Development” Policy</i>
<i>LPP 3 - Water Sensitive Design Policy</i>	<i>26 October 2016</i>	<i>To ensure water sensitive design best management practices are implemented for all new development proposals so as to minimise nutrient and other pollutants exported to the Swan-Canning rivers</i>	<i>A recommended action of this Strategy is this this policy is revoked and replaced with a single “Sustainable Development” Policy.</i>
<i>LPP 5 – Earlsferry House Design Guidelines</i>	<i>26 October 2016</i>	<i>To ensure development on the land adjacent to Earlsferry House is developed in such a manner as to maintain the historic character of the house.</i>	<i>This policy provides important development controls which remain necessary to ensure the protection of the Earlsferry House Heritage Place. The Strategy does not provide for any further intensification of development nearby.</i>
<i>LPP 6 - Industrial Development</i>	<i>27 October 2020</i>	<i>To provide a framework for the assessment of applications for industrial development and encouraging environmentally sustainable built form outcomes.</i>	<i>The Strategy provides for the continued use of zoned industrial land, noting its critical importance to business and the local economy. Accordingly, it is necessary that this policy continue to operate to guide development outcomes.</i>

<i>LPP 7 – Commercial and Mixed Use Development</i>	<i>24 November 2020</i>	<i>To provide a framework for the assessment of applications for commercial and mixed use development.</i>	<i>The Strategy contemplates the retention of land to be zoned for commercial purposes.</i>
<i>LPP 8 – Car Parking and End of Trip Facilities</i>	<i>25 May 2021</i>	<i>To provide the framework in which car parking ratios are to be applied, incentives to reduce car parking (where appropriate) and the provision of end of trip facilities. It is used to guide decision making on applications which involve variations to the car parking standards under LPS 10.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged.</i>
<i>LPP 9 – Design Review Panel Policy</i>	<i>23 June 2020</i>	<i>To improve the design quality and functionality of new development within the Town through independent expert advice.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged and in accordance with guidance provided by State Planning Policy.</i>
<i>LPP 10 – Window Security for Non-Residential Property Facades</i>	<i>26 October 2016</i>	<i>To ensure the character and visual amenity of non-residential buildings is maintained and at the same time providing a level of security.</i>	<i>This policy will be revoked and replaced by a Precinct Structure Plan for the Bassendean Town Centre.</i>
<i>LPP 11 – Anzac Terrace Design Guidelines</i>	<i>28 July 2020</i>	<i>To guide built form development within the subdivision located at Anzac Terrace, Bassendean.</i>	<i>This policy provides development controls which remain necessary to ensure the protection of the streetscape and heritage features present in the Anzac Terrace locality. To preserve streetscape character the Strategy does not provide for any further intensification of development nearby.</i>

<i>LPP 12 – Residential Development and Fencing</i>	<i>2 November 2021 (Council) 7 December 2021 (WAPC)</i>	<i>To provide criteria for fences and development within the street setback area so as to ensure development preserves the character of the existing streetscape and is complementary and/or compatible with existing development.</i>	<i>The Strategy does not propose any change to the form or application of this local planning policy.</i>
<i>LPP 13 – Tree Retention and Provision</i>	<i>23 June 2020</i>	<i>To retain existing trees, increase canopy coverage and provide a framework for the retention and provision of trees on privately owned land.</i>	<i>The Strategy contemplates the provision of mechanisms for greater protection and retention of trees via appropriate Scheme provisions.</i>
<i>LPP 14 – Stormwater</i>	<i>27 May 2020</i>	<i>To outline information, construction and maintenance requirements for stormwater systems.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged.</i>
<i>LPP 15 – Public Art</i>	<i>22 February 2022</i>	<i>To provide the criteria for the provision or contribution for public art.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged.</i>
<i>LPP 16 – Advertising and Signage</i>	<i>22 June 2021</i>	<i>To provide the criteria for the erection, placement or display of advertisements.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged.</i>
<i>LPP 17 – Home Based Businesses</i>	<i>27 October 2020</i>	<i>To provide guidance for the assessment of applications for home based businesses.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged.</i>
<i>LPP 19 – Parking of Commercial Vehicles</i>	<i>23 February 2021</i>	<i>To provide guidance for the assessment and determination of applications for commercial vehicle parking.</i>	<i>Continued operation of the policy under the LPS 11 framework is envisaged.</i>

3.6 Structure Plans

Structure plans (including standard structure plans and precinct structure plans) can be prepared in accordance with Division 2 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for land within the Scheme area to provide the basis for zoning and subdivision of land. Precinct Structure Plans can also be used to inform built form outcomes and the design of public open spaces. An overview of the structure plan within the Town, and implications for the Local Planning Strategy are provided in Table 12.

Table 12 – Structure plans

Name of Structure Plan	Date of WAPC Approval/Last Amendment	Purpose of Structure Plan	Mapping Reference	Local Planning Strategy Implications and Responses
Ashfield Gardens	20 September 2006	To guide the subdivision and development of the former Ashfield Tavern site.	N/A	Revoke the Structure Plan and normalise this area in the Local Planning Scheme as full build out has occurred.

3.7 Local Development Plans

Local development plans can be prepared in accordance with Division 2 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for land within the Scheme area to provide guidance for future development in relation to site and development standards and any exemptions from the requirement to obtain development approval. An overview of the local development plans within the Town, and implications for the Local Planning Strategy are provided in Table 13.

Table 13: Local development plans

Name of Local Development Plan	Date of Approval/Last Amendment	Purpose of Local Development Plan	Mapping Reference	Local Planning Strategy Implications and Responses
The Park Estate	25 May 2007	To provide built form guidance for development within the Park Estate, Bassendean.	N/A	Normalise this area in the new Local Planning Scheme as full build out has occurred.
Lot 3 Morley Drive, Eden Hill	28 November 2013	To provide built form guidance for development within the cell of former Lot 3 Morley Drive East, Eden Hill subdivision.	N/A	Normalise this area in the new Local Planning Scheme as full build out has occurred.

3.8 Other Relevant Strategies, plans and Policies

Table 14: Other relevant strategies, plans and policies

<i>Name of strategy, plan, policy</i>	<i>Date approved</i>	<i>Purpose</i>	<i>Local Planning Strategy Implications and Responses</i>
BassenDream Our Future	October 2019	BassenDream Our Future is the name of the Town's community engagement project, which concluded in September 2019. The implementation of BassenDream Our Future was managed by consultants Creating Communities with support from Collaborative Place Design. It comprised of multiple community engagement initiatives where local residents and stakeholders were able to share their ideas and have input into the development of a new vision for Ashfield, Bassendean and Eden Hill, to inform the new Local Planning Framework. In total, there were more than 3,000 individual interactions with community members and other stakeholders, and 1,281 feedback materials received (including postcards, poll and survey responses and feedback	Review and amend residential density to ensure they align with the outcomes of the State Planning Framework, involving the provision of higher residential densities in close proximity to the Bassendean and Success Hill railway stations and the Town Centre. Importantly, investigation of residential densities outside of those key nodes should be undertaken to support the preservation of local suburban character and provide greater opportunities for tree retention.

		forms). These were gathered through a total of 21 engagement initiatives. The 3,000 individual interactions represents a meaningful proportion of the community that participated in establishing the future vision of the area.	
Local Integrated Transport Plan	November 2019	This document is a holistic, multi-modal and integrated study of the movement network internal to and influencing the district. It supports the preparation of this Local Planning Strategy as well as informing the planning of transit-oriented development around the three railway stations. It is also intended to be used as an important document to advocate for strategic priorities.	<p>As is relevant to this Strategy, the Plan recommends that the Town “<i>Investigate mixed-use redevelopment of the Bassendean park-and-ride site contingent on agreement with Public Transport Authority regarding possible reduction in park-and-ride demand associated with Morley-Ellenbrook.</i>”</p> <p>Based on the above, the subject site has been included as part of the Bassendean Town Centre precinct, and will therefore be subject to a Precinct Structure Plan.</p>
Built Form and Character Study	May 2018	The document provides guidance on shaping Bassendean's future built environment. It catalogues the characteristics of buildings and places that are most valued and should be reflected in future development. It will be used to inform the new Local Planning Strategy, especially	The Strategy recommends the review of the Town's Heritage List; building on the recent review of the Town's Municipal Heritage Inventory (Local Heritage Survey) and the establishment of three Heritage Areas (Kenny Street, Devon Road and Old Perth Road) and an associated local planning policy.

		in respect of better understand the elements that have helped shape the built form and character of Bassendean.	
Local Economic Overview	March 2018	The document provides a profile of key demographic and economic characteristics of the Town to inform future planning and economic initiatives and to inform the Local Planning Strategy.	This Strategy recommends the retention of existing Commercial and Industrial zoned land in the new Local Planning Scheme to provide for local employment opportunities.
Rights of Way (ROW) Strategy	March 2022	The document guides the ongoing use and management of ROWs within the Town based on the size, condition, tenure, access arrangements, usage, service infrastructure and safety. It has been formulated with regard to the Town's vision to create a more sustainable community both in terms of housing diversity and asset management.	The Strategy recommends the development of a local planning policy which will, among other things, form the statutory basis for imposing conditions requiring financial contributions towards ROW upgrades at the subdivision/development stage.
Bassendean Town Centre Masterplan	November 2021	In response to the community's strong desire for a more active and vibrant town centre (as conveyed through the 2019 Bassendean Our Future project as well as a subsequent community survey), in July 2020, the Town commenced the Town Centre	The Masterplan is not a statutory tool used to facilitate and regulate development outcomes, but rather, an example of what the Town and community considers possible and desirable. It will be used to inform a future Precinct Structure Plan, as provided for by the Regulations and SPP 4.2.

		<p>Masterplan project; a community-informed planning exercise to demonstrate how the Town Centre could be transformed into a vibrant, connected and thriving place. It was also intended to generate excitement about what is possible in Bassendean, now and into the future and in turn, attract private sector and government investment. The three-stage engagement process involved the community, landowners, businesses and other key stakeholders in a collaborative approach to Town Centre revitalisation and activation. This engagement culminated in the preparation of a masterplan which was adopted by Council in November 2021. The masterplan is contained in full as Appendix 4.</p>	
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4 Local Government Profile

4.1 Demographic Profile and Population Forecast

4.1.1 Demographic Profile

As identified in the 2016 Census, the population of the Town of Bassendean was 15,613 people, comprising marginally more females than males (50.8% and 49.2%, respectively). This has steadily increased from 13,305 in 2001 and increased slightly from 15,179 in 2011. The median age was 39. Children aged 0 - 14 years made up 17.9% of the population and people aged 65 years and over made up 15.8% of the population. The following table represents the change in median age within the Town, compared to Western Australia:

Age	2011				2016			
	Bassendean		WA		Bassendean		WA	
	No.	%	No.	%	No.	%	No.	%
0 - 4	986	6.50%	156,415	6.65%	1,076	6.89%	172,998	6.77%
5 - 9	830	5.47%	147,656	6.27%	967	6.19%	170,150	6.66%
10 - 14	817	5.38%	148,990	6.33%	792	5.07%	153,380	6.00%
15 - 19	901	5.94%	154,407	6.56%	852	5.46%	154,833	6.06%
20 - 24	1,086	7.15%	177,338	7.54%	887	5.68%	173,500	6.79%
25 - 29	1,088	7.17%	185,344	7.88%	1,128	7.22%	201,703	7.89%
30 - 34	1,107	7.29%	166,241	7.06%	1,289	8.26%	203,925	7.98%
35 - 39	1,194	7.87%	168,743	7.17%	1,152	7.38%	177,188	6.93%
40 - 44	1,081	7.12%	173,520	7.37%	1,149	7.36%	175,961	6.88%
45 - 49	1,074	7.08%	166,144	7.06%	1,106	7.08%	174,724	6.84%
50 - 54	1,049	6.91%	157,870	6.71%	1,016	6.51%	165,092	6.46%
55 - 59	987	6.50%	140,313	5.96%	964	6.17%	152,657	5.97%
60 - 64	861	5.67%	124,460	5.29%	857	5.49%	133,325	5.22%
65 - 69	576	3.79%	91,260	3.88%	761	4.87%	117,688	4.60%
70 - 74	499	3.29%	69,079	2.94%	531	3.40%	83,569	3.27%
75 - 79	457	3.01%	51,667	2.20%	431	2.76%	61,405	2.40%
80 - 84	308	2.03%	39,324	1.67%	325	2.08%	41,950	1.64%
85 +	278	1.83%	34,638	1.47%	330	2.11%	41,930	1.64%
All ages	15,179	-	2,353,409	-	15,613	-	2,555,978	-
Median age	38	-	36	-	39	-	36	-

Table 1: Age Categories - Town of Bassendean (2016 ABS)

The Town exhibits a population that is ageing faster than that of Western Australia as a whole, as shown above. Demographic changes within the local government area in the preceding 10 years of this Strategy will inform future planning for housing, community infrastructure, open space, service infrastructure, transport and the local economy. Of particular importance is the management of residential growth in such a manner that reflects market and demographic demand for housing within the town, whilst providing capacity for future population growth.

4.1.2 Population Forecast

Year	Band A	Band B	Band C	Band D	Band E
2016	15 555	15 555	15 555	15 555	15 555
2021	13 750	14 640	15 030	15 390	16 330
2026	13 110	14 220	14 660	15 110	16 260
2031	12 600	13 730	14 170	14 630	15 840

Table 2: WA Tomorrow Population Forecast (DPLH 2016)

Western Australia Tomorrow - Population Report No. 11 (2016 to 2031) contains the latest population forecasts by age and sex, for Western Australia and its regions. They represent the official WA State Government forecasts to 2031. Using a series of simulations to estimate population growth over the period, it forecasts that the population of the Town in 2031 will be between 12,600 and 15,800, with the median growth scenario being a population of 14,170. This contrasts with the WAPC's 2018 *Central Sub-Regional Planning Framework*, which estimates a total population of 24,300 within the Town by 2050. Current population growth within the Town is consistent with Bands D and E of the WA Tomorrow population forecast.

Notwithstanding the above, the rate of population growth between now and 2031 will be dependent on external factors such as, but not limited to:

- The availability of funding from the Town, State Government and private sector to deliver transformational infrastructure to support a growing population;
- Market demand for residential development and the feasibility of development;
- Changes to international and inter-state migration patterns;
- Changes to birth and death rates;
- Employment opportunities and changes within the workforce;
- The development of and competition from other population centres within the Perth Metropolitan Area; and,
- The longer-term impacts of COVID-19.

Regular review and monitoring of strategy actions will ensure the Strategy is able to respond to changing circumstances as they unfold.

4.1.3 Dwelling Yield Analysis

The Central Sub-Regional Planning Framework requires each local government to meet an infill dwelling target of additional dwelling growth to 2050. The Town must accommodate an additional 4,150 new dwellings by 2050, increasing the population by 9,120 people.

The 2016 census concluded that there were 6,831 dwellings within the Town, which, in addition to the 271 dwellings provided from 1 January 2017 to 31 December 2021, has increased housing stock to 7,102 dwellings.

Details of new (additional) housing within the Town since 2011 is as follows:

Year	New (additional) Dwellings	Total (new) Dwellings (post 2016 census)
2011	100	N/A
2012	89	
2013	106	
2014	81	

2015	110	
2016	107	
2017	76	76
2018	29	29
2019	35	35
2020	67	67
2021	64	64
Total	864	271

Based on the above, this Strategy is required to facilitate the provision of at least a further 3,286 dwellings so as to meet the target contained with the WAPC's Central Sub-Regional Planning Framework).

4.1.4 Estimated Dwelling Yields

Table 4 provides a projection of potential dwelling yields to 2050 in low, mid and high-growth scenarios, based on historical dwelling growth within the Town to date.

Estimated dwelling growth scenario				
Planning Area		Low-growth	Mid-growth	High-growth
A	Bassendean District Activity Centre	1209	1692	2175
B	Ashfield District Activity Centre	299	418	537
C	Guildford Road Urban Corridor	86	120	155
D	Ivanhoe Street Urban Corridor - North	407	569	732
E	Ivanhoe Street Urban Corridor - South	84	118	151
F	Lord Street Urban Corridor	239	334	429
G	Bassendean – Eden Hill Coding Review	104	145	186
H	Bassendean – Ashfield Coding Review	422	591	760
I	Eden Hill Coding Review	40	56	72
	TOTAL	2,888	4,043	5,198

Table 4: Estimated Dwelling Yield by Planning Area

Assumptions:

- Low-growth = 50%, Mid-growth = 70%, High-growth = 90%
- No development would occur on sites that currently accommodate grouped dwellings
- The above figures do not account for corner lot opportunities.

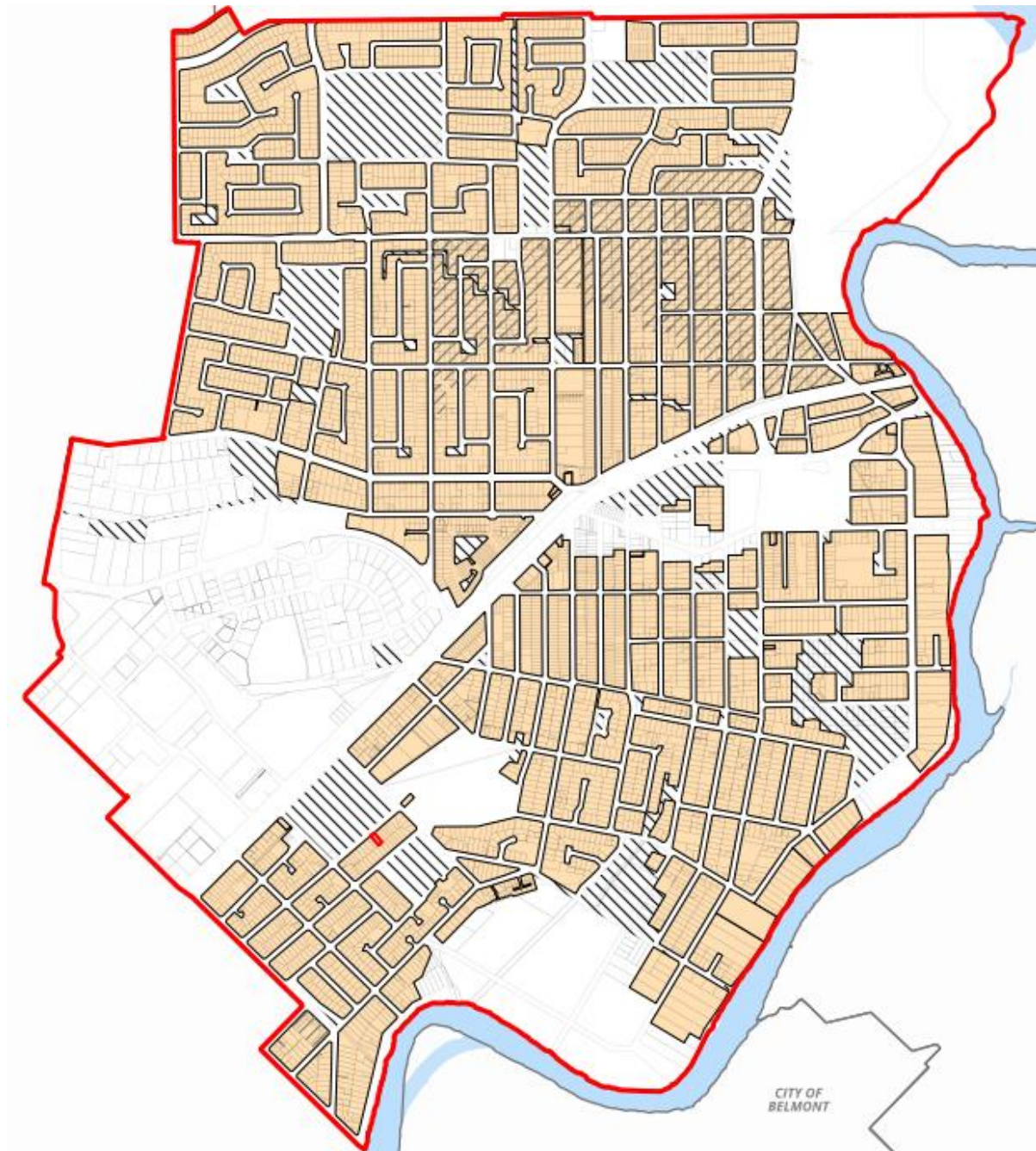
The WAPC's Sub-Regional Framework establishes the district's dwelling yield target, which is for an additional 4,150 dwellings by 2050. Given that approximately 860 dwellings have already been created during the applicable period, a further 3,290 dwellings would need to be provided to ensure that the Town contributes its quota. The targets will be achieved in both the mid and high growth scenarios in alignment with Band D and E of the WA Tomorrow Population forecast.

4.2 Community, Urban Growth and Settlement

4.2.1 Housing

Current Housing Stock

With the exception of the consolidated industrial area, and areas reserved for public purpose under the MRS, the vast of the district is residential, as illustrated in the following plan, which identifies the land zoned as such under LPS 10.



The varying densities prescribed by LPS 10 (map contained as Appendix 2) has resulted in infill development occurring in all suburbs.

	Bassendean		WA	
Dwelling Composition	No.	%	No.	%
Separate House	4,649	79.02	685,824	79.12
Semi-detached, Row or Townhouse	979	16.64	122,560	14.13
Flat or Apartment	237	4.02	49,084	5.66
Other Dwelling	3	0.00	6,323	0.72
Total Dwellings	5,883	-	866,777	-

	Bassendean		WA	
Household Composition	No.	%	No.	%
Family Household	3,968	67.45	629,882	72.67
Lone-Person Household	1,687	28.67	204,202	23.56
Group Household	239	4.06	32,694	3.77
Total Households	5,883	-	866,777	-

Table 5: Dwelling and Household Composition (ABS 2016)

The above shows that the dwelling composition of the Town's current housing stock is reflective of typical inner suburban ranges of dwelling types across the Perth Metropolitan Area. This largely reflects trends observed across the State as a whole, where the overwhelming majority of current housing stock consists of single homes. On average, the Town accommodates 2.4 persons per household. The Town has a higher proportion of lone-person and group households than the State as a whole, which may reflect a potential need for targeted infill development to encourage greater housing diversity, proposed to be addressed by the Strategy in accordance with the urban consolidation principles outlined under the frameworks.

The current housing stock largely defines the residential context of the district. The more suburban areas of the Town, north towards Eden Hill and south towards Ashfield, are still largely characterised by large blocks, mature tree canopy cover and a range of character dwellings listed on the Town's Local Heritage Survey. Whilst some infill grouped dwelling development has occurred, these areas are largely still single storey dwellings. Analysis of subdivision activity also identifies that despite having the ability to subdivide/develop in these locations, landowners have retained single dwellings on large blocks. The ongoing retention of these sites will enable the linking of private open spaces with regional and local parks and foreshore areas, which will conserve the biodiversity of these areas, and provide for the health and wellbeing of the community in general. This is broadly consistent with the 'Green Network' urban consolidation principle contained within the Central Sub-Regional Planning Framework. One issue of note with the existing LPS 10 is the proliferation of split residential codings (including R20/30/60, R20/30/40, R20/40, R25/30 and R17.5/30), many of which are tied to the achievement of prescribed development standards, either within the Scheme and/or within associated local planning policies. Split residential density codings are no longer considered necessary and as such, the Strategy outlines actions to normalise split residential density codings.

As such, it is recommended that split residential coding be discontinued and that for all impacted areas, an assessment be undertaken, having regard to the principles of urban consolidation, as to the most appropriate single residential density code. Such an approach will still enable desirable development outcomes (by virtue of State Planning Policy 7.3 – Residential Design Codes) as well as the application of appropriate local planning policies. Based on the above, the relevant cells have been identified as a Planning Investigation Areas on the Strategy Map.

Housing Location

The State Government's 2018 Central Sub-Regional Planning Framework requires each local government to meet an infill dwelling target of additional dwelling growth to 2050. The Town must accommodate an additional 4,150 dwellings by 2050. It also provides that, where possible, these dwellings should be concentrated within and around activity centres, train stations and urban corridors (high frequency public transit routes) in a 'connected city' growth pattern in accordance with the spatial layout of the WAPC's Central Sub-Regional Planning Framework and the associated 10 principles of urban consolidation.

A key theme identified in BassenDream Our Future was the consolidation of density around railway stations and activity centres, and the retention of character in the suburbs. It is evident that the community has little appetite for any intensification being located more than 400m from the district's three railway stations and/or Bassendean Town Centre. Providing targeted density increases around activity centres will ensure these urban consolidations areas have access to existing high-frequency public transport and will protect green spaces within the suburban areas of the Town. This approach specifically aims to minimise the impact of urban consolidation, in particular, infill development on existing suburbs, and retain the existing, valued, residential character and amenity; allowing the existing urban fabric in these locations to remain largely unchanged.

The Strategy has been developed to deliver a more consolidated urban form and achieve a more cost-effective urban structure that minimises environmental impacts. This is consistent with the 'Protection' urban consolidation principle contained within the WAPC's Central Sub-Regional Planning Framework, which in part seeks to protect and mitigate environmental values and promote development that contributes to maintaining air quality. Consolidation of density will ensure the landscape features such as mature vegetation and expansive vegetated verges in the more suburban areas of the district are protected; retaining the unique 'sense of place' and contributing to the comfort and appeal of accessing places by cycling and walking. This aligns with the 'Green Network' urban consolidation principle, and is further explained in the consolidated urban footprint section within this Strategy.

Suitable locations for increased density leverage on the existing public transport network within the established urban corridor of Old Perth Road and the Bassendean Town Centre Precinct. Increasing the density, within or on the high street of Old Perth Road, will suitably meet an additional theme from the community of revitalisation of the Old Perth Road Precinct. The Town also acknowledges that increasing density around the Station Precinct provides for differing dwelling typologies such as multiple dwellings, to address housing choice and affordability. A limited extent of medium density will be retained within close proximity to the Bassendean Railway Station.

The feedback reviewed via BassenDream, and the connected city growth pattern from the Central Sub-Regional Planning Framework, form the basis of areas identified for future dwelling growth and further planning investigation in the Local Planning Strategy.

Housing Variety

When considering the variety of dwelling types within the Town, it is important to ensure a range of dwelling types can be accommodated in locations which can meet the forecasted changes to demographics. As noted by the Department's Position Statement – Residential Accommodation for Ageing Persons, there is a forecasted doubling of the number of older (65+) Australians within the next 40 years. At a State level, WA Tomorrow forecasts an 86 per cent increase in people aged over 85 by 2031. At a local level, 15.8% of the population were aged over 65 years in 2016. Accordingly, the variety of dwellings within close proximity to infrastructure and services is a key consideration of this strategy for the Town moving forward. By providing increased dwelling variety, supported by planning instruments such as DesignWA, the Town can provide for a greater diversity in housing to cater for the ageing population as well as different housing types. This will also include a dwelling mix of multiple dwellings concentrated within the Town Centre.

In addition, the Town will investigate alternative housing models and the ability to provide for additional aged accommodation, such as independent living complexes.

The Strategy seeks to create a more consolidated urban form and development within the district by reducing the provision of medium density grouped dwelling style developments within the more suburban areas of the Town, and instead providing high density development around the three railway stations. This will strengthen key employment centres, including activity centres to meet the future needs of commerce and the community.

Whilst it is acknowledged that the draft Medium Density Codes will address a number of concerns with the design of medium density development, there are numerous examples where infill developments have been designed inappropriately and compromised the existing residential character within the Town. High quality built form outcomes that contribute to the existing character of the district is critical in ensuring increased density is supported by the community. Design review has consistently been shown to improve the design quality of built outcomes and reduce project costs via shortened design development stages and expedited development application approvals. As such, the inclusion of new Scheme provisions supporting the establishment and ongoing operation of a local Design Review Panel is recommended, consistent with State Planning Policy 7.0 – Design of the Built Environment.

Additionally, it is also acknowledged that the Town is unique insofar that it maintains large riverside precincts, with housing variety generally including large residential dwellings on large residential land. This is a point of difference between the Town's built form to other local government areas, which is integral to the character of the Town and is therefore important in maintaining.

Consolidated Urban Footprint

Built form and character streetscape character reflects the dynamic relationship between built form and its setting. It includes key elements in both the public and private land, and it is a combination of these elements that makes an area unique. Built form elements and control makes up only part of the character of a streetscape, with verge treatments, roads and street trees making up a key component of the Town's existing enviable 'village' character.

Maximising opportunities for infill developments are critical in delivering a compact urban form and as such, it is recommended that existing LPS 10 provisions that support the subdivision/development of corner lots at a higher density where the land is coded between R10 and R35, consistent with Development Control Policy 2.2 – Residential Subdivision, be retained. This will facilitate both infill development and improved streetscape outcomes, without compromising the existing character of the local area.

Additional elements such as public art from larger development sites, pedestrian access ways, bulk, scale, materials and setbacks also make up the tapestry of the streetscape. The Town will continue to apply State Planning Policy 7.3 – Residential Design Codes, with respect to addressing issues related to bulk, scale, materiality and setbacks. An action of this Strategy is also to investigate the existing pedestrian accessways throughout the Town, with a view to preparing a local planning policy, which will address matters relating to passive surveillance and materiality for those developments abutting pedestrian access ways.

Acknowledging the current measures in place under State Planning Policy 7.3 (Design WA - Apartments) and foreshadowed future controls surrounding medium density development, there is a clear desire from BassenDream Our Future respondents to allow for moderate density increases. Increased density needs to be balanced against the desire for adequate and suitable open space and tree preservation.

4.2.2 Built Form and Character

The Town of Bassendean contains a number of sites with identified aboriginal and colonial heritage value, some of which have been recognised by the Town's existing Local Heritage Survey. In addition to the individual sites with formal heritage status, the Town recognises the value of its existing neighbourhood character, which is defined by SPP 3.5 as being *“identified by built form and age, topography, open space, streetscape, land use and activity, and all areas exhibit some form of urban character”*. This Strategy seeks to recognise the existing characteristics, heritage and landscape values of the locality along with the drivers for change around built form, housing, and employment opportunities.

To inform the review of the Local Planning Strategy, in 2018, the Town commissioned the Built Form and Character Study to identify and understand the various Character Areas that exist within the Town of Bassendean. The study is contained as Appendix 3 and identified 26 notional character areas; all of which broadly fall within one of four following categories.

Village

The ‘Village’ is one of most significant character areas within the Town often referred to by respondents of the Town’s BassenDream Our visioning project. The Village is consistent in its dwelling typology, particularly south of Guildford Road, as it contains smaller lots with heritage and older dwelling features such as face brick, weatherboard and timber features, many with original roofing of corrugated steel or terracotta tiles. Most of the Town’s recognised heritage dwellings and streetscapes are within this area. As previously advised, the Town will prepare a local planning policy(s) for specific design elements related to character conservation, which has been included as an action within this Strategy. The Town will also prepare a Precinct Structure Plan for the Bassendean Town Centre, which encompasses portions of ‘the village’. This area also contains the Town’s ‘high street’ of Old Perth Road, which acts as the main commercial strip of the Town. Further north, the lot sizes increase with a greater tendency for more post war development occurring and design features to match. With the exception of limited newer development, this area comprises modest three bedroom dwellings and some post 2000s apartment living.

Riverfront

This group of housing typologies varies significantly in scale and form. The lot sizes for these dwellings are comparatively large and vary in topography due to the natural slope to the riverside. Whilst the built form on the northern section, closest to the neighbouring suburb of Guildford, contains some older, significant, turn of the century dwellings, there is no distinct or

consistent built form along the entire riverfront. Materials and finishes range from face brick, timber and stone in the more traditional style through to contemporary designs of rendered brick and corrugated steel roofing. The common theme is the large lot sizes, which enjoy close proximity to district and regional levels of open space.

The primary issues or threats to this grouped character area includes the lack of sympathetic development (where development has heritage value, closer to Guildford) and the reduction in areas of soft landscaping and/or loss of vegetation. The loss of the open streetscape is also cited as an issue within some parts of this character area due to the increasing number of dwellings with front boundary fencing. Should these areas be redeveloped in future, the Town will ensure the application of State Planning Policy 7.3 – Residential Design Codes and Local Planning Policy No. 12, to reduce the dominance of garages and ensure the provision of landscaped areas for tree provision. Otherwise, there is no pressing need for a Strategy response.

Post 1970s development

This area is predominantly located to the north west of the Town, with some limited extent of development to the south of the Bassendean Town Centre towards Ashfield. Double brown brick and concrete or terracotta roof tiles on low-pitched hip and gabled roofs are the typical built form of the era. The majority of dwellings enjoy larger lot sizes than that of the typical 'Village' character area. The key themes of this area, with some limited exception, is large and open street setback areas with parkland dispersed throughout the area.

The primary issues evident within this character area is the loss/removal of trees as well as period replication of character dwellings. Additionally, the loss of an open streetscape with the introduction of inconsistent fencing, lack of soft landscaping, buildings on the boundary and dominant vehicle parking structures also influence the evolving character of this area. Given the geographic location of this area (being outside the core intensification and invitation areas of this strategy), there is unlikely to be a major change to the housing stock beyond isolated replacement of existing single houses. In those instances, the Town will ensure the application of State Planning Policy 7.3 – Residential Design Codes and Local Planning Policy No. 12, to reduce the dominance of garages and ensure the provision of landscaped areas for tree provision.

Small lot post 2000s development

This style generally includes contemporary dwelling designs with materials consisting of face brick and render with corrugated steel or concrete tile roof finishes. The predominant size of these dwellings are three or four bedrooms with two bathrooms and an enclosed garage. This character is primarily evident within the larger contemporary sites of the 'Austral Subdivision', which straddles the Bassendean Railway Station to the immediate north and west as well as the 'Lot 3 Morley Drive East, Eden Hill' subdivision.

The primary issues impacting this character area include enclosed primary streetscapes, visually dominant garages as well as reduced or non-existent areas for tree canopy retention or areas for soft landscaping. This area is also significantly encumbered by a lack of clear building design elements, which link to the Town's core characteristics.

Of the four groups, the riverfront and village character areas are distinct and central to Bassendean's identity. Fundamental to these areas are consistent materials, connection and proximity to the Swan River, a low dominance of car parking structures on the streetscape, mature trees, retention of significant building fabric and modest workers cottages.

In response, the Strategy recommends that the Town pursue Scheme provisions to facilitate the protection and retention of existing, mature, vegetation. It should be noted that the concepts of heritage and character are intrinsically linked and the stated action is in addition to other actions contained in the following Section 4.2.3 (Cultural Heritage).

4.2.3 Cultural Heritage

Cultural diversity and migration have made a strong and positive contribution to the Perth and Peel regions' continued prosperity. Council has acknowledged the importance of history and heritage in its Strategic Community Plan 2020-2030, which seeks to create a community closely connected to its history and heritage and ensure heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community.

The Department of Planning, Lands and Heritage Aboriginal Heritage Inquiry System confirms that there are nine registered Aboriginal sites within the Town, ranging from meeting places to sites of mythological significance. All sites are on existing reserved land and therefore there are no implications for these sites as part of this Strategy.

In respect to built form heritage, the Town has a significant number of historical buildings and landscapes that needs to be preserved for future generations, given they reflect the history and character of the locality. These heritage places provide a tangible link with the past and can give the community a strong sense of place.

Through BassenDream Our Future, respondents expressed a desire to protect Aboriginal and European heritage and neighbourhood character within the Town, particularly heritage protection in the face of increased density and infill development. Acknowledging this rich history within areas within close proximity to the Town Centre and the potential for redevelopment of these areas, a key recommendation of the strategy is the review of the Town's Heritage List; building on the recent review of the Town's Municipal Heritage Inventory (Local Heritage Survey) and the establishment of three Heritage Areas (Kenny Street, Devon Road and Old Perth Road) and an associated local planning policy, under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Town contains the following Heritage sites:

No.	Site	Description	Significance
2	16 Anstey Road, Bassendean	Holmehouse	Category 1
37	7 Daylesford Road, Bassendean	Daylesford	Category 1
55	1 Earlsferry Court, Bassendean	Earlsferry	Category 1
62	Guildford Road, Bassendean	Guildford Road Bridge	Category 1
161	1 Old Perth Road, Bassendean	Padbury's Buildings	Category 1
172	140 Old Perth Road, Bassendean	Bassendean Oval Entrance Gate	Category 1
173	140 Old Perth Road, Bassendean	Bassendean Oval	Category 1
174	140 Old Perth Road, Bassendean	MacDonald Grandstand	Category 1
175	140 Old Perth Road, Bassendean	Bassendean Oval Grandstand	Category 1
177	10 Parker Street, Bassendean	Bassendean Fire Station	Category 1
204	1 River Street, Bassendean	Success Hill Lodge	Category 1
215	1 Surrey Street, Bassendean	Pensioner Guard Cottage	Category 1
218	Surrey Street and North Road, Bassendean	Town Pillar Box	Category 1
276	25 Wilson Street, Bassendean	Bassendean Masonic Lodge (fmr)	Category 1

5	34 Anzac Terrace, Bassendean	Success Store (fmr)	Category 2
16	2 Barton Parade, Bassendean	House No. 2	Category 2
17	6 Barton Parade, Bassendean	House No. 6	Category 2
21	Bassendean Parade, Bassendean	Pickering Park and Bindaring Park	Category 2
33	9 Brook Street, Bassendean	House No. 9	Category 2
34	8 Carnegie Road, Bassendean	House No. 8	Category 2
38	1-50 Devon Road, Bassendean	Devon Road Precinct	Category 2
59	60 Eileen Street, Bassendean	House No. 60	Category 2
67	173 Guildford Road, Bassendean	House No. 173	Category 2
71	83 Ida Street, Eden Hill	House No. 83	Category 2
72	85 Ida Street, Eden Hill	House No. 85	Category 2
83	83 Ivanhoe Street, Eden Hill	Eden Hill Primary School	Category 2
84	4 James Street, Bassendean	St Michael's School	Category 2
85	13 James Street, Bassendean	House and Shop	Category 2
94	1 Kathleen Street, Bassendean	House No. 1	Category 2
108	20 Kenny Street, Bassendean	House No. 20	Category 2
144	1 North Road, Bassendean	House No. 1	Category 2
149	27 North Road, Bassendean	House No. 27	Category 2
151	32 North Road, Bassendean	House No. 32	Category 2
152	40 North Road, Bassendean	House No. 40	Category 2
153	41 North Road, Bassendean	House No. 41	Category 2
156	93 North Road, Bassendean	House No. 93	Category 2
162	1-42 Old Perth Road, Bassendean	Old Perth Road Commercial Precinct	Category 2
163	25 Old Perth Road, Bassendean	Bassendean Hotel	Category 2
164	31 Old Perth Road, Bassendean	Bassendean Post Office (fmr)	Category 2
165	43 Old Perth Road, Bassendean	Commercial Premises	Category 2
166	45-51 Old Perth Road, Bassendean	Hyde Buildings	Category 2
168	77-83 Old Perth Road, Bassendean	Shops	Category 2
189	1 Parnell Parade, Bassendean	House No. 1	Category 2
191	1 Prowse Street, Bassendean	House No. 1	Category 2
207	21 Rosetta Street, Bassendean	House No. 21	Category 2
212	Seventh Avenue, Bassendean	Success Hill Reserve	Category 2
221	8 Thompson Road, Bassendean	House No. 8 and Moreton Bay Fig Tree	Category 2
243	70 West Road, Bassendean	Bassendean Primary School	Category 2
250	122 West Road, Bassendean	House No. 122 (The Bakehouse)	Category 2
251	147 West Road, Bassendean	Winery (fmr)	Category 2
254	168 West Road, Bassendean	House No. 168 and Gardens	Category 2
256	10 Whitfield Street, Bassendean	Bassendean Croquet Club (fmr)	Category 2
264	62 Whitfield Street, Bassendean	Smallman Furniture Manufacture	Category 2
270	Wilson Street and Guildford Road, Bassendean	Bassendean Improvement Committee Reserve	Category 2
271	Wilson Street and Guildford Road, Bassendean	Bassendean War Memorial	Category 2
272	2 Wilson Street, Bassendean	St Mark the Evangelist Church	Category 2
273	4 Wilson Street, Bassendean	Anglican Rectory (fmr)	Category 2

Category 1 places are considered to have exceptional significance and are essential to the heritage of the locality. These places are a rare or outstanding example of a heritage place and are recommended for inclusion on the State Register of Heritage Places.

Category 2 places are considered very important to the heritage of the locality. They display a high degree of integrity and authenticity, and conservation of the place is highly desirable.

4.2.4 Activity Centres

Activity centres are a key focal point for commercial and social activity and service delivery to residents, as well as a major driver of new jobs located within communities where people live.

The Town accommodates two designated district level centres under the Central Sub-regional framework (Bassendean and Ashfield District Centres) and both of these centres will need to build on existing infrastructure, such as the established road network, community facilities and larger retail offerings to leverage community use and job creation. Both centres play a significant role in employment and entertainment opportunities, however, are currently lacking in respect to alternative and varied forms of housing. This Strategy seeks to build on the existing centres to increase the available housing and future population increases, to not only support the centres but to also deliver connected and sustainability places for future generations. Both centres will require a Precinct Structure Plan in accordance with State Planning Policy 4.2, with such plans to appropriately provide for the orderly and coordinated development (including residential and mixed-use development) and subdivision of and within the cells.

For the Bassendean Town Centre, it is envisaged that the Plan would Align with Planning Area A on the Strategy Map, and address the following:

- Significantly increased residential densities within the three “frame” areas surrounding the core of Old Perth Road. Given the locations relative to existing railway stations and the commercial centre, it is anticipated that residential densities will be increased to between R60 and R160, in accordance with the relevant principles of urban consolidation.
- Investigating potential service issues that could act as a constraint to future development, particularly in relation to on-site drainage and the capacity within the Town’s existing stormwater infrastructure to accommodate off-site connections. Existing drainage systems may be modified to incorporate best practice for water-sensitive design and nutrient management.
- Advocating for intense redevelopment opportunities for a number of Crown land parcels, including the underutilised Wilson Street carpark (Park Lane Reserve) site (on the corner of Guildford Road and Wilson Street). With access to public transport and to support the economic growth of the Town Centre, the redevelopment of these sites is seen to be a catalyst for additional foot traffic and vibrancy to the Town Centre.

For the Ashfield Centre, it is envisaged that the Plan would Align with Planning Area on the Strategy Map, and address the following:

- Significantly increased residential densities within the cell. Given the locations relative to existing railway station and the commercial centre, it is anticipated that residential densities will be increased to between R40 and R100, in accordance with the relevant principles of urban consolidation.

- Development controls, particularly in relation to the built form outcomes around Ashfield Reserve.
- Investigating potential service issues that could act as a constraint to future development, particularly in relation to on-site drainage and the capacity within the Town's existing stormwater infrastructure to accommodate off-site connections. Existing drainage systems may be modified to incorporate best practice for water-sensitive design and nutrient management.

It is noted that the precinct, as designated on the Strategy Map, differs from the Sub-Regional Framework. This is due to the framework being based on the Commission's 2010 'Ashfield Precinct Plan', which was predicated upon several significant infrastructure changes, including the realignment of Guildford Road (generally along Railway Parade), the relocation of Ashfield Railway Station further south-west and the sinking of the railway line. The Department has since advised that that Plan is no longer applicable, and as a result, the requisite Precinct Structure Plan will be focused further north-west, centred around the existing railway station, and will exclude land that is reserved as Industrial under the MRS (north of the railway line) and Ashfield Reserve (south of the line).

More broadly, the Town recognises need to provide a hierarchy and network of activity centres that meets community needs, as well as providing social, economic and environmental benefits. To facilitate the range of land uses typical of high performing activity centres and to provide for integrated development opportunities, it is important to have a range of appropriate mixed-use zones (specifically, mixed-use, local centre and district centre zones), zone objectives and associated land use permissibility within the Scheme. It is therefore recommended that those elements be included in LPS 11.

4.2.5 Public Open Space

The Central Sub-Regional Planning Framework sets out the 'Green Network' urban consolidation principle which aims for the preservation and enhancement of the green network, sport and recreation areas and facilities for active open space to support the health and wellbeing of the community.

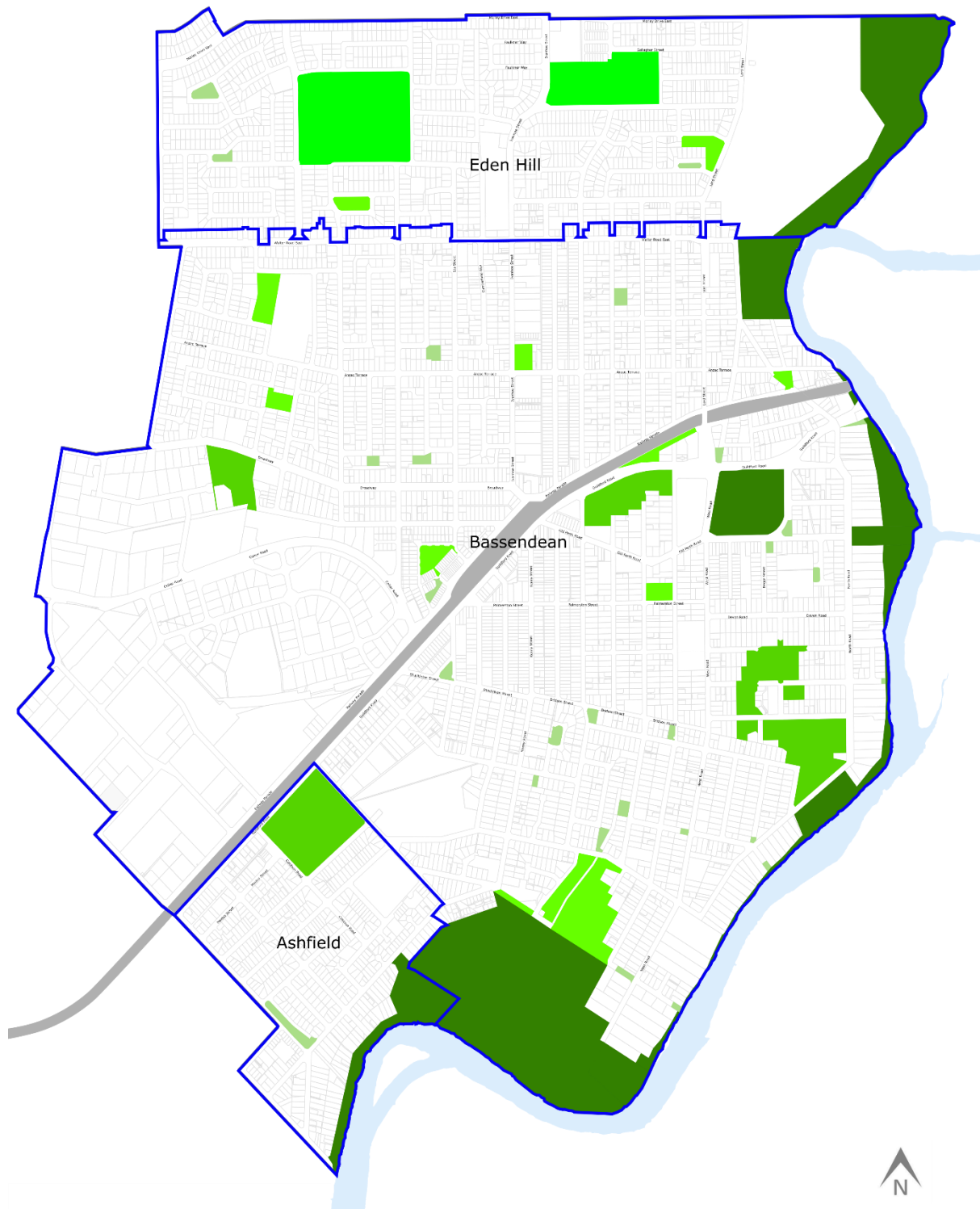
The provision of recreation opportunities and open space is a key requirement of urban planning. In providing and managing these areas, local governments assist in increasing physical activity, promoting social inclusion and providing an important landscape in built up areas. The Town's existing parks and reserves are at the core of the Town's community, providing an attractive area for people to connect, recreate and enjoy.

The Town accommodates over 40 areas of open space; comprised of a mix of regional open space (reserved as Parks and Recreation under the Metropolitan Region Scheme) and small, local, neighbourhood and district spaces, as classified under the Department of Local Government, Sport and Cultural Industries' *Classification Framework for Public Open Space*.

A list of the open spaces and an associated location plan follow.

Ref	Reserve Name	Hierarchy Class.	Function
ASHFIELD			
A1	Ashfield Reserve	District	Sport
A2	Gary Blanch Reserve	Small	Recreation
BASSENDEAN			
B1	Bindaring Park (and surrounds)	District	Nature

B2	Iverson Place Reserve (and surrounds)	District	Nature
B3	BIC Reserve	District	Recreation
B4	Broadway Arboretum	Neighbourhood	Nature
B5	Culworth/Mickleton Reserve	Neighbourhood	Recreation
B6	Park Estate Reserve (Prospectus Loop POS)	Local	Recreation
B7	Palmerston Square Park	Local	Recreation
B8	Troy Street Reserve	Local	Recreation
B9	Anzac Terrace Reserve	Local	Recreation
B10	BIC Reserve North	Local	Nature
B11	Kelly Park	Small	Recreation
B12	Parmelia Way Reserve	Small	Recreation
B13	Third Avenue Public Open Space	Small	Recreation
B14	Carman Way Reserve	Small	Recreation
B15	Hatton Court Reserve (Pinzone Park)	Small	Recreation
B16	May Holman Reserve	Small	Recreation
B17	Bridson/Elder Reserve	Small	Recreation
B18	Freiberg Reserve	Small	Recreation
B19	Abell Reserve (Clarke Way Reserve)	Small	Recreation
B20	Hamilton Street Reserve North	Small	Recreation
B21	Surrey Street Public Open Space	Small	Recreation
B22	Link Park	Small	Recreation
B23	Christie Park	Small	Recreation
B24	Calnon Street Public Open Space	Small	Recreation
B25	Watson Street Public Open Space	Small	Recreation
EDEN HILL			
E1	Jubilee Reserve	District	Sport
E2	Mary Crescent Reserve	District	Recreation
E3	Lord/ Schofield Reserve	Neighbourhood	Recreation
E4	Padbury Way Reserve	Local	Recreation
E5	Freeland Square	Local	Recreation
E6	Colin Smith Reserve	Small	Recreation
E7	Bradshaw Reserve	Small	Recreation
E8	Padbury Place Public Open Space	Small	Recreation
REGIONAL			
R1	Ashfield Flats	MRS Regional	Nature
R2	Ashfield Parade Reserve	MRS Regional	Nature
R3	Bassendean Oval	MRS Regional	Sport
R4	Pickering Park	MRS Regional	Recreation
R5	Point Reserve	MRS Regional	Recreation
R6	Sandy Beach Reserve	MRS Regional	Recreation
R7	Success Hill Reserve	MRS Regional	Recreation



In 1955, the State government adopted the *Plan for the Metropolitan Region Perth and Fremantle* (Stephenson-Hepburn Plan). This established a number of recommendations for the provision of POS, including that developers set aside 10% of the subdivisional area for public recreation, which would ultimately be managed by the relevant local government. The 10% requirement was eventually formalised via the Western Australian Planning Commission's *Development Control Policy DC 2.3 – Public Open Space in Residential Areas*.

The table below illustrates the current provision of POS (excluding Regional Open Space) within the Town, relative to quantity of residential zoned land in each suburb.

Suburb	Total POS and Regional Open Space (ROS)	Total POS	Gross Subdivisible Area	POS @ 10% GSA	Current percentage of POS
Ashfield	14.22ha	8.07ha	60.04ha	6.0ha	13.44%
Bassendean	94.44ha	32.71ha	406.81ha	40.68ha	8.04%
Eden Hill	37.81ha	22.08ha	154.23ha	15.42ha	14.31%

As demonstrated above, Ashfield and Eden Hill satisfy the requisite 10%, with Bassendean having less than 10% POS. That being the case, this Strategy recommends securing additional areas of open space, to ensure that it achieves the State Government's open space target. Given the infill nature of subdivision activity within the Town (meaning that the Town has little genuine prospect of obtaining additional land for POS via subdivision activity), it is envisaged that this increase will be achieved by:

- acquisition of land within the TPS 4A area that is reserved as open space under the Local Planning Scheme;
- reserving select land parcels (which are owned by the Town in fee simple) as POS under the Local Planning Scheme;
- closing redundant portions of road reserves that can be incorporated into abutting POS;
- the proactive purchase of appropriate residential lots for conversion to POS.
- the identification of Living Streams (a project being pursued in collaboration with the Water Corporation) as POS, both for the purposes of the Scheme map, as well as the assessment of the quantity of POS within the district.

The Town has undertaken a preliminary evaluation of the current POS provision in terms of its quality; measured based upon design, functionality, infrastructure provision, accessibility, surveillance and maintenance standard.

The findings of the assessment revealed an overall underperformance in the quality of POS throughout the Town. The key areas of concern included functionality, with lack of infrastructure constraining sports and recreation usages. Some POS had infrastructure, however displayed signs of ageing and degradation, indicating a maintenance issue. POS with infrastructure also somewhat lacked co-located safety infrastructure including lighting and shading. This issue was exacerbated by a lack of passive surveillance.

This deficiency in quality can be addressed, but requires meaningful financial resources. Therefore, the Strategy recommends the preparation of a public open space needs

assessment to determine the standard, distribution and any deficiencies of the Town's public open space network in accordance with the Department of Local Government, Sport and Cultural Industries *Classification Framework for Public Open Space*. This information will be prepared in support for the requirement of a cash-in-lieu POS contribution to be made in accordance with the valuation provisions outlined in the *Planning and Development Act 2005* and Development Control Policy 2.3 – Public Open Space in Residential Areas.

4.2.6 Hazards

Bushfire

Whilst not as prominent within the Town as other districts, there are some areas designated as bushfire prone and therefore subject to the requirements of State Planning Policy 3.7 - Planning in Bushfire Areas. These areas are restricted to areas to the east of Lord Street, the Bindaring natural wetland (located approximately 400m to the southeast of the Bassendean Town Centre Precinct) as well surrounding the Ashfield Flats.

The Policy applies to land which has been designated as bushfire prone by the Fire and Emergency Services Commissioner as highlighted on the Map of Bushfire Prone Areas or land otherwise identified in the guidelines that accompany the policy. The Map of Bushfire Prone Areas is given statutory effect through an amendment to the *Fire and Emergency Services Act 1998* and is as an additional overlaid control, meaning local governments are not required to adopt the map or provisions into their Local Planning Scheme. To align with the 'Protection' urban consolidation principle contained within Central Sub-Regional Planning Framework, the investigations associated with Planning Area F will need to consider bushfire risk and it may be that that cell is not subject to significant increases in density for that reason.

Flood

Portions of the Town (predominately south of Guildford Road) are considered to be part of the Swan River floodway and floodplain, as evaluated by the Department of Water and Environmental Regulation. The Department's Floodplain Mapping Tool (which details the areas subject to flooding) is updated from time to time.

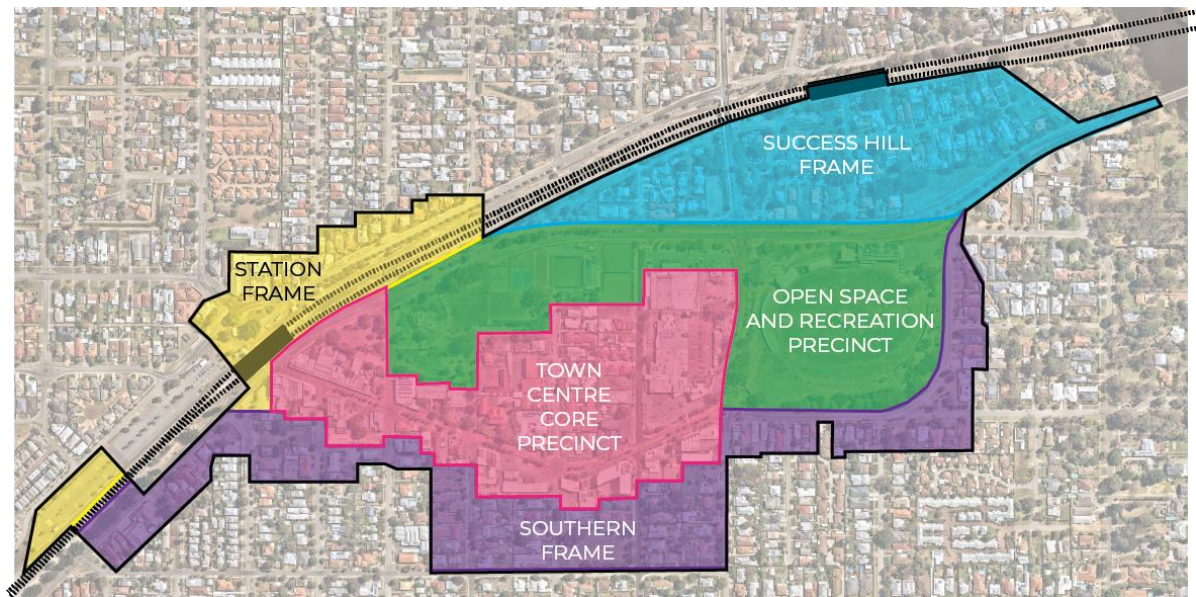
Subdivision and development of lots within flood affected areas is limited and not proposed to change under this Strategy, consistent with the presumption against any further intensification as is broadly provided for by draft State Planning Policy 2.9 – Planning for Water. Notwithstanding, further investigation may be considered for the long-term planning and control of those areas affected by flooding. Investigating the inclusion of Special Control Areas and associated provisions in the Scheme may be one such means of ensuring the ongoing protection of property and infrastructure within flood affected areas. This is represented as an action in Part 1 of the Strategy.

4.3 Economy and Employment

4.3.1 Activity Centres

Bassendean District Centre

The Bassendean Town Centre represents the major retail and commercial hub of the municipality. In the hierarchy of commercial centres, Bassendean Town Centre functions as a district centre, with regional shopping centres at nearby Morley and Midland. It is characterised by retail, commercial and civic uses extending along some 800 metres of Old Perth Road, generally confined to the "Town Centre Core Precinct", as identified below.

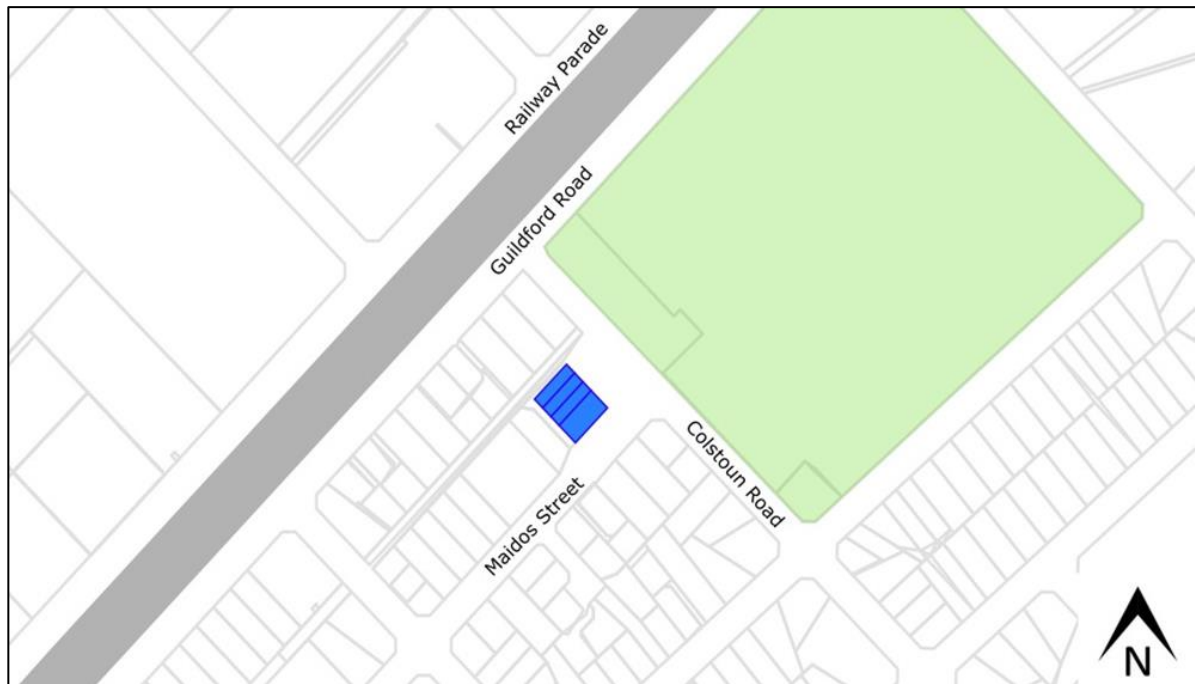


The Sub-Regional framework identifies the centre as being a District centre precinct, which therefore requires the preparation of a Precinct Structure Plan. This Strategy recommends that such a Plan be prepared.

In addition to the matters noted earlier, it is envisaged that the Plan would involve a review of the extent of commercial and mixed use development opportunities within the cell (particularly on the south side of Old Perth Road), with a view to focusing such opportunities to the “Town Centre Core Precinct” and “Station Frame”, rather than spreading into the other peripheral frame areas. This will likely require a retail needs/sustainability assessment to ensure the provision of an appropriate quantity of retail floorspace.

Ashfield District Centre

The centre includes four commercial tenancies with some multiple dwellings located above the commercial land uses. Located close to the Ashfield Train Station and Ashfield reserve, with a medium sized public carpark servicing the commercial activities, the centre presents as largely underused with enviable public transport and public open space access. The land immediately abutting the centre is predominately zoned Residential, however some commercial activity is seen towards Guildford Road.



The Sub-Regional framework identifies the centre as being part of a broader District centre precinct, which therefore requires the preparation of a Precinct Structure Plan. This Strategy recommends that such a Plan be prepared.

In addition to the matters noted earlier, it is envisaged that the Plan would involve a review of the extent of commercial and mixed use development opportunities within the cell, with a view to focusing such opportunities to area centres around the intersection of Colstoun Road and Maidos Street, rather than spreading into the other peripheral frame areas. This will likely require a retail needs/sustainability assessment to ensure the provision of an appropriate quantity of retail floorspace.

Eden Hill Centre

The Eden Hill centre, located on the corners of Morley Drive East and Ivanhoe Street, is currently zoned Local Shopping under LPS 10 but is currently vacant; having previously accommodated a shopping centre and later, a Place of Worship.



Whilst currently inactive (with the only structure on site being vacant and derelict), the lot represents a potentially significant mixed-use opportunity in the northern part of the district. Whilst the normal development assessment process will ensure the improvement of amenity and services of the precinct and facilitate integration with medium density housing development, this Strategy simply recommends that the sites be rezoned to Local Centre in accordance with the *Planning and Development (Local Planning Schemes) Regulation 2015*.

Ida Street/Walter Road East Shopping Precinct

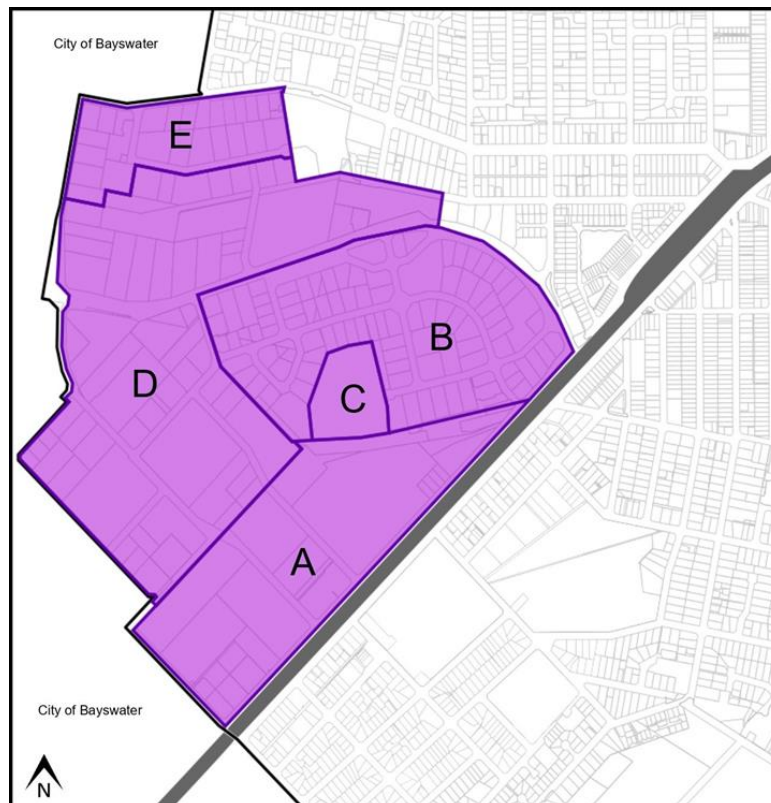


The Ida Street/Walter Road East local shopping precinct represents a comparatively medium sized local shopping area. As the precinct is split in two by Walter Road East, (and is somewhat disjointed as a consequence of this) the majority of economic activity occurs on the lots south of Walter Road East. Redevelopment on the two northern lots is somewhat hindered by (i) the size of the land parcels (ii) access requirements to Walter Road East, being an Other Regional Road under the MRS and (iii) the presence of the existing primary to the immediate north of the sites.

4.3.2 Industry

To ensure alignment with the Central Sub-Regional Planning Framework, this Strategy seeks to strengthen key employment centres, including activity centres and industrial centres to meet the future needs of industry, commerce and the community.

The Bassendean industrial area occupies approximately 135 hectares of land positioned generally between Collier Road and the railway line, extending westward up to Tonkin Highway, and hence is extremely accessible both to the local community and to the broader region. A location plan follows.



The area provides a diverse mix of lot sizes that has enabled a range of businesses to agglomerate and function together as a diverse industrial precinct of regional significance. This characteristic highlights the fact that with industrial land, it is not necessarily subdivision potential that drives change and redevelopment. Industrial change and strategic location are the prime causes for redevelopment of industrial areas such as Bassendean. The industrial area is one of the major employment centres within the Town and contributes towards the local economy.

Broadly, the Bassendean industrial area comprises some five (5) precincts, each characterised by industry scale, industry type, age and quality of development. These precincts are summarised as follows:

- Area A: A group of large older industries fronting the railway line on large land holdings comprising distribution centres, mining, Detroit Diesel, older warehousing etc.;
- Area B: The new Tonkin Park Industrial area which commences at the junction of Collier Road and Railway Parade and comprises new and predominantly light and service industrial developments on smaller land holdings;
- Area C: Lot 857 Yelland Way, Bassendean is a vacant industrial lot adjoining the new Tonkin Business Park, which is currently used as a Containment Cell for soil contaminated with pyritic cinders and other waste associated with historical fertiliser manufacturing. The cell accommodates approximately 250,000m³ of contaminated pyritic cinders and demolition waste and is lined and capped with clay and set at 2m above seasonal high groundwater levels. The containment of waste within the cell was completed in April 2005, with land use at the site restricted to that of an engineered containment cell, with ongoing leachate and groundwater monitoring and management. It is expected that the Containment Cell will remain in situ until the fill is removed, after which, the site will require remediation to allow it to be used for normal industrial purposes.

- Area D: The general industrial area flanking either side of Collier Road western side of the overall industrial area, comprising a mix of manufacturing industries, service industries, transport industries, offices and warehousing located on small to medium size lots and including both older and new redeveloped sites. There are a minimal number of vacant landholdings within this precinct and some opportunities for redevelopment of older sites;
- Area E: The light industrial area to the north interfacing with the residential areas on the opposite side of Grey Street and Broadway. This area comprises predominantly light industries, smaller factories, office and warehousing on relatively small lots.

Due to the historic development which has occurred throughout the Town's Industrial Area, the vast majority of the precinct area, with the exception of Area C, is built out.

This Strategy does not seek to facilitate any material change in this industrial area, but rather, simply seeks to protect the industrial land uses from encroachment of commercial and other incompatible land uses, via development controls and zoning under the local planning scheme.

4.3.3 Tourism

In respect of Tourism, the Swan River, the Bassendean Markets, Railway Museum and the Town's locational attributes are recognised as providing tourism value. To optimise the Town's proximity to both the Perth CBD and the Swan Valley and access to public transport, the Strategy identifies opportunity to consider increasing tourist accommodation within the Town by incorporating new short-term accommodation land uses under the scheme. It is noted that no land use planning changes are proposed that would affect the continued operation of the Railway Museum and Bassendean Markets.

4.4 Environment

Bassendean is located some 20 kilometres from the coast with its eastern boundary and portions of its southern boundary adjoining the Swan River. Several significant areas of land adjacent to the Swan River represent good agricultural soils that are low lying and hence subject to inundation. In other parts, the margin of river front land is well elevated and hence suitable for development. Further back from the river, the more elevated land is characterised by poorer quality soils and dunes with interdune swales that can become waterlogged and swampy in areas.

4.4.1 Natural Areas

The natural areas of environmental significance within the Town include the Swan River Foreshore, Ashfield Flats, Bindaring Park/Pickering Park and Bennet Brook. Given the relatively developed nature of the district, the vast majority of environmentally-important land is in public care and control; reserved as Parks and Recreation under the MRS and LPS 10, and managed by the Town and/or the DPLH.

One issue that requires action from a Natural Areas perspective is the finalisation of Town Planning Scheme No. 4A (TPS 4A) – a guided development scheme that seeks that acquire land in and around Bindaring Park. As part of the review of the Scheme, it was identified that it is appropriate to rationalise the proposed open space within Bindaring Park, specifically:

- reserving the 27 Hyland Street as Local Open Space on the basis that it accommodates remnant vegetation, does not have typical access to the public road network (access is via abutting open space) and has already been acquired by the Town. This will result an additional 1,369m² of open space; and

- offsetting the above by removing the open space reservation from 17 Harcourt Street and 18 Anstey Road on the basis that the portions are privately owned and each have frontage to a constructed public road. This will result in a reduction of 1,470m² of open space.

The above changes would result in a superior environmental outcome, a net decrease of only 101m² of land, and importantly, reduce the impact on a private landowner, relieve the Town of the obligation to acquire the land and allow swift cessation of TPS 4A.

Therefore, actions are recommended in Part 1 to Investigate the rationalisation of the proposed local open space reservations as recognised by TPS 4A under the local planning scheme.

4.4.2 Climate Change

The Town recognises that a key theme of the responses from BassenDream Our Future related to sustainability and addressing the issue of climate change. Both within and outside the local planning framework, the Town seeks to protect environmental assets and manage environmental impacts by initiating and driving renewable energy practices and implementing waterwise and urban forest projects.

This Strategy aims at improving the Town's sustainability through the planning process by creating a more compact urban environment that reduces sprawl, makes better use of existing services, facilities and infrastructure and reduced travel distances to access work, shopping and recreational opportunities. It is important that this does not come at the cost of reducing the urban tree canopy cover and existing green spaces, which are required to be protected in accordance with the 'Green Network' urban consolidation principle of the Central Sub-regional Planning Framework. It is intended that new development will need to, in accordance with Local Planning Policy No. 13, contribute to the urban forest; minimising the heat island effect caused by intense urban development and the loss of private green space. By encouraging development within concentrated areas within the Town, this will ensure the balance of private green space and canopy cover will remain unaffected by infill redevelopment, consistent with the 'Protection' urban consolidation principle of the Central Sub-Regional Planning Framework.

One of the most pressing sustainability issues within the district relates to the loss of trees as a result of development; a concern that has been raised by the community for some time, not only via BassenDream Our Future but as a broader issue that requires attention. As such, this Strategy contemplates the potential for greater regulatory controls to address tree retention. It is intended that these controls be formalised via appropriate scheme provisions within LPS 11.

4.5 Infrastructure

4.5.1 Transport Network

The Fremantle to Midland Railway passes through the Town of Bassendean, providing commuter links to Perth and Midland, whilst also servicing the Bassendean industrial area with small spur lines. The Town maintains access to one large (Bassendean) and two supplementary (Ashfield and Success Hill) railway stations, a primary regional road (Guildford Road) and several smaller other regional roads (Walter Road East, Morley Drive East, Lord Street and Collier Road). Guildford Road runs parallel to the railway line, and represents the

major traffic thoroughfare. Tonkin Highway is aligned marginally west of the municipal boundary, providing strong linkages into the area. The existing road hierarchy is defined, with the majority of the local road network being a grid pattern.

The Local Integrated Transport Plan (LITP) was adopted by Council on 26 November 2019 and is contained as Appendix 5. It identifies a number of strengths and weaknesses which are present in the Town for future increases and redistribution in density. Predominately, these strengths revolve around an enviable level of access to public transport. Weaknesses include the location of Guildford Road in proximity to the railway line, resulting in multiple at-grade level crossings within the Town.

The railway stations within the Town will be required to be upgraded to accommodate additional carriages. The Public Transport Authority will adjust its operations in line with increases in demand for public transport services, subject to funding.

One of the most strategically pressing issues from a road transport infrastructure perspective is the need to resolve the access constraints affecting the Success Hill South cell. In line with the urban consolidation principles within *Perth and Peel @ 3.5 million*, this cell should accommodate intensive infill redevelopment, however, it is only provided a single point of access to Guildford Road, via Thomson Road. Main Road Western Australia has provided preliminary comment in relation to traffic matters; advising that it does not support intensification in that location until such time as it upgrades Guildford Road. In providing that advice, it was not able to confirm when that upgrade would occur and in all likelihood, the upgrade would not occur within the life of this iteration of the strategy. Therefore, to adequately assess the traffic and access impacts of new development at the proposed densities and to respond to the 'Infrastructure' urban consolidation principle, the Town will, at the precinct structure plan and development application stage, assess each proposal in accordance with the WAPC's *Transport Impact Assessment Guidelines* and *Instrument of Delegation DEL 2017/02*. This is considered a pragmatic approach that appropriately balances the suitability of the precinct for further intensification, with the need to ensure new development does not exceed the capacity of the supporting infrastructure.

More broadly, the road and rail transport network, while vital, can and does have an adverse impact on human health and the amenity of nearby communities, by way of noise and vibration. To ensure a balanced approach is taken in land-use planning and development, this Strategy recommends that consideration be given to establishing a Special Control Area, or some similar statutory control, in relation to noise attenuation for affected properties. This course of action is contemplated in Clause 6.5.2 of State Planning Policy 5.4.

4.5.2 Telecommunications

The Town has a number of telecommunications infrastructure throughout the Town, however in recognising the amenity loss associated with 'high impact' telecommunications infrastructure, future telecommunications infrastructure should be located within established industrial areas. The Town will continue to apply the requirements of State Planning Policy 5.2 – Telecommunications Infrastructure in this respect, which ensures that a telecommunications infrastructure land use is included in the zoning table, in all zones. This Strategy also recommends the application of the requirements of the Fibre Ready Telecommunications Infrastructure Position Statement in the assessment of subdivision and development applications to ensure NBN infrastructure is provided.

4.5.3 Servicing

Sewerage

Whilst the majority of the Town enjoys connection to deep sewer, a number of properties within close proximity to the Swan River do not, such as lots along North Road and Bassendean Parade. As per the established Government Sewerage policy framework, which seeks to ensure that all properties are provided with access reticulated deep sewer, for a number of these sites the cost for connection is not feasible. As a result, this presents an access issue and limitation on further subdivision and development. In any instance, this Strategy recommends the retention of the R5 coding in these areas, to ensure the lots comply with the State Government Sewerage Policy.

The Water Corporation's sewerage system may require some upgrading for the Bassendean Sewer District in the long term if dwelling growth exceeds approximately 6,500 dwellings in the suburb of Bassendean (i.e. about 2,500 more dwellings than existing). This will be assessed on a case by case basis and as part of a future Precinct Structure Plans.

It is also noted that a large part of the industrial area remains unsewered, however, the industrial area is largely built-out and this is not considered to place any further constraints on development.

Water

Due to the Town's location within the Perth Metropolitan Region, the vast majority of lots enjoy access to reticulated water sources (scheme water). It is not considered a hindrance to future development and subdivision on this basis, however, further consultation with the Water Corporation is required at these stages. The Water Corporation will monitor the existing water supply system and make adjustments as necessary to accommodate growing demand.

Drainage

Under natural conditions, stormwater disposal and runoff within the Town is relatively straightforward, with the majority of stormwater able to directly infiltrate into the soil. In the southern and eastern portions of the Town, however, the proximity to the Swan River and the high clay content of the soil makes onsite infiltration more difficult. As a result, new development is often required to be supported by a connection to the Town's existing stormwater and drainage system.

Further investigation into the capacity of the Town's stormwater infrastructure is required (which can be undertaken for each individual development proposal, but will also be completed as part of future Precinct Structure Plans), to ensure the system has adequate capacity to cater for the development as well as meet the objectives of the State's Better Urban Water Management framework and the Town's relevant local planning policy.

Power

The Town is dissected by a 132kV power line, which runs from Morley Drive East, Eden Hill, down Iolanthe Street and then runs parallel to the Perth to Midland Train Line between the Collier Road and Railway Parade junction. Smaller intermediate power infrastructure is present throughout the Town, some of which originate at the Town's only electrical substation located on land abutting the level crossing on Collier Road.

Whilst the majority of the residential areas throughout the Town are provided with overhead power, the Town is currently exploring options for the undergrounding of power within the suburb of Eden Hill. Understanding the potential benefits to the streetscape and power security that underground power brings, the Town has signalled its desire for this to occur in other areas across the Town. However, this has obvious implications and subsequent limitations on household cost of undergrounding existing infrastructure.

In terms of electricity distribution, Western Power has acquired a site in the northwest quadrant of the intersection of Guildford Road and Tonkin Highway (Bayswater) to secure a zone substation. At this time, Western Power does not have specific plans to establish a zone substation on the site (or on another site in the general vicinity). Western Power will continue to monitor and forecast load requirements for the area, and will take actions as appropriate to ensure sufficient supply capacity.

Gas

Gas is available throughout the Town, via a high-pressure subterranean gas pipeline which straddles the Perth to Midland rail line, terminating at the Bassendean Railway Station.

The gas distribution network operated by WA Natural Gas may need strengthening with the new installation of two Pressure Regulating Stations (PRS) subject to suitable sites being identified and available. In addition, the pressure of gas supply in some portions of the study area may need to be increased.

5 Planning Areas

5.1 Planning Area A – Bassendean District Activity Centre

The Bassendean District Activity Centre is the key node of commercial activity within the district. Old Perth Road forms a boulevard from the Bassendean Railway Station, with the Federation period shop fronts acting as the entrance to the Town. Buildings to the north of Old Perth Road are single storey facing the street, and the Bassendean Hotel influences a two-storey building scale along the southern side of the streetscape.

The area east of Wilson Street, along Old Perth Road, includes the Town's major civic buildings, schools, aged care facilities, main shopping centres and mixed residential apartment buildings. Acting as a green fringe to the above sections are the Bassendean Oval, Bic Park and other sporting grounds. This fringe edges Guildford Road and forms a secondary, green entrance to the Town Centre.

Planning Area A proposes the redevelopment and land use intensification of the Bassendean District Activity Centre area with a focus on optimising employment opportunities, land use diversity and accommodating residential outcomes. The Strategy recognises that Planning Area A requires a precinct structure plan and that the land is to be zoned and coded accordingly. The Town progressed and Council adopted the Bassendean Town Centre Masterplan which will inform the preparation of a Precinct Structure Plan. The Town proposes to prepare the Precinct Structure Plan and investigate the matters such as density, land use mix, servicing capacity, traffic impacts, interface and retail needs in the immediate term.

5.2 Planning Area B – Ashfield District Activity Centre

Portions of Ashfield are identified as a District Centre under the Central Sub-Regional framework, which envisions the area becoming a more significant employment-focused strategic centre. The area designated as District Centre under the Frameworks currently contains an expansive area of district level open space, a local commercial centre with limited commercial opportunities, low density residential (with the exemption of one site owned by the Department of Communities), and industrial development on the northern side of the Perth-Midland Railway Line. Whilst Ashfield Railway Station will require upgrading to meet current accessibility standards, the station provides access to adjacent employment opportunities and provides the opportunity to integrate passenger rail lines with future residential intensification.

Planning Area B proposes land use intensification within the Ashfield District Activity Centre with a focus on optimising employment opportunities, land use diversity and accommodating residential outcomes. The Strategy recognises that Planning Area B requires a Precinct Structure Plan in accordance with SPP 4.2 and that land is to be zoned and coded accordingly. The Town proposes to prepare the precinct structure plan and investigate the matters such as density, land use mix, servicing capacity, traffic impacts, interface and retail needs in the medium term.

5.3 Planning Area C – Guildford Road Urban Corridor

Key transport corridors will be required to transition into multi-functional corridors to achieve a more compact and diverse urban form. The southern side of Guildford Road predominantly contains existing single or grouped dwellings, with access either directly to Guildford Road, or via rear laneways and secondary streets where available.

Area C proposes to facilitate land use intensification, land use mix and housing diversity within proximity to centres and/or and high frequency public transport, consistent with the principles of urban consolidation. Matters requiring consideration in these areas vary given locational

characteristics, however, include bushfire, density ranges, land use mix, interface arrangements, traffic and noise impacts. Investigations are proposed in the medium term.

5.4 Planning Area D – Ivanhoe Street Urban Corridor – South

The integration of key centres with high quality public transport networks is a fundamental principle of the frameworks. The character of this Planning Area is an urban corridor under the Central Sub-Regional framework, dominated by existing grouped dwelling developments, including larger multi-unit grouped dwelling strata complexes facilitated by the existing split density R20/40 coding of the land. The cell is within close proximity to the Bassendean Railway Station and therefore access to high quality public transport linkages is readily available.

Planning Area D proposes to facilitate land use intensification, land use mix and housing diversity within proximity to centres and/or and high frequency public transport, consistent with the principles of urban consolidation. Matters requiring consideration in these areas vary given locational characteristics, however, include density ranges, land use mix, interface arrangements, traffic and noise impacts. Investigations are proposed in the medium term.

5.5 Planning Area E – Ivanhoe Street Urban Corridor – North

The northern portion of the Ivanhoe Street Urban Corridor also has access to public transport, similar to the southern portion, however walkability to the Bassendean Railway station is less likely and reliance on bus services is required to ensure the viability of this corridor. Bus services are an important part of a comprehensive and integrated public transport network. Improving connectivity between bus and rail networks will increase accessibility to the Perth CBD and key centres and reduce commuting times.

This cell is characterised by low density residential development, and an underutilised and largely vacant existing local centre in the northern portion of the cell at Eden Hill. Future planning for this local centre, likely in the form of a local development plan, will guide future development and ensure an appropriate interface to the adjacent district level open space at Mary Crescent Reserve.

Future intensification along Morley Drive East, the northern edge of the Planning Area and the boundary to the local government area, will need to consider impacts of transport noise and access, given this is designated as an 'Other Regional Road' under the Metropolitan Region Scheme.

Planning Area E proposes to facilitate land use intensification, land use mix and housing diversity within proximity to centres and/or and high frequency public transport, consistent with the principles of urban consolidation. Matters requiring consideration in these areas vary given locational characteristics, however, include bushfire, density ranges, land use mix, interface arrangements, traffic and noise impacts. Investigations are proposed in the medium term.

5.6 Planning Area F – Lord Street Urban Corridor

Planning Area F is fragmented into two district areas by Lord Street, which is an 'Other Regional Road' under the Metropolitan Region Scheme and will play an important role in the regional road network, connecting future development to the north of the district to the amenities within the Bassendean Town Centre. The western portion provides for low density existing residential development, whilst the eastern portion contains low density residential development and land reserved for Parks and Recreation and Public Purposes. The existence of mature vegetation on the eastern portion of this corridor abutting the Swan River and associated designation as a bushfire prone area will likely limit the future development potential, in addition to access constraints onto Lord Street.

Provision of a network of paths for cyclists and pedestrians offers commuters an alternative to private car trips, as well as providing recreation opportunities and associated health benefits. Future consideration to upgrades to Lord Street for this purpose is envisioned to provide a safer transport route which provides for these alternative modes of transport.

Planning Area F proposes to facilitate land use intensification, land use mix and housing diversity within proximity to centres and/or and high frequency public transport, consistent with the principles of urban consolidation. Matters requiring consideration in these areas vary given locational characteristics, however, include bushfire, density ranges, land use mix, interface arrangements, traffic and noise impacts. Investigations are proposed in the medium term.

5.7 Planning Area G – Eden Hill Coding Review

This area predominantly represents a post c1960s subdivision and is characterised by single storey dwellings of that era. This cell is wedged between the Lord Street and Ivanhoe Street Urban Corridors, although does not have the immediate access to high frequency public transport experienced by the corridors. Land in the southern portion of this cell is impacted by transport noise from the Perth-Midland Railway and Guildford Road.

Planning Area G proposes to investigate recoding sites from R20/30 and R20/40 to R20 within Bassendean and Eden Hill. This will result in the loss of development potential for lots that have not been developed while other lots previously developed at the higher coding will retain their development potential through a proposed clause under the new Local Planning Scheme. The purpose of this approach is to redirect higher density outcomes to activity centre and urban corridor planning areas, consistent with the principles of urban consolidation. Investigations are proposed in the immediate term.

5.8 Planning Area H – Ashfield Coding Review

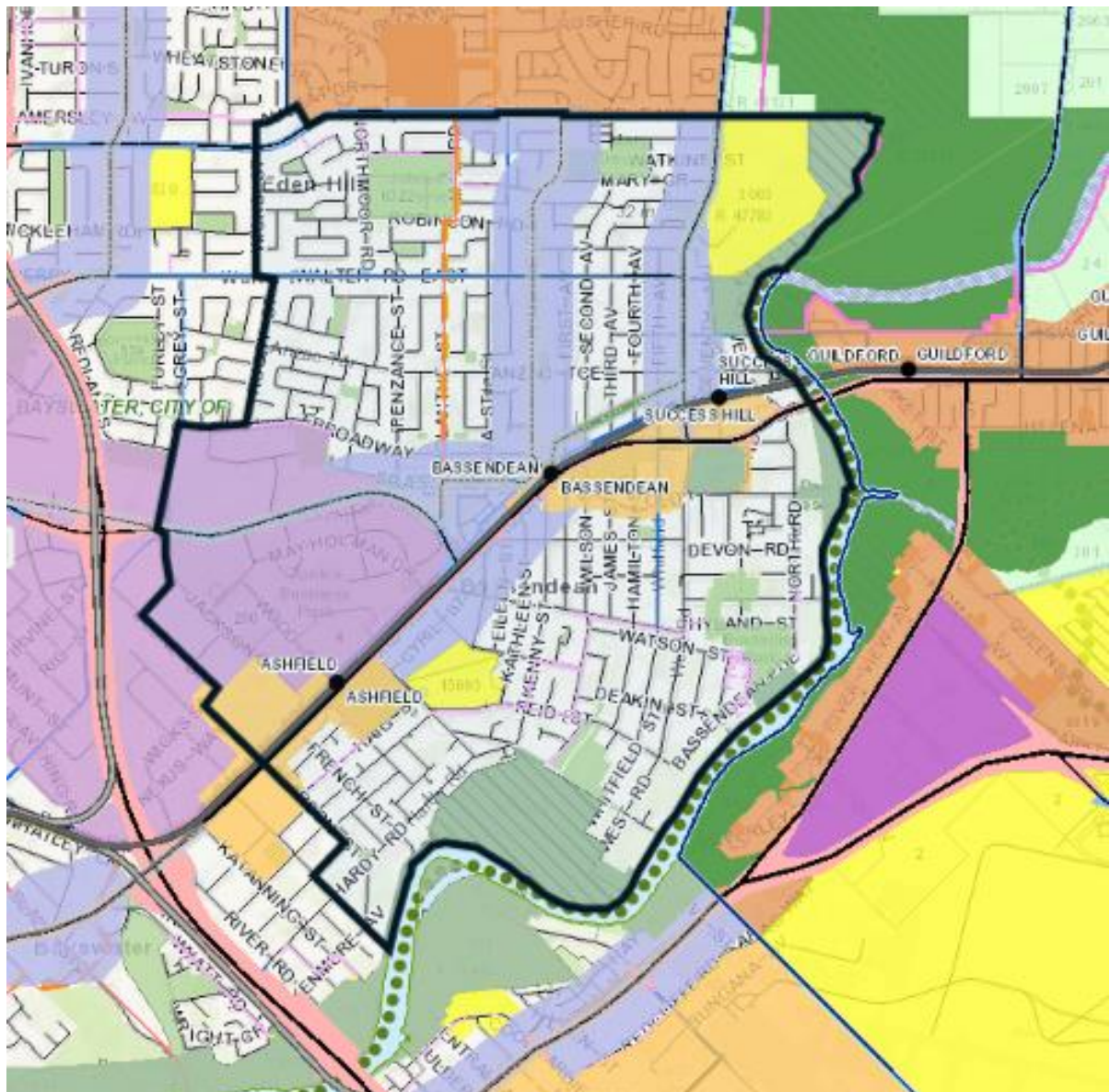
Planning Area H proposes to investigate normalising various split coding arrangements to a single density code where build out has occurred within Bassendean and Ashfield. This is to provide for transparency and legibility under the new Local Planning Scheme. The matters requiring consideration in this area are existing built form outcomes and heritage with investigations proposed in the immediate term.

5.9 Planning Area I – Eden Hill Coding Review

Similar to Planning Area G, this area predominantly represents a post c1960s subdivision and is characterised by single storey dwellings of that era. Maximising areas of soft landscaping, encouraging the retention of large trees and existing parking and ensuring new development references single and two storey building elements is critical in retaining the existing character of the locality.

Planning Area I proposes to investigate normalising various split coding arrangements to a single density code where build out has occurred in Eden Hill. Additionally, the base density code of R17.5 is proposed to be increased to R20 to reflect servicing capacity and the prevailing minimum lot size within the local government area and the Perth metropolitan region. The matters requiring consideration in this area are existing built form outcomes and investigations are proposed in the immediate term.

Appendix 1 – Central sub-regional planning framework plan as it relates to the Town of Bassendean (DPLH, March 2018)



Appendix 2 – Local Planning Scheme No. 10 Scheme Map

https://www.dplh.wa.gov.au/getmedia/700c97be-03eb-475a-a442-2b4232163708/Map-01_Bassendean-North

https://www.dplh.wa.gov.au/getmedia/2a8c64cc-4381-480f-8fc7-866d79291838/Map-02_Bassendean-South

Appendix 3 – Built Form and Character Study (May 2018)

https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Strategic_Planning/Bassendean_Built_Form_Character_FINAL_DRAFT_090320.pdf

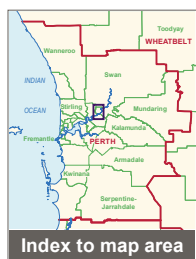
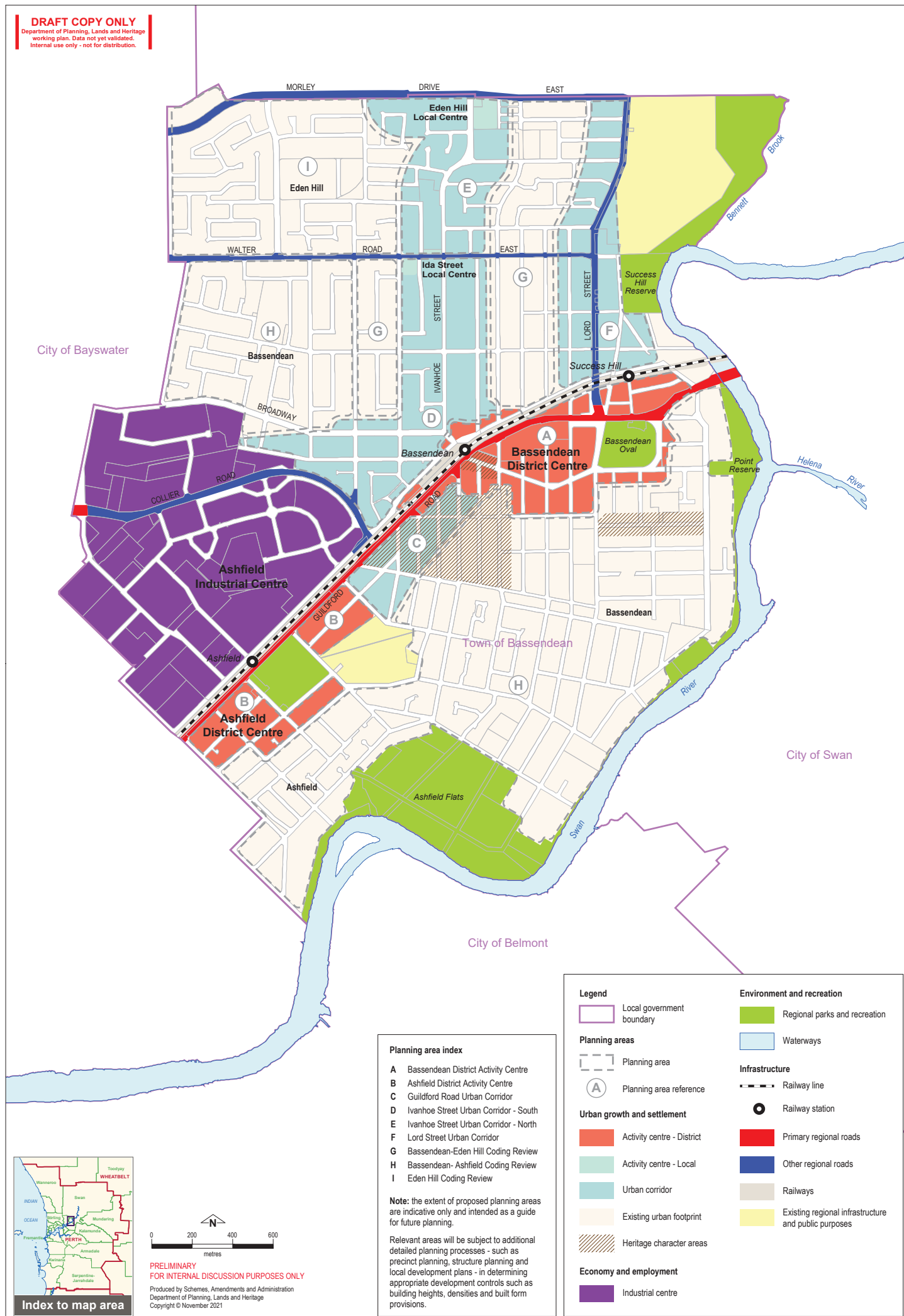
Appendix 4 – Bassendean Town Centre Master Plan

<https://www.bassendean.wa.gov.au/Profiles/bassendean/assets/moduledata/consultations/f985f7b0-842e-4798-b9d5-823e61ceeb5f/4.8/Concept-Plans-Town-Centre-Masterplan.pdf>

Appendix 5 – Local Integrated Transport Plan (October 2019)

https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Strategic_Planning/191122_Bassendean-Transport-Study_Phase-2-LITP_Final_issue_Rev3.pdf

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1.8 Street Trees

1. Policy Statement

The Town recognises the significant contribution made by street trees to both the aesthetic and environment aspects of existing streetscapes within the Town. Whilst the Town seeks to retain street trees, it also recognises that in some cases, tree retention may not be feasible due to the condition, and possible location or species of the tree.

2. Application of Policy

This Policy applies to trees within the public realm. Matters pertaining to trees on private property are addressed in Local Planning Policy 13 – Tree Retention and Provision.

3. Objectives

- (a) To retain existing trees to maintain a local sense of place.
- (b) To retain and promote canopy coverage and shade to provide amenity, environmental and health benefits.
- (c) To provide a framework for requests for the provision of new street trees, street tree pruning or removal.
- (d) To ensure that development activity on the verge area is minimised in order that the street tree(s) root zone area and canopy mass are protected.
- (e) To provide a method for the repair, replacement and amenity valuation of trees.
- (f) To prepare for the effects of climate change and to increase canopy coverage for carbon sequestration and to reduce the urban heat island effect.

4. Policy

4.1 Requests for Street Trees

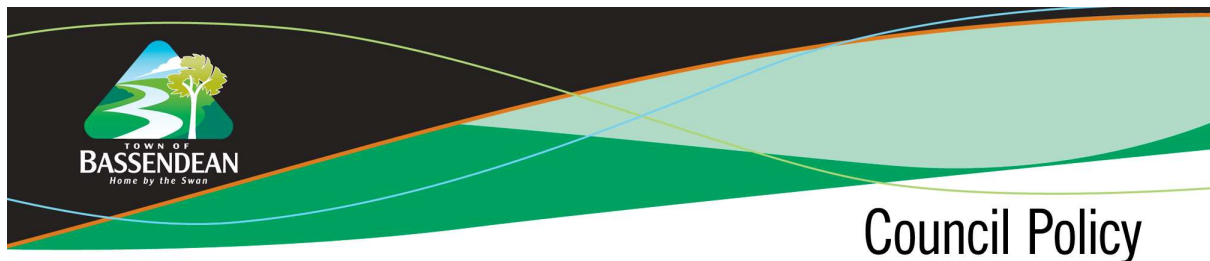
- (a) The Town will consider all requests for street trees in relation to the Street Tree Planting Program. Requests for street trees will be prioritised based on the following:
 - (i) The amount of existing trees in the streetscape;
 - (ii) If the location of the tree is on a major arterial road or has public facilities on the same street; and
 - (iii) Where existing trees have been removed to facilitate underground power, infrastructure or road widening.
- (b) Street trees planted without the prior approval of the Town by a landowner/occupant may be retained at the discretion of the Town.

4.2 Street Tree Maintenance

- (a) The pruning or maintenance of a street tree is not permitted without the prior approval of the Town being first obtained.
- (b) Maintenance of street trees is only permitted to be undertaken by the Town or by a suitably qualified arborist approved by the Town.
- (c) Requests for street tree maintenance will only be considered favourably in the following circumstances:
 - (i) To provide safe clearance to overhead power lines;
 - (ii) To ensure appropriate vehicle and pedestrian sight lines at crossovers and intersections;
 - (iii) To correct structurally unsound growth;
 - (iv) To provide appropriate clearance to footpaths; and
 - (v) To reduce undue safety impacts to adjacent properties or the public realm.
- (d) The Town will not support a request to prune or remove a street tree for the following reasons:
 - (i) The tree obscures or has the potential to obscure access to light;
 - (ii) The tree obscures or has the potential to obscure access to views;
 - (iii) The tree causes allergies or health issues; and
 - (iv) The tree causes nuisance by way of leaf, fruit, and/or bark shedding.

4.3 Street Tree Removal

- (a) The removal of a street tree is not permitted without the prior approval of the Town being first obtained.
- (b) Requests to remove street trees will only be considered favourably where a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the tree is:
 - (i) Dead, having less than 10% photosynthetic material or live tissue present in the canopy mass;
 - (ii) Diseased and unlikely to respond to treatment;
 - (iii) Structurally unsound to the extent it presents a danger to the community;



- (iv) A species declared as a noxious weed by the Department of Primary Industries and Regional Development; or
- (v) The Town determines the tree is of no ecological or amenity value.
- (c) The Town will not support a request to prune or remove a street tree for the following reasons:
 - (i) The species of tree is not preferred;
 - (ii) The tree obscures or has the potential to obscure access to light;
 - (iii) The tree obscures or has the potential to obscure access to views;
 - (iv) The tree causes allergies or health issues;
 - (v) The tree restricts access for a non-essential or secondary crossover; and
 - (vi) The tree causes nuisance by way of leaf, fruit, and/or bark shedding.
- (d) Where removal of a street tree is approved by the Town, the landowner/applicant is responsible for the full cost of removing and replacing any street tree in accordance with Clause 4.6.

4.4 Street Tree Repair and Replacement

- (a) The Town will only approve the replacement of a damaged or removed tree in lieu of payment of the amenity value of the tree where the Town is satisfied that it can be replaced with a tree that is of similar size, species and condition.
- (b) Where the Town approves the repair or replacement of a tree, the landowner/applicant shall be responsible for all associated costs, including:
 - (i) Inspections, consultations and reports carried out by a suitably qualified arborist approved by the Town;
 - (ii) Any repair work carried out on the tree by a suitably qualified arborist approved by the Town, including future repairs for a period of up to 5 years;
 - (iii) Clean up and removal of tree debris and pruning as a result of the replacement work carried out by a suitably qualified arborist approved by the Town;
 - (iv) Site works associated with new planting, including stump grinding and root removal;
 - (v) The supply, transportation and planting of the replacement tree;
 - (vi) The cost of maintaining any new tree for a period of a maximum of 10 years; and

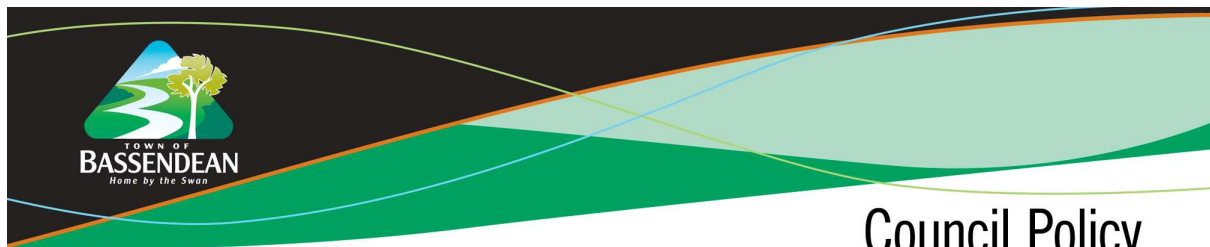
- (vii) The loss of amenity, to be calculated based on the cost and installation of a similar tree in the same location.

4.5 Protection of Street Trees as part of Subdivision/Development Processes

- (a) Street trees will not be permitted to be removed to accommodate proposed crossovers and driveways unless otherwise approved by the Town in accordance with clause 4.3.
- (b) The applicant/landowner shall undertake and ensure the following to protect street trees for the duration of the works:
 - (i) Where requested by the Town, provide a report from a suitably qualified arborist approved by the Town to guide the management practices during the development;
 - (ii) Provide free standing open mesh fencing to form the tree protection zone. The support shoes must not present a trip hazard to pedestrians and must be rotated parallel with the fence or be positioned behind the fence or be fully contained within the tree protection zone. The structure must be appropriately braced and regularly checked to ensure it has not moved out of the correct alignment;
 - (iii) No street trees are to be pruned, or damaged, and vehicles must not park within the dripline of any trees;
 - (iv) The establishment of a Tree Protection Zone in accordance with AS 4970-2009 *Protection of Trees on Development Sites* around all street trees within or adjacent to the worksite. The Tree Protection Zone should not be less than 2m from the base of the street tree;
 - (v) No excavation work is to be undertaken within the drip line of the street tree canopy unless approved by the Town;
 - (vi) Building materials or debris shall not to be placed or stored under the street tree canopy;
 - (vii) The use of appropriate sized machinery is to occur so that contact with the upper canopy of a street tree does not occur at any time; and
 - (viii) In the event that existing irrigation on the verge is to be removed or stopped, a supplementary watering program may need to be implemented pending advice from a suitably qualified arborist approved by the Town.

4.6 Amenity Evaluation

- (a) Where the Town does not support the replacement of a damaged or removed tree, or where required by a condition of subdivision or development approval, the landowner/applicant will be required to pay to the Town the amenity value of the tree.
- (b) The Town will use the Burnley Method (Moore, 1991) as the basis for determining the monetary value of trees as follows:



Appraisal value = tree volume x base value x life expectancy x form and vigour x location, where:

- (i) Tree size is measured as volume of the tree approximated by an inverted cone;
- (ii) Tree volume is multiplied by the cost per cubic metre or retail nursery stock or the same or similar species; and
- (iii) The maximum value is then reduced by factors for life expectancy (0.5 to 1.0), form and vigour (0.0 to 1.0) and location (0.4 to 1.0).

4.7 Unauthorised works

The Town will pursue legal action against any person who wilfully interferes with, removes, prunes or damages a street tree, without the prior approval of the Town.

The Town may at its absolute discretion offer a reward for provision of information leading to the conviction of any person who interferes with, removes, prune or damages a tree on public land.

Document Control

Directorate	Infrastructure Services
Business Unit	Parks and Gardens
Inception Date	28 July 2020 (OCM-9/7/20)
Version	1
Next Review Date	2022

Street and Reserve Trees

Policy Objective

This policy aims to provide consistent and effective management in relation to the promotion and protection of trees located on land vested with or managed by the Town.

To increase the overall canopy coverage within the Town, all tree planting opportunities will be identified and planted where practicable. The overarching aim is to achieve a continuous tree canopy throughout the Town with the planting of biodiversity corridors comprising different tree species, tree sizes, food sources for wildlife and the promotion of biodiverse vegetation (as addressed in the Town's *Verge Treatment Policy*).

Policy Scope

This Policy applies to trees located on land vested with or managed by the Town. Matters pertaining to trees on private property are addressed in *Local Planning Policy 13 – Tree Retention and Provision*.

Policy Statement

The Town recognises the significant contribution made by trees to both the aesthetic, social and environmental aspects of existing streetscapes and reserves within the Town. While the Town seeks to retain trees, it also recognises that in some cases, tree retention may not be feasible due to the condition or species of tree. Where tree location may be an issue retention should be prioritised with solutions explored, and removal a last resort.

Definitions

Reserve Tree:

means any tree located within Public Open Space and/or land reserved for Parks & Recreation.

Street Tree:

means any tree located on a verge.

Tree:

means a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 3m in height at maturity.

Verge:

means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

Canopy Area Potential

means the average canopy area that a tree of that species will attain after twenty years of moderate growth.

Aggregate Tree Canopy Area

means the sum of the Tree Canopy Area Potentials for every tree on a particular nature strip/verge

Street Tree Planting

1. To achieve the objectives of this Policy the Town shall fill all street tree planting opportunities so as to have as near a continuous street tree canopy as is practicable in all areas of the Town.
2. Species selection will be in accordance with the Town's *Street and Reserve Tree Planting List* informed by criteria within this Policy.
3. Tree planting programs will be carried out to improve canopy cover and the environmental values and visual amenity of streetscapes, reserves and parks.
4. Tree planting to achieve a continuous tree canopy will take priority over a residents' objection to accommodate street trees.
5. The Town will, in consultation with the property owner, give consideration to verge and home orientation and existing renewable energy devices installed. This will guide the selection of the species of tree to be used and its location, to maximise solar access for passive winter heating, summer cooling and renewable energy production.
6. Trees planted by a landowner or resident without the prior approval of the Town may be retained or removed at the discretion of the Town.
7. In the situation where a resident may object to a tree/s on an adjacent verge, **the Town will consider such objections on compassionate grounds subject to the satisfaction of the Executive Manager Infrastructure.**
8. The Town considers uniform avenues of street trees as desirable in certain situations and may designate locations to introduce this. Though desirable, the Town considers the concept of uniform avenues less important than the direct objective of increasing canopy cover and species diversity.

Street and Reserve Tree Criteria

The Street and Reserve Tree Planting List will be largely guided by:

- Specific location;
 - Climate and **soil** type;
 - Water table depth;
 - Susceptibility to plant pest and diseases;
 - Available soil volume/ verge width;
 - Canopy area potential;
 - Solar access and building orientation;
 - The provision of underground or overhead power lines

- The creation of biodiversity corridors; and
- Streetscape amenity.

Requests for Street Trees

1. The Town will consider all requests for street trees in relation to the Street Tree Planting Program. Requests for street trees will be prioritised based on the following:
 - a. A low number of existing trees in the surrounding streetscape;
 - b. Locations on higher traffic volume roads, public transport routes and verges adjacent to bus stops;
 - c. Key pedestrian, cycle and school routes; and
 - d. Where underground power, infrastructure or road projects have recently been completed.
2. A property owner may request the planting of additional trees if sufficient space allows:
3. Street tree requests will be assessed in accordance with the Town's *Street and Reserve Tree Planting List*.

Tree Maintenance

1. The pruning or maintenance of a verge tree is not permitted without the prior approval of the Town being first obtained.
2. Pruning or maintenance of trees is only permitted to be undertaken by the Town or by a suitably qualified arborist approved by the Town.
3. Requests for tree maintenance will only be considered favourably in the following circumstances:
 - a. To provide safe clearance to overhead power lines;
 - b. To ensure appropriate vehicle and pedestrian sight lines at crossovers and intersections;
 - c. To correct structurally unsound growth;
 - d. To provide appropriate clearance to footpaths; and
 - e. To mitigate unacceptable risk of harm or damage to infrastructure or reduce safety issues for adjacent properties or the public realm;
4. The Town will not support a request to prune or maintain or remove a tree for the following reasons:
 - a. The tree obscures or has the potential to obscure access to light;
 - b. The tree obscures or has the potential to obscure access to views;
 - c. The tree causes allergies or health issues, unless appropriate evidence from a medical practitioner is provided of ongoing detrimental health issues attributed solely to that particular tree without any alternatives for management;
 - d. The tree causes nuisance by way of leaf, fruit, nut or bark shedding; and

- e. The species of tree is not preferred.

Tree Removal

1. Street trees will not be permitted to be removed to accommodate proposed crossovers or development unless otherwise approved by the Town in accordance with Clause 4;
2. The removal of a tree is not permitted without the prior approval of the Town;
3. Tree removal shall only be carried out by the Town, or a suitably qualified arborist approved by the Town.
4. Requests to remove trees will only be considered favourably where a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the tree is:
 - a. Dead, having less than 10% photosynthetic material or live tissue present in the canopy mass with no potential to recover;
 - b. Diseased and unlikely to respond to treatment;
 - c. A public liability risk determined by a recognised Tree Risk Assessment;
 - d. A species declared as a noxious weed by the Department of Primary Industries and Regional Development;
 - e. The Town determines the tree is of no ecological, amenity or community value; or
 - f. Causing damage to property and infrastructure where all alternatives to removal have been explored and cannot be implemented.
5. The Town will not support a request to remove a tree for the following reasons:
 - a. The species of tree is not preferred;
 - b. The tree obscures or has the potential to obscure access to light;
 - c. The tree obscures or has the potential to obscure access to views;
 - d. The tree causes allergies or health issues. (Tree removal will only be considered where appropriate evidence from a medical practitioner is provided of ongoing detrimental health issues attributed solely to that particular tree without any alternatives for management); and
 - e. The tree causes nuisance by way of leaf, fruit, nut or bark shedding.

Protection of Trees

1. Any person who carries out works on the verge or likely to impact the verge shall ensure the following is carried out to protect any affected trees for the duration of the works:
 - a. Where requested by the Town, provide a report from a suitably qualified arborist approved by the Town to guide the management practices during the development;
 - b. No street trees are to be pruned, or damaged, and vehicles must not park within the dripline of any trees;

- c. Provide free standing open mesh fencing to form the tree protection zone which is a minimum of 2m from the base of the tree. The support shoes must not present a trip hazard to pedestrians and must be rotated parallel with the fence or be positioned behind the fence or be fully contained within the tree protection zone. The structure must be appropriately braced and regularly checked to ensure it has not moved out of the correct alignment;
- d. The establishment of a Tree Protection Zone in accordance with *AS 4970-2009 Protection of Trees on Development Sites* around all street trees within or adjacent to the worksite. The Tree Protection Zone should not be less than 2m or greater than 15m from the base of the tree;
- e. No excavation work is to be undertaken within the drip line of the tree canopy unless approved by the Town;
- f. Building materials or debris shall not to be placed or stored under the tree canopy;
- g. The use of appropriate sized machinery is to occur so that contact with the upper canopy of a tree does not occur at any time; and
- h. In the event that existing irrigation on the verge is to be removed or stopped, a supplementary watering program may need to be implemented pending advice from a suitably qualified arborist approved by the Town and reticulation reinstated at completion.

Unauthorised works

1. The Town will investigate the actions taken by any person who interferes with, removes, prunes, or damages a tree, in accordance with the Town's *Tree Vandalism Policy*.
2. The Town will pursue appropriate legal or civil action, depending on the outcome of the tree vandalism investigation, against any person who interferes with, removes, prunes or damages a street tree.

Responsibility for the implementation of this policy rests with the Chief Executive Officer.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Executive Manager Infrastructure
Inception Date:	OCM- / /2022	Decision Maker:	Council
Review Date:	May 2023	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

TOWN OF BASSENDEAN

MINUTES

AUDIT AND GOVERNANCE COMMITTEE

**HELD BY ELECTRONIC MEANS IN ACCORDANCE WITH REGULATION 12(2) AND
14(D) OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996
ON WEDNESDAY 8 JUNE 2022, AT 5.30PM**

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

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 Announcements by the Presiding Member Without Discussion

Nil

3 Attendances, Apologies and Applications for Leave of Absence

Members

Cr Hilary MacWilliam, Presiding Member
Cr Kathryn Hamilton
Cr Renee McLennan
Cr Paul Poliwka
Patrick Eijkenboom
Kim Stewart

Staff/Consultants

Paul White, Director Corporate Services
Elizabeth Kania, Manager Governance & Strategy
Raj Malde, Manager Finance
Ron Back, Advisor to the Committee
Amit Kabra, RSM (until 6.12pm)
Krushna Hirani, RSM (until 6.12pm)
Jay Teichert, Office of the Auditor General (until 6.12pm)
Duy Vo, William Buck
Amy Holmes, Minute Secretary

4 Declarations of Interest

Nil

5 Presentations or Deputations

Nil

6 Confirmation of Minutes

6.1 Confirmation of Minutes

Committee/Officer Recommendation – Item 6.1(a)

MOVED Cr MacWilliam, Seconded Cr McLennan, that the minutes of the Audit and Governance Committee meeting held on 9 March 2022, be received.

CARRIED UNANIMOUSLY 6/0

Committee/Officer Recommendation – Item 6.1(b)

MOVED Kim Stewart, Seconded Cr McLennan, that the minutes of the Audit and Governance Committee meeting held on 9 March 2022, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

7 Reports

7.1 Annual Audit of the Financial Report for 2021/22 - Audit Planning Memorandum	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/7
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. APM - Town of Bassendean F Y 2022 - Final [7.1.1 - 29 pages]

Purpose

The purpose of this report is to provide the Committee with the Audit Planning Memorandum (**APM**) for the audit of the Town's Financial Report for 2021/22 (**Attachment 1**).

Background

The primary purpose of the APM is to brief the Town on the proposed approach by RSM Australia (**RSM**), on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the Town for the year ending 30 June 2022.

Proposal

For the Audit and Governance Committee to receive the APM.

Communication and Engagement

RSM liaised with Town staff in the preparation of the APM, prior to this meeting of the Committee which RSM refers to at the "Entrance meeting", to present and discuss the APM.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.1 Make brave decisions in line with a risk appetite

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

Following the audit, a final audit findings meeting will be held with Town management, the OAG and RSM to discuss any significant accounting issues and findings noted during the final audit. If there are significant, unresolved matters, then a meeting will also be held with the Committee and CEO.

The Final Audit Exit Meeting with the Committee is expected to be held on 7 December 2022 and will cover the presentation and discussion of the audit closing report, which will outline any significant audit related matters concerning the financial report, management letters and improvement suggestions for future audits.

Statutory Requirements

Local Government Act 1995

6.4. Financial report

1. A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
2. The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
3. By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regulations 1996

The Regulations specify the required content of the annual financial report prepared under section 6.4 of the *Local Government Act 1995*.

Local Government Act 1995

7.12AB. Conducting a financial audit

The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.

7.12AD. Reporting on a financial audit

1. The auditor must prepare and sign a report on a financial audit.
2. The auditor must give the report to —
 - (a) the mayor, president or chairperson of the local government; and
 - (b) the CEO of the local government; and
 - (c) the Minister.

Local Government (Audit) Regulations 1996

10. Report by auditor

1. An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
2. The report is to give the auditor's opinion on —
 - (a) the financial position of the local government; and
 - (b) the results of the operations of the local government.

3. The report is to include —
 - (a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and
 - (b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and
 - (c) details of whether information and explanations were obtained by the auditor; and
 - (d) a report on the conduct of the audit; and
 - (e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —
 - (i) the asset consumption ratio; and
 - (ii) the asset renewal funding ratio.

- (4A) In subregulation (3)(e) —

asset consumption ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2);

asset renewal funding ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).

4. Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

Financial Considerations

The budget for the Town's annual Financial Report of \$45,000 is included in the draft annual budget for 2022/23 to be presented to Council.

Risk Management Implications

Financial Risk
Medium

The annual audit of the Town's Financial Report is an important part of the Town's approach to identifying, assessing and treating risks. While audits are not an absolute guarantee of the accuracy or reliability of the Town's information and may not identify all matters of significance, the audit is likely to highlight any significant risks and weaknesses in controls for risk mitigation by the Town.

Declaration of Conflicts of Interest

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

Amit Kabra of RSM spoke on the Audit Planning Memorandum and advised that next year it will be presented a little earlier, ideally at the March Audit & Governance Committee meeting. It is anticipated, that following completion of the audit process, the 30 June 2022 Financial Report will be presented to Council for adoption at its December Ordinary Council Meeting.

Committee/Officer Recommendation – Item 7.1 **AGC-1/6/22**

MOVED Cr McLennan, Seconded Cr Hamilton, that the Audit and Governance Committee receives the RSM Audit Planning Memorandum.

CARRIED UNANIMOUSLY 6/0

Amit Kabra, Krushna Hirani and Jay Teichert left the meeting at 6.12pm.

7.2 General Finance Control Review	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - Final Signed Report - General Finance Control [7.2.1 - 17 pages]

Purpose

The purpose of this report is for the Audit and Governance Committee to receive the General Finance Control Review Report, prepared by the Town's internal auditors William Buck Consulting (WA) Pty Ltd (**William Buck**), and to consider the recommendations therein and the management action proposed by the Town.

Background

In accordance with the Town's three-year Internal Audit Plan for 2020/21 to 2022/23, adopted by Council in June 2020, William Buck conducted an internal audit on the key financial controls and procedures during the 2021/22 financial year. The internal audit was performed in accordance with the agreed terms and conditions set out in the service contract for Internal Audit services to the Town.

The General Finance Control Review Report outlines the scope of the audit, details key findings and recommendations, and suggests a process improvement opportunity (**Attachment 1**).

Proposal

That the Audit and Governance Committee receives the General Finance Control Review Report and notes the key findings and recommendations, and the management action taken or proposed to be taken to address the identified risks.

Communication and Engagement

Town and William Buck staff engaged in regular communication during the conduct of the audit and in relation to draft findings, recommendations and management comments.

Strategic Implications

Priority Area 5: Facilitating People-Centred Services

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

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.1 Make brave decisions in line with a risk appetite

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

William Buck identified five key findings and made nine recommendations to the Town, and one process improvement opportunity, as shown in the following table:

#	Key Findings	Risk
F1	Periodic review of user access and user privileges	High
F2	Preparation of Bank Reconciliations	High
F3	Procurement and related findings	Medium
F4	Policies and procedure documents needs review and update	Low
F5	Non-Availability of exit checklist form for staff termination	Low
PI1	No system based Good Received Note/Service Receive Note	Process Improvement Opportunity

The Town accepts all key findings and recommendations but does not agree that implementing the process improvement opportunity will yield a benefit to the Town. In particular, the Town notes the significance of the two findings rated as “High” and will take action to address these as a priority.

Statutory Requirements

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

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

Financial Risk
High

The General Finance Control Review Report details the risks associated with each of the findings.

Declaration of Conflicts of Interest

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

Duy Vo of William Buck spoke on the General Finance Control Review Report and the key findings and recommendations.

Committee/Officer Recommendation – Item 7.2

AGC-2/6/22

MOVED Cr McLennan, Seconded Cr Poliwka, that the Audit and Governance Committee recommends that Council receives the General Finance Control Review Report and notes the findings and recommendations, and the management action taken or proposed to be taken to address the identified risks.

CARRIED UNANIMOUSLY 6/0

Item 7.4 was brought forward for consideration before Item 7.3.

7.4 Internal Audit Report of Regulation 17	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - FINAL Signed Report of Reg-17- Management Comments [7.4.1 - 13 pages]

Purpose

The purpose of this report is for the Audit and Governance Committee to receive the Internal Audit Report of Regulation 17, prepared by the Town's internal auditors William Buck Consulting (WA) Pty Ltd (**William Buck**), and to consider the recommendations therein and the management action proposed by the Town.

Background

In accordance with the Town's three-year Internal Audit Plan for 2020/21 to 2022/23, adopted by Council in June 2020, William Buck conducted an internal audit on the current controls implemented in respect of Regulation 17 of the *Local Government (Audit) Regulations 1996* (**Regulation 17**).

The Internal Audit Report of Regulation 17 outlines the scope of the audit, and details key findings and recommendations (**Attachment 1**).

Proposal

That the Audit and Governance Committee receives the Internal Audit Report of Regulation 17 and notes the key findings and recommendations, and the management action to be taken to address the identified risks.

Communication and Engagement

Town and William Buck staff engaged in regular communication during the conduct of the audit and in relation to draft findings, recommendations and management comments.

Strategic Implications

Priority Area 5: Facilitating People-Centred Services

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

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.1 Make brave decisions in line with a risk appetite

6.3 Ensure operational activities reflect the strategic focus of Council

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

6.6 Respond effectively and efficiently to crises

Comment

William Buck identified three key findings rated as “Medium” and made five recommendations to the Town. The key findings were:

- Lack of integrated legislative compliance framework;
- Absence of individual service units work instructions and procedures manual; and
- Overarching internal control framework – Town's overall Council and governance policy and procedures.

The Town accepts all five recommendations made to address the risks posed by these key findings, as detailed in the report.

The Town appreciates the positive insights highlighted by William Buck and notes significant improvement since the last Internal Audit of Regulation 17 in 2019, when the Town's auditor at the time made 18 recommendations to management, nine of which were rated as “High” and nine rated as “Medium”.

In addition to developing and implementing a Risk Management Framework, Business Continuity Plan and Fraud and Corruption Control Plan, the Town has:

- Implemented a new Delegations Register;

- Developed and implemented a new Procurement Framework;
- Created an Audit Risk Register for quarterly reporting to the Audit and Governance Committee;
- Enhanced cybersecurity protections and developed/updated a range of ICT policies and procedures; and
- Strengthened finance and payroll user access management and controls.

Nevertheless, the Town recognises that further work is required to improve governance over Council and Corporate policies, operational procedures and work processes to ensure policies are regularly reviewed and updated, risks and controls are appropriately considered, and compliance monitored.

Statutory Requirements

Regulations 17 states that:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's system and procedures in relation to:
 - a) Risk Management;
 - b) Internal controls; and
 - c) Legislative compliance.
- (2) The Review may relate to any or all of the matters referred to in sub regulations (1) (a), (b) and (c) but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee results of that review.

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

Medium

The Internal Report of Regulation 17 details the risks associated with each of the findings.

Declaration of Conflicts of Interest

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

Duy Vo of William Buck spoke on the Internal Audit Report of Regulation 17, and the key findings and recommendations.

Committee/Officer Recommendation – Item 7.4 **AGC-3/6/22**

MOVED Cr Hamilton, Seconded Cr McLennan, that the Audit and Governance Committee recommends that Council receives the Internal Audit Report of Regulation 17 and notes the findings and recommendations, and the management action to be taken to address the identified risks.

CARRIED UNANIMOUSLY 6/0

7.3 Internal Audit Plan 2022/23	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Revised Audit Schedule 2021-2023 - Nov 21 [7.3.1 - 1 page] 2. Internal Audit Schedule 2021-2023 [7.3.2 - 1 page] 3. Draft Internal Audit Plan 2022-23 [7.3.3 - 7 pages]

Purpose

The purpose of this report is for Council to consider the draft Internal Audit Plan for 2022/23, showing the key areas that will be covered by the Town's internal auditor, William Buck Consulting (WA) Pty Ltd (**William Buck**).

Background

The Town has a requirement for Internal Auditing Services, to ensure compliance with the *Local Government Act 1995* (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended). Council adopted the internal audit schedule for 2020/21 to 2022/23 at its ordinary council meeting on 23 June 2020. (**Attachment 1**).

The Internal Audit Schedule was revised in November 2021 to consolidate the schedule into two years as no internal audit activity was undertaken in 2020/21 due to a delay in appointing the new internal auditor following an RFQ process, and changes to the Town's Manager Finance and other key Finance personnel. The Revised Internal Audit Schedule for 2020/21 to 2022/23 is shown in **Attachment 2**.

The key internal audits for 2021/22, being the Internal Audit of Regulation 17 and the General Financial Controls audit, have been completed by William Buck and the reports form part of the agenda for this meeting of the Audit and Governance Committee.

Following completion of those audits and a revision of priorities, Town staff and William Buck have revised the audit plan and proposed a new draft Internal Audit Plan for 2022/23 (**Attachment 3**).

Proposal

That the Audit and Governance Committee endorses the draft Internal Audit Plan for 2022/23 and recommends to Council that it adopt the plan.

Communication and Engagement

Town and William Buck staff collaborated to develop the draft Internal Audit Plan for 2022/23.

Strategic Implications

Priority Area 5: Facilitating People-Centred Services

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

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.1 Make brave decisions in line with a risk appetite

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

The audit of Lease agreements has been postponed while the Town implements the new Property Management Policy and Community Leasing Framework, adopted by Council in August 2021. The Fraud Prevention and Detection audit has been postponed while the Town implements the new Fraud and Corruption Policy and supporting Fraud and Corruption Control Plan. Both audits are expected to be conducted in 2023/24. The audit of credit cards has been postponed until 2023/24, pending implementation of an automated purchasing card acquittal and approval system.

The other major change to the plan is the removal of the Information Technology controls from the Internal Audit Plan. The Town's external auditors appointed by the Auditor General, RSM Australia (RSM) first audited the Town in 2020/21 and included Information System Auditor specialist to assess the risk of material misstatement imposed by the Information Technology environment, including:

- Testing general IT controls around system access and testing controls over computer operations within specific applications which are required to be operating correctly to mitigate the risk of misstatement in the financial statements; and
- Reviewing the key controls around change management related to significant IT systems.

While the Town and William Buck will continue to review the requirement for audit of ICT controls, it is not considered necessary at this time due to the comprehensive nature of the annual RSM interim audit.

Finally, in reviewing the Town's current operations, three new audits are proposed for inclusion in the Internal Audit Plan for 2022/23:

- Review of Asset Management Function and data integrity;
- Performance and Effectiveness Review of Library Services; and
- Review of the enforcement function performed across the Town.

The Town's contract with William Buck expires on 30 June 2023. The Town proposes to prepare an RFQ for a further three year contract during 2022/23 and will submit a new Internal Audit Plan for 2023/24 and beyond to the Committee as part of that process.

Statutory Requirements

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996.

Financial Considerations

The expected cost of the Internal Audit Plan for 2022/23 has been included in the Town's draft annual budget. The cost of \$45,000 using the blended rate of \$125 per hour is higher than usual due to the condensed plan.

Risk Management Implications

Financial Risk
High

The use of independent internal audit has several important benefits to the Town, including:

- Independent assurance for management and Council that internal controls in place are working effectively
- Provision of advisory information on areas that may need further strengthening
- Independent review of the efficiency and effectiveness of financial and non-financial controls
- Independent review the Town's compliance with legislative requirements.

Declaration of Conflicts of Interest

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

The Town's Manager Finance and Director Corporate Services spoke on the draft Internal Audit Plan and outlined the audits which are proposed for inclusion in the Internal Audit Plan for 2022/23.

Committee/Officer Recommendation – Item 7.3

AGC-4/6/22

MOVED Cr McLennan, Seconded Cr Poliwka, that the Audit and Governance Committee endorses the draft Internal Audit Plan for 2022/23, being Attachment 3 to this report, and recommends to Council that it adopt the plan.

CARRIED UNANIMOUSLY 6/0

7.5 Rates - Small Balance Write Off	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - Rates Small Balance Write off 2021-22 [7.5.1 - 84 pages]

Purpose

The purpose of this report is to provide the Audit and Governance Committee with details of small rates balances currently recorded as debts owed to the Town and for the Committee to recommend to Council that it write off the debts in accordance with section 6.12(1)(c) of the *Local Government Act 1995*.

Background

The Town's rates database shows 809 properties with outstanding balances of less than \$10, totaling \$2,039.48, as at 1 June 2022 (**Attachment 1**).

The following factors have resulted in an accumulation of small rate balances over time:

- The Town's rates system continues to calculate daily interest until the payment is applied to the system. Sometimes, there is a delay of up to a few days between receipt of the payment and processing the payment in the system;
- The application of daily interest by the system and timing of property settlements being processed through the system;
- On occasions when properties settle, the amount received differs from the settlement amount;
- Errors made by the payer; and
- The Town had a limit placed on bank transfers of \$10, meaning any amounts below \$10 could not be paid by the ratepayer through the bank. This was a legacy matter which has now been resolved and the limit lowered to \$1.

In all the above cases, one of the following two points applies:

- The outstanding balance is not a debt due and payable to the Town as it arose from the application of interest by the system to the period between receipt and processing of the payment; and
- The outstanding balance is due and payable to the Town, but the cost of collection would exceed the amount outstanding.

Proposal

That the Committee recommends to Council that it write off the outstanding small balances listed in Attachment 1, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*.

That the Committee recommends to Council that it amend the Town's Delegation Register, 'Delegation 1.2.15 Defer payment, Grant discounts, Waive fees or Write-off Debts' to delegate to the CEO the authority to write off small rates balances up to a maximum of \$10 per property per annum. Should that delegation be given to the CEO, the CEO proposes to sub-delegate to the Director Corporate Services and Manager Finance.

The administration proposes to report all instances of exercise of the delegation to Council as part of the quarterly report through the Audit and Governance meetings.

Communication and Engagement

The Town's Manager Governance and Strategy and Rates Officers have been consulted on this matter.

Strategic Implications

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Comment

The provision of the ability to write off small rates balances will allow the efficient collection of rates debts.

The Town's finance system can generate a report at the end of each month and any amounts that are below \$10 will be extracted and reviewed by Town officers and, if deemed appropriate, recommended for write-off. The CEO, Director Corporate Services or Manager Finance will approve any write-off, in accordance with the proposed delegation.

Statutory Requirements

6.12. Power to defer, grant discounts, waive or write off debts

(1) Subject to subsection (2) and any other written law, a local government may –

- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

Financial Considerations

The administration anticipates the total small rates balances written off each year to total less than \$1,000 in 2022/23.

The Town has amended the BPay limit for bank transfers to \$1 from May 2022 which will enable ratepayers to make payment of small amounts owing.

Risk Management Implications

Financial Risk - Low

The risk is low and will facilitate the efficient collection of outstanding rates debts.

Declaration of Conflicts of Interest

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

Committee/Officer Recommendation – Item 7.5 **AGC-5/6/22**

MOVED Cr Hamilton, Seconded Cr Poliwka, that the Audit and Governance Committee recommends that Council:

1. Writes off the outstanding small balances listed in Attachment 1 to this report, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*;
2. Amends the Town's Delegation Register, 'Delegation 1.2.15 Defer payment, Grant discounts, Waive fees or Write-off Debts' to delegate to the CEO the authority to write off small rates balances up to a maximum of \$10 per property per annum;
3. Notes that the CEO intends to sub-delegate that authority to the Director Corporate Services and Manager Finance; and
4. Includes a condition on the delegation that exercise of the delegation be reported to Council.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

7.6 Audit Risk Register	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Author	Paul White
Department	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - Audit Risk Register [7.6.1 - 6 pages]

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 March 2022.

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

6.1 Make brave decisions in line with a risk appetite

6.3 Ensure operational activities reflect the strategic focus of Council

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

6.6 Respond effectively and efficiently to crises

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 Town's internal auditor William Buck Consulting (WA) Pty Ltd (William Buck) has completed two important audits since the last meeting of the Committee:

- Internal audit of Regulation 17 of the *Local Government (Audit) Regulations 1996*; and
- General Finance Control Review.

The reports for these two audits are tabled as separate reports for this meeting of the Committee. The recommendations and actions taken or proposed to be taken will be incorporated into the Audit Risk Register for the next 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

Financial Risk
Medium

Risk implications are detailed in the Audit Risk Register.

Declaration of Conflicts of Interest

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

Committee/Officer Recommendation – Item 7.6 **AGC-6/6/22**

MOVED Cr Hamilton, Seconded Patrick Eijkenboom, 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 6/0

8 Motions of which Previous Notice has been given

Nil

9 Announcements of Notices of Motion for the Next Meeting

Nil

10 Confidential Business

Nil

11 Closure

The next Audit and Governance Committee meeting will be held on Wednesday 7 September 2022, commencing at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 7.22pm.



TOWN OF BASSENDEAN

AUDIT PLANNING MEMORANDUM

30 June 2022

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1. INTRODUCTION

This audit plan outlines the scope of our work and the key considerations in relation to our audit of the Town of Bassendean ("the Town") for the year ending 30 June 2022.

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

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

We look forward to working together with you.

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

AMIT KABRA

Director – Assurance & Advisory
RSM Australia Pty Ltd

JAY TEICHERT

Director – Financial Audit
WA Office of Auditor General

It is our **strong, collaborative** approach that differentiates us.

We will:

- Be committed to **quality** and **excellence**.
- Provide **tailored insights** to help you make **critical decisions with confidence**.
- **Add value** through ideas and insight.
- Bring you **expert global and local knowledge**.
- Help you **move forward with confidence**.

Experience the power of being understood.



2. AUDIT SUMMARY

Purpose of the Audit Planning Memorandum

The primary purpose of this Audit Planning Memorandum (APM) is to brief the Town of Bassendean ("the Town") on the proposed approach by RSM Australia (RSM), on behalf of the Office of the Auditor General (OAG), to audit the financial report and controls and of the Town for the year ending 30 June 2022.

The APM forms the basis for discussion at the audit entrance meeting scheduled for 8 June 2022 and is a key tool for discharging our responsibilities in relation to communicating with those charged with governance.

Scope of the Engagement

The scope of this engagement involves:

- (a) Expressing an opinion on the audit of the general-purpose financial statements for the financial year ending 30 June 2022, prepared in accordance with the *Local Government Act 1995 (Act)*, the *Local Government (Financial Management) Regulations 1996 (Financial Management Regulations)*¹, Australian Accounting Standards, to the extent that they are not inconsistent with the LG Act and the Financial Management Regulations. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standard Board (AASB).
- (b) Report on the Town's compliance with other legal and regulatory requirements as required by the *Local Government (Audit) Regulations 1996 (Audit Regulations)*¹.

As required by the *Auditor General Act 2006*, the Auditor General is required to express an opinion on the audit of the financial statements and controls.

Matters of significance

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

Arrangements

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

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

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

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

RSM relationship with the OAG and the Town

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

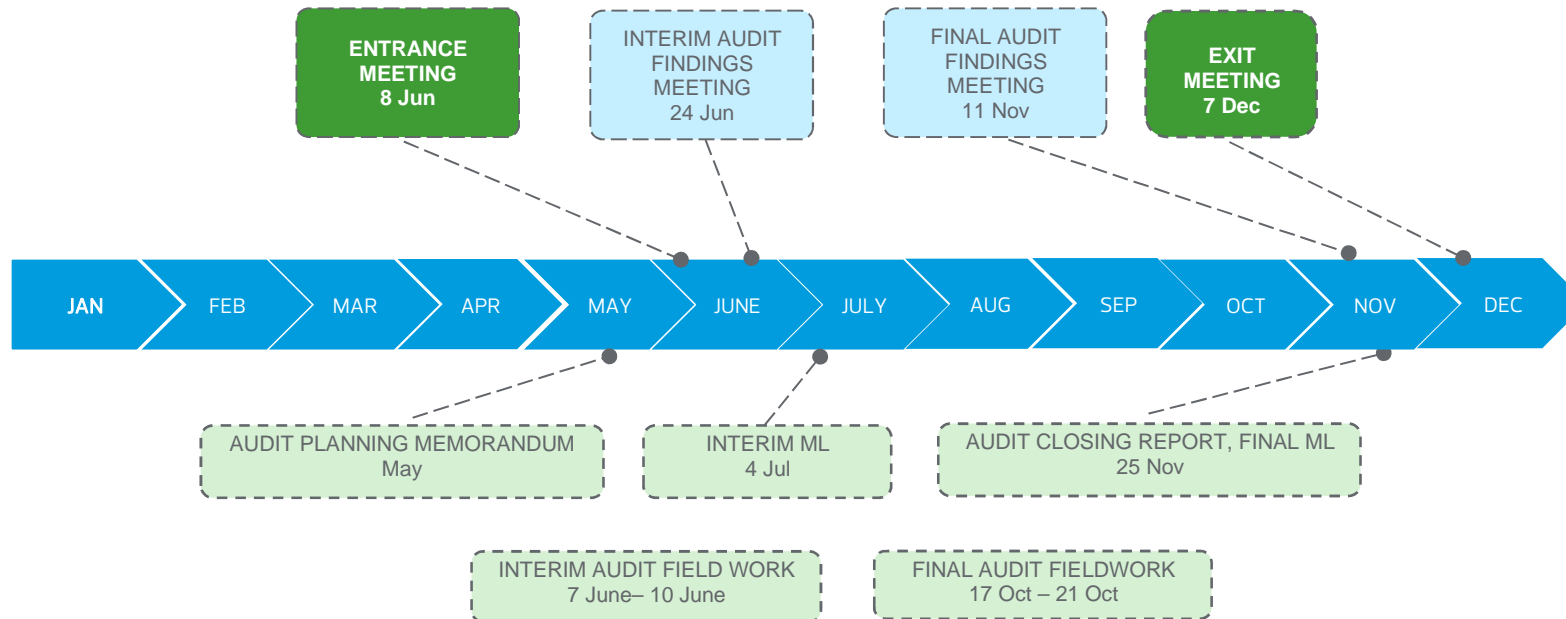
RSM is required to report to the OAG any matter which may affect the Auditor General's responsibilities under sections 15 and 24 of the Auditor General Act 2006.

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









¹ As at the date of this APM these regulations are currently undergoing review by the Minister. Refer to Section 4 – *Current Year Developments* of this APM for further discussions.

Timing

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



3. AUDIT APPROACH

<p>Internal control environment</p> 	<p>In accordance with Australian Auditing Standards, we will perform a review of the design and operating effectiveness of the entity's significant financial recording and reporting processes.</p> <p>We will ensure that any significant deficiencies that come to our attention during our audit are communicated to the councillors and management in a timely manner.</p> <p><i>Refer to Appendix 3 Key Controls for more details.</i></p>	<p>Materiality</p> 	<p>The planning materiality level will be calculated and determined using the RSM international audit methodology. The amount may be adjusted during the audit, depending on the results of our audit procedures.</p> <p>Based on our professional judgment, we determined certain quantitative thresholds for materiality, including the overall materiality for the financial statements. These, together with qualitative considerations, helped us to determine the nature, timing and extent of our audit procedures on the individual financial statement line items and disclosures and to evaluate the effect of identified misstatements, both individually and in aggregate, on the financial statements and on our opinion.</p>
<p>Fraud Considerations</p> 	<p>Under Auditing Standard ASA 240 <i>The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report</i>, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial statements because of fraud and error.</p> <p>Although ASA 240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with the management of the Town. The Town is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error, and for the accounting policies and estimates inherent in the financial statements. <i>Refer to Appendix 4 Fraud Risk for more details.</i></p>	<p>Key Areas of Audit Focus</p> 	<p>For all significant risk material account balances, the engagement team will specify which audit assertions pose significant audit risk and test this balance to ensure it is not materially misstated.</p> <p>Where we have determined that an assessed risk of material misstatement at the assertion level is a significant risk, we will perform substantive procedures that are specifically responsive to that risk.</p> <p>Non-significant risk material balances will be audited by substantive analytical procedures and tests of details, as necessary.</p> <p><i>Refer Section 5 Key Areas of Audit Focus for more details.</i></p>
<p>Information Systems</p> 	<p>In accordance with Australian Auditing Standards, we will obtain an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.</p> <p><i>Refer to Section 7 Information Systems Audit Approach for more details.</i></p>	<p>Other Critical areas</p> 	<p>We will audit the critical disclosures in the financial statements by verifying the underlying calculations and auditing the evidence to support the amounts disclosed.</p> <p><i>Refer to Section 6 Other Critical Areas in the Financial Statements for more details.</i></p>
<p>Going Concern</p> 	<p>In accordance with Australian Accounting Standards, management is required to make an assessment of the entity's ability to continue as a going concern when preparing the financial report.</p> <p>We will review management's assessment and, along with our audit evidence, form an opinion on the entity's ability to continue as a going concern.</p>	<p>Compliance</p> 	<p>We will enquire and consider the impact on the financial report any non-compliance with laws and regulations during our audit. Any identified instances of non-compliance will be reported to the councillors and management in a timely manner.</p>

4. CURRENT YEAR DEVELOPMENTS

As at the date of this audit plan, the Town has advised the following major developments have, or will, occur during the current financial year, which may significantly affect our audit approach and procedures. We will obtain an update on any further major developments during our interim and final audit procedures

Divestment from the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) programmes

RSM Audit response

By a confidential Council Resolution in November 2020, the Council decided to divest from the Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) programmes effective 1 July 2022. Council endorsed those plans on the 28 September 2021.

As at 30 June 2021, all the non-current assets related to this programmes were continued to be used by the Town. These assets are not specifically identified for sale or lease as at that date. The Town formally notified the Department of Health of the Town's decision to divest, on 31 August 2021. Amana Living have been appointed to take over the program. The decision on the disposal or lease of non-current assets that have been used to run these programs are still in negotiation.

- We will consider the impact of the discontinued operations to ensure that the financial statements comply with the requirements of AASB 5 *Non-current Assets Held for Sale and Discontinued Operations*.

Revaluation of Land & Buildings

RSM Audit response

The Town will undertake revaluation of Land & Buildings as at 30 June 2022.

We have been advised that the revaluations are expected to be completed by August 2022.

- We will consider the impact of the revaluations to ensure fair value measurement of Infrastructure and Land & Buildings as at 30 June 2022 is in accordance with the requirements of AASB 13 *Fair Value Measurement*. Detailed procedures on testing of PPE/Infrastructure assets is discussed in Section 5.

Audit Regulation 17 and Financial Management Regulation

RSM Audit response

The Town's Audit Regulation 17 and Financial Management Regulations 5(2)(c) reviews are due to be completed in 2022.

We have been advised that the reviews are expected to be completed before the end of the financial year.

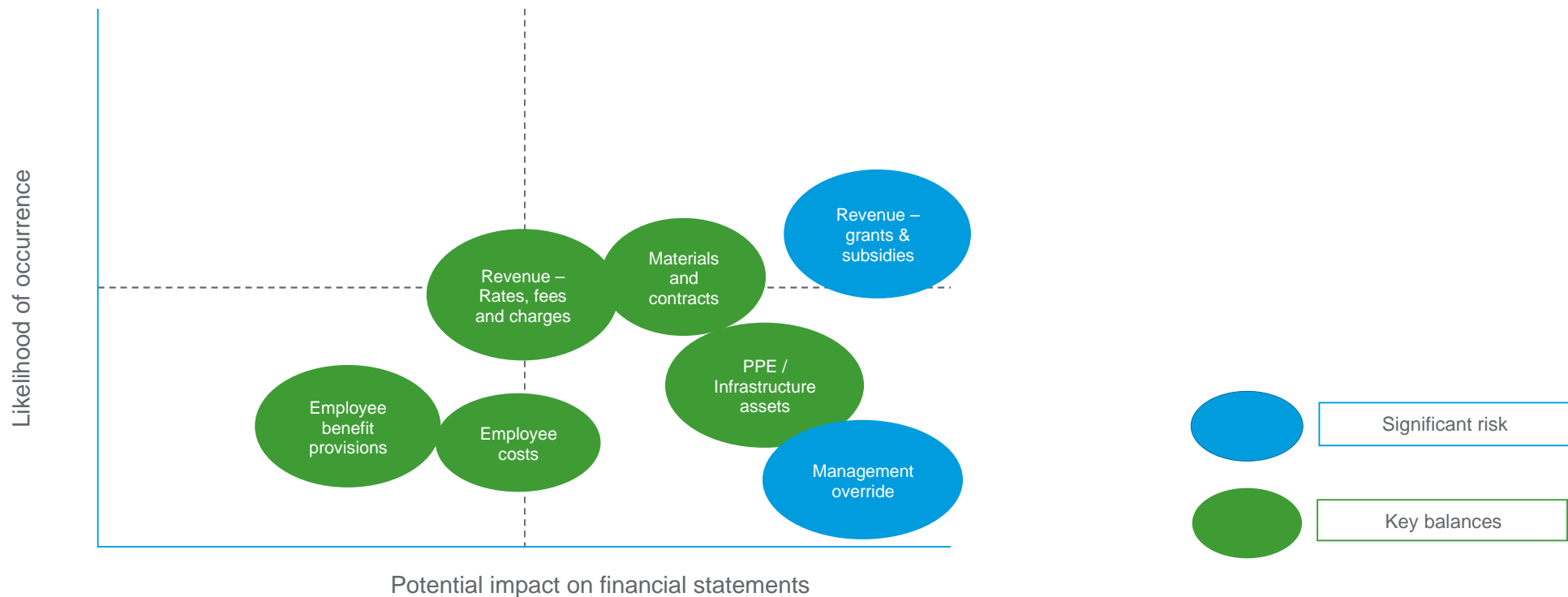
- We will consider the impact of any findings from the review, on the audit.

5. KEY AREAS OF AUDIT FOCUS

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

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

Using the FY22 results to date and FY21 financial statements as a guide and referring to the RSM calculated materiality amount and risk assessment, RSM has identified the following potential significant balances for the current financial year.



Key Areas of Audit Focus (Continued)

Using the 30 June 2022 budget and 30 June 2021 financial report as a guide and referring to the RSM calculated materiality amount and risk assessment, RSM has identified the following potential significant risk areas for the current financial year:

Significant risk area and significant estimates	30 June 2022 \$'000 Budget	30 June 2021 \$'000 Actual	30 June 2020 \$'000 Actual
Revenue and receivables cycle			
Rates	13,831	13,487	13,376
Fees and charges	6,837	6,453	5,970
Operating grants, subsidies and contributions	2,621	2,909	3,249
Non-operating grants, subsidies and contributions	1,408	1,936	1,350
Trade receivables (current and non-current)	*	1,658	2,031
Purchases and payment cycle			
Material and contracts	8,231	7,201	5,168
Property, Plant and Equipment (additions)	3,098	1,370	1,190
Infrastructure (additions)	1,224	2,129	816
Fixed assets cycle			
Property, Plant and Equipment	*	55,008	56,339
Infrastructure	*	104,025	105,287
Significant Estimates			
Employee benefit provisions (current and non-current)	*	2,691	2,474
Depreciation on non-current assets	3,891	3,762	3,732

** Balances expected to be consistent with previous year.

Key Areas of Audit Focus (Continued)

SIGNIFICANT RISK

1. Management override of controls

Reasons why RSM considers this area as significant risk	RSM Audit response
Management is in a unique position to permeate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Management override can occur in areas such as journal entries, accounting estimates and judgements.	<ul style="list-style-type: none">▪ Testing journal entries recorded in the general ledger and adjustments on a sample basis to identify journal entries that exhibit characteristics of audit interest.▪ Assessing accounting estimates for evidence of biases▪ Review unusual, significant transactions and related party transactions.▪ Conduct unpredictability test

2. Revenue recognition – Grant and Subsidies

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

Key Areas of Audit Focus (Continued)

KEY BALANCES

Account and characteristics	RSM Audit response
<p><i>Revenue – Rates, fees and charges</i></p> <p>Revenue is measured by considering multiple elements, for example rates transactions are calculated by the application of a rate in the dollar to the Gross Rental Value (GRV) or Unimproved Value (UV), which is in turn determined by dividing the required rate collection amount by the total valuations on the roll.</p> <p>GRV's and UV's vary between the various property types, such as residential and commercial. The GRV / UV is supplied by Landgate.</p> <p>Lastly, rates revenue represents a significant portion of the Local Government's annual operating income and is an important revenue stream in terms of the Local Government's cash flows.</p> <p>Fees and charges is a material amount and is measured by the application of an annual charge to rateable land supplied with specified services and other services provided by the Local Government. For example, classic domestic bin services and swimming pool inspection fees. There are also further complexities with the application of the eligible pensioners rebate scheme. In addition, further complexity and risk is associated with the requirement for the Local Government to comply with Part 6, Division 6 'Rates and service charges' of the <i>Local Government Act 1995</i>.</p>	<p><i>Test of controls including:</i></p> <ul style="list-style-type: none"> an assessment of the Town's effectiveness of key internal controls operating within the revenue cycle, including application controls perform a walkthrough of the key management controls over the revenue cycle and test key management controls <p><i>Substantive testing including:</i></p> <ul style="list-style-type: none"> review, on a sample basis, the reconciliations and calculation of rates and compare these against historical results. perform revenue cut-off testing and review credit notes. ensure material revenue streams have been properly brought to account in accordance with <i>AASB 15 Revenue from Contracts with Customers</i> and <i>AASB 1058 Income of Not-for-Profit Entities</i> review receivables balances on a sample basis and perform subsequent receipt testing perform analytical procedures on rates through detailed comparison with prior year balances and budget forecasts determine if the disclosures in the notes to the financial report related to the Town's revenue recognition policy are appropriate
<p><i>Materials and contracts expense</i></p> <p>The Local Government's expenditure is comprised of several material components, including employee costs, materials and contracts, depreciation and other expenditure.</p> <p>Materials and contracts, comprises a significant portion of the total expenses (excluding employee benefits expense). Combined with the risk of management override, the different cost allocation methods, the strict and complex requirements of the Local Government functions and general regulations, materials and contracts expense is a key balance that has a risk of being materially misstated.</p>	<p><i>Test of controls including:</i></p> <ul style="list-style-type: none"> Assess the design, implementation and operating effectiveness of key internal controls operating within the purchasing and procurement cycle, including application controls. Reviewing the IT general controls related to core financial accounting system. An evaluation of whether the Town's purchasing activities have complied with the Act and the Functions and General Regulations. <p><i>Substantive testing including:</i></p> <ul style="list-style-type: none"> Performing test of details, on a sample basis, over materials and contracts expense. The samples will be selected from transactions occurring throughout the year and include transactions near year end to ensure they are correctly and completely accounted for in the correct period. Perform a search for unrecorded liabilities.

Account and characteristics

RSM Audit response

PPE/ Infrastructure assets

Infrastructure, Property, Plant and Equipment constitutes the majority of the Town's total assets.

Due to the below points including the reliance on valuations for the correct determination and application of significant assumptions regarding the assets' service potential, useful life, asset condition and residual value, potential for management bias when assessing impairment indicators Infrastructure, Property, Plant and Equipment is a key balance that has the risk of being materially misstated.

- Under the Financial Management Regulations, the Local Government's infrastructure land, buildings and investment properties is to be carried at fair value as defined in AASB 13 Fair Value Measurement less accumulated depreciation and accumulated impairment losses. Under regulation 17(4) of the Financial Management Regulations, the Local Government is required to revalue an asset:
 - Whenever the Local Government believes the fair value of the asset is likely to be materially different from the carrying amount; and
 - In any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued.
- In accordance with paragraph 9 of AASB 136 Impairment of Assets, the Local Government is required to assess at reporting date whether there is any indication that items of Infrastructure, Property, Plant and Equipment may be impaired.

Employee benefit expense and related provisions

The Local Government's expenditure is comprised of several material components, including employee costs, materials and contracts, depreciation and other expenditure.

Employee costs, comprises a significant portion of the total expenses.

- Perform analytical procedures on procurement through detailed comparison with prior year balances and budget forecasts.

Test of controls including:

- Assessing the design and implementation and where appropriate, testing the effectiveness of key controls operating within the infrastructure, property, plant, and equipment cycle.

Substantive testing including:

- Management review of fair value estimates (obtained from independent expert's valuation report) and reconciliations to general ledger, and consider the scope, competency, and methodology of independent expert's valuation to determine fair values, including consideration of significant assumptions, methods and data utilised. This is applicable in the financial years where a class of asset requires revaluation.
- Checking the accounting treatment and entries for revaluation adjustments.
- Performing test of details, on a sample basis, material additions to Infrastructure, Property, Plant and Equipment (which includes works in progress) to ensure they qualify for capitalisation under AASB 116 *Property, plant and equipment*
- Test accuracy and completeness of data sets including review useful lives, condition assessments and depreciation rates.
- Performing analytical procedures over the annual depreciation charge.
- Review management impairment assessment for any indication of management bias.
- Reviewing the disclosures in the notes to the financial statements are appropriate.

Test of controls including:

- Review and authorisation of new employees and changes in employee details, including terminations.
- Review and approval of payroll reports, including exception reports.
- Segregation of duties between upload and authorisation of pay run.

Substantive testing including:

- Analytical procedures over employee benefit expenses and amounts allocated from employee benefits to capital projects.
- Analytical procedures over annual leave and long service leave provisions.
- Check the mathematical accuracy of the long service leave computation, including consideration of significant assumptions, methods and data utilised.
- Review of Key Management Personnel ('KMP') disclosures in the financial report.
- Review of the work performed by management's external expert in relation to actuarial valuation of the defined benefit superannuation liability.

OTHER MATERIAL BALANCES

Account balance	RSM Audit response
Cash and cash equivalents	<ul style="list-style-type: none">▪ Review bank reconciliation for all material bank accounts.▪ Confirm bank balances with relevant financial institutions.
Trade and other receivables	<ul style="list-style-type: none">▪ On a sample basis, test rate and sundry trade receivables to supporting documentation and subsequent receipts (where possible).▪ Review management's assessment of reasonableness of provision for expected credit losses.
Trade and other payables	<ul style="list-style-type: none">▪ On a sample basis, test trade payables and accruals to supporting documentation and subsequent payment (where possible).▪ Perform a search for unrecorded liabilities.

5. OTHER CRITICAL AREAS IN THE FINANCIAL STATEMENTS

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

Related party disclosures

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

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

RSM Audit response:

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

Financial ratios

Under regulation 50 of the Financial Management Regulations, the annual report is to include financial ratios. Financial ratios are designed to enable users of annual financial reports to interpret more clearly the Town's performance and financial results, as well as provide a comparison of trends over several years.

These indicators provide a measure of the financial sustainability of local governments and complement the national criteria endorsed by the Local Government and Planning Ministers. They provide for a comprehensive tool for monitoring the financial sustainability of local governments.

RSM Audit response:

We will obtain and audit the ratios to assess compliance with regulation 50 of the Financial Management Regulations.

Capital and other commitments for expenditure

The Town must disclose in the financial statements its capital and other commitments relating to future asset construction and replacements.

RSM Audit response:

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

Reserve accounts

The Town has established several reserve accounts under section 6.11 of the Act for the purpose of setting aside money for a specific purpose to be used in a future period. Cash reserves are required to be held in separate bank accounts. Although reserve accounts are aggregated with municipal funds in the financial statements, they are segregated in the notes to the financial statements as restricted funds.

RSM Audit response:

RSM will review the reserve account reconciliations and test that the transfers to and from these accounts are approved by Council and are in accordance with the specific purpose of the reserve.

Major land transactions

Regulation 46 of the Financial Management Regulations prescribes the disclosure requirement for major land transactions. The information to be disclosed by the Town is set out in regulation 47 and includes:

- Details of the total income and expenditure for the transaction; and
- Details of the amount or value of any surplus of money or assets.

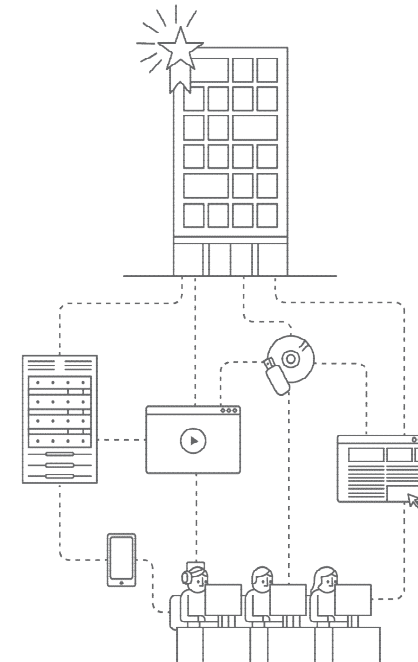
RSM Audit response:

RSM will review the financial records of the Town to assess whether major land transactions, if any, have been identified and disclosed in accordance with regulation 47.

6. INFORMATION SYSTEMS AUDIT APPROACH

The Town's financial information system is not complex and there is no requirement for RSM to engage an Information System Audit specialist. The financial audit team will conduct a high-level review of IT General Controls.

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



7. YOUR ENGAGEMENT TEAM

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

RSM Core Engagement Team



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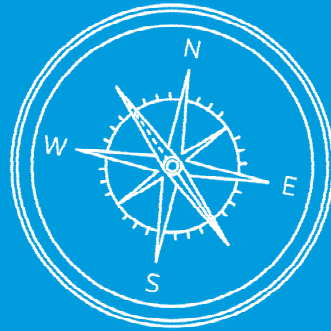
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8. HAVE YOU CONSIDERED?

Some recent publications from the WA Office of the Auditor General and RSM may be relevant to the Town has been included here for reference.

	<p>Western Australian Public Sector Financial Statements – Better Practice Guide</p> <p>This guide has been developed to promote better practice principles for financial statement preparation for the WA public sector.</p> <p>Western Australian Public Sector Financial Statements – Better Practice Guide - Office of the Auditor General</p>		<p>Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities</p> <p>This report summarises the third year of our 4-year transition into local government financial auditing. It includes the results of 117 local government entities.</p> <p>Audit Results Report – Annual 2019-20 Financial Audits of Local Government Entities - Office of the Auditor General</p>
	<p>Cyber Security in Local Government</p> <p>This audit assessed if a sample of 15 local government entities manage cyber security risks and respond to cyber threats effectively.</p> <p>Cyber Security in Local Government - Office of the Auditor General</p>		<p>Cyber Security in Local Government</p> <p>The report summarises the results of our 2020 annual cycle of information systems audits across a selection of 50 local government entities.</p> <p>Local Government General Computer Controls - Office of the Auditor General</p>
	<p>Perspectives on the economic opportunities for the South-West of Western Australia</p> <p>The South West of Western Australia is possibly the most attractive area to invest in throughout all of Australia. Rich in an array of natural resources, agriculture, viticulture and improved access to the city of Perth and beyond, the sun is shining in the South West.</p>		<p>CATCH 22 - Digital transformation and its impact on cybersecurity</p> <p>Regardless of their digital footprint, any business with a reliance on technology is at risk of cybercrime.</p> <p>An in-depth survey of successful companies across Europe has been undertaken for RSM International by the European Business Awards, in order to understand levels of industry awareness of these cyber risks, the actions being taken to combat them, as well as the reaction to breaches taking place.</p> <p>Digital transformation and its impact on cybersecurity (rsm.global)</p>



9. APPENDICES

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APPENDIX 1 – TIMETABLE

Phase	Task	Indicative timeframe*	Action
Planning	Issue draft APM to the Town and OAG for commentary	30 May 2022	RSM
	Entrance meeting with the Audit (Finance and Risk) Committee, the Town's Administration, OAG and RSM for the presentation and discussion of final APM	8 June 2022	RSM OAG Town
Interim audit fieldwork	Issuing of Interim Audit Preparation Checklist to the Town	4 May 2022	RSM
	Based on risk assessment, performance of cyclical controls testing, walkthrough of major business cycles and review of key reconciliation procedures	7 - 10 June 2022	RSM
	Assessment of status of Management Letter points raised for the prior year		
	Review of audit file by the OAG	week of 27 June 2022	OAG
Interim audit reporting	Interim audit findings meeting with the Town's Administration and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any	24 June 2022	RSM Town
	Issue the draft Interim Audit Management Letter (if any) for the year ending 30 June 2022 to the OAG for consideration and comment	28 June 2022	RSM OAG
	Issue of the draft Interim Audit Management Letter (if any) to the Town for consideration and comment.	4 July 2022	RSM Town
	Return of draft Interim Audit Management Letter (if any) to RSM with commentary	11 July 2022	Town
	Issue the Interim Audit Management Letter (if any)	14 July 2022	OAG
Draft financial report	The Town submits proforma financial report to RSM for review and comment. This will be in the form of the statutory model with the previous year's actuals displayed.	31 August 2022	Town
Final audit fieldwork	Issuing of Final Audit Preparation Checklist	1 September 2022	RSM
	Provision of trial balance as at 30 June 2022 to RSM	No later than 30 September 2022	Town
	Town to submit draft financial report as per the Act deadline.	No later than 30 September 2022	Town
	Performance of substantive tests for revenue and expenditure cycles for the 2 months ending 30 June 2022	17 – 21 October 2022	RSM
	Performance of substantive tests for balance sheet accounts as at year end and review of financial statement disclosure		
	Review of audit file by the OAG	Mid November 2022	OAG
Final audit reporting	Final audit findings meeting with the Town's Administration, and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any.	7 November 2022	RSM Town

Phase	Task	Indicative timeframe*	Action
	Issue the draft Final Audit Management Letter (if any) for the year ending 30 June 2022 to the OAG for consideration and comment	7 November 2022	RSM OAG
	Issue the draft Final Audit Management Letter (if any) for the year ending 30 June 2022 to the Town for consideration and comment	10 November 2022	RSM Town
	Return draft Final Audit Management Letter (if any) for the year ending 30 June 2022 to RSM with commentary	16 November 2022	Town
	Issue the Final Audit Management Letter (if any) to the OAG	18 November 2022	RSM
	Issue draft Management Representation Letter and draft Financial Report to the Town for consideration and comment	22 November 2022	RSM
	Issue, Financial Report and Audit Closing Report at least 1 week before exit meeting.	24 November 2022	RSM
	Final audit exit meeting with the Audit (Finance and Risk) Committee, the Town's Administration, OAG and RSM.	1 December 2022	RSM OAG Town
	Independent Contract Auditor's Report issued	15 December 2022	RSM
	OAG to sign and issue the Audit Report	Within 5 working days of receiving the signed financial statements and reporting from RSM.	OAG
	Town's Ordinary Council Meeting for the adoption of the 30 June 2022 Financial Report	20 December 2022	Town

*Based on timely receipt of audit information and reporting documentation and completion of all required audit procedures

Audit preparation checklist.

To assist Town to gather and collate the necessary audit information and documentation, we will issue in advance of each audit visit an Interim Audit Preparation Checklist and a Final Audit Preparation Checklist. As the requested information will be an important part of our audit working papers, the information required must be made available to RSM on or before the audit fieldwork dates specified above. This will facilitate the delivery of an efficient audit and help to minimise interruptions to Town's staff. RSM will endeavour to make the checklists as detailed as possible in order to allow for changing working conditions in place due to applicable guidance at the time with respect to COVID 19.

We will issue in advance of each audit visit an electronic Interim Audit Preparation Checklist and a Final Audit Preparation Checklist utilising iManage. iManage will facilitate the delivery of an efficient audit and help to minimise interruptions to the Town's staff. We have found this facility to be very useful and clients have appreciated the savings in time and reduced disturbance by auditors during the audit fieldwork. The benefits of iManage include:

- Securely request, file and store sensitive data within the audit engagement.
- Collaborate in real time, allowing for a more adaptable workflow.
- Manage requests in one centralised location that is readily accessible.



APPENDIX 2 – RSM ORB



An RSM Audit puts quality at its heart to deliver.

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

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

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

An RSM Orb audit delivers:

Consistency

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

Innovation

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

Critical insights

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

Confidence

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



APPENDIX 3 – KEY CONTROL

3.1 Internal controls

Internal controls are systems, policies and procedures that help an entity reliably and cost effectively meet its objectives. Sound internal controls enable the delivery of reliable, accurate and timely external and internal reporting. The Town is responsible for developing and maintaining its internal control framework to enable:

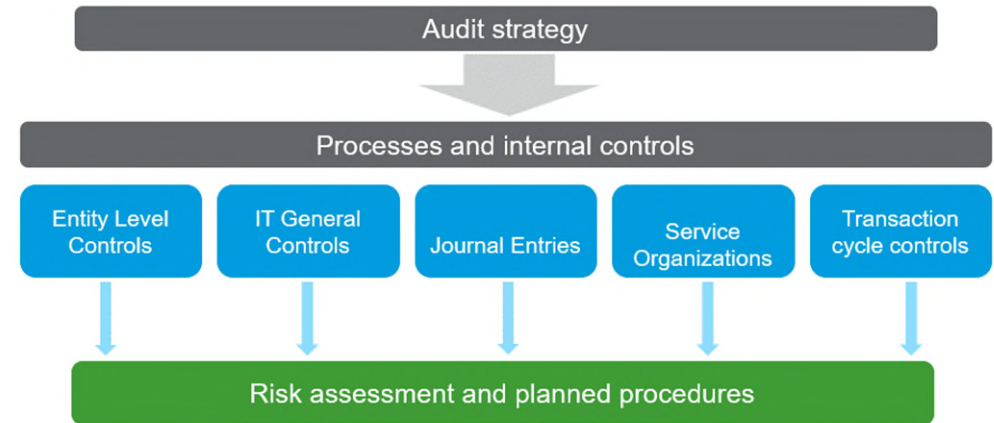
- Preparation of accurate financial records and other information;
- Timely and reliable external and internal reporting;
- Appropriate safeguarding of assets; and
- Prevention or detection and correction of errors and other irregularities.

The annual financial audit enables the Auditor General to form an opinion on the Town's controls. An integral part of this, and a requirement of Australian Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment*, is to assess the adequacy of an organisation's internal control framework and governance processes related to its financial reporting.

We focus on the internal controls relating to financial reporting and assess whether the Town has managed the risk that the financial statements will not be complete and accurate. Poor controls diminish management's ability to achieve the Town's objectives and comply with relevant legislation. They also increase the risk of fraud.

During our planning procedures reviewed our understanding of the following components of internal control:

- Control environment
- Risk assessment procedures
- Information systems
- Control activities
- Monitoring procedures



Our preliminary assessment of the internal control framework determined that internal controls are likely to be effective in preventing or detecting and correcting material misstatements in the financial report. As such, we plan to place reliance on the key internal controls relating to the material components in the financial statements to support the audit opinion

3.2 Significant changes to internal controls

The Town advised that there are no major changes to its management and internal control environments and are not aware of any major changes that may significantly impact the FY22 financial statements.

3.3 Effectiveness of internal controls

The Town's management team has a substantial focus on ensuring that controls in place are robust and that financial reporting is accurate. The financial controls, processes and procedures across the Town are at a mature stage with proper documentation and ownership within the various business units.

The status of the matters raised during the previous audit is as follows:

Matter	Rating	Due Date
AASB 15 and AASB 1058 revenue recognition	Moderate	30 June 2022
Impairment assessment of fixed assets	Moderate	30 June 2022
Business continuity	Moderate	30 June 2022
Vulnerability management	Moderate	30 June 2022
Change management	Moderate	30 December 2022
Physical and environmental security	Moderate	30 June 2023
IT governance – policies and procedures	Minor	Ongoing
Risk management	Minor	30 June 2022
Synergy finance application – user access management	Minor	30 June 2022
Remote – user access management	Minor	30 June 2022
Procurement controls	Minor	Completed

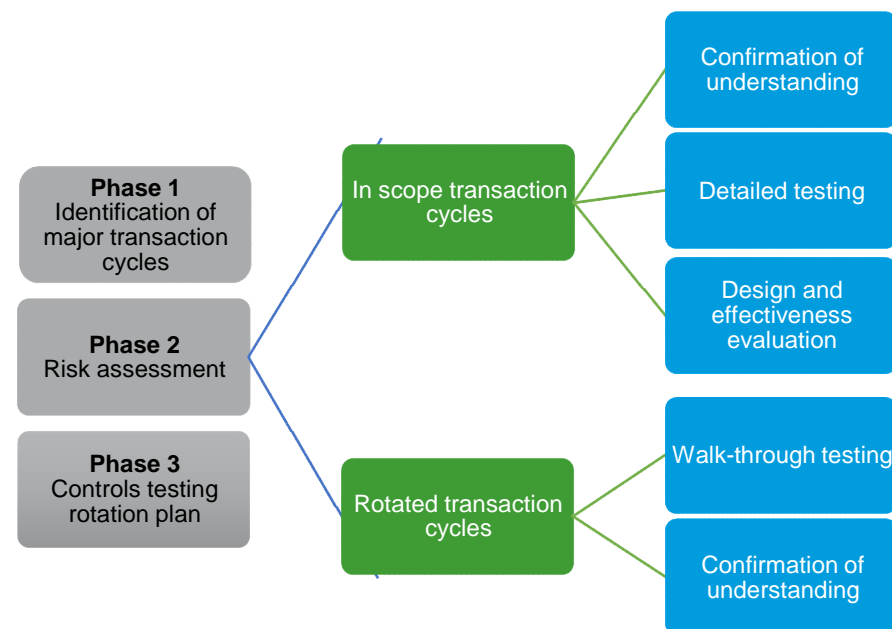
We will review the above matters to ensure the matters have been rectified accordingly.

We will assess the Town's overall control environment, including meeting with senior management and the Town's compliance and internal audit functions. This will include consideration of senior management's approach, the quality of internal audit and risk management processes and procedures.

3.4 Internal audit

Subject to the requirements of Auditing Standard ASA 610 Using the Work of Internal Auditors, if we have satisfied ourselves regarding the competence and objectivity of internal audit, we plan to rely on their work. The use of the Town's internal audit function may be used in the following ways:

- To obtain information that is relevant to RSM's assessments of the risks of material misstatement due to error or fraud; and
- As partial substitution for audit evidence to be obtained directly by RSM.



The responsibility for internal audit rests with the Town. The Town internal audit functions are a mix of internal and outsourced to third parties. We have discussed with Town Manager Finance, the current year internal audit work program and plan to rely on their work where relevant and appropriate.

3.5 Rotation approach

In accordance with our rotational controls testing approach, we will conduct a risk assessment for each major transaction cycle. The risk assessment is benchmarked against our knowledge of each transaction cycle which enables us to design a control testing rotation plan that will bring certain transaction cycles into audit scope each year. Those cycles not in scope will be subject to our normal walk-through procedures and confirmation of our understanding of the key controls. Those transactions cycles in scope will be subject to detailed controls testing, including testing of the design and effectiveness of those controls.

In FY22, we will be testing key management and operating controls over the purchases cycle including fixed asset cycle and rotating out the control testing over the payroll cycle & rates revenue which will update our understanding of the controls and confirm our understanding using walk-through procedures.

APPENDIX 4 - FRAUD RISK CONSIDERATIONS

Under Auditing Standard ASA 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial statements because of fraud and error.

Although ASA 240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with the management of the Town. The Town is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error, and for the accounting policies and estimates inherent in the financial statements.

4.1 Audit approach

Our audit procedures on fraud risk include the following:

- Forward a copy of the fraud control checklist for self-assessment to the Town management, prior to our interim audit visit. The checklist allows us to make inquiries of management, to obtain its understanding of the risk of fraud within the Town and to determine whether management have any knowledge of fraud that has been perpetrated on or within the entity. We will review the fraud control self-assessment by the Town's management and the Audit Committee.
- Review the Town's fraud control procedures in place to reduce the risk of fraud occurring within the entity, including the Town's code of conduct and fraud risk profile.
- Understand the Town's manual general journal entries process as part of our fraud testing using CaseWare IDEA software.
- Analyse the financial year end balances in comparison with prior period balances to confirm the movements of the balance are in line with our expectations.
- Understand the business rationale for significant or unusual transactions.

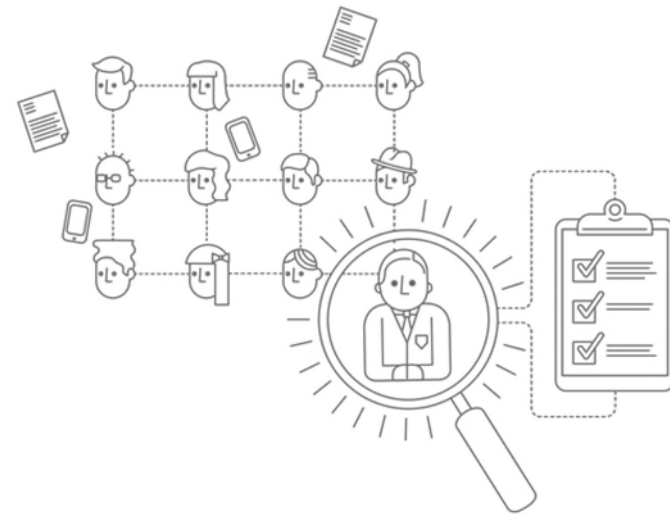
4.2 Unpredictability test

We will incorporate an element of unpredictability in the selection of the nature, timing and extent of audit procedures to be performed as individuals within the entity who are familiar with the audit procedures normally performed on engagements may be more able to conceal fraudulent financial reporting.

4.3

Fraud incidences during the year

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



APPENDIX 5 - AUDIT APPROACH TO THE KEY AUDIT AREAS

5.1 Risk assessment

Key audit areas are those areas that, in RSM's professional judgment, will be of most significance in our audit of the financial statements. As part of our audit approach, we have conducted an initial financial statement risk assessment to determine whether any of the risks identified are, in our judgment, significant or high. A significant or high risk is an identified and assessed risk of material misstatement in the financial statements that, in our judgment is a key audit area and requires special audit consideration. Our assessment of key audit areas is based upon:

- Enquiries of management and directors.
- The complexity of transactions within each area,
- The extent of specialist skill or knowledge needed to perform the planned audit requirement.
- The degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of uncertainty.
- Understanding and reviewing prior year's audited financial statements and audit files
- Whether the area is exposed to fraud risk.

5.2 Professional scepticism

We approach all our audits with a degree of professional scepticism as required by Australian Auditing Standards and the *Auditor General Act 2006*. In addition, professional scepticism is a key component of delivering an effective public sector audit. *ASA 200 Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Australian Auditing Standards* defines professional scepticism as 'an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement due to error or fraud, and a critical assessment of audit evidence'.

Professional scepticism is particularly relevant in areas that involve management assumptions and/or estimates. It is also critical when evaluating audit evidence to reduce the risk of the auditor:

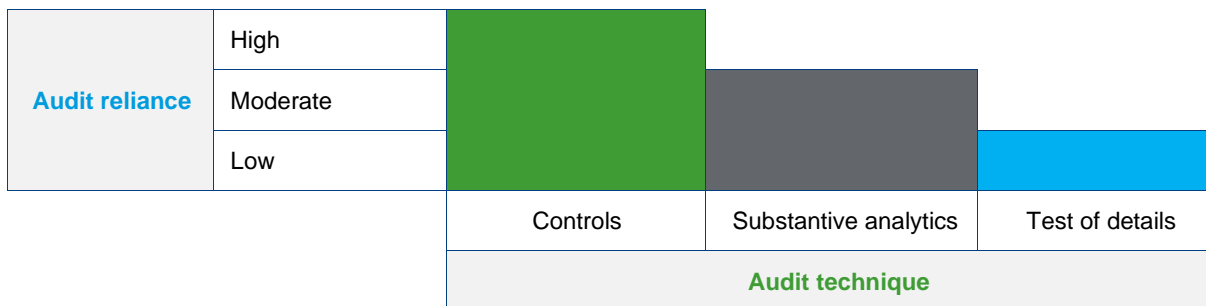
- Overlooking unusual circumstances; and
- Over generalizing when drawing conclusions from observations using inappropriate assumptions in determining the nature, timing and extent of evidence gathering procedures and evaluating the results thereof.



5.3 RSM approach to auditing significant risks

RSM's approach to auditing a class of transactions, account balance or disclosure is to initially assess whether there is a reasonable possibility that it could contain a material misstatement. Our risk assessment is based on both quantitative and qualitative criteria to determine whether they are significant.

Our audit strategy follows a hierarchy, which starts with testing of controls, then moves to substantive analytical review procedures and then finally testing of details. The following diagram shows an example where a high level of reliance on controls, along with a moderate level of reliance on substantive analytics is likely to result in testing of details that can safely rely on smaller sample sizes.



Based on previous audit experience at the Town and review of the Town's financial information, we have assessed that we can rely on internal controls, which effectively means we can apply a moderate level of substantive analytics and limited testing of details. This controls based approach is both efficient and effective.

APPENDIX 7 - CHANGES IN ACCOUNTING STANDARDS

Standard or pronouncements	Description	Who does it affect	Effective Date
AASB 2020-1 Amendments to Australian Accounting Standards – Classifications of Liabilities as Current or Non-Current.	<p>This narrow-scope amendment to AASB 101 Presentation of Financial Statements clarifies that liabilities are classified as either current or non-current depending on the rights that exist at the end of the reporting period; and also clarifies the definition of settlement of a liability.</p> <p>For example, a liability must be classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period.</p>	All entities	Annual reporting periods beginning on or after 1 January 2023.
AASB 2020-3 Amendments to Australian Accounting Standards – Annual Improvements 2018-2020 and Other Amendments.	<p>This amending standard makes narrow scope amendments to a number of standards:</p> <ul style="list-style-type: none"> ■ AASB 1: to simplify its application by a subsidiary that becomes a first-time adopter after its parent in relation to the measurement of cumulative translation differences; ■ AASB 3: updating the reference to the Conceptual Framework for Financial Reporting without changing the accounting requirements for business combinations; ■ AASB 9: clarifying which fees an entity includes when assessing whether the terms of a new or modified financial liability are substantially different from the terms of the original financial liability; ■ AASB 116: requiring an entity to recognise the sales proceeds from selling items produced while preparing property, plant and equipment for its intended use, and the related cost, in profit or loss, instead of deducting the amounts received from the cost of the asset; ■ AASB 137: specifying the costs that an entity includes when assessing whether a contract will be loss-making; and ■ AASB 141: removing the requirement to exclude cash flows from taxation when measuring fair value, thereby aligning the fair value measurement requirements in AASB 141 with those in other Australian Accounting Standards. 	All entities	Annual reporting periods beginning on or after 1 January 2022.

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

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1
NAME

1
NETWORK

120
COUNTRIES

800
OFFICES

41,400
PEOPLE

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Attachment 12.13.2



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**INTERNAL AUDIT SCHEDULE
2020-2021 TO 2022-2023**

Internal Audit Modules	2020-2021	2021-2022	2022-2023
Regulation 17 – Local Government (Audit) Regulations 1996:			
Corporate Governance			
Risk Management			
Legislative Compliance			
General Finance Controls:			
Payroll and Employee Leave (after upgrade)			
Purchasing and Creditors (after upgrade)			
Credit Cards and card management system (after upgrade)			
Tenders and Contract Management including Extensions and Variations			
Receipting and Management of Monies held for specific purposes			
Bank Reconciliations			
General and Rate Debtors			
Investments and Cash Flow Management			
Budgeting and cost controls			
Assets			
Information Management and Reporting			
Taxation – GST, FBT			
Information Technology:			
Application and access controls			
IT Governance			
Disaster Recovery & Backup			
Information Security			
Management of IT Risks			
Change Management & Change Controls			
Remote Access/Security considerations for working from home arrangements			
Lease Agreements			
Records Management			
Fraud Prevention and Detection			
On line services – Dog and Cat Renewals, Debtors and Infringements (after implementation of the modules)			
Grant acquittals	As required	As required	As required

**INTERNAL AUDIT SCHEDULE
2020-2021 TO 2022-2023**

Internal Audit Modules	2020-2021	2021-2022	2022-2023
Regulation 17 – Local Government (Audit) Regulations 1996:			
Corporate Governance			
Risk Management			
Legislative Compliance			
General Finance Controls:			
Payroll and Employee Leave			
Purchasing and Creditors			
Credit Cards and card management system			
Tenders and Contract Management including Extensions and Variations			
Receipting and Management of Monies held for specific purposes			
Bank Reconciliations			
General and Rate Debtors			
Investments and Cash Flow Management			
Budgeting and cost controls			
Assets			
Information Management and Reporting			
Taxation – GST, FBT			
Information Technology:			
Application and access controls			
IT Governance			
Disaster Recovery & Backup			
Information Security			
Management of IT Risks			
Change Management & Change Controls			
Remote Access/Security considerations for working from home arrangements			
Lease Agreements			
Records Management			
Fraud Prevention and Detection			
On line services – Dog and Cat Renewals, Debtors and Infringements (after implementation of the modules)			
Grant acquittals	As required	As required	As required

Town of Bassendean
Annual Internal Audit Plan 2022-
2023
.....
May 2022

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DRAFT

Preparation of the Internal Audit Plan

Introduction

The Institute of Internal Auditors' International Professional Practices Framework requires Internal Audit to produce a risk-based plan, which considers the Town of Bassendean's risk management framework, knowledge of operations and internal controls derived from previous audits, its strategic objectives and priorities and the views of Senior Managers at the Town of Bassendean's Audit and Governance (AG) Committee ("AG").

The objective of audit planning is to direct audit resources in an efficient manner to provide sufficient assurance that key risks are being managed effectively and value for money is being achieved.

This document sets out a detailed Annual Internal Audit Plan for 2022/23.

Audit and Governance Committee ("AG") Action

The AG is asked to review and approve the Internal Audit Plan for 2022/23.

Role of Internal Audit Services

The aim of the Town of Bassendean's Internal Audit Service ("Internal Audit") is to assist the AG and the Town of Bassendean's Management to manage risk by providing an innovative, responsive, proactive, and effective value-added Internal Audit function. The objectives of Internal Audit are to:

- Provide independent consideration of risks, controls and processes across the Town of Bassendean;
- Promote mechanisms that encourage a culture that is conscious of risk, control and processes; and
- Assist and support the Town of Bassendean in its drive for process improvement.

These objectives are achieved by:

- Assisting the Management in evaluating their processes for identifying, assessing and managing the key operational, financial and compliance risks of the Town of Bassendean;
- Assisting the Management in evaluating the effectiveness of internal control systems, including compliance with internal policies and their alignment with legislation and regulations;
- Recommending improvements in efficiency and effectiveness to the internal control systems established by Management;
- Keeping abreast of new developments affecting the Town of Bassendean's activities and in matters affecting Internal Audit; and
- Being responsive to the Town of Bassendean's changing needs and striving for continuous improvement.

Our internal audit activities typically include, but are not limited to, the following:

- the review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- a risk assessment with the intention of minimising exposure to all forms of risk on the Town of Bassendean;
- examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- a review of the efficiency and effectiveness of operations and services including non-financial controls of the Town of Bassendean;

Preparation of the Internal Audit Plan

- a review of compliance with management policies and directives and any other internal requirements; and
- other specific tasks requested by management and the AG.

Internal Audit Planning Approach

The internal audit plan aims to contribute to the overall improvement of governance, risk management, and internal control processes using a systematic and disciplined evaluation approach.

The Town of Bassendean's internal audit methodology links internal audit activity to the organisation's risk management framework. The main benefit to the Town of Bassendean is a strategic, targeted internal audit function that focuses on the key risk areas and provides maximum value for money.

By focussing on the key risk areas, the internal audit should be able to conclude that:

- The Management has identified, assessed and responded to the Town of Bassendean's key risks;
- The responses to risks are effective but not excessive;
- Where residual risk is unacceptably high, further action is being taken;
- Risk management processes, including the effectiveness of responses, are being monitored by management to ensure they continue to operate effectively; and
- Risks, responses, and actions are being properly classified and reported.

Development of the Annual Internal Audit Plan for 2022/23

The areas included in this Plan were nominated and agreed upon by the Corporate Executive for presentation to the AG for consideration.

The Plan was developed through consideration of:

- The Town of Bassendean's strategic objectives and business risks;
- The Town of Bassendean's business processes that are key to mitigating risks;
- Emerging business and environmental issues for the Town of Bassendean; and
- Changes in the Town of Bassendean's operating environment and state of control.

The plan was then reviewed by Internal Audit with regards to the historic frequency of the performance of the reviews and the risk register, but no changes were proposed to the plan approved by Corporate Executive.

Internal Audit aims to be responsive to the Town of Bassendean's needs, given the environment of change that exists both within and external to the Town of Bassendean. Consequently, the Plan may be amended during the year. Any such changes will be authorised by the AG.

Additional Internal Audit Activities

Internal Audit's role extends to assisting the Management with additional audits that sit outside the Annual Internal Audit Plan. These include reviews of new initiatives, projects, or processes that have not yet been identified or planned at the time of preparing this document.

Requests for Internal Audit to undertake any internal audits of this nature or provide other related services will be agreed upon with the relevant Corporate Executive members.

Internal Audit Plan

Set out within the table below is the 2022/23 Annual Audit Plan with indicative scopes and hours. The previous auditable areas are outlined in green and the revised auditable areas are in grey for comparison purposes. The scopes will be further refined through discussion with Management during the planning process.

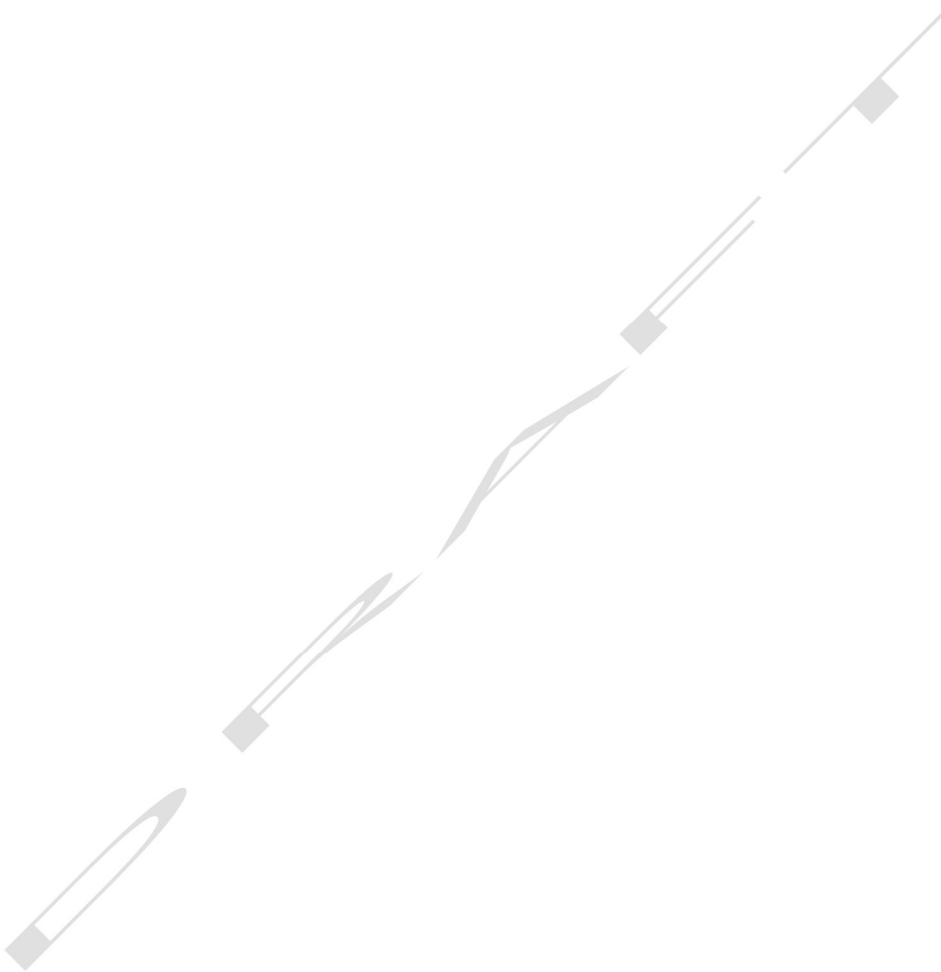
Internal Audit Modules	Original 2022-2023	Revised 2022-2023	Revised 2023-2024
Credit Cards and card management system			40
Tenders and Contract Management including Extensions and Variations			25
General and Rate Debtors		20	
Investments and Cash Flow Management			
Budgeting and cost controls		40	
Information Management and Reporting		40	
Information Technology:			
Application and access controls			
IT Governance			
Disaster Recovery & Backup			
Information Security			
Management of IT Risks			
Change Management & Change Controls			
Review of Asset Management Function and data integrity		80	
Performance and Effectiveness Review Library Services		80	
Records Management		40	
Fraud Prevention and Detection			60
Review the enforcement function performed across the Town		60	
Grant acquittals	As required	As required	
Total Hours		360	125

Internal Audit Plan

Ad-hoc internal audits can also be performed by either the Internal Audit Function on requests from the Town of Bassendean, Management or the Audit and Governance (AG) Committee. These reviews were not considered within the plan. Any ad-hoc reviews identified by Management and the Audit and Governance (AG) Committee will be separately budgeted. Funds for these reviews will either be funded through reprioritising current reviews or through additional fund requests which will be negotiated and approved by the Audit and Governance (AG) Committee and the Town of Bassendean before the commencement of the reviews.

Internal Audit aims to be responsive to the Town of Bassendean's needs, given the environment of change that exists both within and external to the Town of Bassendean.

The impact of any newly identified risks will be considered throughout the financial year and the annual internal audit plan will be amended if required.



*Changing
Lives.*

williambuck.com
CHARTERED ACCOUNTANTS & ADVISORS
Attachment 12.13.7

Praxity
GLOBAL ALLIANCE OF
INDEPENDENT FIRMS

628 of 659

LIST OF PAYMENTS
FOR PERIOD
ENDED 31st May 2022

*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, Direct Debits Cr Card and Payroll 01-31 May 2022	46433 – 46723	1,909,217.84
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86365 – 86367	1,067.40
		<hr/>
		\$1,910,285.24
		<hr/> <hr/>

This list of payments, covering vouchers as above, on 28 June 2022 have 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.

1st May 2022
to
31st May 2022

Chq/EFT	Date	Name	Description	Amount
EFT46433	04/05/2022	AAA GARDEN SERVICES WA	Seniors - Home & Garden Maintenance	-\$ 560.00
EFT46434	04/05/2022	ABACUS CALCULATORS (WA) PTY LTD	Lease rentals	-\$ 213.82
EFT46435	04/05/2022	ALLSPORTS LINEMARKING	Line marking at Bassendean Oval	-\$ 220.00
EFT46436	04/05/2022	ASPHALTECH PTY LTD	Re-Surfacing of Watson Street	-\$ 87,202.84
EFT46437	04/05/2022	BEAVER TREE SERVICES	Tree pruning services	-\$ 13,163.71
EFT46438	04/05/2022	BOWDEN TREE CONSULTANCY	Tree Assessment and Report, Surrey Street Drain	-\$ 539.00
EFT46439	04/05/2022	BUNNINGS GROUP LIMITED	Hardware items	-\$ 1,224.92
EFT46440	04/05/2022	CAREALOT HOME HEALTH SERVICES	Seniors - Home & Garden Maintenance	-\$ 312.40
EFT46441	04/05/2022	CDM AUSTRALIA PTY LTD	Advanced Compact Briefcase	-\$ 302.50
EFT46442	04/05/2022	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$ 160.00
EFT46443	04/05/2022	COMPLETE CORPORATE HEALTH - ASCOT	Pre employment medical	-\$ 872.85
EFT46444	04/05/2022	CS LEGAL (THE PIER GROUP PTY LTD T/AS)	Debt Recovery (Rates) Legal Professional Fees	-\$ 429.77
EFT46445	04/05/2022	DRAINFLOW SERVICES PTY LTD	Jet washing of stormwater drainage lines	-\$ 2,970.00
EFT46446	04/05/2022	DS WORKWEAR & SAFETY	Safety boots	-\$ 91.15
EFT46447	04/05/2022	GALLERIA MOTORS PTY LTD T/AS GALLERIA TOYOTA	Auto parts	-\$ 868.14
EFT46448	04/05/2022	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$ 4,855.40
EFT46449	04/05/2022	HOME CHEF (WA)	Providing meal packages- HCP client	-\$ 283.94
EFT46450	04/05/2022	HUMES WEMBLEY CEMENT (HOLCIM)	Supply & deliver of concrete covers	-\$ 4,579.07
EFT46451	04/05/2022	HYGIENE CONCEPTS	Hygiene Services - Various facilities	-\$ 8,873.68
EFT46452	04/05/2022	INSTANT WINDSCREENS	Replace W/Screen and Align Sensor	-\$ 1,159.50
EFT46453	04/05/2022	KLEENIT PTY LTD	Graffiti removal	-\$ 852.50
EFT46454	04/05/2022	LIFE CARE HOME CARE	Physio HCP Client	-\$ 577.50
EFT46455	04/05/2022	MACKIE PLUMBING AND GAS PTY LTD	Various plumbing works	-\$ 1,588.38
EFT46456	04/05/2022	MARITIME HERITAGE ASSOCIATION INC	Book for Library	-\$ 17.30
EFT46457	04/05/2022	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 42.62
EFT46458	04/05/2022	MCLEODS & CO	Legal professional fees	-\$ 2,060.67
EFT46459	04/05/2022	MIDLAND MINICRETE	Premix Concrete for Footpath Ashfield Playground	-\$ 496.10
EFT46460	04/05/2022	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	Town street & reserve carpark sweeping	-\$ 16,829.00
EFT46461	04/05/2022	MIRIAM GARDINER	Basket weaving workshop	-\$ 460.00

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to
31st May 2022

Chq/EFT	Date	Name	Description	Amount
EFT46462	04/05/2022	MMJ REAL ESTATE WA PTY LTD	Land Valuations	-\$ 2,827.00
EFT46463	04/05/2022	NAPA (GPC ASIA PACIFIC PTY LTD)	Auto parts	-\$ 164.07
EFT46464	04/05/2022	NARELLE SIMPSON	Puppeteering at Bassendean Birak Event, Citizenship Award	-\$ 300.00
EFT46465	04/05/2022	NUTRIEN AG SOLUTIONS LIMITED	Weed control materials	-\$ 526.09
EFT46466	04/05/2022	NUTRIEN WATER	Reticulation Parts	-\$ 797.18
EFT46467	04/05/2022	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery	-\$ 577.44
EFT46468	04/05/2022	PANETTA MCGRATH LAWYERS	Professional Fees - Hyde Retirement Village	-\$ 3,993.00
EFT46469	04/05/2022	PARAMOUNT ELECTRICAL SERVICES	Electrical Callout	-\$ 1,527.50
EFT46470	04/05/2022	PB WEST	Child Protection Training	-\$ 825.00
EFT46471	04/05/2022	PHASE 3 LANDSCAPE CONSTRUCTION PTY LTD	Construction of Sandy Beach Reserve Play Space	-\$ 79,047.71
EFT46472	04/05/2022	PRODUCT RECOVERY INDUSTRIES PTY LTD	Sand and concrete waste recycling	-\$ 224.40
EFT46473	04/05/2022	QTM PTY LTD	Traffic management plans -OPR Power to People	-\$ 1,032.73
EFT46474	04/05/2022	RICOH AUSTRALIA PTY LTD	Lease Rentals	-\$ 992.86
EFT46475	04/05/2022	ROBERT WALTERS PTY LTD	Contract staff expenses	-\$ 3,588.12
EFT46476	04/05/2022	SCOTT PRINTERS PTY LTD	Thrive - printing charges	-\$ 8,360.00
EFT46477	04/05/2022	SEEK LIMITED	Recruitment advertisement	-\$ 379.50
EFT46478	04/05/2022	SIFTING SANDS (CHEWELL HAWLEY PTY LTD T/AS)	Sand pit cleaning - Various Reserves and WIW	-\$ 4,500.98
EFT46479	04/05/2022	SIMPLY UNIFORMS	Staff uniforms	-\$ 2,890.59
EFT46480	04/05/2022	SLIDE MASTER AUST (GLOBAL MAN PTY LTD)	Glass Sliding Doors & Tracks Bassendean Bowling Club	-\$ 493.90
EFT46481	04/05/2022	STATEWIDE CLEANING SERVICES PTY LTD	Cleaning services	-\$ 672.10
EFT46482	04/05/2022	STATS AUSTRALIA	Consultancy services	-\$ 3,870.90
EFT46483	04/05/2022	STEPHEN DORAN T/AS EDGYX	Extension Activity- Robotics	-\$ 300.00
EFT46484	04/05/2022	STOTT AND HOARE	Microsoft licencing -MS 365 and other licence renewals	-\$ 2,014.95
EFT46485	04/05/2022	SWAN TAXIS PTY LTD	Transport for SDS clients	-\$ 4,429.76
EFT46486	04/05/2022	THE BUTCHER SHOP	Art project materials	-\$ 2,152.33
EFT46487	04/05/2022	TRUGRADE MEDICAL SUPPLIES	HCP clients -medical expenses	-\$ 804.46
EFT46488	04/05/2022	UMESH THAPA	Cleaning expenses	-\$ 7,650.00
EFT46489	04/05/2022	UNICARE HEALTH	Hire Services- HCP Clients	-\$ 157.00
EFT46490	04/05/2022	WATTLEUP TRACTORS	Hardware items	-\$ 202.39

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31st May 2022

Chq/EFT	Date	Name	Description	Amount
EFT46491	04/05/2022	WATTS WESTERN RUBBER	Tyres	-\$ 104.50
EFT46492	04/05/2022	WEST TIP WASTE CONTROL PTY LTD ATF STEFNA FAMILY TRUST	General waste skip bin at the Depot	-\$ 1,501.50
EFT46493	04/05/2022	WESTBOOKS	Library Books	-\$ 29.58
EFT46494	04/05/2022	WHITE OAK HOME CARE SERVICES	HCP clients -clinical care	-\$ 321.30
EFT46495	04/05/2022	WORK CLOBBER	Work clothes	-\$ 88.50
EFT46496	04/05/2022	ZIRCODATA PTY LTD	Document storage expenses	-\$ 82.86
EFT46497	05/05/2022	BCITF	Building & Construction Industry - Levy collected	-\$ 1,132.95
EFT46498	05/05/2022	COMMISSIONER OF POLICE	Volunteers - police checks	-\$ 50.10
EFT46499	05/05/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy	-\$ 2,779.23
EFT46500	05/05/2022	GRANT BRIAN WHEELER	Crossover Contributions	-\$ 592.00
EFT46501	05/05/2022	SUCCESS HILL ACTION GROUP (SHAG)	Donation - Family Fun Day	-\$ 250.00
EFT46502	05/05/2022	TOTALLY WORKWEAR MIDLAND	Staff uniforms	-\$ 83.66
EFT46503	05/05/2022	WATERFORD TRADING AUSTRALIA PTY LTD	Supply Drink Fountain Universal Aqua bubbler	-\$ 4,037.00
EFT46504	05/05/2022	OPTUS BILLING SERVICES PTY LTD	Optus Mobile Phone Charges	-\$ 1,129.89
EFT46505	05/05/2022	SYNERGY	Power charges for various sites	-\$ 10,467.15
EFT46506	05/05/2022	TELSTRA	Telephone Charges	-\$ 1,970.28
EFT46507	05/05/2022	WATER CORPORATION	Water charges	-\$ 529.36
EFT46508	10/05/2022	CDM AUSTRALIA PTY LTD	Dell 5420 Non-touch Laptops	-\$ 49,438.40
EFT46509	10/05/2022	MARY JANE CAMPOS WALTON	Mark Fernandez - School Awards	-\$ 50.00
EFT46510	10/05/2022	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$ 129.50
EFT46511	10/05/2022	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$ 108,780.00
EFT46512	10/05/2022	LGRCEU	Payroll deductions	-\$ 88.00
EFT46513	10/05/2022	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$ 771.12
EFT46514	26/05/2022	Cancelled		
EFT46515	26/05/2022	Cancelled		
EFT46516	26/05/2022	Cancelled		
EFT46517	26/05/2022	Cancelled		
EFT46518	26/05/2022	Cancelled		
EFT46519	26/05/2022	Cancelled		

1st May 2022
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31st May 2022

Chq/EFT	Date	Name	Description	Amount
EFT46520	26/05/2022	Cancelled		
EFT46521	26/05/2022	Cancelled		
EFT46522	26/05/2022	NOUR PAVY	Officeworks Stationery Purchases	-\$ 128.95
EFT46523	26/05/2022	Cancelled		
EFT46524	19/05/2022	PILATES FLOW (KAVAN LONDON)	Relax Program -Pilates	-\$ 3,000.00
EFT 46525 to 46572		Cancelled		
EFT46573	24/05/2022	IBIS FURNITURE	Heavy Duty Twin Motor Recliner Lift Chair for HCP Client	-\$ 3,815.00
EFT46574	24/05/2022	INDIGENOUS MANAGED SERVICES	Cultural Awareness Training for Councillors and Executive	-\$ 4,895.00
EFT46575	24/05/2022	INTELLIGENCE GROUP LIMITED	Cleaning services at various Offices, Reserves and Public toilets	-\$ 12,925.91
EFT46576	24/05/2022	J SWIFT MAINTENANCE	Cleaning Amenities - Administration Building 48 OPR	-\$ 500.00
EFT46577	24/05/2022	KATE RAE AND KERRY O'FLAHERTY	Kake studio jewellery workshop	-\$ 950.00
EFT46578	24/05/2022	KLEENIT PTY LTD	Graffiti removal	-\$ 3,036.00
EFT46579	24/05/2022	LANDCARE WEED CONTROL	Bushland management	-\$ 349.80
EFT46580	24/05/2022	LANDGATE	Valuation charges	-\$ 112.80
EFT46581	24/05/2022	LIFE CARE HOME CARE	Physio - Multiple Sessions HCP Client	-\$ 3,295.00
EFT46582	24/05/2022	LITE N EASY PTY LTD	Providing meal packages- HCP client	-\$ 73.43
EFT46583	24/05/2022	MACKIE PLUMBING AND GAS PTY LTD	Various plumbing works	-\$ 1,575.60
EFT46584	24/05/2022	MAIN EVENT HIRE (YELLOW CITRINE PTY LTD T/AS)	Trestle Table -Plants to Residents	-\$ 140.00
EFT46585	24/05/2022	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 397.82
EFT46586	24/05/2022	MCLEODS & CO	Legal professional fees	-\$ 119.94
EFT46587	24/05/2022	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	Town street & reserve carpark sweeping	-\$ 5,559.25
EFT46588	24/05/2022	MORLEY FLOORING CENTRE	Supply & Install Vinyl Flooring to Kitchen at 50 OPR	-\$ 3,995.00
EFT46589	24/05/2022	MORLEY MOWER CENTRE	Spare parts	-\$ 1,253.14
EFT46590	24/05/2022	MT LAWLEY MILK SUPPLY	Weekly Milk Order	-\$ 76.50
EFT46591	24/05/2022	NAMEPLATE ENGRAVERS	Name badges	-\$ 57.20
EFT46592	24/05/2022	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery	-\$ 259.62
EFT46593	24/05/2022	PAPERSCOUT	Digital Transition - Thrive Campaign	-\$ 1,672.00
EFT46594	24/05/2022	PARAMOUNT ELECTRICAL SERVICES	Monthly Callout PO	-\$ 535.30
EFT46595	24/05/2022	PATRICIA FLETCHER (FAMILY TRUST)	Relax Term 2 - Zumba and Metafit	-\$ 3,850.00
EFT46596	24/05/2022	PRESTIGE PROPERTY MAINTENANCE	Oval and Reserve Turf maintenance and Mowing Expenses	-\$ 27,183.20

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Chq/EFT	Date	Name	Description	Amount
EFT46597	24/05/2022	PRODUCT RECOVERY INDUSTRIES PTY LTD	Sand and concrete waste recycling	-\$ 132.00
EFT46598	24/05/2022	QTM PTY LTD	Traffic management at ANZAC Terrace	-\$ 1,162.93
EFT46599	24/05/2022	QUALCON LABORATORIES PTY LTD	Road Core Tests for MRRG	-\$ 748.00
EFT46600	24/05/2022	RED'S ZOO AND CONVERSATION PARK	Extension Activity - Peel Zoo	-\$ 274.00
EFT46601	24/05/2022	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 251.92
EFT46602	24/05/2022	RICOH FINANCE AUSTRALIA PTY LTD	Lease rentals	-\$ 206.80
EFT46603	24/05/2022	ROADS 2000	Blow asphalt for road maintenance	-\$ 116.59
EFT46604	24/05/2022	ROBERT WALTERS PTY LTD	Contract staff expenses	-\$ 2,148.15
EFT46605	24/05/2022	SCANLAN SURVEYS PTY LTD	Survey & Plan Preparation	-\$ 1,760.00
EFT46606	24/05/2022	SCM EARTHMOVING CONTRACTORS	Excavator hire for soak wells installation etc at Second Avenue	-\$ 11,761.20
EFT46607	24/05/2022	SCOTT PRINTERS PTY LTD	Brand Refresh	-\$ 11,990.00
EFT46608	24/05/2022	SEEK LIMITED	Recruitment advertisement	-\$ 984.50
EFT46609	24/05/2022	SHOREWATER MARINE PTY LTD	Success Hill Jetty Vandalism Repair	-\$ 10,178.30
EFT46610	24/05/2022	SUEZ RECYCLING & RECOVERY PTY LTD	Greenwaste Skip at Depot	-\$ 1,262.35
EFT46611	24/05/2022	SWAN TAXIS PTY LTD	Transport for SDS clients	-\$ 2,255.96
EFT46612	24/05/2022	TOTAL TOOLS MIDLAND	Tools	-\$ 1,694.50
EFT46613	24/05/2022	TOTALLY WORKWEAR MIDLAND	Staff uniforms	-\$ 504.46
EFT46614	24/05/2022	TRUGRADE MEDICAL SUPPLIES	HCP clients -medical expenses	-\$ 791.80
EFT46615	24/05/2022	UNICARE HEALTH	Over Toilet Frame & Shower Chair HCP Client	-\$ 255.00
EFT46616	24/05/2022	UNITED PETROEUM PTY LTD	Petrol and Diesel into underground tank	-\$ 16,993.03
EFT46617	24/05/2022	URBAQUA	Provide Updated Drainage Catchment Dataset	-\$ 4,576.00
EFT46618	24/05/2022	VETS AROUND TOWN PTY LTD	Veterinary Services	-\$ 225.57
EFT46619	24/05/2022	WALKERS PEST & LAWN MANAGEMENT	Pest Control Jubilee Reserve Footy Ovals	-\$ 3,300.00
EFT46620	24/05/2022	WATER2WATER PTY LTD	Filtered water contract at various sites	-\$ 3,979.00
EFT46621	24/05/2022	WHITE OAK HOME CARE SERVICES	HCP clients -clinical care	-\$ 510.12
EFT46622	24/05/2022	WREN OIL	Waste Disposal -Tracking Fee	-\$ 16.50
EFT46623	24/05/2022	ZIPFORM PTY LTD	Fourth Instalment Notices and Postage	-\$ 3,669.49
EFT46624	24/05/2022	AUSTRALIAN OFFICE (AUSTRALIAN PAPER)	Window Face Envelopes	-\$ 113.85
EFT46625	24/05/2022	BRIGHT BYTES - MICHAEL STEVENSON	Deep Cleaning Of Public and Staff Computers	-\$ 154.00

1st May 2022
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31st May 2022

Chq/EFT	Date	Name	Description	Amount
EFT46626	24/05/2022	DAILY LIVING PRODUCTS	Seniors - shower chair for HCP client	-\$ 529.00
EFT46627	24/05/2022	DS WORKWEAR & SAFETY	Safety boots	-\$ 159.95
EFT46628	24/05/2022	GRAFTON GENERAL PRODUCTS	Concrete Work HCP Client	-\$ 1,941.50
EFT46629	24/05/2022	HEALTHSTRONG PTY LTD	OT Assessment -HCP Client	-\$ 297.00
EFT46630	24/05/2022	HOME CHEF (WA)	Providing meal packages- HCP client	-\$ 858.03
EFT46631	24/05/2022	LIFE CARE HOME CARE	Physio HCP Client	-\$ 1,958.00
EFT46632	24/05/2022	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	HCP Clients -OT Assessment	-\$ 554.12
EFT46633	24/05/2022	MIDLAND MINICRETE	Premix Concrete for Crossover Repairs	-\$ 405.90
EFT46634	24/05/2022	TRUGRADE MEDICAL SUPPLIES	HCP clients -Medical expenses	-\$ 761.04
EFT46635	24/05/2022	UNICARE HEALTH	Toilet Surround for HCP Client	-\$ 77.50
EFT46636	24/05/2022	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$ 129.50
EFT46637	24/05/2022	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$ 96,648.00
EFT46638	24/05/2022	LGRCEU	Payroll deductions	-\$ 88.00
EFT46639	24/05/2022	PAY@BILITY PTY LTD	Payroll Deductions	-\$ 708.48
EFT46640	24/05/2022	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$ 622.00
EFT46641	25/05/2022	DATA3	Upgrade to software licenses - Microsoft	-\$ 299.25
EFT46642	25/05/2022	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$ 1,857.24
EFT46643	25/05/2022	MARKETFORCE PTY LTD	Advertisement for Town Centre Masterplan	-\$ 339.68
EFT46644	25/05/2022	MCLEODS & CO	Awaiting Refund of the amount in July 2022	-\$ 119.94
EFT46645	25/05/2022	NEARMAP AUSTRALIA PTY LTD	Nearmap Renewal of Subscriptions	-\$ 13,750.00
EFT46646	25/05/2022	STOTT AND HOARE	Microsoft licencing renewals	-\$ 3,834.35
EFT46647	25/05/2022	SUEZ RECYCLING & RECOVERY PTY LTD	General, Recycling and FOGO bin collection expenses	-\$ 90,028.25
EFT46648	25/05/2022	TELSTRA	Telephone Charges	-\$ 6,424.73
EFT46649	25/05/2022	AAA GARDEN SERVICES WA	Seniors - Home & Garden Maintenance	-\$ 2,040.00
EFT46650	25/05/2022	ADAMAS CORPORATE SOLUTIONS	TRACCS Business Software Renewal	-\$ 1,100.00
EFT46651	25/05/2022	ALLFLOW INDUSTRIAL	Waste Water Service Contract	-\$ 318.95
EFT46652	25/05/2022	ALLSPORTS LINEMARKING	Line marking at Bassendean Oval	-\$ 110.00
EFT46653	25/05/2022	ALSCO PERTH	Weekly linen services - Administration	-\$ 83.22
EFT46654	25/05/2022	AMAZING BRICK PAVING	Brick paving footpath at Tennis Club	-\$ 2,701.00

1st May 2022
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31st May 2022

Chq/EFT	Date	Name	Description	Amount
EFT46655	25/05/2022	ANNE YARDLEY	Oral History Interview with Lynda Nutter	-\$ 1,015.00
EFT46656	25/05/2022	ASSET INFRASTRUCTURE MANAGEMENT	Consulting fee - Asset Management	-\$ 5,271.75
EFT46657	25/05/2022	AUSTRALIA POST	Postal charges	-\$ 1,263.21
EFT46658	25/05/2022	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Air Conditioning repair at Library	-\$ 1,441.55
EFT46659	25/05/2022	B&A SMASH REPAIRS	Motor Vehicle repair	-\$ 861.64
EFT46660	25/05/2022	BARCLAY SAFETY SOLUTIONS PTY LTD T/A BARCLAYSS	WHS Compliance Inspection & Report	-\$ 242.00
EFT46661	25/05/2022	BASSENDAN TENNIS CLUB	Grass court maintenance	-\$ 2,291.30
EFT46662	25/05/2022	BATTERY SPECIALTIES (AUST) PTY LTD-WA	Batteries for Smoke Detector Hyde Retirement Village	-\$ 119.86
EFT46663	25/05/2022	BEAVER TREE SERVICES	Tree removal services at Bindaring Park	-\$ 4,477.00
EFT46664	25/05/2022	BUDGET PEST CONTROL (QUELL PTY LTD T/AS)	Rodent Baiting Plus Odour Bag HCP Client	-\$ 253.00
EFT46665	25/05/2022	BUNNINGS GROUP LIMITED	Hardware items	-\$ 324.25
EFT46666	25/05/2022	BUNZL LTD	Bin liners	-\$ 210.87
EFT46667	25/05/2022	CAI FENCING	Fence repair charges at Ashfield Reserve	-\$ 550.00
EFT46668	25/05/2022	CAMPION EDUCATION (AUST) PTY LTD	Book Purchase	-\$ 1,668.00
EFT46669	25/05/2022	CAPITAL RECYCLING	Remove Asbestos From Bill Walker Stand Bassendean Oval	-\$ 539.00
EFT46670	25/05/2022	CARDSERV ID PTY LTD	Bassendean Library Cards	-\$ 913.00
EFT46671	25/05/2022	CAREALOT HOME HEALTH SERVICES	Seniors - Home & Garden Maintenance	-\$ 702.90
EFT46672	25/05/2022	CASA SECURITY PTY LTD	Security monitoring cost - various sites	-\$ 2,982.55
EFT46673	25/05/2022	CHIVERS ASPHALT PTY LTD	Saw Cut and Trim Damaged Area Remove and Dispose	-\$ 4,455.00
EFT46674	25/05/2022	CHRIS RICHARDSON T/A INDEPENDANT APPRAISAL	Food Safety Audit Bassendean	-\$ 495.00
EFT46675	25/05/2022	CLEAN NRG PTY LTD (THE TRUSTEE FOR)	Attend & Assess Fault to Solar System - Colstoun Rd	-\$ 563.20
EFT46676	25/05/2022	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$ 480.00
EFT46677	25/05/2022	COLES SUPERMARKETS AUSTRALIA	Day Centre Grocery Purchases	-\$ 1,583.38
EFT46678	25/05/2022	COMMISSIONER OF POLICE	Volunteers - police checks	-\$ 83.50
EFT46679	25/05/2022	COMPLETE CORPORATE HEALTH - ASCOT	Pre employment medical	-\$ 273.79
EFT46680	25/05/2022	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office Stationery	-\$ 542.75
EFT46681	25/05/2022	CORSIGN WA PTY LTD	Road signage	-\$ 49.50
EFT46682	25/05/2022	CRUISE CIVIL PTY LTD	Bathroom Modification HCP Client	-\$ 13,090.00
EFT46683	25/05/2022	CS LEGAL (THE PIER GROUP PTY LTD T/AS)	Debt Recovery (Rates) Legal Professional Fees	-\$ 3,220.00

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Chq/EFT	Date	Name	Description	Amount
EFT46684	25/05/2022	CURTAIN DECOR	Refurbishment in Hyde Retirement Village	-\$ 1,672.00
EFT46685	26/05/2022	DAILY LIVING PRODUCTS	Seniors - shower chair for HCP client	-\$ 155.00
EFT46686	26/05/2022	DEPARTMENT OF THE PREMIER AND CABINET	Gazettal Of Cats Amendment Local Law 2022	-\$ 187.20
EFT46687	26/05/2022	DEPARTMENT OF TRANSPORT	Vehicle ownership checks	-\$ 100.35
EFT46688	26/05/2022	DIAL A NAPPY (BUSICLEAN)	Cleaning Chemicals and Supplies	-\$ 937.80
EFT46689	26/05/2022	E FIRE & SAFETY (WA)	Fire Detection & Alarm Panel Testing	-\$ 818.40
EFT46690	26/05/2022	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General Waste Disposal Costs	-\$ 126,948.77
EFT46691	26/05/2022	ELITE CARPET DRYCLEANING	Carpet Dry Cleaning HCP Client	-\$ 170.00
EFT46692	26/05/2022	ELLENBY TREE FARM PTY LTD	New Tree Planting	-\$ 4,235.00
EFT46693	26/05/2022	ELLIOTTS FILTRATION	Servicing of Iron Filter Bic Reserve	-\$ 253.00
EFT46694	26/05/2022	FIND WISE LOCATION SERVICES	Underground location services	-\$ 952.60
EFT46695	26/05/2022	FOURTH ELEMENT ART	Art project materials	-\$ 351.12
EFT46696	26/05/2022	FREESTYLE NOW	Skate Coaching Sessions	-\$ 770.00
EFT46697	26/05/2022	HARVEY NORMAN	New Fridge for Library	-\$ 1,072.00
EFT46698	26/05/2022	HATCHET PTY LTD	RYDE Website hosting	-\$ 916.08
EFT46699	26/05/2022	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$ 9,214.14
EFT46700	26/05/2022	HEATLEY SALES PTY LTD	Gas Cylinder Cage and other tools	-\$ 3,694.84
EFT46701	26/05/2022	HOME CHEF (WA)	Providing meal packages- HCP client	-\$ 420.65
EFT46702	26/05/2022	MARQUEE MAGIC (TUTAKI UNIT TRUST T/AS)	Marquees	-\$ 2,241.00
EFT46703	26/05/2022	MCLEODS & CO	Legal professional fees	-\$ 1,852.63
EFT46704	26/05/2022	MORLEY SIGNWORKS PTY LTD	Assorted Signage	-\$ 235.90
EFT46705	26/05/2022	NATURAL AREA HOLDINGS	Tree plantings	-\$ 4,620.00
EFT46706	26/05/2022	RICOH AUSTRALIA PTY LTD	Consumables	-\$ 1,126.52
EFT46707	26/05/2022	SUEZ RECYCLING & RECOVERY PTY LTD	Green Waste Skip at Depot	-\$ 295.06
EFT46708	26/05/2022	TRUGRADE MEDICAL SUPPLIES	HCP clients -medical expenses	-\$ 220.00
EFT46709	26/05/2022	WEST TIP WASTE CONTROL PTY LTD	General waste skip bin at the Depot	-\$ 5,008.50
EFT 46710 to 46717		Cancelled		
EFT46718	26/05/2022	ANDREA MOLARO	Refund Of Building Deposit	-\$ 171.65
EFT46719	26/05/2022	ANITA KHANHTRANG TRAN	Sustainable Products Rebate	-\$ 50.00
EFT46720	26/05/2022	CHARLOTTE HOFFMAN	Sustainable Products Rebate	-\$ 100.00

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Chq/EFT	Date	Name	Description	Amount
DD20323.1	10/05/2022	AWARE SUPERANNUATION	Superannuation contributions	-\$ 46,361.08
DD20323.2	10/05/2022	MLC SUPER FUND (PREVIOUSLY MLC MASTERKEY)	Superannuation Contributions	-\$ 448.90
DD20323.3	10/05/2022	COLONIAL FIRST STATE	Superannuation contributions	-\$ 1,464.25
DD20323.4	10/05/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$ 513.95
DD20323.5	10/05/2022	AMP SUPERLEADER	Superannuation contributions	-\$ 139.70
DD20323.6	10/05/2022	REST SUPERANNUATION	Superannuation contributions	-\$ 1,712.48
DD20323.7	10/05/2022	NGS SUPER	Superannuation contributions	-\$ 325.13
DD20323.8	10/05/2022	SUN SUPER	Superannuation contributions	-\$ 321.02
DD20323.9	10/05/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$ 874.85
DD20323.10	10/05/2022	BT SUPER FOR LIFE	Superannuation contributions	-\$ 299.08
DD20323.11	10/05/2022	MLC WRAP SUPER	Superannuation contributions	-\$ 60.45
DD20323.12	10/05/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation contributions	-\$ 57.22
DD20323.13	10/05/2022	LGIA SUPER	Superannuation contributions	-\$ 501.18
DD20323.14	10/05/2022	FUTURE SUPER FUND	Superannuation contributions	-\$ 1,230.81
DD20323.15	10/05/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$ 151.12
DD20323.16	10/05/2022	MLC SUPER FUND (PREVIOUSLY PLUM SUPER)	Superannuation Contributions	-\$ 182.18
DD20323.17	10/05/2022	MARITIME SUPER	Superannuation contributions	-\$ 340.56
DD20323.18	10/05/2022	UNISUPER	Superannuation contributions	-\$ 1,206.20
DD20323.19	10/05/2022	PLUMMER SUPERANNUATION FUND	Superannuation contributions	-\$ 1,106.22
DD20323.20	10/05/2022	B & L SUPER FUND	Superannuation contributions	-\$ 74.89
DD20323.21	10/05/2022	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$ 8,489.30
DD20323.22	10/05/2022	HOST PLUS	Superannuation contributions	-\$ 1,436.58
DD20323.23	10/05/2022	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$ 886.80
DD20323.24	10/05/2022	HESTA SUPER FUND	Superannuation contributions	-\$ 2,830.30
DD20323.25	10/05/2022	VIC SUPER	Superannuation contributions	-\$ 245.92
DD20351.1	24/05/2022	AWARE SUPERANNUATION	Superannuation contributions	-\$ 44,205.88
DD20351.2	24/05/2022	MLC SUPER FUND (PREVIOUSLY MLC MASTERKEY)	Superannuation Contributions	-\$ 563.77
DD20351.3	24/05/2022	COLONIAL FIRST STATE	Superannuation contributions	-\$ 1,412.48
DD20351.4	24/05/2022	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$ 513.95

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Chq/EFT	Date	Name	Description	Amount
DD20351.5	24/05/2022	AMP SUPERLEADER	Superannuation contributions	-\$ 162.59
DD20351.6	24/05/2022	REST SUPERANNUATION	Superannuation contributions	-\$ 1,709.17
DD20351.7	24/05/2022	NGS SUPER	Superannuation contributions	-\$ 325.13
DD20351.8	24/05/2022	SUN SUPER	Superannuation contributions	-\$ 305.91
DD20351.9	24/05/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$ 881.00
DD20351.10	24/05/2022	BT SUPER FOR LIFE	Superannuation contributions	-\$ 299.08
DD20351.11	24/05/2022	MLC WRAP SUPER	Superannuation contributions	-\$ 73.88
DD20351.12	24/05/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation contributions	-\$ 74.16
DD20351.13	24/05/2022	LGIA SUPER	Superannuation contributions	-\$ 501.18
DD20351.14	24/05/2022	FUTURE SUPER FUND	Superannuation contributions	-\$ 682.88
DD20351.15	24/05/2022	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$ 104.10
DD20351.16	24/05/2022	MLC SUPER FUND (PREVIOUSLY PLUM SUPER)	Superannuation Contributions	-\$ 189.91
DD20351.17	24/05/2022	MARITIME SUPER	Superannuation contributions	-\$ 360.57
DD20351.18	24/05/2022	UNISUPER	Superannuation contributions	-\$ 1,150.07
DD20351.19	24/05/2022	PLUMMER SUPERANNUATION FUND	Superannuation contributions	-\$ 1,088.90
DD20351.20	24/05/2022	B & L SUPER FUND	Superannuation contributions	-\$ 68.86
DD20351.21	24/05/2022	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$ 8,595.23
DD20351.22	24/05/2022	HOST PLUS	Superannuation contributions	-\$ 1,427.84
DD20351.23	24/05/2022	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$ 857.16
DD20351.24	24/05/2022	HESTA SUPER FUND	Superannuation contributions	-\$ 2,788.38
DD20351.25	24/05/2022	VIC SUPER	Superannuation contributions	-\$ 245.92
DD20367.1	03/05/2022	COMMONWEALTH CREDIT CARDS	Credit Card April 2022 - See attachment Two	-\$ 14,387.40

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Chq/EFT	Date	Name	Description	Amount
		Payroll Creditors Salary for fortnight ending:		
	10/05/2022	Salaries and Wages fortnightly pay	Fortnightly pay to the 10 May 2022	-\$ 346,506.73
	24/05/2022	Salaries and Wages fortnightly pay	Fortnightly pay to the 24 May 2022	-\$ 327,335.67
			TOTAL MUNICIPAL & TRUST EFT PAYMENTS	-\$ 1,908,988.89
Chq/EFT	Date		Description	Amount
			TOTAL TRUST CHEQUE PAYMENTS	\$ -

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April Credit Card Expenditure 2022
Statement Period: 05/04/2022 to 03/05/2022

Attachment 2

Date:	Vendor:	Description	Amount:
5/04/2022	LANDGATE PERTH	Landgate Requisition	\$ 90.65
5/04/2022	AGPARTS WAREHOUSE MIDVALE WA	PTO Safety Chains	\$ 174.00
5/04/2022	BOFFINS BOOKSHOP PTY L PERTH WA	Library Stock Purchase - 7x Books	\$ 189.69
5/04/2022	KITCHEN WAREHOUSE MI MIDLAND WA	Cutting Boards for Wind in the Willows	\$ 44.88
5/04/2022	XINCHEN TRADING PTY LT ASHFIELD	Batteries for Wind in the Willows	\$ 8.28
6/04/2022	VISION AUSTRALIA LTD KOORYONG VIC	Orthoptics for HCP Client	\$ 197.51
6/04/2022	BOC GAS & GEAR MALAGA	Dry Ice for Mosquito Trapping	\$ 10.45
6/04/2022	Hema Maps Pty Ltd Caulfield	Subscription: 1x Magazine 'Caravan World' April 2023	\$ 84.99
6/04/2022	BUNNINGS 591000 MIDLAND	Paint Supplies for Bassendean Gallery	\$ 93.88
6/04/2022	LABELCITY NORTHMEAD NSW	2x Boxes of Dymo Labels	\$ 91.30
6/04/2022	Essential Resources Australia	Childrens Books for Wind in the Willows	\$ 153.85
7/04/2022	THE REJECT SHOP 6622 BASSENDEAN WA	Catering supplies for Amana Meeting	\$ 32.50
7/04/2022	BCF AUSTRALIA MIDLAND WA	Cart for Transporting Gear	\$ 89.99
7/04/2022	DOT - LICENSING MIDLAND	Licence and Third Party Insurance Renewal	\$ 223.15
7/04/2022	DOT - LICENSING MIDLAND	Licence and Third Party Insurance Renewal	\$ 223.15
7/04/2022	BUNNINGS 458000 BAYSWATER	Materials for Bassendean Gallery Installation	\$ 299.73
8/04/2022	IINET BATCH PERTH GPO WA	NBN Monthly Service Charge for S&DS	\$ 109.99
8/04/2022	VISION AUSTRALIA LTD KOORYONG VIC	Orthoptics for HCP Client	\$ 197.51
8/04/2022	VISION AUSTRALIA LTD KOORYONG VIC	Orthoptics for HCP Client	\$ 329.18
8/04/2022	Subway Bayswater 50307 Bassendean WA	Catering for Amana Staff Meeting	\$ 98.00
8/04/2022	TARGET ONLINE 03 AUS	Childrens Books for Wind in the Willows	\$ 50.00
8/04/2022	BUNNINGS 751000 BELMONT	Art Board Installation Equipment for Bassendean Gallery	\$ 52.97
8/04/2022	BUNNINGS 458000 BAYSWATER	Art Board Installation Equipment for Bassendean Gallery	\$ 58.54
8/04/2022	DANISH PATISserie BASSENDEAN	Catering for Educator Morning Tea	\$ 52.50
11/04/2022	PUMA ENERGY LESMURDI LESMURDIE WA	Fuel	\$ 18.08
11/04/2022	PUMA ENERGY LESMURDI LESMURDIE WA	Fuel	\$ 99.00
11/04/2022	EZI*ALIA DEAKIN AUS	Australian Library and Information Association Workshop	\$ 445.00
11/04/2022	KMART 1052 MIDLAND AUS	Plastic Storage Containers, Sponges & USBs	\$ 46.00
12/04/2022	WAREHOUSING EQUIPMEN WEST FOOTSCRVIC	Postage payment for HCP Client	\$ 35.15
12/04/2022	DANISH PATISserie BASSENDEAN	Catering for Workshop	\$ 14.50
12/04/2022	MODERN TEACHING AIDS BROOKVALE NSW	Ocean Animal Resources for Wind in the Willows	\$ 393.99
12/04/2022	WOOLWORTHS 4384 BEECHBORO WA	Groceries for Wind in the Willows	\$ 25.70
12/04/2022	SPORTROPHY MIDLAND WA	Plaque	\$ 64.52
13/04/2022	BUNNINGS 458000 BAYSWATER	Paint Supplies for Bassendean Gallery	\$ 120.87
13/04/2022	BUNNINGS 458000 BAYSWATER	Art Board Installation Equipment for Bassendean Gallery	\$ 28.32

April Credit Card Expenditure 2022
Statement Period: 05/04/2022 to 03/05/2022

Attachment 2

Date:	Vendor:	Description	Amount:
13/04/2022	BUNNINGS 458000 BAYSWATER	Tyre Pump for Youth Centre	\$ 44.98
13/04/2022	SECURE ENTERTAINMENT ESCONDIDO CA ##0422 249.91 US D	Console Controller Locks for Youth Services	\$ 337.00
13/04/2022	INTNL TRANSACTION FEE	International Transaction Fee	\$ 8.43
13/04/2022	BOOKTOPIA PTY LTD LIDCOMBE	Library Stock Purchase - 8x Books	\$ 306.24
13/04/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 49.90
13/04/2022	ADOBE PR CREATIVE CLD Sydney AUS	Subscription: Adobe Pro	\$ 45.99
13/04/2022	HOLLY RAYES CAFE BASSENDEAN WA	Function Room Booking for Swans Breakfast	\$ 100.00
14/04/2022	IPY*Write Solutions Bull Creek AUS	Fogo Bins for Markets	\$ 19.40
14/04/2022	HTTPS STORE SSL2BUY CO SHARJAH SHJ ##0422 114.00 US DOL	Internet Security Tool - Wildcard SSL Certificate	\$ 153.73
14/04/2022	INTNL TRANSACTION FEE	International Transaction Fee	\$ 3.84
14/04/2022	BUNNINGS 591000 MIDLAND	Art Board Installation Equipment for Bassendean Gallery	\$ 15.94
14/04/2022	BUNNINGS 350000 CANNINGTON	Art Board Installation Equipment for Bassendean Gallery	\$ 83.74
14/04/2022	BUNNINGS 458000 BAYSWATER	Tyre Pump Fitting for Youth Services	\$ 9.95
14/04/2022	PIZZA HUT BASSENDEAN BASSENDEAN	Catering for School Holidays	\$ 70.35
14/04/2022	JB Hi-Fi Southbank AUS	Library Stock Purchase - 18x DVDs	\$ 424.40
14/04/2022	BEAUFORT ST BOOKS MOUNT LAWLEYWA	Library Stock Purchase - 11x Books	\$ 138.44
14/04/2022	CV CHECK OSBORNE PARKWA	National Police Clearance Refund	-\$ 59.80
14/04/2022	CARTRIDGE UNIVERSE MIDLAND WA	Cartridge Refills	\$ 121.42
19/04/2022	TeamViewer Pty Ltd Adelaide AUS	Annual Licence for IT Support Remote Access Tool	\$ 2,290.80
19/04/2022	Spotify Sydney AUS	Subscription: Spotify for Youth Services	\$ 18.99
19/04/2022	MAILCHIMP *MISC MAILCHIMP.COGA	Subscription: Emailing Service	\$ 25.47
19/04/2022	PUMA ENERGY BURSWOOD BURSWOOD WA	Fuel	\$ 64.02
19/04/2022	VIBE MOUNT HELENA MOUNT HELENAWA	Fuel	\$ 41.24
20/04/2022	BOC GAS & GEAR MALAGA	Dry Ice for Mosquito Trapping	\$ 10.45
20/04/2022	FiverrEU Nicosia CYP	Logo Animation	\$ 225.28
20/04/2022	XINCHEN TRADING PTY LT ASHFIELD	Catering for WIW Team Meeting Dinner	\$ 21.76
21/04/2022	BP MAIDA VALE 6180 MAIDA VALE WA	Fuel	\$ 99.97
21/04/2022	WANEWSDTI Osborne ParkWA	Subscription: Newspaper (The West and Weekend)	\$ 144.01
21/04/2022	GENTRONICS WELSHPOOL WA	Welding Curtain for Depot	\$ 198.00
21/04/2022	COLES 0395 BASSENDEAN AUS	Milk, Green Tea and Coffee	\$ 34.20
22/04/2022	Yaffa Media Pty Ltd Surry Hills NSW	Subscription: 1x Magazine 'Australian Photography' June 2023	\$ 107.00
22/04/2022	STOCKFEED WEST MIDVALE WA	Chicken Feed for Wind in the Willows	\$ 64.00
22/04/2022	FiverrEU Nicosia CYP	Bassendean Gallery Video Voice Over	\$ 69.85
22/04/2022	FiverrEU Nicosia CYP	Bassendean Gallery Video Voice Over	\$ 40.07
22/04/2022	COLES 0395 BASSENDEAN AUS	Groceries for Wind in the Willows	\$ 11.00

April Credit Card Expenditure 2022
Statement Period: 05/04/2022 to 03/05/2022

Attachment 2

Date:	Vendor:	Description	Amount:
26/04/2022	ADOBE ACROPRO SUBS Sydney AUS	Subscription: Adobe Pro Monthly Software Fee (HR)	\$ 199.93
26/04/2022	EZI*EZIKindy Manager Parkwood AUS	Kindy Manager Support for Wind in the Willows	\$ 213.74
26/04/2022	IINET BATCH PERTH GPO WA	Internet Charges for Youth Services	\$ 79.99
26/04/2022	KMART 1052 MIDLAND AUS	Shelf for Sustainable Christmas Tree	\$ 35.00
26/04/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 59.80
26/04/2022	IDA STREET SUPERMARK BASSENDEAN	Batteries	\$ 6.99
26/04/2022	BASSENDEAN FLOWERS BASSENDEAN WA	Wreath for Anzac Day	\$ 210.00
26/04/2022	KMART 1052 MIDLAND AUS	Storage Cubes	\$ 18.00
26/04/2022	WOOLWORTHS 4312 MUNDARING AUS	Groceries for Wind in the Willows	\$ 11.00
27/04/2022	OFFICEWORKS BENTLEIGH EA	Key Cabinet for Depot	\$ 139.00
27/04/2022	IPY*Write Solutions Bull Creek AUS	Fogo Bins for Markets	\$ 25.88
27/04/2022	IINET BATCH PERTH GPO WA	NBN Monthly Service Charge for Depot	\$ 79.99
27/04/2022	MAXO.COM.AU HARRISTOWN	Phone Charges for Youth Services	\$ 39.95
27/04/2022	FACEBK *ZTQTBDP2P2 fb.me/ads IRL	Facebook Marketing	\$ 289.99
27/04/2022	VIBE MOUNT HELENA MOUNT HELENWA	Fuel	\$ 58.23
27/04/2022	COLES 0330 MUNDARING AUS	Groceries for Wind in the Willows	\$ 39.30
28/04/2022	PUMA ENERGY BAYSWATE BAYSWATER WA	Fuel	\$ 99.00
28/04/2022	PUMA ENERGY BAYSWATE BAYSWATER WA	Fuel	\$ 8.53
28/04/2022	INTNL TRANS FEE REFUND	Refund of Unauthorised Transaction	-\$ 6.84
28/04/2022	INTNL TRANS FEE REFUND	Refund of Unauthorised Transaction	-\$ 6.54
28/04/2022	INTNL TRANS FEE REFUND	Refund of Unauthorised Transaction	-\$ 4.56
28/04/2022	INTNL TRANS FEE REFUND	Refund of Unauthorised Transaction	-\$ 2.97
28/04/2022	INTNL TRANS FEE REFUND	Refund of Unauthorised Transaction	-\$ 2.12
28/04/2022	INTNL TRANS FEE REFUND	Refund of Unauthorised Transaction	-\$ 1.59
28/04/2022	DISPUTEADJUSTMENT	Refund of Unauthorised Transaction	-\$ 63.41
28/04/2022	DISPUTEADJUSTMENT	Refund of Unauthorised Transaction	-\$ 84.81
28/04/2022	DISPUTEADJUSTMENT	Refund of Unauthorised Transaction	-\$ 118.89
28/04/2022	DISPUTEADJUSTMENT	Refund of Unauthorised Transaction	-\$ 182.30
28/04/2022	DISPUTEADJUSTMENT	Refund of Unauthorised Transaction	-\$ 261.56
28/04/2022	DISPUTEADJUSTMENT	Refund of Unauthorised Transaction	-\$ 273.45
28/04/2022	AMAZON MARKETPLACE AU SYDNEY SOUTHSW	External backup drives for cloud storage	\$ 1,897.84
28/04/2022	SNAPONLINE 4029357733 AUS	Flyers for Bassendean Gallery Opening	\$ 98.88
28/04/2022	OFFICEWORKS 0609 MORLEY AUS	Wall Mount for Files	\$ 67.14
28/04/2022	RSEA PTY LTD - MIDLAND MIDLAND	Latex Gloves	\$ 49.90
28/04/2022	BUNNINGS 458000 BAYSWATER	Materials for Bassendean Gallery Installation	\$ 67.07

April Credit Card Expenditure 2022
Statement Period: 05/04/2022 to 03/05/2022

Attachment 2

Date:	Vendor:	Description	Amount:
28/04/2022	JB Hi-Fi Southbank AUS	Library Stock Purchase - 4x DVDs	\$ 90.91
28/04/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 149.70
29/04/2022	BUNNINGS 591000 MIDLAND	Materials for RAC Mockup	\$ 20.74
29/04/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 59.80
29/04/2022	CV CHECK OSBORNE PARKWA	National Police Clearance	\$ 59.80
29/04/2022	Holly Raye's Bassendean WA	Catering for Swans Breakfast	\$ 272.60
2/05/2022	ADOBE ACROPRO SUBS Sydney AUS	Subscription: Adobe Pro Monthly Software Fee (Governance)	\$ 21.99
2/05/2022	ZOHO-MANAGEENGINE SER SYDNEY NSW	Subscription: IT Helpdesk System monthly fee	\$ 266.20
2/05/2022	REV.COM 8883690701 CA ##0522 4.50 US DOLLAR	Bassendean Gallery Video Subtitles	\$ 6.34
2/05/2022	INTNL TRANSACTION FEE	International Transaction Fee	\$ 0.16
2/05/2022	QR-CODE-GENERATOR.COM BIELEFELD BE ##0522 128.68 EURO	QR Code Generator for Youth Services	\$ 191.59
2/05/2022	INTNL TRANSACTION FEE	International Transaction Fee	\$ 4.79
2/05/2022	FACEBK *A5GXZDF3P2 fb.me/ads IRL	Facebook Marketing	\$ 16.37
2/05/2022	GLEN FORREST IGA GLEN FORRESTWA	Snacks for Youth Service Activity	\$ 7.56
2/05/2022	BOOKTOPIA PTY LTD LIDCOMBE	Library Stock Purchase - 8x Books	\$ 243.04
2/05/2022	FL COSTELLO AND CO P OSBORNE PARKWA	Dryer Repairs for Wind in the Willows	\$ 159.50
2/05/2022	XINCHEN TRADING PTY LT ASHFIELD	Groceries for Wind in the Willows	\$ 18.83
3/05/2022	WESTNET PERTH WA	Public Internet Access for Library	\$ 109.99
3/05/2022	SEEK AU 46976374 MELBOURNE VIC	Advertising - Amenity Horticulturalist	\$ 313.50
		TOTAL:	\$ 14,387.40



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED

31 May 2022

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) for the period ended 31 May 2022

**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 May 2022

	2021/22 Revised 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	13,817,927	(12,610)	(0%)
Operating grants, subsidies and contributions	2,938,075	2,814,491	3,521,598	707,107	25%
Fees and charges	6,729,807	6,420,305	6,382,236	(38,069)	(1%)
Interest earnings	186,903	172,571	151,296	(21,275)	(12%)
Other revenue	330,465	297,085	556,179	259,094	87%
	24,015,787	23,534,989	24,429,236	894,247	4%
Expenses					
Employee costs	(13,206,634)	(12,121,249)	(12,052,147)	69,102	(1%)
Materials and contracts	(8,126,620)	(6,748,143)	(5,679,107)	1,069,036	(16%)
Utility charges	(665,274)	(617,570)	(593,663)	23,907	(4%)
Depreciation on non-current assets	(3,891,328)	(3,567,090)	(3,339,227)	227,863	(6%)
Interest expenses	(33,089)	(30,299)	(17,244)	13,055	(43%)
Insurance expenses	(496,374)	(471,961)	(465,745)	6,216	(1%)
Other expenditure	(1,154,924)	(1,020,914)	(950,527)	70,387	(7%)
	(27,574,243)	(24,577,226)	(23,097,660)	1,479,566	(6%)
Subtotal	(3,558,456)	(1,042,237)	1,331,576	2,373,813	(228%)
Non-operating grants, subsidies and contributions	1,551,439	765,651	557,170	(208,481)	(27%)
Profit on asset disposals	100	100	0	(100)	(100%)
Loss on asset disposals	(419,426)	(419,427)	(374,999)	44,428	(11%)
	1,132,113	346,324	182,171	(164,153)	(47%)
	0				
Net result	(2,426,343)	(695,913)	1,513,747	2,209,660	(318%)
Other comprehensive income					
Changes on revaluation of non-current assets	0	0	0	0	0%
Total other comprehensive income	0	0	0	0	0%
Total comprehensive income	(2,426,343)	(695,913)	1,513,747	2,209,660	(318%)

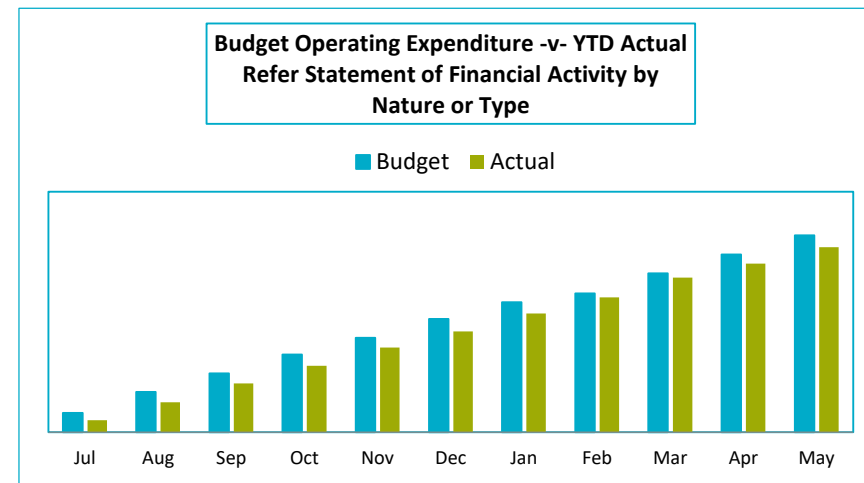
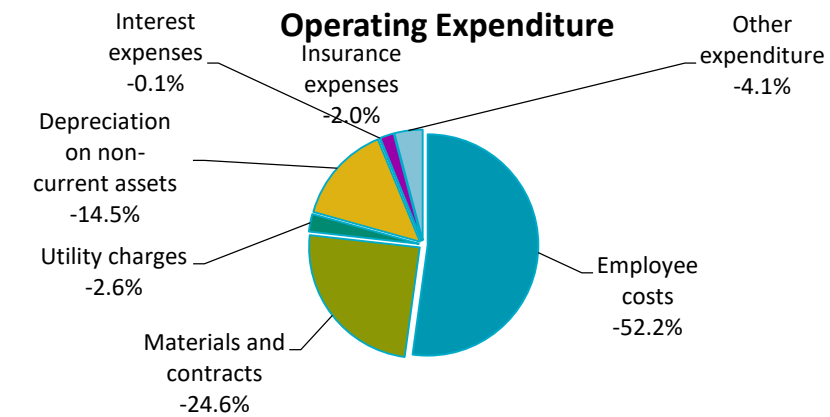
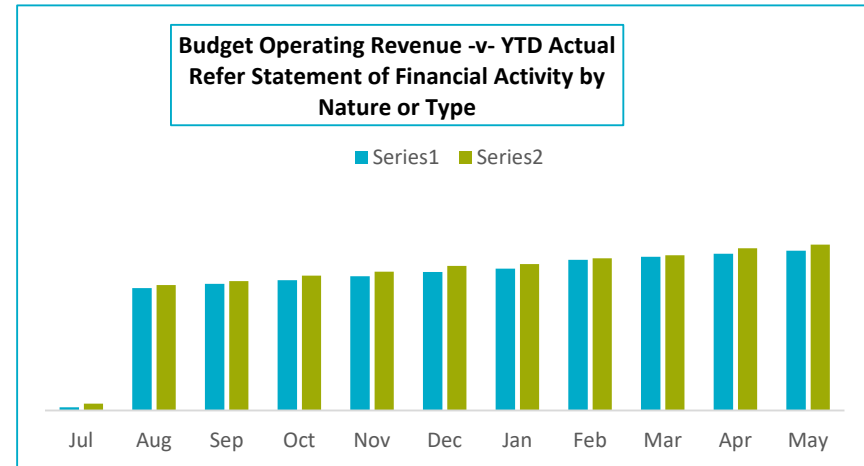
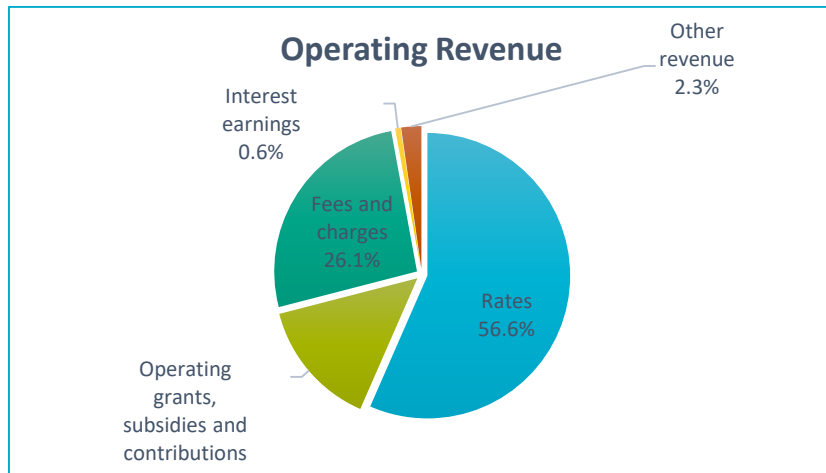
TOWN OF BASSENDEAN

RATE SETTING STATEMENT

by Nature and Type
for the period ended 31 May 2022

	2021/22 Revised 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	1,865,356	(1,513,687)	(45%)
	3,379,043	3,379,043	1,865,356	(1,513,687)	(45%)
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	2,938,075	2,814,491	3,521,598	707,107	25%
Fees and charges	6,729,807	6,420,305	6,382,236	(38,069)	(1%)
Interest earnings	186,903	172,571	151,296	(21,275)	(12%)
Other revenue	330,465	297,085	556,179	259,094	87%
Profit on asset disposals	100	100	-	(100)	(100%)
	10,185,350	9,704,552	10,611,309	906,757	9%
Expenditure from operating activities					
Employee costs	(13,206,634)	(12,121,249)	(12,052,147)	69,102	(1%)
Materials and contracts	(8,126,620)	(6,748,143)	(5,679,107)	1,069,036	(16%)
Utility charges	(665,274)	(617,570)	(593,663)	23,907	(4%)
Depreciation on non-current assets	(3,891,328)	(3,567,090)	(3,339,227)	227,863	(6%)
Interest expenses	(33,089)	(30,299)	(17,244)	13,055	(43%)
Insurance expenses	(496,374)	(471,961)	(465,745)	6,216	(1%)
Other expenditure	(1,154,924)	(1,020,914)	(950,527)	70,387	(7%)
Loss on asset disposals	(419,426)	(419,427)	(374,999)	44,428	(11%)
	(27,993,669)	(24,996,653)	(23,472,659)	1,523,994	(6%)
Non-cash amounts excluded from operating activities	4,433,352	3,986,617	3,714,226	(272,391)	(7%)
Amount attributable to operating activities	(9,995,924)	(7,926,441)	(7,281,768)	644,673	(8%)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	1,551,440	765,651	557,170	(208,481)	(27%)
Payments for property, plant and equipment	(1,405,120)	(1,313,475)	(500,915)	812,560	(62%)
Payments for construction of infrastructure	(3,213,809)	(2,951,436)	(2,115,945)	835,491	(28%)
Proceeds from disposal of assets	15,100	-	-	-	
Proceeds from self-supporting loans	21,000	15,450	15,328	(122)	(1%)
Amount attributable to investing activities	(3,031,389)	(3,483,810)	(2,044,362)	1,439,448	(41%)
FINANCING ACTIVITIES					
Repayment of borrowings	(97,696)	(73,272)	(72,825)	447	(1%)
Transfers to cash backed reserves (restricted assets)	(4,184,894)	(125,000)	(116,040)	8,960	(7%)
Transfers from cash backed reserves (restricted assets)	3,224,585	-	-	-	
Amount attributable to financing activities	(1,058,005)	(198,272)	(188,865)	9,407	(5%)
Budgeted deficiency before general rates	(14,085,318)	(11,608,523)	(9,514,995)	2,093,528	(18%)
Estimated amount to be raised from general rates	13,830,537	13,830,537	13,817,927	(12,610)	(0%)
Net current assets at end of financial year - surplus/(deficit)	(254,781)	2,222,014	4,302,932	2,080,918	94%

**Town of Bassendean
Information Summary
For the Period Ended 31 May 2022**



TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ended 31 May 2022

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 \$5,000 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)	(1,513,687)	(45%)	⊖	Permanent	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	707,107	25%	⊕	Timing	Advance payments of Federal Assistance Grants \$469K and Commonwealth Health Support Prog \$357K.
Fees and charges	(38,069)	(1%)	⊖	Permanent	Within Reporting Threshold
Interest earnings	(21,275)	(12%)	⊖	Permanent	Interest rates for short-term investments remain lower than expected
Other revenue	259,094	87%	⊕	Permanent	EMRC Dividend \$110K and higher income from Recreation & Culture, Town Planning, Waste and SDS services
Profit on asset disposals	(100)	(100%)	⊖	Timing	Asset disposals occurring later than expected
	906,757	9%	⊕		
Expenditure from operating activities					
Employee costs	69,102	(1%)	⊕	Permanent	Within Reporting Threshold
Materials and contracts	1,069,036	(16%)	⊕	Timing	Lower due to timing of IT projects, FOGO Bins and liners, Green Verge collection, contract services and public events
Utility charges	23,907	(4%)	⊕	Timing	Within Reporting Threshold
Depreciation on non-current assets	227,863	(6%)	⊕	Timing	Lower due to timing of capitalisations
Interest expenses	13,055	(43%)	⊕	Timing	Marginally lower due to timing of repayments
Insurance expenses	6,216	(1%)	⊕	Timing	Within Reporting Threshold
Other expenditure	70,387	(7%)	⊕	Timing	Lower expenses in Reserve and Road Maintenance areas
Loss on asset disposals	44,428	(11%)	⊕	Timing	Asset disposals occurring later than expected
	1,523,994	(6%)	⊕		
Non-cash amounts excluded from operating activities	(272,391)	(7%)	⊖		
Amount attributable to operating activities	644,673	(8%)	⊕		
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	(208,481)	(27%)	⊖	Timing	Lower due to scheduling
Payments for property, plant and equipment	812,560	(62%)	⊕	Timing	Due to scheduling of the projects
Payments for construction of infrastructure	835,491	(28%)	⊕	Timing	Due to scheduling of the projects
Proceeds from disposal of assets	0				
Proceeds from self-supporting loans	(122)	(1%)	⊖	Timing	Within Reporting Threshold
Amount attributable to investing activities	1,439,448	(41%)	⊕		
FINANCING ACTIVITIES					
Repayment of borrowings	447	(1%)	⊕	Timing	Within Reporting Threshold
Transfers to cash backed reserves (restricted assets)	8,960	(7%)	⊕	Timing	EMRC Dividend \$110K received is transferred to Reserves
Transfers from cash backed reserves (restricted assets)	0				
Amount attributable to financing activities	9,407	(5%)	⊕		
Budgeted deficiency before general rates	2,093,528	(18%)	⊕		
Estimated amount to be raised from general rates	(12,610)	(0%)	⊖		
Net current assets at end of financial year - surplus/(deficit)	2,080,918	94%	⊕		

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
for the period ended 31 May 2022

Note 2: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

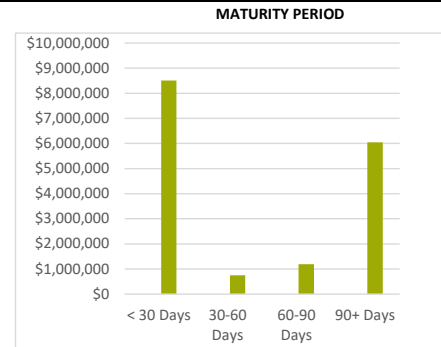
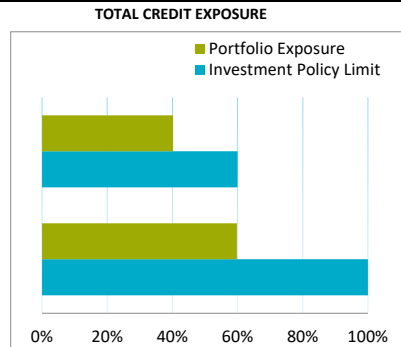
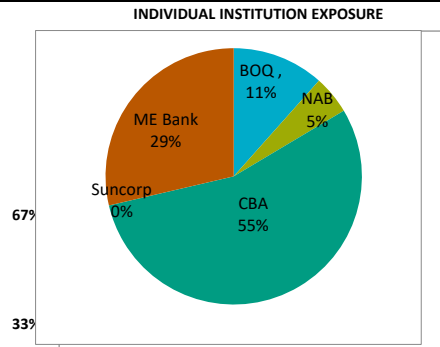
	Last Years Actual Closing 30 June 2021	Current 31 May 2022
	\$	\$
Current Assets		
Cash - Other	7,622,851	9,492,814
Cash Restricted - Reserves	6,875,891	6,991,931
Restricted Cash - Trust	416,243	183,252
Rates Outstanding	604,796	623,837
Sundry Debtors	214,196	250,271
GST Receivable	118,211	32,142
Accrued Interest	9,872	9,872
Prepayments	23,724	67,119
Proceeds from Disposal		(5,864)
Inventories	6,298	1,026
	<u>15,892,082</u>	<u>17,646,400</u>
Less: Current Liabilities		
Sundry Creditors	(1,257,206)	(1,046,143)
Payroll Creditors		-
Accrued Interest on Borrowings	(2,550)	(2,550)
Accrued Salaries and Wages	(304,261)	
Rates in Advance		
Current Loan Liability	(97,696)	(38,872)
Hyde Retirement Village Bonds	(102,500)	(102,500)
Bonds and Other Deposits	(2,213,743)	(1,924,363)
Current Lease Liabilities	(93,799)	(93,799)
Contract liabilities	(628,512)	(628,512)
Deferred Revenue	(425,947)	(425,947)
Current Employee Provisions	(2,434,493)	(2,424,877)
	<u>(7,560,708)</u>	<u>(6,687,563)</u>
Net Current Assets	<u>8,331,374</u>	<u>10,958,837</u>
Less: Cash Reserves	(6,875,891)	(6,991,931)
Less: SSL Borrowings Repayments	(20,130)	(15,328)
Loan Liability - Current	97,696	38,872
Lease Liability - Current	93,799	93,799
Other Misc Adjustments		(20,009)
Plus : Liabilities funded by Cash Backed Reserves	238,508	238,692
Net Current Funding Position	<u>1,865,356</u>	<u>4,302,932</u>

**Town of Bassendean
Monthly Investment Report
As at 31 May 2022**

Note 5 : CASH INVESTMENTS

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Total	Expected Interest
							Up to 30	30-59	60-89	90-120+		
Municipal												
13156679	6/05/2022	5/06/2022	A1	CBA	30	1.00%	210,005.22				210,005.22	172.60
13156679	13/05/2022	12/06/2022	A1	CBA	30	1.00%	3,000,000.00				3,000,000.00	2,465.75
13156679	24/05/2022	23/06/2022	A1	CBA	30	1.00%	2,000,000.00				2,000,000.00	1,643.84
382415	9/03/2022	7/06/2022	A2	ME Bank	90	0.40%				1,000,000.00	1,000,000.00	986.30
490968	27/04/2022	27/06/2022	A2	BOQ	61	0.30%			400,276.16		400,276.16	200.69
							5,210,005.22	-	400,276.16	1,000,000.00	6,610,281.38	5,469.17
Restricted - Bonds and Deposits:												
404061	23/05/2022	21/11/2022	A2	ME Bank	182	2.40%				501,121.92	501,121.92	5,996.99
755365673	2/05/2022	31/10/2022	A1	NAB	182	1.66%				7,838.96	7,838.96	64.89
							-	-	-	508,960.88	508,960.88	6,061.87
							5,210,005.22	-	400,276.16	1,508,960.88	7,119,242.26	11,531.05
Restricted - Contract Liabilities/Deferred Revenue (Grants)												
Reserve												
490969	27/04/2022	27/06/2022	A2	BOQ	61	0.30%			794,453.94		794,453.94	398.32
403261	17/05/2022	14/11/2022	A2	ME Bank	181	2.15%				903,927.27	903,927.27	9,637.35
4203490	3/05/2022	3/08/2022	A1	Suncorp	92	0.96%				1,000,665.75	1,000,665.75	2,421.34
403221	16/05/2022	14/11/2022	A2	ME Bank	182	2.15%				704,185.16	704,185.16	7,549.25
13156679	20/05/2022	19/06/2022	A1	CBA	30	1.00%	300,000.00				300,000.00	246.58
13156679	23/05/2022	22/06/2022	A1	CBA	30	1.00%	3,000,000.00				3,000,000.00	2,465.75
498923	24/05/2022	24/05/2023	A2	BOQ	365	3.20%				600,030.88	600,030.88	19,200.99
403222	16/05/2022	14/11/2022	A2	ME Bank	182	2.15%				1,330,871.20	1,330,871.20	14,267.67
							3,300,000.00	-	794,453.94	4,539,680.26	8,634,134.20	56,187.24
POS Funds												
358770309	16/05/2022	15/06/2022	A1	NAB	30	0.40%		745,817.73			745,817.73	245.20
							-	745,817.73	-	-	745,817.73	245.20
Total							8,510,005.22	745,817.73	1,194,730.10	6,048,641.14	16,499,194.19	67,963.49

ENVIRONMENTAL COMMITMENT	
Depositing Institution	Value Invested
Fossil Fuel Lending ADI	
BOQ	1,794,760.98
NAB	753,656.69
CBA	8,510,005.22
	11,058,422.89
Non Fossil Fuel Lending ADI	
Suncorp	1,000,665.75
ME Bank	4,440,105.55
	5,440,771.30
Total Funds	16,499,194.19

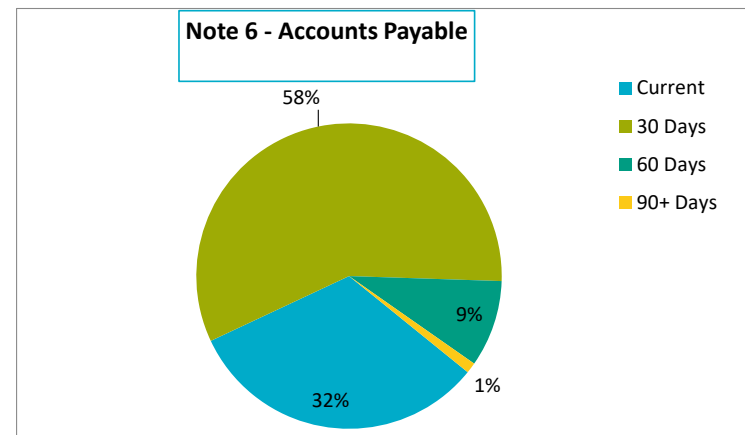
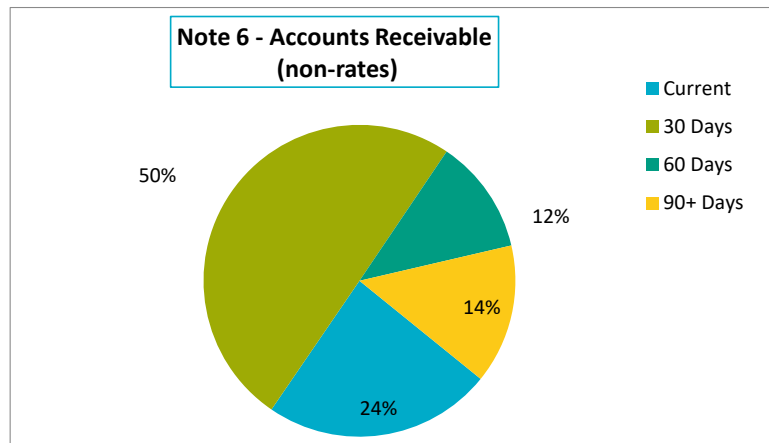


TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

Note 4: Receivables and Payables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	33,804	71,137	16,983	20,633	142,557

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	198,151	353,854	56,589	6,884	615,478



Comments/Notes - Receivables General

The above amounts include GST where applicable.

Note 5 - Capital Works Projects

CAPITAL PROJECTS									
31/05/2022									
Project Number	2021/22 Original Budget	Budget Amendments	2021/22 Current Budget	2021/22 YTD Budget	YTD Actual	Purchase Orders	Total Inc Purchase Orders	Budget Remaining	% Total to Annual Budget
LAND AND BUILDINGS	\$762,500.00	\$31,200.00	\$793,700.00	\$736,765.00	\$291,830.10	\$116,258.75	\$408,088.85	\$385,611.15	48.6%
DRAINAGE	\$200,000.00	\$175,871.62	\$375,871.62	\$344,542.00	\$182,252.39	\$9,889.99	\$192,142.38	\$183,729.24	48.9%
FURNITURE & EQUIPMENT	\$290,000.00	\$45,155.28	\$335,155.28	\$307,219.00	\$134,382.28	\$9,297.00	\$143,679.28	\$191,476.00	57.1%
PLANT AND EQUIPMENT	\$216,000.00	\$60,265.00	\$276,265.00	\$269,491.00	\$74,702.94	\$43,844.00	\$118,546.94	\$157,718.06	57.1%
INFRASTRUCTURE ASSETS - OTHER	\$1,931,500.00	\$45,567.64	\$1,977,067.64	\$1,815,112.00	\$1,096,106.64	\$358,637.78	\$1,454,744.42	\$522,323.22	26.4%
ROADS	\$915,000.00	-\$86,340.22	\$828,659.78	\$759,572.00	\$822,015.68	\$4,714.30	\$826,729.98	\$1,929.80	0.2%
FOOTPATHS	\$6,000.00	\$26,210.00	\$32,210.00	\$32,210.00	\$15,570.03	\$822.73	\$16,392.76	\$15,817.24	49.1%
TOTAL	\$ 4,321,000.00	\$ 297,929.32	\$ 4,618,929.32	\$ 4,264,911.00	\$ 2,616,860.06	\$ 543,464.55	\$ 3,160,324.61	\$ 1,458,604.71	31.6%

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2022

Note 6: Proposed Budget Amendments							Reason
GL Account Code	Description	Current Budget		Amended Budget	Budget Movement		
	Sub-total - Budget Re-alignments	\$	-	\$	-	\$	-
	NET CHANGE IN AMENDMENTS TO SURPLUS	\$	-	\$	-	\$	-
							CHANGE TO SURPLUS

TOWN OF BASSENDEAN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2022

Note 7: Disposal of Assets

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			-					
					-	-		-
	-	-	-	-	-	-	-	-