

# ATTACHMENTS

## ORDINARY COUNCIL AGENDA

### 23 MARCH 2021

#### Attachment No. 1

Ordinary Council Minutes of 23 February 2021

#### Attachment No. 2

- WALGA East Metropolitan Zone Meeting Minutes - 18 February 2021
- EMRC Council Meeting Delegates Report - 25 February 2021
- WALGA State Council Meeting Summary Minutes - 3 March 2021

#### Attachment No. 3

##### JDAP Application - Tavern (Bassendean Hotel)

- Responsible Authority Report
  - Survey Plan
  - Location Plan
  - Site Plan
  - Elevations – North, North-West and West
  - Elevations, South, South-East
  - Section Plan
  - Roof Plan
  - Ground Floor Plan
  - First Floor Plan
  - Design Report
  - Design Review Panel Minutes
  - Civil and Drainage Plan
  - Heritage Advice
  - Arboricultural Impact Assessment
  - Landscape Plan
  - Acoustic Report
  - Waste Management Plan
  - Performance Solution Report
- Schedule of Submissions

#### Attachment No. 4

Lease Agreement

#### Attachment No. 5

- Local Planning Policy No. 8 – Parking Specifications
- Draft Local Planning Policy No. – Car Parking and End of Trip Facilities
- Car Parking Comparison

#### Attachment No. 6

Draft Waste Plan

#### **Attachment No. 7**

##### Council Policies:

- 1.1 – Conservation Policy and Development Guidelines
- 2.5 – Landscaping with Local Plants Policy
- 2.7 – Acid Sulfate Soils Policy
- 5.8 – Temporary Holiday Accommodation in Caravans
- 5.9 – Keeping of Other Cage-Birds & Poultry Policy

#### **Attachment No. 8**

- Statement of Financial Activity
- Proposed Budget Amendments

#### **Attachment No. 9**

- Minutes of the Audit and Governance Committee meeting held on 10 March 2021
- Town of Bassendean Compliance Audit Return 2020
- Local Government (Model Code of Conduct) Regulations 2021
- OAG Independent Auditor's Report 2019/2020
- Report to the Minister for Local Government, Town of Bassendean Audit Findings for 2019/2020

#### **Confidential Attachment No. 1**

- RFQ 02/2021 CEO Contract Approval
- RFQ 02/2021 Quotation Evaluation Report
- Risk Register

#### **Attachment No. 10**

Financial Statements – Feb 2021

#### **Attachment No. 11**

List of Payments – Feb 2021



# **ATTACHMENT NO. 1**

# TOWN OF BASSENDEAN

## MINUTES

### ORDINARY COUNCIL MEETING

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

ON TUESDAY 23 FEBRUARY 2021 AT 6.05PM

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

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

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

Nil.

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

##### Present

##### Councillors

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

##### Officers

Ms Peta Mabbs, Chief Executive Officer  
Mr Paul White, Director Corporate Services  
Mr Luke Gibson, Director Community Planning

Mr Phil Adams, Executive Manager Infrastructure  
Ms Elizabeth Kania, Manager Governance & Strategy  
Mr Jeremy Maher, Executive Manager Sustainability &  
Environment

Mrs Amy Holmes, Minute Secretary

Public

Approximately five members of the public were in attendance.

Press

Nil

**Leave of Absence**

**Council Resolution – Item 3.0**  
**OCM – 1/2/21**

MOVED Cr Wilson, Seconded Cr Hamilton, that Cr Gangell be granted a leave of absence for 24 February to 14 March 2021.

**CARRIED UNANIMOUSLY 7/0**

**4.0 DECLARATIONS OF INTEREST**

Nil

**5.0 PRESENTATIONS OR DEPUTATIONS**

- 5.1 Corina Johnson, Church representative, addressed Council on Item 12.2.
- 5.2 Samara Groves and partner Tom, of 32 Bridson Street, Bassendean, addressed Council on Item 12.3.

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

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

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

Mr Don Yates, 10 Thompson Road, Bassendean

*What is the Town of Bassendean actively doing to secure a suitable proposed development (Indigenous Art & Interpretation Centre) for Pyrton?*

The Pyrton site is owned by the State Government. Any development on the site will be up to the State Government and the Noongar people.

*Does the Town endorse the West Australian Planning Commission's DCP 1.6 planning perspective when it comes to access to the Success Hill south precinct in advancing higher density objectives, such as the R160 area in the proposed LPS11?*

The access requirements for the Success Hill south precinct were included in the draft Local Planning Scheme No. 11 on the advice of Main Roads WA. The draft Scheme is currently being reviewed by the Department of Planning, Lands and Heritage.

## **8.0 PETITIONS**

Nil.

## **9.0 CONFIRMATION OF MINUTES**

### **9.1 Ordinary Council Meeting held on 15 December 2020**

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

MOVED Cr Wilson, Seconded Cr Barty, that the minutes of the Ordinary Council Meeting held on 15 December 2020, be received.  
**CARRIED UNANIMOUSLY 7/0**

#### **Council Resolution/Officer Recommendation – Item 9.1(b)** **OCM – 3/2/21**

MOVED Cr Wilson, Seconded Cr Barty, that the minutes of the Ordinary Council Meeting held on 15 December 2020, be confirmed as a true record.

**CARRIED UNANIMOUSLY 7/0**

## **10.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

## **11.0 EXTERNAL COMMITTEE REPORTS/UPDATES**

<b>Item No. 11.1</b>	<b>Receipt of External Committee and Organisation Minutes</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	Not applicable
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 2</b>	<ol style="list-style-type: none"> <li>1. WALGA – State Council Meeting – Summary Minutes – 2 December 2020</li> <li>2. EMRC – EMRC Council Meeting – Delegates Report – 3 December 2020</li> </ol>

### **Purpose**

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

### **Council Resolution/Officer Recommendation – Item 11.1** **OCM – 4/2/21**

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

**CARRIED UNANIMOUSLY 7/0**

## **12.0            REPORTS**

It was agreed that items 12.2, 12.3, 12.4, 12.8 and 12.10 be removed from the en-bloc table and considered separately.

### **Council Resolution/Officer Recommendation – Item 12.1** **OCM – 5/2/21**

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

Item	Report
12.5	Draft Local Planning Policy No. 19 – Parking of Commercial Vehicles (Final Adoption)
12.12	Audit and Governance Committee Meeting held on 10 February 2021
12.13	Monthly Financial Report – December 2020 and January 2021
12.14	Accounts Paid – December 2020 and January 2021
12.15	Use of Common Seal
12.16	Calendar for March 2021

**CARRIED UNANIMOUSLY 7/0**

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

Item	Report
12.2	Amendment to Development Application – Place of Worship
12.3	Proposed Tree Preservation Orders
12.4	Development Application – Change of Use – Fast Food Outlet to a Use Not Listed (Small Bar)
12.6	Revocation of Council Policies 1.21 and 1.22
12.7	Draft Alfresco Dining and Public Trading Policy
12.8	Second Avenue Bicycle Path – WA Bicycle Network Grant
12.10	Adoption of Quarterly Report period ending 31 December 2020
12.9	Adoption of Town of Bassendean Annual Report 2019/2020
12.11	Appointment of Authorised Complaints Officer and Adoption of Complaints Form
13.1	Tourism and Marketing Strategy
13.2	Lighting at Steel Blue Oval Bassendean

<b>Item No. 12.2</b>	<b>Amendment to Development Application – Place of Worship</b>
<b>Property Address (if applicable)</b>	Lot 1 (Unit A, No. 105) Broadway, Bassendean
<b>Landowner/Applicant (if applicable)</b>	Perth Chin Baptist Church Inc. / Dynamic Planning & Developments PTY LTD
<b>File Ref</b>	DABC/BDVAPPS/2020-135
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 3</b>	1. Location Plan 2. Development Application Plans 3. Written Agreement for reciprocal parking arrangement 4. Parking Management Plan 5. Written Deputation (tabled at Briefing Session) 6. Submission (Objection)

## Purpose

The purpose of this report was for Council to reconsider an application to amend development approval for a Place of Worship at Lot 1 (Unit A, No. 105) Broadway, Bassendean. The matter is referred to Council for determination as the original development application was determined by Council.

## **Council Resolution/Officer Recommendation – Item 12.2** **OCM – 6/2/21**

MOVED Cr Wilson, Seconded Cr MacWilliam, that Council approves the application dated 21 October 2020 to amend the existing development approval dated 22 August 2017 for a Place of Worship at Lot 143 (No. 105A) Broadway, Bassendean as follows:

1. Amending Condition No. 2 to read as follows:
  - “2. *The operation of the Place of Worship is to be in accordance with details provided in correspondence from the applicant date stamped received 20 July 2017, but not include any services on Sunday mornings.*”

2. Amending Condition No. 3 to read as follows:

*“3. The proposed Place of Worship is limited to a maximum capacity of 200 people, which is only permitted to occur on Sundays, between 2.30pm and 4.00pm.”*

3. Inserting a new Condition No. 10, to read as follows:

*“10. Prior to the Place of Worship being occupied by more than 110 people, a legal agreement is to be prepared and executed at the cost of the landowner/applicant, to the satisfaction of the Town of Bassendean, confirming the reciprocal access and car parking arrangements for the use of 30 vehicle parking bays at Lot 20 (No. 33) Hanwell Way, Bassendean. The Town of Bassendean is to be party to that arrangement.”*

4. All other conditions and advice notes on the previous approval dated the 22 August 2017 shall remain.

**CARRIED UNANIMOUSLY 7/0**

<b>Item No. 12.3</b>	<b>Proposed Tree Preservation Orders</b>
<b>Property Address</b>	32 (Lot 134) Bridson Street, Bassendean
<b>Landowner/Applicant</b>	Ms Samara Groves
<b>File Ref</b>	ENVM/NOTIF/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 4</b>	1. Submission - Objection 2. Arboricultural Assessment



## Purpose

The purpose of this report was for Council to consider making Tree Preservation Orders (TPOs) for three red ironbark trees (*Eucalyptus sideroxylon*) located at 32 (Lot 134) Bridson Street, Bassendean.

### **Council Resolution/Officer Recommendation – Item 12.3**

#### **OCM – 7/2/21**

MOVED Cr Hamilton, Seconded Cr Wilson, that Council, pursuant to Clause 4.7.7.2 of Local Planning Scheme No. 10, makes Tree Preservation Orders for three Red Iron Bark trees (*Eucalyptus sideroxylon*) located at 32 (Lot 134) Bridson Street, Bassendean.

CARRIED 4/3

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

<b>Item No. 12.4</b>	<b>Development Application – Change of Use – Fast Food Outlet to a Use Not Listed (Small Bar)</b>
<b>Property Address (if applicable)</b>	Shop Tenancy 23A - Lot 2 West Road, Bassendean
<b>Landowner/Applicant (if applicable)</b>	Hawaiian Investments PTY LTD
<b>File Ref</b>	2020-167
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 5</b>	Development Plans

## Purpose

The purpose of this report was for Council to consider a development application for a proposed Change of Use of Tenancy 23A within the Hawaiian Shopping Centre from a Fast Food Outlet to a Use Not Listed (Small Bar).

### **Council Resolution/Officer Recommendation – Item 12.4** **OCM – 8/2/21**

MOVED Cr Gangell, Seconded Cr Wilson, that Council approve the application for development approval for a change of use from a Fast Food Outlet to Use Not Listed (Small Bar) – Shop Tenancy 23A, Lot 2 West Road, Bassendean, subject to the small bar being limited to a maximum of 46 seats.

CARRIED 6/1

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

<b>Item No. 12.5</b>	<b>Draft Local Planning Policy No. 19 – Parking of Commercial Vehicles (Final Adoption)</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Ref/ROC</b>	LUAP/POLCY/3
<b>Previous Council Reports (if applicable)</b>	15 December 2020 (Resolution 7/12/20)
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 6</b>	<ul style="list-style-type: none"> <li>Local Planning Policy No. 19 – Parking of Commercial Vehicles</li> <li>Draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles</li> </ul>

## Purpose

The purpose of this report was for Council to consider adopting a draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles.

### **Council Resolution/Officer Recommendation – Item 12.5**

#### **OCM – 9/2/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council, pursuant to Clause 4(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015 (amended)*, adopts Local Planning Policy No. 19 – Parking of Commercial Vehicles as contained in the attachment.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/2/21 7/0**

<b>Item No. 12.6</b>	<b>Revocation of Council Policies 1.21 and 1.22</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Ref</b>	COMPLA/POLCY/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
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<b>Attachment No. 7</b>	<ol style="list-style-type: none"> <li>1. Council Policy 1.21 – Standards for Street Numbering (CP 1.21)</li> <li>2. Council Policy 1.22 – Guidance for Street Numbering (CP 1.22)</li> <li>3. Information Sheet – Street Names and Street Numbers</li> </ol>

## Purpose

The purpose of this report was for Council to consider revoking *Council Policy 1.21 – Standards for Street Numbering* and *Council Policy 1.22 – Guidance for Street Numbering*.

**Council Resolution/Officer Recommendation – Item 12.6**  
**OCM – 10/2/21**

MOVED Cr Wilson, Seconded Cr MacWilliam, that Council revokes *Council Policy 1.21 – Standards for Street Numbering* and *Council Policy 1.22 – Guidance for Street Numbering*.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

<b>Item No. 12.7</b>	<b>Draft Alfresco Dining and Public Trading Policy</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref</b>	COMPLA/POLCY/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 8</b>	<ul style="list-style-type: none"> <li>• Council Policy 3.2 – Outdoor Eating Facilities on Public Places Policy</li> <li>• Council Policy 3.3 – Trading in Public Places Policy</li> <li>• Draft Council Policy – Alfresco Dining and Public Trading</li> </ul>

**Purpose**

The purpose of this report was for Council to consider revoking *Council Policy 3.2 – Outdoor Eating Facilities on Public Places Policy* (CP 3.2) and *Council Policy 3.3 – Trading in Public Places Policy* (CP 3.3) and to adopt a draft *Council Policy – Alfresco Dining and Public Trading*.

**Council Resolution/Officer Recommendation – Item 12.7**  
**OCM – 11/2/21**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council:

1. Revokes Council Policy 3.2 – Outdoor Eating Facilities on Public Places Policy;

2. Revokes Council Policy 3.3 – Trading in Public Places Policy; and
3. Adopts draft Council Policy – Alfresco Dining and Public Trading.  
**CARRIED BY AN ABSOLUTE MAJORITY 7/0**

<b>Item No. 12.8</b>	<b>Second Avenue Bicycle Path – WA Bicycle Network Grant</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GRSU/APPS-D/8
<b>Directorate</b>	Infrastructure
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<input type="checkbox"/> Information	For the Council/Committee to note.
<b>Attachment</b>	Nil.

### **Purpose**

The purpose of this report was for Council to consider allocating \$32,000 in 2021/22 to match grant funding received from the West Australian Bicycle Network (WABN) for concept and detailed design of a bicycle path along the Second Ave road corridor from Railway Parade through to Morley Drive East.

*Cr Wilson moved the officer recommendation with the addition of a point 2.*

### **Council Resolution/Officer Recommendation – Item 12.8** **OCM – 12/2/21**

MOVED Cr Wilson, Seconded Cr Hamilton, that Council:

1. Accepts the West Australian Bicycle Network grant and makes a budget allocation of \$32,000 in the 2021/22 budget; and

**2. Requests the CEO facilitates a workshop with Councillors during the early planning stages of the Second Avenue bicycle path.**

CARRIED UNANIMOUSLY 7/0

<b>Item No. 12.9</b>	<b>Adoption of Town of Bassendean Annual Report 2019/2020</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
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<b>Attachment No. 9</b>	<ul style="list-style-type: none"> <li>• Town of Bassendean Annual Report 2019/2020</li> <li>• Independent Auditor's Report has since been received from the Office of the Auditor General</li> <li>• 2019/20 Audited Annual Financial Statements</li> </ul>

**Purpose**

The purpose of this report was for Council to adopt the Town of Bassendean Annual Report 2019/2020, including the Audited Annual Financial Statements for the year ended 30 June 2020, and set a date for the General Meeting of Electors.

**Council Resolution/Officer Recommendation – Item 12.9**  
**OCM – 13/2/21**

MOVED Cr MacWilliam, Seconded Cr Barty, that Council:

1. Adopts the Town of Bassendean's 2019/20 Annual Report for the year ended 30 June 2020; and
2. Holds its General Meeting of Electors on 17 March 2021 in the Bassendean Community and Seniors' Hall, 50 Old Perth Road, Bassendean, commencing at 6.00pm.

CARRIED BY AN ABSOLUTE MAJORITY 6/1

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

<b>Item No. 12.10</b>	<b>Adoption of Quarterly Report period ending 31 December 2020</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
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<b>Attachment No. 10</b>	<ul style="list-style-type: none"> <li>• Quarterly Report – period ending 31 December 2020.</li> <li>• Outstanding Council Resolutions – Recommended for Deletion.</li> </ul>

## Purpose

The purpose of this report was for Council to receive the Quarterly Report for the period ending 31 December 2020.

### **Council Resolution/Officer Recommendation – Item 12.10** **OCM – 14/2/21**

MOVED Cr MacWilliam, Seconded Cr Wilson, that Council:

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

**CARRIED UNANIMOUSLY 7/0**

<b>Item No. 12.11</b>	<b>Appointment of Authorised Complaints Officer and Adoption of Complaints Form</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 11</b>	Complaints Form



## Purpose

The purpose of this report was for Council to appoint an authorised officer for the purpose of receiving complaints and withdrawals of complaints in accordance with clause 11(3) of Schedule 1 of the *Local Government (Model Code of Conduct) Regulations 2021*, and to adopt the Complaints Form.

### **Council Resolution/Officer Recommendation – Item 12.11** **OCM – 15/2/21**

MOVED Cr Barty, Seconded Cr Wilson, that Council:

1. In accordance with Schedule 1, clause 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*, appoints the Chief Executive Officer, Ms Peta Mabbs and the Director Corporate Services, Mr Paul White as authorised persons to receive complaints and withdrawals of complaints; and
2. Adopts the Complaints Form as attached to this report.

**CARRIED BY AN ABSOLUTE MAJORITY 7/0**

<b>Item No. 12.12</b>	<b>Audit and Governance Committee Meeting held on 10 February 2021</b>
<b>Property Address (if applicable)</b>	
<b>Landowner/Applicant (if applicable)</b>	
<b>File Ref/ROC</b>	GOVN/CCLMEET/18
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 12</b>	Minutes of the Audit and Governance Committee meeting held on 10 February 2021
<b>Confidential Attachment No. 1</b>	Confidential Final Audit Findings

## Purpose

The purpose of this report was for Council to receive the report on the meeting of the Audit and Governance Committee held on 10 February 2021.

### **Council Resolution/Officer Recommendation – Item 12.12** **OCM – 16/2/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council receives the report on the Audit and Governance Committee meeting held on 10 February 2020.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/2/21 7/0

<b>Item No. 12.13</b>	<b>Monthly Financial Report – December 2020 and January 2021</b>
<b>File Ref/ROC</b>	FINM/AUD/1
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 13</b>	<ul style="list-style-type: none"> <li>• Monthly Financial Report - December 2020</li> <li>• Monthly Financial Report - January 2021</li> </ul>

## Purpose

The purpose of this report was for Council to receive the monthly financial report for December 2020 and January 2021.

### **Council Resolution/Officer Recommendation – Item 12.13** **OCM – 17/2/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council receive the monthly financial report for December 2020 and January 2021.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/2/21 7/0

<b>Item No. 12.14</b>	<b>Accounts Paid – December 2020 and January 2021</b>
<b>File Ref/ROC</b>	FINM/CREDTS/4
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 14</b>	<ul style="list-style-type: none"> <li>List of payments - December 2020</li> <li>List of payments - January 2021</li> </ul>

### Purpose

The purpose of this report was for Council to receive the list of payments for December 2020 and January 2021.

### **Council Resolution/Officer Recommendation – Item 12.14** **OCM – 18/2/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council receive the list of payments for December 2020 and January 2021.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/2/21 7/0**

<b>Item No. 12.15</b>	<b>Use of Common Seal</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	Not applicable
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	

<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment</b>	Nil

### Purpose

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

### **Council Resolution/Officer Recommendation – Item 12.15** **OCM – 19/2/21**

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

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/2/21 7/0**

<b>Item No. 12.16</b>	<b>Calendar for March 2021</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>File Ref/ROC</b>	INFM/INTPROP/1
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment</b>	Nil

## Purpose

The purpose of this report was for Council to consider the calendar for March 2021.

### **Council Resolution/Officer Recommendation – Item 12.16** **OCM – 20/2/21**

MOVED Cr Wilson, Seconded Cr Barty, that Council adopt the calendar for March 2021.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-5/2/21 7/0

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

### **13.1 Tourism and Marketing Strategy**

MOVED Cr Gangell, that Council receives a report on creating a tourism and marketing strategy in-house for the Town with a focus on creating the Town of Bassendean as a destination location.

LAPSED FOR WANT OF A SECONDER

### **13.2 Lighting at Steel Blue Oval Bassendean**

#### **Motion**

MOVED Cr Gangell, Seconded Cr Wilson, that Council receives a report on the cost and funding opportunities available to install match quality lighting at Steel Blue Oval Bassendean for consideration in the 2021/22 draft budget.

LOST 3/4

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

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

Nil

**15.0 URGENT BUSINESS**

Nil

**16.0 CONFIDENTIAL BUSINESS**

Nil

**17.0 CLOSURE**

The next Briefing Session will be held on Tuesday 16 March 2021.  
The next Ordinary Council Meeting will be held on Tuesday 23 March 2021.

There being no further business, the Presiding Member declared the meeting closed, the time being 7.15pm.

# **ATTACHMENT NO. 2**



# East Metropolitan Zone

## Minutes

18 February 2021



# East Metropolitan Zone

Hosted by the City of Belmont

Council Chambers, 215 Wright Street Cloverdale – Phone 9477 7222

Thursday 18 February 2021. Commenced at 6:30 pm

## Minutes

### MEMBERS

### 3 Voting Delegates from each Member Council

City of Bayswater

Cr Catherine Ehrhardt  
Cr Giorgia Johnson

City of Belmont

Mayor Phil Marks  
Cr George Sekulla

City of Kalamunda

Cr Janelle Sewell  
Ms Rhonda Hardy, Chief Executive Officer

Shire of Mundaring

Cr Jason Russell – **Deputy Chair**

City of Swan

Cr Cate McCullough  
Cr Patty Jones

WALGA Secretariat

Mr Nick Sloan, Chief Executive Officer  
Mr Ian Duncan, Executive Manager Infrastructure

DLGSC Representative

Marina Sucur, Senior Project Officer Regulatory Services Local Government

Guest Speakers

Nil

### APOLOGIES

Town of Bassendean

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

City of Kalamunda

Cr Brooke O'Donnell - **Chair**

City of Bayswater

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

City of Belmont

Cr Bernie Ryan  
Mr John Christie, Chief Executive Officer non-voting delegate

Shire of Mundaring

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

City of Swan

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

## **ANNOUNCEMENTS**

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

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

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

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

## **ATTACHMENTS WITHIN THE AGENDA**

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

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## **1. DECLARATION OF INTEREST**

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

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## **2. DEPUTATIONS**

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Nil

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## **3. CONFIRMATION OF MINUTES**

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### **RESOLUTION**

**Moved:** Mayor Phil Marks  
**Seconded:** Cr Cate McCullough

**That the Minutes of the Ordinary Meeting of the East Metropolitan Zone held 26 November 2020 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

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## 4. BUSINESS ARISING

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

**Noted**

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## 5. STATE COUNCIL AGENDA - MATTERS FOR DECISION

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

The full State Council Agenda can be found via link: [3 March State Council Agenda](#)

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

### **Matters for Decision**

#### **5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices**

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Minister for Local Government to:
  - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
  - b. Provide written reasons prior to issuing any Show Cause Notices;
  - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
  - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

Discussion noted:

#### Authorised Inquiries

- i. Little seems to have been learned in the 15 years between the City of Belmont and City of Melville Inquiries. Both cases were initiated as a result of a very small number of people lodging a large number of complaints.
- ii. There needs to be a way of ensuring that learnings from the past inform decisions.
- iii. Noted that the Local Government Act 1995 is essentially the same, which provides few levers to assist in these circumstances.
- iv. Discussed the Review Panel recommendations, but noted that these did not comment on the role of or resourcing provided to the Department.

#### Standards Panel

- i. The approach of the Standards Panel, specifically in cases where parties wish to challenge decisions made, is not appropriate.

- ii. Consideration of the Queensland model using an Office of the Independent Assessor.

## **5.2 Cost of Revaluations**

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

## **5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding**

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

Delegates noted that slip on fire fighting units were removed from the Local Government Grants Scheme following safety incidents. This is acknowledged in part 3 of the recommendation requiring operational guidelines and procedures to ensure the equipment is operated in a safe manner.

## **Matters for Noting**

- 6.1 Local Government Car Parking Guideline – Western Australia
- 6.2 Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020
- 6.3 Submission – Proposed Reportable Conduct Scheme for Western Australia
- 6.4 Submission – Draft State Planning Policy 4.2: Activity Centre
- 6.5 Submission – Registration of Builders (and Related Occupations) Reforms
- 6.6 Report Municipal Waste Advisory Council (MWAC)

Noted that the Car Parking Guideline and workshop were excellent. Interested to see how other Councils are using this approach.

Noted concern that the WALGA AGM in September would be during the caretaker period leading into Local Government elections. Suggested that voting at a WALGA AGM would unlikely be a decision that would be in contravention of caretaker provisions.

Delegates requested that additional information concerning the Regional Climate Alliances Program be provided to all delegates.

## RESOLUTION

Moved: Cr Patty Jones  
Seconded: Cr Catherine Ehrhardt

That the East Metropolitan Zone

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

CARRIED

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## 6. BUSINESS

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### 5.2 Proposed Review of the Road Asset Preservation Model (APM)

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*By Ian Duncan, Executive Manager Infrastructure WALGA*

#### Recommendation

That the Zone:

- Provide feedback to the WALGA Infrastructure Policy Team regarding a preferred advocacy approach to any review of the Road Asset Preservation Model (APM).

#### Executive Summary

- A Zone Council recommendation to review the Road Asset Preservation Model (APM) was referred to the Infrastructure Policy Team in December 2020. The Policy Team resolved to seek views from Zones before recommending the development of a formal State Council agenda paper.
- This paper sets out options to guide the development of a Zone resolution.
- The Asset Preservation Model was developed as a Commonwealth requirement for the distribution of Commonwealth Government road grants among Local Governments in an efficient and equitable manner, taking account of local asset preservation needs and costs. It is currently used to distribute a range of Federal and State Government grant funding allocations.
- Despite being used to allocate large sums of public funding, operation of the APM is not well understood within the Local Government sector.
- The APM is not readily accessible to Local Governments. Limited documentation and complexity means that more open access alone would not be helpful in achieving strong understanding of the processes that underpin the output.
- Complexity of the APM makes it difficult to predict the effects on funding allocations of changes to the model or input parameters.
- This paper proposes five options that could be considered to address this issue, for WALGA to advocate to the Grants Commission.
- The options are not mutually exclusive, and some could be combined as a staged approach.

- The five options are:
  1. Re-format and re-label the model, to improve its legibility for all users and make it available to the Local Government sector in a form that would enable stakeholders to understand it.
  2. Review the parameters within the model, in order to increase the accuracy of road maintenance costs within the model.
  3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network
  4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the road Asset Preservation Model. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.
  5. Accept the status quo with no further action

## **Background**

A Zone Council recommendation to review the APM was referred to the Infrastructure Policy Team in December 2020. The Team resolved to seek feedback from the Zones as the matter had not been widely identified as an issue of concern.

The Asset Preservation Model was developed by Main Roads WA and Local Government representatives, to distribute the untied roads component of the Commonwealth Financial Assistance Grants between Local Governments.

The WA Local Government Grants Commission took over responsibility for distributing the identified Commonwealth road funds and undertook a comprehensive review of the Asset Preservation Model and modified and refined it. Application of the APM has since been broadened and it is now used to determine the distribution between Local Governments of a range of state and federal funding.

To assist Local Governments make decisions regarding preferred approaches to the use and development of the Asset Preservation Model a manual has been developed by WALGA describing the APM and how it functions. The manual can be viewed [here](#).

## **Problem Statement**

The Road Asset Preservation Model is used to allocate large sums of funding. Despite the importance of the model, it is not widely understood, due to its complexity and limited documentation. This results in a lack of transparency, risk of corporate memory loss, the risk of unfair or otherwise inappropriate allocations of funding, and the reputational risk due to funds distribution not being fully explainable and region allocations being subject to question.

## **Options**

***There are five options identified in the text below, and the table on the final page of this paper. Note that the options are not mutually exclusive and all or some of them could be recommended to be implemented in phased approach.***

1. Advocate to the Grants Commission to re-format and re-label the APM, to improve its legibility for all users. A detailed record should also be made of the model's parameters, and the process that was used for determining their values.
2. Advocate to the Grants Commission for a review of the various parameters contained within the APM, such as the array of annual maintenance costs for different asset types, road reconstruction frequencies and the components of reconstruction costs. This option would increase the accuracy of road maintenance costs within the model, although would not address the underlying problems of excessive complexity and a lack of transparency and predictability.
3. Advocate to the Grants Commission to undertake a review of the cost regions and minimum standards to ensure that these appropriately reflect the costs faced by Local Government and the current development of the road network.
4. Advocate to the Grants Commission to undertake an appropriately-resourced process to review and rebuild the APM. This new model should be as simple as possible while still delivering an equitable distribution of funding among Local Governments. Its variables and assumptions should be easily indefinable to model users, being clearly labelled and documented.
5. Retain Status quo.

It should be noted that these are all advocacy positions. The Road Asset Preservation Model is controlled by the WA Local Government Grants Commission and any decisions regarding development of the model or use of a different approach would be made by the Commission. It must be noted that if Options 2, 3 or 4 are implemented, there is a risk of some Local Governments receiving a lower grant allocation. This risk may be mitigated by advocating for increased funding from the State or Federal Governments, although there is no guarantee that such funding would be forthcoming.

The current membership of the WA Local Government Grants Commission is:

- Chairperson — Hon Cr Fred Riebeling AM JP
- Deputy Chairperson — Mr Luke Stevens, Legal Counsel, DLGSC
- Metropolitan Member — Cr Deb Hamblin, Deputy Mayor, City of Rockingham
- Country Urban Member — Dr Wendy Giles, Councillor, City of Bunbury
- Country Rural Member — Cr Ian West, Shire of Irwin
- Deputy to the Deputy Chairperson — Ms Darrelle Merritt, A/Director - Strategic Initiatives, DLGSC
- Deputy Metropolitan Member — Vacant
- Deputy Country Urban Member — Cr Deborah Botica, City of Kalgoorlie-Boulder
- Deputy Country Rural Member — Cr Moira Girando, President, Shire of Coorow

### **Analysis of the Options**

The options have varying levels of cost, effort and risk attached to them.

Changes to the APM would affect the funding allocation between Local Governments in ways that are difficult to predict, due to the complexity of the model. The total available funding is fixed, so an increase in one Local Government's funding would necessarily reduce the level of funding available to others, unless additional funding can be secured.

There are also risks associated with no change being made to the APM. The model's complexity and incomplete documentation and labelling creates a risk of corporate memory loss. There is also a reputational risk associated with large sums of money being allocated based on a model that is not well understood by the Local Government sector.

Comparatively simple and lower-cost changes can be made to the APM, under Options 1, 2 and 3. These options would address some of the concerns raised here, but do not address the underlying problems noted above.

### **Next Steps**

Resolutions made by the Zones will guide the development of an agenda item for the next meeting of State Council, to provide WALGA with direction on the sector's preference for its advocacy position regarding the Road Asset Preservation Model.

Delegates noted:

- i. Lack of understanding about how the WA Local Government Grants Commission / Main Roads WA was doing the assessment of asset preservation needs. Suggest that Local Governments need to know this well.
- ii. Given the nature and roles of the Grants Commission and Main Roads WA it may not be appropriate to step directly to Option 4 (full review). A stepwise approach may be more successful in keeping these key decision-makers engaged.
- iii. Reputational risk should be a significant consideration.

### **RESOLUTION**

**Moved:** Rhonda Hardy  
**Seconded:** Cr Janelle Sewell

**That the East Metropolitan Zone:**

- 1. Defers a decision on any review of the Road Asset Preservation Model until the next East Metropolitan Zone meeting; and**
- 2. Requests that each member Council seeks further advice from staff regarding a review of the Road Asset Preservation Model.**

**CARRIED**



	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>
	<b>Reformat and label</b>	<b>Review model cost parameters</b>	<b>Review cost regions/ min. standards</b>	<b>Full model review and rebuild</b>	<b>Status quo</b>
<b>Advantages</b>	<p>Improves operation of existing model.</p> <p>Helps retain corporate memory.</p> <p>Improves transparency.</p> <p>Low risk and cost, in the short term.</p>	<p>Improves link between funding allocation and road maintenance costs.</p>	<p>Addresses concerns about inappropriate groupings of Local Governments.</p>	<p>Opportunity to review the model objectives.</p> <p>Improvement in transparency.</p> <p>Opportunity to incorporate contemporary modelling and user functionality.</p>	<p>Avoids conflict between Local Governments over funds distribution.</p> <p>Lowest short-term risk.</p> <p>No direct cost.</p>
<b>Disadvantages</b>	<p>Does not address:</p> <ul style="list-style-type: none"> <li>questionable parameter values.</li> <li>complexity and transparency.</li> </ul>	<p>May require some additional resourcing.</p> <p>Does not address complexity and transparency.</p> <p>Possible reduction in funding for some LGs.</p>	<p>May require some additional resourcing.</p> <p>Does not address complexity and transparency.</p> <p>Likely reduction in funding for some LGs.</p>	<p>If no material impact on funds distribution, the rationale for the exercise may be questionable.</p> <p>Would require additional resourcing.</p>	<p>Does not address:</p> <ul style="list-style-type: none"> <li>questionable parameter values.</li> <li>complexity and transparency</li> <li>corporate memory issues.</li> </ul>
<b>Risks / Dependencies</b>	<p>Reputational risk, due to funds distribution not being fully explainable.</p>	<p>Reputational risk, due to funds distribution not being fully explainable.</p>	<p>Reputational risk, due to funds distribution not being fully explainable.</p> <p>Continued risk of corporate memory loss.</p>	<p>Difficult to predict the distribution of funds.</p> <p>A review may trigger disagreement between Local Governments over the distribution of funds.</p>	<p>Reputational risk, due to funds distribution not being fully explainable and regional allocations being subject to question.</p>

				The Grants Commission may not agree to implement.	Continued risk of corporate memory loss.
<b>Effort / Cost</b>	Low-medium	High	Medium	Very high	None
<b>Notes</b>		Assumes Option 1 also undertaken: reformat and labelling.		Mutually exclusive of the other options or as an aspirational addition.	Mutually exclusive of the other five options.

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## 7. OTHER BUSINESS

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Delegates requested WALGA investigate indexing the Zone agenda and linking with the State Council agenda. Noted that the addition of hyperlinks is helpful, but adding tabs would assist those working on IPADs.

Secretariat advised that EMRC meeting facilities are not available. The proposed meeting arrangements have been amended accordingly.

### RESOLUTION

**Moved:** Cr Catherine Ehrhardt  
**Seconded:** Cr George Sekulla

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

NOTICE OF MEETINGS  
EAST METROPOLITAN ZONE MEETING  
2021

<b>Zone Meeting Date Thursday</b>	<b>Time</b>	<b>VENUE</b>	<b>State Council Meeting Date 2021</b>
<b>22 April</b>	Thursday 6.30 pm	City of Belmont	Regional Metro Wednesday 5 May 2021
<b>24 June</b>	Thursday 6.30 pm	City of Belmont	Wednesday 7 July 2021
<b>19 August</b>	Thursday 6.30 pm	City of Belmont	Regional Meeting 2-3 September 2021
<b>18 November</b>	Thursday 6.30 pm	City of Belmont	Wednesday 1 December 2021

**CARRIED**

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## 8. EXECUTIVE REPORTS

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### 8.1 WALGA President's Report

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The WALGA President's Report was included in the agenda.

**Noted**

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

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Nil

**Noted**

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

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The Department of Local Government, Sport and Cultural Industries representative, Marina Sucur provided an update to the Zone on DLGSC issues. Please also see link blow:

[DLGSC Zone Update Feb 2021](#)

Presentation highlighted:

- Consultation concerning Local Government Child Safety Officers closing 2 April
- Regulations for Model Code of Conduct; Employee Code of Conduct and Mandatory Standards for Chief Executive Officer Recruitment, Performance Review and Termination implemented from 3 February.

**The East Metropolitan Zone request that delegates be provided with an overview of the number of applications to the Redress Scheme to assist Local Governments make decisions about how best to resource the response.**

**Noted**

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### **8.4 Topics for next meeting update by the DLGSC**

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To assist the content of the DLGSC's updates each Zone meeting, feedback is sought on what topics may be of particular relevance to the Zone. The DLGSC's portfolio is as follows:

#### DLGSC business areas

- Local Government
- Racing, Gaming and Liquor
- Infrastructure
- Sport and Recreation
- Regional Services
- Culture and the Arts
- Aboriginal History Unit
- Office of Multicultural Interests

**The Zone would like an update and/or information on the following topics at the next Zone meeting.**

- **Grant funding programs that support cultural heritage, building preservation etc (Cr Catherine Ehrhardt)**
- **Energy efficiency across all government activities**

**Noted**

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## **9. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING**

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Cr Janelle Sewell advised of the intent to develop a motion seeking State Government commitment to transition of all street lighting to LED within a defined timeframe.

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

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That the next ordinary meeting of the East Metropolitan Zone be held on 22 April 2021 at the City of Belmont commencing at 6:30pm.

Noted

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**11. CLOSURE**

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There being no further business the Chair declared the meeting closed at 7:28pm.

# TOWN OF BASSENDEAN DELEGATES REPORT

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The following report is based on the 25 FEBRUARY 2021 MEETING OF THE EMRC COUNCIL.

## 1 Council Minutes

### 1a. FOGO Trial at Red Hill – Interim Facility Update (Mass Balance) (Item 14.5)

#### Overview

- The Red Hill - FOGO Mobile Aerated Floor System (MAFS) was approved by the Department of Water and Environmental Regulation (DWER) on the 29 June 2020.
- The MAFS infrastructure was constructed and setup in July 2020.
- The MAFS has been processing FOGO waste from the Town of Bassendean (ToB) since 3 August 2020.
- The MAFS has received 1,423 tonnes of FOGO from August to December 2020, diverting 55% of ToB's general waste from landfill.
- The MAFS system has fully processed 384 tonnes of FOGO in three (3) batches between 3 August 2020 and 14 September 2020.
- The MAFS process has reduced the 384 tonnes of FOGO by 259 tonnes (67%) as result of moisture loss, and organic breakdown. Producing 125 tonnes (33%) of compost that is inclusive of contamination and oversized non-compostable green organics. Screening is required to remove the contaminates.
- The screening of the 125 tonnes of compost produced 61 tonnes (16%) of <10 mm compost and 64 tonnes (17%) of contaminated/oversize material, that was sent to landfill, that is subject to the landfill levy(\$70/tonne).

#### Resolution(s)

- That the report be noted.

#### Implication(s) for Town of Bassendean

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

The Town of Bassendean and the City of Bayswater are participating in the interim FOGO Facility

The learnings and outcomes of the Interim FOGO Facility will benefit all member Councils for the development of future permanent FOGO facility and the implementation of FOGO across the Region.

## **1b. Appointment of Authorised Complaints Officers (Item 14.6)**

### *Overview*

- On 3 February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* were gazetted and came into effect.
- From 3 February and until such time as a local government adopts a Code of Conduct, the model code applies to all Councillors, Committee Members and Candidates.
- The local government is required to adopt its Code of Conduct by 3 May 2021.
- The local government as the decision-making body manages any complaints regarding alleged breaches of the model code in Division 3 of the Regulations.
- To take account for any breaches occurring on the first day the Regulations take effect, the local government must authorise at least one person to be a Complaints Officer within three weeks of the Regulations taking effect, which would mean that it is no later than 24 February 2021.
- As the EMRC Council does not meet until 25 February 2021, advice was sought from WALGA and advice given was that the date of 24 February 2021 was a guidance only, and a day in arrears is more around administrative practicality than any practical breach.
- The Regulations provide that complaints are to be in writing in a form approved by the local government. The Department of Local Government, Sport and Cultural Industries has prepared a template to assist the implementation.
- The *Local Government Act 1995* (the Act) gives local governments the ability to delegate to the Chief Executive Officer any of its powers and duties under the Act, other than those prescribed under section 5.43.

### *Resolution(s)*

#### That Council:

1. Authorises the Chief Executive Officer to be the Complaints Officer.
2. By Absolute Majority in accordance with s.5.42 of the *Local Government Act 1995*, delegates power to the Chief Executive Officer to appoint authorised complaints officers.
3. Endorse the Complaint About Alleged Breach form, forming attachment 1 to this report.

### *Implication(s) for Town of Bassendean*

- While Councillors will also be governed by a same Model Code of Conduct at their own council, this relates specifically the community expectations of behaviour in discharging their duties as Councillors of the EMRC.



## **2 Council Information Bulletin**

### **2a Waste Education Report – October – December 2020**

#### *Overview*

#### **FOGO Update**

- EMRC FOGO staff have moved back to the EMRC and are assisting the Town of Bassendean remotely.
- Contamination process and letter templates have been developed to assist with addressing contamination.
- Developing procedure for the implementation of FOGO in Multi Unit Dwellings (MUDs) and commercial businesses (ongoing).
- Bin tagging of properties in Bassendean with FOGO, including additional day for reported properties at the Town's request, commenced on 26 October 2020 and is now complete after 6 weeks. We have seen reduced contamination in both the Recycling and FOGO bins.
- A flyer was delivered to Bassendean residents who participated in the bin tagging program, thanking them for their efforts as well as a reminder about what to put in the FOGO bin.
- Discussions with the City of Bayswater regarding how the EMRC can assist during the rollout are continuing.
- EMRC education staff were at a stall at Noranda Hawaiians for 2 days spruiking the arrival of FOGO in Bayswater, beginning in March 2021. Positive feedback from those who engaged.
- Tender evaluation for City of Bayswater kitchen caddy's and liners has been completed. The Kitchen caddies was awarded to Mastec and compostable liners was awarded to Biobag.

#### **Grow It Local Launch Event**

Education campaign launched on 15 December by the Eastern Metropolitan Regional Council (EMRC) and Grow It Local. Grow It Local is a community-based forum aiming to encourage positive sustainable living behaviours, increase the consumption of locally-grown foods, support waste education and organic waste diversion from landfill.

The campaign will be promoted through the year with festival of digital events, activities and experiences which will encourage a connection to nature, inspire positive health and wellbeing, reduce organic waste and help make growing food more accessible to the local community.

The program will be complimentary for residents of the Town of Bassendean, where FOGO was introduced in July 2020, and the City of Bayswater, which is due to introduce FOGO for its residents in March 2021.

#### **Recycle Right**

EMRC has become a financial member of Recycle Right (<https://recycleright.wa.gov.au/>) who encourage and assist residents and businesses in Western Australia to recycle, reduce their waste and live more sustainably. Under this agreement this includes access to and use of:

- Use of the Recycle Right Logo and brand (following guidelines and requires approval prior to publishing).
- Recycle Right Website:
  - Materials A-Z
  - Which bin?
  - Find my nearest – will include more links to locations within member areas;
  - Resources Hub.
- The Recycle Right App"
  - Materials A-Z
  - Which bin?
  - Find my nearest – will include more links to locations within member areas;
  - Bin reminder - allowing residents in each local government to automatically set a calendar reminder for each bin type. (requires KML files to be supplied).





*Item 2a continued*

- Existing assets such as brochures, bin stickers, flyers and promotional material. An assets page is currently being developed. This material may be co-branded.
- Educational materials (worksheets) and resources.
- Library of stock images.
- Videos produced for Recycle Right purposes.
- Six tours per financial year.

**Consistent Communications Collective (WALGA Working Group)**

- Meeting in October and November 2020:  
A-Z Updates
  - Water filters/cartridges – cannot be recycled through kerbside collection system. Place in General Waste bin.
  - Metal lids/bottle tops – recycling bin, need to check the A-Z to make sure it is clear that it is metal lids & bottle tops.
  - The Sharps and medical waste issue was discussed, this has not been resolved with the Department of Health and the advice being provided is still inconsistent with what Local Government provides (no sharps in any kerbside bin). Other types of medical waste mentioned included the dialysis bags and Stoma. The Return Unwanted Medicine (RUM) Program is still operating in the majority of chemists. Medical waste will be a focus in the next calendar year. WALGA and Local Government, engaging with Department of Health, to work on plan for Medical Waste management in 2021.
  - Glass products – water/wine glasses etc., window panes – the A-Z will be updated to include more types of broken glass.
  - WALGA to investigate cooking oil collection companies to see if there are options for Local Government.

**Grant Funding**

The EMRC has once again been successful in obtaining grant funding through the recent WasteSorted Grants - Infrastructure and Community Education 2020-21, aimed at supporting investment in local recycling infrastructure or educational programs. Perth's eastern region currently lacks locations where empty aerosols and polystyrene can be dropped off, resulting in them being landfilled. The grant will go towards establishing a drop-off point in each EMRC's member Council and will be supported by a comprehensive waste education program. Location: Multiple sites in Perth's eastern region. Members: Town of Bassendean, City of Bayswater, City of Kalamunda, Shire of Mundaring and City of Swan.

**Net Zero and Carbon Reduction Tracking**

The EMRC is generating a Net Zero and carbon reduction target tracker for interested member councils. Data obtained from energy emission reduction plans and strategies will reveal how they are progressing towards their specific targets and goals and aligning to local, regional and national objectives and obligations. The report will utilise the methodology established by Climate Works Australia for their Net Zero Momentum Tracker (Local Government Sector). This consistent approach will assist in evaluating how we are tracking regionally in relation to the rest of the country.



Item 2a continued

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

**a. Public Place Battery Collection Program**

Battery Recycling - Public Places	December 2020/2021	December 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	109.4	51.2	624.9	454.2
Bayswater	272.6	248.2	1634.1	1453.8
Belmont	284.0	183.8	1331.7	1171.8
Kalamunda	169.6	150.2	1520.8	1259.8
Mundaring	122.1	108.8	829.8	838.4
Swan	183.5	243.2	1732.3	1307.0
<b>TOTAL (kg)</b>	<b>1141.2</b>	<b>985.4</b>	<b>7673.6</b>	<b>6485.0</b>

**b. Schools Battery Collection Program**

Battery Recycling - Schools	December 2020/2021	December 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	7.7	65.0	158.6	241.8
Bayswater	61.7	127.8	343.6	534.8
Belmont	145.6	123.0	246.7	162.8
Kalamunda	271.0	243.0	896.7	1059.2
Mundaring	196.1	142.6	914.8	701.4
Swan	227.1	373.7	1020.1	1278.4
<b>TOTAL (kg)</b>	<b>909.2</b>	<b>1075.1</b>	<b>3580.5</b>	<b>3978.4</b>

**c. CFL Collection and Recycling Program**

CFL Recycling - Public Places	December 2020/2021	December 2019/20	Year to Date Total 2020/2021	Year to Date Total 2019/20
Bassendean	0.0	3.6	46.8	65.9
Bayswater	51.2	50.8	369.9	341.7
Belmont	0.0	16.6	21.6	138.8
Kalamunda	12.2	4.8	108.1	79.2
Mundaring	16.9	31.4	292.3	236.0
Swan	21.6	46.8	175.2	110.6
<b>TOTAL (kg)</b>	<b>101.9</b>	<b>154.0</b>	<b>1013.9</b>	<b>972.2</b>



Item 2a continued

**Tours of Red Hill Waste Management Facility and Education Centre – October – December 2020**

Name of Group	Council Region	Number of Participants	Program
<b>October - December 2020</b>			
FOGO Reference Group	Other	10	Site visit and Education Centre
St. Maria Goretti's Catholic School	Belmont	42	Site visit and Education Centre
St. Michael's Primary School	Bassendean	39	Site visit and Education Centre
Mazenod College	Kalamunda	11	Site visit and Education Centre
Town of Bassendean community tour	Bassendean	25	Site visit and Education Centre
Darlington Primary School	Mundaring	54	Site visit and Education Centre
Carmel Adventist College Primary	Kalamunda	26	Site visit and Education Centre
	<b>TOTAL</b>	<b>207</b>	

**School and Community Engagement/Events - October – December 2020**

**d. School Events – October - December 2020**

- No school events conducted during October, November or December.

**e. Community Events – October - December 2020**

- Old Perth Road Markets – 1 EMRC staff – 31 October 2020;
- Waste and Recycling talk for Max Solutions – 15 October 2020; and
- Waste and Recycling talk for Bushmead – 12 November 2020.
- National Recycling Week:
  - Alcoa Pinjarra Refinery Worm Farm Tour – 10 November;
  - Regional Resource Recovery Centre Tour – 13 November.

**f. Waste Education Networking/Promotion/Collaboration activities – October - December 2020**

- FOGO rollout and tender discussion with the City of Bayswater – 9 October 2020;
- Local Government Batteries and Aerosol Collection Workshop – 14 October 2020;
- Grow It Local onboarding meeting – 16 October 2020;
- Consistent Communications Collection (CCC) meeting – 20 October 2020;
- Bin Tagging meeting with Town of Bassendean – 27 October 2020;
- Grow It Local discussion with Town of Bassendean; and
- WasteSorted Grants – e-waste 2020-21 – 29 October 2020; and



*Item 2a continued*

- E-waste grants 101 with Total Green Webinar – 29 October 2020;
  - Western Australia Local Government Association (WALGA) 2021 bin tagging program webinar – 2 November 2020;
  - Waste Educators Networking Group (WENG) meeting – 5 November 2020;
  - AAA Metal Recycling meeting – 6 November 2020;
  - Australian Battery recycling Initiative (ABRI) webinar – 9 November 2020;
  - Reclaim PV recycling online meeting – 13 November 2020;
  - Reclaim PV recycling online meeting – 16 November 2020;
  - WRAP 'Driving re-use and recycling: The Welsh experience – 19 November 2020;
  - Tour of the City of Swan – 23 November 2020;
  - Waste Management Community Reference Group (WMCRG) meeting – 23 November 2020;
  - Achieving Carbon Emission Reduction (ACER) and Azility discussion for Net Zero tracking – 24 November 2020;
  - Energy Policy WA - Whole of System Plan data dashboard prototype presentation – 24 November 2020;
  - Renewable Energy Discussion – Power Purchase Agreement (PPA) – 25 November 2020;
  - Waste Management and Resource Recovery Association (WMRR) Love Food Hate Waste Webinar – 26 November 2020;
  - Waste Wise Schools (WWS) and local government (LG) collaboration workshop – 30 November 2020;
  - Grow It Local event meeting with Town of Bassendean – 30 November 2020; and
  - WALGA Bin Tagging Program Briefing Session – 30 November 2020;
  - Regional Waste Educators Steering Group (RWESG) Meeting – 10 December 2020;
  - Grow It Local Launch Event – 15 December 2020;
  - Recycle Right Christmas waste webinar – 17 December 2020.
- g. Waste Education Loan Resources utilisation – October - December 2020**
- Mini Bin Waste Sort – Edney Primary School – 9 October – 31 October 2020; and
  - Paper making Kit and Early Years Loan Boxes - Eastern Region Family Day Care – 16 October – 6 November 2020; *Item 1.5 continued*
  - Waste Audit Loan Kit – Mary's Mount Primary School – 3 November – 10 November 2020;
  - Party Loan Box – Bayswater resident – 14 December – 24 December 2020.
-



## **2b Urban and Natural Environment Teams Activity Report October to December 2020 (Item 1.6)**

### *Overview*

#### **Key Regional Actions (Relevant to all Councils)**

- Planning is currently underway to incorporate the Environmental Strategy due for review this year, into an EMRC Sustainability Strategy.
- Initial planning including: vision, mission, identify key result areas and sustainable development goals. Configuring a structure for the sustainability strategy framework.
- Held a youth leadership workshop with Zero2Hero on 10 October 2020, 24 attendees.
- Held a Regional Youth Officer Group Meeting 1 December 2020.
- Attended the Your Move Awards and collected the Innovation award for the Share the Space campaign, 18 November 2020.
- WALGA (Power Purchase Agreement) PPA webinar attendance and assisted member councils to provide data to WALGA's PPA project.

#### **Town of Bassendean**

- The Swan & Helena Rivers Understanding Flood Risk Stage 4 - Adaptation Planning documents have now been finalised and sent to councils. Webinars were held with individual participating councils with regard to their adaptation planning document.
  - Submitted 'Flood Aware. Be Prepared' grant to as part of National Disaster Resilience program.
  - Submitted Gold Re-endorsement Waterwise Councils.
  - Provided Water Data analysis and Snapshot, and Quarterly performance Review.
  - Prepared Emission Data analysis and completed Quarterly Performance Review.
  - Bassendean meeting to discuss Net Zero plan, budgeting and deliverables for the next year.
  - Benchmarking Building Efficiency – Phase one is complete. Phase two is nearing completion with draft reports received and reviewed by EMRC.
  - Met with TransafeWA regarding a road safety campaign partnership focussed on heavy vehicles.
  - Submitted final and annual report to Office of Road Safety, Canberra, for the 'Share the Space' campaign.
  - Completed the region's Travel Card which summarises ABS 2016 people movement data, inter and intraregional. Published via social and print media.
  - Participated in the hydrogen cluster meeting for supporting hydrogen as a fuel for transport. Submitted EMRC's support for the cluster's submission to NERA.
  - Representing the region in DoT's NetZero meeting with an emphasis on reducing emissions generated by the transport sector.
  - Mapped the region's cycle network and heavy vehicle crashes.
  - EDOG event and meeting held at the State of the Economy event 27 November 2020.
-



*Item 2b continued*

- Held and presented at the Circular Economy and Waste Management Forum, 25 November 2020, 30 attendees.
- Held forum 'How to do Business with Local Government' by WALGA on 28 October 2020, 20 attendees.
- Announcement of the Belmont and WA Small Business Awards 2020, EMRC Business Person of the Year was awarded to Gavin Wicks, Strike Training and Consulting.
- Provided access to the online REMPLAN statistical profiling tool for member Council use.

*Implication(s) for Town of Bassendean*

- Participating member Council officer time on the two advisory groups: EDOG and RITS IAG.
-



# Summary Minutes

**STATE COUNCIL MEETING**

**3 March 2021**

## NOTICE OF MEETING

Meeting of the Western Australian Local Government Association State Council held at WALGA, 170 Railway Parade, West Leederville on Wednesday, 3 March 2021.

### 1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

#### 1.1 Attendance

Members	President of WALGA - <b>Chair</b>	Mayor Tracey Roberts JP
	Deputy President of WALGA, Northern Country Zone	President Cr Karen Chappel JP
	Avon-Midland Country Zone	President Cr Ken Seymour
	Central Country Zone	President Cr Phillip Blight
	Central Metropolitan Zone	Cr Paul Kelly
	Central Metropolitan Zone	Cr Jenna Ledgerwood
	East Metropolitan Zone	Cr Catherine Ehrhardt
	East Metropolitan Zone	Cr Cate McCullough
	Goldfields Esperance Country Zone	President Cr Malcolm Cullen
	Gascoyne Country Zone	President Cr Cheryl Cowell
	Great Eastern Country Zone	President Cr Stephen Strange
	Great Southern Country Zone	Cr Ronnie Fleay
	Kimberley Country Zone	Cr Chris Mitchell JP
	Murchison Country Zone	Cr Les Price
	North Metropolitan Zone	Cr Frank Cvitan JP
	North Metropolitan Zone	Mayor Mark Irwin
	North Metropolitan Zone	Cr Russ Fishwick JP
	Peel Country Zone	President Cr Michelle Rich
	Pilbara Country Zone	Mayor Peter Long
	South East Metropolitan Zone	Cr Julie Brown
South East Metropolitan Zone	Mayor Ruth Butterfield <i>to 5.40pm</i>	
South Metropolitan Zone	Cr Doug Thompson	
South Metropolitan Zone	Mayor Carol Adams OAM	
South Metropolitan Zone	Mayor Logan Howlett JP	
South West Country Zone	President Cr Tony Dean	
Ex Officio	Lord Mayor – City of Perth	Lord Mayor Basil Zempilas <i>to 5.01pm</i>
Secretariat	Chief Executive Officer	Mr Nick Sloan
	EM Commercial & Communications	Mr Zac Donovan
	EM Governance & Organisational Services	Mr Tony Brown
	EM Infrastructure	Mr Ian Duncan
	EM Strategy, Policy & Planning	Ms Narelle Cant
	Manager Strategy & Association Governance	Mr Tim Lane
	Intergovernmental Relations & Risk	Ms Joanne Burges
	Chief Financial Officer	Mr Rick Murray
	Manager Governance	Mr James McGovern
	Governance Support Officer	Ms Chantelle O'Brien



## **ORDER OF PROCEEDINGS**

### **OPEN and WELCOME**

The Chair declared the meeting open at 4:31pm

- **Acknowledgement of Country**

I would like to acknowledge the Whadjuk Nyoongar People who are the Traditional Custodians of this land we meet on today and I would like to pay my respects to their Elders past, present and future.

Welcome to:

Lord Mayor Basil Zempilas

State Councillors and WALGA Secretariat

### **APOLOGIES**

Local Government Professionals WA

Mr Jamie Parry

### **ANNOUNCEMENTS**

Nil

### **2. DECLARATION OF INTEREST**

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

- *Mayor Logan Howlett declared an interest in Item 5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices as an Elected Member for City of Cockburn.*
- *Cr Chris Mitchell declared an interest in Item 5.5 as a candidate for WA Local Government Grants Commission*
- *Cr Phillip Blight declared an interest in Item 5.5 as a candidate for WA Local Government Grants Commission.*
- *Cr Catherine Ehrhardt declared an interest in Item 5.5 as a candidate for Biosecurity Council of WA.*
- *Mayor Tracey Roberts and Cr Paul Kelly declared an interest in section 4 of Item 5.7 as members of the LGIS Board.*
- *Cr Ronnie Fleay declared an interest in Item 6.4 as a member of the WAPC.*

### **PAPERS**

State Councillors received the following papers under separate cover:

- Strategic Forum Agenda
- Item 5.4 Finance and Services Committee Meeting Minutes 17 February 2021;
- Item 5.5 Selection Committee Meeting Minutes 26 February 2021 - Confidential;
- Item 5.6 Use of Common Seal;

- Item 5.7 LGIS Board Meeting Minutes;
- Item 5.8 LGIS Marketing Function Review;
- CEO's Report to State Council;
- March President's Report (previously emailed to Zone meetings)

### **3. MINUTES OF THE PREVIOUS MEETINGS**

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#### **3.1 Minutes of 2 December 2020 State Council Meeting**

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**Moved:** Mayor Logan Howlett  
**Seconded:** Mayor Carol Adams

That the Minutes of the State Council Meeting held on [2 December 2020](#) be confirmed as a true and correct record of proceedings.

#### **RESOLUTION 173.1/2021**

**CARRIED**

##### **3.1.1 Business Arising from the Minutes of 2 December 2020**

Nil

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#### **3.2 Flying Minute of Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 – 5 January 2021**

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**Moved:** Mayor Logan Howlett  
**Seconded:** Cr Chris Mitchell

That the Flying Minute of the [Submission - Draft Local Government Regulations Amendment \(Employee Code of Conduct\) Regulations 2020](#) date, be confirmed as a true and correct record of proceedings.

#### **RESOLUTION 174.1/2021**

**CARRIED**

##### **3.2.1 Business Arising from the Flying Minutes of the Submission - Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020.**

Nil

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#### **3.3 Flying Minute of Draft State Planning Policy 4.2: Activity Centres Submission – 28 January 2021**

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**Moved:** Mayor Logan Howlett  
**Seconded:** Cr Chris Mitchell

That the [Flying Minute – Draft State Planning Policy 4.2: Activity Centres Submission – 28 January 2021](#), be confirmed as a true and correct record of proceedings.

#### **RESOLUTION 175.1/2021**

**CARRIED**

##### **3.3.1 Business Arising from the Flying Minutes of the Flying Minute – Draft State Planning Policy 4.2: Activity Centres Submission – 28 January 2021**

Nil

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**3.4 Flying Minute – Registration of Builders (and Related Occupations) Reforms Submission – 28 January 2021**

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**Moved: Mayor Logan Howlett**  
**Seconded: Cr Chris Mitchell**

That the [Flying Minute – Registration of Builders \(and Related Occupations\) Reforms Submission – 28 January 2021](#) , be confirmed as a true and correct record of proceedings.

**RESOLUTION 176.1/2021**

**CARRIED**

**3.4.1 Business Arising from the Flying Minute – Registration of Builders (and Related Occupations) Reforms Submission – 28 January 2021**

Nil

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**3.5 Flying Minute – Reportable Conduct Scheme – 28 January 2021**

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**Moved: Mayor Logan Howlett**  
**Seconded: Cr Chris Mitchell**

That the [Flying Minute – Reportable Conduct Scheme – 28 January 2021](#) , be confirmed as a true and correct record of proceedings.

**RESOLUTION 177.1/2021**

**CARRIED**

**3.5.1 Business Arising from the Flying Minute – Reportable Conduct Scheme – 28 January 2021**

Nil

## 5. MATTERS FOR DECISION

### 5.1 External Oversight and Intervention – Authorised Inquiries and Show Cause Notices (05-034-01-0001 FM)

*Mayor Logan Howlett declared impartiality interest in Item 5.1*

#### WALGA RECOMMENDATION

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Minister for Local Government to:
  - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995;
  - b. Provide written reasons prior to issuing any Show Cause Notices;
  - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
  - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Supported
<b>Central Metropolitan Zone</b>	WALGA Recommendation Supported
<b>East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Supported
<b>Great Eastern Country Zone</b>	WALGA Recommendation Supported
<b>Great Southern Country Zone</b>	WALGA Recommendation Supported
<b>Kimberley Zone</b>	WALGA Recommendation Supported
<b>Murchison Country Zone</b>	WALGA Recommendation Supported
<b>North Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Northern Country Zone</b>	WALGA Recommendation Supported
<b>Peel Zone</b>	WALGA Recommendation Supported
<b>Pilbara Zone</b>	WALGA Recommendation Supported
<b>South Metropolitan Zone</b>	WALGA Recommendation Supported
<b>South West Country Zone</b>	WALGA Recommendation Supported

#### SOUTH EAST METROPOLITAN ZONE

That the South East Metropolitan Zone supports:

That WALGA:

1. Continues to advocate for the State Government to ensure that there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Department of Local Government, Sport and Cultural Industries to engage with affected Local Governments in order to attempt to resolve identified issues, improve

- performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995; and
3. Requests the Minister for Local Government to:
    - a. Provide written reasons prior to issuing any Show Cause Notices;
    - b. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
    - c. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.
  4. Advocates for legislative change to ensure that Show Cause Notices contain reasons.

## **CENTRAL COUNTRY ZONE**

That WALGA:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the *Local Government Act 1995*; and
2. Requests the Minister for Local Government to:
  - a. Engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the *Local Government Act 1995*;
  - b. Provide written reasons prior to issuing any Show Cause Notices;
  - c. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
  - d. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.

## **SECRETARIAT COMMENT**

The Zones' proposed amendments clarify and add to the recommendation.

The South East Metropolitan Zone's proposal that an authorised inquiry report is presented to the Minister for consideration under s.8.15, there should be consultation with the Local Government on the findings. However, technically the power sits with the Departmental CEO to conduct authorised inquiries under Part 8, not the DLGSC, so any substitution of 'Minister' should read 'Departmental CEO'.

Moved: Cr Julie Brown  
Seconded: Cr Karen Chappel

That WALGA:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and
2. Requests the Departmental CEO, of the Department of Local Government, Sport and Cultural Industries to engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995; and
3. Requests the Minister for Local Government to:
  - a. Provide written reasons prior to issuing any Show Cause Notices;
  - b. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
  - c. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.
4. Advocates for legislative change to ensure that Show Cause Notices are required to contain reasons.

AMENDMENT

Moved: Cr Russ Fishwick  
Seconded: Mayor Mark Irwin

That point 1 be amended to read:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries particularly by engaging experienced and qualified staff to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and

CARRIED

THE AMENDED MOTION NOW READS

That WALGA:

1. Continues to advocate for the State Government to increase resourcing of the Department of Local Government, Sport and Cultural Industries particularly by engaging experienced and qualified staff to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995; and

2. Requests the Departmental CEO, of the Department of Local Government, Sport and Cultural Industries to engage with affected Local Governments in order to attempt to resolve identified issues, improve performance and achieve good governance before considering an intervention under Part 8 of the Local Government Act 1995; and
3. Requests the Minister for Local Government to:
  - a. Provide written reasons prior to issuing any Show Cause Notices;
  - b. Require regular progress reports to be provided to any Local Government that is the subject of any Authorised Inquiry; and
  - c. Require that any Authorised Inquiry be conducted within a specified timeframe that may be extended with the approval of the Minister.
4. Advocates for legislative change to ensure that Show Cause Notices are required to contain reasons.

**RESOLUTION 178.1/2021**

**CARRIED**

## 5.2 Cost of Revaluations (05-034-01-0001 TB)

### WALGA RECOMMENDATION

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Supported
<b>Central Country Zone</b>	WALGA Recommendation Supported
<b>Central Metropolitan Zone</b>	WALGA Recommendation Supported
<b>East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation Supported
<b>Great Eastern Country Zone</b>	WALGA Recommendation Supported
<b>Great Southern Country Zone</b>	WALGA Recommendation Supported
<b>Kimberley Zone</b>	WALGA Recommendation Supported
<b>Murchison Country Zone</b>	WALGA Recommendation Supported
<b>North Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Northern Country Zone</b>	WALGA Recommendation Supported
<b>Peel Zone</b>	WALGA Recommendation Supported
<b>Pilbara Zone</b>	WALGA Recommendation Supported
<b>South East Metropolitan Zone</b>	WALGA Recommendation supported
<b>South Metropolitan Zone</b>	WALGA Recommendation Supported
<b>South West Country Zone</b>	WALGA Recommendation Supported

Moved: Cr Julie Brown  
 Seconded: Cr Frank Cvitan

That WALGA advocate to the State Government for the equal distribution of valuation costs for properties where the Water Corporation, the Department of Fire and Emergency Services and the Local Government require the valuation.

**RESOLUTION 179.1/2021**

**CARRIED**



### 5.3 Eligibility of Slip On Fire Fighting Units for Local Government Grants Scheme Funding (05-024-02-0001 SM)

#### WALGA RECOMMENDATION

That WALGA:

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

<b>Avon Midland Country Zone</b>	WALGA Recommendation Supported
<b>Central Metropolitan Zone</b>	WALGA Recommendation Supported
<b>East Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Gascoyne Zone</b>	WALGA Recommendation Supported
<b>Great Eastern Country Zone</b>	WALGA Recommendation Supported
<b>Great Southern Country Zone</b>	WALGA Recommendation Supported
<b>Kimberley Zone</b>	WALGA Recommendation Supported
<b>Murchison Country Zone</b>	WALGA Recommendation Supported
<b>North Metropolitan Zone</b>	WALGA Recommendation Supported
<b>Northern Country Zone</b>	WALGA Recommendation Supported
<b>Peel Zone</b>	WALGA Recommendation Supported
<b>Pilbara Zone</b>	WALGA Recommendation Supported
<b>South Metropolitan Zone</b>	WALGA Recommendation Supported
<b>South West Country Zone</b>	WALGA Recommendation Supported

#### GOLDFIELDS ESPERANCE COUNTRY ZONE

GVROC note the WALGA recommendation as stated, however it requests that WALGA reconsider the current recommendation to look at Trailer Fire Fighting Units instead of Slip On Fire Fighting Units, given the concerns around safety of the Slip on Fire Fighting Units.

#### SOUTH EAST METROPOLITAN ZONE

That the South East Metropolitan Zone supports Item 5.3, with the addition of a new point 5 as follows:

5. Requests that an alternate grants program be instituted for Slip On Fire Fighting Units should inclusion on the Eligible List of the LGGS be unsuccessful.

## **CENTRAL COUNTRY ZONE**

1. That the WALGA recommendation be amended by deleting Parts 1, 2 and 3.
2. The recommendation now read as follows:

That WALGA advocates for membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with WALGA staff attending as observers and that these appointments be determined through the WALGA Selection Committee process.

### **SECRETARIAT COMMENT**

The majority of Zones support the current recommendation and the proposed amendments from the South East Metropolitan Zone and the Goldfields Esperance Zone may shift the focus from the initial request. The Central Country Zone proposal relating to observers to the Local Government Grants Scheme Working Group can be achieved administratively.

**Moved:** Cr Tony Dean  
**Seconded:** Cr Ronnie Fleay

**That WALGA:**

1. Supports the inclusion of capital costs of Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

**AMENDMENT**

**Moved:** Cr Malcolm Cullen  
**Seconded:** Cr Stephen Strange

**That point 1 be amended to read:**

1. Supports the inclusion of capital costs of Trailer Fire Fighting Units and Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).

**CARRIED**

**THE AMENDED MOTION NOW READS**

**That WALGA:**

1. Supports the inclusion of capital costs of Trailer Fire Fighting Units and Slip On Fire Fighting Units including for Farmer Response Brigades (for use on private motor vehicles) on the Eligible List of the Local Governments Grants Scheme (LGGS).
2. Requests the Local Government Grants Scheme Working Group to include this matter on the Agenda of their next Meeting (expected March 2021).
3. Requests WALGA to work with the Local Government Grants Scheme Working Group to develop appropriate operational guidelines and procedures for the safe use of Slip On Fire Fighting Units funded in accordance with the LGGS.
4. Supports the update of the WALGA membership of the Local Government Grants Scheme Working Group to include one Local Government Elected Member and one Local Government Officer, with these appointments determined through the WALGA Selection Committee process.

**RESOLUTION 180.1/2021**

**CARRIED**

**Moved: Cr Karen Chappel**  
**Seconded: Cr Ronnie Fleay**

**That Item 7.5.2 – Lord Mayor Report, be brought forward for discussion.**

### **7.5.2 City of Perth Report**

Lord Mayor Basil Zempilas, City of Perth, provided an update to the meeting.

*The Lord Mayor left the meeting at 5.01pm and did not return.*

**MATTERS FOR CONSIDERATION BY STATE COUNCILLORS  
(UNDER SEPARATE COVER)**

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**5.4 Finance and Services Committee Minutes (01-006-03-0006 TB)**

Moved: Cr Paul Kelly  
Seconded: Cr Karen Chappel

That the Minutes of the Finance and Services Committee Meeting held 17 February 2021 be endorsed.

**RESOLUTION 181.1/2021**

**CARRIED**

**5.5 Selection Committee Minutes (01-006-03-0011 TL) – CONFIDENTIAL**

*Cr Chris Mitchell, Cr Phillip Blight, Cr Catherine Ehrhardt, declared an interest in Item 5.5 and left the room at 5.02pm*

Moved: Cr Karen Chappel  
Seconded: Cr Les Price

That the recommendations contained in the 26 February 2021 Selection Committee Minutes be endorsed.

**RESOLUTION 182.1/2021**

**CARRIED**

*Cr Chris Mitchell, Cr Philip Blight, Cr Catherine Ehrhardt returned to the meeting at 5.05pm*

**5.6 Use of the Association's Common Seal (01-004-07-0001 NS)**

Moved: Cr Julie Brown  
Seconded: Cr Chris Mitchell

That State Council:

1. Approve the use of the Common Seal for the LGIS Bank Guarantee for 2021;
2. Note the use of the Common Seal for the Local Government House Trust Deed of Variation.

**RESOLUTION 183.1/2021**

**CARRIED**

## **5.7 LGIS Board Minutes – CONFIDENTIAL**

*Mayor Tracey Roberts and Cr Paul Kelly declared an interest in point 4 of Item 5.7 and left the meeting at 5.06pm*

**Moved:** Cr Chris Mitchell  
**Seconded:** Cr Frank Cvitan

**That State Council:**

- 1. Approve the Scheme Management fee annual adjustment payable to JLT/Marsh be adjusted to increase by 2% for the 2021/22 financial year.**
- 2. Approve a reciprocal 2% adjustment to remuneration to WALGA from the LGIS scheme.**
- 3. Recognise that the contracted remuneration adjustments for both the Scheme Manager and WALGA may be subject to change during the period dependant on the outcomes of the review of the Agreement and subsequent negotiations.**
- 4. Approve that remuneration for LGIS Board members be increased by 3.5% for the 2021/22 financial year as per the LGIS Corporate Governance Charter guidance.**
- 5. Note the minutes of the LGIS Board meetings held on 4 December and 4 February.**

### **AMENDMENT**

**Moved:** Cr Jenna Ledgerwood  
**Seconded:** Cr Phillip Blight

**That point 4 be amended to read:**

- 4. Approve that remuneration for LGIS Board members be increased by 2.0% for the 2021/22 financial year as per the LGIS Corporate Governance Charter guidance**

**CARRIED**

### **THE AMENDED MOTION NOW READS**

**That State Council:**

- 1. Approve the Scheme Management fee annual adjustment payable to JLT/Marsh be adjusted to increase by 2% for the 2021/22 financial year.**
- 2. Approve a reciprocal 2% adjustment to remuneration to WALGA from the LGIS scheme.**
- 3. Recognise that the contracted remuneration adjustments for both the Scheme Manager and WALGA may be subject to change during the period dependant on the outcomes of the review of the Agreement and subsequent negotiations.**
- 4. Approve that remuneration for LGIS Board members be increased by 2.0% for the 2021/22 financial year as per the LGIS Corporate Governance Charter guidance.**
- 5. Note the minutes of the LGIS Board meetings held on 4 December and 4 February.**

### **RESOLUTION 184.1/2021**

**CARRIED**

*Mayor Tracey Roberts and Cr Paul Kelly returned to the meeting at 5.15pm*

<b>5.8 LGIS Marketing Function Review – CONFIDENTIAL</b>
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Moved: Cr Chris Mitchell  
Seconded: Mayor Mark Irwin

That State Council note the completion of the review of the LGIS marketing function and expenditure.

RESOLUTION 185.1/2021

CARRIED

## **6. MATTERS FOR NOTING / INFORMATION**

### **6.1 Local Government Car Parking Guideline – Western Australia (05-036-03-0063 AR)**

#### **WALGA RECOMMENDATION**

That That State Council note the *Local Government Car Parking Guideline – Western Australia*.

<b>Avon Midland Country Zone</b>	WALGA Recommendation noted
<b>Central Country Zone</b>	WALGA Recommendation noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation noted
<b>East Metropolitan Zone</b>	WALGA Recommendation noted
<b>Gascoyne Zone</b>	WALGA Recommendation noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation noted
<b>Great Southern Country Zone</b>	WALGA Recommendation noted
<b>Kimberley Zone</b>	WALGA Recommendation noted
<b>Murchison Country Zone</b>	WALGA Recommendation noted
<b>North Metropolitan Zone</b>	WALGA Recommendation noted
<b>Northern Country Zone</b>	WALGA Recommendation noted
<b>Peel Zone</b>	WALGA Recommendation noted
<b>Pilbara Zone</b>	WALGA Recommendation noted
<b>South East Metropolitan Zone</b>	WALGA Recommendation noted
<b>South Metropolitan Zone</b>	WALGA Recommendation noted
<b>South West Country Zone</b>	WALGA Recommendation noted

**Moved: Cr Karen Chappel**  
**Seconded: Cr Chris Mitchell**

That That State Council note the *Local Government Car Parking Guideline – Western Australia*.

**RESOLUTION 186.1/2021**

**CARRIED**



**6.2 Submission – Draft Local Government Regulations Amendment  
(Employee Code of Conduct) Regulations 2020 (05-034-01-0104 TB)**

**WALGA RECOMMENDATION**

That the submission to the Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation noted
<b>Central Country Zone</b>	WALGA Recommendation noted – see additional Zone resolutions
<b>Central Metropolitan Zone</b>	WALGA Recommendation noted
<b>East Metropolitan Zone</b>	WALGA Recommendation noted
<b>Gascoyne Zone</b>	WALGA Recommendation noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation noted
<b>Great Southern Country Zone</b>	WALGA Recommendation noted
<b>Kimberley Zone</b>	WALGA Recommendation noted
<b>Murchison Country Zone</b>	WALGA Recommendation noted
<b>North Metropolitan Zone</b>	WALGA Recommendation noted
<b>Northern Country Zone</b>	WALGA Recommendation noted
<b>Peel Zone</b>	WALGA Recommendation noted
<b>Pilbara Zone</b>	WALGA Recommendation noted
<b>South East Metropolitan Zone</b>	WALGA Recommendation noted
<b>South Metropolitan Zone</b>	WALGA Recommendation noted
<b>South West Country Zone</b>	WALGA Recommendation noted

**Moved: Cr Karen Chappel**  
**Seconded: Cr Chris Mitchell**

That the submission to the Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020 be noted.

**RESOLUTION 187.1/2021**

**CARRIED**

**6.3 Submission – Proposed Reportable Conduct Scheme for Western Australia (05-034-01-0104 TB)**

**WALGA RECOMMENDATION**

That the submission to the Ombudsman, Western Australia in respect to the Draft Reportable Conduct Scheme for Western Australia be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation noted
<b>Central Country Zone</b>	WALGA Recommendation noted – see additional Zone resolutions
<b>Central Metropolitan Zone</b>	WALGA Recommendation noted
<b>East Metropolitan Zone</b>	WALGA Recommendation noted
<b>Gascoyne Zone</b>	WALGA Recommendation noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation noted
<b>Great Southern Country Zone</b>	WALGA Recommendation noted
<b>Kimberley Zone</b>	WALGA Recommendation noted
<b>Murchison Country Zone</b>	WALGA Recommendation noted
<b>North Metropolitan Zone</b>	WALGA Recommendation noted
<b>Northern Country Zone</b>	WALGA Recommendation noted
<b>Peel Zone</b>	WALGA Recommendation noted
<b>Pilbara Zone</b>	WALGA Recommendation noted
<b>South East Metropolitan Zone</b>	WALGA Recommendation noted
<b>South Metropolitan Zone</b>	WALGA Recommendation noted
<b>South West Country Zone</b>	WALGA Recommendation noted

**Moved: Cr Karen Chappel**  
**Seconded: Cr Chris Mitchell**

That the submission to the Ombudsman, Western Australia in respect to the Draft Reportable Conduct Scheme for Western Australia be noted.

**RESOLUTION 188.1/2021**

**CARRIED**

**6.4 Submission – Draft State Planning Policy 4.2: Activity Centre (05-036-03-0020 CH)**

*Cr Ronnie Fleay declared an interest in item 6.4 and left the meeting at 5.17pm*

**WALGA RECOMMENDATION**

**That the endorsed submission on the draft State Planning Policy 4.2: Activity Centres be noted.**

<b>Avon Midland Country Zone</b>	WALGA Recommendation noted
<b>Central Country Zone</b>	WALGA Recommendation noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation noted
<b>East Metropolitan Zone</b>	WALGA Recommendation noted
<b>Gascoyne Zone</b>	WALGA Recommendation noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation noted
<b>Great Southern Country Zone</b>	WALGA Recommendation noted
<b>Kimberley Zone</b>	WALGA Recommendation noted
<b>Murchison Country Zone</b>	WALGA Recommendation noted
<b>North Metropolitan Zone</b>	WALGA Recommendation noted
<b>Northern Country Zone</b>	WALGA Recommendation noted
<b>Peel Zone</b>	WALGA Recommendation noted
<b>Pilbara Zone</b>	WALGA Recommendation noted
<b>South East Metropolitan Zone</b>	WALGA Recommendation noted
<b>South Metropolitan Zone</b>	WALGA Recommendation noted
<b>South West Country Zone</b>	WALGA Recommendation noted

**Moved: Cr Thompson**  
**Seconded: Mayor Howlett**

**That the endorsed submission on the draft State Planning Policy 4.2: Activity Centre be noted.**

**RESOLUTION 189.1/2021**

**CARRIED**

*Cr Ronnie Fleay returned to the meeting at 5.18pm*

<b>6.5 Submission – Registration of Builders (and Related Occupations) Reforms (05-015-02-0010 CL)</b>
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**WALGA RECOMMENDATION**

That the endorsed submission on the Registration of builders (and related occupations) reforms be noted.

<b>Avon Midland Country Zone</b>	WALGA Recommendation noted
<b>Central Country Zone</b>	WALGA Recommendation noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation noted
<b>East Metropolitan Zone</b>	WALGA Recommendation noted
<b>Gascoyne Zone</b>	WALGA Recommendation noted
<b>Goldfields Esperance Country Zone</b>	WALGA Recommendation noted
<b>Great Eastern Country Zone</b>	WALGA Recommendation noted
<b>Great Southern Country Zone</b>	WALGA Recommendation noted
<b>Kimberley Zone</b>	WALGA Recommendation noted
<b>Murchison Country Zone</b>	WALGA Recommendation noted
<b>North Metropolitan Zone</b>	WALGA Recommendation noted
<b>Northern Country Zone</b>	WALGA Recommendation noted
<b>Peel Zone</b>	WALGA Recommendation noted
<b>Pilbara Zone</b>	WALGA Recommendation noted
<b>South East Metropolitan Zone</b>	WALGA Recommendation noted
<b>South Metropolitan Zone</b>	WALGA Recommendation noted
<b>South West Country Zone</b>	WALGA Recommendation noted

**Moved: Cr Karen Chappel**  
**Seconded: Cr Chris Mitchell**

That the endorsed submission on the Registration of builders (and related occupations) reforms be noted.

**RESOLUTION 190.1/2021**

**CARRIED**

<b>6.6 Report Municipal Waste Advisory Council (MWAC) (01-006-03-0008 RNB)</b>
--

**WALGA RECOMMENDATION**

That State Council note the resolutions of the Municipal Waste Advisory Council at its 26 August, 28 October and 9 December 2020 meetings.

<b>Avon Midland Country Zone</b>	WALGA Recommendation noted
<b>Central Country Zone</b>	WALGA Recommendation noted
<b>Central Metropolitan Zone</b>	WALGA Recommendation noted
<b>East Metropolitan Zone</b>	WALGA Recommendation noted
<b>Gascoyne Zone</b>	WALGA Recommendation noted
<b>Goldfields Esperance Zone</b>	WALGA Recommendation noted – see additional Zone resolutions
<b>Great Eastern Country Zone</b>	WALGA Recommendation noted
<b>Great Southern Country Zone</b>	WALGA Recommendation noted
<b>Kimberley Zone</b>	WALGA Recommendation noted
<b>Murchison Country Zone</b>	WALGA Recommendation noted
<b>North Metropolitan Zone</b>	WALGA Recommendation noted
<b>Northern Country Zone</b>	WALGA Recommendation noted
<b>Peel Zone</b>	WALGA Recommendation noted
<b>Pilbara Zone</b>	WALGA Recommendation noted
<b>South East Metropolitan Zone</b>	WALGA Recommendation noted
<b>South Metropolitan Zone</b>	WALGA Recommendation noted
<b>South West Country Zone</b>	WALGA Recommendation noted

**Moved: Cr Karen Chappel**  
**Seconded: Cr Chris Mitchell**

That State Council note the resolutions of the Municipal Waste Advisory Council at its 26 August, 28 October and 9 December 2020 meetings.

**RESOLUTION 191.1/2021**

**CARRIED**

## **7. ORGANISATIONAL REPORTS**

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### **7.1 Key Activity Reports**

#### **7.1.1 Report on Key Activities, Commercial and Communications (01-006-03-0017 ZD)**

Moved: Cr Chris Mitchell  
Seconded: Cr Les Price

That the Key Activities Report from the Commercial and Communications Unit to the March 2021 State Council meeting be noted.

**RESOLUTION 192.1/2021**

**CARRIED**

#### **7.1.2 Report on Key Activities, Governance and Organisational Services (01-006-03-0007 TB)**

Moved: Cr Chris Mitchell  
Seconded: Cr Les Price

That the Key Activities Report from the Governance and Organisational Services Unit to the March 2021 State Council meeting be noted.

**RESOLUTION 193.1/2021**

**CARRIED**

#### **7.1.3. Report on Key Activities, Infrastructure (05-001-02-0003 ID)**

Moved: Cr Chris Mitchell  
Seconded: Cr Les Price

That the Key Activities Report from the Infrastructure Unit to the March 2021 State Council meeting be noted.

**RESOLUTION 194.1/2021**

**CARRIED**

#### **7.1.4 Report on Key Activities, Strategy, Policy and Planning (01-006-03-0014 NC)**

Moved: Cr Michelle Rich  
Seconded: Cr Julie Brown

That the Key Activities Report from the Strategy, Policy and Planning Unit to March 2021 State Council meeting be noted and request the Department of Local Government, Sport and Cultural Industries for an extension on the consultation process on the Child Safety Officers issue from 2 April to 30 June 2021.

**RESOLUTION 195.1/2021**

**CARRIED**

### **7.2 Policy Forum Reports (01-006-03-0007 TB)**

Moved: Cr Chris Mitchell  
Seconded: Cr Les price

That the report on the key activities of the Association's Policy Forums to the March 2021 State Council meeting be noted.

**RESOLUTION 196.1/2021**

**CARRIED**

### 7.3 President's Report

Moved: Cr Chris Mitchell  
Seconded: Cr Les price

That the President's Report for March 2021 be received.

RESOLUTION 197.1/2021

CARRIED

*Mayor Ruth Butterfield left the meeting at 5.40pm and did not return.*

### 7.4 CEO's Report

Moved: Cr Chris Mitchell  
Seconded: Cr Les Price

That the CEO's Report for March 2021 be received.

RESOLUTION 198.1/2021

CARRIED

### 7.5 Ex-Officio Reports

#### 7.5.1 LG Professionals Report

Mr Jamie Parry, President, LG Professionals, was an apology for the meeting.

## **8. ADDITIONAL ZONE RESOLUTIONS**

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**Moved:** Mayor Logan Howlett  
**Seconded:** Cr Catherine Ehrhardt

That the additional Zone Resolutions from the March 2021 round of Zones meetings as follows be referred to the appropriate policy area for consideration and appropriate action.

### **RESOLUTION 199.1/2021**

**CARRIED**

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### **GOLDFIELDS ESPERNACE COUNTRY ZONE**

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#### **Review of WALGA State Council Agenda - Policy Forum Reports – (Governance and Organisational Services)**

That the GVROC:

1. Notes the Policy Forum Reports update.
2. Requests that WALGA as a matter of urgency progress with holding a Mining Communities Forum and an Economic Development Policy Forum, with dates set for these, based on the WA economy and mining industry now rapidly expanding post the major effect of the COVID-19 downturn.
3. Note that the Shire of Coolgardie, through its CEO, offer to host, support and help WALGA in holding the next Mining Communities Forum.

#### **Municipal Waste Advisory Council – (Strategy, Policy and Planning)**

That the GVROC:

1. Note the resolutions of the WALGA Municipal Waste Advisory Council at its 26 August, 28 October and 9 December 2020 meetings.
2. Request that the WALGA Municipal Waste Advisory Council consider, address and drive not only items within the greater metropolitan area but also focus on waste issues and solutions in regional WA offered by regional LGAs.

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### **SOUTH WEST COUNTRY ZONE (Strategy, Policy and Planning)**

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#### **Lobbying For State Government Policy Alignment With Respect to Development**

That WALGA writes to relevant Ministers and Directors General to request the current lack of policy alignment be addressed with respect to planning and development matters.

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### **GASCOYNE ZONE (Strategy, Policy and Planning)**

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#### **Issues with the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Claims and Approvals Process**

That the Gascoyne Country Zone recommend WALGA request DFES to form a working group of participants from affected Shires to review the current process and report back on outcomes and solutions.

#### **Rainfall Monitoring**

That the Gascoyne Country Zone recommend that WALGA advocate to the Bureau of Meteorology to increase the density of automatic rain gauges towards a 50km grid coverage.



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## **GREAT EASTERN COUNTRY ZONE (Governance and Organisational Services)**

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### **State Councillor Report**

That WALGA note the Zone comments that some Local Governments have experienced delays with the finalization of the 19/20 financial year audits and enquire from the sector on their satisfaction or otherwise to the audit process.

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## **PEEL COUNTRY ZONE (Governance and Organisational Services)**

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### **CEO Employment Standards, Council Member and Employee Codes of Conduct Regulations**

The Peel Zone:

1. Expresses its strong disappointment that the feedback provided by the sector and WALGA on the CEO Employment Standards and Council Member and Employee Codes of Conduct Regulations was substantially ignored; and this puts into question the commitment to the principles of the Partnership Agreement.
2. Requests the WALGA Secretariat provide a detailed outline of the misalignment between the feedback provided by the sector and WALGA on the CEO Employment Standards and Council Member and Employee Codes of Conduct Regulations and the Regulations as gazetted (the State's policy).

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## **GREAT SOUTHERN COUNTRY ZONE**

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### **Dog Attacks on Stock – (Governance and Organisational Services)**

That the Great Southern Zone of WALGA requests that WALGA raise the issue of dog attacks on stock with the State Government to look at ways and means of reducing such attacks through such measures as substantially increasing the penalty to owners for dogs found roaming on farms, adding an additional penalty for owners of dogs which are proven to have attacked stock, and having some avenue for Police to be involved in the investigation.

### **Low Risk Clearing Proposals – (Strategy, Policy and Planning/Infrastructure)**

WALGA to advise the Great Southern Zone with what specific criteria the CEO of DWER would determine that a proposed clearing could be considered trivial, and what is considered to be a low risk clearing proposal.

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## **CENTRAL COUNTRY ZONE (Governance and Organisational Services)**

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### **Submission – Draft Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2020**

That the Central Country Zone express its concern at the implementation of the Local Government (Administration) Amendment Regulations 2021 and in particular the regulations requiring the need for Councils to advertise CEO positions after a period of 10 years and request WALGA to pursue all avenues to remove this requirement.

## Submission – Proposed Reportable Conduct Scheme for Western Australia

That:

1. The submission to the Ombudsman, Western Australia in respect to the Draft Reportable Conduct Scheme for Western Australia be noted; and
2. Given the significance of the proposed legislation and its likely impact on small and medium sized Councils, WALGA express concern to the Ombudsman that the time constraint imposed for a submission meant it was unable to consult with the Local Government sector and request the opportunity for the submission period to be reopened to enable adequate consultation.
3. The Central Country Zone acknowledges the importance of the Royal Commission Recommendations but it is of the view that it is not the function of local government to undertake the role and functions of Child Safety Officer.

### Local Government Audits

That the Central Country Zone request that WALGA investigate with the sector how Local Government audits may be expedited and completed within a shorter time frame and it is expected that this will include discussions with the OAG

### Disposition of Plant and Machinery over \$75,000 – Inability to Offer Plant and Machinery as Trade-in

That the Central Country Zone write to WALGA seeking for it to advocate to initiate an amendment to Regulation 30(3)(b) of the *Local Government Functions and General Regulations* as follows:

- (b) *The entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000*

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## ASSET PRESERVATION MODEL (Infrastructure)

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### GASCOYNE COUNTRY ZONE

That the Gascoyne Country Zone recommend the implementation of options 1 to 4 sequentially with report back at the conclusion of each phase for direction to proceed further.

### CENTRAL METROPOLITAN ZONE

That the Central Metropolitan Zone supports WALGA advocate:

1. For option 4 “Full model review and rebuild” of the Asset Preservation Model (APM) and;
2. That motor vehicle, bicycle and pedestrian transport infrastructure be included in the scope of a rebuilt APM.

### KIMBERLEY COUNTRY ZONE

That the Kimberley Regional Group:

1. Supports Option 4, which is to undertake an appropriately resourced process to review and rebuild the APM.
2. Notes the methodology to distribute costs above grant funding across local governments as well as the total contribution per shire will need to be considered in any final decision making, pending the outcomes of WALGA advocacy.

## **SOUTH EAST METROPOLITAN ZONE**

That the South East Metropolitan Zone supports Option 5, accept the status quo with no further action.

## **NORTH METROPOLITAN ZONE**

That the WALGA State Council defer the matter to enable details be sought from the Grants Commission as to how the funding allocations are made to Local Governments and what are the criteria, logic and rationale that support the model.

## **NORTHERN COUNTRY ZONE**

That the Northern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.

## **SOUTH METROPOLITAN ZONE**

That the South Metropolitan Zone supports WALGA advocate:

1. For option 4 “Full model review and rebuild” of the Asset Preservation Model (APM) and;
2. That motor vehicle, bicycle and pedestrian transport infrastructure be included in the scope of a rebuilt APM.

## **PILBARA COUNTRY ZONE**

That the Pilbara Country Zone considers WALGA should proceed with Option 1, but in addition, lobby to increase the size of the fund, rather than how it is administered.

## **GREAT EASTERN COUNTRY ZONE**

That the Great Eastern Country Zone retain Status Quo (Option 5) and request further information to explain the current model at a future meeting.

## **EAST METROPOLITAN ZONE**

That the East Metropolitan Zone:

1. Defers a decision on any review of the Road Asset Preservation Model until the next East Metropolitan Zone meeting; and
2. Requests that each member Council seeks further advice from staff regarding a review of the Road Asset Preservation Model.

## **SOUTH WEST COUNTRY ZONE**

That the South West Country Zone of WALGA:

1. Supports option one of the options presented
2. Requests that discussion on this issue be referred to Regional Road Groups
3. Request Chris Berry, or an appropriate officer from the WA Local Government Grants Commission, to present to the Zone on the Asset Preservation Model methodology

## **PEEL COUNTRY ZONE**

That the Peel Country Zone supports Option 4, subject to the Zone requesting the opportunity to consider the parameters for the review of the model, such as:

- Funding levels
- Vehicle size and loads, and resulting impact on asset consumption
- Changing transport corridor / network loads and uses; current and future
- Impact of changed construction standards
- Other factors that contribute to inequity

## **GREAT SOUTHERN COUNTRY ZONE**

That WALGA defers the matter of the preferred advocacy approach to any review of the Road Asset Preservation Model (AMP) until further information is provided and the issue becomes clearer, as this matter has significant implications.

## **AVON MIDLAND COUNTRY ZONE**

The Avon Midland Country Zone supports Option 5.

## **CENTRAL COUNTRY ZONE**

That the Central Country Zone:

1. Endorses the approach outlined in Option 1 of the Infrastructure Policy Team's Options Paper on a proposed review of the Road Asset Preservation Model used by the WA Local Governments Grants Commission; and
2. Requests WALGA include a session on the Asset Preservation Model in 2021 Local Government Transport and Roads Forum scheduled to be held Friday 14 May 2021 and that if that is not possible for a session to be included in the program of the 2021 WALGA Convention.

## **GOLDFIELDS ESPERANCE ZONE**

That the GVROC:

1. Request that the GVROC Executive Officer, with assistance from the CEO – Shire of Dundas, compile a combined regional response to the WALGA Infrastructure Policy Team regarding a preferred advocacy approach to any review of the Road Asset Preservation Model (APM) for sign off by the GVROC Chair.
2. Request that each GVROC LGA CEO provide their LGA's views and input to the combined regional response to the GVROC Executive Officer by 16 April 2021 so that the response can be completed in time for the next WALGA State Council meeting to be held on 5 May 2021.

## **10. DATE OF NEXT MEETING**

That the next meeting of the Western Australia Local Government Association State Council be held at the **City of Cockburn, on Wednesday 5 May 2021.**

## **11. CLOSURE**

There being no further business the Chair declared the meeting closed at 5.55pm

# **ATTACHMENT NO. 3**

**Lot 5 & 6 (17 & 23) Old Perth Road, Bassendean –  
Tavern (Additions and Alterations to Bassendean Hotel)**

**Form 1 – Responsible Authority Report  
(Regulation 12)**

<b>DAP Name:</b>	Metro Inner-North JDAP
<b>Local Government Area:</b>	Town of Bassendean
<b>Applicant:</b>	Bassendean Hotel Holdings Pty Ltd
<b>Owner:</b>	Bassendean Hotel Holdings Pty Ltd
<b>Value of Development:</b>	\$3 million <input type="checkbox"/> Mandatory (Regulation 5) <input checked="" type="checkbox"/> Opt In (Regulation 6)
<b>Responsible Authority:</b>	Town of Bassendean
<b>Authorising Officer:</b>	Donna Shaw, Manager Development and Place
<b>LG Reference:</b>	DABC/DBVAPPS/2021-022
<b>DAP File No:</b>	DAP/21/01954
<b>Application Received Date:</b>	19 February 2021
<b>Report Due Date:</b>	4 May 2021
<b>Application Statutory Process Timeframe:</b>	90 Days
<b>Attachment(s):</b>	<ol style="list-style-type: none"> <li>1. Survey Plan</li> <li>2. Location Plan</li> <li>3. Site Plan</li> <li>4. Elevations – North, North-West and West</li> <li>5. Elevations, South, South-East</li> <li>6. Section Plan</li> <li>7. Roof Plan</li> <li>8. Ground Floor Plan</li> <li>9. First Floor Plan</li> <li>10. Design Report</li> <li>11. Schedule of Submissions</li> <li>12. Design Review Panel Minutes</li> <li>13. Civil and Drainage Plan</li> <li>14. Heritage Advice</li> <li>15. Arboricultural Impact Assessment</li> <li>16. Landscape Plan</li> <li>17. Acoustic Report</li> <li>18. Waste Management Plan</li> <li>19. Performance Solution Report</li> <li>20. Council Minutes</li> </ol>
<b>Is the Responsible Authority Recommendation the same as the Officer Recommendation?</b>	<input type="checkbox"/> Yes    Complete Responsible Authority Recommendation section <input type="checkbox"/> N/A
	<input type="checkbox"/> No    Complete Responsible Authority and Officer Recommendation sections

## Responsible Authority Recommendation

To be determined by Council.

## Reasons for Responsible Authority Recommendation

To be determined by Council.

## Details: outline of development application

Region Scheme	Metropolitan Region Scheme
Region Scheme - Zone/Reserve	Urban
Local Planning Scheme	Local Planning Scheme No. 10
Local Planning Scheme - Zone/Reserve	Town Centre
Structure Plan/Precinct Plan	N/A
Structure Plan/Precinct Plan - Land Use Designation	N/A
Use Class and permissibility:	Renovation and additions to the Bassendean Hotel and adjacent carpark (Tavern – 'A' Use)
Lot Size:	Lot 5 (No.17) Old Perth Road – 2,674m <sup>2</sup> Lot 6 (No. 23) Old Perth Road – 1,777m <sup>2</sup> Total: 4,451m <sup>2</sup>
Existing Land Use:	Tavern
State Heritage Register	No
Local Heritage	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Heritage List <input type="checkbox"/> Heritage Area
Design Review	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Local Design Review Panel <input type="checkbox"/> State Design Review Panel <input type="checkbox"/> Other
Bushfire Prone Area	No
Swan River Trust Area	No

## Proposal:

The proposed development includes the following:

- Modifications to the façade of the existing Bassendean Hotel, including clear panelling to the existing balustrade, restoring original brickwork and including tendered sandstone and tiled finishes at ground level;
- New courtyards facing Old Perth Road (247m<sup>2</sup>) and Parker Street (203m<sup>2</sup>), including courtyard screening and a playground;
- Removal of the existing drive-through bottle-shop, eastern portico structure and service areas;
- Modifications to the internal layout of the existing building, including accessible hoist to enable the future use of the first floor. The first floor is currently proposed for use as storage only, and will not be accessible to the public;

- Landscaping treatments, including landscaping to the southern boundary of the site and planting of new trees;
- Re-surfacing of the existing car parking area, including the provision of 81 car parking bays (including one bay for people with disabilities) and 5 motorcycle bays; and
- Bin store and storage areas.

Proposed Land Use	Tavern
Proposed Net Lettable Area	761m <sup>2</sup> *
Proposed No. Storeys	N/A
Proposed No. Dwellings	N/A

*\*Net lettable area has been calculated on publicly accessible areas only, and excludes stair wells, toilets, storage areas (including the first floor) and service areas.*

## **Background:**

### *Site Context*

The subject site includes two lots, located on the corners of Parker Street, Old Perth Road and Wilson Street, Bassendean. The subject site is zoned 'Town Centre' under the Town of Bassendean Local Planning Scheme No.10 (LPS 10). The site is surrounded by commercial, community and civic land uses, with residential development on the periphery of the Town Centre to the south of the subject site.

### *Site History*

The Bassendean Hotel was built in 1929 for Patrick Connolly by builders Blackmore Brothers to a design by architects J.H.O. Hargrave and E.S. Porter. The original design of the hotel featured the following:

- ground floor: a Saloon Bar, Public Bar, Parlour, Entrance, Lounge, Office, Dining Room, Kitchen, Staff Dining, Store, Staff Bathroom and Lavatory.
- upper floor: 18 bedrooms, Lounge, Bathrooms, Lavatories and female Staff Bedrooms and Stair Hall.

In the 1970s, licensing laws no longer required hotels to provide accommodation. In 1973, the hotel was acquired by publican Murray McHenry who undertook major renovations of the premises, including a drive-in bottle shop addition.

In the early 2000s the place was extensively renovated including the addition of a new bottle shop. The building has continuously being used as a Tavern.

Whilst the Town has no record of Development Approvals for the site, the following outlines the history of Building Permits:

- Cold storage (1951)
- Parking area (1961)
- Signage (1963)
- Renovations (1973)
- Signage (1975)
- Signage (1977)
- Cocktail bar extension (1980)
- Carport (1984)
- Retaining wall (2001)
- Hotel alterations (2010)
- Decking (2014)



## **Legislation and Policy:**

### Legislation

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- Metropolitan Region Scheme
- Local Planning Scheme No. 10 (LPS 10)
- *Environmental Protection (Noise) Regulations 1997*

### State Government Policies

- State Planning Policy 4.2 - Activity Centres for Perth and Peel (SPP 4.2)
- State Planning Policy 7.0 – Design of the Built Environment (SPP 7.0)
- State Planning Policy 7.2 – Precinct Design (SPP 7.2)

### Structure Plans/Activity Centre Plans

N/A

### Local Policies

- Local Planning Policy 1 – Bassendean Town Centre Strategy and Guidelines
- Local Planning Policy No. 8 – Parking Specifications
- Local Planning Policy No. 9 – Design Review Panel
- Local Planning Policy No. 14 – Stormwater
- Local Planning Policy No. 15 – Percent for Art Policy

## **Consultation:**

### Public Consultation

The proposal was required to be advertised in accordance with LPS 10. Consultation was undertaken for a period of 16 days, being from 19 February 2021 to 8 March 2021. Letters were sent to the owners and occupiers of 146 properties within a 150m radius of the subject site, and the application was made publicly available on the Town's website.

In response, 21 submissions were received, two objections, five in support, six with conditional support and of the proposal and eight providing comment, with the relevant issues raised as follows: The Schedule of Submissions is contained as Attachment 11.

<b>Issue Raised</b>	<b>Officer comments</b>
Tree Retention	Refer to Tree Removal Section of this report.
Traffic and On-Street Parking	Refer to Traffic and On-Street Parking Section of this report.

### Referrals/consultation with Government/Service Agencies

N/A.

## Design Review Panel Advice

The application was considered by the Design Review Panel (DRP) on 15 December 2020. A summary of the advice is as follows:

- The panel was pleased to see the development proposed and advised that re-working of the existing built form is excellent, and further enhancing the site with courtyards will bring significant community value;
- Rework of the screening proposed to Old Perth Road to provide better public realm interaction is required;
- Advice from a heritage architect is recommended to ensure the proposal is not faux heritage;
- The treatment to the balcony needs to be reconsidered, including the detailed tracery and preferred use of horizontal banding;
- Additional tree planting within the car parking area is required; and
- Consideration to be given to the servicing location and façade treatment to Parker Street.

In response, the applicant revised the proposal and it was reconsidered by the DRP on 26 February 2021. The DRP advised that it was supportive of the proposal pending further attention to landscaping by either retaining both existing fig trees or providing additional trees within the car parking area, in accordance with LPS 10.

The DRP also noted the assurance given by the applicant that careful architect detailing will be implemented where new, contemporary elements are abutting heritages elements.

The minutes of the DRP meeting is contained as Attachment 12.

### **Planning Assessment:**

#### State Planning Policy 7.2 – Precinct Design (SPP 7.2)

The proposal is located within the Bassendean Town Centre, which, based on it being an activity centre as defined by SPP 4.2, requires a Precinct Plan. Given SPP 7.2 became operational on 16 February 2021, the Town is yet to prepare a Precinct Plan for the Bassendean Town Centre.

In considering development proposals within a precinct where a precinct structure plan has not yet been prepared, the decision-maker is required to consider the objectives, measures and outcomes of SPP 7.2, the objectives and considerations of the Precinct Design Guidelines, and any other relevant requirements.

The applicant has prepared a Design Report which addresses the 10 design principles contained within SPP 7.0 – Design of the Built Environment, which therefore addresses the requirements of SPP 7.2. The Town is satisfied that the proposal meets the 10 design principles, as further discussed in this report.

## Town of Bassendean Local Planning Scheme No. 10 (LPS 10)

### *Land Use Permissibility*

The proposed development is considered a 'Tavern' land use, which is an 'A' use within the Town Centre zone, meaning the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.

### *Development Standards - Car Parking*

The following table details LPS 10 car parking requirements.

Use Class	LPS 10 Car Parking Standards	LPS 10 Car Parking Requirements	Car Parking Bays Provided
Tavern	1 space for every 3m <sup>2</sup> of bar and public area	Courtyards: 350m <sup>2</sup> = 116.6 bays	
		Sports Bar: 158m <sup>2</sup> = 52.6 bays	
		Saloon Bar: 104m <sup>2</sup> = 34.6 bays	
		Upper Lounge: 26m <sup>2</sup> = 8.6 bays	
		Snug: 18m <sup>2</sup> = 6 bays	
		Verandah: 105m <sup>2</sup> = 35 bays	
<b>Total</b>		<b>253.4 (254 bays) required</b>	<b>81 bays</b>
<b>Shortfall</b>		<b>173 bays</b>	

The proposal results in a shortfall of 173 bays. In considering this matter, the following is relevant:

- The existing situation on site does not provide for appropriately sealed and marked bays in accordance with relevant Australian Standards. The proposal rectifies this situation to provide bays for the Tavern, with the land use remaining unchanged, and is therefore an improvement on current car parking arrangements for the development;
- The amount of bays provided will adequately cater for staff;
- Given the Tavern land use and sale of alcohol, limiting the supply of available car parking bays to encourage the use of public transport is appropriate;
- The site is located within close proximity to the Bassendean Railway Station (110m);
- Existing on-street car parking is available along Old Perth Road and side streets abutting the subject site; and
- Whilst LPS 10 provides the ability for the local government to accept a cash payment in lieu of the provision of car parking spaces, the Town has no plan to provide additional car parking nearby.
- Draft Local Planning Policy No. 8 – Car Parking and End-of-Trip Facilities proposes to reduce the amount of bays required for a Tavern to 1 bay for every 3m<sup>2</sup> of bar area, reducing the amount of bays required to 88 bays (seven bay shortfall).

Based on the above, the proposed car parking provision is considered acceptable, subject to a condition being imposed requiring compliance with the relevant Australian Standards to ensure compliance with the specifications contained within *Local Planning Policy No. 8 – Parking Specifications*.

*Development Standards - Landscaping for Off-Street Parking*

Clause 4.7.2.7 of LPS 10 requires the following:

- Boundary landscaping with a minimum width of 2.0m abutting public streets, where car parking areas accommodate more than five bays; and
- Interior landscaping for open car parking areas with 21 or more parking spaces at a rate of 1m<sup>2</sup> of landscaping per 10m<sup>2</sup> of car parking bay area.

The proposal complies with these requirements, with the exception of the interior landscaping, as follows:

<b>LPS 10 Car Parking Landscaping Standard</b>	<b>Landscaping Area Required</b>	<b>Landscaping Area Provided</b>
1m <sup>2</sup> of landscaping per 10m <sup>2</sup> of parking bay area where 21 car bays or more provided.	1,078m <sup>2</sup> of parking bay area = 107.8m <sup>2</sup> landscaping required	79m <sup>2</sup> (where existing tree is to be retained within car parking area).
<b>Total</b>	<b>107.8m<sup>2</sup> required</b>	<b>79m<sup>2</sup> provided</b>
<b>Shortfall</b>	<b>28.8m<sup>2</sup></b>	

This proposed variation is considered unacceptable in this instance.

Notwithstanding, the Town has further liaised with the applicant regarding this issue and considered that there is scope to amend the design to increase the area of landscaping on site whilst also retaining both existing Figs. This would result in a further shortfall of car parking, however, that increased variation is considered acceptable for the reasons provided earlier in the report as well as it facilitating the retention of a significant existing tree on-site. The applicant has agreed to accept a condition to this effect and it will be recommended that such a condition is imposed.

In addition, LPP 1 requires 1 shade tree for every 4 car parking bays, and Local Planning Policy No. 1 – Town Centre Strategy and Guidelines (LPP 1) requires minimum 3.0m high trees in car parking areas. If the application is approved, it will be recommended that conditions be imposed requiring a revised landscaping plan.

*Development Standards - Bicycle Parking and End-of-Trip Facilities*

Clause 4.7.6 of LPS 10 relates to Bicycle Facilities and provides that *“the local government may require the provision of facilities that provide for and encourage cycling as part of any private development. Such facilities shall provide for the storage and parking of bicycles and change room/showers for cyclists”*.

Given the nature of the use, it is not considered warranted to require the provision of change room/showers, however, it is considered appropriate to require the provision of bicycle parking facilities (bicycle racks), which could be on-site, in the abutting road reserve or a combination of both. It will therefore be recommended that a condition be imposed to this effect.

Local Planning Policy No. 1 – Town Centre Strategy and Guidelines (LPP 1)

The purpose of LPP 1 is to provide a vision and objectives for development within the Bassendean Town Centre. The proposal complies with the requirements of LPP 1 (or can otherwise be made to comply via conditions) with the exception of the following:

Requirement	Comment
Crossovers should be limited to one crossover (3 – 6m wide) per development site. Crossovers should match footpath colour.	<p>The proposal involves the use of four crossovers; one each to Old Perth Road and Wilson Street and two to Parker Street. The variation is considered acceptable on the basis that all of the crossovers are existing and the site has three separate frontages. Whilst there will be two crossovers to Parker Street, one of them is for commercial vehicles and will therefore be used infrequently.</p> <p>It will be recommended that a condition be imposed requiring redundant portions of crossovers to be reinstated and that a footnote regarding the paving specifications be included.</p>
A town centre public realm contribution of 2% of development cost will be payable to Council as a condition of development approval. This contribution will be used to enhance the public realm in the vicinity of the development site and will include public art, street furniture, planting, paving and amenities such as bicycle racks, bins, shade structures, signage, etc.	Consistent with previous JDAP determinations within the Town Centre, it is not appropriate to administer a cost sharing arrangement via a Local Planning Policy, with the State Planning Policy 3.6 clearly setting out the requisite head of power for such contributions.
Windows at ground level on active frontages shall be minimum 2.4m high.	The proposal does not involve a minimum 2.4m high windows on all windows fronting Old Perth Road. This variation is considered acceptable given it is appropriate to retain the façade of the heritage place.
Glazed shopfronts are required in retail and commercial buildings. Old Perth Road facades should have a minimum of 80% clear glazed area at ground level.	The required glazing has not been achieved. This variation is considered acceptable given it is appropriate to retain the façade of the heritage place.

Local Planning Policy No. 14 – Stormwater (LPP 14)

The applicant has submitted a Drainage Plan in support of the development, which proposes on-site stormwater retention via soakwells and *GRAF Plastics* stormwater detention cells. A copy of the Civil and Drainage Plan is contained as Attachment 13.

Local Planning Policy No. 15 – Percent for Art Policy (LPP 15)

LPP 15 seeks to “assist in creating a “sense of place” and community identity” and requires the provision of public art or alternatively, the payment of a financial contribution to public art.

In this instance, the policy would ordinarily require either contribution to be valued at \$30,000. Given the proposal involves the significant restoration of a Heritage Listed building, and that in itself will contribute to the visual amenity and sense of place of the town centre, it is not considered necessary in this instance to impose the requirement for public art.

### Heritage

The Bassendean Hotel is Place No. 31 on the Town’s Heritage List and is a Category 2 listing, meaning it has a considerable significant of heritage to the local area and is very important to the heritage of the locality. The site is not on the State Register of Heritage Places and therefore no referral to the State Heritage Office is required.

In respect to the proposed modifications to the exterior of the Bassendean Hotel, the applicant sought heritage advice, contained as Attachment 14, the key details of which are summarised as follows:

- Development should be respectful of the ‘Inter-War Fee Classical’ style and landmark qualities of the place.
- Balustrades should be a simply designed and not introduce Federation period motifs into it.
- Steel framed windows should be conserved.
- In respect to conservation and adaption, the proposed treatment of the dada, openings and render detail is appropriate.

The ongoing use of the building as a Tavern allows for the ongoing social value of the place to be realised, and the Town is satisfied that the proposed additions to the existing building and the modifications to the façade of the building do not detract from the heritage value of the place.

### Trees

The submitted development application provides for the removal of a number of existing trees, retention of one tree and planting of new trees as outlined below. The applicant has provided an Arboricultural Impact Assessment in support of the proposal which is contained as Attachment 15. The proposal includes the removal of eight existing trees on-site. The recommendations contained within the arborists report and the Town’s assessment is outlined below.

<b>Tree No.</b>	<b>Species</b>	<b>Rational for removal (as per Arborists Report)</b>	<b>Assessment</b>
1.	Lemon Scented Gum ( <i>Corymbia citriodora</i> )	<ul style="list-style-type: none"> <li>• Signs of reduced health and vigour</li> <li>• Evidence of previous limb failures.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 1 has evidence of limb failure.</li> <li>• Whilst the tree has aesthetic value, the Town agrees with the recommendation in the arborist report.</li> </ul>
2.	Lemon Scented Gum ( <i>Corymbia citriodora</i> )	<ul style="list-style-type: none"> <li>• Proximity to existing inspection pit.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 2 is healthy and its growth has not been impacted by the proximity to the inspection pit.</li> </ul>

3.	Red Flowering Gum ( <i>Corymbia ficifolia</i> )	<ul style="list-style-type: none"> <li>• Signs of reduced health and vigour</li> <li>• Tip dieback</li> <li>• Minor deadwood accumulation</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 3 is in poor health and the Town agrees with the recommendation in the arborist report.</li> </ul>
4.	Lemon Scented Gum ( <i>Corymbia citriodora</i> )	<ul style="list-style-type: none"> <li>• Signs of reduced health and vigour.</li> <li>• Evidence of prior root damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 4 is moderately healthy and in a reasonable condition.</li> <li>• The roots are in vigorous condition.</li> </ul>
5.	Hill's Weeping Fig ( <i>Ficus macrocarpa var. hillii</i> )	<ul style="list-style-type: none"> <li>• Historic root exposure, damage and compaction.</li> <li>• Dieback/thinning evident.</li> <li>• Roots extending into car parking area.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 5 is in a reasonable condition. The tree could potentially be revived with an appropriate tree growth zone around the base of the tree.</li> </ul>
6.	Hill's Weeping Fig ( <i>Ficus macrocarpa var. hillii</i> )	N/A – to be retained	Whilst there is evidence of trunk wounding, this tree was in better health, potentially as a result of less exposure to root damage and severance.
7.	Jacaranda ( <i>Jacaranda mimosifolia</i> )	<ul style="list-style-type: none"> <li>• Form diminished by poor pruning/lopping practises.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 7 is in poor health and the Town agrees with the recommendation in the arborist report.</li> </ul>
8.	Jacaranda ( <i>Jacaranda mimosifolia</i> )	<ul style="list-style-type: none"> <li>• Form diminished by poor pruning/lopping practises.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 8 is in poor health and the Town agrees with the recommendation in the arborist report.</li> </ul>
9.	Bottlebrush ( <i>Callistemon sp.</i> )	<ul style="list-style-type: none"> <li>• Form diminished by poor pruning practises.</li> </ul>	<ul style="list-style-type: none"> <li>• Tree 9 is in poor health and the Town agrees with the recommendation in the arborist report.</li> </ul>

Whilst it is desirable to retain existing mature vegetation, it is also acknowledged that the trees proposed to be removed are located on private property, are not subject to Tree Preservation Orders and are therefore afforded no statutory protection. It should be noted that three separate Tree Preservation Order nominations have been submitted after this application was lodged, which are yet to be determined by Council.

Notwithstanding, since the lodgement of the application, the Town has liaised with the applicant regarding the issue of car parking, landscaping and tree retention. In addition to the proposed retention of Tree 5 (as detailed earlier in the report), the Town has requested that Tree 1 (Lemon Scented Gum) be retained on the basis that its location on the eastern boundary of the site will not impact the location of the proposed courtyard. The applicant has agreed to this request and it will be recommended that a condition be imposed requiring amended plans to reflect the changes. It will also be recommended that a condition be imposed requiring retained trees to be protected from construction works.

### *New Tree Planting*

The proposal involves landscaping treatments, including landscaping to the southern boundary of the site and planting of six new trees. The Landscape Plan is contained as Attachment 16. This proposal is supported and in addition, a condition requiring a revised landscaping plan has been recommended to in part address the following:

- Inclusion of additional tree plantings within the car parking area along the southern boundary for additional amenity and shade in accordance with LPS 10 requirements. The Town does not consider additional tree planting in the balance of the car parking area is warranted given the retention of Trees 5 and 6.
- Details of retaining to the landscaped entry areas and within the tree protection zones to ensure soil/mulch does not spill into the car parking area of road reserve, particularly given the level differences between the subject site and the public realm.

### Noise

Whilst the Town notes that the premises is already used as a Tavern, the proposed courtyard additions have the potential to result in increased noise impacts to nearby sensitive residential land uses. The proposal involves the provision of screening to the courtyards abutting Parker Street and Old Perth Road.

The applicant has submitted an Acoustic Report in support of the proposal, contained as Attachment 17, which addresses the following noise sources associated with the proposal:

- Patron activity;
- Music;
- Mechanical service equipment, delivery area and waste collection;
- Car parking areas; and
- The playground within the courtyard area.

The report confirms that the noise emissions from the proposed development can comply with the *Environmental Protection (Noise) Regulations 1997*. An advice note regarding ongoing compliance with the *Environmental Protection (Noise) Regulations 1997* is recommended, which captures operational noise and construction activities.

### Waste Management

The applicant has submitted a Waste Management Plan in support of the proposal, contained as Attachment 18. The applicant proposes waste to be handled by a third party operator, with waste collection from the rear of the building and access for waste vehicles via a separate crossover/access way; the same route as delivery vehicles.

If approved, it is recommended that a revised Waste Management Plan be provided as a condition of approval to further refine the details of waste collection in accordance with the Western Australian Local Government Association Waste Plan Guidelines for best practice. The Town has also recommended an advice note recommending the applicant consider the implementation of the Food Organics Garden Organics (FOGO) system, and Container Deposit Scheme collection.



## Traffic and On-Street Parking

Comment was made with respect to the use of the car park as a shortcut between Wilson and Parker Streets. The car parking area will be a low speed environment and use of Old Perth Road will only result in an additional 100m journey. Use of traffic calming devices within the car parking area is therefore not considered warranted.

Comment was also made on the likely increased use of Wilson and Parker Streets for on-street parking. There are designated bays on both streets for this purpose. The Town can use offences and penalties provisions as per the *Parking Local Law 2019* should vehicles block access to driveways.

### **Conclusion:**

The proposed development is consistent with LPS 10 and relevant local planning policies, with the exception of those requirements outlined above that can be adequately addressed via conditions. The Town is satisfied that the proposed development is consistent with the objectives of the Town Centre zone, and is it therefore recommended that the application be approved subject to conditions.

## Alternatives

N/A

### **Officer Recommendation**

That the Metro Inner-North JDAP resolves to **Approve** DAP Application reference DAP/21/01954 and accompanying plans:

- A- DA1101 – Site Plan;
- A- DA1301 – Overall Elevations – North, North-West & West;
- A- DA1302 – Overall Elevations – South & East;
- A- DA1303 – Overall Sections;
- A – DA2201 – Ground Floor Plan;
- A – DA2202 – Level 1; and
- A – DA2203 – Roof Plan;

in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Town of Bassendean Local Planning Scheme No. 10, subject to the following conditions:

### **Conditions**

1. Pursuant to clause 26 of the Metropolitan Region Scheme, this approval is deemed to be an approval under clause 24(1) of the Metropolitan Region Scheme.
2. This decision constitutes planning approval only and is valid for a period of 2 years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.

3. Prior to the occupation of the development, Lots 5 and 6 Old Perth Road, Bassendean shall be amalgamated into a single lot on a Certificate of Title or the owner shall enter into a legal agreement with the Town of Bassendean at the owner's cost requiring amalgamation to be completed within twelve months of the issue of a Building Permit, or the completion of the development, whichever occurs earlier.
4. Prior to or in conjunction with an application for a Building Permit, amended plans being submitted and approved to the satisfaction of the Town of Bassendean that provides for at least 107.8m<sup>2</sup> of landscaping, the retention of Tree No.1 (Lemon Scented Gum) and Tree No. 5 (Hill's Weeping Fig) and associated tree growth zones for those trees.
5. Prior to or in conjunction with an application for a Building Permit, a revised landscape plan being submitted and approved to the satisfaction of the Town of Bassendean. The following details are to be included:
  - (i) Details of the location and type of retained and proposed trees, shrubs, ground cover, any lawn areas to be planted;
  - (ii) Low water use plants/irrigation systems;
  - (iii) Landscaping within the car parking area at a rate of 1 tree per 4 bays along the southern boundary of Lots 5 and 6 Old Perth Road, Bassendean. Trees within the car parking area are to be a minimum of 3.0m in height;
  - (iv) Details of the proposed watering system to ensure the establishment of species and their survival during the hot, dry summer months;
  - (v) Details of protective barriers to the retained Tree No.1 (Lemon Scented Gum) and Tree No. 5 (Hill's Weeping Fig) and of the tree protection zones; and
  - (vi) Details as to retaining to ensure mulch/soil does not spill into the car parking area or onto the adjacent footpath/road reserve.
6. Prior to the occupation of the development, the landscaping and irrigation of the development site and protective barriers to the retained trees are to be installed in accordance with the approved landscape plan and thereafter maintained to the satisfaction of the Town of Bassendean.
7. The existing street tree within the Parker Street road reserve adjacent to the development site being protected from damage with barricades during construction in accordance with Council Policy 1.8 – Street Trees.
8. Prior to or in conjunction with an application for a Building Permit, a lighting plan detailing lighting to access ways, pathways and car parking areas is to be submitted and approved to the satisfaction of the Town of Bassendean.
9. Prior to the occupation of the development, the lighting plan is to be implemented and thereafter maintained for the duration of the development to the satisfaction of the Town of Bassendean.
10. Prior to the occupation of the development, vehicle parking, manoeuvring and circulation areas shall be designed, constructed, sealed, drained, line-marked and kerbed in accordance with:

- (i) The approved plans (as modified in accordance with the amended plans are required by Condition No.1);
- (ii) Australian/New Zealand Standard AS/NZS 2890.1:2004, Parking facilities, Part 1: Off-street car parking;
- (iii) Australian/New Zealand Standard AS/NZS 2890.6:2009, Parking facilities, Part 6: Off-street parking for people with disabilities;
- (iv) Australian Standard AS 1428.1-2009, Design for access and mobility, Part 1: General Requirements for access-New building work (by providing a link to the main entrance of the development by a continuous accessible path of travel); and
- (v) Town of Bassendean engineering requirements and design guidelines.

The car parking is to be maintained to the satisfaction of the Town of Bassendean for the duration of the development.

11. The redundant portion of crossovers Old Perth Road and Parker Street shall each be removed and the verge/footpath shall be reinstated to the satisfaction of the Town of Bassendean.
12. Prior to or in conjunction with an application for a Building Permit, details being submitted of all proposed external fixtures and ventilation systems, including the location of plant equipment, vents and air conditioning units, satellite dishes and non-standard television aerials. All fixtures and ventilation systems must be adequately screened from view of the street to the satisfaction of the Town of Bassendean.
13. Prior to or in conjunction with an application for a Building Permit, a revised Waste Management Plan is to be submitted, approved and thereafter implemented to the satisfaction of the Town of Bassendean. The Waste Management Plan shall address matters included in the Western Australian Local Government Association's Commercial Waste Guidelines, including additional information on, but not necessarily limited to, the following:
  - (i) Measures to be implemented for the purpose of minimizing the delivery of waste to landfill, including the onsite separation of materials for recycling;
  - (ii) A detailed plan of the bin storage area;
  - (iii) the volume and the type of waste to be placed in the bins, including a waste generation calculation; and
  - (iv) Details of intended method of collection (by private contractor) in respect to manual handling given the level differences on the site.

All works must be carried out in accordance with the Waste Management Plan and maintained at all times, for the duration of development.

14. Prior to or in conjunction with an application for a Building Permit, the bin storage area must 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 must 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 is to be constructed prior to the occupation of the development and must be retained and maintained in good condition for the duration of the development.

- 15. Visually impermeable roller shutters (external and internal), doors, grilles and security bars shall not be installed on any part of the frontage of the development facing Old Perth Road or Parker Street.
- 16. Prior to or in conjunction with an application for a Building Permit, a Construction Management Plan shall be submitted and approved to the satisfaction of the Town of Bassendean that provides details of the following:
  - (i) Estimated timeline and phasing of construction;
  - (ii) Dust control measures;
  - (iii) Noise control measures;
  - (iv) Access points for heavy vehicles during demolition and construction; and
  - (v) 24 hours contact details of staff available to deal with either an emergency situation or to respond to complaints.
- 17. Entries and window frontages facing Old Perth Road must not be covered, closed or screened off (including by means of dark tinting, shutters, curtains, blinds, roller doors or similar), to ensure that a commercial, interactive frontage is available to the development from Old Perth Road, for the duration of the development.
- 18. Five bicycle parking spaces must be designed in accordance with AS2890.3—1993, Parking facilities, Part 3: Bicycle parking facilities prior to or in conjunction with an application for a Building Permit and constructed prior to occupancy of the development. The bicycle parking spaces must be retained and maintained in good and safe condition for the duration of the development.

## Advice Notes

1. The applicant is advised that this Development Approval does not constitute approval for any works within the road reserve abutting the subject land. The *Local Government Act 1995* requires prior approval to be obtained from the Town of Bassendean before any works carried out within the road reserve. It is the responsibility of the applicant to obtain the appropriate permits, with all applications to be made to the Town of Bassendean.
2. The submitted Building Permit application plans are to be consistent with the plans that form part of the relevant Development Approval, to the satisfaction of the Town of Bassendean.
3. The issue of a Building Permit is required prior to the commencement of works onsite.
4. The premises and equipment the subject of this development approval are required to comply with the Food Standards Code, *Food Safety Standards 3.2.3*.
5. An application shall be made to the Town of Bassendean's Health Services for environmental health/food related matters. In this regard, please submit two (2) sets of scaled plans (minimum 1:100) and specifications detailing the design and fit out, to Health Services which include the following information:
  - (i) the structural finishes of walls, floors, ceilings, benches, shelves and other surfaces;
  - (ii) the position and type of all fixtures, fittings and equipment;
  - (iii) all floor wastes/bucket traps/cleaner's sinks, grease traps, etc.;
  - (iv) waste storage and disposal areas;
  - (v) elevations of food handling and storage areas;
  - (vi) plans and specifications of the mechanical exhaust system including roof plan for discharge location.

An inspection of the premises will be required to be carried out by Health Services prior to occupation of the development.

6. All internal W.C.'s shall be provided with mechanical exhaust ventilation and flumed to the external air in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971*.
7. The development and operation of the premises shall comply with the *Environmental Protection (Noise) Regulations 1997*.
8. Grease trap requirements to be to the satisfaction of the Industrial Waste Section of the Water Corporation and installed to the satisfaction of the Town of Bassendean's Health Services.

9. With respect to construction/modification of crossovers, please liaise with the Town of Bassendean's Asset Services. The applicant is advised that the Town of Bassendean Verge permit (2020/21 fee) is to be applied for and fee to be paid in this respect. Further:
  - (i) Additional details of the fencing abutting the crossover onto Old Perth Road is required to ensure adequate sight lines are achieved; and
  - (ii) In respect to redundant crossovers to be removed, the verge is to be reinstated in accordance with the Town of Bassendean *Specification for the Construction of Old Perth Road Paved Crossovers*.
10. With respect to the Waste Management Plan, the applicant is encouraged to undertake waste management in accordance with the Food Organics Garden Organics system and consider participation in the State Government's Container Deposit Scheme.
11. This approval does not relate to any signage. A separate application is required to be lodged and approved by the Town of Bassendean prior to the installation of any signage.
12. The development and operation of the premises shall comply with the *Health (Public Buildings) Regulations 1992*. An application shall be made to the Town of Bassendean's Health Services. In this regard, please submit two (2) sets of scaled plans (minimum 1:100) and specifications detailing:
  - (i) location and width of emergency exits;
  - (ii) location of emergency exit signage;
  - (iii) location and number of sanitary facilities;
  - (iv) emergency lighting; and
  - (v) intended use of each public building area.

An inspection of the premises will be required to be carried out by Health Services prior to occupation of the development. The Town of Bassendean also advises the following in respect to the *Health (Public Buildings) Regulations 1992*:

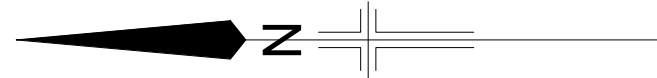
- (i) The provision of designated exits to public buildings is required. Such exits are required to open in the direction of egress;
- (ii) The proposed number of doors which open in the direction of egress will restrict the number of patrons permitted in each public building area at any one time. This number will be significantly less than that, which would be permitted based on the floor area of each public building area and also the sanitary facilities available;
- (iii) Additional designated exits will need to be provided in order to accommodate the proposed patron numbers shown in the proposed ground floor plan, should the premises operate in accordance with the Design Report prepared by Woods Bagot, dated February 2021; and

- (iv) The building must not be opened to the public until a Certificate of Approval or a Variation of Certificate of Approval has been issued by the Town of Bassendean in accordance with section 178 of the *Health Act 1911*.

#### **Reasons for Officer Recommendation**

The proposed development is consistent with LPS 10 and relevant local planning policies, with the exception of those requirements outlined above that can be adequately addressed via conditions. The Town is satisfied that the proposed development is consistent with the objectives of the Town Centre zone, and is it therefore recommended that the application be approved subject to conditions.





**SYMBOL LEGEND**

NATURAL SURFACE LEVEL
FLOOR LEVEL
TOP OF WALL
POWER POLE
WATER METER
GAS VALVE
TEL STRA PIT
BOLLARD
BUSH
TREE AT SCALE

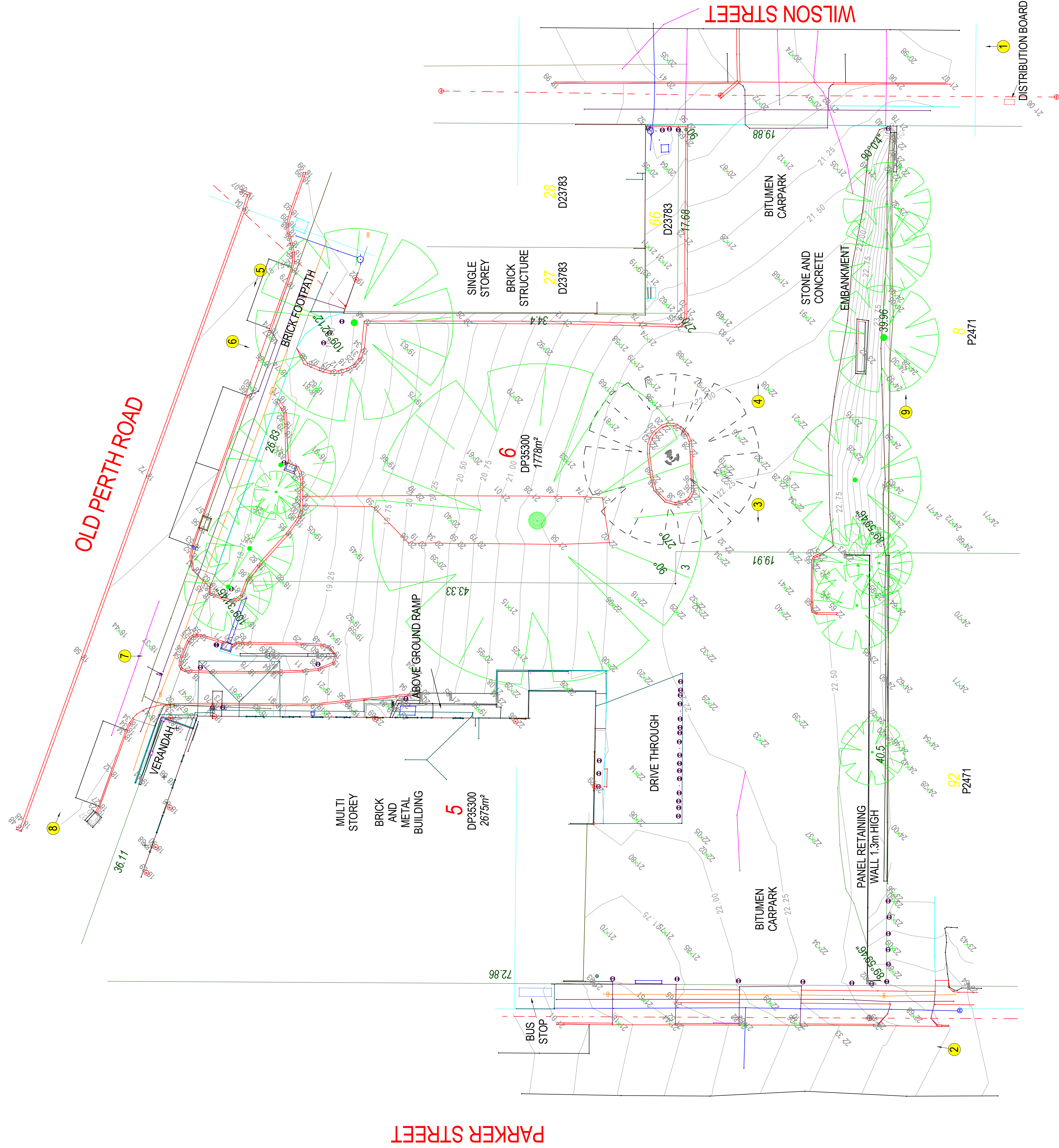
**DETECTED UNDERGROUND SERVICES BY SUBTERRA**

TELECOMMUNICATION CABLE
ELECTRIC CABLE
GAS PIPE
DRAINAGE PIPE
UNKNOWN SERVICE

**LINETYPE LEGEND**

BOUNDARY
CONTOUR (INTERVALS OF 0.25m)
BUILDING/STRUCTURE
ROOF/EAVE LINE
DOOR
WINDOW
WALL
FENCE
CONCRETE EDGE
BRICK PAVING
FOOTPATH
KERB
EDGE OF BITUMEN
ROAD LINE MARKING
ROAD CENTRELINE
TOP OF BANK
BOTTOM OF BANK
VEGETATION LINE
OVERHEAD POWER LINES
SEWER PIPE (WATER CORPORATION)
WATER PIPE (WATER CORPORATION)

WATER & SEWER DATA SHOWN ON THIS PLAN IS DERIVED FROM SUPPLIED WATER CORPORATION INFORMATION SHEETS AND IS COMPILED AS BEST-FIT MODEL. BROWN/MCALLISTER SURVEYORS CANNOT GUARANTEE THE ACCURACY OF THIS DATA.



Recent revision history	Description	Date
# Status	ISSUE FOR DEVELOPMENT APPLICATION	12/02/21
A DA		

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Project  
BASSENDEAN HOTEL

Client  
ARK GROUP

Issuer  
**WOODS BAGOT**

Project number	Size check
160734	25mm
Checked	Approved
KL	ES
Sheet size	Scale
A1	1:200

Sheet title  
DEVELOPMENT APPLICATION  
SITE SURVEY PLAN

Sheet number	Revision
A-DA1102	A
Status	
DA	





Recent revision history	#	Status	Description	Date
A	DA		ISSUE FOR DEVELOPMENT APPLICATION	12/02/21

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BIC RESERVE

BASSEDEAN MEMORIAL LIBRARY

RESIDENTIAL

WILSON STREET

Bassedean Oriental Restaurant  
 Menulog Delivery

RESIDENTIAL

WILSON STREET PARKING

RETAIL

OLD PERTH ROAD

PARKER STREET

PALMERSON STREET

RETAIL

RESIDENTIAL

BASSEDEAN TRAIN STATION

GUILDFORD STREET

Project  
 BASSEDEAN HOTEL

Client  
 ARK GROUP

Issuer  
**WOODS BAGOT**

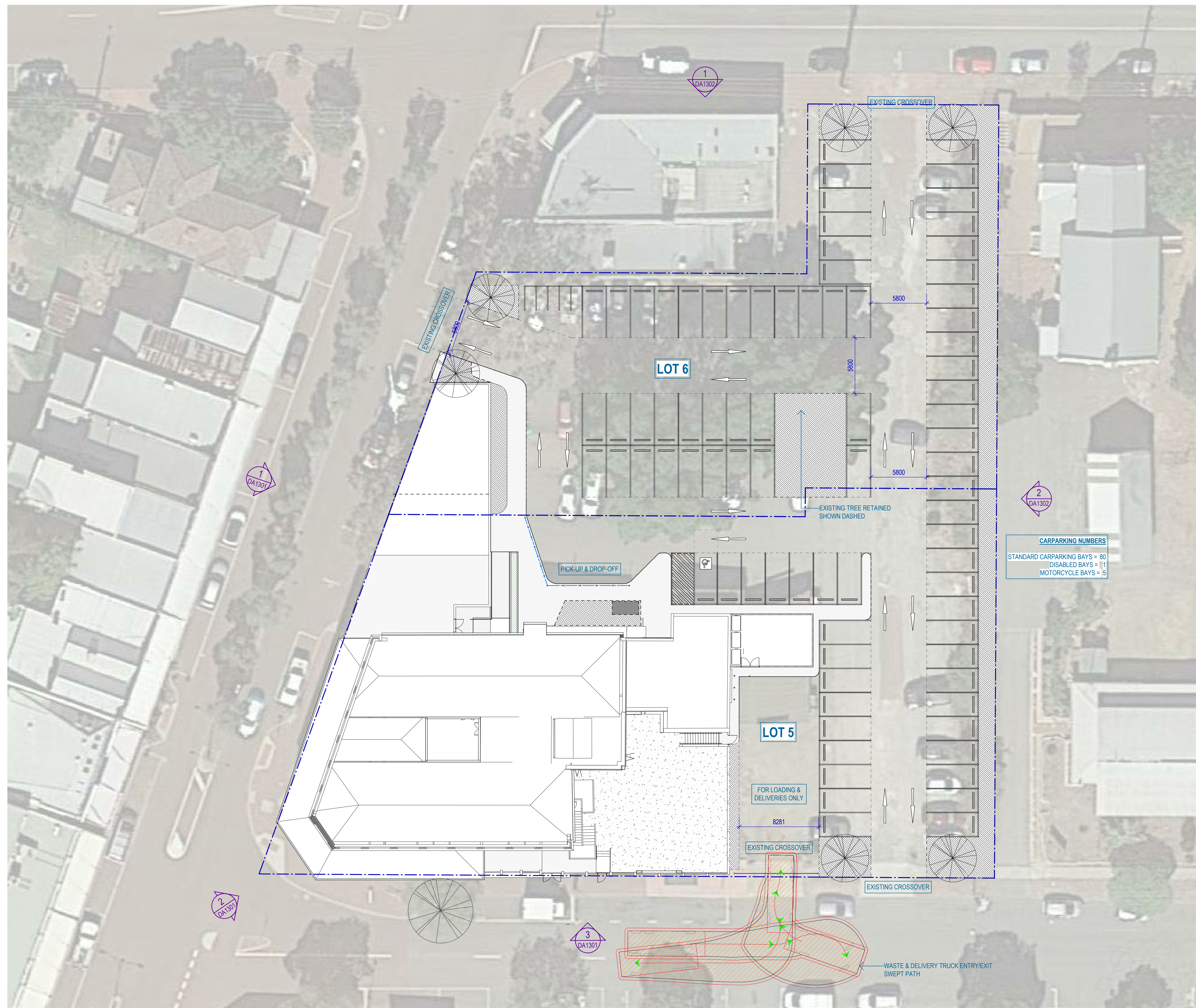
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Sheet size	A1	Scale	1 : 500

Sheet title  
 DEVELOPMENT APPLICATION LOCATION PLAN

Sheet number	A-DA1100	Revision	A
Status	DA		



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CARPARKING NUMBERS	
STANDARD CARPARKING BAYS	= 80
DISABLED BAYS	= 1
MOTORCYCLE BAYS	= 5

Project  
**BASSEDEAN HOTEL**

Client  
**ARK GROUP**

Issuer  
**WOODS BAGOT**

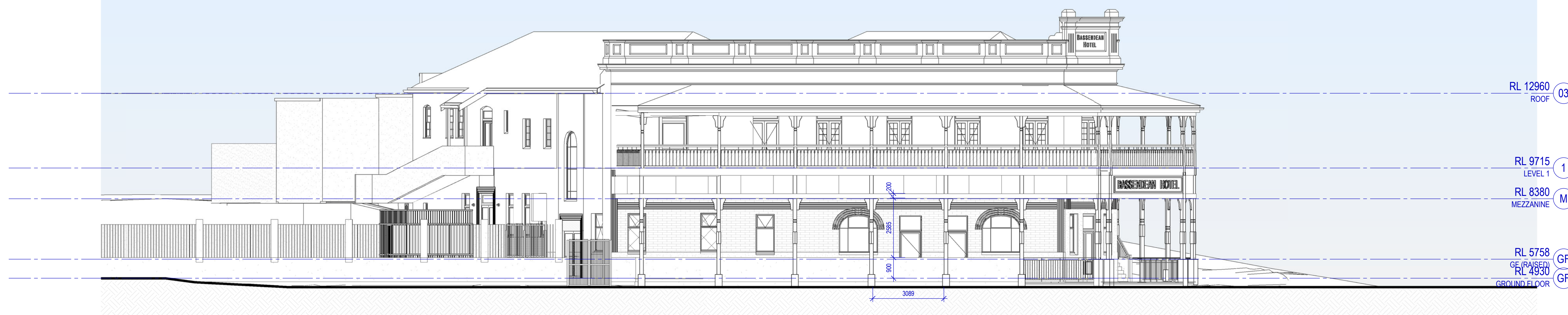
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Sheet size	A1	Scale	1:200

Sheet title  
**DEVELOPMENT APPLICATION SITE PLAN**

Sheet number	<b>A-DA1101</b>	Revision	<b>A</b>
Status	DA		



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1 OVERALL ELEVATION - NORTH  
 SCALE 1:100



2 OVERALL ELEVATION - NORTH-WEST  
 SCALE 1:100



3 OVERALL ELEVATION - WEST  
 SCALE 1:100

Project  
**BASSENDEAN HOTEL**

Client  
**ARK GROUP**

Issuer  
**WOODS BAGOT**

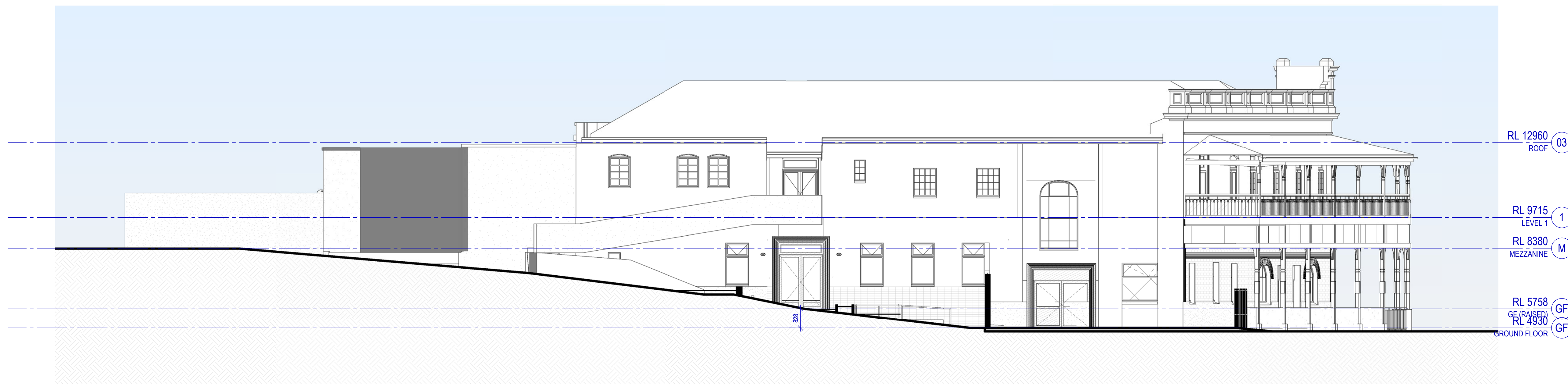
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Sheet title  
**DEVELOPMENT APPLICATION  
 OVERALL ELEVATIONS - NORTH,  
 NORTH-WEST & WEST**

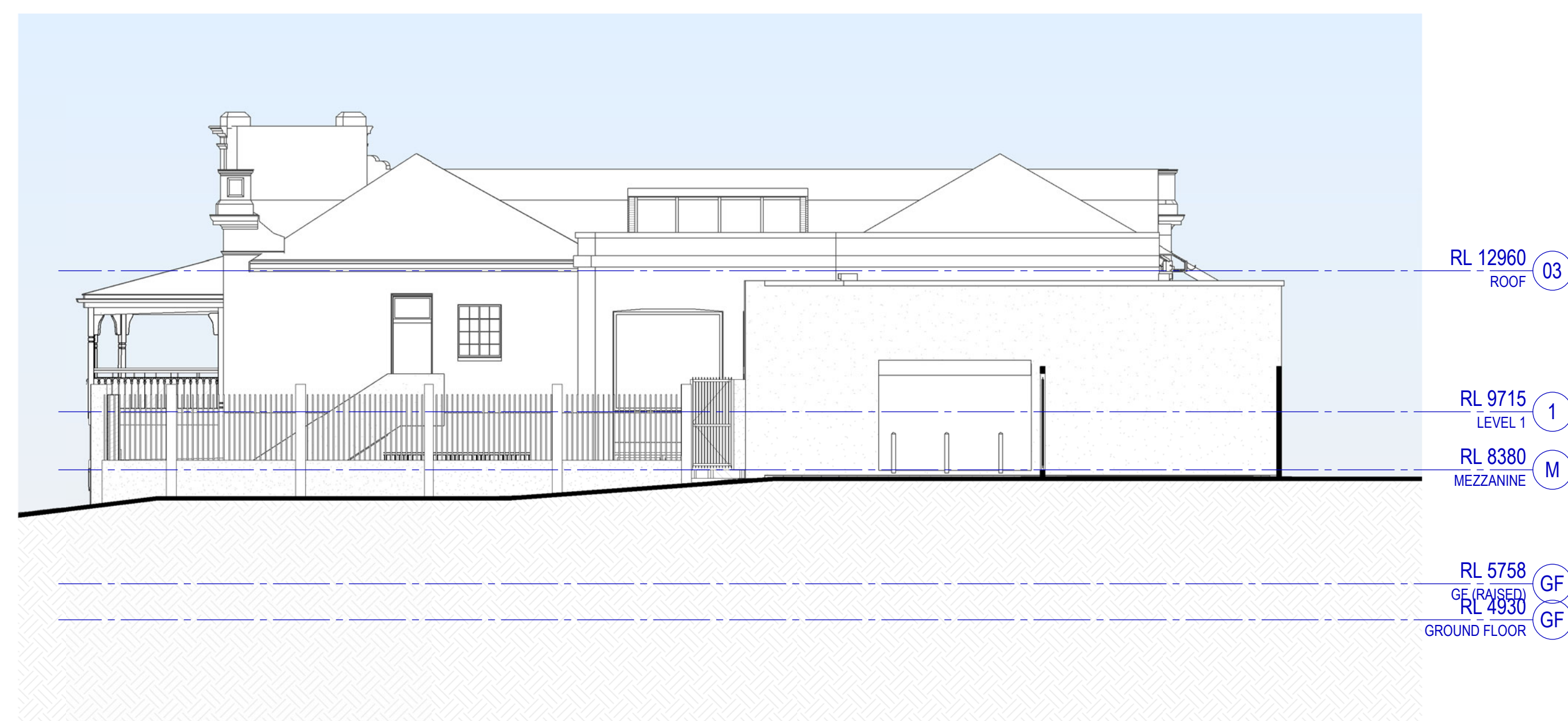
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Status: DA	



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1 OVERALL ELEVATION - EAST  
 SCALE 1 : 100



2 OVERALL ELEVATION - SOUTH  
 SCALE 1 : 100

Project  
 BASSENDEAN HOTEL

Client  
 ARK GROUP

Issuer  
**WOODS BAGOT**

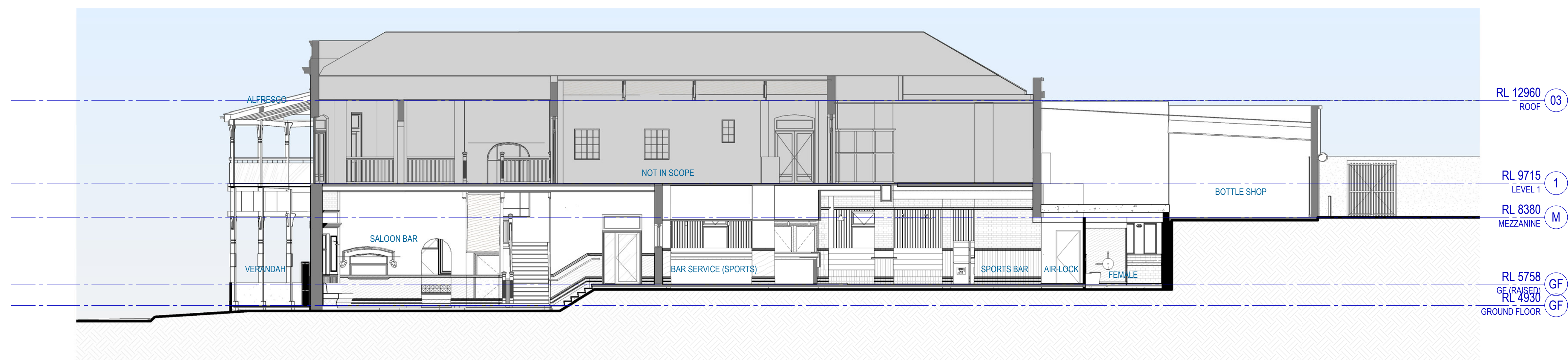
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Sheet title  
 DEVELOPMENT APPLICATION  
 OVERALL ELEVATION - SOUTH & EAST

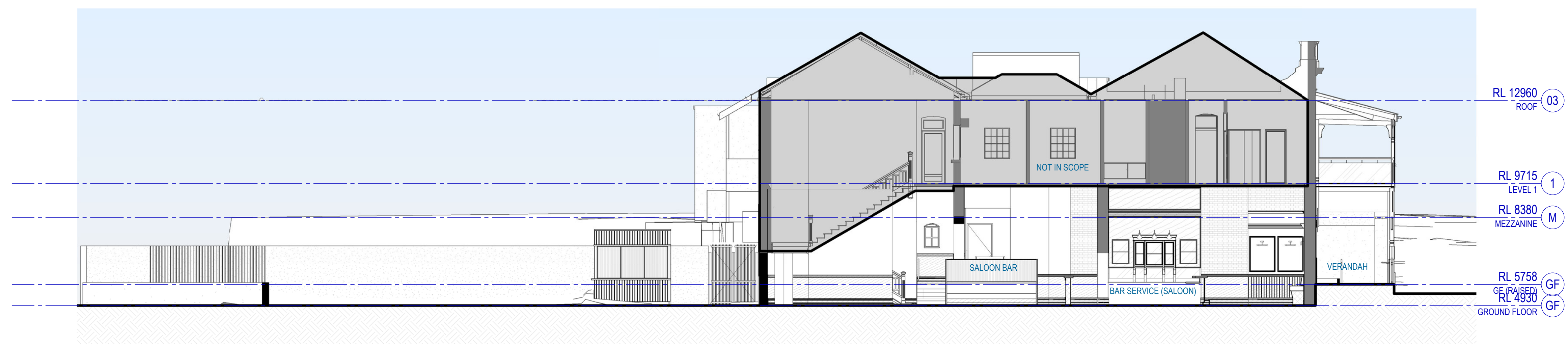
Sheet number	A-DA1302	Revision	A
Status	DA		



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1 SECTION - NORTH SOUTH  
 SCALE 1 : 100



2 SECTION - EAST WEST  
 SCALE 1 : 100

Project  
 BASSENDEAN HOTEL

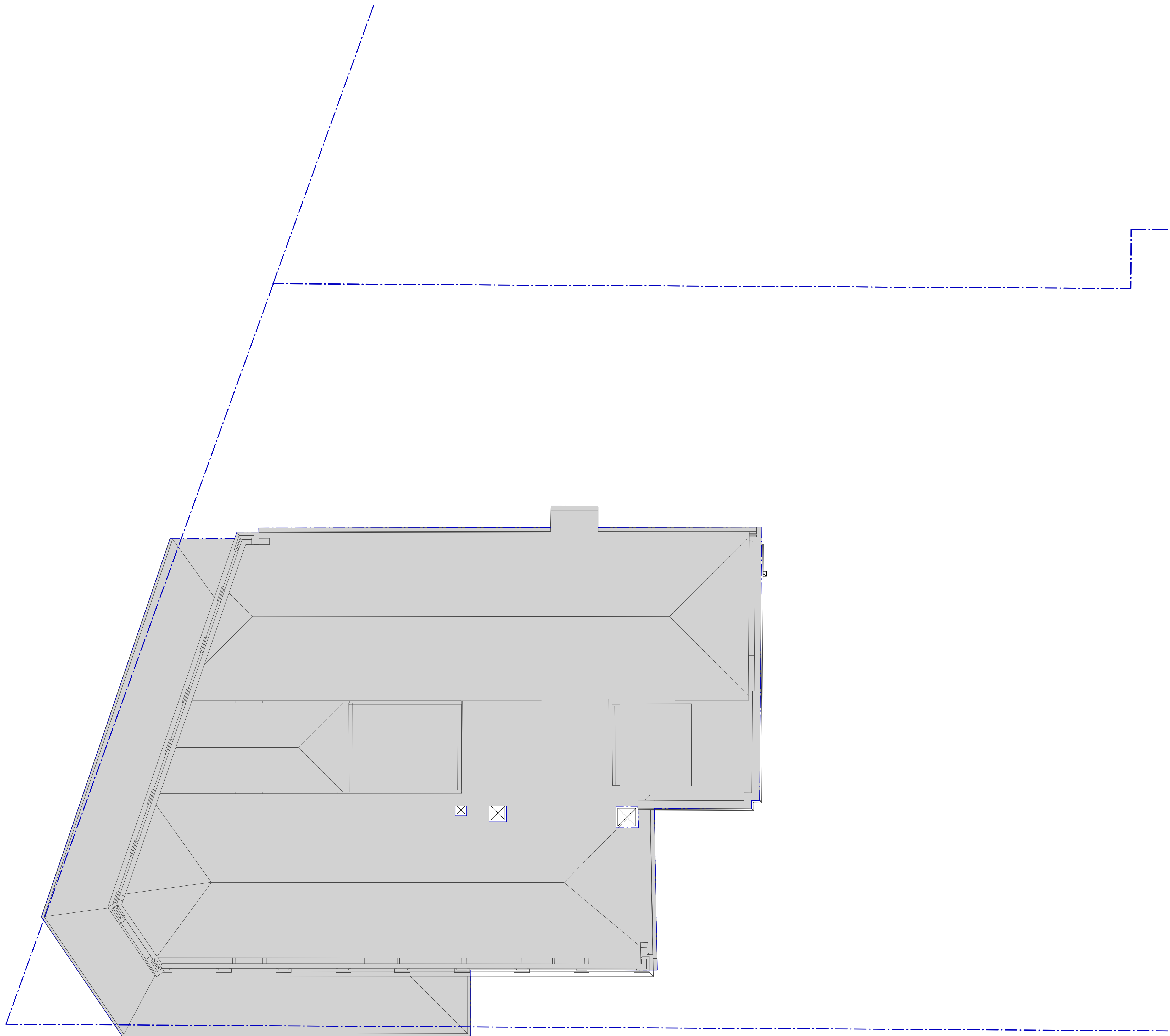
Client  
 ARK GROUP

Issuer  
**WOODS BAGOT**

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Sheet title  
 DEVELOPMENT APPLICATION  
 OVERALL SECTIONS

Sheet number	Revision
A-DA1303	A
Status	
DA	



Recent revision history			
#	Status	Description	Date
A	DA	ISSUE FOR DEVELOPMENT APPLICATION	12/02/21

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Project  
**BASSEDEAN HOTEL**

Client  
**ARK GROUP**

Issuer  
**WOODS BAGOT**

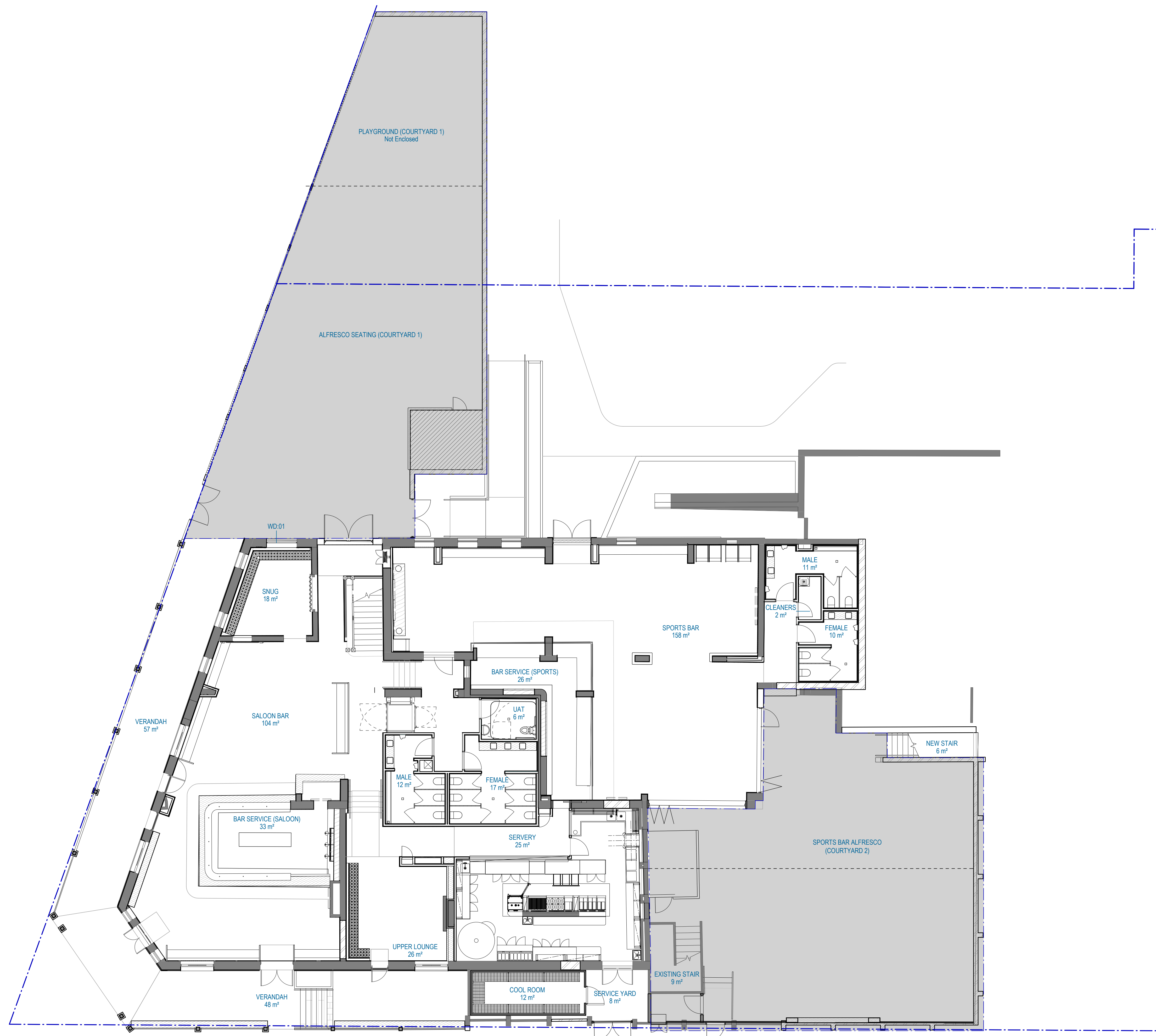
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Sheet title  
**DEVELOPMENT APPLICATION  
 ROOF PLAN**

Sheet number	Revision
<b>A-DA2203</b>	<b>A</b>
Status	
DA	



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Project  
**BASSEDEAN HOTEL**

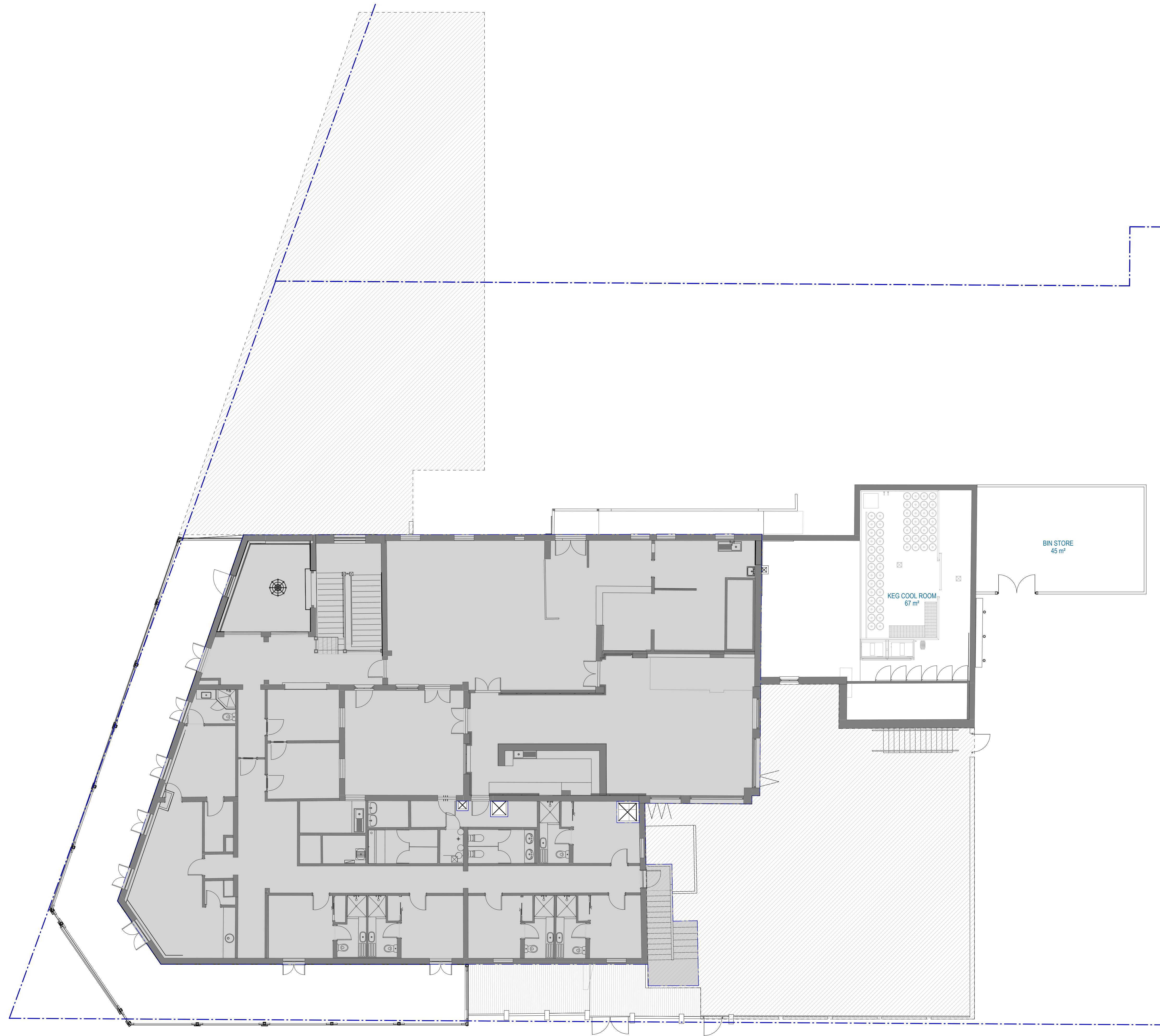
Client  
**ARK GROUP**

Issuer  
**WOODS BAGOT**

Project number	160734	Size check	25mm
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Sheet size	A1	Scale	1:100

Sheet title  
**DEVELOPMENT APPLICATION  
 GROUND FLOOR PLAN**

Sheet number	<b>A-DA2201</b>	Revision	<b>A</b>
Status	<b>DA</b>		



Recent revision history		
#	Status	Description
A	DA	ISSUE FOR DEVELOPMENT APPLICATION

Date  
12/02/21

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Project  
**BASSEDEAN HOTEL**

Client  
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Issuer  
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Project number	160734	Size check	25mm
Checked	KL	Approved	ES
Sheet size	A1	Scale	1:100

Sheet title  
**DEVELOPMENT APPLICATION LEVEL 1**

Sheet number	A-DA2202	Revision	A
Status	DA		



# BASSENDEAN HOTEL DA Design Report



# TEAM INTRODUCTIONS



Owner/ Operator



Architect & Interior Design



Landscape Architect

# State Planning Policy 7.0

## Design Principles

1

### Context & Character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

2

### Landscape Quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within broader ecological context.

3

### Built Form & Scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

4

### Functionality & Build Quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefits over the full life cycle.

5

### Sustainability

Good design optimises the sustainability of the built environment, deliver positive environmental, social and economic outcomes.

6

### Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

7

### Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

8

### Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviours and use.

9

### Community

Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

10

### Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.



# Principle 1: Context & Character

## Location & Context Diagram

Town Centre Zoning (Local Planning Scheme No. 10)

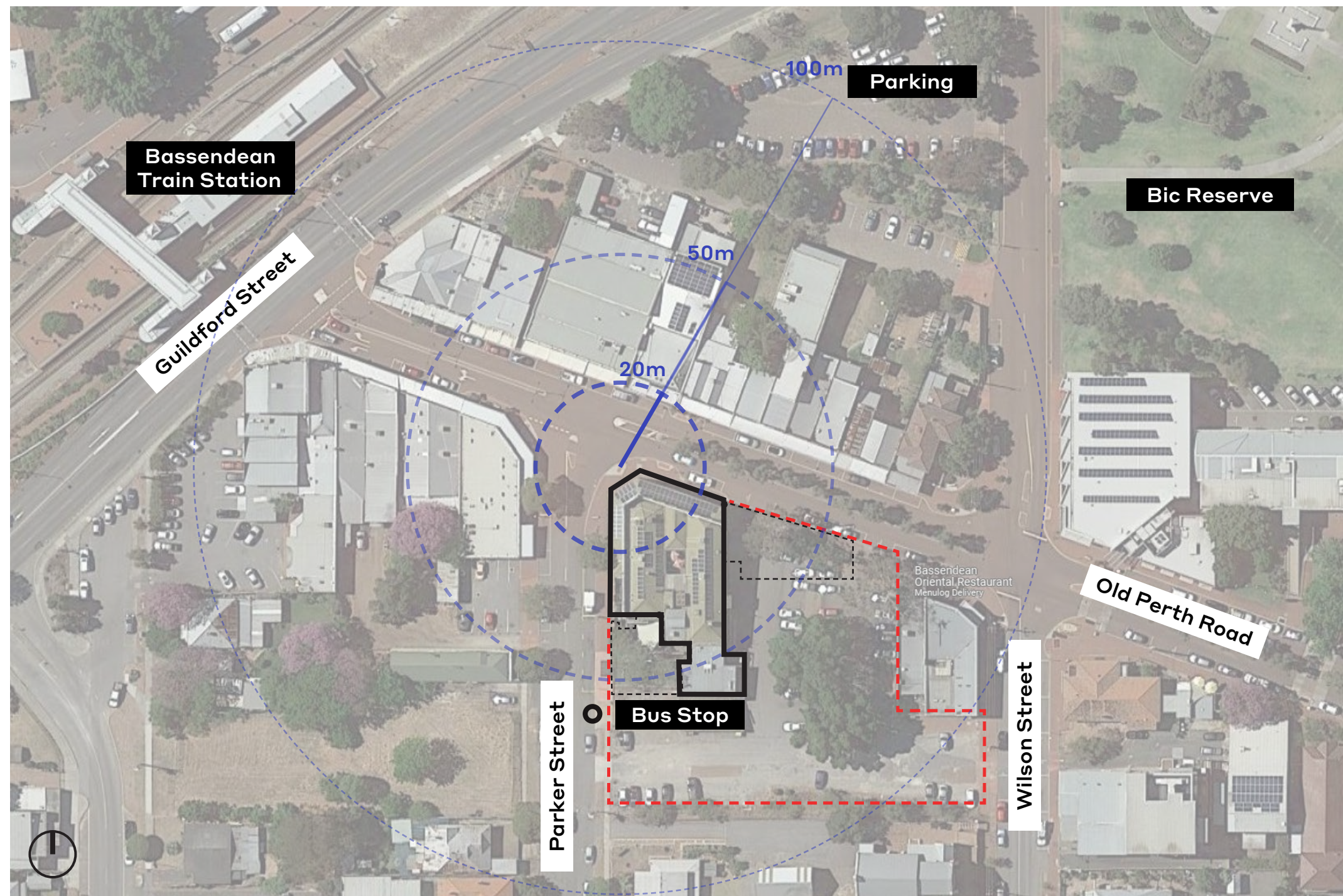




# Principle 1: Context & Character

## Site Plan & Street Presence

Identified as a landmark building in Bassendean (Bassendean Town Centre Strategy & Guidelines)





# Principle 1: Context & Character Heritage

## Visual Architectural Timeline

c. 1930



c. 1974



Current



### HERITAGE OVERVIEW:

- Originally built in 1930
- **Bassendean Hotel is Place No.163 on the Town's Municipal Heritage Inventory and has a level of significance of Category 2.**
- Category 2 is 'Considerable Significant'. Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.
- **The place is not on the State Register, and therefore the requirements of the Heritage Act 2018 are not applicable.**
- Bassendean Hotel is Place No. 31 on the Town's Heritage List
- **In the 1950s the hotel was remodelled internally in the style of the period and the majority of the internal fittings and features were removed.**

### MHI STATEMENT OF SIGNIFICANCE:

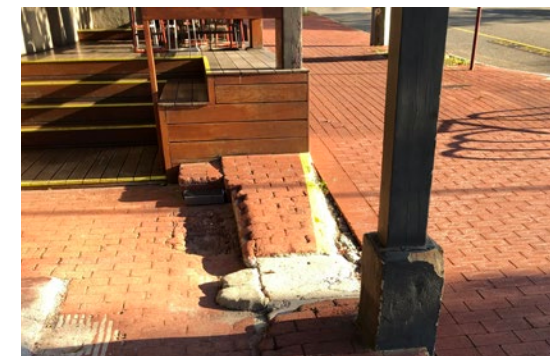
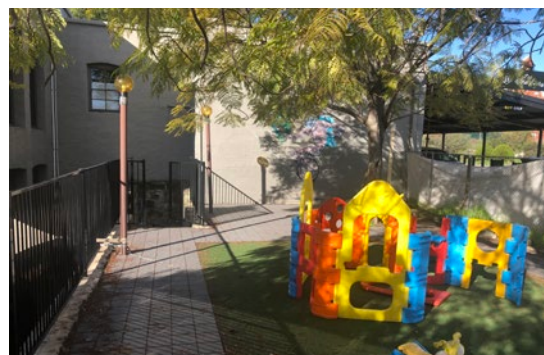
- The place has aesthetic value as a good, intact example of the Inter War Free Classical style.
- The place has value as a landmark in the streetscape and demonstrates the original town centre of Bassendean.
- The place has historic value for its association with the development of Bassendean in the Inter War period and for the community campaign waged against the hotel which illustrates the strength of the temperance movement at the time.
- The place has social value for the many community members who have worked or attended the place for a variety of reasons since 1930.





## Principle 1: Context & Character Current Building Condition

- Level 1 verandah is structurally unsound.
- Over 5 decades of unsympathetic extensions and haphazard repairs and renovations.
- Parts of the building & services in dilapidated condition.
- Multiple building code non-compliances.





## Principle 1: Context & Character Our Vision



**"Our vision is to elevate the hospitality offering at the Bassendean Hotel by creating a distinct destination with a proud local identity.**

**The opportunity lies in the rejuvenation of a historic landmark and venue which pays homage to the rich history of Bassendean Town. The design response is inspired by the building itself and the guest experience personified by its colourful history.**

**The new venue will be underpinned by casual, yet high quality food and beverage offerings, honest service and an inclusive environment to welcome the community and appeal to a diverse group of patrons."**

*'By 2030, the town centre has been transformed into a vibrant hub of mixed uses and activities with a unique sense of place, rich in history and heritage...It is a place where people want to be...'*

Town of Bassendean Vision 2030  
- Community Plan

# Principle 1: Context & Character

Heritage Consultant (advice notes) - Philip Griffiths

Because it was built in the period of restricted trading hours, this and other hotels like and including the Bassenden Hotels were made robust to withstand the 'six o'clock swill'. When completed the hotels had a tiled dado at ground floor level, tuck-pointed brick walls with rendered quoins and string courses with rendered arches to windows, and steel framed windows. The upper floor appears to have had rendered walls from the outset.

Verandahs were timber framed with square timber posts, post brackets, a framed frieze with asbestos cement panels, and a balustrade in the same treatment. Bedrooms were designed to accommodate single men doing business in the town and the nearby industrial areas.

## Conservation and Adaptation Options

A good conservation option would be to restore the front of the hotel to its original presentation which would add to its visual richness and presentation. There would be no argument with respect to this approach.

Alternatively, a sympathetic approach might a good one. It is possible to remove the cement render to reveal original features and some trial render removal might determine whether this is possible.

A possible approach, should this not be feasible, would involve tiling the dado, then smooth rendering above, picking out the quoins strings and the like in accordance with the only photograph that is available from the period. Your render in the DRP presentation shows an appropriate approach in terms of the treatment of the dado, openings and render details.

The key is to be respectful of the 'Inter-War Fee Classical style and landmark qualities of the place.

The present verandah construction looks like it has a very short life left in it and a new verandah might be erected that takes its cues from the historic verandah, but is more suited to contemporary use. Balustrades should be a simply designed and not introduce Federation period motifs into it. The original verandah did not allow visual access up to it and was designed to provide some privacy to the rooms, which is a function no longer required. Plain detailing such as vertical balusters would be more appropriate than lace or glass in a reimagined verandah.

Other than the balustrades, your DRP presentation seems to confirm this as your preferred approach.

The steel framed windows should be conserved.

Colours are not so important. Though it might be possible to figure our original colours by paint scrapes, the hotel has had may colour schemes and the selection of a colour scheme is not so important for a place of this level of significance, but very important for a good fresh outcome. The present colours take the life and detailing out of the building, and something like the colour contrast and depth of hue of the original building would better present it and breathe new life into it.



c1930



Existing

1. Expose original brickwork

2. Dado, openings & render details

3. Balustrade



Proposed  
RE-PURPOSE EXISTING BALUSTRADE  
'FRAMED FRIEZE' DETAIL

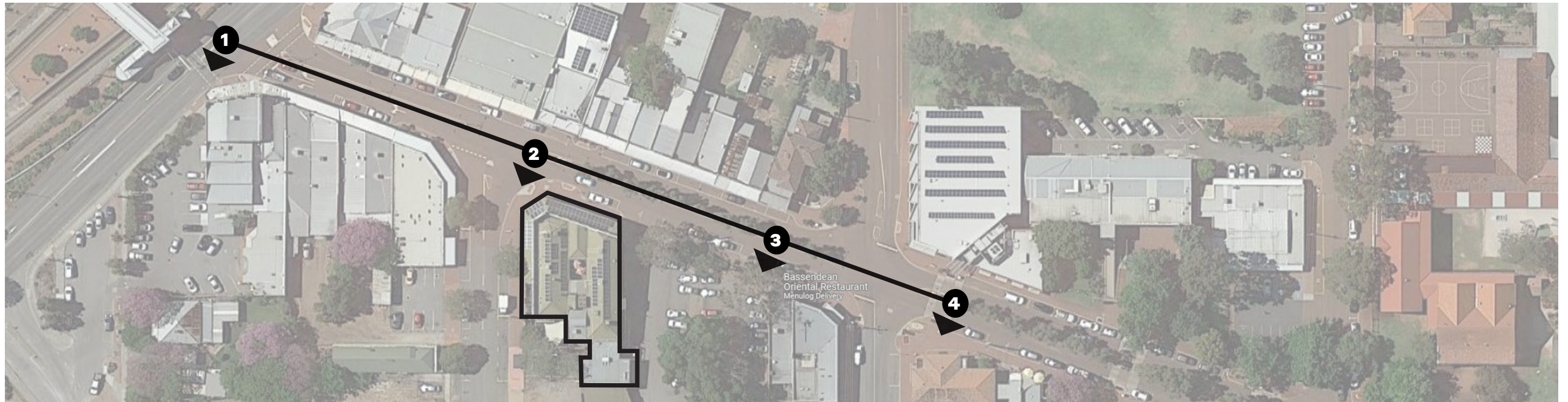
Proposed Facade Treatment:

1. Expose original brickwork/ tuck-point detailing
2. Tiled dado and articulation of openings & render details
3. Balustrade
  - Retain existing level 1 balustrade
  - (*'..plain detailing - vertical balusters'*)
  - Enhance horizontal banding with a 'frame frieze' inspired by original 1930's



# Principle 3: Built Form and Scale

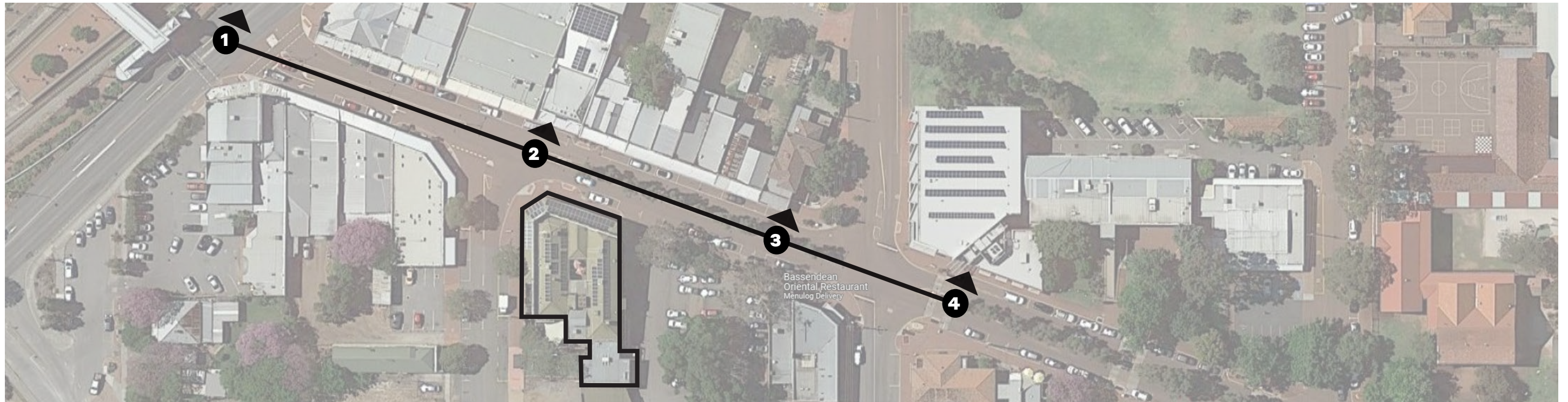
## Street Elevation - Old Perth Road (West end)





# Principle 3: Built Form and Scale

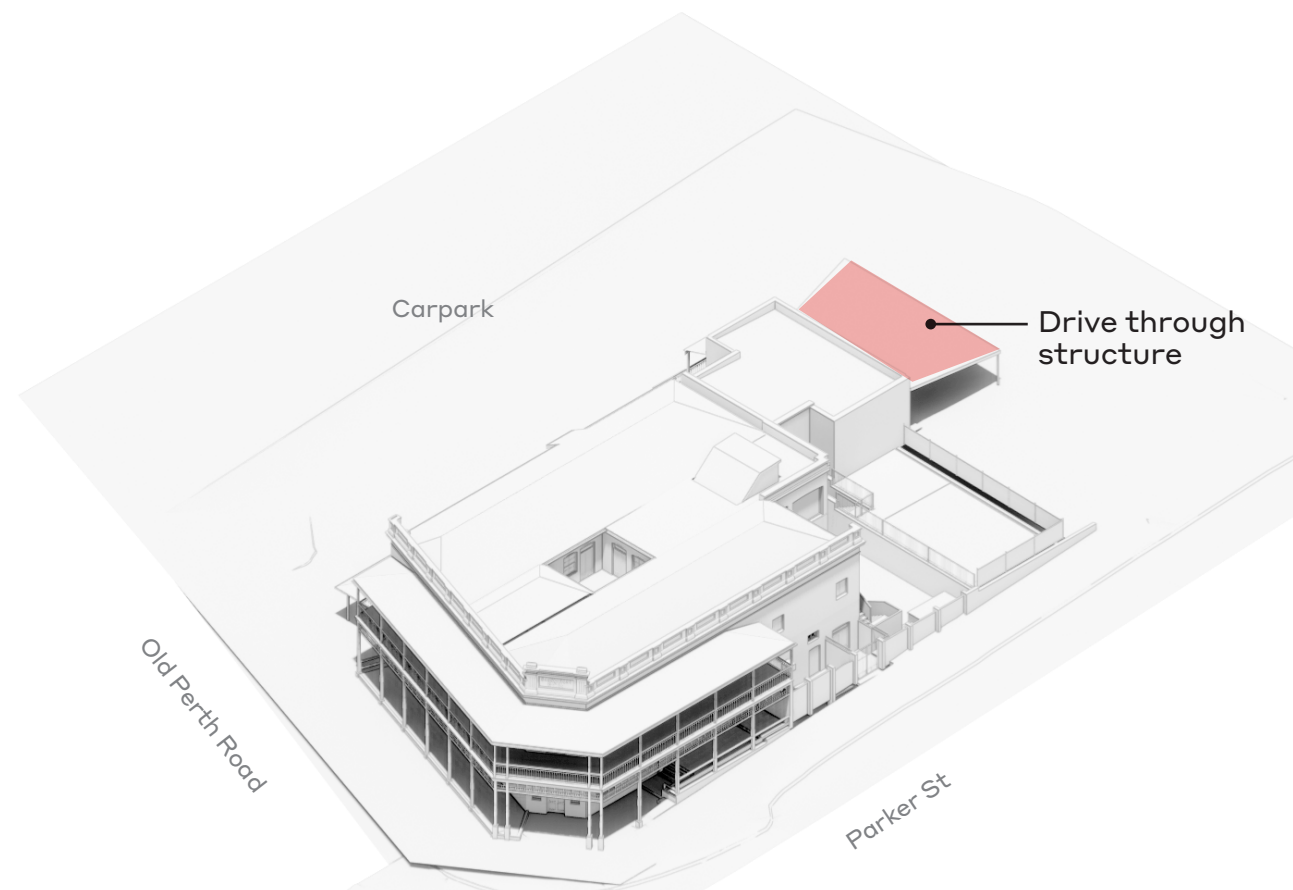
## Street Elevation - Old Perth Road (West end)



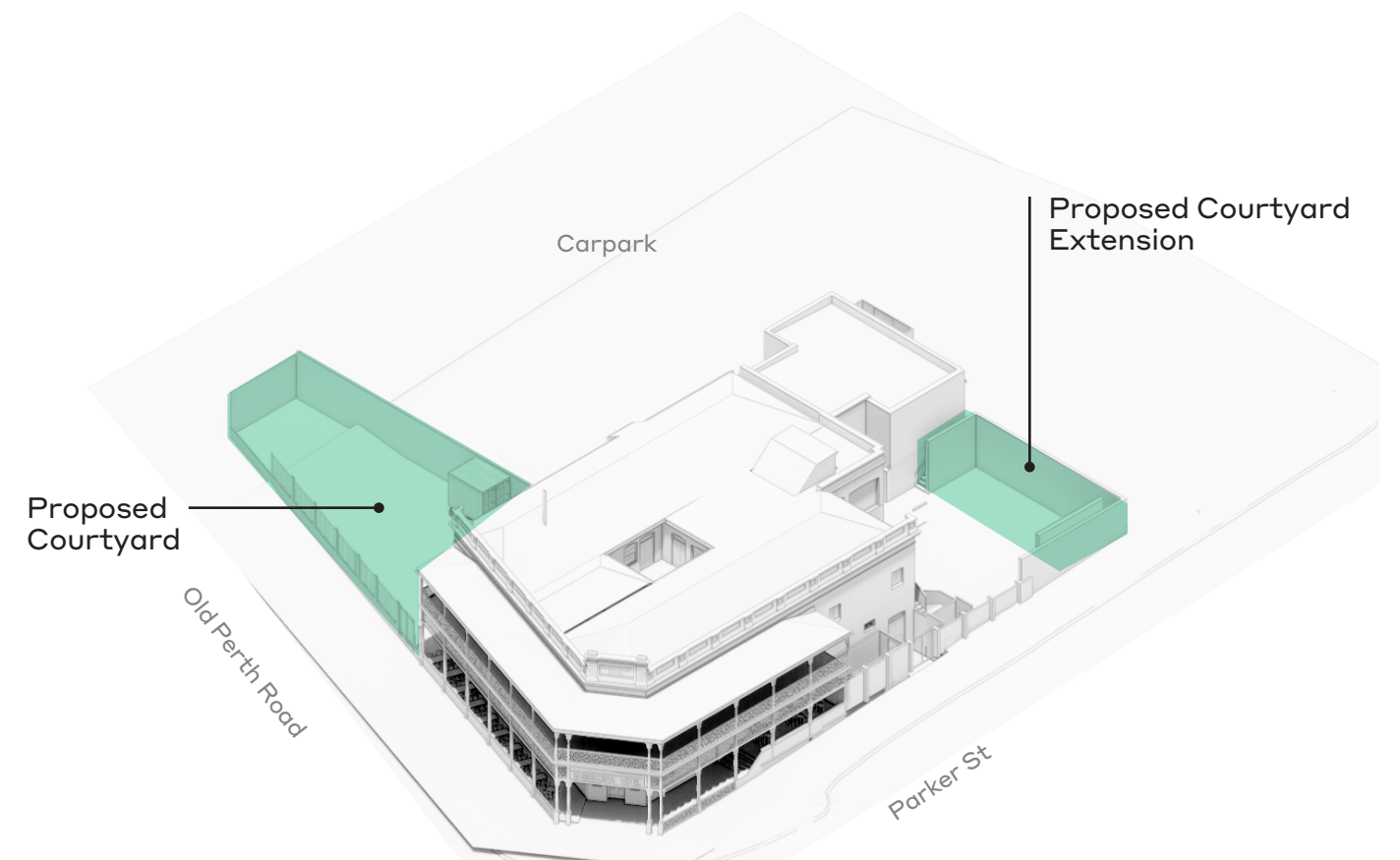


## Principle 3: Built Form and Scale Existing & Proposed

- No additions to enclosed building footprint.
- Removal of redundant built entourage ie. Bottle shop drive-through structure, east portico structure, redundant services etc.
- Propose new and enhanced landscaped courtyard amenities.
- Courtyard screening along Old Perth road responds to, and is sympathetic to the streetscape form and scale.



EXISTING  
BUILT FORM



PROPOSED  
BUILT FORM

# Principle 3: Built Form and Scale

## Old Perth Road Facade



New low level wall with open frame detail

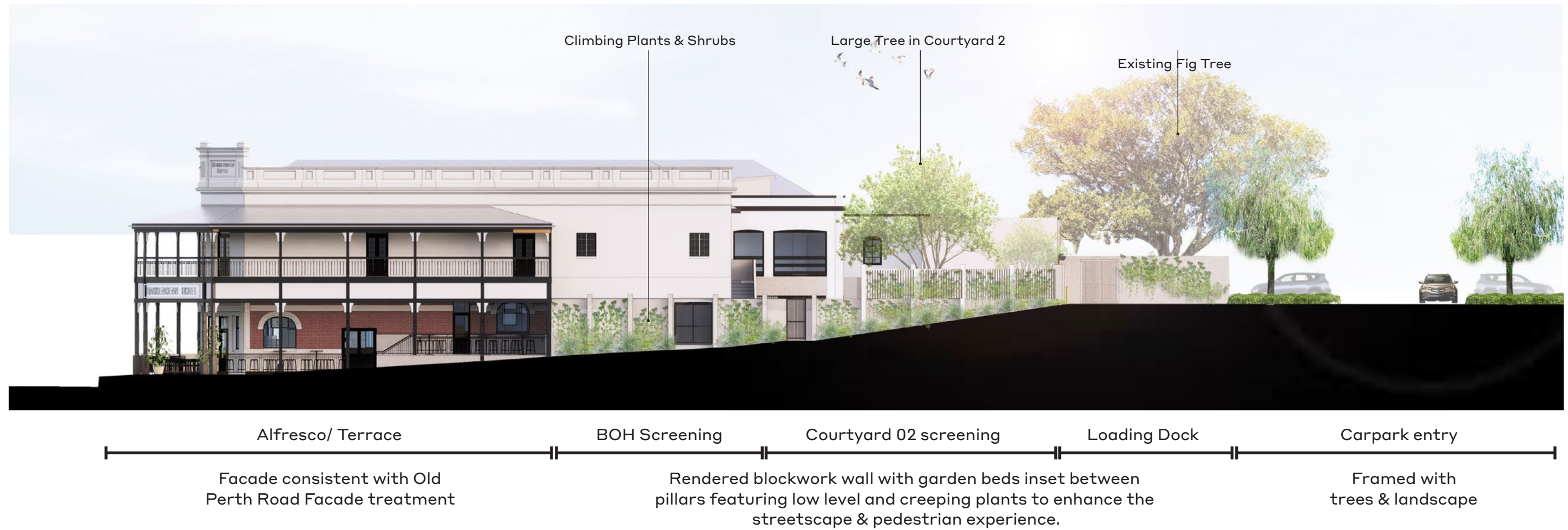
Enhancement to existing building facade

PROPOSED



# Principle 3: Built Form and Scale

## Parker Street Facade



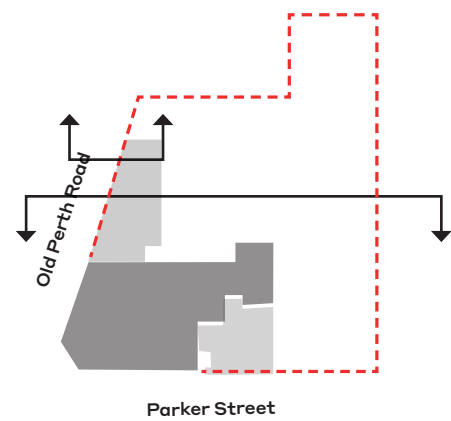
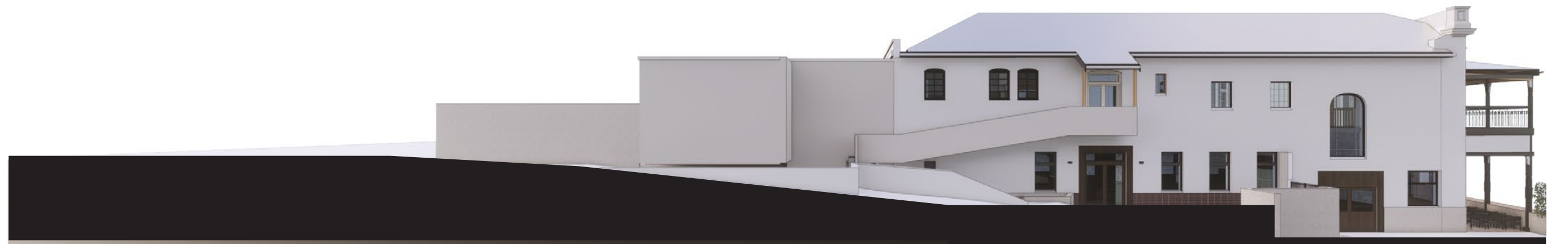
PROPOSED

\* Levels are indicative pending further resolution

# Principle 3: Built Form and Scale

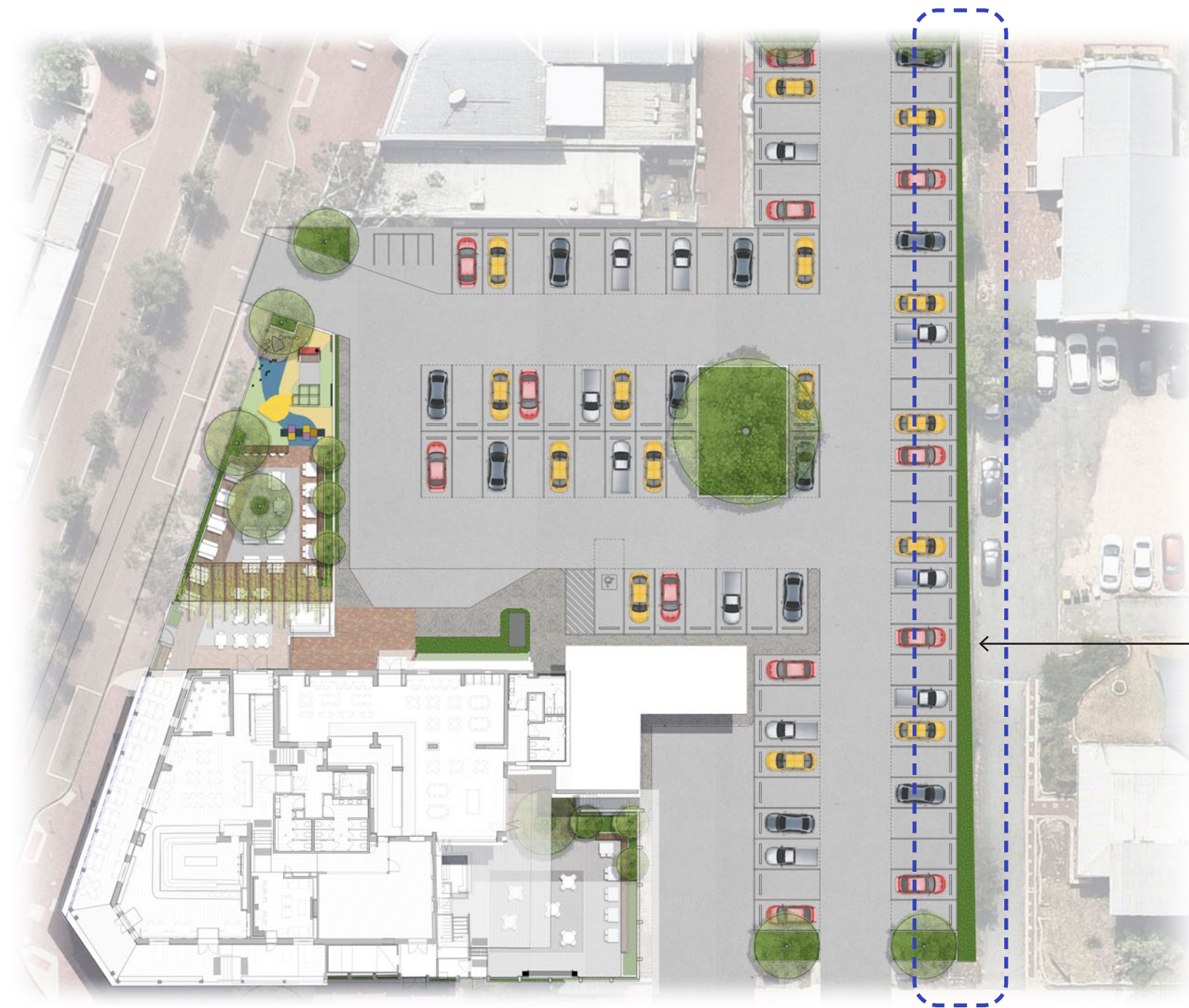
## Site Sections

\* Levels are indicative pending further resolution





# Principle 3: Built Form and Scale Boundary Treatment

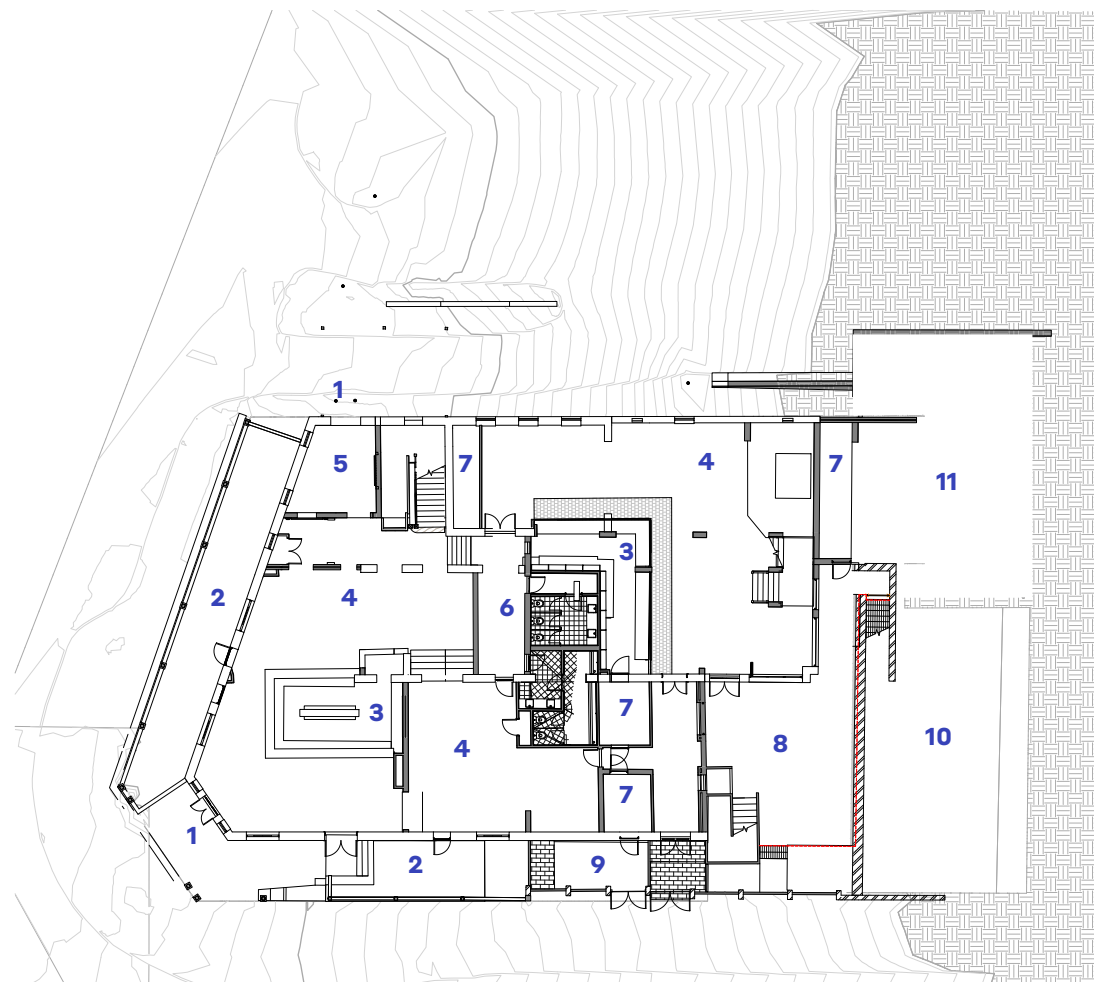


EXISTING CONDITION

SITE PLAN

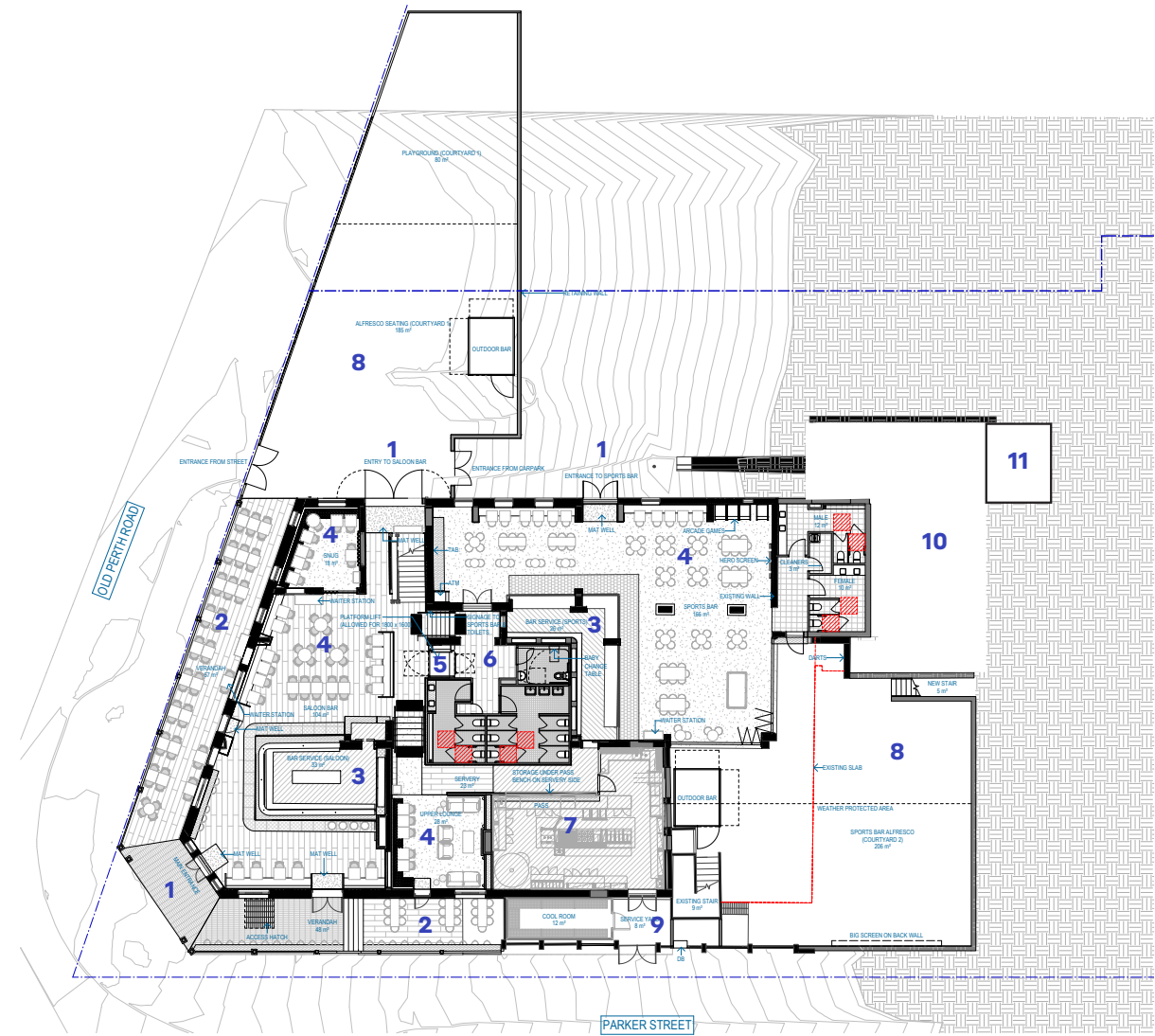
# Principle 4: Functionality & Build Quality

## Ground Floor Plan



- KEY
- 1. Entry
  - 2. Verandah
  - 3. Bar
  - 4. Bar & Dining Area
  - 5. Foyer/ Annex
  - 6. Toilets
  - 7. Store room
  - 8. Alfresco Courtyard
  - 9. Service Yard/ Bin Store
  - 10. Landscape
  - 11. Bottleshop/ Stores

EXISTING  
GROUND FLOOR PLAN



- KEY
- 1. Entry
  - 2. Verandah
  - 3. Bar
  - 4. Bar & Dining Area
  - 5. Hoist/ VT
  - 6. Toilets
  - 7. Kitchen
  - 8. Alfresco Courtyard
  - 9. Service Yard
  - 10. Bottleshop/ Stores
  - 11. Bin Store

PROPOSED  
GROUND FLOOR PLAN



# Principle 4: Functionality & Build Quality

## Detailed Ground Floor Plan

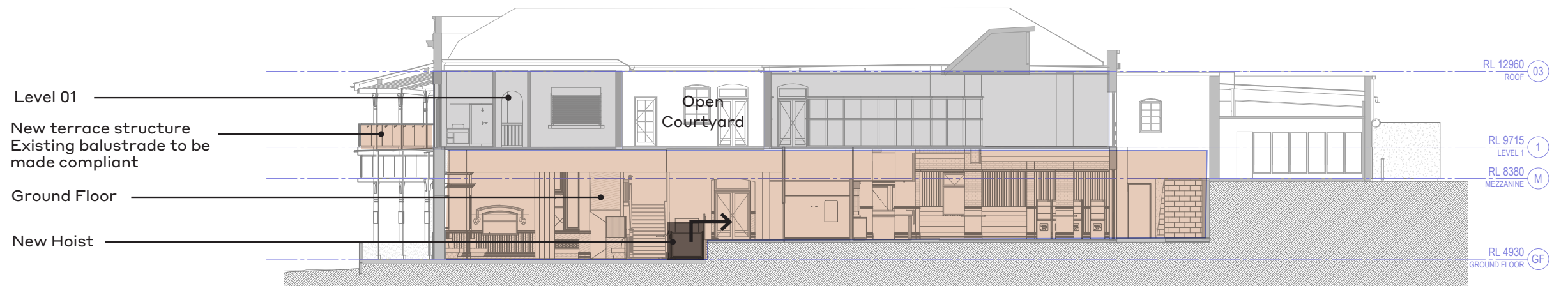
- No change to building use.
- Optimisation of ground floor level with the addition of new courtyard alfresco areas to provide a range of flexible internal and external environments and hospitality experiences.
- A range of interior and exterior environments facilitate 'all weather' use.
- Planning optimised for operations & services.
- Maximum activation at street level.



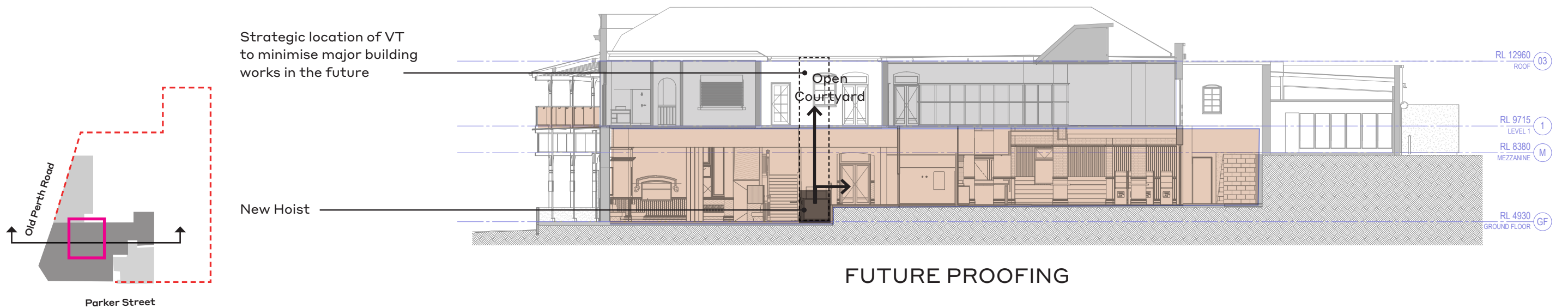
# Principle 4: Functionality & Build Quality

## Proposed Scope & Future Proofing

- Level 1 to be used for BOH stores only and will not be operational for public use, therefore minimal scope limited to strip-out/ cap off to redundant services only.
- Replace L1 terrace structure which is currently not structurally sound; retain & refurbish existing balustrade to avoid disruptive works in the future and complete the aesthetic upgrade to exterior.
- New VT/ accessible hoist strategically located to enable future extension to L1 to avoid major building works in the future.



SCOPE OF WORKS



FUTURE PROOFING



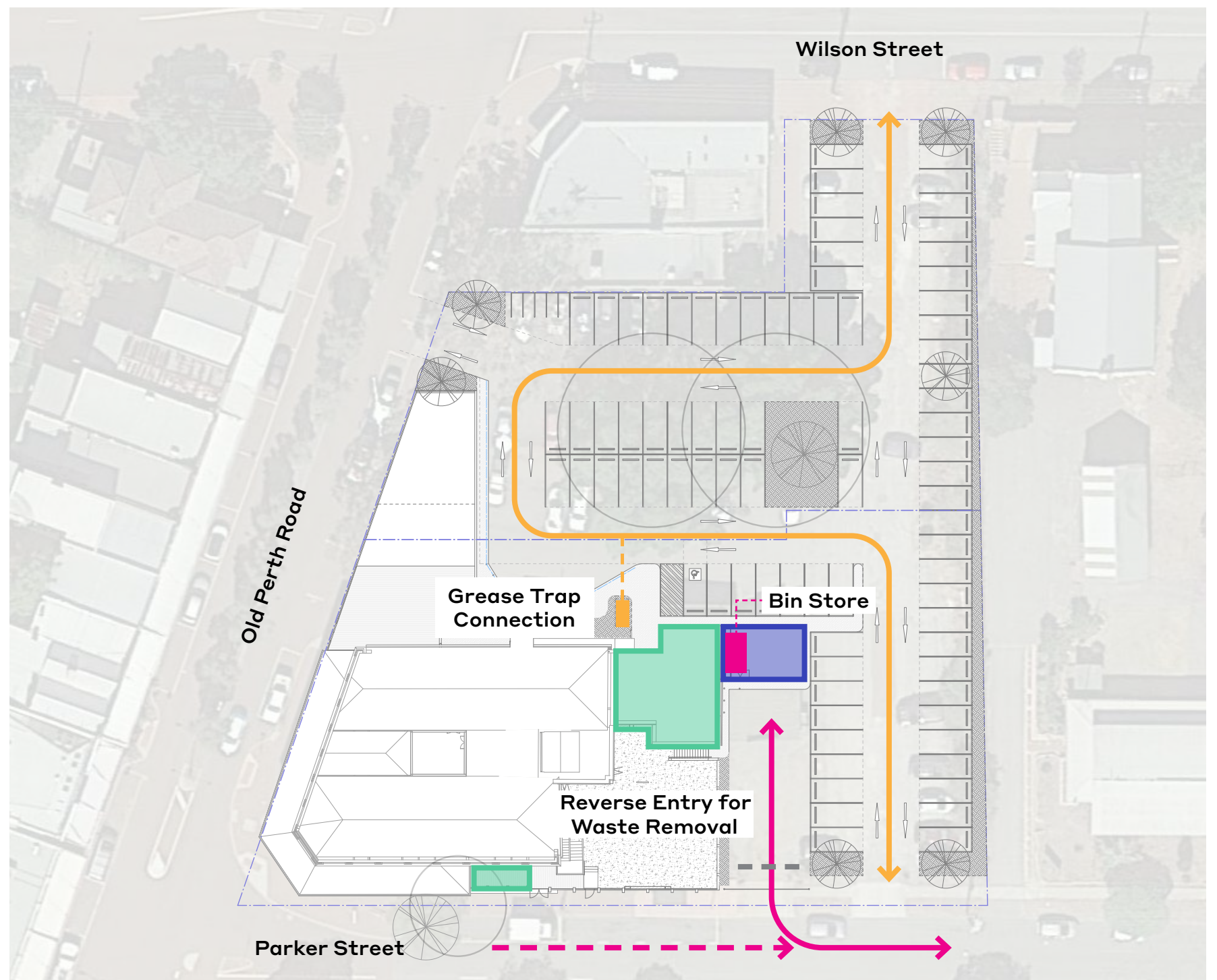
# Principle 4: Functionality & Build Quality

## Waste Management Plan

### Waste Management Key Points:

- Two disposal waste removal: General & Co-Mingled.
- Bins kept in screened enclosure at the back rear of tenancy and only taken outside when collected.
- Cleaning provisions provided and regular Pest Control preventative maintenance program.
- Route for grease arrestor is one-directional entry and exit point from Parker and Wilson Street.
- Garbage collection (and some deliveries) will require reversing into a dedicated loading dock on Parker Street. Entry will require access.

- ↔ Grease arrestor removal truck route
- ↔ General waste removal truck route
- Enclosed storage/ BOH
- Screened storage
- Restricted/ Controlled access





# Principle 6: Amenity

## Elevated Suburban Hotel - One Venue, Multiple Destinations

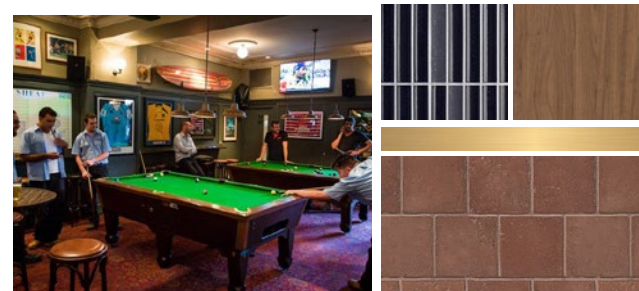
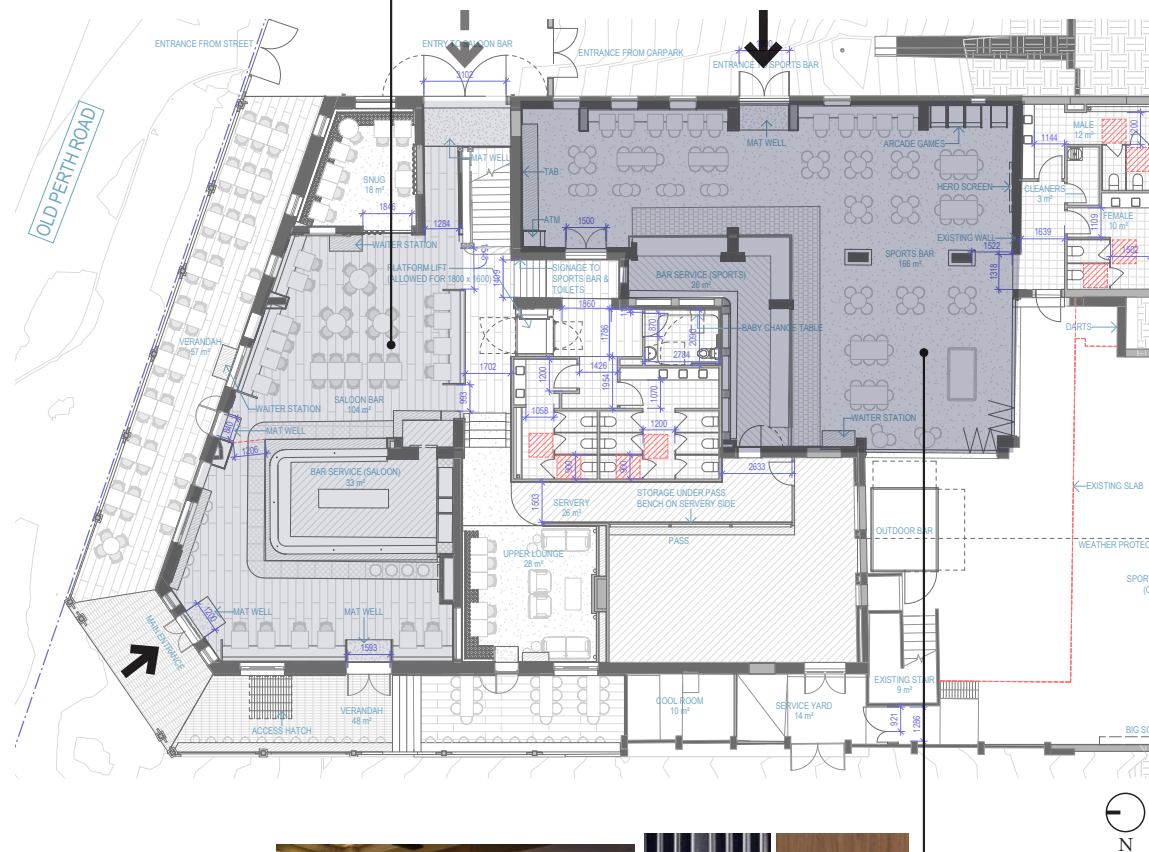
### Opening Hours The Liquor Control Act 1988 and a hotel licence.

- Monday – Saturday  
10am – midnight
- Sunday - 10pm – midnight  
(This has been updated since the issuance of this licence)

### Interior Spaces - Guest Experience:

- Multiple destinations within one venue to appeal to a diverse demographic; Welcoming & inclusive
- Multi-faceted, high quality & unique guest experiences inspired by the hotel's historic narrative.
- Saloon Bar - Casual and relaxed communal bar and dining with access to streetside verandah seating and alfresco courtyard. Large open plan space to cater for large and multiple groups; family friendly.
- Sports Bar - Traditional sports bar featuring sport, music & games with access to courtyard. Large open plan space to cater for large and multiple groups.

Saloon Bar



Sports Bar





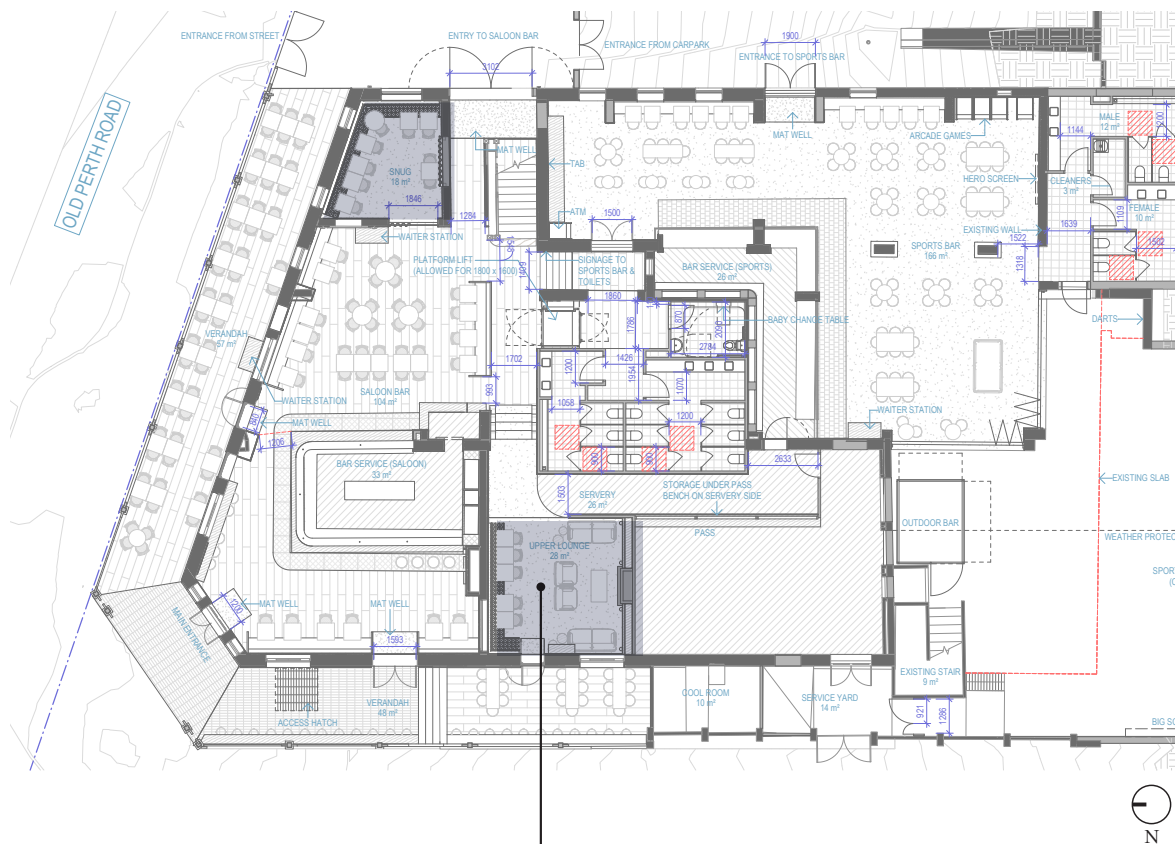
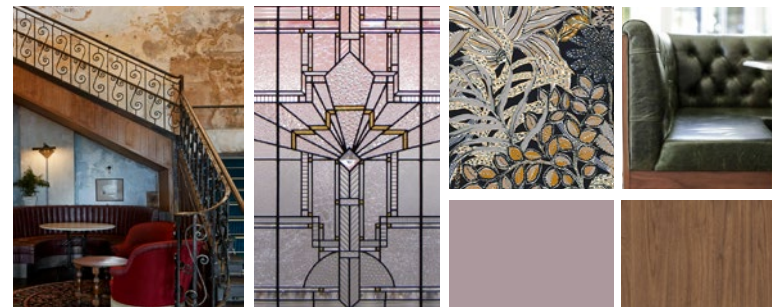
# Principle 6: Amenity

## Elevated Suburban Hotel - Guest Experience

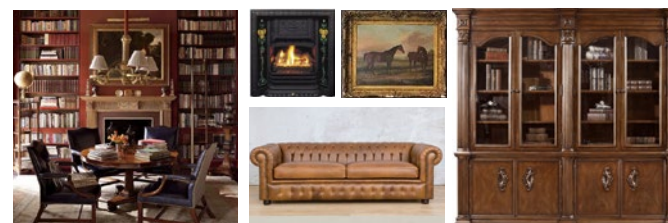
### Interior Spaces - Guest Experience:

- Multiple destinations within one venue to appeal to a diverse demographic; Welcoming & inclusive
- Multi-faceted, high quality & unique guest experiences inspired by the hotel's historic narrative.
- Lounge 1 - Dramatic double height & intimate space; Flexible lounge, dining and function area. Unique Identity and theming based on historic narrative.
- Lounge 2 - A cosy & intimate flexible lounge and dining space with access to verandah. Unique Identity and theming based on historic narrative.

Lounge 1



Lounge 2





# Principle 6: Amenity

## Elevated Suburban Hotel - Guest Experience

### Exterior Alfresco Spaces - Guest Experience:

- Multiple destinations within one venue to appeal to a diverse demographic; Welcoming & inclusive.
- Variety of trees and planting.
- Weather protected areas.
- Selection of seating typology.
- Integrated landscape and bespoke children's playground.
- Activate street edge with activity.
- Connect to interior spaces.
- Children's playground with interactive play equipment and activities.

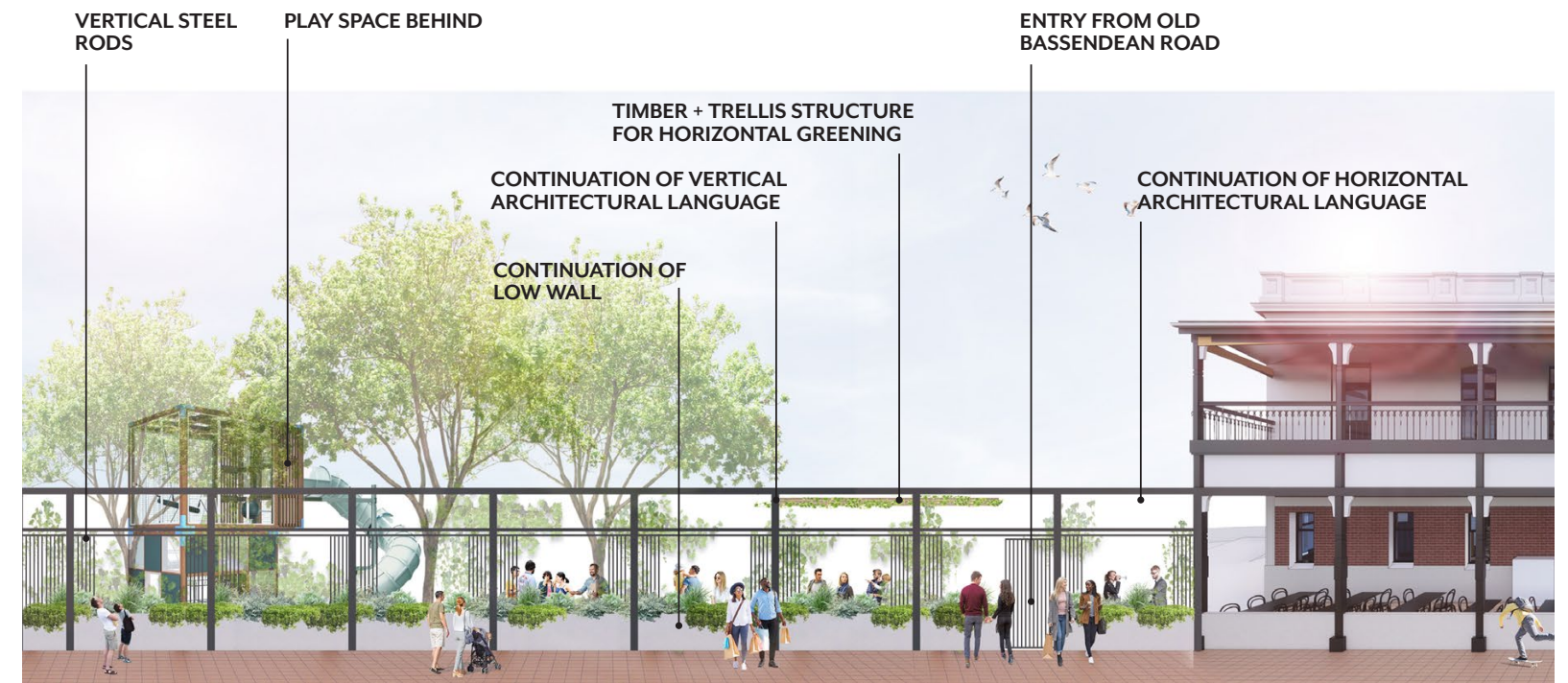




# Principle 2: Landscape Quality Courtyard 1



Landscape Architecture by SEEDSIGN



Old Perth Road elevation

LEGEND

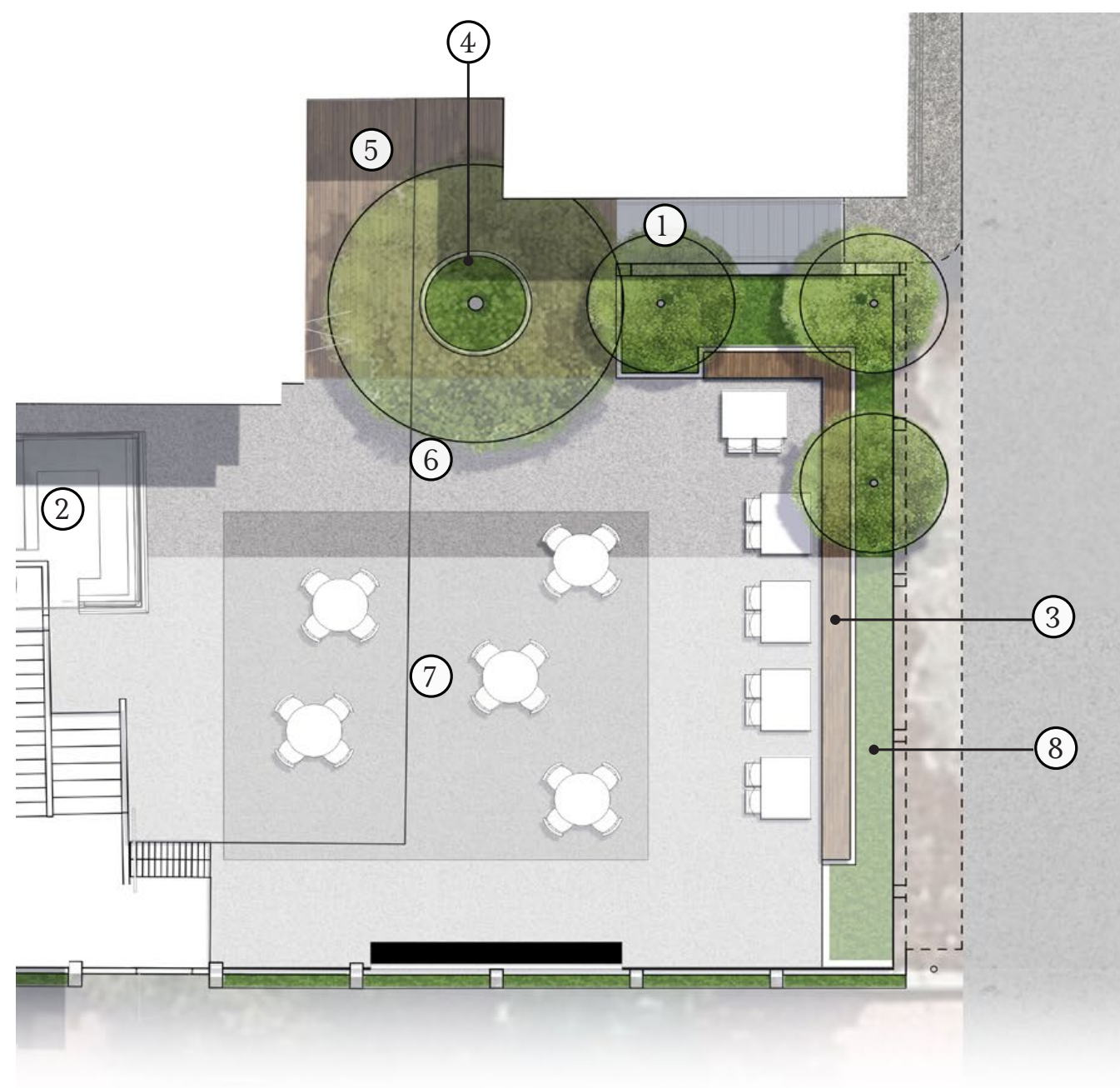
- |                                     |                             |
|-------------------------------------|-----------------------------|
| ① Play Space - refer to detail plan | ⑧ Outdoor bar               |
| ② Entrance from street              | ⑨ Circular planter          |
| ③ Alfresco courtyard screen         | ⑩ Brick paving              |
| ④ Banquette seating                 | ⑪ Timber decking            |
| ⑤ Garden bed                        | ⑫ Cobblestone threshold     |
| ⑥ Arbor                             | ⑬ Washed aggregate concrete |
| ⑦ Undercover alfresco zone          | ⑭ Play space 'bar'          |



Public Art Opportunity



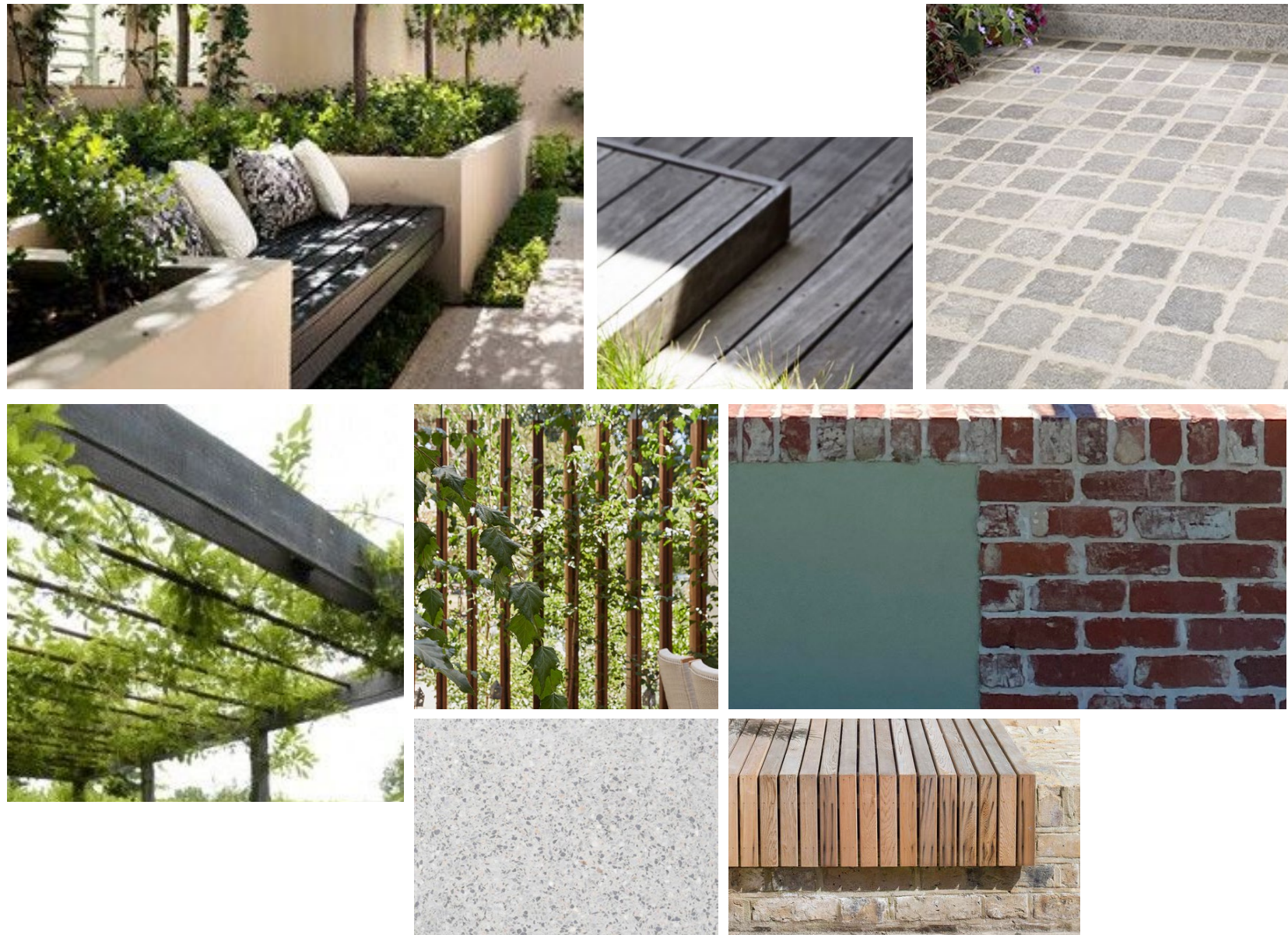
## Principle 2: Landscape Quality Courtyard 2



### LEGEND

- ① New stairs
- ② Outdoor bar
- ③ Banquette seating
- ④ Circular planter with feature tree
- ⑤ Timber decking
- ⑥ Washed aggregate concrete type 1
- ⑦ Washed aggregate concrete type 2
- ⑧ Raised planting bed

## Principle 2: Landscape Quality Materiality





# Principle 2: Landscape Quality Planting Palette

- Deciduous trees facilitate all season use.
- Water conscious planting palette for low shrubs and ground cover.
- Curated landscape interface with public realm.

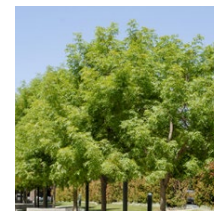
## TREES



Poinciana regia



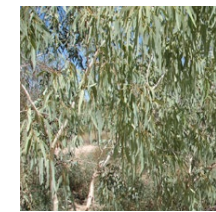
Pyrus calleryana  
'Chanticleer'



Pistacia chinensis



Hymenosporum flavum

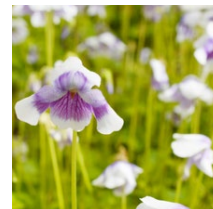


Eucalyptus victrix 'Little  
Ghost Gum'

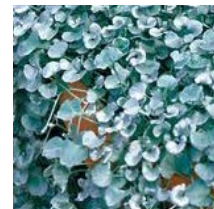
## GROUND COVERS/LOW SHRUBS



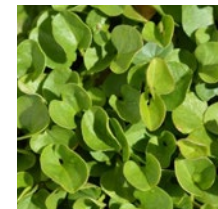
Helichrysum petiolare



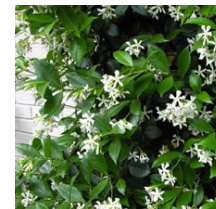
Viola hederacea



Dichondra 'Silver Falls'



Dichondra repens



Trachelospermum  
'Flat Mat'



Senecio 'Chalk sticks'



Lavender species



Hardenbergia meema



Casaurina "Cousin it"

## STRAPPY LEAF PLANTS



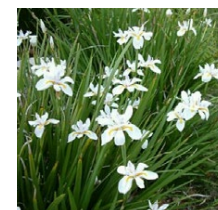
Festuca glauca



Lomandra 'Tanika'



Tulbaghia violacea



Diets bicolor



Lomandra 'Seascape'



Dianella revoluta



Liriope Emerald  
Cascade



## Principle 2: Landscape Quality Planting Palette

- Deciduous trees facilitate all season use.
- Water conscious planting palette for low shrubs and ground cover.
- Curated landscape interface with public realm.

### SHADE



Asplenium nidus



Liriope Emerald Cascade



Amethyst Liriope muscari  
40 x 40 cm



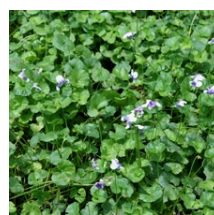
Cyathea cooperi



Blechnum 'Silver Lady'



Clivia miniata



Viola hederacea

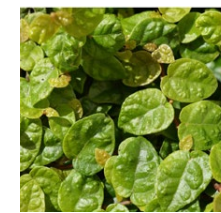
### CLIMBING PLANTS



Ornamental Grapevine  
(non fruiting)



Trachelospermum -  
climbing star jasmine



Ficus pumila



Hoya australis



Hibbertia scandens

### PLAYGROUND MIX



Westringia Low Horizon



Dwarf Woolly Bush



Eremophila glabra  
'Roseworthy'



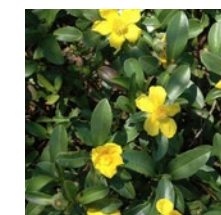
Liriope Isabella



Lomandra 'Tanika'



Eremophila 'Blue  
Horizon'



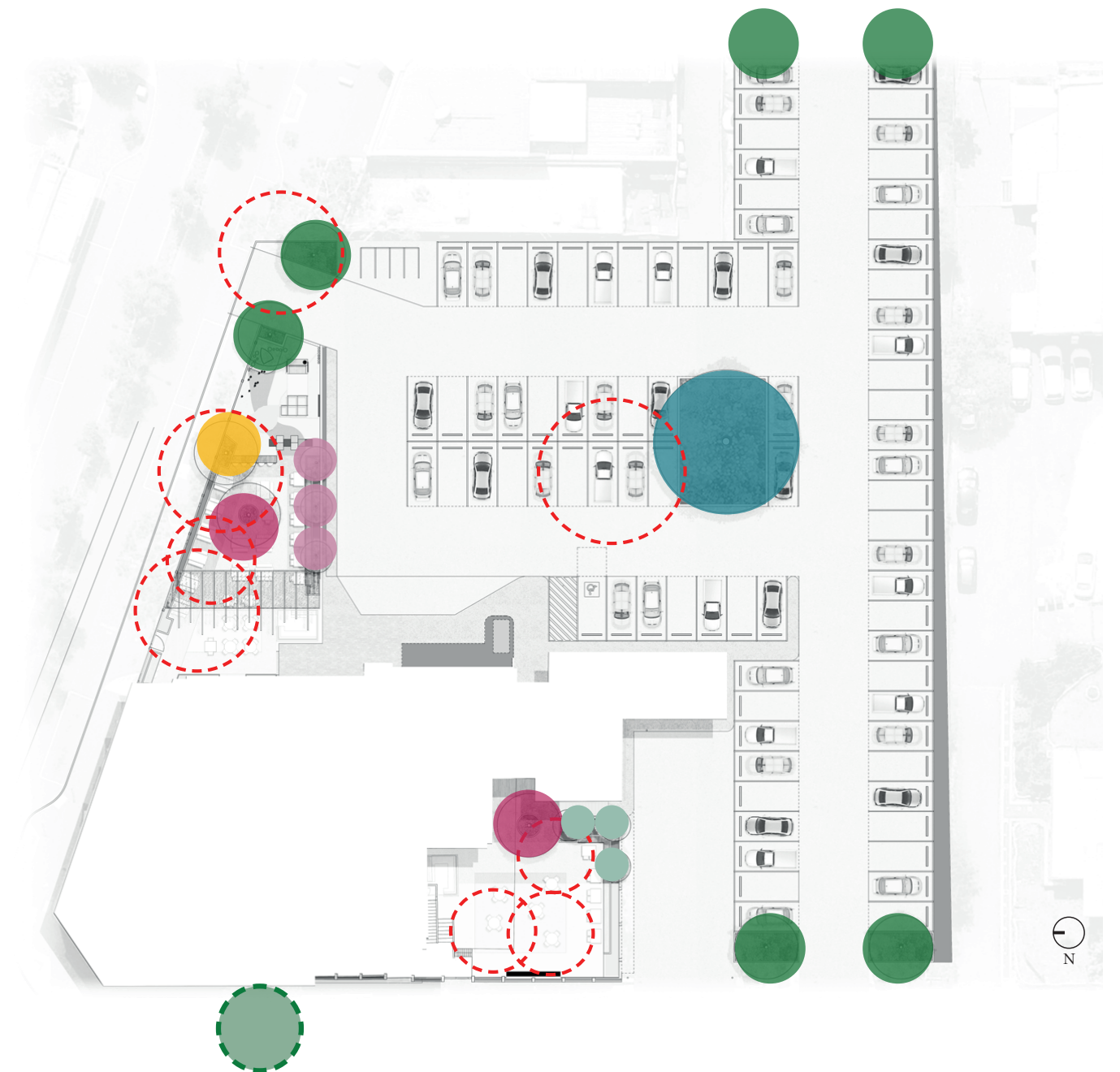
Hibbertia scandens

# Principle 2: Landscape Quality Tree Strategy

## Tree strategy:

- No trees identified as being of national, state or local heritage significance (9in/hERIT).
- Tree retention as per Arborist recommendation.
- Weeping fig tree at centre of carpark has a limited lifespan of 10 years, therefore, we propose to remove this tree.
- 6 new additional trees
- Refer to Arborist report

-  Existing street tree to be retained and protected
-  Ficus sp. to be retained and protected
-  Caesalpinia ferrara 'Leopard Tree'
-  Pyrus calleryana 'Chanticleer'
-  Pistacia chinensis 'Chinese Pistachio'
-  Eucalyptus victrix 'Little Ghost Gum'
-  Agonis flexuosa in car park
-  Existing tree to be removed





# Principle 5, 7, 8: Sustainability, Legibility & Safety

## Sustainability



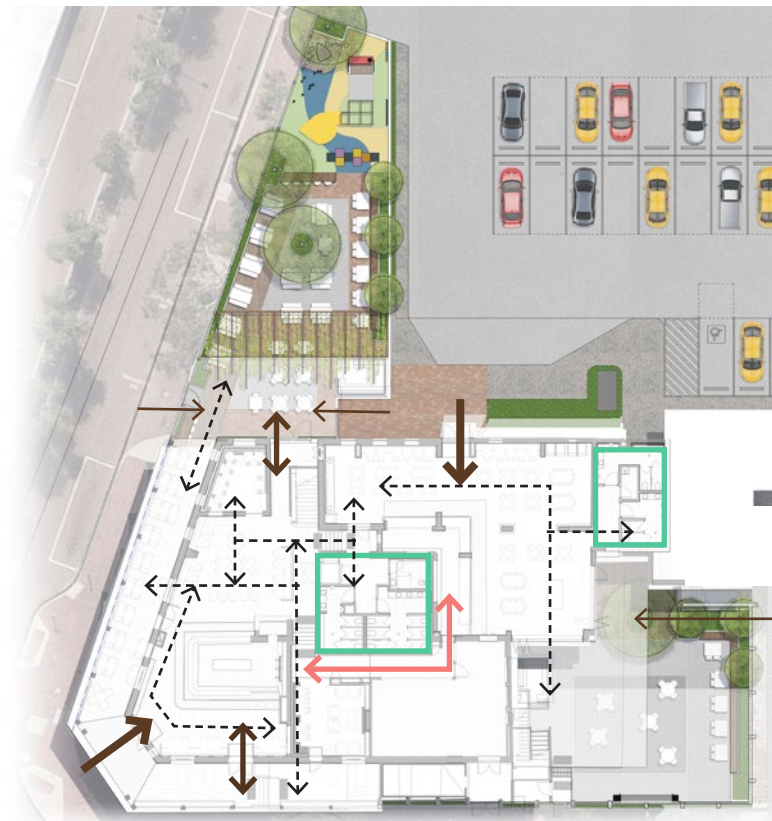
EXISTING



PROPOSED

- Re-use of existing building structure where sound.
- Re-use existing interior fitout components, recycle and re-use on-site materials as much as possible.
- Sustainable landscape strategy.
- Passive ventilation.
- New services throughout to optimise building performance.
- Optimise environmental comfort & access to external spaces.
- Use of renewable energy sources.
- Responsible waste management.

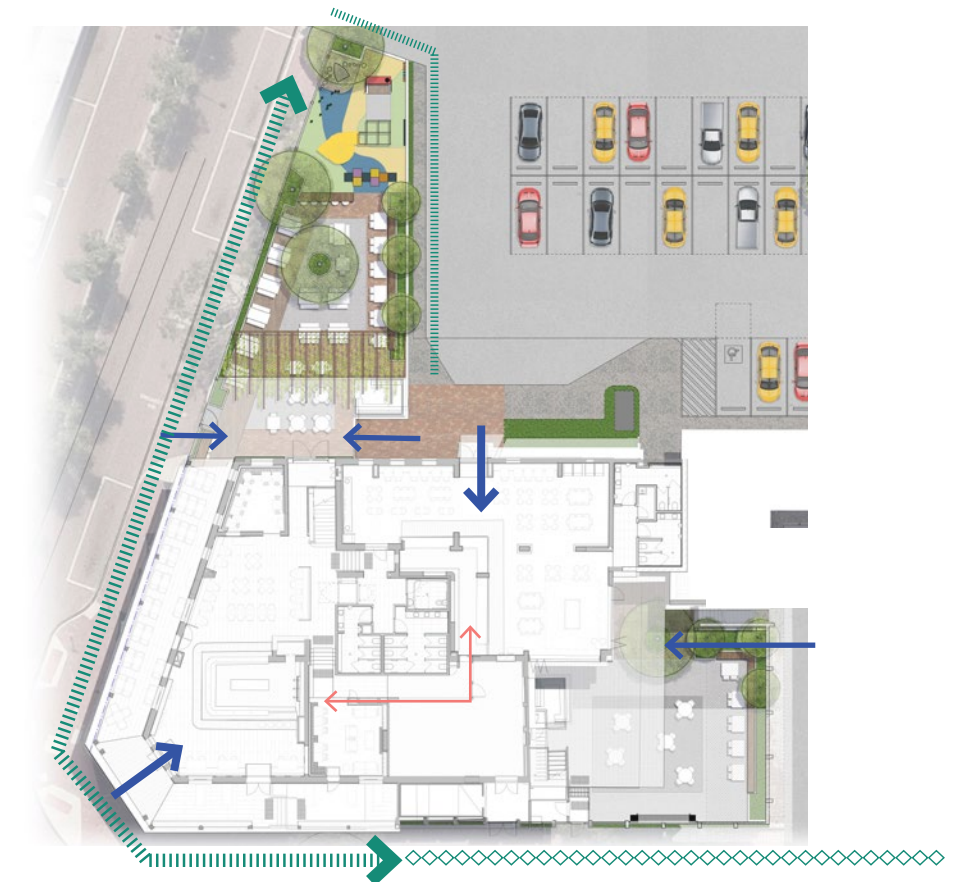
## Legibility



- KEY
- ➔ Primary Building Entry
  - ➔ Secondary Building Entry
  - ➔ Patron Flow
  - ☐ Guest toilets
  - ↔ Service route

- Clear and legible building entry locations.
- Intuitive patron flow - interior & exterior.
- Centrally located and well distributed toilet amenities.

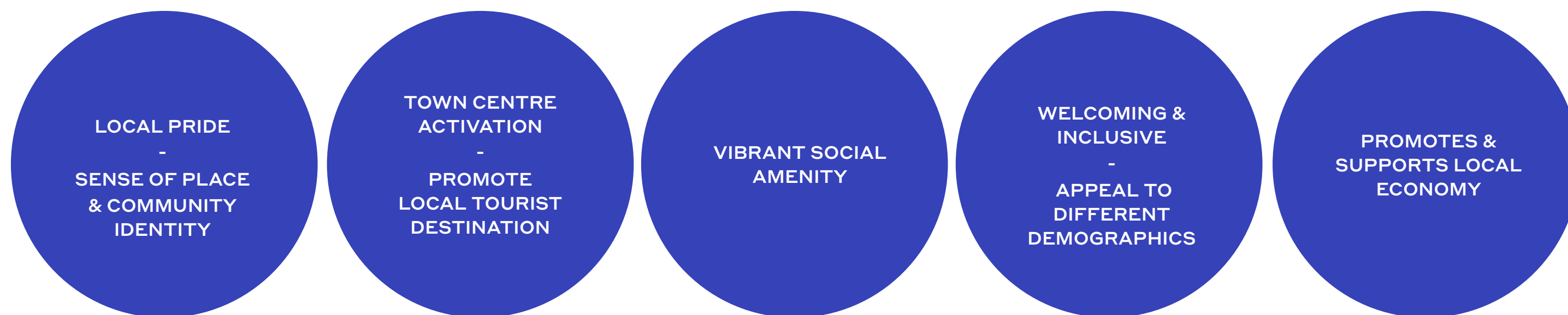
## Safety



- KEY
- ➔ Controlled Entry Points
  - ▤ Activated Frontages
  - ◊◊◊◊ Landscaped Frontages

- Controlled entry/exit locations.
- Increased street activation contributing to greater passive surveillance.
- Permeable public interfaces. ie. alfresco, verandah seating.
- Isolated and discrete waste management & service vehicle flow away from patron areas.
- Reduced street crossovers.

## Principle 9: Community





## Principle 10: Aesthetics Facade Interpretation & Materiality



**01** Facade lighting to highlight architectural features



**02** Re-instate timber post details



**03** Re-instate signage in the style of the original c.1929/ 'Framed frieze' detail



**04** Re-use existing balustrade



**05** Re-instate original facade materiality



**06** Activate street facade with hanging planters and planting



**07** Articulate openings; doors & window frames & re-instate plaster mouldings



**08** Feature tiled dado

### Visual Architectural Timeline



c. 1930



c. 1974



c. 2020

## Principle 10: Aesthetics Facade Interpretation & Materiality



- 01 Re-purpose existing balustrade & 'framed frieze' detail.
- 02 Tuckpoint original brickwork
- 03 Paint finish
- 04 Rendered/ Sandstone tiled finish at low level
- 05 Painted rendered walls at level 1
- 06 Timber deck to verandah

Note:

### Non-Heritage Facades (East/ South facade)

Information is not available to illustrate the original building design for these facades. Given the current building condition and the significantly reduced prominence of the East and South facade, the following works are proposed: New paint finish, general maintenance works, removal of redundant services and signage.





# Principle 10: Aesthetics

## Facade Interpretation & Materiality



Existing balustrade to be retained, new clear panel applied at the back for compliance.



Re-instate original 'framed-frieze' detail.

New timber balustrade with vertical posts

Painted rendered screen at low level

### OLD PERTH ROAD

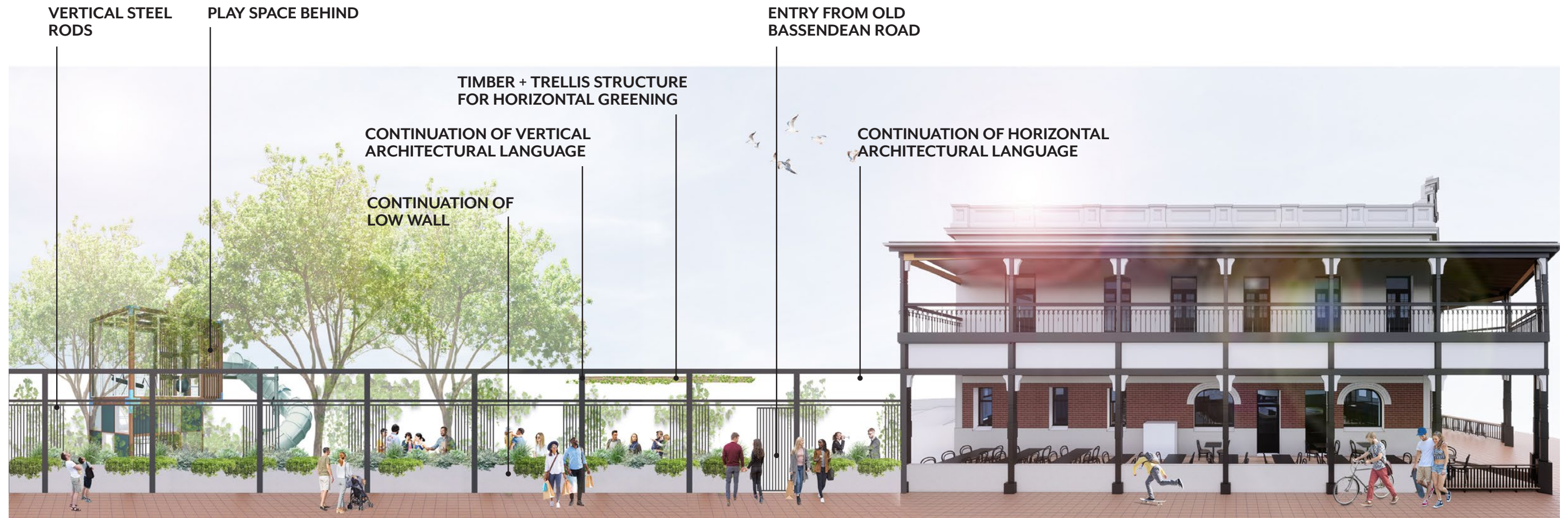
- 01 Tuckpoint original brickwork (Ground Floor)
- 02 Tiled dado to facade at low level (Ground Floor)
- 03 Rendered/ Mould details to openings
- 04 New paint to rendered walls (Level 1)



# Principle 10: Aesthetics

## Heritage Palette - Streetscape

### INTEGRATED LANDSCAPE



### OLD PERTH ROAD



# Principle 10: Aesthetics Interior Palette

## INTERNAL ENVIRONMENT



## INSPIRATION



## MATERIALITY & CRAFT

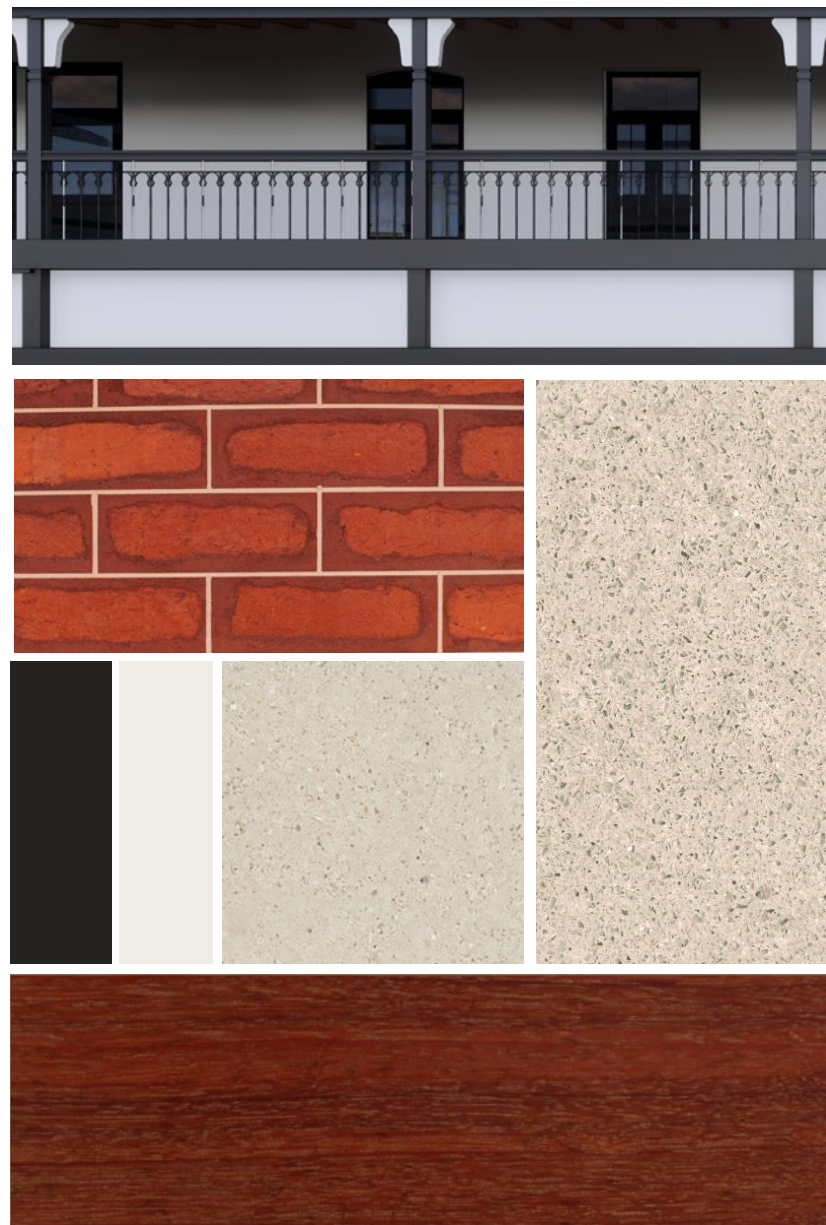




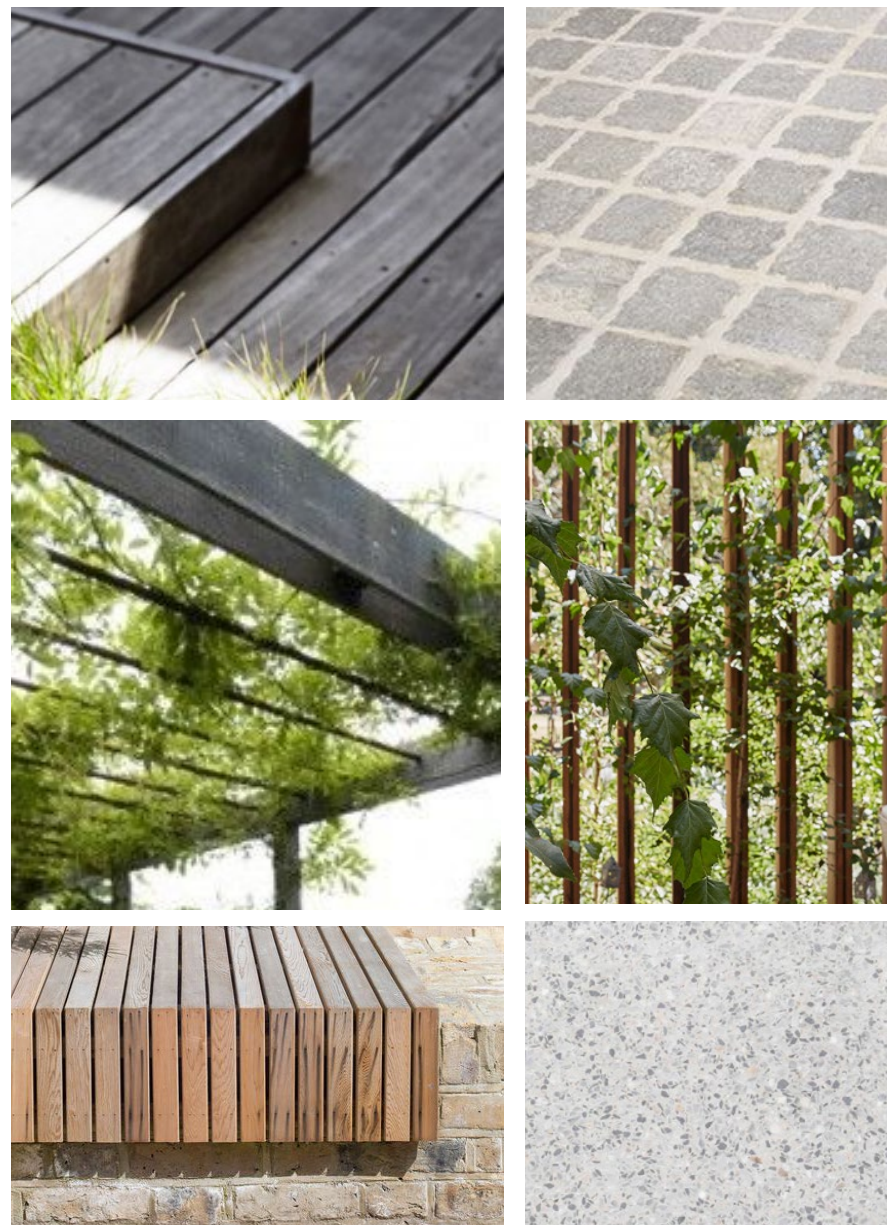
# Principle 10: Aesthetics

## Coherent & Complementary Palette

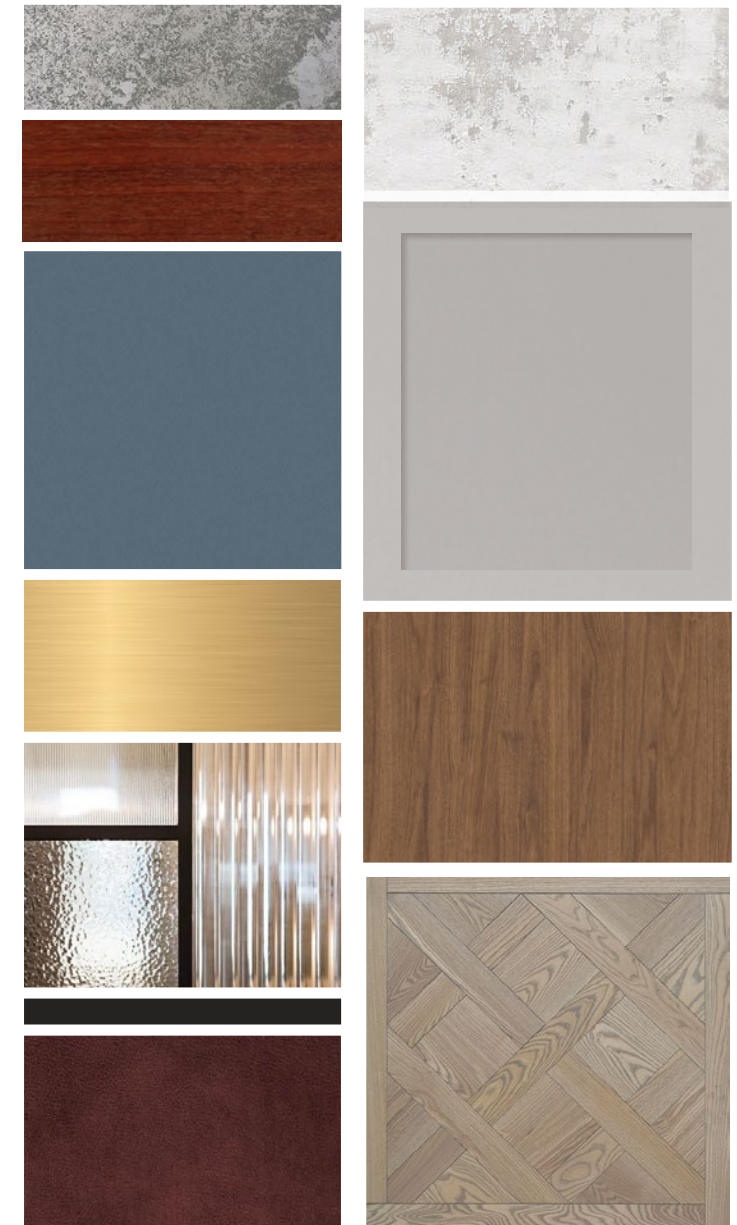
### FACADE



### ALFRESCO



### INTERIOR





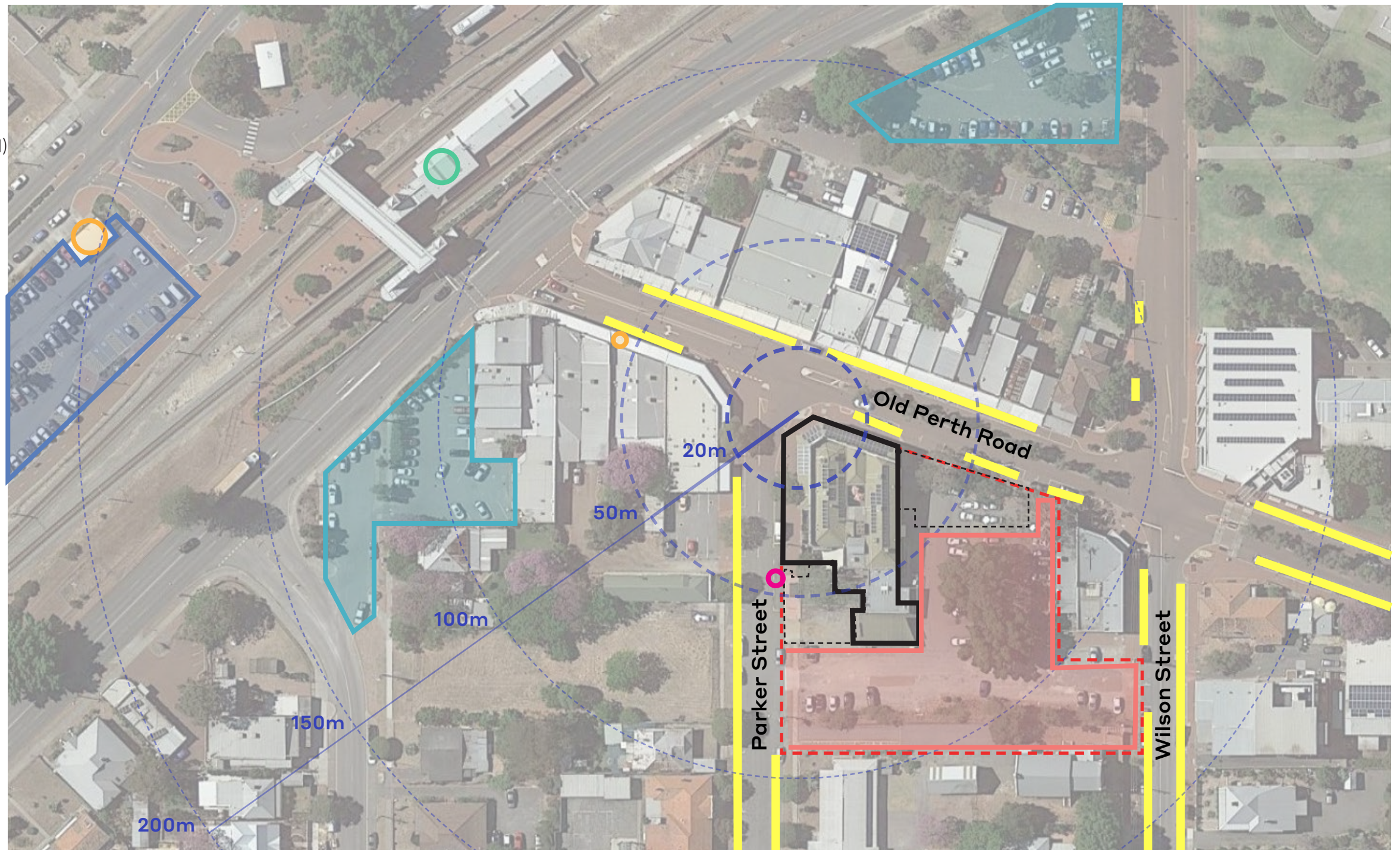
# Bassendean Town Centre Strategy and Guidelines

## Local Planning Policy No. 8

### Parking Specifications

#### AMENITY

- **On-site Carparking**  
No. carparking bays (proposed)  
Standard = 82  
Disabled = 1  
Motorcycle = 5
- Off-site Carparking**
- Street Parking
- Bassendean Train Station Parking (472 bays)
- Public Off-street Carparking
- Public Transport**
- Train Station
- Bus Stop
- Bicycle Parking





# Local Planning Policy No. 8 Parking Specifications

## EXISTING



## PROPOSED



No. Proposed Bays Standard = 80

Disabled = 1

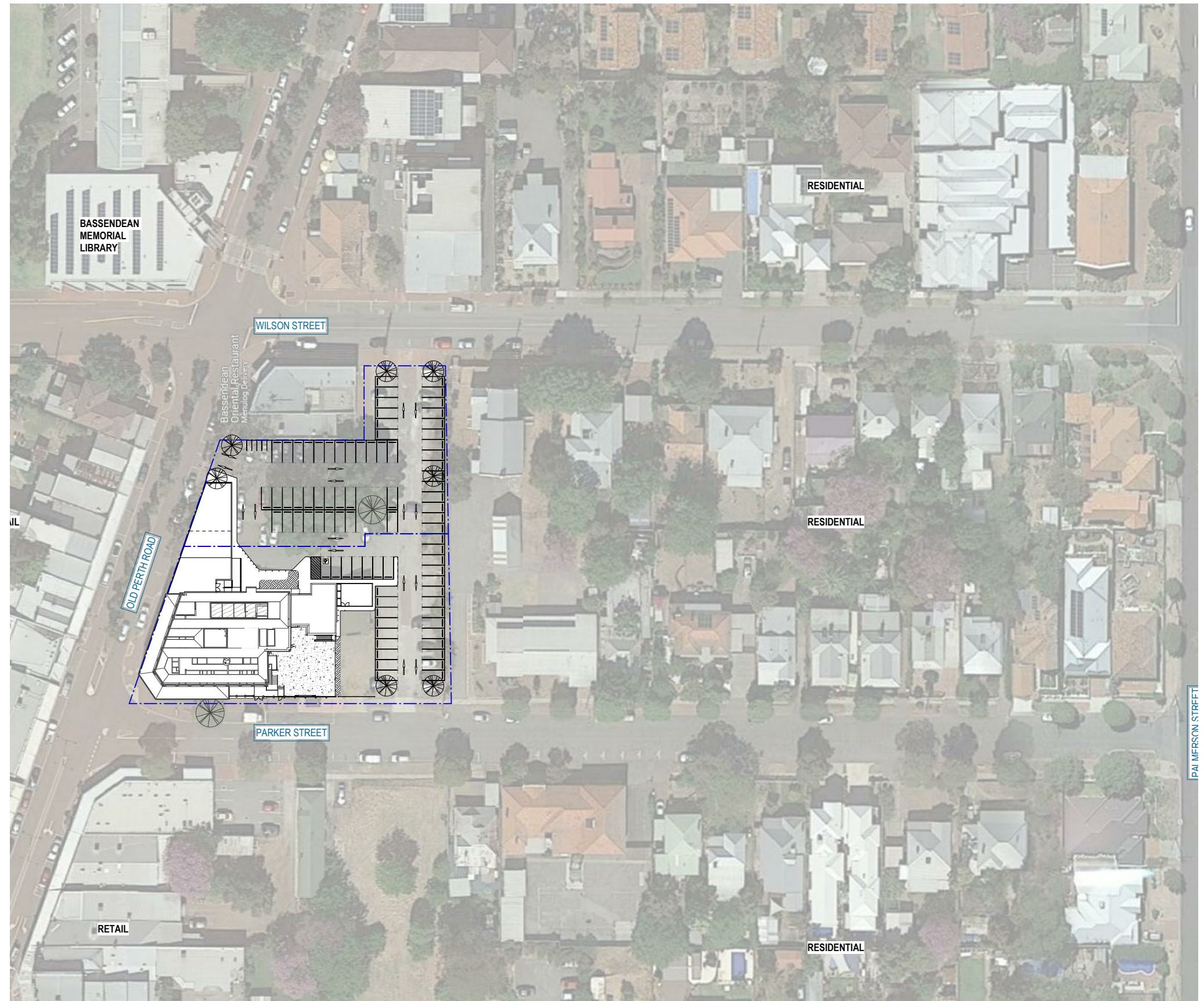
Motorcycle = 5

Dedicated drop off/ pick up zone



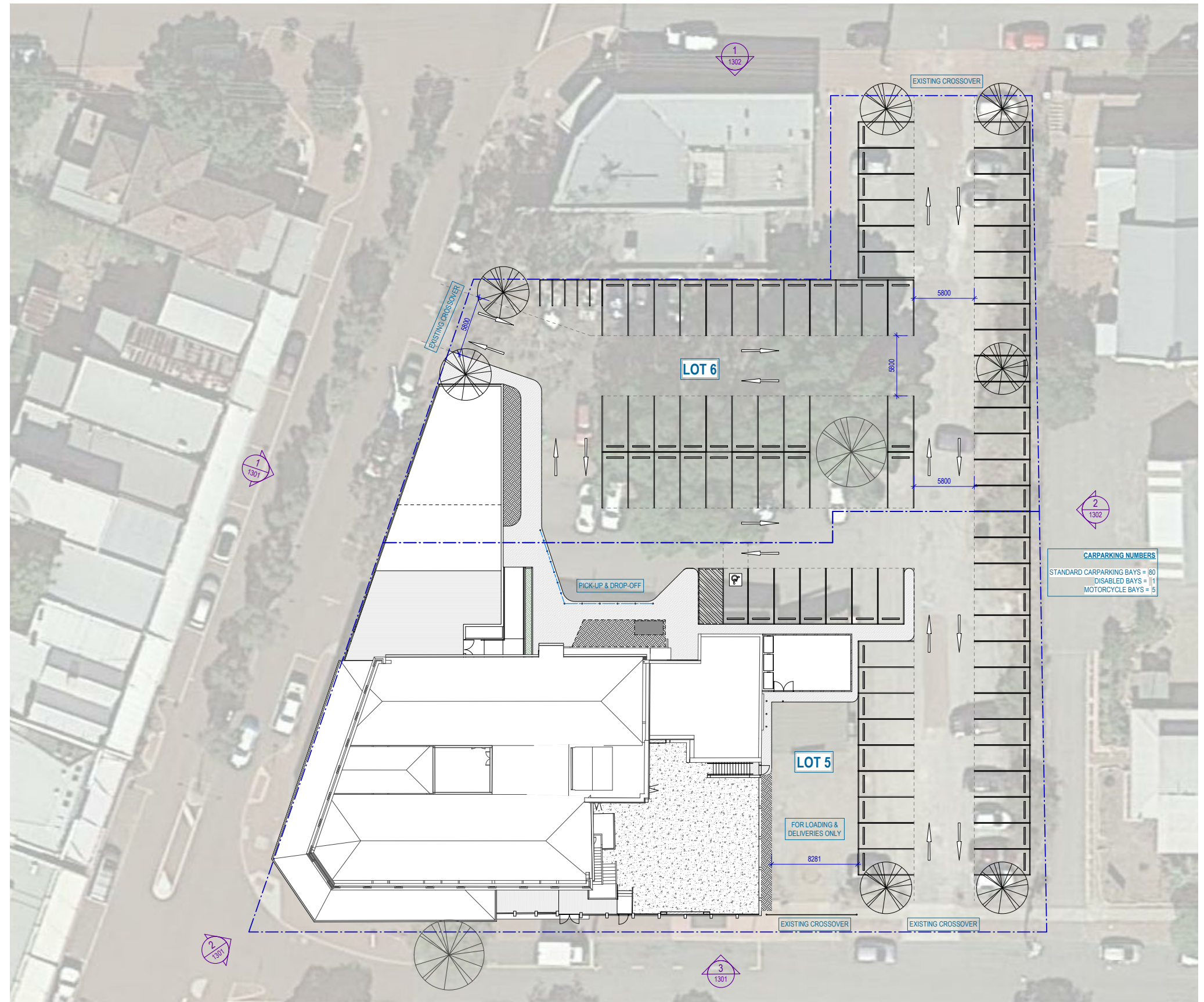
# APPENDIX

# Appendix Location Plan





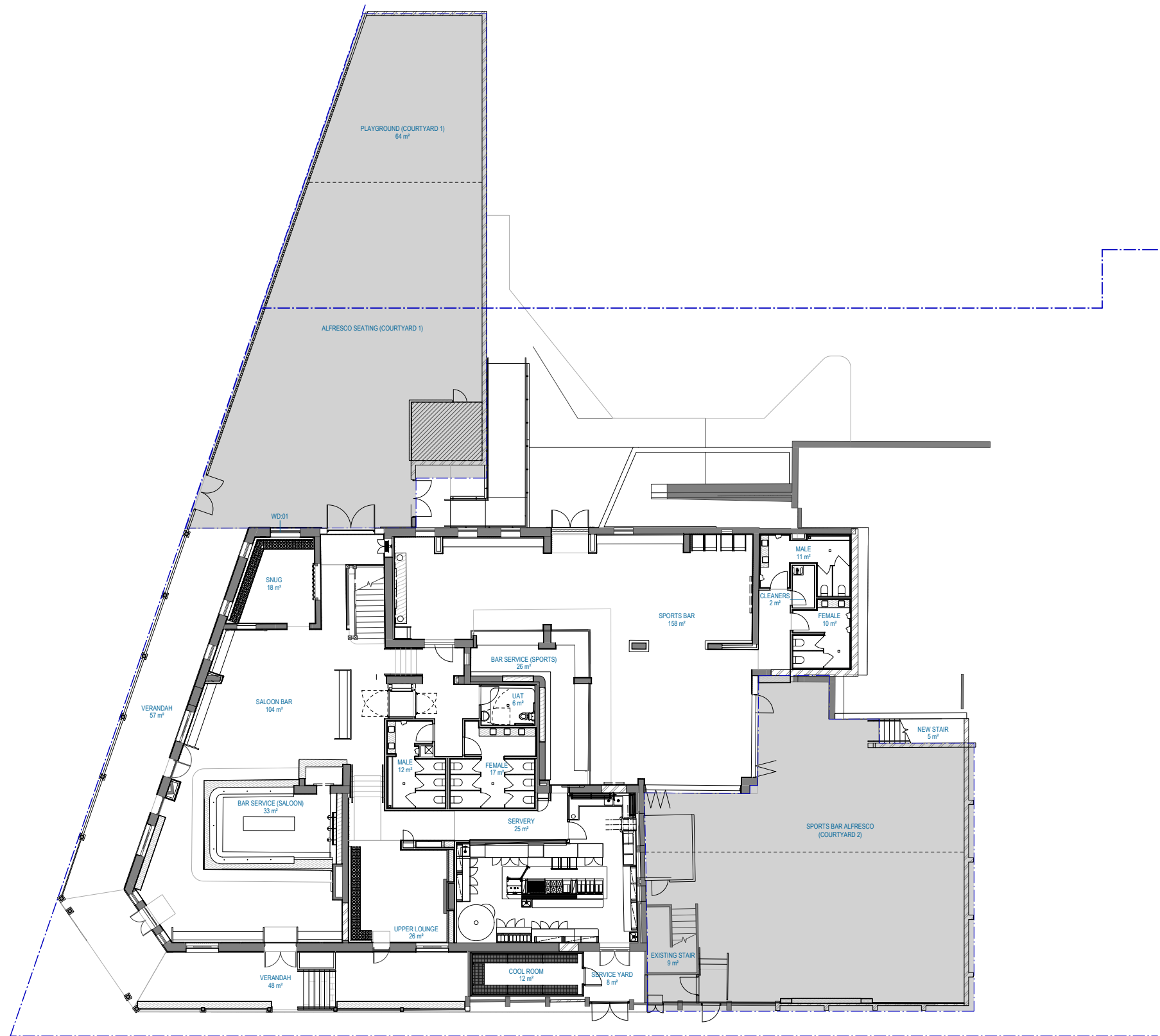
# Appendix Site Plan





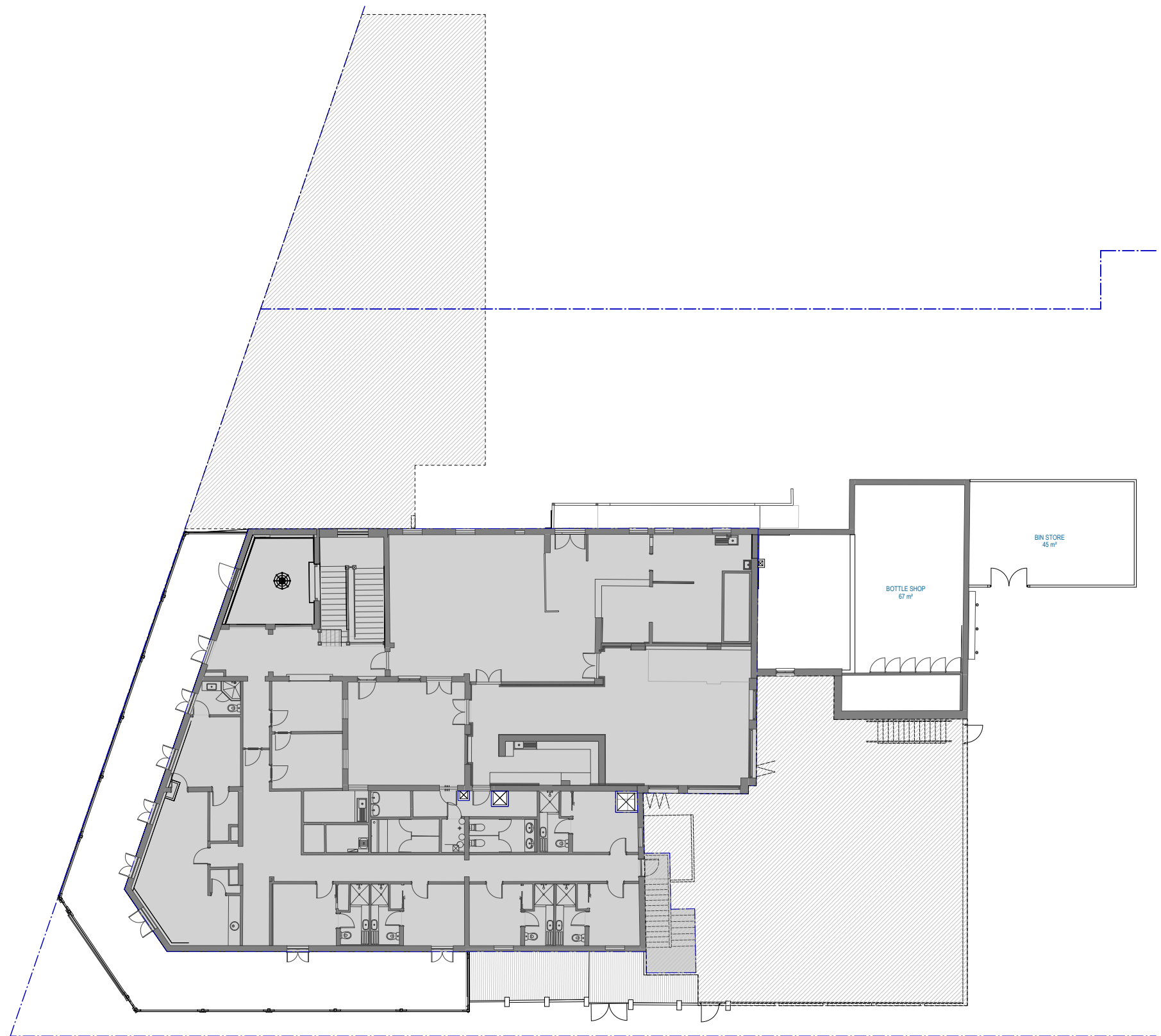
# Appendix Ground Floor

 Excluded from scope, no works proposed



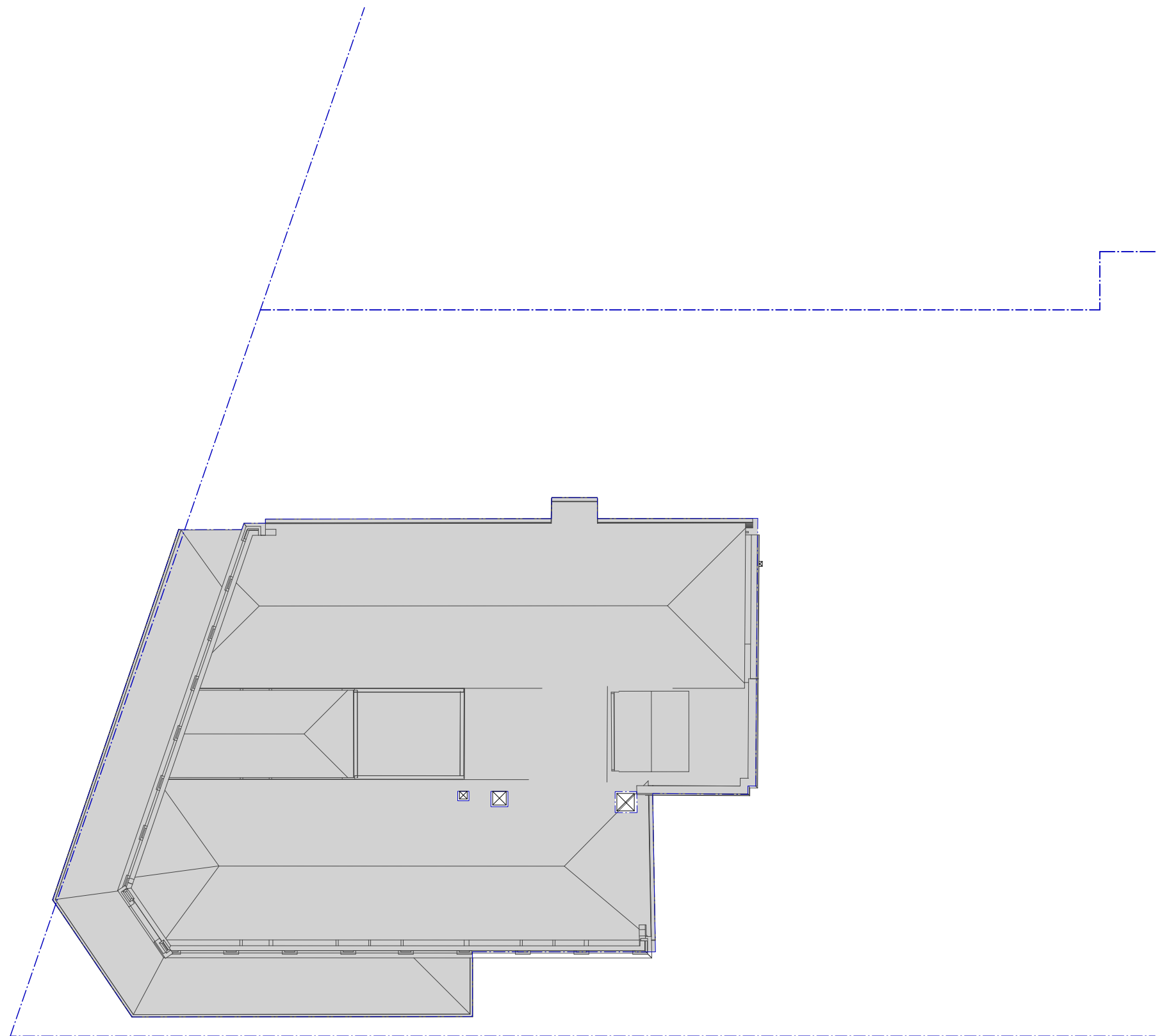
# Appendix Level 1

 Excluded from scope, no works proposed



# Appendix Roof Plan

 Excluded from scope, no works proposed





# Appendix Site Elevations

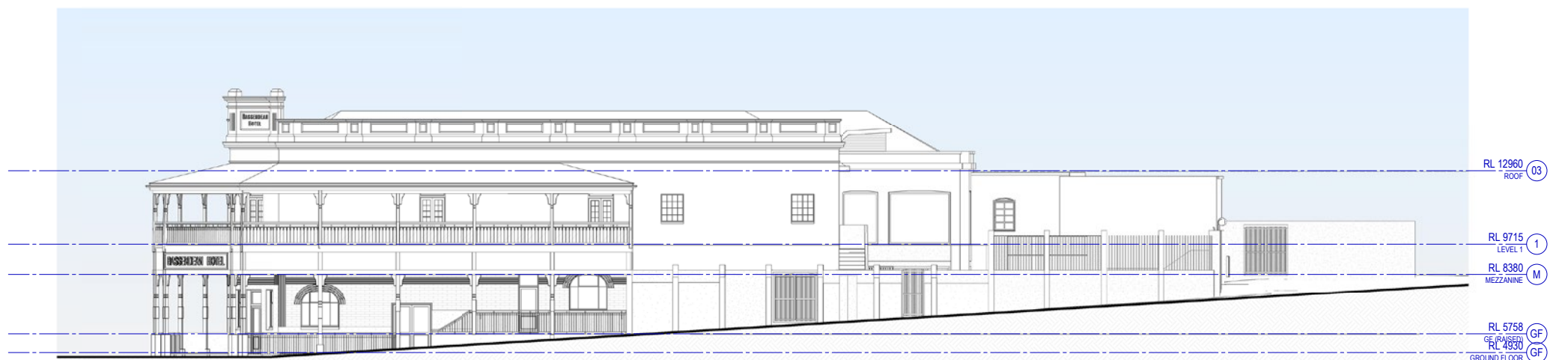
## North Elevation



## North-West Elevation

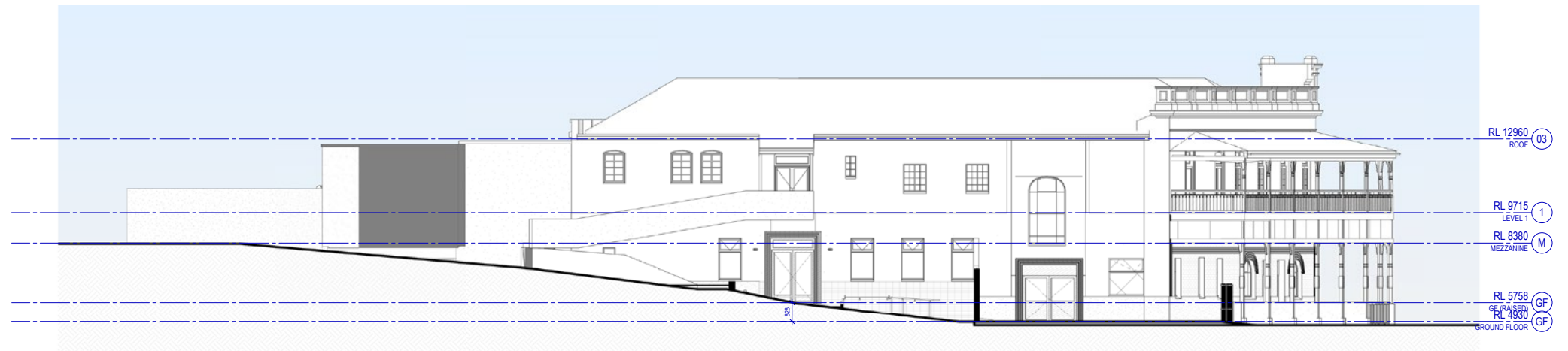


## West Elevation

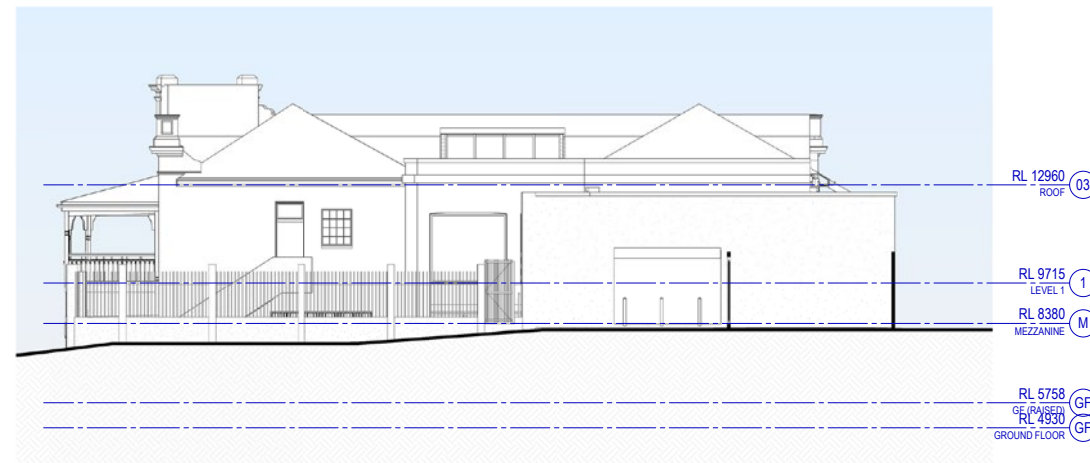


# Appendix Site Elevations

## East Elevation

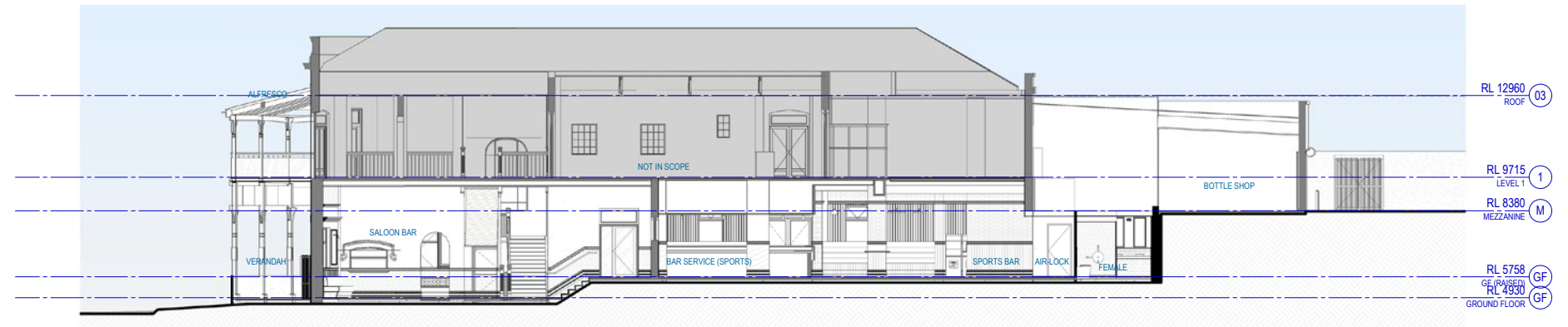


## South Elevation

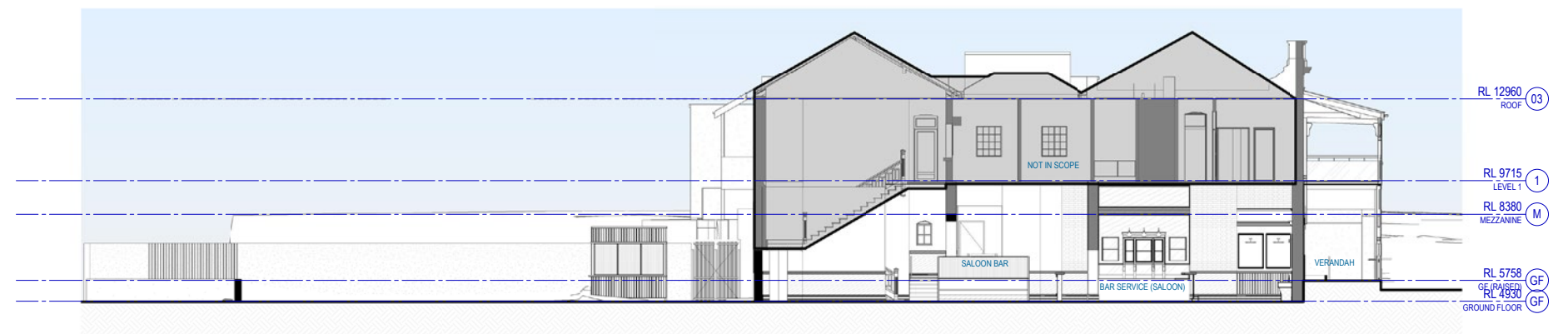


# Appendix Site Sections

## North/South Section



## East West Section





## Australia & New Zealand

### Adelaide

Level 14, 11 Waymouth Street  
Adelaide SA 5000, Australia  
GPO Box 338  
Adelaide SA 5001, Australia  
T +61 8 8113 5900

### Brisbane

Level 3, 262 Adelaide Street  
Brisbane Qld 4000, Australia  
GPO Box 7842  
Brisbane Qld 4001, Australia  
T +61 7 3308 2900

### Christchurch

Level 2, 299 Durham Street  
Christchurch, New Zealand 8013  
PO Box 972  
Christchurch, New Zealand 8140  
T +64 3 963 4340

### Melbourne

Mezzanine,  
498 Little Collins Street  
Melbourne, Vic 3000, Australia  
PO Box 16206  
Collins Street West,  
Vic 8007, Australia  
T +61 3 8646 6600

### Perth

The Palace,  
108 St Georges Terrace  
Perth WA 6000, Australia  
PO Box Z5365  
Perth WA 6831, Australia  
T +61 8 9322 0500

### Sydney

Level 2, 60 Carrington Street  
Sydney NSW 2000, Australia  
PO Box N19, Grosvenor Place  
Sydney NSW 1220, Australia  
T +61 2 9249 2500

## China

### Beijing

Level 5, Building 15  
Taikoo Li Sanlitun North,  
No.11 Sanlitun Road  
Chaoyang Beijing, China 100027  
T +86 10 6419 8555

### Hong Kong

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60 Wyndham Street  
Central Hong Kong  
T +852 2526 6308

### Shanghai

Plaza 336, 9F  
336 Middle Xizang Road  
Huangpu District  
Shanghai, China 200001  
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## Middle East

### Abu Dhabi

Suite 1413 MBC, Makeen Tower,  
Corner 9th & 10th Street  
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United Arab Emirates  
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Abu Dhabi,  
United Arab Emirates  
T +9712 657 3450

### Dubai

Level 3, Suite 313, Emarat Atrium  
Sheikh Zayed Road  
Dubai, United Arab Emirates  
PO Box 58041  
Dubai, United Arab Emirates  
T +971 4 404 1600

## North America

### Los Angeles

Bradbury Building,  
304 South Broadway,  
Floor 2,  
Los Angeles, CA 90013 USA  
T +213 766 0445

### New York

30 Broad Street, 7th Floor,  
New York NY 10004, USA  
T +1 646 756 3300

### San Francisco

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T +1 415 277 3000

## South East Asia

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T +65 6800 0900

## UK & Europe

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United Kingdom  
T +44 20 7637 6880

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[WWW.WOODSBAGOT.COM](http://WWW.WOODSBAGOT.COM)

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## Contacts

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## DR2 – Design review report and recommendations (Part 1/3)

*This report is prepared by the panel coordinator and checked by the design review Chair. To maintain the integrity and independence of the design review process this report should be attached, unedited to Council reports and (if applicable) the Development Assessment Panel Responsible Authority Report.*

Local government	Town of Bassendean	
Item no.	1	
Date	26 February 2021	
Time	10:00am	
Location	City of Bayswater	
Panel members	Philip Gresley Kris Mainstone Dominic Snellgrove Patrick Miller	Chair
Local government officers	Donna Shaw	Manager Development & Place – Town of Bassendean
Proponent/s	Eva Sue Kevin Liew Joel Barker	Woods Bagot Architects Woods Bagot Architects Seed Design Studio
Observer/s	Nil.	
Conflict of Interest	Philip Gresley declared that the practice leader of Woods Bagot was once an employee of Gresley Abas Architects. No conflict of interest was perceived.	
<b>Briefings</b>		
Development assessment overview	Donna Shaw	Manager Development & Place – Town of Bassendean
Technical issues	Donna Shaw	Manager Development & Place – Town of Bassendean
<b>Design review</b>		
Proposed development	Bassendean Hotel Redevelopment	
Property address	Lot 5 & 6 (No.17 & 23) Old Perth Road, Bassendean	
Background	<p>The Bassendean Hotel was built in 1929 for Patrick Connolly by builders Blackmore Brothers to a design by architects J.H.O. Hargrave and E.S. Porter.</p> <p>The original design of the hotel featured on the ground floor a Saloon Bar, Public Bar, Parlour, Entrance, Lounge, Office, Dining Room, Kitchen, Staff Dining, Store, Staff Bathroom, Lavatory. On the upper floor were 18 bedrooms, Lounge, Bathrooms, Lavatories and female Staff Bedrooms and Stair Hall.</p> <p>In the early 2000s the place was extensively renovated including the addition of a new bottle shop.</p>	
Proposal	Bassendean Hotel Redevelopment	
Applicant/representative	Eva Sue	Woods Bagot Architects
Key issues/recommendations	<p>The Panel was very pleased to see improvements to this excellent development proposed in this important town centre. The team's intent of re-working the existing built form is excellent and by enhancing the site with high quality courtyards will bring significant community value. The current proposal of the project is mostly sound and the Panel is therefore <b>supportive of this proposal pending further attention</b> to Landscaping by either retaining BOTH existing fig trees (preferred) <u>or</u> additional trees within the carpark at per the Town's requirements of 1 tree per 4 bays.</p> <p>The panel has been given assurance by the applicant that careful architectural detailing will be implemented where new, contemporary elements are abutting heritage elements, and that a faux heritage response will not be explored.</p>	

	<i>Note: A number of items from DRP1 have received the Panel's support with amendments or new information provided in DRP2. These have not been shown below, for clarity.</i>
Chair signature	

<b>DR1 – Design review report and recommendations (Part 2/3)</b>	
<b>Design quality evaluation</b>	
	Supported
	Pending further attention
	Not supported
	Yet to be addressed
<b>Principle 1 - Context and character</b>	<i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i>
DRP1	1a. The Panel commended and was fully supportive of the intent of the proposal, and recognised the significance of the building not only to the character of the district, but also to the community.
DRP 1	1b. The Panel cautioned on some design elements, commenting on the need to have a clear vision of the heritage, and not to attempt to replicate a 1900's building in lieu of the actual 1930's building style of the original Hotel. This is particularly evident with the proposed wrought iron lattice work. The Panel strongly recommends engaging a specialist heritage architect to assist in determination of how best to manage the restoration of original vs new works. Furthermore, the Panel suggests that there may be (and although by no means the only) opportunity to carefully deploy contemporary materials and elements to achieve good design outcomes might be in the maintaining of the strong horizontal emphasis from the balcony elements in the original 1930's design. The Panel also noted other elements such as proposed planter boxes, new column bases, and originally tiled plinth should be similarly considered and refined.
DRP2	1b. The Panel acknowledged that the applicant has sought heritage advice from Griffith Architects with respect to restoration works, and has removed the wrought iron lattice work from the balconies and made other positive amendments.
DRP1	1c. The relationship of the new courtyards to streets needs additional work. The Panel acknowledges the importance of safety and security of these areas but is equally concerned about the urban design quality of the interface. The design will benefit from a more pedestrian focused response with legibility and visibility between the street and the courtyards requiring more attention in creating an appropriate contextual design response.
DRP 2	1c. The Panel is supportive of the amendments provided which create a better transparency to the street.
DRP 2	1d. The Panel also sought clarification on the connection between the courtyard area and the existing building. The applicant confirmed that there would be a visible separation using the connection detailing between the verandah and the building, although the weather proof canopy over a portion of the courtyard would seamlessly connect to the building. The Panel supports this.
<b>Principle 2 - Landscape quality</b>	<i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i>
DRP 1	2a. The Panel commended the landscape concept, which provided a good mix of native and non-native vegetation.
DRP 1	2b. The Panel acknowledged that one of the Moreton Bay Fig Trees was proposed to be removed. Whilst concern was noted at the loss of established canopy cover, the panel acknowledged that an arborist report had advised that the tree was nearing the end of its lifespan.
DRP2	2b. The applicant provided an arborist's report and landscape concept plan providing further



<p>DRP 1</p> <p>DRP 2</p>	<p>details on landscaping elements. The Town advised the Panel that it has independently reviewed the recommendations contained within the arborists report and believes that there is scope to retain the second Fig Tree and one Lemon Scented Gum (tree 4). The Panel also discussed the ability to retain the second Fig Tree, and strongly encouraged the applicant to reduce the number of car parking bays to facilitate the retention of this tree and its associated growth zone.</p> <p>2e. With the removal of so many mature trees, the Panel believes that additional tree planting should occur within the car parking area, at the very least to meet the Town's car parking tree planting policy. <i>The panel also favours trees over carparking numbers in such a transit oriented location.</i></p> <p>2e. The Panel also discussed opportunities for alternative additional tree plantings throughout the car parking area, which the applicant acknowledged and would consider in light of the recently prepared civil drawings. Landscaping on the eastern edge of the site was discussed, and slight discrepancies between the civil drawings and the architectural drawings were noted, which resulted in the ability for a wider landscaping strap on the eastern edge of the site.</p>
<p><b>Principle 3 - Built form and scale</b></p>	<p><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p>
<p>DRP 1</p> <p>DRP 2</p> <p>DRP 2</p> <p>DRP2</p> <p>DRP 2</p> <p>DRP 2</p>	<p>3a. The Panel requested detailed sections and elevations of the Hotel from Parker Street, to better understand the proposed façade treatment on this side, especially in relation to the location of servicing areas.</p> <p>3a. The applicant has provided detailed sections, including the location of service areas and the Panel is supportive.</p> <p>3b. The boundary delineation on the eastern rear portion of the site required further detail, to better understand the interaction with the adjoining properties. Section drawings through the site and into adjacent properties would be appropriate drawings to demonstrate.</p> <p>3b. The applicant has provided a site plan showing the portion of site abutting the eastern boundary of the site, which includes planting screening and the Panel is supportive.</p> <p>3c. The Panel commented on the treatment of the existing low wall abutting Old Perth Road, and whether this could be removed to prevent a physical barrier between the Hotel and the streetscape, especially to provide opportunities for alfresco dining.</p> <p>3c. The Applicant advised that the treatment to this alfresco area will now be of a contemporary steel balustrading, designed to complement the existing upper-level balcony. The Panel is supportive should this balustrade be carefully designed to delineate between old and new in its connection to heritage elements such as columns.</p> <p>3d. The screen and urban edge proposed along Old Perth Road requires further consideration with relation to transparency, visible activation, scale, and composition. See also 1b and 1c.</p> <p>3d. The applicant advised the Panel that they have modified the interface to the courtyards and the street/car parking area with open framed detailing. The Panel is supportive.</p> <p>3e. The Panel noted the 2.5m and 1.5m screening required to the Old Perth Road and Parker Street courtyards respectively to address the recommendations contained within the Acoustic Report. The applicant confirmed that the level differences on the site would still ensure that acoustic measures could be achieved, whilst maintained the visually preamble fencing above the retained courtyards.</p>
<p><b>Principle 4 - Functionality and build quality</b></p>	<p><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p>
<p>DRP 1</p> <p>DRP 1</p> <p>DRP 2</p> <p>DRP2</p>	<p>4a. The Panel generally supported the reconfigured internal layout which is a robust and successful plan.</p> <p>4c. The design team should continue to develop the waste management strategy to the site and servicing points should be shown on the drawings.</p> <p>4c. The proponent provided a waste management strategy which requires some achievable amendments during the development approval process.</p> <p>4d. The Panel had concerns that the inner layer of transparent material to the upper level</p>

	balustrading will be Perspex rather than glass and detailed to allow easy cleaning and functional performance. The applicant advised this material would be glass and detailed carefully to ensure functionality.
DRP2	4e. The panel agreed, on balance, that the upper lounge does not require accessibility for wheelchairs.
Principle 5 - <b>Sustainability</b>	<i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>
DRP 1	5a. It was acknowledged that the existing solar panels would be reused.
DRP 1	5b. The Panel supported the economic and social benefits the proposal would bring to the Town.
Principle 6 - <b>Amenity</b>	<i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>
DRP 1	6a. The Panel supported optimising the use of the site with additional courtyards and alfresco dining opportunities.
DRP 1	6b. The Panel also supported the diverse range of indoors spaces for the use and enjoyment of patrons with differing needs.
DRP 1	6c. More information should be provided with relation to the urban edges related to the new courtyards and the existing alfresco area.
DRP2	6c. More information was provided and the Panel is supportive.
Principle 7 - <b>Legibility</b>	<i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>
DRP 1	7a. The legibility of the internal planning is successful and supported
DRP 1	7b. The general entry legibility is good but could benefit from some improvement through the street interface re-considerations.
DRP2	7b. More information was provided and the Panel is supportive.
DRP 1	7c. The Panel noted the local of servicing areas, and whether this could be repositioned to avoid service areas being directly abutting Parker Street.
DRP 2	7c. The Panel discussed the improved façade to Parker Street, and was satisfied with the landscaping elements and visually permeable fencing in this location.
DRP 1	7d. The pedestrian access and egress to the Hotel was discussed, and the Panel noted that the limited access ways to the Hotel reflected the management of the Hotel from a liquor licensing perspective.
DRP 2	7d. The panel noted the modifications to the ground floor treatments. The Panel also noted that the upper lounge was inaccessible for people with disabilities, but this was recognised and accepted on the basis that the facilities within this lounge would be replicated within a separate lounge with universal accessibility on the ground floor.
Principle 8 - <b>Safety</b>	<i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>
DRP 1	8a. The Panel acknowledged the separation proposed between the street and the existing Hotel and the street and the proposed courtyard areas served a liquor licensing purpose in restricting the movements of patrons, and that the area could be closed after hours to restrict access to the proposed outdoor bar. Notwithstanding, the Panel requested the applicant consider alternative treatments to the screening abutting Old Perth Road. See also 1c.
DRP 2	8a. See previous comments regarding modifications to the ground floor wall.
DRP 1	8b. The waste management arrangements were considered, and the Panel reflected on the proposed movement of vehicles throughout the site and whether they could safely access and egress the site without conflicting with patron movements.
DRP 2	8b. The applicant has provided a waste management strategy in support of the application. The Panel is satisfied with the space available for memorability for service vehicles.
Principle 9 - <b>Community</b>	<i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i>
DRP 1	9a. The Panel commended the applicants on their vision for the continued use of the existing

DRP 1	Hotel, and the contributions a revitalised Hotel will bring in respect to economic and social benefits to the community.
DRP 2	9b. The urban edges to the courtyards and alfresco require additional attention to enable good pedestrian focused urban design outcomes. <b>9b. More information was provided and the Panel is supportive.</b>
Principle 10 <b>Aesthetics</b>	<i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>
DRP 1	10a. The following details/comments were made regarding the proposed aesthetics: <ul style="list-style-type: none"> <li>- The rhythm of the existing timber and the need for a separation between old and modern;</li> <li>- Potential to restore the original horizontal banding as opposed to the wrought iron and detailed tracery, which was not considered appropriate in this context;</li> <li>- The ground floor surface finish and its appropriateness;</li> <li>- Detail on the columns at ground levels; and</li> <li>- Further details as the courtyard screening elements at ground level.</li> </ul>
DRP 2	<b>10a. The Panel noted that the applicant has provided elevations and details of the proposed materiality. The wrought iron detail on the balustrade has been removed from the balcony. The Panel discussed the use of materials to meet Building Code of Australia standards for the balcony, and concern was raised on the ability to clean either glass or Perspex. The applicant confirmed that frameless set in glass would be used and maintained. The Panel is supportive of the revised approach and the development of the proposal since DRP1</b>

## DR2 - Design review report and recommendations Part 3/3

### Design Review Progress

	Supported		
	Pending further attention		
	Not supported		
	Yet to be addressed		
	<b>DR1 (15/12/2020)</b>	<b>DR2 (26/2/2021)</b>	<b>DR3</b>
Principle 1 - <b>Context and character</b>			
Principle 2 - <b>Landscape quality</b>			
Principle 3 - <b>Built form and scale</b>			
Principle 4 - <b>Functionality and build quality</b>			
Principle 5 - <b>Sustainability</b>			
Principle 6 - <b>Amenity</b>			
Principle 7 - <b>Legibility</b>			
Principle 8 - <b>Safety</b>			
Principle 9 - <b>Community</b>			
Principle 10 - <b>Aesthetics</b>			







30 December 2020  
Job Number: 20201  
Our Reference: 01L

Directors  
ARK Group  
Level 1 66 King Street  
Perth

Attn: Adam Kapinkoff <adam@arkgroup.com.au>

Griffiths Architects



Dear Adam,

### **BASSENDAN HOTEL HERITAGE ADVICE**

Thank you for the information provided by you and John Liddiard on the Bassendean Hotel. This letter is intended to provide some background and guidance on the treatment of this local heritage place during its re-imagining.

#### **Hotel Exterior Treatment**

This advice is designed to provide some insights into the original intent, the current presentation, and how that might inform future treatment.

#### **Background**

Bassendean was originally simply called West Guildford until the town was declared as a separate entity in 1922. At least 5 attempts were made to establish a hotel there, and in once instance in 1905, there was an unsuccessful attempt to re-locate the licence of the Stirling Arms to the town. Several further attempts were made, but the inevitable decision was that West Guildford should stay dry.

Following the Gold Rushes and its perceived excesses, there was a strong reaction to the sale and consumption of alcohol and the temperance movement began to hold sway. Hotel licences were harder to obtain and temperance hotels and coffee palaces became more common.

Finally, in 1927 a 468 signature petition commenced a process that would eventually lead to the construction and licencing of the Bassendean Hotel, with hearings commencing in 1928.

The Bassendean Hotel was built in 1929 for Patrick Connolly by builders Blackmore Brothers to a design by architects J.H.O. Hargrave and E.S. Porter. The construction of the hotel caused

considerable controversy as many community members and churches in the district valued a teetotal lifestyle. An active opposition group formulated a well organised 'No License' campaign to keep Bassendean free of licensed hotels. The campaign failed to gain support with the legislators and the license was granted in 1930 after five attempts. The original design of the hotel featured on the ground floor a Saloon Bar, Public Bar, Parlour, Entrance, Lounge, Office, Dining Room, Kitchen, Staff Dining, Store, Staff Bathroom, Lavatory. On the upper floor were 18 bedrooms, Lounge, Bathrooms, Lavatories and female Staff Bedrooms and Stair Hall. Patrick Connolly was the first licensee for the hotel and the hotel was quickly established as a venue for local events.<sup>1</sup>

Because it was built in the period of restricted trading hours, this and other hotels like and including the Bassenden Hotels were made robust to withstand the 'six o'clock swill'. When completed the hotels had a tiled dado at ground floor level, tuck-pointed brick walls with rendered quoins and string courses with rendered arches to windows, and steel framed windows. The upper floor appears to have had rendered walls from the outset.

Verandahs were timber framed with square timber posts, post brackets, a framed frieze with asbestos cement panels, and a balustrade in the same treatment. Bedrooms were designed to accommodate single men doing business in the town and the nearby industrial areas.

Throughout the 20th century the building underwent additions and alterations as requirements and legislation changed. In the 1950s the hotel was remodelled internally in the style of the period and the majority of the internal fittings and features were removed. In the 1970s, licensing laws no longer required hotels to provide accommodation and taverns became a popular destination. Older hotels such as the Bassendean often found that the first floor accommodation was an unused resource.<sup>2</sup>

Vinyl flooring was laid, walls tiled to dado height, flush ceilings installed and Formica and chrome were the materials used in the bar, with fluorescent light fittings throughout.

In 1973, the hotel was acquired by publican Murray McHenry who undertook major renovations of the premises. It was during the 1970s that a drive-in bottle shop was provided, as well as an expansion of the restaurant which was named 'Paddy Connolly's' in honour of the first owner. In the early 2000s the place was extensively renovated including the addition of a new bottle shop.<sup>3</sup>

It was at this time that much of the damage was done to the presentation of the building exterior. Though verandahs were put back to an approximation of the original, the whole of the building exterior was covered with a bagged cement render, losing all of the original details and homogenising the exterior into the bland treatment that remains today.

## Significance

In 2017, the Town settled on a statement of significance for the hotel when putting it into management category 2 of their municipal inventory.

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<sup>1</sup> Municipal inventory documentary evidence

<sup>2</sup> *ibid*

<sup>3</sup> *ibid*

The statement of significance says:

The place has aesthetic value as a good, intact example of the Inter War Free Classical style;

The place has value as a landmark in the streetscape and demonstrates the original town centre of Bassendean;

The place has historic value for its association with the development of Bassendean in the Inter War period and for the community campaign waged against the hotel which illustrates the strength of the temperance movement at the time; and,

The place has social value for the many community members who have worked or attended the place for a variety of reasons since 1930.

This provides guidance for its future treatment. The statement does not mention what is not significance, but changes since its completion have been to its detriment. Remarkably, exterior openings have remained almost untouched in the life of the building and most opening treatments have remained original or have been replaced sympathetically.

### **Conservation and Adaptation Options**

A good conservation option would be to restore the front of the hotel to its original presentation which would add to its visual richness and presentation. There would be no argument with respect to this approach.

Alternatively, a sympathetic approach might be a good one. It is possible to remove the cement render to reveal original features and some trial render removal might determine whether this is possible.

A possible approach, should this not be feasible, would involve tiling the dado, then smooth rendering above, picking out the quoins strings and the like in accordance with the only photograph that is available from the period. Your render in the DRP presentation shows an appropriate approach in terms of the treatment of the dado, openings and render details.

The key is to be respectful of the 'Inter-War Free Classical style and landmark qualities of the place.

The present verandah construction looks like it has a very short life left in it and a new verandah might be erected that takes its cues from the historic verandah, but is more suited to contemporary use. Balustrades should be a simply designed and not introduce Federation period motifs into it. The original verandah did not allow visual access up to it and was designed to provide some privacy to the rooms, which is a function no longer required. Plain detailing such as vertical balusters would be more appropriate than lace or glass in a reimagined verandah.

Other than the balustrades, your DRP presentation seems to confirm this as your preferred approach.

The steel framed windows should be conserved.



Colours are not so important. Though it might be possible to figure our original colours by paint scrapes, the hotel has had many colour schemes and the selection of a colour scheme is not so important for a place of this level of significance, but very important for a good fresh outcome. The present colours take the life and detailing out of the building, and something like the colour contrast and depth of hue of the original building would better present it and breathe new life into it.

We trust this is acceptable and look forward to your response.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Philip Griffiths', with a long horizontal flourish extending to the right.

PHILIP GRIFFITHS LFRAIA RIBA M.ICOMOS  
ABWA Reg.No. 1071  
for Griffiths Architects



**Ark Hospitality Group  
Bassendean Hotel Development  
Old Perth Road, Bassendean WA  
Arboricultural Impact Assessment**

Assessment and Report prepared by:

Nick Arnold

*Dip. Arb., BSC Biology, MSC Soil Management, NZQF (equiv. AQF) Level 5*

3 December 2020

3 December 2020

Mr Adam Kapinkoff  
General Manager  
Ark Hospitality Group  
Level 1, 66 King Street  
Perth WA 6000

**Arboricultural Impact Assessment Report regarding nine (9) trees located within the vicinity of the proposed development at the Bassendean Hotel, Old Perth Road, Bassendean**

Dear Adam,

We are pleased to provide you with the following Arboricultural Impact Assessment Report for nine (9) trees within the grounds of the Bassendean Hotel.

Complete use of this report is authorised under the conditions limiting its use as stated in Appendix A Item 7 of "*Arboricultural Reporting Assumptions and Limiting Conditions*".

Should you have any queries relating to this report, its recommendations, or the options considered please do not hesitate to contact us on 1300 272 671.

Regards,



**Nick Arnold**

Consulting Arborist

Dip. Arb., BSC Biology, MSC Soil Management, NZQF (equiv. AQF) Level 5



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## 1 Executive Summary

1.1.1 The following Arboricultural Impact Assessment (Report) covers nine (9) trees located within the grounds of Bassendean Hotel. The subject site was identified by *Ark Hospitality Group* (the Client) as possessing trees that may be impacted upon by a proposed development.

1.1.2 In part, the project scope was to nominate subject trees that can be retained, or require removal to facilitate the proposed development (in the context of plans supplied), as well as to identify and reduce potential conflicts between subject trees and site development. Accurate information on the area required for tree retention and methods/techniques suitable for tree protection during construction have been provided.

1.1.3 Tree retention values have been determined based upon a modified version of the British Standard and which have been prescribed into one of the following four (4) categories, A, B, C and U. Refer to Appendix C for further detail. Generally, relevant consent authorities will consider:

- **A** retention value trees as a site constraint and may require alterations to the proposed development design and/or specific protection measures to allow retention, unless the proposed development outweighs the retention value of the tree
- **B** retention value trees as a site constraint consideration, lesser changes should be considered to retain such trees
- **C** retention value trees are not considered a site constraint
- **U** retention value trees are considered a site opportunity, as such trees are recommended for removal regardless of the proposed development.

1.1.4 Trees impacted by the proposed development:

Category	Description	Total	Removal		Retain	
			located within development footprint	irrespective of future development	with specific protection	with generic protection
A	High retention value trees	0				
B	Moderate retention value trees	5	1, 2, 4, 5		6	
C	Low retention value trees	4	3, 7, 8, 9			
U	Trees to be removed irrespective of proposed development	0				

## 2 Introduction

- 2.1.1 ArborSafe Australia Pty Ltd was engaged by Mr Adam Kapinkoff (The Client) to complete an Arboricultural Impact Assessment Report on nine (9) trees located within or adjacent to the Bassendean Hotel located on the Old Perth Road, Bassendean, Perth.
- 2.1.2 The report has been requested as part of a Development Application (DA) that involves the renovation of the existing buildings and parking areas and the construction of a new alfresco dining area and children's playground.
- 2.1.3 The report was intended to provide information on site trees and how they may be impacted upon by the proposed development. Report findings and recommendations provided are based upon guidance provided within Australian Standard AS 4970–2009: *Protection of Trees on Development Sites*.
- 2.1.4 Observations and recommendations provided within this report are based upon information provided by the Client and an arborist site visit.

## 3 Scope

- 3.1.1 Carry out a visual examination of the nominated trees located within the vicinity of the proposed development.
- 3.1.2 Provide an objective appraisal of the subject trees in relation to their species, estimated age, health, structural condition, useful life expectancy (ULE) and viability within the landscape.
- 3.1.3 Based on the findings of this investigation, provide independent recommendations on the retention value of the subject trees.
- 3.1.4 Nominate subject trees that can be retained or require removal to facilitate the development.
- 3.1.5 Identify and reduce potential conflicts between subject trees and site development by providing accurate information on the area required for tree retention and methods/techniques suitable for tree protection during construction.
- 3.1.6 Provide information on restricted activities within the area nominated for tree protection, as well as suitable construction methods to be adopted during demolition and/or construction.



## 4 Methodology

### 4.1 Data Collection

- 4.1.1 Nick Arnold of ArborSafe Australia Pty Ltd carried out a site inspection of the subject trees on 26 November 2020.
- 4.1.2 Trees that are the subject of this report (Figure 3) were identified during discussions with the Client, reviewing relevant (supplied) development documentation and reviewing the description of a non-exempt 'Tree' as identified within the Town of Bassendean *Local Planning Policy No. 13 Tree Retention and Provision*.
- 4.1.3 Pursuant with the consent authorities tree management policy (*Local Planning Policy No. 13 Tree Retention and Provision*), all site significant site trees were included within the scope of this report. Small trees/shrubs have been omitted from the report based on their species, current size and/or potential future size and contribution to local amenity.
- 4.1.4 The subject trees were inspected from the ground using the initial component of Visual Tree Assessment (VTA) (Matthek, 1994). No foliage or soil samples were taken and no aerial, underground or internal investigations were undertaken.
- 4.1.5 Tree height and canopy width were estimated and have been provided to the nearest range (in meters). Trunk diameter at breast height (DBH) and trunk diameter at the root crown (DRB) were measured with a diameter tape and provided to the nearest centimetre
- 4.1.6 Heritage information was sourced from the WA heritage register (inHERIT). The source of all information has been referenced accordingly.
- 4.1.7 No additional environmental or biodiversity searches were included within the scope of this report.
- 4.1.8 Data collected on site was analysed by Nick Arnold, collated into report format, and relevant recommendations were formulated.
- 4.1.9 Tree protection zones (TPZ) and structural root zones (SRZ) were calculated in accordance with the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites* (refer to Section 7.6).
- 4.1.10 Retention values have been determined based upon a modified version of the British Standard BS 5837–2012: *Trees in Relation to Design, Demolition and Construction* (refer to Appendix C).
- 4.1.11 All photographs were taken at the time of the site inspections by the author and have not been altered for brightness or contrast, nor have they been cropped.
- 4.1.12 Plans of the existing site and of the proposed development were provided to ArborSafe on 26.11.20.
- 4.1.13 No proposed underground service locations have been reviewed in the preparation of this report.

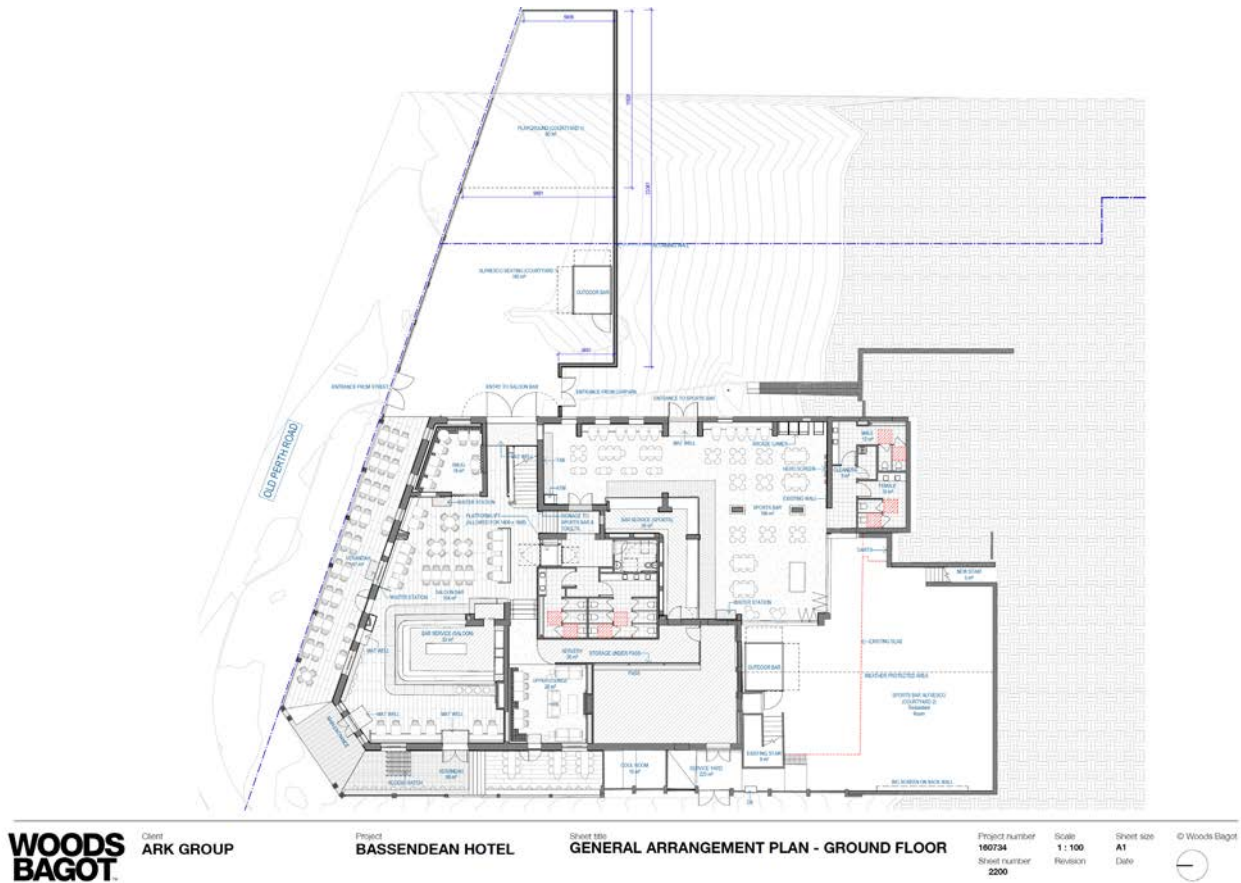


Figure 1. Excerpt from the General Arrangement – Ground Floor Plan. (Client, 26 November 2020).

## 5 Observations

### 5.1 Location

- 5.1.1 The site was located within the grounds of the Bassendean Hotel located on the Old Perth Road (Figure 2), the area designated in this report has been outlined in red by the author.
- 5.1.2 The site was located within the Town of Bassendean (TOB) Local Government Area (LGA).
- 5.1.3 Site soils are likely to consist of altered Bassendean sands as would be considered typical in a modified urban environment. No formal soil testing was undertaken in the preparation of this report.



Figure 2. Whole site image (location). Red lines delineate the site and area containing the subject trees that are to be impacted by the proposed development. (Landgate, November 2020).



## 5.2 Site Trees

5.2.1 A nominal numbering convention was applied to the subject trees (Figure 3). Trees were not tagged as part of this report.

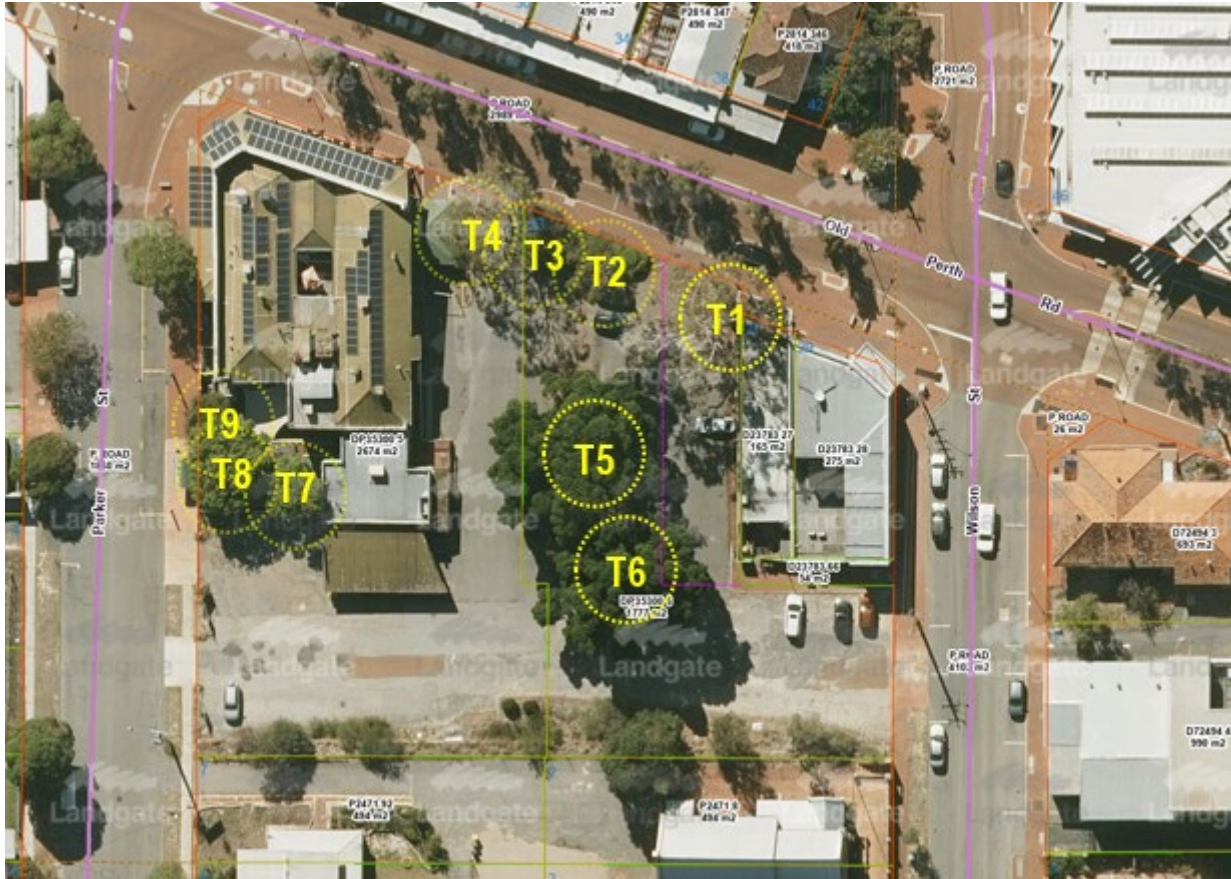


Figure 3. Site map showing subject trees. Tree attributes are to be obtained from Appendix E – Tree Assessment Data. (Landgate/ArborSafe, November 2020).



### 5.3 Tree Retention Values

5.3.1 Retention values were determined based upon a modified version of the British Standard BS 5837–2012: *Trees in Relation to Design, Demolition and Construction*. This standard categorises tree retention value based upon assessment of the tree’s quality (health and structure), and life expectancy. Other criteria such as its physical dimensions, age class, location and its Amenity, Heritage and Environmental significance are also considered. A breakdown of attributes required for each category can be obtained from Appendix C – Tree Retention Values.

Category	Tree numbers
<b>A</b>	
<b>B</b>	1, 2, 4, 5, 6
<b>C</b>	3, 7, 8, 9
<b>U</b>	

### 5.4 Environment Status

5.4.1 No additional environmental or biodiversity searches were undertaken in the preparation of this report. Findings of the site inspection indicated that none of the subject trees were considered to be of special environmental significance (as known to the author at time of assessment).

#### 5.4.2 Heritage Status

5.4.3 The proposed development site has no trees identified as being of national, state or local heritage significance (inHERIT).

5.4.4 The site is within the grounds of the Bassendean Hotel, which is considered to have significant heritage value (Category 2/2a). The site is listed within the WA Heritage Inventory as identified below:

Heritage Listing	Listing Title	Place Number	Listing Date	M.I Place Number
Heritage Council (WA)	Bassendean Hotel	00133	May 2018	163

*(WA State Heritage Register, 2020)*

5.4.5 No individual listings were identified within the state heritage register pertaining to any of the trees subject to this report, furthermore, site assessment did not indicate any exceptional (tree) heritage significance.

## 6 Discussion

### 6.1 Proposed Construction

6.1.1 The proposed development has been reviewed and in summary consists of the renovation of the existing Bassendean Hotel building and the additional construction of a new alfresco dining and play area to the Hotel's east. The existing car park area is also to be resurfaced.

### 6.2 Impact of Proposed Development

6.2.1 A review of the proposed design has been undertaken in the context of tree retention and removal across the site.

6.2.2 The trees affected by direct conflict with the proposed construction footprint would require removal under the current design. In order to retain any/all of these trees a redesign or relocation of the development would be required. Refer to Appendix E for full details.

6.2.3 The other main development impact which affects trees, but not necessarily to the point of requiring immediate removal, is through significant root damage due to major TPZ encroachment. This damage can largely be placed into three (3) categories – soil compaction, level changes or direct root severance.

6.2.4 Negative tree impacts can manifest as either a reduction in health and/or vigour due to root loss (absorption and/or transport roots) resulting in a reduction in water and nutrient absorption capability or on tree stability if larger roots are impacted. Ultimately, the outcome for the trees depends on a number of variable factors including species, age, current health, TPZ encroachment percentage, soil type, topography, previous site use and the proposed design and construction methodology.

6.2.5 Compacted soils, especially artificially compacted soils such as those found under driveways or building platforms, have a higher bulk density down to a deeper level of subsoil. Bulk density is the term used for describing the weight of soil per unit volume. The broad engineering thinking is that the higher the density the more stable the road surface due to less soil movement in expansion, contraction, or compression. A higher bulk density is produced by compacting the soil to reduce available pore space between the soil particles. It should be noted however that deep base courses can be used to encourage roots to take a downward trajectory.

6.2.6 The effect of compacted soils on plants is somewhat influenced by the soil type but generally a reduction in available pore space reduces the available area for oxygen and water within the soil. A reduction in available soil water and oxygen inhibits root activity within the soil, as they are essential for root elongation and growth, and the lack of these properties is considered a major limiting factor.

6.2.7 A similar reduction in root activity, due to a reduction in pore space, can occur following significant soil level changes across the TPZ, although this generally occurs over a longer time frame than if the roots were directly severed. Root severance has the same effect, reduction in root function and capability, but on an instantaneous time scale where there is no time for the tree to adjust.

6.2.8 The assumption of allowable encroachment and minimal long-term health or structural impacts to the trees rely on a combination of the following being used - root sensitive construction methods being adhered to within the TPZ, minimal excavation within the TPZ to limit root severance (i.e. construction placed outside the TPZ where possible), fill rather than excavation utilised to affect level changes where possible (i.e. to minimise root severance and allow the trees root system time to adjust), no construction occurring within the SRZ, compensatory area being available around the unimpacted aspects of the trees and the enhancement of the existing TPZ area (i.e. mulched, soil conditioning and irrigation when required).

- 6.2.9 Resurfacing works around existing trees can lead to mechanical damage (including the scraping and severance of roots) which can negatively impact the condition of healthy trees or even push struggling trees into a spiral of decline.
- 6.2.10 The development is expected to affect nine (9) site trees through encroachment via excavation into their respective TPZs.

### 6.3 Determining TPZ Encroachment

- 6.3.1 **Major encroachment.** As per the Australian Standard AS 4970–2009: Protection of Trees on Development Sites, a major encroachment into the TPZ of any tree is considered to occur when it is beyond 10% of the total TPZ area. Trees with major encroachment may require removal or, in certain instances, be retained with specific protection requirements throughout the construction stage.
- 6.3.2 **Minor encroachment.** Under the aforementioned standard, a minor encroachment is determined as being less than 10% of the total TPZ area. Trees with minor encroachment may be retained with specific, generic or no protection requirements throughout the construction stage.
- 6.3.3 **No encroachment.** Trees with no encroachment may be retained with generic or no protection requirements throughout the construction stage.
- 6.3.4 For the purposes of this report, trees to be removed or retained have been identified as those:
- Requiring removal due to a level of encroachment into their TPZ that would likely result in a detrimental impact upon their future health and/or stability
  - Retainable and requiring specific protection requirements throughout construction (i.e. generic requirements plus arborist supervision and careful construction methods within their TPZ)
  - Retainable and requiring generic tree protection measures only (i.e. protective fencing and restriction of activities within the TPZ).

## 6.4 Tree 1

- 6.4.1 Tree 1 was a semi-mature Lemon-scented Gum (*Corymbia citriodora*). Although frequently used as an urban planting within Metropolitan Perth, the species (indigenous to Queensland and Northern NSW) is now considered undesirable and has proved to be invasive in banksia/tuart woodland to the south-west of WA. Tree 1 showed signs of reduced health and vigour with evidence of previous significant limb failures.



Figure 4. View of Tree 1 in its growing environment. (Author, November 2020).



## 6.5 Tree 2

- 6.5.1 Tree 2 was a semi-mature Lemon-scented Gum (*Corymbia citriodora*). Although frequently used as an urban planting within Metropolitan Perth, the species (indigenous to Queensland and Northern NSW) is now considered undesirable and has proved to be invasive in banksia/tuart woodland to the south-west of WA. Tree 2 was located in close proximity to an inspection pit.



Figure 5. View of Tree 2 in its growing environment. (Author, November 2020).

## 6.6 Tree 3

- 6.6.1 Tree 3 was a semi-mature WA Red Flowering Gum (*Corymbia ficifolia* – hybrid). Tree 3 showed signs of reduced health and vigour including tip dieback and minor deadwood accumulation.



Figure 6. View of Tree 3 in its growing environment. (Author, November 2020).



## 6.7 Tree 4

- 6.7.1 Tree 4 was a semi-mature Lemon-scented Gum (*Corymbia citriodora*). Although frequently used as an urban planting within Metropolitan Perth, the species (indigenous to Queensland and Northern NSW) is now considered undesirable and has proved to be invasive in banksia/tuart woodland to the south-west of WA. Tree 4 showed signs of reduced health and vigour with evidence of previous root damage.



Figure 7. View of Tree 4 in its growing environment. (Author, November 2020).

## 6.8 Tree 5

6.8.1 Tree 5 was a mature Hill's Weeping Fig (*Ficus microcarpa var. hillii*). The tree was located within a car park setting, surrounded by hard surfaces, and is a native fig species that commonly possesses expansive root systems. Historic root exposure, damage and compaction were evident and had likely contributed to an apparent reduction in tree health manifested by dieback/thinning in the tree's upper eastern crown (see Figure 8). Cracking observed beyond the extent of the tree's dripline would suggest that significant roots extend out into the existing car park area.

## 6.9 Tree 6

6.9.1 Tree 6 was a mature Hill's Weeping Fig (*Ficus microcarpa var. hillii*). The tree was located within a car park setting, surrounding by hard surfaces, and is a native fig species that commonly possesses expansive root systems. Although likely suffering from the effects of compaction and impermeable surfacing, Tree 6 presented as in better health when compared to Tree 5 (see Figure 8). This difference could potentially be attributed (in part) to lower levels of observed root severance and damage when compared to Tree 5. Lower trunk wounding, possibly a result of historic limb failure, poor pruning or vehicle strike was observed on Tree 6.

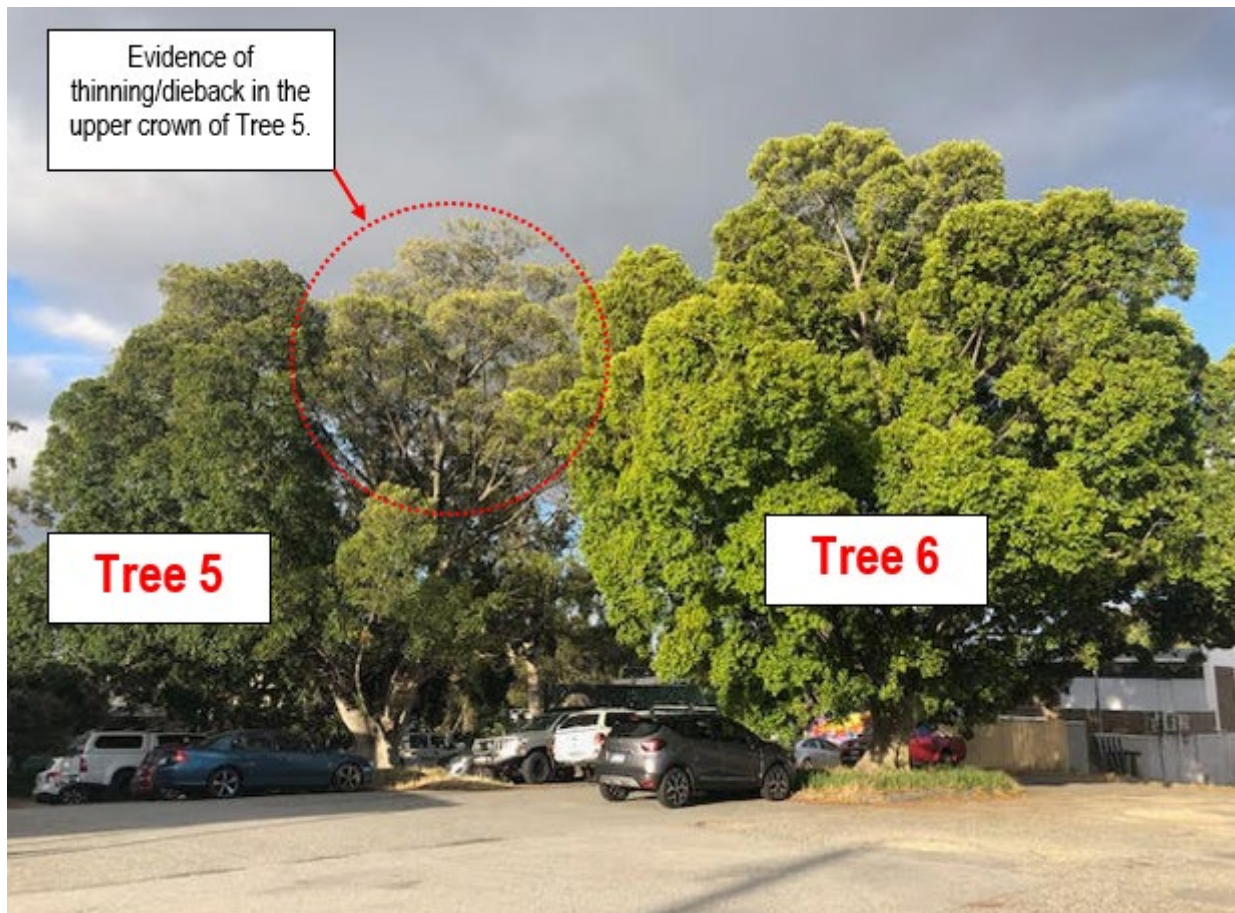


Figure 8. View of Trees 5 and 6 in their growing environment. (Author, November 2020).



## 6.10 Trees 7, 8 and 9

- 6.10.1 Trees 7 and 8 were semi-mature Jacarandas (*Jacaranda mimosifolia*). Both trees displayed diminished form (e.g. degrading pruning wounds, poor regrowth attachments) and reduced ULEs as a result of historic lopping practices. A lack of observable basal flare at the base of Tree 8 also indicated historical soil grade changes.
- 6.10.2 Tree 9 was a Bottlebrush (*Callistemon* sp.) and although the tree provided some shade/screening value, its form and ULE were deemed to have been diminished by historic poor pruning practices.



Figure 9. View of Tree 7 (left), Tree 8 (centre) and Tree 9 in their respective growing environments. (Author, November 2020).

## 7 Tree Protection and Management Recommendations

### 7.1 Tree Numbering Conventions

- 7.1.1 It is recommended that the tree numbering convention used in this report be applied to all subject trees included within any subsequent site plans to aid transparency.

### 7.2 Tree Removal

- 7.2.1 Eight (8) trees would require removal based upon the supplied design proposal(s). The following trees would require removal to allow the proposed development:

Recommendation	Category A High retention value		Category B Moderate retention value		Category C Low Retention value		Category U No retention value	
	Qty	Tree numbers	Qty	Tree numbers	Qty	Tree numbers	Qty	Tree numbers
Remove for development	0		4	1, 2, 4, 5	4	3, 7, 8, 9	0	

- 7.2.2 Trees 1, 2 and 4 were considered to be Category B status Lemon-scented Gums. Although established, all three trees showed signs of reduced health and vigour possibly associated with soil compaction and/or a lack of permeable surfacing within their respective driplines. A reduction in tree health can often result in an accumulation of deadwood and reduce an individual tree's resilience to potential root disturbances associated with development.
- 7.2.3 Based on the supplied plans (Figure 1 and Section 6), a significant encroachment into the SRZ of Trees 1, 2, 3 and 4 would be required to accommodate the proposed design. It is recommended that each of these trees is replaced (Section 7.14) with a tree of medium dimensions (at maturation). It is further recommended that replacement tree(s) with a proposed planting location to the north of the alfresco seating area (adjacent to Old Perth Road) be deciduous in nature and of a species approved by the Town of Bassendean.
- 7.2.4 Tree 5 presented as an established Hill's Weeping Fig also showing signs of reduced health and vigour. There was evidence of extensive historical root damage, severance and compaction which is likely to have contributed to a drop in vitality. This type of root damage and corresponding reduction in health could be expected to reduce the useful life of this tree and limit its resilience to further excavation works within the TPZ. Anecdotal evidence additionally indicated that significant roots emanating from Tree 5 extended past the drip line (as would be expected from this species). Consequently, a degree of further root severance would likely be required to accommodate the proposed design.
- 7.2.5 Due to these factors it is recommended that Tree 5 be removed and replaced with a single large tree or a minimum of two medium trees (at maturation).
- 7.2.6 Where replacement trees are located within the proposed car parking/hard surface area, root sensitive design principles are recommended (see Section 7.3).

### 7.3 Tree Pit Design (replacement trees located in hard surface/car park areas)

- 7.3.1 Once established, off-set plantings located within the car park area will have a significant proportion of their respective root zones covered by a 'hard surface'.
- 7.3.2 Urban trees growing in poorly designed or insufficient tree pits are typically surrounded by compacted soils or restricted soil volumes forcing roots up into cavities below paved surfaces where water (in the form of condensation) and air are often present. This kind of root activity can cause premature damage to hard surfaces and creates a sub-optimal growing environment for the tree.
- 7.3.3 In order to provide a sustainable growing environment and reduce the probability of premature root conflicts with surrounding hard surfaces, structured soil cell system should be incorporated into the mandated (subsoil) growth zone of each tree, where this zone is proposed to be covered by a 'hard surface'. Cellular systems are designed to preserve a non-compacted root zone whilst minimising future damage/lifting of paved areas. An example of a structured cell system is the Stratacell™ Soil Vault System:  
<https://citygreen.com/wp-content/uploads/2020/04/cgs-soil-vault-systems-healthy-trees-digital-1.pdf>
- 7.3.4 The selected system is to be installed as per the manufacturer's guidelines and should provide a minimum soil volume of 20m<sup>3</sup> (extending to a minimum radial distance of 4m from the centre of each respective tree's trunk when in-situ) for a medium tree or 50m<sup>3</sup> (extending to a minimum radial distance of 6m from the centre of each respective tree's trunk when in-situ) for a large tree.

- 7.3.5 Back-filled soil should consist of a suitably sourced and clean (i.e. free of weeds/contaminants and providing a beneficial environment for the promotion of plant growth) sandy loam, with an indicative organic matter content of between 2–5% and clay content of between 10–20% by mass. Backfill is to be consolidated/compacted as per the manufacturer’s (cellular system) guidelines.
- 7.3.6 It is recommended that the surrounding surface paving type and configuration be permeable in nature allowing water to freely drain through the hard surface, reducing runoff and allowing water to reach the tree’s root zone. Permeable paving should extend in a radial fashion to the outer edge of the sub-surface soil vault system at a minimum.
- 7.3.7 Permeable paving options are to incorporate approved base course layers and geotextiles/membranes as per manufacturer’s guidelines (e.g. Midland Aqua Tri-Pave or similar).
- 7.3.8 The site’s landscape design should aim to maximise the 'open' (water permeable) garden area at the base of each tree, whilst accommodating other elements of the design. The above ground tree pit 'cut-out' for each new planting should be as large as possible but at a minimum should extend past the estimated SRZ (Structural Root Zone) of the subject tree at maturation. Where space permits, understory plants and ground covers are also recommended within tree cut-outs to reduce potential foot traffic through planting areas.
- 7.3.9 Trees 7, 8 and 9 where deemed to hold diminished retention values as a result of defects linked to historic pruning practices. Consequently, removal and replacement with small to medium tree species on a one-to-one basis (minimum) within the site footprint is recommended.

**7.4 Tree Retention**

- 7.4.1 One (1) tree was recommended for retention and requires specific protection measures during construction to ensure it remains viable following the completion of works.

Recommendation (Refer Section 7.5–7.9)	Category A High retention value		Category B Moderate retention value		Category C Low Retention value	
	Qty	Tree numbers	Qty	Tree numbers	Qty	Tree numbers
Retain with specific protection requirements	0		1	6	0	

**7.5 Specific Protection Measures**

- 7.5.1 Tree 6 would be impacted by excavation works (resurfacing) within a portion of its TPZ as part of the proposed works.
- 7.5.2 Excavation within the TPZ is to be carried out under arborist supervision. No unsupervised excavation should occur within the SRZ of this tree. It is recommended that the proposed excavation commence at the outer extent of the TPZ and move inwards to minimise root damage to the trees.



- 7.5.3 Works should be undertaken using techniques that are sensitive to tree roots to avoid unnecessary damage. Such techniques include:
- Excavation using a high-pressure water jet and vacuum truck
  - Excavation using an Air Spade with vacuum truck
  - Excavation by hand.
- 7.5.4 Machine excavation is prohibited within the TPZs of retained trees unless undertaken at the direct consent of the project arborist.
- 7.5.5 Roots discovered are to be treated with care and minor roots (<40mm diameter) pruned with a sharp, sterile handsaw or secateurs. All significant roots (>40mm diameter) are to be recorded, photographed and reported to the project arborist.
- 7.5.6 Other proposed surfacing within the TPZ is to be installed above the existing grade and be of a permeable nature to allow the passage of air and moisture. If the surfacing is to be load bearing, then it is suggested that a geogrid/web or similar is incorporated to ensure the rooting area below does not become compacted or contaminated.
- 7.5.7 It is further recommended that the existing tree cut-out be expanded to the full extent permitted by the design but at a minimum should extend past the SRZ/basal flare of this tree to improve the tree's growing environment and future reduce root vs infrastructure conflicts (see Figure 10).



Figure 10. View of Tree 6 in its growing environment. (Author, November 2020).

## 7.6 Proposed Pruning

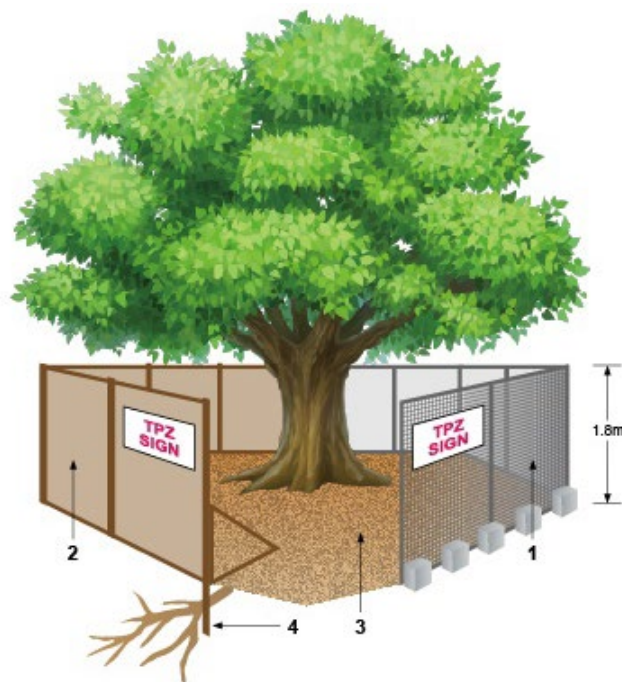
- 7.6.1 Zero (0) trees have proposed development within their respective crowns. It is anticipated that minor pruning only will be required of no greater than 10% of the trees total crown spread.
- 7.6.2 All pruning is recommended to be completed in accordance with the Australian Standard AS 4373–2007: *Pruning of Amenity Trees* (Standards Australia, 2007) and undertaken by a suitably qualified arborist (minimum AQF 3 arborist).
- 7.6.3 Reduction pruning should focus on the removal of smaller diameter branches where feasible and remove no greater than 10% of the total crown. Branches no greater than 50mm diameter are to be removed unless specifically approved by the project arborist.
- 7.6.4 Pruning >10% of a retained tree's crown will need the express approval of the nominated project arborist.

## 7.7 Generic Protection and Reporting Measures

- 7.7.1 All retained trees require generic protection measure. Refer to Section 7.7–7.18 for further details.
- 7.7.2 All trees to be retained require protection during the construction stage. Tree protection measures include a range of:
- Activities restricted within the TPZ
  - Protective fencing
  - Trunk and ground protection
  - Tree protection signage
  - Involvement from the project arborist
  - Project milestones
  - Compliance reporting
- 7.7.3 Activities Prohibited within the TPZ
- Machine excavation including trenching
  - Storage
  - Preparation of chemicals, including cement products
  - Parking of vehicles and plant
  - Refuelling
  - Dumping of waste
  - Wash down and cleaning of equipment
  - Placement of fill
  - Lighting of fires
  - Soil level changes
  - Temporary or permanent installation of utilities and signs
  - Physical damage to the tree

## 7.8 Protective Fencing Specification

- 7.8.1 Protective fencing (Figure 11) is to be installed as far as practicable from the trunk of any retained trees. Fencing should be erected as per the image below before any machinery or materials are brought to site and before commencement of works (including demolition).
- 7.8.2 In some areas of the site (i.e. protection of trees on neighbouring properties) existing boundary fencing may be used as an alternative to protective fencing.
- 7.8.3 Once erected, protective fencing must not be removed or altered without approval from the project arborist. The TPZ fencing should be secured to restrict access.
- 7.8.4 TPZ fencing is to be a minimum of 1.8m high and mesh or wire between posts must be highly visible. Fence posts and supports should have a diameter greater than 20mm and should ideally be freestanding, otherwise be located clear of the roots. See image below.
- 7.8.5 Tree protection fencing must remain intact throughout all proposed construction works and must only be dismantled after their conclusion. The temporary dismantling of tree protection fencing must only be done with the authorisation of a consulting arborist and/or the responsible authority.
- 7.8.6 The subject trees themselves must also not to be used as a billboard to support advertising material. Affixing nails or screws into the trunks of trees to display signs of any type is not a recommended practice in the successful retention of trees.



Legend:

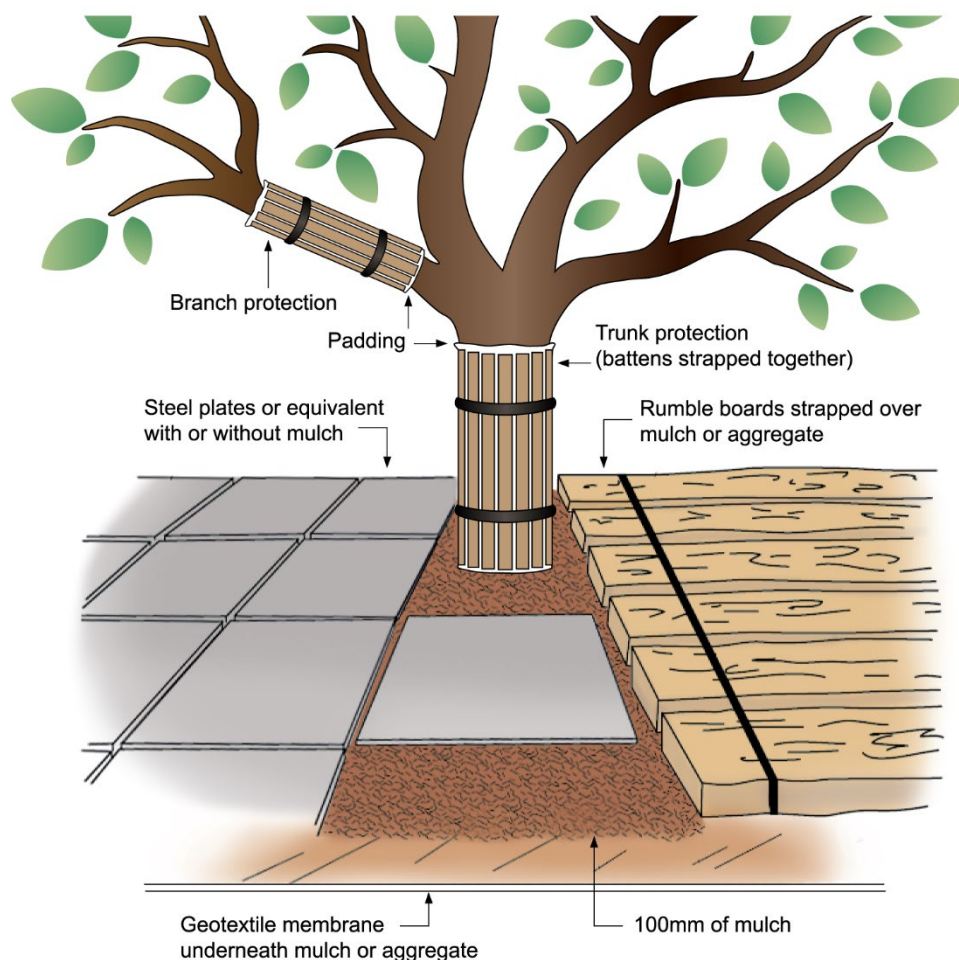
1. Chain wire mesh panels with shade cloth attached (if required), held in place with concrete feet
2. Alternative plywood or wooden paling fence panels. This fencing material also prevents building materials or soil entering the TPZ
3. Mulch installation across surface of TPZ (at discretion of the project arborist). No excavation, construction activity, grade changes, surface treatment or storage materials of any kind are permitted within the TPZ
4. Bracing is permissible within the TPZ. Installation of supports should avoid damaging roots.

Figure 11. Depicts standard fencing techniques. (AS 4970–2009).



## 7.9 Trunk and Ground Protection

- 7.9.1 Given that proposed works are often within the TPZs of retained trees, standard protective fencing may not always be a viable method of protection. In these areas trunk protection and ground protection should be installed prior to the commencement of works and remain in place until after construction works have been completed.
- 7.9.2 Where construction access into the TPZ of retained trees cannot be avoided, the root zone of each tree must be protected using either steel plates or rumble board strapped over mulch/aggregate until such a time as permanent above ground surfacing (cellular confinement system or similar) is to be installed.
- 7.9.3 Trunk and ground protection (Figure 12) should be undertaken in line with the Australian Standard AS 4790–2009: *Protection of Trees on Development Sites* as per the image below:



Notes:

1. For trunk and branch protection use boards and padding that will prevent damage to bark. Boards are to be strapped to trees, not nailed or screwed.
2. Rumble boards should be of a suitable thickness to prevent soil compaction and root damage.

Figure 12. Depicts trunk and ground protection techniques. (AS 4970–2009).

## 7.10 Tree Protection Signs

- 7.10.1 Signs identifying the TPZ (Figure 13) should be placed at 10m intervals around the edge of the TPZ and should be visible from within the development site.

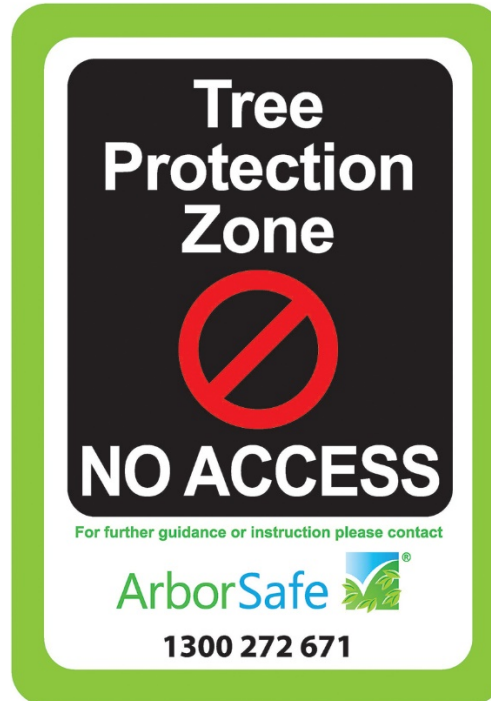


Figure 13. Depicts standard fencing techniques. (AS 4970–2009).

## 7.11 Project Arborist

- 7.11.1 An official “Project Arborist” must be commissioned to oversee the tree protection, any works within the TPZ’s and complete regular monitoring compliance certification.
- 7.11.2 The project arborist must have minimum five (5) years industry experience in the field of arboriculture, horticulture with relevant demonstrated experience in tree management on construction sites, and Diploma level qualifications in arboriculture – AQF Level 5.
- 7.11.3 Inspections are to be conducted by the project arborist at several key points during the construction in order to ensure that protection measures are being adhered to during construction stages and decline in tree health or additional remediation measures can be identified.

## 7.12 Project Milestones

7.12.1 The following visits and milestones were recommended as to when on-site tree inspection by the project arborist is required:

Item	Purpose of Visit	Timing of Visit(s)	Prerequisites
1	Pre-start induction	Following sign off from Item 1. Contractor to provide a minimum of five days advance notice for this visit.	Prior to commencement of works. All parties involved in the project to attend.
2	Supervision of works in TPZ's including all regrading and excavations	Whenever there is work planned to be performed within the TPZ's. Contractor to provide a minimum of five days advance notice for such visits.	
3	Regular site inspections	Minimum frequency monthly for the duration of the project.	The checklist must be completed by the Project Arborist at each site inspection and signed by both parties.
4	Final sign off	Following completion of works.	Practical completion of works and prior to tree protection removal.

## 7.13 Compliance Reporting

- 7.13.1 Following each inspection, the project arborist shall prepare a report detailing the condition of the trees. These reports should certify whether or not the works have been completed in compliance with the consent relating to tree protection.
- 7.13.2 These reports should contain photographic evidence where required to demonstrate that the work has been carried out as specified.
- 7.13.3 Matters to be monitored and included in these reports should include tree condition, tree protection measures and impact of site works which may arise from changes to the approved plans.
- 7.13.4 The reports and Compliance Statements shall be submitted to the Project Manager (as well as the Clients' nominated representative) following each inspection.
- 7.13.5 The reports and any Non-Compliance Statements shall be submitted to the Project Manager (as well as the Clients' nominated representative) if tree protection conditions have been breached. Reports should contain clear remedial action specifications to minimise any adverse impact on any subject tree.

## 7.14 Offset Tree Planting

- 7.14.1 Offset planting should reflect the number of trees removed and the initial loss of amenity and biomass. New trees should be of long-term potential and sourced from a reputable supplier.
- 7.14.2 Replacement tree species must suit their location on the site in terms of their potential physical size and their tolerance(s) to the surrounding environmental conditions. To avoid unethical or unprofessional tree selection and/or their placement within the landscape, replacement tree species must be selected in consultation with a consulting arborist, who can also assist in implementing successful tree establishment techniques.
- 7.14.3 Replacement tree species must have the genetic potential to reach a mature size potential of those trees removed to facilitate the development. As a guide, potential height will be a minimum of 10m (or more) for large trees and produce a spreading canopy so as they may provide amenity value to the property and contribute to the tree canopy of the surrounding area in the future.



## 7.15 Additional Excavation/Trenching within TPZs

- 7.15.1 In the event additional excavation is required within the TPZs of retained trees identified within this report, or any other site trees, arborist involvement will be required to ensure works are undertaken in accordance with the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites*.
- 7.15.2 Where excavation or trenching is required to facilitate installation of underground services within the TPZs of any site trees arborist supervision is required. Works should be undertaken using techniques that are sensitive to tree roots to avoid unnecessary damage. Such techniques include:
1. Excavation by hand
  2. Excavation using a high-pressure water jet and vacuum truck
  3. Excavation using an Air Spade with vacuum truck.
- 7.15.3 Machine excavation should be prohibited within the TPZs of retained trees unless undertaken at the direct consent from the project arborist and/or the responsible authority.

## 7.16 Plant Health Care

- 7.16.1 When managing a tree affected by development incursions within its TPZ, plant tonic and growth stimulant drenching should be undertaken. Plant tonic and growth stimulant drenching is the process of adding diluted products directly to the root area of a tree to promote and assist trees to cope with loss of roots during the development process. They also assist trees to provide better resistance to sap sucking insects and fungal attack/disease and improve the establishment of beneficial microbial populations and nutrient uptake. See Appendix D – Plant Health Care and Mulching

## 7.17 Irrigation

- 7.17.1 Regular checks are required to ensure retained trees are receiving the correct amount of water. The majority of a tree's fine water absorbing roots are located in the top 10–30cm of soil. To undertake a basic soil moisture test, dig a small hole to a depth of 40cm at the dripline of the tree. If the soil is moist at this depth, water is not needed. Slow irrigation that provides an even coverage and targets the absorbing roots is the key to successful irrigation and encourages a deeper tree root system. Irrigation near the trunk is unnecessary as for most trees there are generally fewer water absorbing roots in this area. Irrigating the soil from half-way between the trunk and the dripline as well as beyond the dripline will provide water where it will most effectively be used. Preferably, water your trees during the cooler evening and early morning period when temperatures are lower, humidity is higher, and the air is calmer thereby reducing water evaporation from the soil surface. Irrigation in the middle of the day is not harmful to most trees however it is less efficient.

## 7.18 Mulching

- 7.18.1 Mulching regulates soil moisture and temperature levels, suppresses weeds, minimises soil compaction and reduces run off during periods of heavy rain. Acquiring wood chip mulch from programmed tree works (and by purchasing it from local tree contractors) would be a proactive way to improve the growing conditions around trees that ultimately will result in improved tree health and vitality.
- 7.18.2 Mulch should aim to cover an area at least as large as a tree's crown projection (and preferably larger) for it to be effective. It should also be laid at a uniform thickness of 75–100mm. Mulch should also be placed over damp to wet soil and never over dry soil. Application during the cooler months of the year is ideal. In areas where grass exists where you wish to mulch, spray the grass first with a non-selective herbicide and allow it to wilt and die before placement. This practice will negate grass growing up through the mulch over time.

- 7.18.3 Mulching within the canopy areas of trees not only improves long term tree health but also acts to reduce tree risk by reducing targets that pass and/or congregate under their canopies. This in turn will minimise the likelihood of injury in the event of a branch failure.

## 8 References

- Heritage Council, 2020. *inHERIT State Heritage Register*. Government of Western Australia.
- Mattheck, C. a. B. H., 1994. *The Body Language of Trees: A Handbook for Failure Analysis*. H. M. Stationery Office: University of Michigan.
- Standards Australia, 2007. *AS 4373–2007 Pruning of Amenity Trees*, GPO Box 476 Sydney NSW 2001: Standards Australia.
- Standards Australia, 2009. *AS4970–2009: Protection of Trees on Development Sites*, Sydney: Standards Australia.
- The British Standards Institution, 2012. *BS5837–2012: Trees in relation to design, demolition and construction*, London: BSI Standards Limited.
- Town of Bassendean 2020. *Local Planning Policy No. 13. Tree Retention and Provision*.
- Urban, J., 2008. *Up By Roots - Healthy Soils and Trees in the Built Environment*. Champaign (Illinois): International Society of Arboriculture.

Plans of the existing site and of the proposed development were provided to ArborSafe on 26.11.20 and include:

- Bassendean Hotel Concept Design Reports, Seedesign Studio, 16 November and 19 November 2020
- Bassendean Hotel Site Plan, Project No. 160734, Sheet 1100, Woods Bagot, November 2020
- Bassendean Hotel General Arrangement Plan – Ground Floor, Project No. 160734, Sheet 2200, Woods Bagot, November 2020

## Appendix A. Arboricultural Reporting Assumptions and Limiting Conditions

1. Any legal description provided to the consultant is assumed to be correct. Any titles and ownership of any property are assumed to be good. No responsibility is assumed for matters legal in character.
2. It is assumed that any property/project is not in violation of any applicable codes, ordinances, statutes or other government regulations.
3. Care has been taken to obtain all information from reliable sources. All data has been verified in so far as possible, however, the consultant can neither guarantee nor be responsible for the accuracy of the information provided by others.
4. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.
5. Loss or alteration of any part of this report invalidates the entire report.
6. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by anyone but the person to whom it is addressed, without the prior written consent of the consultant.
7. Neither all nor any part of the contents of this report, nor any copy thereof, shall be used for any purpose by anyone but the person to whom it is addressed, without the written consent of the consultant. Nor shall it be conveyed by anyone, including the Client, to the public through advertising, public relations, news, sales or other media, without the written consent of the consultant.
8. This report and any values expressed herein represent the opinion of the consultant and the consultant's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
9. Sketches, diagrams, graphs and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys unless expressed otherwise.
10. Information contained in this report covers only those items that were examined and reflect the condition of those items at the time of inspection.
11. Inspection is limited to visual examination of accessible components without dissection, excavation or probing. There is no warranty or guarantee expressed or implied that the problems or deficiencies of the plants or property in question may not arise in the future.

## Appendix B. Explanation of Tree Assessment Terms

**Tree number:** Refers to the individual identification number assigned within the ArborSafe software to each assessed tree on the site and the number which appears of the tree's tag.

**Tree location:** Refers to the easting and northing coordinates assigned to the location of the tree as obtained from the geo-referenced aerial image within the ArborSafe software.

**Tree species:** Provides the botanic name (genus, species, sub-species, variety and cultivar where applicable) in accordance with the International Code of Botanical Nomenclature (ICBN), and the accepted common name.

**Trees in group:** The number of trees encompassing a collective assessment of more than one tree. Typically grouped trees have similar attributes that can be encompassed within one data record.

**Height:** The estimated range in metres attributed to the tree from its base to the highest point of the canopy. Where required height will be estimated to the nearest metre.

**Diameter at Breast Height (DBH):** Refers to the tree's estimated trunk diameter measured 1.4m from ground level for a single trunked tree. These estimates increase in 50mm increments. Where required DBH will be measured to give an accurate measurement for single trunked trees, trees with multiple trunks, significant root buttressing, bifurcating close to ground level or trunk defects and will be measured as per the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites*.

**Tree Protection Zone (TPZ):** A specified area above and below ground and at a given distance measured radially away from the centre of the tree's trunk and which is set aside for the protection of its roots and crown. It is the area required to provide for the viability and stability of a tree to be retained where it is potentially subject to damage by development. The radius of the TPZ is calculated by multiplying its DBH by 12. TPZ radius = DBH × 12. (Note "Breast Height" is nominally measured as 1.4m from ground level). TPZ is a theoretical calculation and can be influenced by existing physical constraints such as buildings, drainage channels, retaining walls, etc. (Standards Australia, 2009).

**Structural Root Zone (SRZ):** The area close to the base of a tree required for the tree's anchorage and stability in the ground. The woody root growth and soil cohesion in this area are necessary to hold the tree upright. The SRZ is nominally circular with the trunk at its centre and is expressed by its radius in metres. SRZ radius =  $(D \times 50)^{0.42 \times 0.64}$  (Standards Australia, 2009).

**Canopy spread:** The estimated range in metres attributed to the spread of the tree's canopy on its widest axis. Where required crown spread will be estimated to the nearest metre.

**Origin:** Refers to the origin of the species and its type.

Category	Description
<b>Locally Endemic</b>	Occurs naturally in the local area and is native to a given region or ecosystem.
<b>WA Native</b>	Occurs naturally within the state but is not indigenous.
<b>Australian Native</b>	Occurs naturally within Australia and its territories but is not a state native or indigenous.
<b>Exotic Evergreen</b>	Occurs naturally outside of Australia and its territories and typically retains its leaves throughout the year.
<b>Exotic Deciduous</b>	Occurs naturally outside of Australia and its territories and typically loses its leaves at least once a year.



**Health:** Refers to the health and vigour of the tree.

Category	Description
<b>Excellent</b>	Canopy full with even foliage density throughout, leaves are entire and are of an excellent size and colour for the species with no visible pathogen damage. Excellent growth indicators, e.g. seasonal extension growth. Exceptional specimen.
<b>Good</b>	Canopy full with minor variations in foliage density throughout, leaves are entire and are of good size and colour for the species with minimal or no visible pathogen damage. Good growth indicators, none or minimal deadwood.
<b>Fair</b>	Canopy with moderate variations in foliage density throughout, leaves not entire with reduced size and/or atypical in colour, moderate pathogen damage. Reduced growth indicators, visible amounts of deadwood, may contain epicormic growth.
<b>Poor</b>	Canopy density significantly reduced throughout, leaves are not entire, are significantly reduced in size and/or are discoloured, significant pathogen damage. Significant amounts of deadwood and/or epicormic growth, noticeable dieback of branch tips, possibly extensive.
<b>Dead</b>	No live plant material observed throughout the canopy, bark may be visibly delaminating from the trunk and/or branches.

**Age:** Refers to the life cycle of the tree.

Category	Description
<b>Young</b>	Newly planted small tree not fully established may be capable of being transplanted or easily replaced.
<b>Juvenile</b>	Tree is small in terms of its potential physical size and has not reached its full reproductive ability.
<b>Semi-mature</b>	Tree in active growth phase of life cycle and has not yet attained an expected maximum physical size for its species and/or its location.
<b>Mature</b>	Tree has reached an expected maximum physical size for the species and/or location and is showing a reduction in the rate of seasonal extension growth.
<b>Senescent</b>	Tree is approaching the end of its life cycle and is exhibiting a reduction in vigour often evidenced by natural deterioration in health and structure.

**Structure:** Refers to the structure of the tree from roots to crown.

Category	Description
<b>Good</b>	Sound branch attachments with no visible structural defects, e.g. included bark or acute angled unions. No visible wounds to the trunk and/or root plate. No fungal pathogens present.
<b>Fair</b>	Minor structural defects present, e.g. apical leaders sharing common union(s). Minor damage to structural roots. Small wounds present where decay could begin. No fungal pathogens present.
<b>Poor</b>	Moderate structural defects present, including bifurcations with included bark with union failure likely within 0–5 years. Wounding evident with cavities and/or decay present. Damage to structural roots.
<b>Hazardous</b>	Significant structural defects with failure imminent (3–6 months). Defects may include active splits and/or partial branch or root plate failures. Tree requires immediate arboricultural works to alleviate the associated risk.

**Useful Life Expectancy (ULE):** Useful life expectancy refers to an expected period of time the tree can be retained within the landscape before its amenity value declines to a point where it may detract from the appearance of the landscape and/or presents a greater risk and/or more hazards to people and/or property. ULE values consider tree species, current age, health, structure and location. ULE values are based on the tree at the time of assessment and do not consider future changes within the tree's location and environment which may influence the ULE value.

Category
0 Years
<5 Years
5–10 Years
10–15 Years
15–25 Years
25–50 Years
>50 Years

**Defects:** Visual observations made of the presenting defects of the tree and its growing environment that are, or have the capacity to impact upon, the health, structural condition and/or the useful life expectancy of the tree. Defects may include adverse physical traits or conditions, signs of structural weaknesses, plant disease and/or pest damage, tree impacts to assets or soil related issues.

**Tree Significance:** Includes environmental, social or historical reasons why the tree is significant to the site. The tree may also be rare under cultivation or have a rare or localised natural distribution.

**Arborist Actions:** A list of arboricultural and/or plant health care works that are aimed at maintaining or improving the tree's health, structural condition or form. Actions may also directly or indirectly reduce the risk potential of the tree such as via the removal of a particular branch or the moving of infrastructure from under its canopy.

## Appendix C. Tree Retention Values

Based upon a modified version of the British Standard BS 5837–2012: *Trees in relation to design, demolition and construction – recommendations*.

Category and definition	Criteria (including sub-categories where appropriate)		
<b>Category U</b>			
<p>Trees in such a condition that they cannot realistically be retained as viable trees in the context of the current land use for longer than 5 years.</p>	<ul style="list-style-type: none"> <li>Trees that have a severe structural defect that are not remediable such that their failure is expected within 12 months.</li> <li>Trees that will become unviable after removal of other Category U trees (e.g. where for whatever reason the loss of companion shelter cannot be mitigated by pruning).</li> <li>Trees that are dead or are showing signs of significant, immediate and irreversible overall decline.</li> <li>Trees infected with pathogens of significance to the health and or safety of other trees nearby</li> <li>Low quality trees suppressing adjacent trees of better quality.</li> <li>Noxious weeds or species categorised as weeds within the local area.</li> </ul> <p><b>Note:</b> Category U trees can have existing or potential conservation value* which might make it desirable to preserve.</p>		
	<b>1. Arboricultural Qualities</b>	<b>2. Landscape qualities</b>	<b>3. Cultural and environmental values</b>
<b>Category A</b>			
<p>Trees of High Quality with an estimated remaining life expectancy of at least 25 years and of dimensions and prominence that it cannot be readily replaced in &lt;20 years.</p>	<p>Trees that are particularly good examples of their species, especially if rare or unusual (in the wild or under cultivation); or those that are important components of groups or avenues.</p>	<p>Trees or groups of significant visual importance as arboricultural and/or landscape features. (e.g. feature and landmark trees).</p>	<p>Trees, groups or plant communities of significant conservation, historical, commemorative or other value (e.g. remnant trees, aboriginal scar trees, critically endangered plant communities, trees listed specifically within a Heritage statement of significance).</p>
<b>Category B</b>			
<p>Trees of Moderate Quality with an estimated remaining life expectancy of 15–25 years and of dimensions and prominence that cannot be readily replaced within 10 years.</p>	<p>Trees that might be included within Category A but are downgraded because of diminished condition such that they are unlikely to be suitable for retention beyond 25 years.</p>	<p>Trees that are visible from surrounding properties and/or the street but make little visual contribution to the wider locality.</p>	<p>Trees with conservation or other cultural value (trees within conservation areas or landscapes described within a statement of significance, locally indigenous species).</p>
<b>Category C</b>			
<p>Trees of Low Quality with an estimated remaining life expectancy of 5–15 years, or young trees that are easily replaceable.</p>	<p>Trees of very limited value or such impaired condition that they do not qualify in higher categories.</p>	<p>Trees offering low or only temporary/transient landscape benefits.</p>	<p>Trees with no material conservation or other cultural value.</p>

\*Where trees would otherwise be categorised as U, B or C but have significant identifiable conservation, heritage or landscape value even though only for the short term, they may be upgraded, although they might be suitable for retention only.

Tree Quality

		Health**			
		Excellent/ Good	Fair	Poor	Dead
Structure	Good	A	B	C	U
	Fair	B	B	C	U
	Poor	C	C	U	U
	Hazard*	U	U	U	U

\* Structural hazard that cannot be remediated through mitigation works to enable safe retention.

\*\* Trees of short term reduced health that can be remediated via basic, low cost plant health care works (e.g. mulching, irrigation etc.) may be designated in a higher health rating to ensure correct retention value nomination.

<b>Category A</b>	Typically trees in this category are of high quality with an estimated remaining life expectancy of at least 25 years and of dimensions and prominence that it cannot be readily replaced in <20 years. The tree may make significant amenity contributions to the landscape and may make high environmental contributions. In some cases, trees within this category may not meet the above criteria, however possess significant heritage or ecological value. Trees of this retention value warrant design consideration and amendment to ensure their viable retention.
<b>Category B</b>	Typically trees in this category are of moderate quality with an estimated remaining life expectancy of 15–25 years and prominence of size dimensions that cannot be readily replaced within 10 years. They may make moderate amenity contributions to the landscape and make low/moderate environmental contributions. Trees with this retention value warrant lesser design consideration in an attempt to allow for their retention.
<b>Category C</b>	Trees in this category are of low quality with an estimated remaining life expectancy of 5–15 years, or young trees that are easily replaceable, may have poor health and/or structure, are easily replaceable, or are of undesirable species and do not warrant design consideration.
<b>Category U</b>	Trees in this category are found to be in such a condition that they cannot realistically be retained as viable trees in the context of the current land use for longer than five years. These trees may be dead and/or of a species recognised as a weed that resulted in them being unretainable.



## Appendix D. Plant Health Care and Mulching

### Guide to plant health tonics and root growth stimulants

Considering the varying sizes of trees in common urban landscapes, it is suggested that an application volume of combined water and product solution of 80–150L for small to medium sized trees (5-10m height), 150–250L for medium to large sized trees (10-20m height) and 250–400L for large to very large sized trees (+20m height). Note: a lesser volume of total mixed product could be used if a more concentrated mix is drenched and water irrigation used to further drench the area and therefore dilute the stronger mix application.

The following product recommendations have been based on previous successful works undertaken by ArborSafe. The information provided is to be used as a general guide only, depending on your tree species, health or location. We recommend you always refer to the manufacturers label before applying any product. You may need to further consult with ArborSafe or your Project Arborist to develop a more specific program for your tree needs.

- **Soil Conditioner** concentrate such as Kelpro, Seasol or similar 600–800mL/100L of water. A concentration of beneficial nutrients stimulating plant growth and root establishment, ideal for trees under stress.
- **Nitrogen Boost** concentrate such as Nitrosol liquid plant food or similar 300mL/100L of water. A general-purpose fertilizer that contains a nitrogen boost (the most abundantly used element for tree growth). NB: Care must be taken when applying general fertilizer, particularly where plants can be affected Phosphorus toxicity.
- **Root Biostimulant** concentrate such as Auxinone or similar 400mL/100L of water. A scientific blend of hormone root growth stimulants and vitamins assisting in the regeneration of roots.
- **Microbial Formulation** concentrate such as Nocate Liquid or similar 500mL/100L of water. Generally containing strains of beneficial soil microorganisms, humic acid, kelp, essential amino acids, vitamins, biotin, folic acid and natural sugars designed to enhance the establishment of beneficial microbial populations.
- **Carbohydrate Energy Source** such as Molasses 500-800mL/100L of water. Molasses is the by-product of sugar refining. It contains all the nutrients from the raw sugarcane plant and is a carbohydrate energy source that feeds soil microorganisms and increases microbial activity.
- **Surfactant/Wetting Agent** (optional) such as Dispatch (Liquid) 200–300ml/100L of water. Improves the infiltration and penetration of applied water and irrigation.

We recommend you always refer to the manufacturers label before applying any product using the above as a guide only.

### Guide to mulching and maintenance for established trees

Whether a tree is a newly planted young tree, or a well-established mature tree, the area around its base is a key factor in its long-term retention and viability. Maintaining a soil environment that is conducive to tree root development is vital for trees of all ages. This guide provides information on appropriate maintenance practices around the base of trees including mulching and the restriction of activities that may cause harm to tree roots or trunks.

## 1. Why mulch?

Mulching is a plant health care action which can be undertaken to improve plant and soil health (Figure 14), as well as overall landscape aesthetics. Placing an organic (or sometimes inorganic) material on the soil surface reduces the level of direct sunlight contact. Mulching should not be confused with composting which involves incorporating organic matter such as composts or manures into the soil profile. All plants in their natural ecologies (except for some arid and coastal ecologies) are naturally mulched by the falling of leaves, bark, flowers and other organic material.

This action is of great importance in successful cultivation of plants as it:

- assists in the regulation of soil moisture and temperature levels
- helps to suppress weeds
- minimises soil compaction
- reduces run-off during periods of heavy rain
- adds organic matter to the soil, and
- improves overall structure, nutrition and water holding composition.

Mulch is best comprised of organic materials such as wood chips, leaf litter, straw or hay as these will degrade over time. Long-term mulching improves soil health and structure as it encourages the activities of earthworms, microflora and beneficial fungi. Inorganic materials such as stones and gravel can be moderately effective as mulch but will not provide the ongoing improvements to soil health.



Figure 14. An excellent example of how to mulch a young tree. (Lachlan Andrews, September 2015).

## 2. How to mulch

- Apply mulch to damp soil, as placing over dry soil makes it difficult to rehydrate. Applying during the cooler months of the year is an ideal time.
- If mulching on top of a pre-existing grass area, grass or weeds must first be hand weeded and/or sprayed with a non-selective herbicide and left to wilt and die before applying mulch.
- Mulch should be applied at a uniform thickness of 75–100mm and re-applied approximately every 12 months. Do not place mulch up against the trunk of a tree as the damp mulch can cause bark to decay.
- Apply over a wide area, at least as large as a tree's crown projection (preferably larger), within and outside the current root mass to encourage lateral root development and expansion.
- Wood chip mulch (such as that generated from wood chippers) is considered an ideal mulch for landscape use as it contains a wide variety of materials that are of different sizes (such as bark, foliage and timber), is relatively cheap to purchase, and can be obtained in large quantities. Stockpiling of mulch after tree contractors have conducted works at a site is a way of generating 'free' mulch and ensuring that plant material from tree pruning and/or removals is recycled on site, not imported from external suppliers, saving costs and making the site more self-sustaining.
- The use of mulch made from pine bark or red gum chips are discouraged as they seldom degrade and therefore do not add nutrition to the soil profile. The uniform particle size and resin content can provide an impervious layer to water as well as retarding gaseous exchange.
- Mulching within the canopy areas of larger trees (Figure 15) can not only improve long-term tree health but can also act to reduce tree risk by decreasing the number of targets that pass and/or congregate under their canopies. This in turn will minimise the likelihood of injury in the event of a branch failure.
- When using wood chip mulch, ensure that if it has been made from live plant material that is stored and allowed to compost for between 3 and 6 months prior to use. Never apply fresh, 'green' mulch around trees as this can induce what is called the nitrogen drawdown, which can result in the removal of nitrogen from the soil resulting in plants with nutrient deficiencies.

For further information refer to the Australian Standard AS 4454–2012: *Composts, Soil Conditioners and Mulches*.

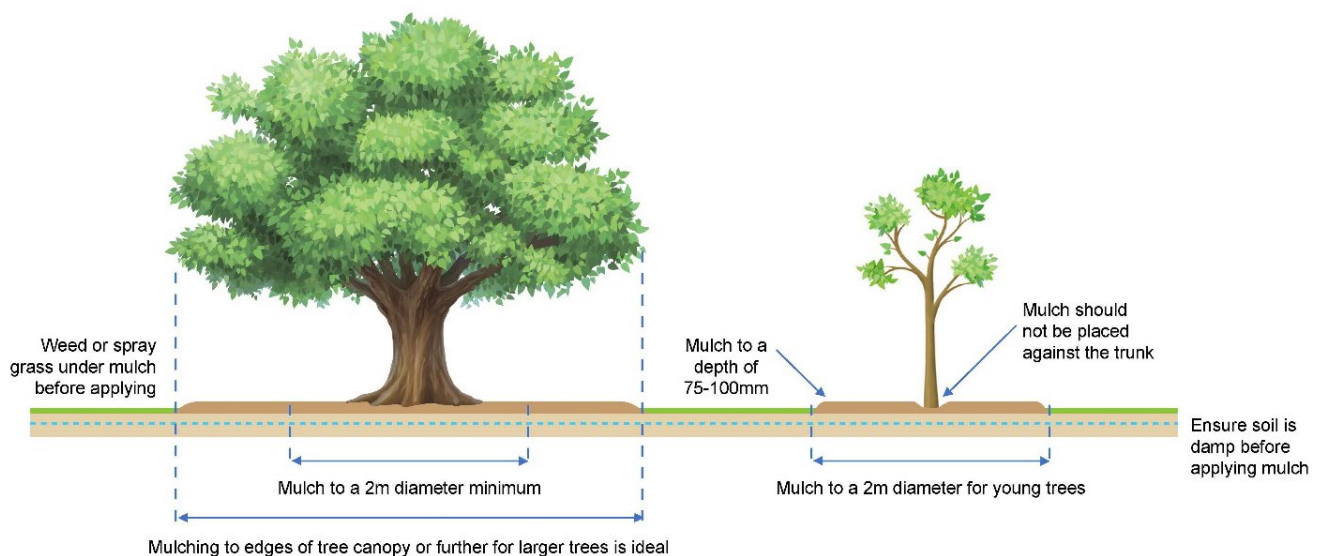


Figure 15. Mulching established and young trees (ArborSafe Australia, 2020).



### 3. Root and trunk damage

The function of tree roots is primarily to provide water and nutrient uptake for the tree, provide stability through structural roots that anchor it to the ground and as a means of food and nutrient storage. Damage to tree roots can lead to a reduction to any or all of these functions.

Damage to tree roots (Figure 16 and Figure 17) and the lower portion of a tree's trunk is a common and often unnecessary occurrence that can lead to the entry of decay fungi into a tree's structural framework. Once present, decay may develop in larger structural roots and/or the base of the trunk, which can result in a reduction in tree health and in severe cases even compromise stability.

Works such as trenching and excavation are often the cause of root damage to trees. Refer to ArborSafe's Guide – Tree protection during construction or the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites* for things to consider when performing construction activities near trees.

Everyday activities such as grass cutting via mowing or brush cutters can result in serious root damage or wounding to the lower trunk. Young trees with their trunks damaged by machinery often need replacing, while damage to the trunks and/or surface roots of established trees is not only detrimental to tree health but can also result in costly repairs to machinery.

Another advantage to mulching around the trunk and root crown is that it limits damage to both parts from mowing equipment. This in turn reduces mechanical damage and compaction.



Figure 16. An example of damage to tree roots caused via mowing. (Luke Dawson, June 2017).



Figure 17. Image showing wound caused to upper portion of surface root by mower. (Luke Dawson, June 2017).



#### 4. How to avoid root and trunk damage

The following points serve to highlight ways to avoid damage to tree roots and trunks caused via grass cutting activities:

- Mulching around young and established trees negates the need for brush cutter and/or lawn mower use around the base of a tree. Mulching therefore not only creates a barrier between tree roots and trunk that are susceptible to damage, it improves soil condition, minimises soil compaction and decreases the total area required for mowing.
- Where mulching is not feasible, raising the cutting height of mowers and maintaining grass at a greater height can avoid unnecessary 'scalping' of roots and damage to mowers/blades.
- Where surface roots are located away from the trunk and in a location where neither the application of mulch nor the raising of mower height is inappropriate, it may be possible to raise the soil grade directly around the root/s to minimise damage. It is important that the application of new material does not result in significant changes to the soil profile that may inadvertently damage roots. Material applied should be permeable and allow the development of turf which will protect the roots. Coarse sand or a planting mix with a high sand to organic matter ratio (e.g. 80/20 mix) spread at a depth of 75–100mm could suitably protect the surface root from damage, while allowing turf to redevelop within the area.
- ArborSafe is able to answer any questions regarding the material, depth and method of application to be used to ensure the tree/s remain viable for the long-term.

## Appendix E. Tree Assessment Data

Tree no.	Botanical Name	Common Name	Trees in group	DBH Total (cm)	DRB (cm)	Radial TPZ (m)	TPZ area (m <sup>2</sup> )	Radial SRZ (m)	Tree Height (m)	Canopy (m)	Health	Structure	Age	TLE (Yrs.)	Defects	Significance	Arborist comments	Tree Quality Score	Tree Retention value subcategory	Recommendation
1	<i>Corymbia citriodora</i>	Lemon-scented Gum	1	69	85	8.3	215.38	3.1	15-20	10-15	Fair	Fair	Semi-Mature	10-15	Crossing/rubbing branches; Deadwood/stubs > 100mm; Dieback; Previous failure(s); Resin exudation/kino; Soil compaction;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree showing signs of reduced health/vigour. Evidence of previous limb failure(s).	B	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
2	<i>Corymbia citriodora</i>	Lemon-scented Gum	1	41	52	4.9	76.05	2.5	15-20	5-10	Fair	Fair	Semi-Mature	10-15	Co-dominant stems; Deadwood/stubs < 30mm; Inappropriate location;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Located in close proximity to adjacent inspection pit. Contacting pole at base.	B	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
3	<i>Corymbia ficifolia (hybrid)</i>	West Aust. Red Flowering Gum	1	30	35	3.6	40.72	2.1	5-10	5-10	Fair	Fair	Semi-Mature	10-15	Co-dominant stems; Deadwood/stubs < 30mm; Dieback; Epicormic growth;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree showing signs of reduced health/vigour.	C	1	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
4	<i>Corymbia citriodora</i>	Lemon-scented Gum	1	50	63	6.0	113.10	2.7	15-20	10-15	Fair	Fair	Semi-Mature	10-15	Deadwood/stubs < 30mm; Dieback; Exposed root(s); Mechanical damage to root(s); Soil compaction;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree by entrance way showing signs of reduced health/vigour.	B	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
5	<i>Ficus microcarpa var. hillii</i>	Hill's Weeping Fig	1	127	137	15.0	706.86	3.8	10-15	15-20	Fair	Fair	Mature	10-15	Co-dominant stems; Damaging infrastructure; Deadwood/stubs > 30mm; Decay; Dieback; Disease pathogens; Exposed root(s); Hanger(s); Included bark; Major root damage/severance; Mechanical damage to root(s); Poor pruning; Soil compaction; Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : An established tree located within existing parking area exhibiting exposed/damaged roots, minor sooty mould and noticeable crown thinning/die back possibly associated with root damage/soil compaction. Site observations would indicate that significant roots extend well beyond dripline under existing surfacing.	B	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
6	<i>Ficus microcarpa var. hillii</i>	Hill's Weeping Fig	1	106	99	12.7	508.30	3.3	15-20	15-20	Good	Fair	Mature	15-25	Co-dominant stems; Damaging infrastructure; Deadwood/stubs > 30mm; Disease pathogens; Included bark; Mechanical damage to root(s); Previous failure(s); Soil compaction; Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree located within existing parking area showing signs of good health and vigour despite minor sooty mould affliction and possible sun scorch in upper crown. Evidence of previous scaffold limb failure/vehicle impact on lower stem. Roots lifting adjacent asphalt seal.	B	12	Retain tree with specific protection requirements (i.e. Generic measures plus supervision of works within the TPZ and/or use of root sensitive construction techniques).
7	<i>Jacaranda mimosifolia</i>	Jacaranda	1	38	44	4.6	65.33	2.3	5-10	5-10	Fair	Poor	Semi-Mature	10-15	Co-dominant stems; Decay; Epicormic growth; Exposed root(s); Poor pruning; Weak union(s); Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree form has been diminished by historic lopping practices.	C	12	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
8	<i>Jacaranda mimosifolia</i>	Jacaranda	1	55	55	6.6	136.85	2.6	5-10	5-10	Fair	Poor	Semi-Mature	10-15	Co-dominant stems; Crack(s)/split(s); Crossing/rubbing branches; Decay; Epicormic growth; Poor pruning; Soil grade changes; Weak union(s); Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Form has been diminished through historic lopping practices and clearances for adjacent overhead lines. Additional evidence of soil grade changes.	C	12	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
9	<i>Callistemon sp.</i>	Bottlebrush	1	45	47	5.4	91.61	2.4	5-10	5-10	Fair	Fair	Semi-Mature	5-10	Co-dominant stems; Crossing/rubbing branches; Decay; Epicormic growth; Poor pruning; Wound(s);	Amenity value/shade; Screen value;	26-11-2020 : Nick Arnold : Historic lopping has diminished form and likely reduced ULE.	C	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.

For further information  
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Email [info@arborsafe.com.au](mailto:info@arborsafe.com.au)  
[www.arborsafe.com.au](http://www.arborsafe.com.au)

WHOLLY OWNED AND DEVELOPED BY

ArborSafe 

TREE CONSULTANCY AND MANAGEMENT SYSTEMS

# Bassendean Hotel Landscape Architecture Concept Design Report

05/02/2021

SEE DESIGN

JOEL@SEEDSIGNSTUDIO.COM.AU

M. 0466 266 305

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# Contents

**01.** Precedent Imagery

**02.** Landscape Concept

**03.** Materiality

**04.** Playground

**05.** Elevations + Sections

**06.** Tree Strategy





# 02. Landscape Plan





# CONCEPT PLAN - COURTYARD 1



LOCATION PLAN

## LEGEND

- ① Play Space - refer to detail plan
- ② Entrance from street
- ③ Alfresco courtyard screen
- ④ Banquette seating
- ⑤ Garden bed
- ⑥ Arbor
- ⑦ Undercover alfresco zone
- ⑧ Outdoor bar
- ⑨ Circular planter
- ⑩ Brick paving
- ⑪ Timber decking
- ⑫ Cobblestone threshold
- ⑬ Washed aggregate concrete
- ⑭ Play space 'bar'





DESIGN IMAGERY





COURTYARD ONE CONT...





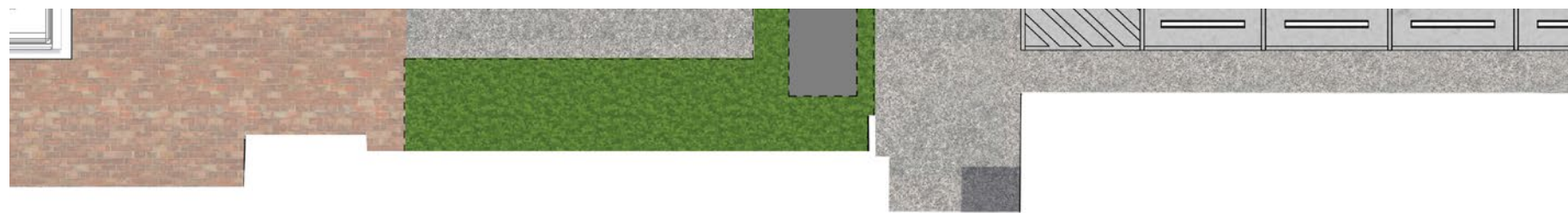
# CONCEPT PLAN - COURTYARD 2



LOCATION PLAN

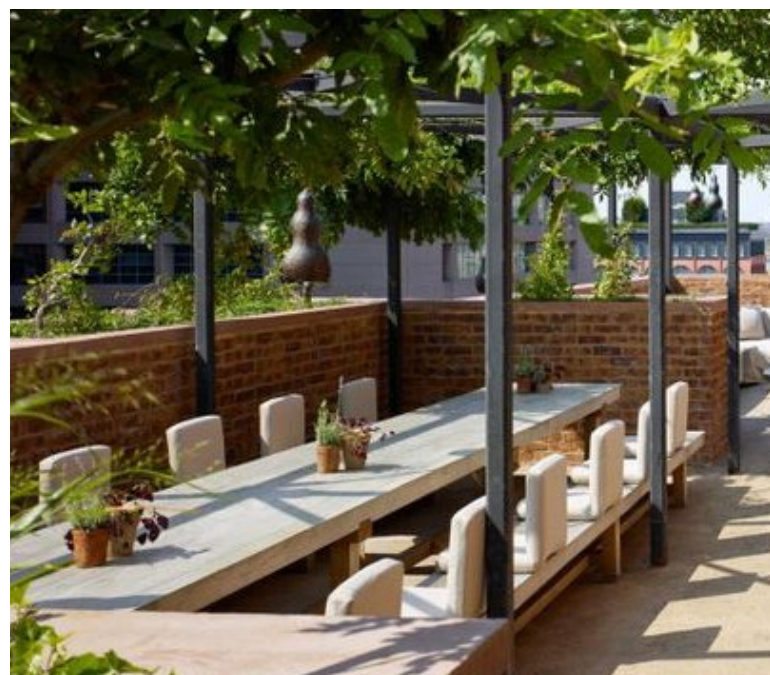
## LEGEND

- ① New stairs
- ② Outdoor bar
- ③ Banquette seating
- ④ Circular planter with feature tree
- ⑤ Timber decking
- ⑥ Washed aggregate concrete type 1
- ⑦ Washed aggregate concrete type 2
- ⑧ Raised planting bed



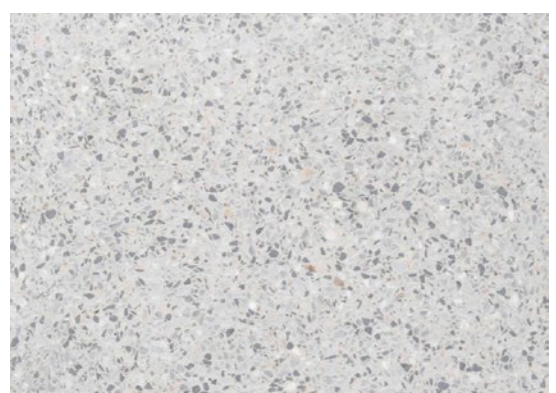
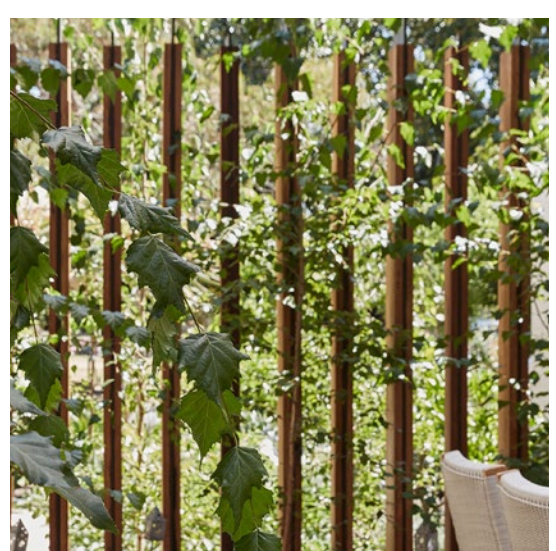
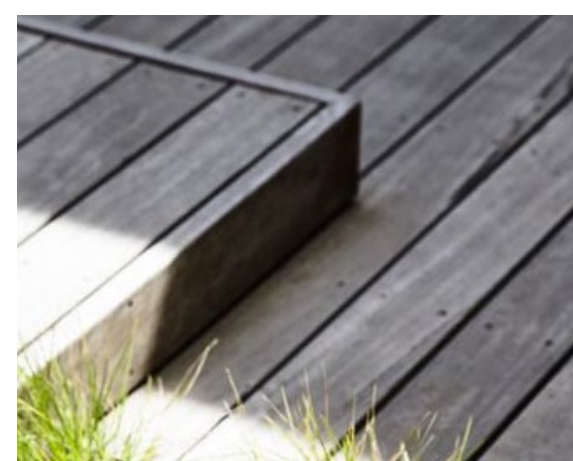


# DESIGN IMAGERY





# 03. Materiality



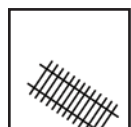


# 04. Playground

## OVERLAY 1: HISTORIC BASSENDEAN

A playground design which tells the stories of Bassendean's local history in a way that is exciting and playful. Children connect strongly to memorable, recognisable elements such as a train or animals.

The playground could draw inspiration from the following:



1. Railway



2. Connection to the Swan River



3. Historic Architecture





## OVERLAY 2: PLAYFUL AND WHIMSICAL

A memorable and colourful playground which allows children's imaginations to run wild. A playground which fits in as many different playable elements and play experiences as possible using different senses and catering for a range of physical abilities. An underlying focus on play outcomes rather than story telling.



1. Open Ended Play



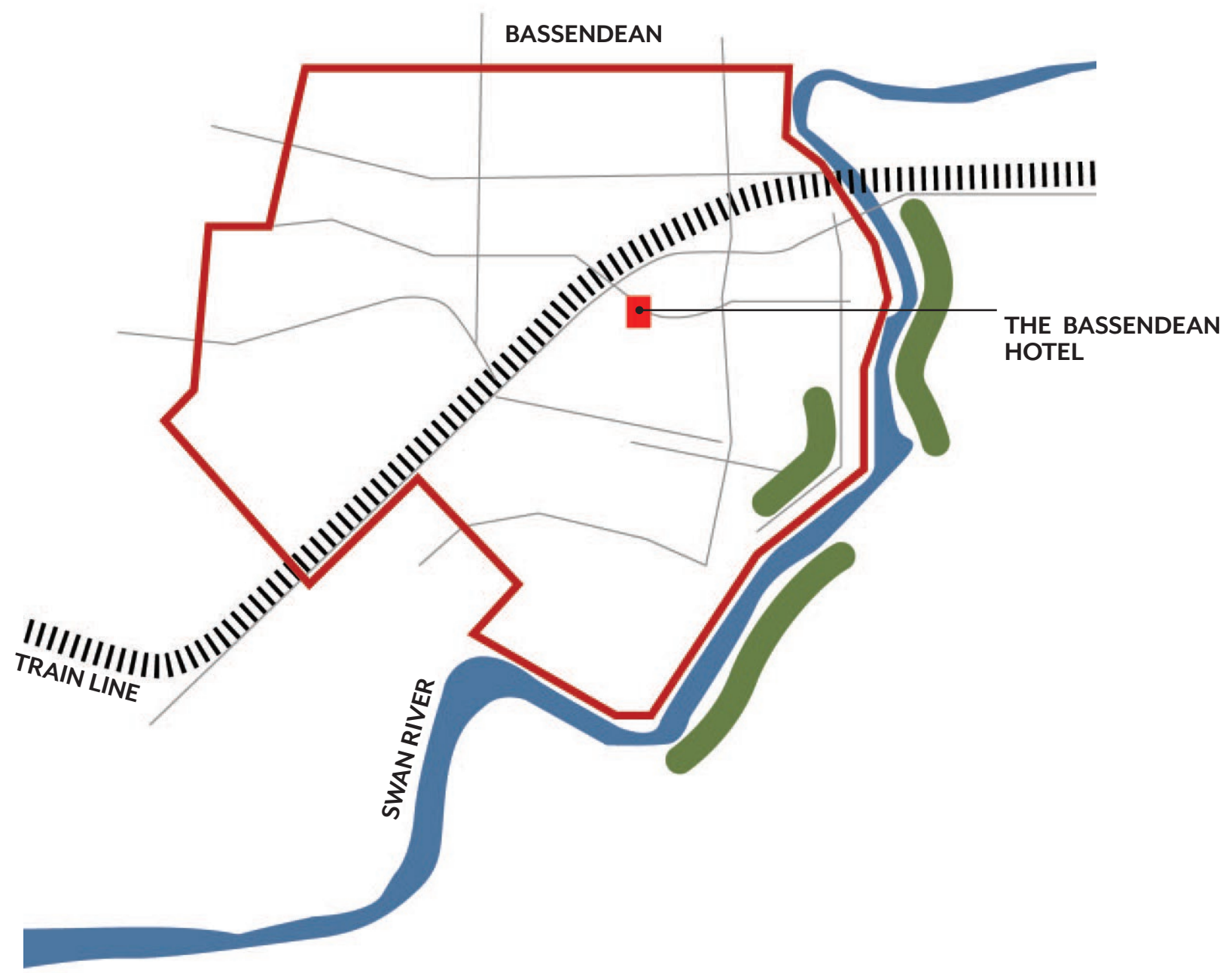
2. Maximise diverse play opportunities



3. Colourful and fun

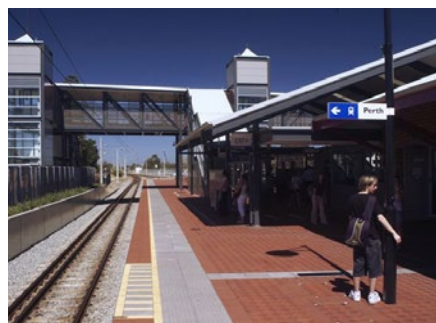






## PLAYGROUND DRIVING CONCEPT

The proposed playground concept celebrates the Bassendean Hotel's surrounding context. The Swan River and the train line will form the structure of the playground design. Local fauna found along the river and its banks provides the inspiration for a draw card play element.



1. Midland Train Line

+



2. The Bassendean Hotel

+



3. The Swan River

+



4. Local Wildlife





LOCATION PLAN

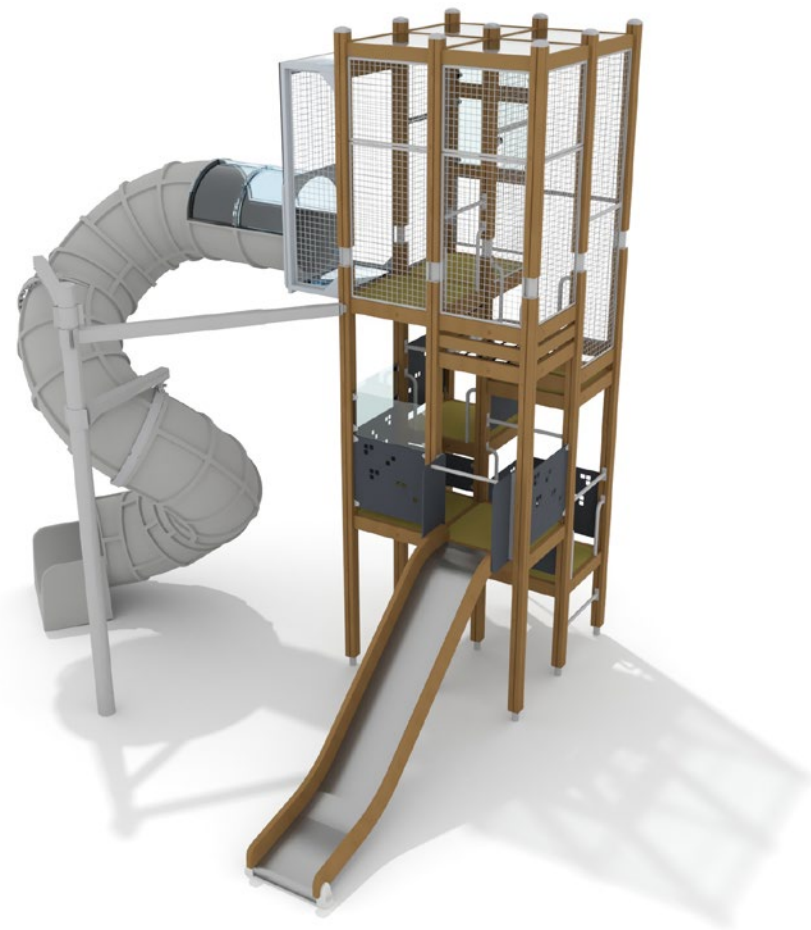
LEGEND

- ① The Swan River
- ② River bank
- ③ The Train
- ④ The Train Carriage
- ⑤ Slide
- ⑥ Chalk board
- ⑦ Swan art mural
- ⑧ Drum tubes
- ⑨ The Reeds
- ⑩ Log steppers
- ⑪ The Boat
- ⑫ Hopscotch
- ⑬ Noughts + Crosses





# PLAY ELEMENTS



Skyline Tower by Lappset



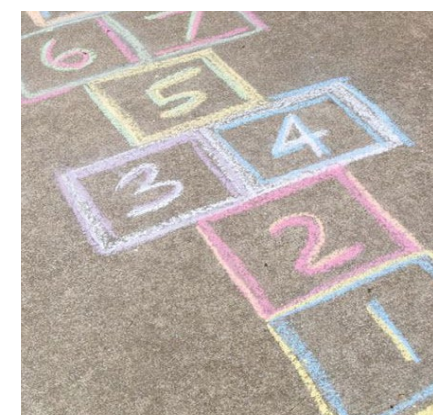
Custom Train



Chalk Board



Swan Inspired Art Mural



Hop Scotch



Boat



Drum Tubes



Log Steppers

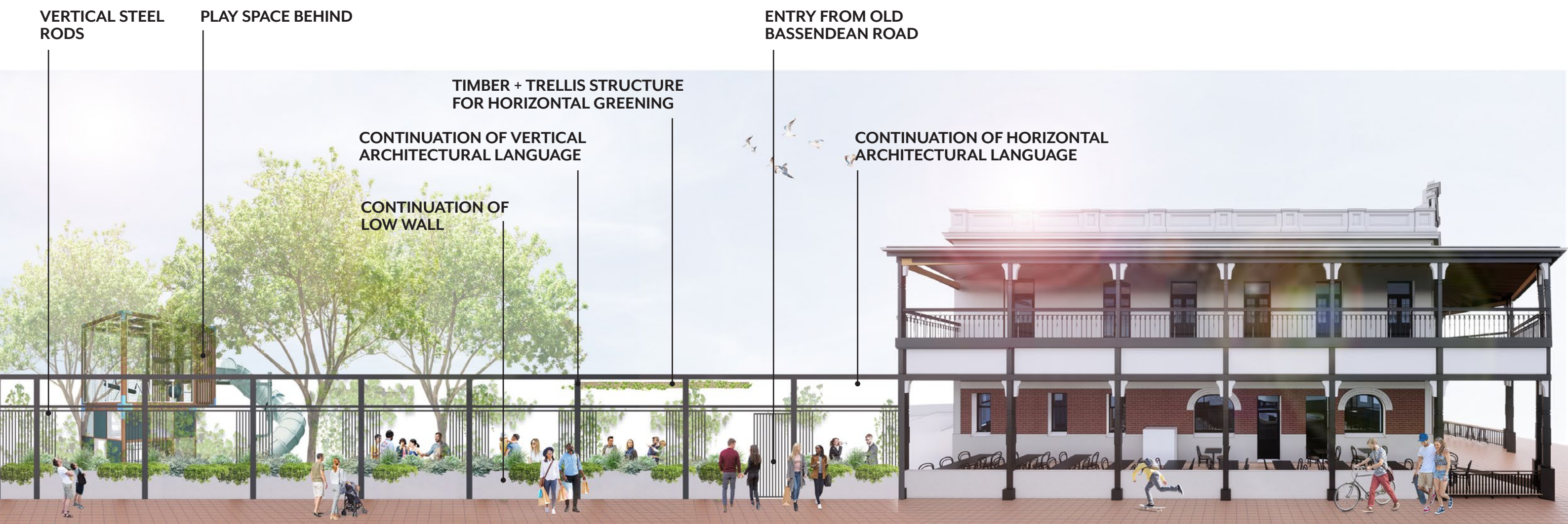


Noughts +  
Crosses



# 05. Elevations + Sections

## OLD BASSENDEAN ROAD ALFRESCO FACADE





# PARKER STREET FACADE

CLIMBING PLANTS AND SHRUBS TO PARKER STREET

LARGE TREE IN COURTYARD 2

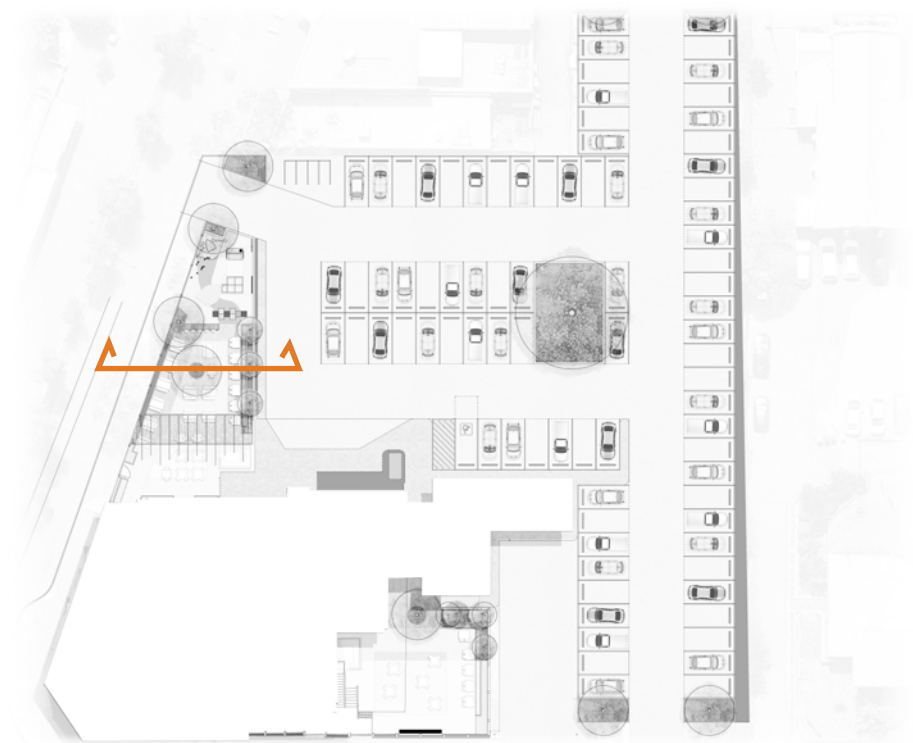
EXISTING FIG TREE

CAR PARK ENTRY





# SECTION THROUGH COURTYARD 1



LOCATION PLAN



1:50 @ A3



# 06. Tree Strategy

-  Existing street tree to be retained and protected
-  Ficus sp. to be retained and protected
-  Caesalpinia ferrara 'Leopard Tree'
-  Pyrus calleryana 'Chanticleer'
-  Pistacia chinensis 'Chinese Pistachio'
-  Eucalyptus victrix 'Little Ghost Gum'
-  Agonis flexuosa in car park
-  Existing tree to be removed





# 07. Planting Palette

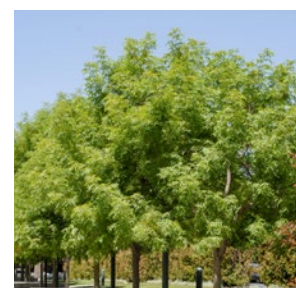
## TREES



Caesalpinia ferrara  
'Leopard Tree'



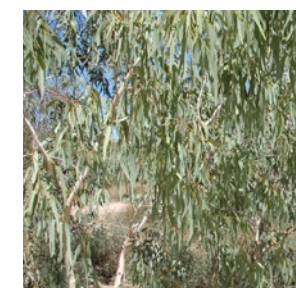
Pyrus calleryana  
'Chanticleer'



Pistacia chinensis



Agonis flexuosa

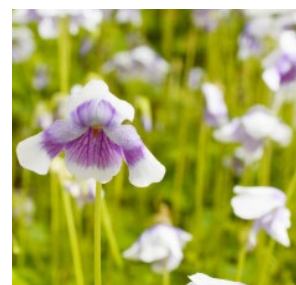


Eucalyptus victrix 'Little  
Ghost Gum'

## GROUND COVERS/LOW SHRUBS



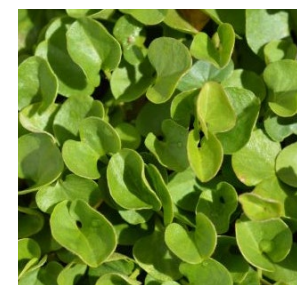
Helichrysum petiolare



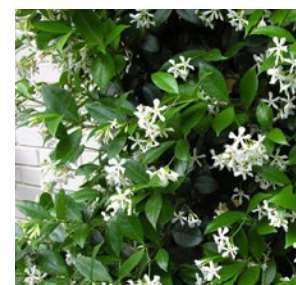
Viola hederacea



Dichondra 'Silver Falls'



Dichondra repens



Trachelospermum  
'Flat Mat'



Senecio 'Chalk sticks'



Lavender species



Hardenbergia meema



Casaurina "Cousin it"

## STRAPPY LEAF PLANTS



Festuca glauca



Lomandra 'Tanika'



Tulbaghia violacea



Diets bicolor



Lomandra 'Seascape'



Dianella revoluta



Liriope Emerald  
Cascade



## SHADE



Asplenium nidus



Liriope Emerald Cascade



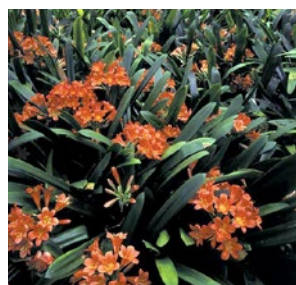
Amethyst Liriope muscari  
40 x 40 cm



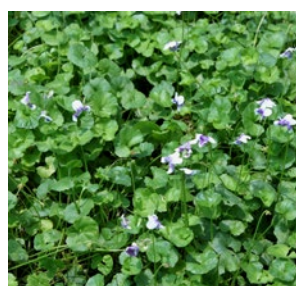
Cyathea cooperi



Blechnum 'Silver Lady'



Clivia miniata



Viola hederacea

## CLIMBING PLANTS



Ornamental Grapevine  
(non fruiting)



Trachelospermum -  
climbing star jasmine



Ficus pumila



Hoya australis



Hibbertia scandens

## PLAYGROUND MIX



Westringia Low Horizon



Dwarf Woolly Bush



Eremophila glabra  
'Roseworthy'



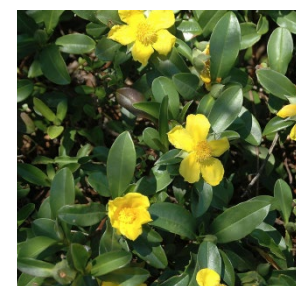
Liriope Isabella



Lomandra 'Tanika'



Eremophila 'Blue  
Horizon'



Hibbertia scandens



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SEE  DESIGN

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# Bassendean Hotel Refurbishment

## Acoustic Report

Development Application

Prepared for: **Queenrise Corporation Pty Ltd**

Date: **03 December 2020**

Prepared by: **Imran Khan**

Ref: **301270003**

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# Revision

Revision	Date	Comment	Prepared By	Approved By
001	02/12/2020	Draft DA Issued for Review	IK	IK
002	03/12/2020	DA Issued for Information	IK	IK



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# Executive Summary

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, alfresco courtyard areas and a playground. The venue will trade day and night 7 days a week.

Noise impact from the proposed introduction of outdoor areas has been assessed to criteria in accordance with the “WA *Environmental Protection (Noise) Regulations 1997*” (EPNR).

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. A 3D noise model was developed using the software package SoundPLAN 8.2 to predict the noise impact of patron activity on the nearest sensitive receivers located on Old Perth Rd, Kenny St, Parker St and Wilson St.

Noise management measures have been provided for other noise sources associated with the development. The noise sources considered are:

- Patron activity;
- Music;
- Mechanical services equipment;
- Car parking;
- Loading bays;
- Playground; and
- Waste collection and rubbish disposal.

In determining the impact on the acoustic amenity of the area, the existing acoustic environment must be considered. Noise emissions from the refurbished venue should be managed such that they do not increase above current levels. Stantec are not aware of any noise complaints against the venue in its current operation.

In summary, in view of the available information, we consider that the refurbishment and proposed expansion of the Bassendean Hotel will be able to comply with the EPNR. The predictions in this report consider that the assumptions, building recommendations and noise management measures provided will be implemented.



# 1. Introduction

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, alfresco courtyard areas and a playground. The venue will trade day and night 7 days a week.

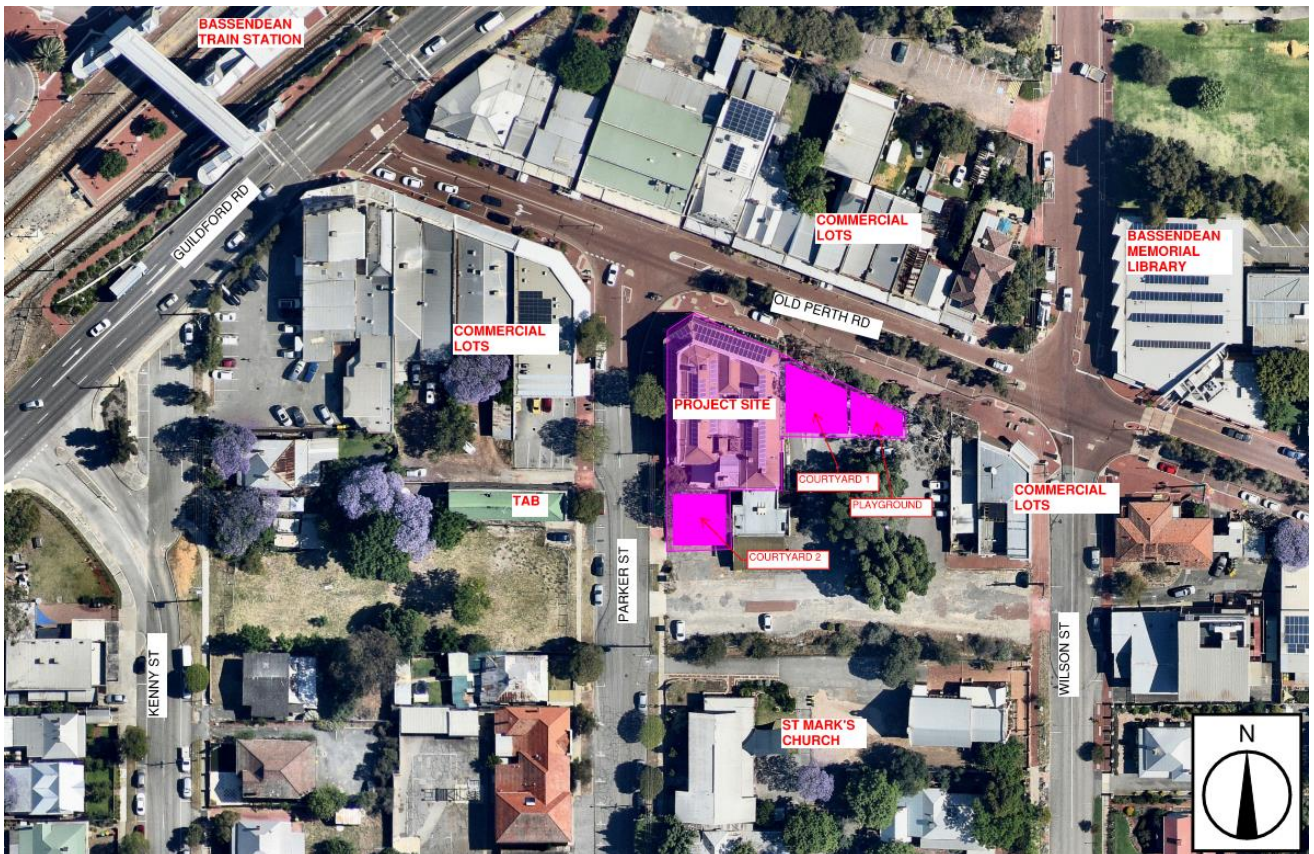
This report has been prepared as part of supporting documentation pertaining to the Development Application for the project. The noise regulations applicable to the project are the “WA Environmental Protection (Noise) Regulations 1997” (EPNR).

## 1.1 Site Description

The site is located on the corner of Old Perth Rd and Parker St in Bassendean, being approximately 100m east of Guildford Rd and the Bassendean passenger train station.

The project location and surrounds are indicated in Figure 1. New alfresco areas are shown in solid magenta.

The project site is largely surrounded by commercial developments, being located in a town centre area, with residentially zoned areas to the south.



Source: Nearmaps / Google Maps  
**Figure 1: Project Location**





## 1.2 Scope Limitations

The following items are not part of this scope of work:

- Internal acoustic aspects of the building (e.g. internal noise levels, reverberation time);
- Construction noise and vibration management; and
- Provision or update of an operational noise management plan for the hotel.



## 2. Acoustic Criteria

### 2.1 Environmental Noise Emissions

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.

The EPNR states noise emissions from any premises are considered not to *significantly contribute to* the noise at a receiver if the noise emissions are 5 dB or below the assigned levels.

In brief, the assigned levels are determined by considering of the amount of commercial and industrial zones, as well as main transport corridors and sporting venues surrounding the noise sensitive premises. In addition, the Environmental Protection (Noise) Regulations 1997 identify the following in Schedule 3, clause 2A:

*“If the land within either of the circles is categorised on the land use map as land in respect of which mixed uses are permitted, the use of that land that results in the highest influencing factor is to be used in the determination of the influencing factor.”*

Town of Bassendean Local Planning Scheme Maps No. 1 & 2 (dated 11 January and 09 July 2019 respectively) were accessed via the WA Department of Planning Lands and Heritage website and were used in the determination of the influencing factor. The maps show the zoning of the area around the project site with reference to Local Planning Scheme 10 (LPS4) and the Metropolitan Regional Scheme (MRS).

The immediate area of the site is zoned as a ‘Town Centre’ area, surrounded by commercial or mixed-use developments, with residentially zoned premises further south along Kenny, Parker and Wilson streets. Residentially zoned areas will be considered as noise sensitive premises in highly sensitive areas, while areas zoned as ‘Town Centre’ will be considered as noise sensitive premises in ‘areas other than highly sensitive areas’, which per the EPNR have the same criteria as commercial developments (Table 2). Stantec believe that these criteria are appropriate for a vibrant Town Centre area.

The nearest noise sensitive receivers in the vicinity of the project are identified in Table 1 and shown in Figure 2.

**Table 1: Noise sensitive receivers**

Receiver	Zoning
Residences at 12 & 15 Kenny St	Residential
Residences at 13 & 16 Parker St	Residential
Residences at 3 & 4 Wilson St	Residential
St Mark’s Anglican Church (2 Wilson St)	Town Centre
Bassendean Memorial Library (46 Old Perth Rd)	Town Centre
Commercial developments along Old Perth Rd	Town Centre





Source - Nearmaps

**Figure 2: Nearby noise sensitive receivers and town centre areas**

### 2.1.1 Assigned Levels

Table 2 summarises the assigned levels at the nearest noise sensitive premises. For highly sensitive areas, this includes an Influencing Factor (IF) as described in Section 2.1.2. It is required that all noise emissions from the development are below the assigned level criteria for all defined periods of the day and at the lot boundary of the receiver or 15m from any associated building.

**Table 2: Assigned levels**

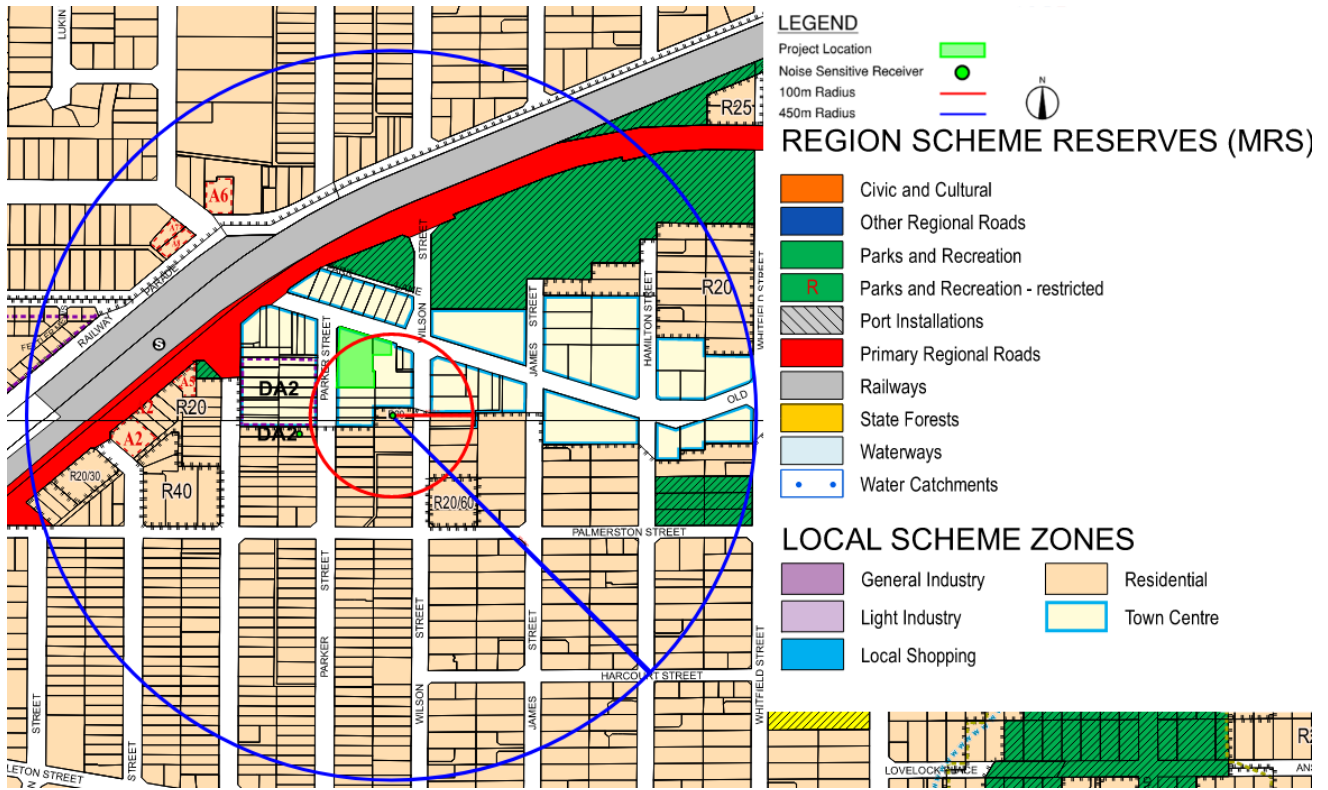
Type of premises receiving noise	Time of day	Assigned Level (dB)		
		LA10	LA1	LAmx
Noise sensitive premises: Highly sensitive area	0700 to 1900 hours Monday to Saturday	45 + IF	55 + IF	65 + IF
	0900 to 1900 hours Sunday & public holidays	40 + IF	50 + IF	65 + IF
	1900 to 2200 hours all days	40 + IF	50 + 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



## 2.1.2 Influencing Factor

The influencing factors for the residential premises identified above are 4 – 7 dB, as summarised in Table 4. This results from identifying major roads and land zoning types surrounding the premises.

Figure 3 indicates the land use zones surrounding 4 Wilson St.



Source: WA Department of Planning, Lands and Heritage

**Figure 3: Zoning map of areas surrounding receiver at 4 Wilson St**

Traffic data for roads surrounding the nearest noise sensitive receiver were obtained from Main Roads Western Australia (MRWA) on the 30<sup>th</sup> November 2020. The available traffic data has been presented in Table 3. Guildford Rd is identified as the nearest major transport corridor, with data for other minor roads within 450m of the site not recorded by MRWA.

**Table 3: Traffic count data (MRWA)**

Transport Corridors	EPNR Classification <sup>1)</sup>	Average Daily Traffic Volumes				
		2015/16	2016/17	2017/18	2018/19	2019/20
Guildford Rd (West of West Rd)	Major Road	-	-	-	20,142	-

<sup>1)</sup> As defined by the EPNR. Secondary roads have between 6000-15000 vehicles per day. Major roads have greater than 15000 vehicles per day.

**Table 4: Influencing factor (IF) for noise sensitive (residential) receivers**

Noise Sensitive Premises	Commercial Zones	Industrial Zones	Transport Corridors / Sporting Venues	Influencing Factor
12 Kenny St	19 % within 100m radius 7 % within 450m radius	0 % within 100m radius 0 % within 450m radius	Guildford Rd (major road) in inner circle	7 dB
15 Kenny St	25 % within 100m radius 8 % within 450m radius	0 % within 100m radius 0 % within 450m radius	Guildford Rd (major road) in outer circle	4 dB
13 Parker St	31 % within 100m radius 9 % within 450m radius	0 % within 100m radius 0 % within 450m radius	Guildford Rd (major road) in outer circle	4 dB
16 Parker St	33 % within 100m radius 8 % within 450m radius	0 % within 100m radius 0 % within 450m radius	Guildford Rd (major road) in outer circle	4 dB
3 Wilson St	36 % within 100m radius 9 % within 450m radius	0 % within 100m radius 0 % within 450m radius	Guildford Rd (major road) in outer circle	4 dB
4 Wilson St	27 % within 100m radius 12 % within 450m radius	0 % within 100m radius 0 % within 450m radius	Guildford Rd (major road) in outer circle	4 dB

### 2.1.3 Noise Character Adjustments

Regulation 7 states that the noise character must be “free” of annoying characteristics, namely —

- Tonality, e.g. whining, droning;
- Modulation, e.g. like a siren; and
- Impulsiveness, e.g. banging, thumping.

Regulation 9 (1) establishes the methodology for determining noise characteristics. If these characteristics cannot be reasonably and practicably removed, a series of adjustments to the measured levels are required, indicated in Table 5 .

**Table 5: Noise character adjustment**

Adjustment where noise emission is not music these adjustments are cumulative to a maximum of 15 dB			Adjustment where noise emission is music	
Where tonality is present	Where modulation is present	Where impulsiveness is present	Where impulsiveness is not present	Where impulsiveness is present
+ 5 dB	+ 5 dB	+ 10 dB	+ 10 dB	+ 15 dB



## 2.1.4 Noise Emissions from Mechanical Services

Typically, projects of this type involve noise emissions from mechanical services such as air conditioning units, refrigeration condensers and mechanical plant.

It is important that noise emissions from the site do not present any form of tonality, modulation or impulsiveness (as defined by the EPNR).

Given that data from mechanical plant manufacturers is generally limited to broadband data or in 1/1 octave band value, it is not possible to objectively determine tonality, as it is described in the EPNR. 1/3 octave band data is required yet is typically unavailable.

Therefore, a -5 dB penalty shall be conservatively assigned to the noise criteria when assessing noise emissions from mechanical equipment.

As the mechanical design is still in progress, mechanical plant selections will be reviewed in the later stages of design to ensure compliance to the EPNR.





## 3. Predictive Noise Assessment

Noise emissions from the proposed development will be primarily due to:

- Music and patron activity;
- Mechanical equipment; and
- Waste collection and rubbish disposal.

### 3.1 Noise Model Scenario

#### 3.1.1 Operating Hours

Trading hours of the proposed development will be defined in its liquor license. Indicative operating hours for the refurbished Hotel are summarised in Table 6. These hours span the day, evening and night-time periods of the EPNR. Night-time operations and maximum patronage in the outdoor areas will be considered as a worst-case scenario for noise emissions.

**Table 6 : Operating Hours**

Day	Open	Close
Monday to Sunday	10 AM	12 Midnight

### 3.2 Noise Model Inputs

Noise emissions from the outdoor area were calculated using 3D noise modelling software (SoundPLAN 8.2).

ISO 9613-2:1998 industry noise propagation standard has been used for the noise model predictions. The noise model has taken into account noise source levels, distance from sources to receivers and screening effects due to the existing buildings, retaining walls/terrain effects and proposed outdoor bars.

#### Receivers

All noise receivers were located at 1.4 m above ground or each floor level and 1 m away from the receiving façade. Reflected noise from the building façade is included in the received noise levels.

#### Topography

Ground topography of the area surrounding the project site has been sourced from Geoscience Australia, '5 Metre Digital Elevation Model (DEM) of Australia derived from LiDAR' and processed with QGIS 3.6 software for use in SoundPLAN 8.2.

As the alfresco areas are intended to be partially or fully sunken, topographical data in these areas (Courtyard 1, Playground and Courtyard 2) was modified to represent the intended landscaping that forms part of the project.

A ground absorption coefficient of 0.6 was used to suit suburban conditions, which is in between a soft ground condition (1) and reflective ground condition (0).

#### Patron Noise Levels

A predictive desktop study has been undertaken to determine the impact of patrons in the new alfresco areas on the nearest noise sensitive receivers. Patron activity in the outdoor areas is expected to have a significantly greater noise impact on the nearest noise sensitive receivers than patron noise from within the building.

It is noted that patrons are able to move freely between the venue's indoor and outdoor areas. The maximum capacity of patrons in the alfresco areas has been considered as the worst-case scenario for environmental noise emissions.

Patrons were assumed to be evenly distributed around the alfresco areas and predominantly seated. Patrons were represented by area noise sources at heights of 0.8m.

The following papers were considered for the computation of Sound Power Levels of patrons in the alfresco areas:



1. Australian Acoustical Society (Western Australian Division), Technical Meeting 10 Mar 2016 on the topic of “Crowd Noise Sound Power Level for Alfresco Areas / Beer Gardens.” (refer Appendix C);
2. Technical research paper “Prediction of Noise from Small to Medium Sized Crowds”, (Hayne et al., Nov 2011, *Proceedings of Acoustics*, Conference Gold Coast Australia, pp. 133-140);
3. Association of Australian Acoustical Consultants, AAAC, 2019. “Licenced Premises Noise Assessment Technical Guideline”. Version 1.0; and
4. J H Rindle, 2015, “The Acoustics of Places for Social Gatherings”, Proceedings of EuroNoise, Maastricht.

Table 7 presents the relevant L<sub>10</sub> Sound Power Level (SWL) formulae for ‘N’ number of patrons from each reference above, with appropriate corrections where the formula predicts the L<sub>eq</sub>.

**Table 7: Sound Power Level prediction formulae for ‘N’ number of patrons**

Ref.	L <sub>10</sub> SWL Formula	Comments
1	$91 + 10 \cdot \log(N/100) + 3$	Paper presents L <sub>eq</sub> SWL of 100 patrons in alfresco area. Correction of +3 dB per Ref.2 for L <sub>10</sub> SWL. Logarithmic average of 5 acoustic consultants’ data, excluding the highest and lowest values.
2	$15 \cdot \log(N) + 67 - 3$	Paper presents L <sub>10</sub> SWL formula of up to 100 patrons in a typical outdoor social setting. Correction of -3 dB for random orientation of patrons, per paper.
3	$87 + 10 \cdot \log(N/100) + 3$	Based on Table 1 Talker L <sub>WA</sub> of 100 patrons (Scenario N). Correction of +3 dB per Ref.2 for L <sub>10</sub> SWL. Patron SWLs include indoor room effects.
4	$76 + 10 \cdot \log(N) + 3$	Paper presents L <sub>eq</sub> SWL for a single patron. Correction of +3 dB per Ref.2 for L <sub>10</sub> SWL. Patron SWLs include indoor room effects.

Based on the literature review, References 1 and 2 address outdoor area patron noise, which excludes room effects that are not applicable to outdoor areas. The method in Reference 2 was selected to calculate the L<sub>10</sub> Sound Power Level of patrons, as it presents a direct L<sub>10</sub> formula with spectral data, provides a correction value for random orientation of sources and is applicable to outdoor social settings. In addition, the formula outputs a value in the middle of the range of papers reviewed.

The predicted Sound Power Level of patrons in the alfresco areas are summarised in Table 8. As a worst-case for noise emissions, the maximum allowable number of patrons for each area has been used. Typical spectrum is from Reference 2.

**Table 8: Patron Noise Levels used in Predictive Assessment**

Noise Source	Sound Power Level, L <sub>10</sub> dBA	1/1 Octave Band Sound Power Level (dB)					
		250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz
Courtyard 1 – 185 Patrons	<b>98</b>	84	85	88	91	92	93
Courtyard 2 – 209 Patrons	<b>99</b>	84	86	89	92	93	93

As music in the alfresco areas is to be ambient in nature only, the contribution of music noise at the receiver is considered to be insignificant compared to patron noise levels. Document 2 also notes that larger crowds of patrons tend not to exhibit tonal characteristics, hence no adjustments to the received noise level for intrusive characteristics have been applied.



## Music and Patron Noise within the Building

It is expected that patron noise from within the building will be adequately attenuated by the external façades, with the contribution to received noise emissions being insignificant compared to the noise from music and patrons in the alfresco areas.

During the refurbishment of the building, the following actions should be taken:

- Doors should be fitted with acoustic perimeter and drop seals; and
- Existing door and window seals should be checked to ensure there are no paths of noise leakage present.

Any amplifier / PA system used must be calibrated in level such that noise emissions from within the building do not become dominant at the site boundary. This should be determined by site measurements.

Given these considerations and the prescribed managements measures (Section 4.1), this noise source has not been included in the model.

## Outdoor Music Noise

Music is expected to be present in the alfresco areas through the use of outdoor speakers.

Music must be at a 'conversational' level only and not be audible at nearby receivers.

Note that where the noise received at a premises is music, adjustments to the received level are required when assessing compliance to the EPNR. Should music become audible and dominant, adjustments of +10 to 15 dB are required per Table 5. This would likely result in non-compliance to the EPNR.

Noise management measures to control music emissions have been provided in Section 4.1. This source has therefore not been considered in the noise model.

## Mechanical Services Noise

Mechanical services noise must comply with the EPNR criteria at all receivers and at all times of the day.

Assuming that mechanical plant will be selected/attenuated such that compliance with the EPNR will be achieved, it has not been considered in the noise model.

Treatment to mechanical services vents may be required such that noise emanating from within the building is adequately attenuated.

## Noise Barriers

The slightly less elevated alfresco areas have been included in the noise model.

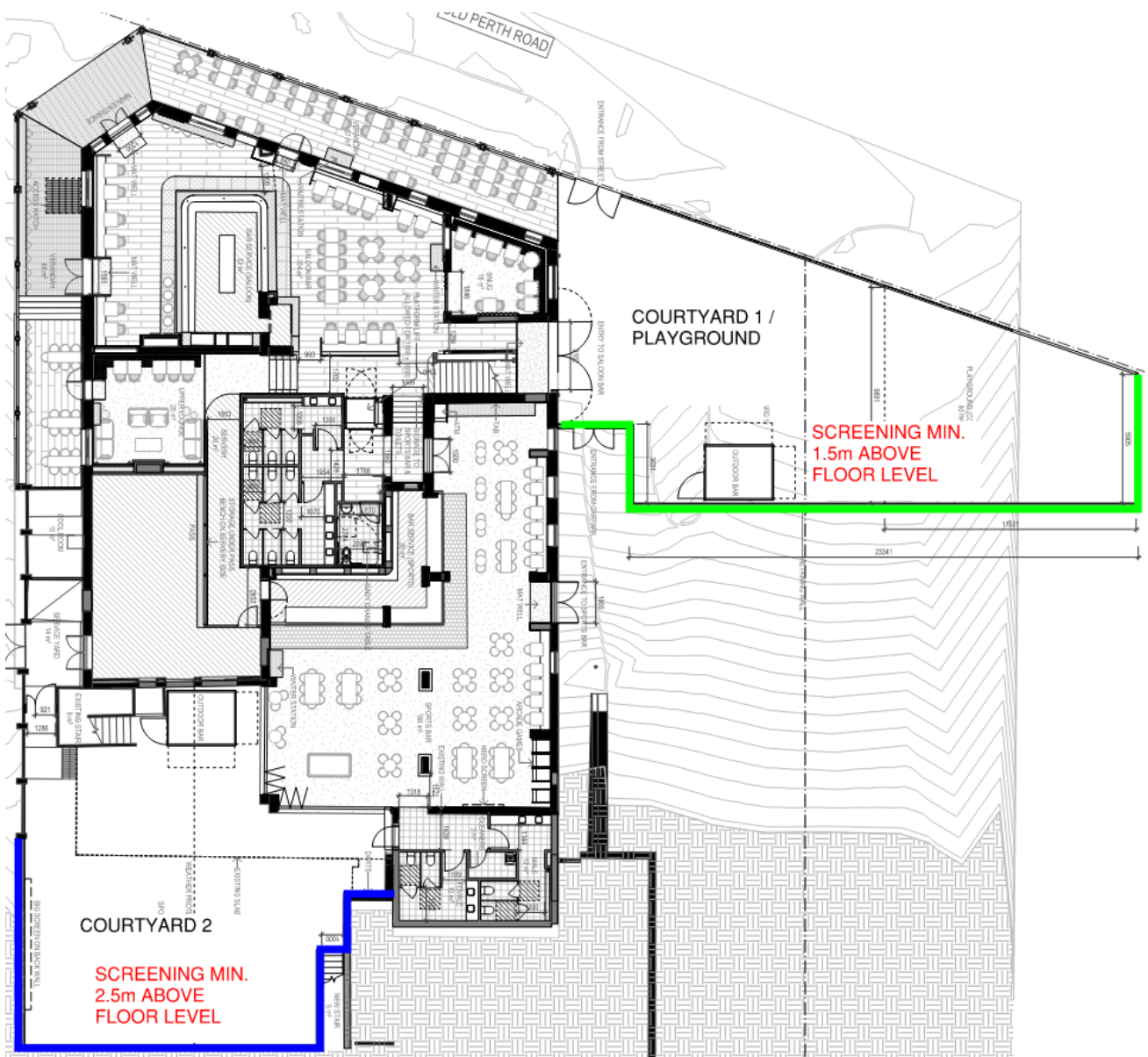
The following minimum changes in elevation are required around the sunken courtyards to produce an adequate barrier effect, to the extent shown in Figure 4:

- Courtyard 1 / Playground – retaining wall/ solid barrier to a minimum height of 1.5m above courtyard floor level;
- Courtyard 2 – retaining wall/ solid barrier to a minimum height of 2.5m above courtyard floor level.

This may be achieved through the planned landscaping (with retaining walls shielding the courtyards at lower elevation) and/or the provision of solid noise barriers. Adequate construction for solid noise barriers would include 90mm brick masonry or a solid continuous fence with minimum 15 kg/m<sup>2</sup> surface mass.







**Figure 4: Extent of screening required**

### 3.3 Noise Model Results

#### 3.3.1 Patron Noise

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 and 2 has been assessed against the night-time criteria of the EPNR.

The predicted noise levels are summarised in Table 9, with noise contours provided in Appendix B.

**Table 9: Predicted alfresco area patron noise levels**

Nearest Sensitive Receiver	Zoning	Predicted Noise Level dB(A)	EPNR Night-time Criteria L <sub>10</sub> dB(A)	EPNR L <sub>10</sub> Comparison
12 Kenny St	Residential	35	42	<b>Complies</b>
15 Kenny St	Residential	33	39	<b>Complies</b>
13 Parker St	Residential	37	39	<b>Complies</b>
16 Parker St	Residential	36	39	<b>Complies</b>
3 Wilson St	Residential	37	39	<b>Complies</b>
4 Wilson St	Residential	39	39	<b>Complies</b>
32 – 34 Old Perth Rd	Town Centre	60	60	<b>Complies</b>
26 – 32 Old Perth Rd	Town Centre	59	60	<b>Complies</b>
St Mark's Church	Town Centre	54	60	<b>Complies</b>
Bassendean Memorial Library	Town Centre	51	60	<b>Complies</b>

As the maximum number of patrons in the alfresco areas are predicted to comply with the EPNR in a night-time scenario, compliance is also expected in the less stringent day and evening times.

Noise management measures should be put in place to ensure music noise is not dominant at the site boundary.

### 3.4 Acoustic Amenity Impact

The impact on the acoustic amenity of the area will be determined by the change in existing noise levels, if any, due to the proposed development. Noise emissions from the refurbished venue should be managed such that they do not increase above current levels. Stantec are not aware of any noise complaints against the venue in its current operation.

Based on predicted noise emissions, patron noise from the project is not expected to have a significant impact on the acoustic amenity of the community. Noise management measures for music in the new alfresco areas should be included in the venue's noise management plan.



## 4. Noise Management

This section presents noise management measures that may be relevant for inclusion in the venue noise management plan.

The key objective of noise management is to actively engage with affected properties to address the amenity impacts of noise emissions from the development, to the greatest practical extent possible.

Achieving this objective should minimise the number of complaints received, which reduces the likelihood of ongoing issues and compliance investigations.

The venue noise management plan should:

- Identify noise emission sources from this venue;
- Establish appropriate noise management measures to reduce amenity impacts as far as practicable;
- Target compliance with the Environmental Protection (Noise) Regulations 1997; and
- Encourage engagement with nearby noise sensitive premises on managing noise impacts.

The approach is to provide for ongoing dialogue, communication and mitigations with potentially affected residents, in the context of the intended use of the development.

### 4.1 Patrons and Music

It is critical that any music from the venue be level calibrated such that music noise is inaudible at all nearby receivers.

Any amplifier / PA system used should have known output sound levels indicated on the controls to assist in ensuring the amplified sound is kept within acceptable limits at nearby receivers. The limits should be set based on field measurements at nearby sensitive premises.

It is recommended that any amplifier / PA system incorporate a frequency equalizer that is set to control low frequency sound (bass).

The following indicative patron numbers have been predicted to comply with the EPNR:

- 185 patrons in the Courtyard 1 and verandah areas;
- 209 patrons in the Courtyard 2 area; and
- The noise from any amplifier / PA system (within the building and/or in alfresco areas) is to be calibrated by field measurements, limited so as not to exceed the set levels and made tamper proof.

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.

In addition, the following administrative controls are recommended:

- The venue amplifier / PA system should be locked away, accessible by management only; and
- Venue staff are to monitor dispersal of patrons after closing and manage any noise issues arising.





## 4.2 Mechanical Plant

The design should ensure that mechanical plant selected for the development is the quietest possible, is located away from noise sensitive premises and shielded and/or attenuated as required to meet the assigned levels of the EPNR.

The development is expected to use the following typical plant:

- Refrigeration condensers;
- Kitchen extract fans; and
- Condenser units.

The existing plant deck (shown in Figure 5) is intended to be used for new air conditioning condensers. Kitchen extract fans and refrigeration condenser locations are to be advised by the kitchen consultant.



Figure 5: Rooftop plant deck

## 4.3 Car Parking

Patrons are encouraged to use the existing available parking facilities available on the site and consider public transport options.

Given the location of the development in a Town Centre area and proximity of the Bassendean train station within 150m of the site, the impact on premises near the site is expected to be minimal.

## 4.4 Loading Bay

It is expected that the existing loading bay outside the venue on Parker St will be continued to be used. Loading bay usage should be limited to daytime hours Monday to Saturday where possible.

## 4.5 Waste Collection

### 4.5.1 Refuse and Recycling Collection

The follow administrative measures are recommended:

- Where possible, in communication with the Town of Bassendean, endeavor to have waste and recycling collected after 7 am, as this is the 'daytime' period of the EPNR and may be less of a disruption to local residents;
- An effort should be made to avoid the waste collection and recycling trucks being on site at the same time;
- If a truck is waiting in the carpark for bin access, the engine should be switched off; and
- Glass recycling trucks should not crush the bottles on premises but rather at a less noise sensitive location.

### 4.5.2 Emptying of Bins

The emptying of bins, especially when filled with glass bottles, can be an occupational peak noise hazard to the operator, as well as significant source of environmental noise.

The follow administrative measures are recommended:

- Venue staff should take care to reduce the drop height of glass onto glass when filling bins; and
- The handling of bins full of glass bottles should occur during daytime hours where possible to minimise disruption to the community.

## 4.6 Playground

Playground noise emissions due to children playing were predicted via a desktop study.

The cumulative Sound Power Level of groups of children playing has been sourced from the '*Guideline for Child Care Acoustic Assessment*', *Association of Australian Acoustical Consultants, 2013*.

Mixed ages were used, with the mid-point of the stated Sound Power Level range selected for each age group. The resultant Sound Power Level for a group of 25 children aged between 0 – 6 years is 89 dBA. As this is approximately 10 dB below predicted patron Sound Power Levels, noise emissions from the playground are not expected to contribute significantly to overall noise levels.



## 5. Conclusion

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, alfresco courtyard areas and a playground. The venue will trade day and night 7 days a week.

A 3D noise model was developed using the software package SoundPLAN 8.2, with noise emissions assessed for maximum patronage in the new alfresco areas. Noise emissions from patrons have been assessed to comply with the EPNR criteria and not have a significant impact on acoustic amenity. Any increase in area noise levels due to the refurbishment shall be assessed by measurement and controlled using the provided management measures.

Noise management measures have been provided and are particularly relevant for “night-time”. The venue operator must ensure that noise emissions from the proposed development do not increase noise levels at the nearest noise sensitive receivers.





## Appendix A Glossary of Acoustic Terms

NOISE	
Acceptable Noise Level:	The acceptable LAeq noise level from industrial sources, recommended by the EPA (Table 2.1, INP). Note that this noise level refers to all industrial sources at the receiver location, and not only noise due to a specific project under consideration.
Adverse Weather:	Weather conditions that affect noise (wind and temperature inversions) that occur at a particular site for a significant period of time. The previous conditions are for wind occurring more than 30% of the time in any assessment period in any season and/or for temperature inversions occurring more than 30% of the nights in winter).
Acoustic Barrier:	Solid walls or partitions, solid fences, earth mounds, earth berms, buildings, etc. used to reduce noise.
Ambient Noise:	The all-encompassing noise associated within a given environment at a given time, usually composed of sound from all sources near and far.
Assessment Period:	The period in a day over which assessments are made.
Assessment Location	The position at which noise measurements are undertaken or estimated.
Background Noise:	Background noise is the term used to describe the underlying level of noise present in the ambient noise, measured in the absence of the noise under investigation, when extraneous noise is removed. It is described as the average of the minimum noise levels measured on a sound level meter and is measured statistically as the A-weighted noise level exceeded for ninety percent of a sample period. This is represented as the L90 noise level.
Decibel [dB]:	The units of sound pressure level.
dB(A):	A-weighted decibels. Noise measured using the A filter.
Extraneous Noise:	Noise resulting from activities that are not typical of the area. Atypical activities include construction, and traffic generated by holidays period and by special events such as concert or sporting events. Normal daily traffic is not considered to be extraneous.
Free Field:	An environment in which there are no acoustic reflective surfaces. Free field noise measurements are carried out outdoors at least 3.5m from any acoustic reflecting structures other than the ground
Frequency:	Frequency is synonymous to pitch. Frequency or pitch can be measured on a scale in units of Hertz (Hz).
Impulsive Noise:	Noise having a high peak of short duration or a sequence of such peaks. A sequence of impulses in rapid succession is termed repetitive impulsive noise.
Intermittent Noise:	Level that drops to the background noise level several times during the period of observation.
LAmx	The maximum A-weighted sound pressure level measured over a period.
LAmin	The minimum A-weighted sound pressure level measured over a period.
LA1	The A-weighted sound pressure level that is exceeded for 1% of the time for which the sound is measured.
LA10	The A-weighted sound pressure level that is exceeded for 10% of the time for which the sound is measured.
LA90	The A-weighted level of noise exceeded for 90% of the time. The bottom 10% of the sample is the L90 noise level expressed in units of dB(A).
LAeq	The A-weighted "equivalent noise level" is the summation of noise events and integrated over a selected period of time.



L <sub>AeqT</sub>	The constant A-weighted sound which has the same energy as the fluctuating sound of the traffic, averaged over time T.
Reflection:	Sound wave changed in direction of propagation due to a solid object met on its path.
R-w:	The Sound Insulation Rating R-w is a measure of the noise reduction performance of the partition.
SEL:	Sound Exposure Level is the constant sound level which, if maintained for a period of 1 second would have the same acoustic energy as the measured noise event. SEL noise measurements are useful as they can be converted to obtain Leq sound levels over any period of time and can be used for predicting noise at various locations.
Sound Absorption:	The ability of a material to absorb sound energy through its conversion into thermal energy.
Sound Level Meter:	An instrument consisting of a microphone, amplifier and indicating device, having a declared performance and designed to measure sound pressure levels.
Sound Pressure Level:	The level of noise, usually expressed in decibels, as measured by a standard sound level meter with a microphone.
Sound Power Level:	Ten times the logarithm to the base 10 of the ratio of the sound power of the source to the reference sound power.
Tonal noise:	Containing a prominent frequency and characterised by a definite pitch.



# Appendix B Noise Contours





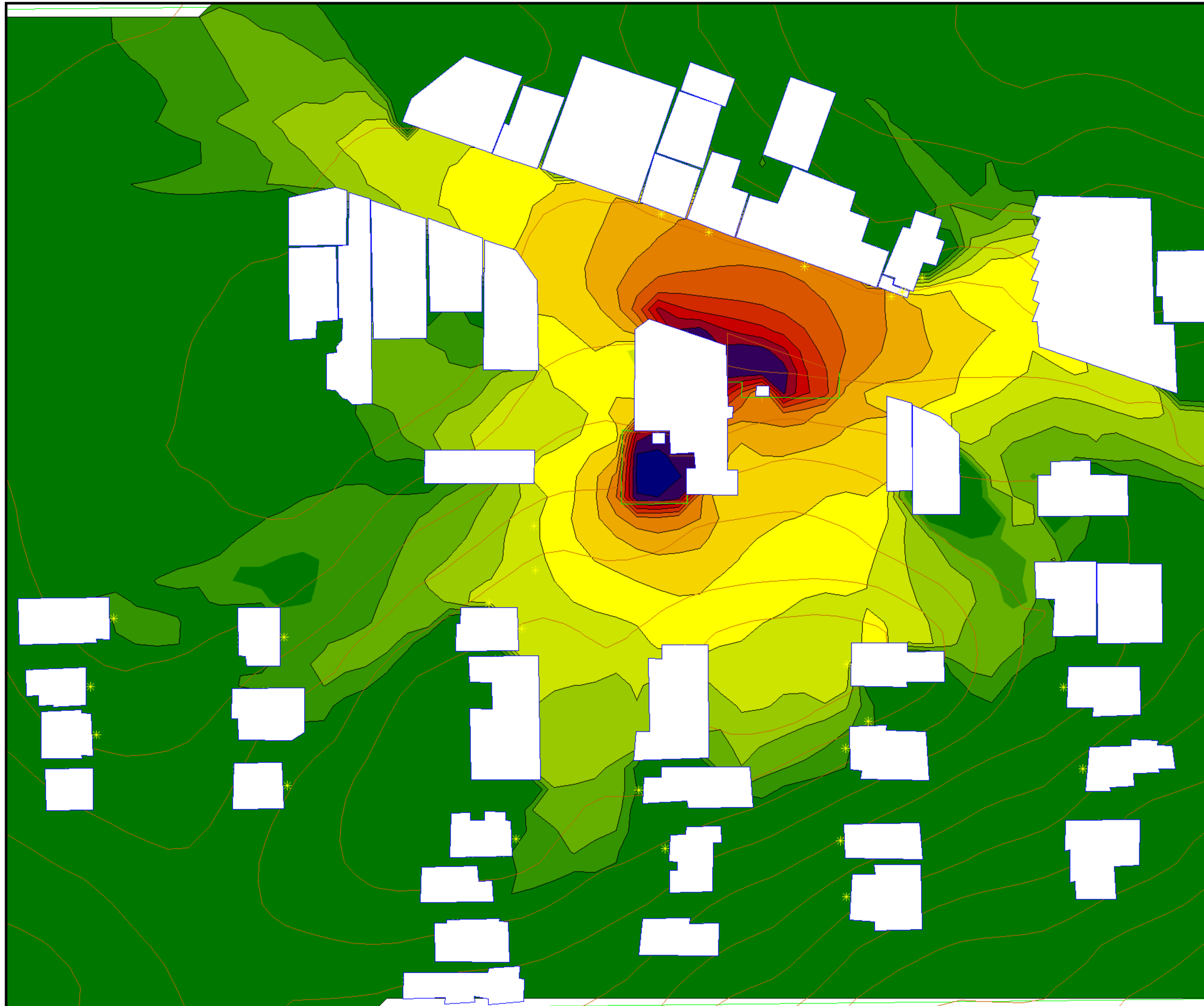
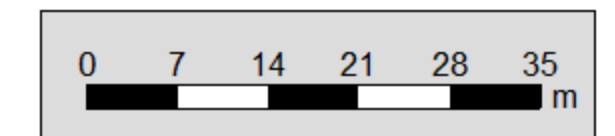
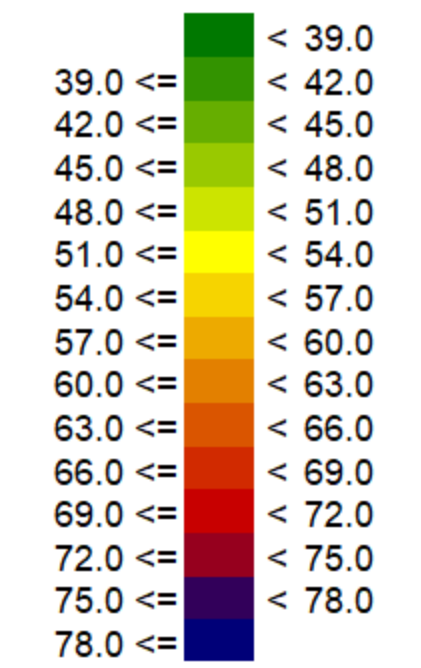
# Bassendean Hotel Refurbishment

301248343  
2/12/2020  
BEM

COURTYARD 1 & 2  
MAXIMUM PATRONAGE

NOISE CONTOUR AT  
1.5m RECIEVER HEIGHT

Noise level  
in dB(A)



# Appendix C AAS Technical Meeting Note Mar '16



**Australian Acoustical Society**

A.C.N. 000 712 658

**WESTERN AUSTRALIAN DIVISION**

## **CROWD NOISE SOUND POWER LEVEL FOR ALFRESCO AREAS / BEER GARDENS**

The following Sound Power Levels ( $L_{p,q}$ ) were provided by members for a crowd of 100 patrons within an external area of a licenced venue:

Frequency (Hz)	63	125	250	500	1k	2k	4k	8k	dB(A)
Consultant 1	-	76.3	83.5	87.0	83.7	79.7	74.2	68.8	<b>88.2</b>
Consultant 2	73.4	79.9	84.6	88.7	85.2	80	74.4	69.1	<b>89.5</b>
Consultant 3	-	-	-	-	-	-	-	-	<b>90.0</b>
Consultant 4	72.6	73.6	83.6	90.6	88.6	82.6	78.6	73.6	<b>92.1</b>
Consultant 5	-	-	-	-	-	-	-	-	<b>98.0</b>
Log average of all									<b>93</b>
Log average, excluding highest and lowest values									<b>91</b>
<i>Hayne et al (draft AAAC Guideline)</i> <sup>1</sup>									<b>94</b>

<sup>1</sup> Hayne, MJ, Taylor, JC, Rumble RH & ME, DJ 2011, "Prediction of Noise from Small to Medium Sized Crowds", *Proceedings of Acoustics 2011*, Conference Gold Coast Australia, pp. 133-140

### **Tonality**

Generally not evident with high patron numbers, but potentially evident with small numbers (eg < 20)?

### **Modelling**

Modelled as a plane source, or a point source? Modelled at average height between seated and standing patrons?

Technical meeting – March 10 2016



Design with  
**community** in mind

Ground Floor  
226 Adelaide Terrace  
Perth WA 6000  
Tel +61 8 6222 7000

For more information please visit  
[www.stantec.com](http://www.stantec.com)





# *Waste Management Plan*

## *The Bassendean Hotel*

*17 Old Perth Road, Bassendean, WA 6054*



Prepared by:



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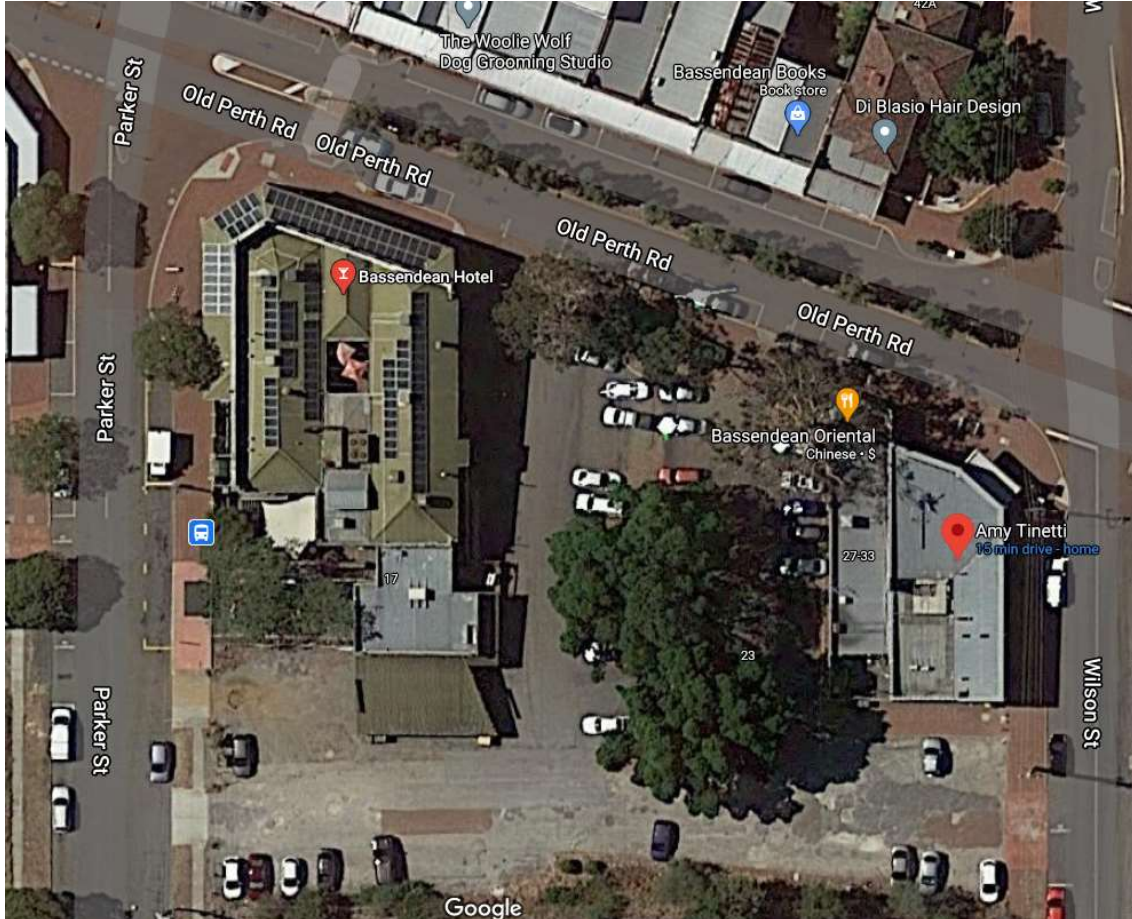
[www.hospitalitytotalservices.com.au](http://www.hospitalitytotalservices.com.au)

**1. Objective**

The objective of this plan is to ensure that Waste Management is undertaken effectively, efficiently, safely and sustainably.

**2. 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.



**3. 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.

**Bin Quantity and Type of Waste**

	<b>660L</b>	<b>1100L</b>
Height:	1200mm	1330mm
Depth:	770mm	1070mm
Width:	1360mm	1240mm

**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:



**4. 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.

**5. 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.

**6. Managing Waste Spill**

According to a waste management plan prepared by the anticipated 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.

# Performance Solution Report

## Ark Group

25 Old Perth Road, Bassendean WA 6054

OHA

1 December 2020



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## INTRODUCTION

I understand that Kevin Liew, Graduate Architect from Woods Bagot and Karl Russell, Building Certifier of Russell Building Approvals has recommended that you seek advice regarding the redevelopment of the Bassendean Hotel at the above address that does not meet the Premises Standard requirements for a Class 9b Building where access must be provided to and within all areas. Access to a small Upper Lounge is via a stairway only.

The following communication relates to this issue only, no further aspect of this project was reviewed at this time.

## QUALIFICATIONS AND EXPERIENCE

O'Brien Harrop Access is a Western Australian based consultancy that is dedicated in a full-time capacity to the provision of independent Access Consultancy services. Our expertise is in matters pertaining to the functional requirements of people with disabilities as well as equitable and dignified access for people with disabilities. O'Brien Harrop Access provides consultancy services to architects and landscape architects, interior designers, local and state government authorities, building managers, project managers, developers, builders, building surveyors and building certifiers across a broad range of public and private sector projects.

### SILVIA ROSSI

Position	Access Consultant
Qualification	Occupational Therapist BAppSc (OT) Graduate Diploma of Business
Access qualifications	Certificate IV in Access Consulting
Registrations	Occupational Therapy Board of Australia No. OCC0001751608
Memberships	Associate Member Association of Consultants in Access, Australia #510 Occupational Therapy Australia Ltd (WA)

### KEY CAPABILITIES

Access Consultant Silvia Rossi is registered with the Occupational Therapy Board of Australia, is an experienced Occupational Therapist and member of Occupational Therapy Australia Limited (WA). Silvia is an Associate Member of the ACAA.

Silvia has completed a Graduate Diploma of Business and for several years worked in the corporate health sector implementing her knowledge of health and corporate business to deliver in house Injury Management and Occupational Safety and Health services.

Silvia, together with Ann O'Brien (retired), developed and delivered the Independent Living Centre of WA's Access Consultancy Service at its inception in 1994. In 2012 Silvia re-joined Ann and Anita at OHA to continue her work in the field of access consulting. Silvia takes the lead at OHA in undertaking luminance contrast testing.

Silvia has the qualifications and experience to provide an *expert judgement* in determining whether a **Performance Solution** meets the performance requirements of the BCA in so far as they relate to access for people with disabilities.

## COMPLIANT BUILDING SOLUTION

A Building Solution will comply with the BCA if it satisfies the Performance Requirements. Compliance with the Performance Requirements can only be achieved by:

- (a) Evidence to support that the use of a material or product, form of construction or design meets the Performance Requirement of a Deemed-to-Satisfy Provision as described in A2.2.
- (b) Verification Methods such as-
  - (i) the Verification Methods in the NCC; or
  - (ii) such other Verification Methods as the appropriate authority accepts for determining compliance with the Performance Requirements.
- (c) Expert Judgement.
- (d) Comparison with the Deemed-to-Satisfy Provisions.

BCA 2016 A0.5

## PURPOSE AND ASSESSMENT METHODOLOGY

The purpose of this report is to provide an *expert judgement* in determining whether the following *Performance Solution* meets Performance Requirement DP1 of the BCA in so far as it relates to access for people with a disability.

BCA 2016 A0.2(a), A0.3(b) and A0.5(c)

## REFERENCES

In the formation of my judgment, to be addressed below, reference is made to the following:

- Disability (Access to Premises – Buildings) Standard 2010
- National Construction Code Series Volume One. Building Code of Australia 2016 Class 2 to Class 9 Buildings

## PERFORMANCE SOLUTION

### PERFORMANCE REQUIREMENT

Performance Requirement DP1 states:

*Access must be provided, to the degree necessary, to enable*

- (a) people to:*
  - (i) approach the building from the road boundary and from any accessible carparking spaces associated with the building; and*
  - (ii) approach the building from any accessible associated building; and*
  - (iii) access work and public spaces, accommodation and facilities for personal hygiene; and*
- (b) identification of accessways at appropriate locations which are easy to find.*

### Deemed-to-Satisfy Provisions

The Deemed-to-Satisfy Provision D3.1 of the Building Code of Australia that is the subject of the Performance Solution is as follows:

Buildings and parts of buildings must be accessible as required by Table D3.1, unless exempted by Clause D3.4. Table D3.1 requires for a Class 9b (Assembly Building) building that access is provided *“To and within all areas normally used by the occupants”*.

### Compliance with the Deemed-to Satisfy provisions

Compliance with the Deemed-to-Satisfy provisions of the BCA would require that access is provided to all areas of the hotel, required to be accessible. This would necessitate that access is provided to the Upper Lounge by either a lift or a ramp, however access is only provided via a stairway.

## PROPOSED PERFORMANCE SOLUTION

### CORRESPONDENCE AND CONSULTATION

Since engagement on this project I have provided information and advice to Kevin Liew, Graduate from Woods Bagot, and the following information was provided for my reference:

- Sheet number 2200A – General Arrangement Plan Ground Floor

### Project background

Upgrade works proposed to the existing split level Bassendean Hotel are documented on the provided drawing to incorporate a range of patron dining and bar areas.

Two enclosed /semi-private lounge areas are documented that provide similar amenity, the Snug Lounge is located on the ground level and the Upper Lounge is located on the upper level accessible by stairs only.



## Proposal

Retain the Upper Lounge as documented on the provided drawing with stair only access.

### Factors taken into consideration in the formation of this proposal

- Given the inherent variation in levels at the existing Bassendean Hotel, upgrading this aged building to eliminate the levels would require extensive structural works.
- The space necessary to incorporate a ramp, given the level change of around 800mm, would be extensive, with no functional space to do so.
- There is no available space to install a low-rise platform lift adjacent the existing stairway, nor the available stairway width to install a stairway platform lift (see orange highlight on Figure 1).
- A lift is documented to provide access between most of the hotel premises, i.e. between the Sports Bar and Saloon Bar, significantly enhancing and extending the accessible areas of this hotel inclusive of both internal and alfresco areas (See yellow highlight on Figure 1).

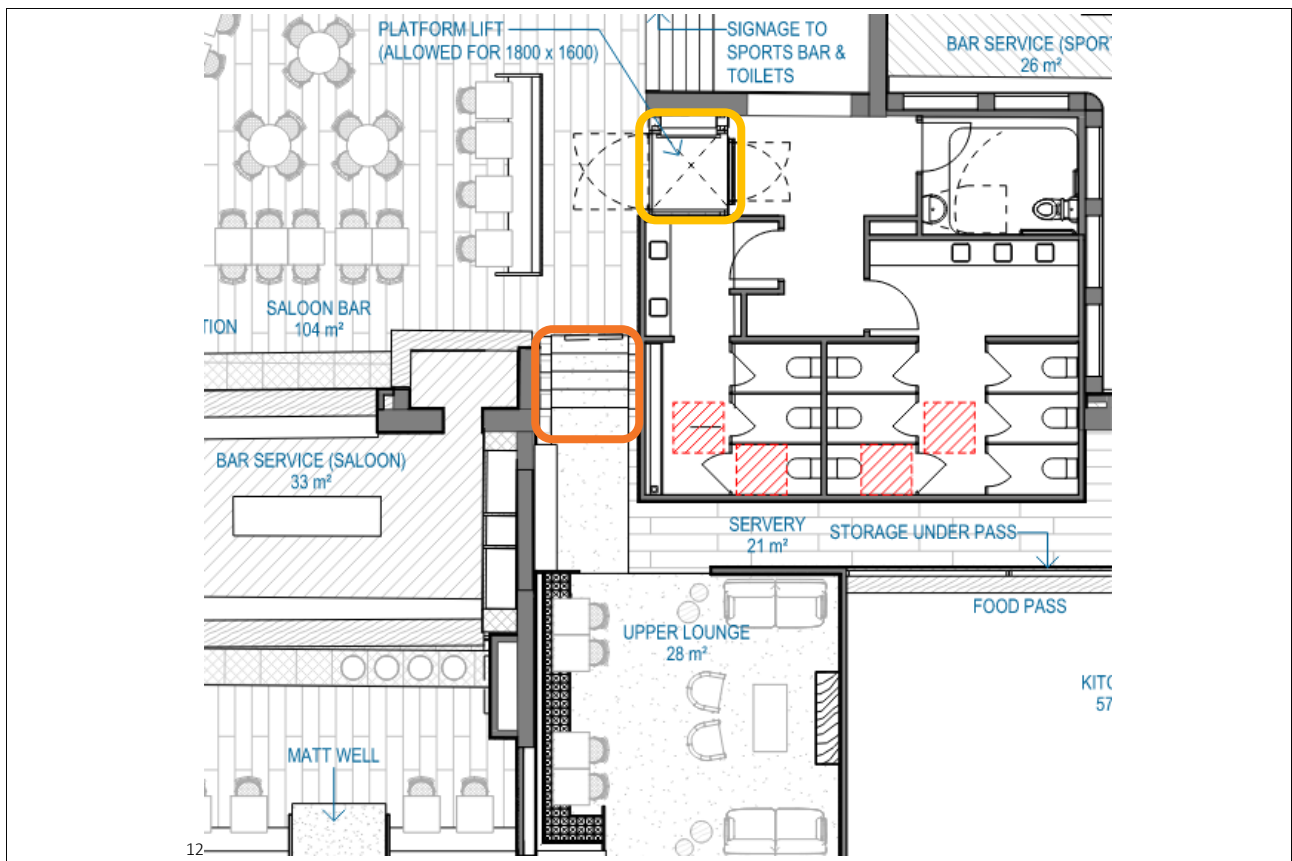


Figure 1: Snapshot from Architectural Plan of the Ground Floor detail with the stairway to the Upper Lounge highlighted in orange

- As two similar lounges have been incorporated in the design that offer the same amenity, it is deemed reasonable that for a person with a disability, to the extent that stairs cannot be negotiated, the Snug Lounge is available on the ground floor. The design team have provided alternative layout options, allowing flexibility of use for the Snug (See Figure 2 and 3).

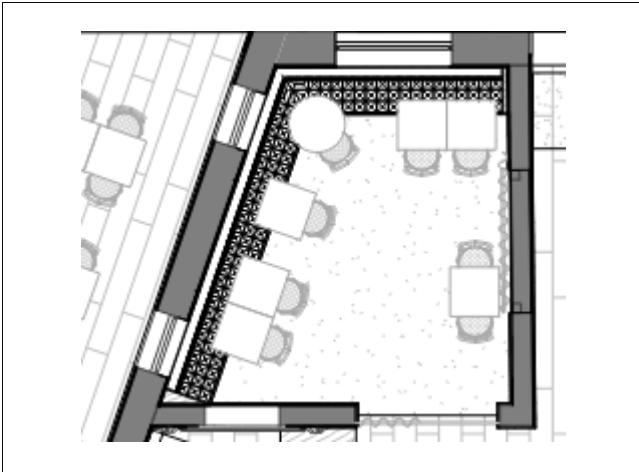


Figure 2: Proposed Snug layout

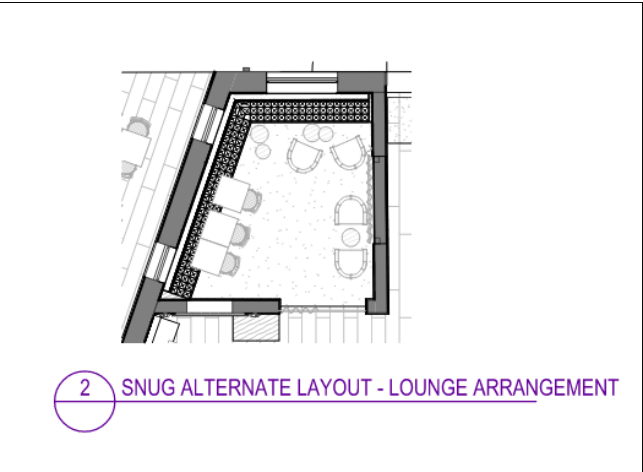


Figure 3: Alternative Snug layout, providing similar amenity to the Upper Lounge

- The stairway in question only services the Upper Lounge, access for people with disability is achieved to all other areas.
- The drawing documents the Snug Lounge with compliant clear open entry gap and sufficient internal circulation space for a person using a wheelchair to manoeuvre within the space.
- Given the availability of similar lounge spaces on the upper and ground levels, the risk of not providing access to the Upper Lounge is considered to be very low.

## CONCLUSION

In conclusion, I consider that the non-provision of access for people unable to negotiate stairs to the Upper Lounge within this aged, and structurally challenging building, is adequately addressed by the inclusion of a similar lounge space on the ground floor and would therefore reasonably meet Performance Requirement DP1 of the BCA 2016 to the degree necessary.

Should you require any further information, I would be pleased to assist,

Yours sincerely



Silvia Rossi for O'Brien Harrop Access  
Occupational Therapist BSc(OT)  
ACAA Associate member No. 510

This report remains the intellectual property of O'Brien Harrop Access. The use of this report and the professional opinions provided within this report cannot be used for any other purpose or project or replicated in any manner. Any design changes to the drawings of this project without further assessment or certification by O'Brien Harrop Access will invalidate the content of this report.



## Schedule of Submissions

### Joint Development Assessment Panel Application – Renovation and additions to the Bassendean Hotel and adjacent carpark

#### Object

<b>1</b>	<b>Affected Property:</b> Not Listed
<b>Summary of Submission</b>	
Objection to the proposal	
1.1	I am opposing the removal of the 8 trees near the Bassendean hotel renovation/redevelopment.

<b>2</b>	<b>Affected Property:</b> 12 Mary Crescent Eden Hill WA 6054
<b>Summary of Submission</b>	
Objection to the proposal	
2.1	I am writing to object to the Development Application put forward for the Bassendean Tavern. Whilst I support redevelopment, I do not wish to see Tree #1, #2, #3, #4 and #5 destroyed.
2.2	<p>Trees #1-#4</p> <ul style="list-style-type: none"> <li>- Government studies indicate Perth could see temperate increases of up to 5.1 degrees in a high emission scenario by 2100. (1)</li> <li>- Inland suburbs such as Bassendean are likely to be harder hit, due to their distance from the ocean</li> <li>- These trees are significant in size, and provide much needed shade to the community in summer as they straddle the footpath along the main town road.</li> </ul>
2.3	<p>Tree #5</p> <ul style="list-style-type: none"> <li>- Aerial Photos from Landgate indicate the Fig Tree was planted in ~1965</li> <li>- Trees of this size and age should be maintained for their connection to the past, in addition to providing much needed shade.</li> </ul>
2.4	I urge the town to conduct their own arborists report, and ask the developers to prepare a design that incorporates Trees #1-5 into their plan.

#### Support

<b>3</b>	<b>Affected Property:</b> 58 (Lot 1) Parker Street Bassendean WA 6054
----------	---

<b>Summary of Submission</b>	
Support to the proposal	
3.1	I live at 58 Parker St Basso, the same street as the pub. I really love the proposed design and I'm keen for the pub to get this makeover so that it can be a facility actually used by locals. It's been long overdue and the current condition as well as the food have kept me away for a while now. I would love to have a local pub I can visit more frequently and especially like the outdoor areas. Hopefully our pub will rival those others in the area.

<b>4</b>	<b>Affected Property:</b> 5 (Lot 5) Earlsferry Court Bassendean WA 6054
<b>Summary of Submission</b>	
4.1	To whom it may concern, I have been a resident and home owner in Bassendean for past six years. I grew up in Bassendean as a child and returned to bring up my own kids in a town that I am familiar with and enjoy.
4.2	Bassendean has many great attributes that make the suburb feel like home and the latest proposal to redevelop the Bassendean hotel is a wonderful step in the right direction. The proposal looks very appealing and will be an attraction for the town. It is sympathetic to the town's heritage and will add significant value to Old Perth road street front.
4.3	I would like to see the application approved and the hotel redeveloped according to the draft submitted.

<b>5</b>	<b>Affected Property:</b> Not Listed
<b>Summary of Submission</b>	
Support to the proposal	
5.1	Hi there, You have a member of council who appears to be actively encouraging people to write in and complain about the trees being removed on the Bassendean Hotels development application. As such you are likely to receive many negative complaints about the proposal as trees being removed on the Bassendean Hotels development application. As such you are likely to receive many negative complaints about the proposal as opposed to positive ones. I feel that as a Councillor for the Town of Bassendean they should be impartial to such things. I am writing to let you know I support the application and business owners investment on Old Perth Road.

<b>6</b>	<b>Affected Property:</b> 23 (Lot 84) Parker Street Bassendean
<b>Summary of Submission</b>	
Support to the proposal	
6.1	I am a resident of Parker St and received your notice of public advertisement of planning proposal for the Bassendean Hotel (your reference OPA 9172212). I would like to let you know that I support the application.

6.2	Please pass on to the council my appreciation for the open nature of the documents accessible for consideration. On review of these, I feel it is unfortunate that so many of the existing trees are to be removed however my understanding is that this has been taken on best professional advice and an extensive planting plan is in place.
6.3	As a resident in very close proximity to the Bassendean Hotel I am excited to see a large investment to be made in our local community, and whilst the offerings of the hotel are not likely to meet the needs of my family, I am excited to see the improvements and hope that it will help other local shops and services to remain viable.

<b>7</b>	<b>Affected Property:</b> 37 (Lot 244) Kathleen Street Bassendean
<b>Summary of Submission</b>	
Support to the proposal	
7.1	I am completely for this application. The Bassendean Hotel has so much potential and this new application would make it a far more family friendly place. I am sure that it would attract people to the Bassendean Town Centre which will bring much needed life to the strip. Very excited for this to happen. It would be amazing to have a great local to walk down to and walk home safely.

### Conditional Support

<b>8</b>	<b>Affected Property:</b> Not listed
<b>Summary of Submission</b>	
Conditional support to the proposal	
8.1	Love the pub redevelopment idea, particularly extending the beer garden and kids playground Along old Perth road.
8.2	I did notice however the 3 mature eucalyptus trees and one of the big fig trees will be removed. I don't want to see these trees removed, given the location of the trees do not fall within structural plans ie no buildings there, please can the plan for the beer garden and car park be revised to keep these trees. This would also align to the ToB stated desire to keep trees.

<b>9</b>	<b>Affected Property:</b> 36 (Lot 50) Anzac Terrace Bassendean WA 6054
<b>Summary of Submission</b>	
Conditional support to the proposal	
9.1	I wish to object to the removal of mature trees as part of this development.
9.2	These trees, that have provided, still provide, and should continue to provide, more health and environmental benefits than any single human being.
9.3	They provide protection for humans against our warming climate, help to manage our need for oxygen and absorb carbon dioxide. Additionally they provide habitat and a food source for birds, reptiles and insects - these are essential for the health of the environment.



9.4	I support the development of the hotel - which can occur by using the mature trees as assets rather than impediments - and encourage Council to protect the trees and ask for a design that incorporates the trees. A little more creativity on the part of the designers would be welcome
-----	--

<b>10</b>	<b>Affected Property:</b> 129 (Lot 1) Kenny Street Bassendean WA 6054
<b>Summary of Submission</b>	
Conditional support to the proposal	
10.1	Good morning, I would like to voice my opinion regarding the upgrade of the Bassendean Hotel and grounds.
10.2	I love the new plan, especially regarding the carpark (which is in desperate need of an upgrade) and courtyard, however I think the trees should remain, or at least as many as possible.
10.3	These trees provide not just shade for the area, but also aesthetic and ecological benefit, not to mention the birdlife etc that rely on these trees.
10.4	Looking forward to this upgrade of one of our Suburbs icons.

<b>11</b>	<b>Affected Property:</b> 5 (Lot 13) Broun Way Bassendean WA 6054
<b>Summary of Submission</b>	
Conditional support to the proposal	
11.1	Hi, I am particularly interested in trees and urban canopy so my comments are focussed on the trees component:
11.2	I think that is great that the largest ficus is being retained.
11.3	I am prepared to see the Eucalyptus trees along the Old Perth Rd frontage removed as I don't think that they are a WA species (certainly not endemic to this area) and they do not provide effective shade anyway.
11.4	We should not be accepting any loss of canopy. I know that the Town of Bassendean is addressing our urban canopy. I think that new trees should be planted to at least make up for the loss of canopy of all trees removed. At the moment there is a net deficit so more trees are needed.
11.5	I think that more trees should be installed within the car park area. Without this it will just be a large heat soak and will detract from the new outdoor area. New trees could be planted in a medium strip in the middle of the parking bays north of the retained ficus and in the long strip at the far south of the site. These should be shade trees. Possibly more Agonic flexuosa (although these will require regular trimming as they naturally droop), Queensland box (these might be the best for planting within a bituminised car park) or Jacaranda's (there are many others in this area).
11.6	In general I am supportive of this re-development provided the above points are satisfactorily addressed.

<b>12</b>	<b>Affected Property:</b> 4 (Lot 10) Wilson Street Bassendean
<b>Summary of Submission</b>	
Conditional support to the proposal	
12.1	As residents in the Town of Bassendean, living at The Old Rectory, 4 Wilson Street, we are very pleased to read of the plans to develop the lovely old Bassendean Hotel.
12.2	When we first arrived in Bassendean in 2016 we were disappointed to find that the pub, about to be our local, was quite shabby. It has since revived and the food, ambience, service etc is pretty good. To sit out on the balcony and enjoy a meal, as we do at least once a month, is one of life's little pleasures. It is a unique setting and well worth preserving.
12.3	Just a few comments: * "Clear panelling", will, I presume, be plastic or a perspex plastic product.  This community was the first to introduce the ban on single use plastic bags. This community doesn't like plastic products used when another material would be more in keeping, more Bassendean. (though plastic is useful in other situations) Surely there is a material more suited to a 100? year old hotel's beautiful balcony setting than 20C perspex?
12.4	* "Removal of 8 trees."  I was very sorry to read this. The huge white barked Eucalyptus are iconic. Do they really ALL have to go? They are used such a lot by the Australian Hobby Falcon - who helps keep the mouse population at bay, the many Black-faced Cuckoo-shrikes, that feast on the hairy black caterpillars that plague the many Cape Lilacs in the area, and the Ravens who clean up after bin spillages and debris and food on the footpath - part of the pub street scene. You could easily upset the ecological balance by removing habitat for these key avian predators.  Please reconsider leaving at least two of these beautiful trees. Once again, Bassendean residents love and will defend these trees.  Thank you for the opportunity to comment. We look forward to a revitalised and restored Bassendean Hotel.

<b>13</b>	<b>Affected Property:</b> 6 (Lot 2) Barton Parade Bassendean WA 6054
<b>Summary of Submission</b>	
Conditional support to the proposal	
13.1	Thank you for the opportunity to comment on the proposed development of the Bassendean Hotel site.  Firstly, we think it is positive that the proponent intends to retain the Hotel for use as a venue. The building has Historic and Social value and it is good to see it continuing to be used for its original purpose. The building would obviously benefit from some upgrades, particularly to the toilet facilities. We are pleased to see there is intent to retain one of the mature Ficus trees but it would be even better to retain both of them as an outdoor space feature.
13.2	To enable this in a redesign it would be fair to reduce the number of parking bays required for the following reasons: <ul style="list-style-type: none"> <li>- Discourage drink driving</li> <li>- Encourage alternative transport options such as Walking, Cycling and Ride Sharing (Uber, Didi, Ola etc). Provide secure bicycle parking and a dedicated Pick Up / Set Down bay for ride share and taxis.</li> <li>- Nearby Public Transport - Note that the 55 Bus Route now has a terminus stop adjacent to the Hotel and this bus services much of Bassendean, Ashfield, Bayswater and Maylands.</li> </ul>

	The Bassendean Train Station is also within easy walking distance. With Metronet improvements this will connect to an even broader range of suburbs. There is also a Bus terminus on the northern side of the Train Station which services the north of Bassendean and many of Perth's Eastern suburbs, even Ellenbrook. The Perth Stadium bus service also has a stop within walkable catchment of the Bassendean Hotel venue.
13.3	<p>The mature trees provide many benefits and would enhance the experience of visitors to the venue</p> <ul style="list-style-type: none"> <li>- Amenity - shade, comfort / cooling, moderate wind, acoustic buffer / sound attenuation from events &amp; performances</li> <li>- Aesthetics - opportunity for fairy lighting or atmospheric uplighting</li> <li>- Neighbours - trees provide a visual and acoustic screen. With previously approved plans for an apartment development on the church site adjacent to the hotel, existing mature trees would be of benefit to all parties should apartments be built next door.</li> </ul>
13.4	We are supportive of the development generally but would like to see retention of both mature Ficus trees and some efforts towards encouraging diverse transport options.

## Comments

<b>14</b>	<b>Affected Property:</b> 127a (Lot 62) Whitfield Street Bassendean
<b>Summary of Submission</b>	
Comment to the proposal	
14.1	<p>Thank you for the opportunity to comment:</p> <p>Please specify the final landscape plan and maintenance recommendations for new plantings as conditions of the final approval in sufficient detail so that compliance can be held to account? In particular:</p> <ul style="list-style-type: none"> <li>- the retention and care of the specific tree/s to be retained</li> <li>- specification of any replacement trees so that any new plantings do not meet the same fate as those they have replaced</li> <li>- the care and maintenance of the additional trees in the landscape plan.</li> </ul>
14.2	<p>Removal of eight existing trees and retention of one tree;</p> <p>Appreciation for the protection of mature trees is growing within and beyond Bassendean. In my view this redevelopment, while it will be good for the Town, does not seem to offer adequate justification for the value of the proposed design above the removal of the trees which in this instance seem to have been largely condemned by poor care in the past. It is alarming that the ArborSafe Report has been written in the past tense! They should stop doing that.</p>
14.3	<p>Specific comments</p> <ol style="list-style-type: none"> <li>1. Courtyard 2 <ul style="list-style-type: none"> <li>- The bold proposal to excavate Courtyard 2 removes two functional shade trees (Jacarandas 7 &amp; 8), citing poor care in the past and reduced life expectancy. While unfortunate I see this as a reasonable design improvement but would like to suggest a change to the planting plan:</li> <li>- The proposed <i>Caesalpinia ferrara</i> 'Leopard Tree' seems oddly placed close to the wall on the eastside. Can any large tree planned for this courtyard be planted centrally or to south west quarter where it will receive more sun and also in time, with a predicted 5m wide x 8m high canopy, provide some shade over the wall as shown in the Design Report (p.15)?</li> </ul> </li> </ol>



14.3	2. Courtyard 1 The existing trees on this boundary are well located to shade the courtyard yet they have been dismissed as subordinate to the redevelopment design.
14.4	Trees 1, 2 & 4 Lemon-scented Gums Once were common in Bassendean gardens but have largely disappeared as they became too large for shrinking back yards as extensions, alfresco areas, pools and subdivisions have extended into the garden spaces – but where they occur in public places – especially along the northern boundary of a beer garden - seems like an opportunity to let them mature.
14.5	Tree 3 WA Red Flowering Gum Seems unhappy and I see no strong case to retain it as long as it is replaced.
14.6	Car park - Tree 5 Hill's Weeping Fig This tree has had a rough life but still contributes to heat reduction in the car park and also the vista from Old Perth Road. I disagree that the tree is less valuable than the car parking bays that would replace it and think it reasonable to ask the proponent to retain and nurture it. - Tree 6 Hill's Weeping Fig It is good to see that this tree is proposed for retention and care. Can this be included in the conditions of approval to ensure it is treated with due respect.

15	<b>Affected Property:</b> 15 (Lot 88) Parker Street Bassendean WA 6054
<b>Summary of Submission</b>	
Comment to the proposal	
15.1	I would like to bring the following points to your notice:- 1) There is obviously a conflict between the Bus Stop and the area for deliveries and rubbish removal. I must assume this has been taken into account. In this context, as rubbish removal vehicles will have to reverse in, will there be a curfew because the reversing warning sounds are very intrusive on a quiet residential street?
15.2	2) Car park exit into Parker Street a) Parker Street is residential as far up as the empty block on the other side of the road b) There will be a conflict between busses and exit from the car park c) Car headlights from exiting cars in the middle of the night will severely impact any future development on the empty block on the other side of the road.
15.3	3) More than one car bay should be provided for the disabled.
15.4	4) Even in its present dilapidated state, the car park is used as a rat run by drivers too lazy to drive an extra 50 metres. An improved surface will exacerbate this. Speed bumps are not much of an impediment to over exuberant drivers. Maybe the layout could be amended to avoid the straight through from Parker to Wilson St.
15.5	We are very happy to see the refurbishment of the Hotel and think it will be a good amenity for Bassendean. We hope that the revolting green roof will be painted to better fit with the upgraded front facade. There will disagreement about the trees, and I think that stress must be laid on the damage being done to building foundations by some of the current trees.

<b>16</b>	<b>Affected Property:</b> 114 Eighth Avenue MAYLANDS WA 6051
<b>Summary of Submission</b>	
Comment to the proposal	
16.1	Hi. I don't know a great deal about trees but I know we need more so I think the more the merrier.  I would encourage the developer to retain as many of the trees as possible.  They will add to the aesthetic and help keep the area cool. There is nothing less inviting than bricks and steel constructions part of the charm of the Basso is that local pub feel
16.2	I would ask that they keep as much of the original as possible and am glad to read they intend to restore that beautiful building.
16.3	I like that a kid's play area is included as well.

<b>17</b>	<b>Affected Property:</b> 15 (Lot 692) North Road Bassendean
<b>Summary of Submission</b>	
Comment to the proposal	
17.1	Thank you for the opportunity to offer feedback on the proposed major renovation of the Bassendean Hotel.
17.2	I feel the building and grounds have become run down so offer qualified support for the proposed concept of retaining it as a hotel and improving the condition of the building and the surrounding land. My support is conditional on all the established trees being maintained – the large eucalypts, the fig trees, the box tree and the jacarandas. I also feel the grevilleas on the boundary with St Marks could be retained if pruned and nurtured.
17.3	In several recent community surveys the preservation of trees and open green space has consistently been considered to be high value to residents, i.e. it is why many people moved to the Town and continue to live in the Town. As the carpark is large it is suggested the proposal is reworked to consider the established trees as a feature rather than an impediment (to straight line planning). It is also likely that patronage will be the greatest outside of working hours allowing the use of the Wilson St carpark. The proximity of the train/bus station also questions the need to remove trees to gain a few extra parking places – especially when the responsible consumption of alcohol is not consistent with drinking & driving.
17.4	Any claim the established trees pose an unacceptable risk to people and property is considered to be an argument of convenience. Many popular spots around Perth that encourage visitors have large established trees, viz. Kings Park, South Fremantle Beach and UWA's Sommerville Theatre while trees are central to the outdoor areas of many public houses / hotels, e.g. Mundaring Hotel, the Queens Hotel, the Rose & Crown, the Left Bank, the Norfolk Hotel and the Ravenswood Hotel, amongst many others.
17.5	It is also argued that the retention of the trees is immaterial from a financial perspective, i.e. they do not encroach on the footprint of the main building.
17.6	In summary, it is argued it is important to maintain the ambience of the area of which the tree canopy is a central component. If the proponents remain committed to removing the trees then it is suggested they are required to provide a justification that is open for public scrutiny and comment prior to any decision being made.

18	<b>Affected Property:</b> 81 (Lot 55) Parker Street Bassendean WA 6054
<b>Summary of Submission</b>	
Comment to the proposal	
18.1	<p>The Development Application has been submitted with some in depth and detail and appears to be a very cohesive plan however we would like to point out an anomaly with the Arborist report by ArborSafe and to some extent the design report by Woods Bagot. Note the following extract from the Woods Bagot report:</p> <p>Extract from the design report by Woods Bagot:</p> <p><i>"The new venue will be underpinned by casual, yet high quality food and beverage offerings, honest service and an inclusive environment to welcome the community and appeal to a diverse group of patrons."</i></p> <p>This statement regarding an inclusive environment welcoming the community seems to overlook the value the community places on the significant trees that are on site.</p> <p>The renovations to the buildings have been looked at in detail and we are sure that they will be a huge improvement to the Hotel.</p>
18.2	<p>The Arborists report on the other hand has some basic issues; it states that it is based upon BS 5837 (2012) this is a standard setting out how developments should deal with existing trees on sites to be redeveloped.</p> <p>Note this extract from the ArborSafe report and then the overview of BS 5837 that follows at 1.5 of this submission.</p>
18.3	<p>"1 Executive Summary</p> <p><i>1.1.1 The following Arboricultural Impact Assessment (Report) covers nine (9) trees located within the grounds of Bassendean Hotel. The subject site was identified by Ark Hospitality Group (the Client) as possessing trees that may be impacted upon by a proposed development.</i></p> <p><i>1.1.2 In part, the project scope was to nominate subject trees that can be retained, or require removal to facilitate the proposed development (in the context of plans supplied), as well as to identify and reduce potential conflicts between subject trees and site development. Accurate information on the area required for tree retention and methods/techniques suitable for tree protection during construction have been provided."</i></p> <p>Overview from BS 5837 (2012).</p> <p><i>There are several elements of BS 5837 that are vital when considering a development site that contains trees or has trees in close proximity.</i></p>
18.4	<p><b>Tree Constraints Plan</b></p> <p>The first and most vital stage in the design and layout of any site is the creation of a Tree Constraints Plan.</p> <p>The early availability of a Tree Constraints Plan to the development design team will benefit the developer by:</p> <ul style="list-style-type: none"> <li>- Reducing redesign time as trees will be identified before the initial design is drawn up</li> <li>- Reducing the risk of applications not being registered by Development Control</li> <li>- Reducing the risk of tree issues being raised during the planning application process</li> <li>- Increasing the speed at which tree issues can be dealt with during the application process</li> </ul>
18.5	<p>The Tree Constraints Plan should be a combination of the information gathered during a topographical survey (location of all trees, shrubs and hedges and other relevant features such as streams, buildings and spot level heights) and an accurate tree survey.</p>



18.6	The Tree Constraints Plan should be a combination of the information gathered during a topographical survey (location of all trees, shrubs and hedges and other relevant features such as streams, buildings and spot level heights) and an accurate tree survey.
18.7	<p>The tree survey should be carried out in accordance with BS 5837 (2012), and contain the following information about each tree on the site that has a stem diameter above 75mm measured at 1.5m above ground level, and those trees of smaller diameter that are of particular interest or potential value:</p> <ul style="list-style-type: none"> <li>- A tree reference number (this should relate to the to the Tree Constraints Plan)</li> <li>- Tree species</li> <li>- Height</li> <li>- Stem diameter taken at 1.5m from ground level (Diameter at Breast Height)</li> <li>- Branch spread (in four directions North, East, South and West)</li> <li>- Height of crown clearance above ground</li> <li>- Age class</li> <li>- Physiological condition</li> <li>- Structural condition</li> <li>- Preliminary management requirements</li> <li>- Estimated safe useful life expectancy</li> <li>- Category grading (see BS 5837)</li> </ul> <p>It is important to remember that the parts of a tree that lie below the soil surface, its roots, are just as important as those above ground (trunk, branches, leaves).</p> <p>Every effort should be made to ensure that the roots of retained trees are not damaged during the construction process.</p> <p>Root problems can lead to a decline in a tree's health resulting in the need for a tree to be removed or even structural collapse.</p> <p>Tree roots can be easily damaged by:</p> <ul style="list-style-type: none"> <li>- Abrasion</li> <li>- Crushing by vehicles/plant equipment and/or storage of building materials or soil</li> <li>- Compaction of the surrounding soil leading to root death by asphyxiation (lack of oxygen) or drought (inability to obtain water)</li> <li>- Severing and removal of roots by excavation</li> <li>- Poisoning from spillage or storage of fuel, oil, chemicals etc.</li> <li>- Changes in soil levels around trees resulting in root death as a result of exposure or asphyxiation</li> <li>- Installation of impermeable surfaces leading to a decline in tree health due to lack of water</li> </ul> <p>It is vital therefore that the Tree Constraints Plan should also clearly show the Root Protection Area of each tree.</p> <p>A tree's Root Protection Area can be equated to a circle, using the tree as the centre-point, with a radius that is twelve times the tree's Diameter at Breast Height for a single stemmed tree, or alternatively ten times its basal diameter measured above the root flare for a multi-stemmed tree.</p>
18.8	Reading through the ArborSafe report it is evident that they are addressing the trees on a basis of the Woods Bagot design rather than making a subjective report on the Age class, Physiological condition Structural condition of the trees prior to the redesign drawing being put in place I.E. the cart before the horse.
18.9	<p>Note that part of the intent of BS 5837 (2012) is to avoid problems arising during the building application by;</p> <p><i>"The early availability of a Tree Constraints Plan to the development design team will benefit the developer by:</i></p> <ul style="list-style-type: none"> <li>- Reducing redesign time as trees will be identified before the initial design is drawn up</li> <li>- Reducing the risk of applications not being registered by Development Control</li> <li>- Reducing the risk of tree issues being raised during the planning application process</li> </ul>

-	Increasing the speed at which tree issues can be dealt with during the application process
18.10	In the very short period of time that this application has been public it would appear that there is considerable concern with regards to the removal of the trees on site which is directly related to the fact that there was not a Tree Constraints Report in place prior to the design report by Woods Bagot.
18.11	Note; in ArborSafes report at 2.1.3 “The report was intended to provide information on site trees and how they may be impacted by the proposed development. Report findings are based upon guidance provided within AS 4970-2009 Protection of trees on development sites. This standard is for determining the protection of the tree once it is considered that it can be kept under the provisions of BS 5837 at the pre planning stage as per the Tree Constraints Report.
18.12	ArborSafe report at 3.1.4 states ‘Nominate trees that can be retained or removed to facilitate the development’ This statement is in contravention of the intent of BS 5837 in that the report is being constrained by the development rather than the development being sympathetic the trees that are existing on site.
18.13	ArborSafe report at 6.4.1 and 6.5.1 state that these three trees , tree #1#2 and tree #4 “are undesirable and have been proven to be invasive in banksia/tuart woodland to the south-west of WA”. As these particular trees are not in those environs the comment seems to be out of context.
18.14	Arborsafe report at 6.8.1 and 6.9.1 relating to tree #5 and tree #6 seem to contradict each other as both trees are in the current car park in similar positions but one is designated to remain and one is designated for removal which begs the question whether the report is based on the condition of the trees or the constraints of the Woods Bagot design.
18.15	Arborsafe report at 6.10 regarding trees #7,8 and 9 also seem to be based more on their removal based on the Woods Bagot report rather than the actual value of the trees.
18.16	ArborSafe report at 7.2 states that ” Eight trees would require removal based upon the supplied design report proposal” This statement shows that the ArborSafe report was totally based upon the constraints of the Woods Bagot design and not on the retention value of the 8 trees that have been listed for removal. This once again show a disregard for the intent of BS 5837 which requires the arborists report to consider the trees prior to the design being considered I.E. a Tree Constraints Report.

<b>19</b>	<b>Affected Property:</b> 55 (Lot 769) Broadway Bassendean WA 6054
<b>Summary of Submission</b>	
Comment to the proposal	
19.1	Can you imagine the Bassendean Hotel without its old collection of great trees that make this hotel a great place to have a drink with good company with friends and family, this photo shows what we will lose under this proposed plan, it’s a bit like a tree oasis on Old Perth Rd that need to be valued and not destroyed , this much loved hotel needs its old trees that have really important significance to all the community that worth keeping.
19.2	Submission regarding the proposed plans for the Bassendean Hotel and carpark site, My comments are regarding the planned tree strategy for the Carpark and the small kids play ground that is connected to the court yard on then Parker Street side of the Bassendean Hotel,
19.3	Anyone who buys the Bassendean Hotel, must see it’s the total package the hotel building and its trees within the car park, that’s how the community see this iconic hotel in the heart of Bassendean. To think the owners now want to take out these much treasured trees that the community value and think the pub will be more appealing with the young replacement

	trees that will take years to grow and provide the same amount of shade that currently there, needs to understand what's unique about the Bassendean Hotel and not try a sanitise the hotel with token trees that offer little shade.
19.4	Anyone who visits the Bassendean Hotel will tell you that you can park your car under shade, go into the hotel have a meal and a drink and come back to a cool car that hasn't been baked in our hot summer heat,
19.5	If you have ever experienced having a quite drink with friends in the court yard on the Parker Street side, you get the benefit of having some shade from the one tree on the fence line,
19.6	if your children are playing in the small adjacent play space, these children have the benefit of playing in the shade of two decent sized Jacaranda trees make it a pleasant place to play,
19.7	I think the proposed plan that has been submitted seems to ignore one the fact that the surrounds of the Hotel Car Park with its collection of trees should be seen as a great asset and be incorporated into the final proposed plan,
19.8	Looks like no consideration for the Ficus tree in the centre of the car park is destined for removal, the large Gum tree near the Chinese Restaurant wall, the 2 smaller in size gum trees all destined for removal at the entrances on Old Perth Road, all this trees all provide important shade, removing these trees in question will only create a very hot environment known as a hot Island effect, the removal of the smaller 3 three trees won't have the same impact if removed as they don't provide the same degree of shade as the three tall gum trees would that are located at the Old Perth road two entry points.
19.9	The Hotel owners expect to build out door open structure to provide an inviting cooler place for patrons to enjoy a beer and a meal, is really poor planning, looks like no study on the impact of loss of shade has been taken into account, the proposed design in my opinion is destroying a great asset that needs to capitalised and incorporated into the final design,
19.10	The fact that with the proposed plan that shows no intention to even replace the Ficus tree destined for removal with an appropriate tree that would in the long term provide good tree canopy and help reduce the hot island effect created by the removal of the ficus tree well established large tree just shows poor planning with this proposal.
19.11	What watering systems have the owners have in place for the proposed 15 new trees within the hotel grounds and car park ?????
19.12	The current small existing children play area and the court yard again in wanting to take out the two existing established Jacaranda trees that really are providing excellent shade in the right place for the afternoon sun, same could be said for one existing tree in the court yard , all these trees provide serous shade in the hot afternoon sun, the proposed plan wants remove these trees.
19.13	When you look at the plans where new trees are to be planted basically there are no really benefits in providing decent shade the hotel in the late afternoon when one can expect 30 - 40 plus degree heat to occur at the location , also the statement entry points for 2 tree to be located at the Wilson Street entry, the Old Perth Rd entry point and then again at Parker Street entry point, all these locations just seem to be cosmetic and don't justify the removal of some very large well established trees that add to the inviting nature that these existing established trees provide for its patrons from the 2 ficus trees and the three lemon scented gum trees in question, any removal of these trees in the car park area shows poor judgement, Basically it's just a very poor option being submitted that has no merit.
19.14	The City of Melbourne have conducted a study on how much one established tree's shade can reduce the temperature by 10% to 15%, a collection of trees reduce the heat temperature even more like 15% to 25% or more on hot summer days. Just imagine how hot the surrounds of the hotel and the car park would get because of the serious loss of tree canopy, that needs to be taken into account ,the report also states with well established trees you get higher pedestrian activity, established trees create more activity because of the shade these large trees produce, I don't think this proposed plan has even considered that these established trees at the hotel would generate more good business for the hotel.



19.15	While I like the idea of patrons enjoying a drink in an open space on Old Perth Rd end of the carpark and hopefully a small play area that doesn't look like a McDonalds hamburger joint that would take away this local grand old hotel's charm and more importantly makes what is unique for Bassendean , currently the Bassendean Hotel is a great meeting place for the locals and metro visitors, there can be some room for improvements but without destroying what is really much a loved space in keeping ones heritage and in this case these iconic large trees that the community would expect remain intact , these trees are part of our collective sense of place and connection in the heart of Bassendean, removing these great trees out would create a great sense off great loss for the community in Bassendean.
19.16	If we were in Sydney none of these proposed 7 trees would be even considered for removal and would never be permitted, so why in WA is this allowed to be even put forward in this proposed plan in the first place , I would like to think the owners and the TOB do recognise people value trees, this proposed plan seems to think it's just easy to discard trees that may have taken up to 40 plus years for the Gum trees - 80 years plus for the Ficus, 45 year plus for the Jacarandas to grow at the hotel, all these trees need to be retained and treasured as a valuable asset for the hotel and valuable asset the community at large.
19.17	Please see the attached photos below, take in the afternoon, the shade that these trees provide in these photos show they are in fact making the Bassendean Hotel a cool place to visit and not a hot house because of total 7 trees could be destined to be removed and replaced by 15 trees that will take easy 20 years to grow that will have a serious impact in providing shade for the hotel's patrons when in fact there are existing trees already doing great job in providing important tree canopy and valued shade for the hotel and the car park.
19.18	There needs a better proposal to be put forward that fully understands what's required in reducing the hot island effect and not make the hotel a lot hotter place , enhance the existing passive cooling environment in the car park and in the current court yard , the small kids play area that these trees provide at the hotel.

<b>20</b>	<b>Affected Property:</b> Not listed
<b>Summary of Submission</b>	
Comment to the proposal	
20.1	I would like to submit a request to retain more of Bassendean's trees, and stress the importance of established trees to the community of Bassendean.
20.2	While it is recognised that the trees will not all be saved, surely more can be! We are not respecting the value of all these trees.
20.3	I would like to see the 2 Jacarandas retained at least (7 & 8). These Spring and early Summer trees provide a colourful show which is appreciated widely around our suburb.

<b>21</b>	<b>Affected Property:</b> 21 (Lot 85) Parker Street Bassendean WA 6054
<b>Summary of Submission</b>	
Comment to the proposal	
21.1	In regard to Development Application 2021-022 I wish to express some concern.
21.2	Possible increased use of the neighbouring streets Parker and Wilson for parking at the venue have not been discussed in the application.
21.3	From my understanding some existing car park will be making way for more building area for the patrons in the playground and beer garden. This means there will be less parking than there is now, and increased patronage. Although there are bus and train routes near

	the venue, many people will be using their vehicles and the overflow (if there is not adequate parking) will spill into the closest residential streets being Parker and Wilson.
21.4	I anticipate that many people shall be choosing to dine at the tavern, many families with children due to the playground space and not necessarily to consume alcohol. The use of their vehicles to get to and from the venue will be common, and finding parking space may prove to be an issue which should be addressed at this early stage.
21.5	It is already difficult for residents to park in front of their properties when events are on such as the markets when they were in Old Perth road. Not all properties on these streets have adequate off-street parking, some families have more than one vehicle, and many residents may find they cannot park near their houses and may have to park further away if the tavern generates large crowds of which it is capable. It is also problematic for Sunday nights when people need to put their bins out on the street for the Monday morning rubbish collection.
21.6	Has the suggestion of resident only parking on portions of the streets been discussed? Something that may involve a resident only parking permit for the car windows of affected residents may be an option?
21.7	Another concern is the amount of traffic that is going to be directed down Parker and Wilson Streets due to the no right turn on Old Perth Road. Many people use these streets as a shortcut to get to the tavern and the majority of the houses on Parker St are families with multiple children. It is not uncommon to hear many cars driving at speed from the tavern and this is only going to get worse with greater volumes due to increased patronage. I would suggest that an effort is made to see whether amendments can be made at those traffic lights opposite the train station so that patrons can turn right onto Old Perth road and use this as the main access to the business district rather than residential streets.
21.8	I have had a car written off that was parked outside my house many years ago as a patron exited the hotel inebriated on Parker street. It makes sense to direct the flow of traffic away from as many residential houses as possible.

# **ATTACHMENT NO. 4**





Document #: ILSE-14302418  
Date: 19.03.2018  
Officer: SALVATORE SICILIANO  
File: LEGL/AGMT/76

# Lease

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Premises	11 Hamilton Street, Bassendean
Landlord	Town of Bassendean
Tenant	Casa Mia Montessori Community School Inc.
Commencement Date	1 January 2018
Term	Five (5) years
Date of lease	19 <sup>th</sup> March 2018



**大成 DENTONS**

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Item 1.	Landlord	<b>Town of Bassendean</b> Address: 48 Old Perth Road, Bassendean, WA, 6054
Item 2.	Tenant	<b>Casa Mia Montessori Community School Inc.</b> Address: 11 Hamilton Street, Bassendean, WA, 6054
Item 3.	Premises	Lot 67 on Plan 1786 being the whole of the land comprised in Certificate of Title Volume 1067 Folio 313, part of BIC Park Reserve being an area of approximately 849m2 and all buildings situated thereon
Item 4.	Term	Five (5) years
Item 5.	Commencement Date	1 January 2018
Item 6.	Expiry Date	31 December 2022
Item 7.	Permitted Use	Montessori Community School (Pre-primary and primary school)
Item 8.	Rent	\$12,800.00 (plus GST)
Item 9.	CPI Review Dates	Each anniversary of the Commencement Date
Item 10.	Option for Further Term	Five (5) yeas

# Lease

## Parties

- (A) The **Landlord**.
- (B) The **Tenant**.

## Terms and Conditions of lease

### 1. Defined terms and interpretation

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#### 1.1 Defined terms

In this lease, unless a contrary intention appears:

**Approvals** means all necessary consents, permits, approvals, licences and certificates from all municipal and other Authorities having jurisdiction over the Premises to lawfully:

- (a) conduct any works in or around the Premises; and
- (b) use and occupy the Premises for the Permitted Use.

**Authority** means any government, statutory, public or other authority having jurisdiction over the Building or any matter or thing relating to the Building.

**Business Day** means a day that is not a Saturday, Sunday or public holiday in the State.

**Commencement Date** means the date in **Item 5** and is the date on which the demise of the Premises commences.

**CPI Review Date** means each date in **Item 9**.

**Expert** means an expert appointed in accordance with **clause 21**.

**Expiry Date** means the date in **Item 6**.

**Financial Year** means each year (being 1 July to 30 June) falling within the Term or any proportionate period that results from this lease commencing or this lease being assigned or ending.

**Further Term** means the term(s) in **Item 10**.

**Index Number** means:

- (a) the Consumer Price Index (All Groups) for Perth published from time to time by the Australian Bureau of Statistics; or
- (b) if the Consumer Price Index (All Groups) for Perth is discontinued or suspended:
  - (i) a replacement index agreed by the parties which reflects fluctuations in the cost of living in Perth; or

- (ii) if the parties do not agree on a replacement index, a replacement index which reflects fluctuations in the cost of living in Perth determined by a valuer nominated by the president for the time being of the Australian Property Institute Inc. (WA Division) whose determination shall be binding upon the parties. The cost of that determination shall be shared equally between the parties.

**Landlord** means the person entitled to the reversion under this lease, which at the Commencement Date is the party or parties named in **Item 1**.

**Landlord's Property** means anything in the Premises that is not the Tenant's Property and includes:

- (a) Built in sink
- (b) Built in kitchen benches
- (c) 1 x Rinnai heater
- (d) 1 x electric hot water system mounted in wall cupboard

**Law** includes any present or future provisions of any statute, rule, regulation, proclamation, ordinance or by-law whether state, federal or otherwise and includes any common law.

**Outgoings** means all amounts properly incurred and paid or payable by the Landlord for a Financial Year concerning the Premises or a proportionate part of the Premises and includes:

- (a) rates, taxes, (including land tax on the basis that the Premises is the only property owned by the Landlord), levies (including any fire services levies), charges, assessments and impositions assessed, charged or imposed in relation to the whole or any part of the Premises; and
- (b) the Landlord's costs of insuring the Premises (but excluding all additions to the Premises carried out by the Tenant and all Tenant's Property) against loss or damage in the full replacement value thereof.

**Permitted Use** means the use of the Premises in **Item 7**.

**Premises** means the premises in **Item 3**:

**Reference Table** means the reference table at the beginning of this lease.

**Rent** means the rent in **Item 8** as adjusted under this lease.

**Requirement** means any present or future requirement, notice, order or direction received from or given by any Authority.

**Services** means all gas, electricity, telephone, water, sewerage, fire prevention and all other services or utilities.

**State** means the state or territory in Australia in which the Building is located.

**Tenant** means the party or parties named in **Item 2** and, unless a contrary intention appears, includes the Tenant's employees, agents, suppliers, invitees (whilst on the Premises or in the Building doing business with the Tenant), contractors, licensees or any other person claiming through or under the Tenant.



**Tenant's Property** means anything installed or placed in or on the Premises or the Building by or for the Tenant (whether financed or not) and includes the Tenant's stock, fixtures, fittings and signage.

**Term** means the period in **Item 4** beginning on the Commencement Date.

## 1.2 Interpretation

In this lease, unless a contrary intention appears:

- (a) a reference to this lease is a reference to this document whether or not this document is registered;
- (b) words beginning with capital letters are defined in **clause 1.1**;
- (c) a reference to a **clause** is a reference to a clause in this lease;
- (d) a reference to an **Item** is a reference to an item in the Reference Table;
- (e) a reference to an **annexure** is a reference to an annexure attached to this lease.
- (f) words or expressions used in this lease which are defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) have the same meaning in this lease;
- (g) an agreement, representation, covenant or warranty in favour of 2 or more persons is in favour of and binds them jointly and severally;
- (h) words importing the singular include the plural and vice versa;
- (i) the word **person** includes corporations, firms, unincorporated associations, bodies corporate, authorities and agencies and includes a reference to the person's executors, administrators, successors, substitutes and permitted assigns and includes the employees, contractors and agents of that person;
- (j) the word **costs** when used in connection with a payment to or reimbursement of the Landlord includes legal costs and any advisor or expert fees on a full indemnity basis;
- (k) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time;
- (l) headings are inserted for convenience and do not affect the interpretation of this lease;
- (m) a reference to the whole of a thing includes a reference to a part of that thing; and
- (n) **including** (in any form) or **such as** when introducing a list of items or giving an example does not limit the meaning of the word to which the list relates to those items or to items of a similar kind.

## 1.3 Parties to act reasonably

- (a) In this lease:
  - (i) unless stated to the contrary, each party will act reasonably in regard to all matters under this lease and will not unreasonably withhold or delay consent to any approval requested;

- (ii) in giving any consent or approval the Landlord may do so conditionally or unconditionally; and
  - (iii) no consent or approval of the Landlord is valid unless it is in writing and signed by the Landlord.
- (b) Despite **clause 1.3(a)**, the Landlord may withhold its consent in its absolute discretion to any request to vary a term or condition of this lease.

## 2. Grant of lease

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Subject to the provisions of this lease, the Landlord grants and the Tenant accepts a lease of the Premises for the Term

## 3. Term, Holding Over and Further Term

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### 3.1 Starting and ending

This lease commences on the Commencement Date and ends at 11:59pm on the Expiry Date, subject to early termination in accordance with this lease.

### 3.2 Holding over

- (a) If the Tenant, with the Landlord's consent, continues to occupy the Premises after the Expiry Date, the Tenant does so as a monthly tenant and the following provisions of this **clause 3.2** apply.
- (b) The terms of the monthly tenancy are the terms of this lease which apply on the Expiry Date modified so as to apply to a monthly tenancy except that the Rent will be reviewed in the same manner as it was last reviewed.
- (c) The Landlord or the Tenant may terminate the monthly tenancy on any day by giving at least 1 month's notice to the other.

### 3.3 Option for Further Term

- (a) The Tenant has an option to extend this lease for the period specified in **Item 10** to be exercised in accordance with this **clause 3.3**.
- (b) The Tenant may exercise the option by notice to the Landlord:
  - (i) at least three months and not more than six months prior to the expiry of the Term; and
  - (ii) provided the Tenant is not in default under this lease (of which default the Tenant has received notice of) when the option is exercised.
- (c) If the Tenant validly exercises its option for a Further Term, the Landlord must prepare a deed of extension of lease extending the lease on the same terms except for any exercised options or any terms specific as applicable to the initial term.
- (d) The Tenant must execute the deed of extension of lease within 14 days of receiving the deed of extension of lease and return it to the Landlord.



## 4. Rent

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The Tenant must pay the Rent to the Landlord from the Commencement Date by equal consecutive quarterly instalments in advance payable on the first day of each quarter during the Term (except the first and last payments which, if necessary, will be proportionate ones).

## 5. Annual rent review

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### 5.1 CPI increase

On each CPI Review Date, the Rent will be varied in accordance with the following formula:

$$BR = A \times \frac{B}{C}$$

Where:

**BR** = the Rent payable on and from the relevant CPI Review Date;

**A** = the Rent payable immediately prior to the relevant CPI Review Date (disregarding any rental concession);

**B** = the Index Number last published before the relevant CPI Review Date; and

**C** = the Index Number last published before the Commencement Date or the last CPI Review Date whichever is the later.

## 6. Outgoings and Services

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### 6.1 The Tenant must pay the Outgoings

The Tenant must pay the Landlord the Outgoings.

### 6.2 Accounting for Outgoings

Within 3 months after the end of each Financial Year, the Landlord must notify the Tenant the Tenant of the actual amount of Outgoings with reasonable details thereof and the Outgoings for that Financial Year.

### 6.3 Adjustment

If the Tenant's Share of the actual Outgoings is greater than the estimated Outgoings paid, the Tenant must pay the Landlord any difference with the Tenant's next monthly payment. If it is less, the Landlord must credit the Tenant with this in the next monthly statement or refund the difference.

### 6.4 Service charges

The Tenant must pay all charges and other costs separately imposed for Services provided to or in respect of the Premises to the supplier before those charges become overdue or, in the case of any such charges imposed on the Landlord, to the Landlord on request.



## 7. Goods and Services Tax

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### 7.1 Payments do not include GST

All Payments under this lease have been set or determined exclusive of the impact of GST.

### 7.2 Liability to pay GST

- (a) Subject to **clause 7.2(b)**, if the whole or any part of a Payment by a party (**Payer**) to this lease is the consideration for a taxable supply by another party (**Payee**), the Payer must pay the GST Amount in respect of the Payment to the Payee as an additional amount, at the same time and in the same manner as the Payment is otherwise payable or as otherwise agreed in writing.
- (b) If and to the extent that a Payment under this lease is consideration for a supply to which Division 156 of *A New Tax System (Goods and Services Tax) Act 1999* (Cth) applies, that payment shall be treated as if it constitutes consideration for a separate supply.

### 7.3 Reimbursements

- (a) If this lease requires a party to this lease to pay for, reimburse or contribute to any expense or liability (**Reimbursable Expense**) incurred by the Payee to a third party, the amount to be paid, reimbursed or contributed will be the amount of the Reimbursable Expense net of any input tax credit to which the Payee is entitled in respect of the Reimbursable Expense (**Net Expense**). The Payee will be presumed to be entitled to a full input tax credit unless it demonstrates otherwise.
- (b) If a payment of a Net Expense is consideration for a taxable supply, the provisions of **clause 7.2** will apply to the Payment.
- (c) In this **clause 7.3**, Payee includes the representative member of a GST group in which the Payee is a member.

### 7.4 Tax invoice

A party's right to payment under **clause 7.2** is subject to a tax invoice being delivered to the party liable to pay for the taxable supply.

### 7.5 Adjustments

If there is an adjustment event in relation to a supply made by the Payee to the Payer which results in the amount of GST being different from the amount of GST previously recovered by the Payee from the Payer (**Previous GST Amount**), then the Payee or the Payee's representative member must issue the necessary adjustment note, and, as appropriate:

- (a) in the case of an increasing adjustment, the Payer must pay to the Payee the amount by which the amount of GST on the supply exceeds the Previous GST Amount; and
- (b) in the case of a decreasing adjustment, the Payee must refund to the Payer the amount by which the Previous GST Amount exceeds the amount of GST on the supply.

## 7.6 Indemnity

The Payer must indemnify the Payee on demand in respect of any claim arising from a breach by the Payer of the Payer's obligations under this **clause 7**. For the avoidance of doubt, the indemnity does not include the Payee's normal obligations under GST Law.

## 7.7 Survival

This **clause 7** survives termination of this lease.

## 8. Other costs and payments

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### 8.1 Other costs

- (a) Each party shall pay its own costs of and incidental to preparing, negotiating and executing this lease. The Tenant must pay the duty on this lease (if any) and any registration fees to register this lease.
- (b) The Tenant must pay on demand the Landlord's reasonable and proper costs in relation to:
  - (i) obtaining the consent of any mortgagee of the Land to this lease;
  - (ii) any dealing requested by the Tenant arising out of this lease (for example: variation, surrender, assignment), even if the dealing does not proceed;
  - (iii) any consent or approval requested by the Tenant, even if consent or approval is not given; and
  - (iv) the Landlord's costs and expenses (including legal costs), on a full indemnity basis, incurred as a result of any default under or breach of this lease including any expenses incurred by the Landlord in enforcing and/or terminating this lease.

### 8.2 Interest

If the Tenant is late in paying the Landlord any money, the Landlord may charge daily interest on it:

- (a) from the date the payment becomes due until the date the payment is made; and
- (b) at a rate equal to 5% per annum.

### 8.3 Method of payments

The Tenant must pay all money payable to the Landlord under this lease:

- (a) on or before the date that the payment is due or, if this lease does not specify a particular date for payment, within 5 Business Days of demand;
- (b) without set-off, counter-claim, withholding or deduction; and
- (c) to the Landlord or as the Landlord directs.



## 9. Insurance

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### 9.1 Tenant's insurance

- (a) The Tenant must during the Term:
  - (i) insure in an occurrence based policy against public liability for not less than \$20,000,000.00 for a single claim or for another minimum sum that the Landlord may reasonably require;
  - (ii) insure the Tenant's Property for the full insurable replacement value;
  - (iii) insure all plate or float glass in the Premises against breakages;
  - (iv) any other insurance required by law including any law relating to workers' compensation or the WHS Laws;
  - (v) whenever there are works being effected on or to the Premises a contractor's all risk policy to the full value of the works being conducted which policy may be maintained by the Tenant's contractor on behalf of the Tenant; and
  - (vi) any other insurance required by law.
- (b) The Tenant must effect each insurance policy with an insurer of good repute and sound financial backing in the name of the Tenant and noting the interest of the Landlord (except for the insurance under **clause 9.1(a)(ii)**).
- (c) The Tenant must provide to the Landlord a valid certificate of currency for the insurances required under this lease prior to the Commencement Date and within three days of renewal of each policy.

### 9.2 Landlord's insurance

- (a) The Tenant must not knowingly do anything:
  - (i) which may increase the insurance premium; or
  - (ii) which may allow the insurer to refuse a claimunder any insurance policy taken out by the Landlord.
- (b) The Tenant must pay the reasonable cost of any extra premiums which the Landlord pays because of the Tenant's particular use of the Premises.

## 10. Use of Premises

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### 10.1 Permitted Use

The Tenant must use the Premises only for the Permitted Use;

### 10.2 Compliance with laws

The Tenant must:

- (a) comply with all Laws and Requirements concerning the Premises, the Permitted Use and the use and occupation of the Premises; and



- (b) keep all Approvals in force.

### **10.3 Use of Toilets**

The Tenant must not use or permit to be used the toilets, grease traps and other sanitary appliances for any purpose other than that for which they were constructed and not to do or allow any act or thing to be done that might choke or otherwise affect or damage the same.

### **10.4 Pest Control**

- (a) The Tenant must take all proper precautions to keep the Premises free of all rodents, vermin, insects and pests and, if required by the Landlord, employ pest exterminators approved by the Landlord for that purpose at the Tenant's own cost.
- (b) The Tenant must, at the Tenant's cost:
  - (i) arrange for a termite inspection of the Premises to be undertaken by a suitably qualified person within three months of the Commencement Date and each anniversary of the Commencement Date; and
  - (ii) provide the termite inspection report to the Landlord within 14 days of receipt of the report.
- (c) If the terminate inspection report discloses any termite damage to the Premises, the Tenant must at the Tenant's cost repair such structural damage.

### **10.5 Rubbish**

The Tenant must not dispose of rubbish in the Premises except in proper rubbish containers.

### **10.6 Safety and security**

The Tenant must:

- (a) keep the Premises safe and secure;
- (b) give the Landlord prompt oral notice (followed by written notice) of any:
  - (i) accident to or defects or damage to the Premises of which the Tenant is, or ought reasonably to be, aware;
  - (ii) infectious disease on the Premises; or
  - (iii) circumstances likely to be or cause a threat, danger, risk or hazard to the Premises or any person.

### **10.7 Contact details**

The Tenant must:

- (a) give to the Landlord contact details for a responsible individual of the Tenant for the Landlord to use in emergencies; and
- (b) notify the Landlord of any changes to those details from time to time.

### **10.8 General restrictions**

The Tenant must not:

- (a) use or permit the Premises to be used:
  - (i) in a manner that creates a nuisance or disturbs or interferes with other users of the Building or properties adjoining the Building; or
  - (ii) for any illegal purpose;
- (b) create any actual or potential fire hazard in the Premises or the Building; and
- (c) hold an auction, bankrupt, fire or closing down sale without the Landlord's consent.

## **11. Maintenance of Premises**

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### **11.1 Obligation to repair and maintain**

The Tenant must, at the Tenant's own cost throughout the Term and otherwise while the Tenant is in possession of the Premises:

- (a) keep and maintain the Premises and the Landlord's Property in good and tenable repair except for fair wear and tear;
- (b) immediately repair or replace any broken glass in or forming part of the Premises with glass of the same or similar quality;
- (c) immediately replace all damaged or broken lighting, electrical equipment (including light globes, fluorescent tubes and starters, inoperative switches and power points);
- (d) immediately repair and make good any damage to the Premises caused by the Tenant; and
- (e) keep and maintain the Premises and the Tenant's Property in a clean and good working condition and remove any rubbish from the Premises.

### **11.2 Structural repairs**

- (a) The Tenant is not obliged to carry out structural work unless that work is required because of:
  - (i) the Tenant's act, neglect or default;
  - (ii) the Tenant's particular use of the Premises; or
  - (iii) an express requirement in this lease to carry out structural work.
- (b) The Tenant must repair or pay the Landlord's reasonable cost of repairing:
  - (i) the structure of the Premises;
  - (ii) the Landlord's Property; and
  - (iii) the appliances, fittings or fixtures providing services to the Premisesif the need for repair arises from the Tenant's act, neglect or default.



### 11.3 Painting

If the Tenant validly exercises the option for the Further Term, the Tenant must repaint any areas within the Premises which were previously painted, using good quality paint, in colours approved by the Landlord within 6 months of the commencement of the Further Term.

## 12. Tenant works, signs and alterations to Premises

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### 12.1 Landlord's consent

The Tenant must not, without the Landlord's consent, make any alterations to or conduct any works affecting the Premises or the Landlord's Property or install any signage to the exterior of the Premises.

### 12.2 Tenant's obligations

For any works or signage proposed by the Tenant in relation to the Premises:

- (a) the Tenant must first obtain the Landlord's approval and if applicable, all Approvals;
- (b) the Tenant must ensure that the insurance policies specified in **clause 9** are current and properly relate to and cover any works or signage works carried out by the Tenant;
- (c) the proposed works or signage works must be carried out:
  - (i) at the Tenant's cost by contractors who are suitably qualified, competent and experienced in carrying out works in the nature of the proposed works;
  - (ii) in accordance with Landlord's approval, all Approvals and the requirements of all Authorities; and
  - (iii) in a proper and workmanlike manner using good quality materials; and
- (d) once the works or signage works are completed the Tenant must promptly give the Landlord such documents or certificates required by the Landlord to the effect that the works have been completed in accordance with the Approvals.

### 12.3 Works carried out for the Tenant

If the Landlord carries out the whole or any part of the works under this **clause 12** on behalf of the Tenant, the Tenant must pay the Landlord upon demand:

- (a) the cost of the works as invoiced by the relevant contractor; and
- (b) the Landlord's reasonable costs in connection with the works.

## 13. Release and Indemnity

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### 13.1 Release

The Tenant releases the Landlord from any claim which the Tenant may have against the Landlord in connection with the Tenant's occupation and use of the Premises and the



Land except if and to the extent that that Claim arises because of the Landlord's default or negligent act or negligent omission.

### **13.2 Indemnity**

The Tenant indemnifies and must keep the Landlord indemnified against all claims against the Landlord as a consequence of the Tenant's:

- (a) use of the Premises;
- (b) fraud, misconduct, dishonesty or breach of any law; or
- (c) default or negligence

except if and to the extent that the claim arises because of the Landlord's default or negligent act or negligent omission.

## **14. Restriction against assignment, parting with possession and security**

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The Tenant must not assign, transfer, sublet, mortgagee, charge, encumber this lease.

## **15. Landlord's Rights and Obligations**

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### **15.1 Quiet enjoyment**

Except as this lease otherwise provides, the Tenant may peacefully occupy the Premises for the Term without interruption or disturbance by the Landlord provided the Tenant pays the Rent and other money payable and complies with the Tenant's obligations under this lease

### **15.2 Rights of entry**

- (a) The Landlord may, upon giving reasonable notice (except in the case of an emergency when no notice is required), enter the Premises at all reasonable times to:
  - (i) inspect the state of repair of the Premises, the Landlord's Property, the Tenant's Property and the Building Services;
  - (ii) carry out work to the Premises, the Land or adjacent land or any other work required by an Authority;
  - (iii) comply with any laws or the requirements of any relevant Authority that are not the Tenant's responsibility to comply with; and
  - (iv) at the reasonable cost of the Tenant, do anything which the Tenant should have done under this lease but which the Tenant has not done or which the Landlord reasonably considers that the Tenant has not done properly.
- (b) In exercising the Landlord's rights under this **clause 15.2(a)** the Landlord must cause as little inconvenience to the Tenant as is practicable in the circumstances.

### **15.3 Prospective tenants or purchasers**

After giving reasonable notice to the Tenant, the Landlord may enter the Premises to show prospective purchasers and in the last 3 months of the Term (or if the option for the Further

Term has been exercised, in the last 3 months of that Further Term), to show prospective tenant provided the Landlord endeavours to minimise inconvenience to the Tenant.

## **16. Resumption, Damage or Destruction to Building or Premises**

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### **16.1 Resumption**

The Landlord or the Tenant may terminate this lease by notice to the other if the Premises or any part of it is resumed by the Commonwealth or State government and, due to that resumption, the Premises cannot be used under this lease or are inaccessible due to that resumption.

### **16.2 Abatement of payments for damage or destruction**

- (a) If the Premises is damaged or destroyed the Landlord must reduce the Rent and the Outgoings by a reasonable amount depending on the extent to which the Premises are unfit for use or inaccessible, until the Premises are accessible and fit for use by the Tenant.
- (b) The Tenant is not entitled to an abatement under this **clause 16.2** if:
  - (i) the event resulting in the damage, destruction or inaccessibility arises from the Tenant's act, neglect or default; or
  - (ii) the Landlord fails to recover the benefit of any insurance for loss or damage to the Building or the Premises because of the Tenant's act, neglect or default.

### **16.3 Termination rights for damage or destruction**

If the Premises is damaged or destroyed so as make the Premises are unfit for use or inaccessible then either party may terminate this lease by written notice to the other within two months of the damage or destruction. This lease will end of the date specified in the notice.

## **17. Default and termination**

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### **17.1 Events of default by Tenant**

The Tenant will be in default of this lease if:

- (a) the Rent or any other money payable to the Landlord under this lease is in arrears for 14 days;
- (b) the Tenant does not comply with any other obligation under this lease within 28 days of receipt of a written notice requiring the Tenant to remedy the breach; or
- (c) an administrator, a liquidator, a receiver, receiver and manager, a manager or an inspector is appointed in respect of the Tenant.

### **17.2 Effect of default**

If the Tenant is in default of this lease the Landlord may, without prejudice to any other right it has, terminate this lease and re-enter the Premises without further notice to the Tenant.



### 17.3 No waiver

A demand for or acceptance of Rent or any other amount by the Landlord after the Tenant is in default of this lease under **clause 17.1** will be without prejudice to any rights the Landlord may have.

### 17.4 Essential terms

Each obligation of the Tenant to pay money under this lease and the Tenant's obligations under **clauses 4,6, 9, 10 and 14** are essential terms of this lease.

## 18. Tenant's additional termination rights

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### 18.1 Tenant right to terminate

If:

- (a) the Tenant purchases 16 Whitfield Street, Bassendean; or
- (b) the Crown disposes of the portion of the BIC Reserve leased as part of the Premises,

the Tenant may by notice to the Landlord terminate this lease.

### 18.2 Termination

If the Tenant purchases 11 Hamilton Street, Bassendean, this lease will automatically terminate on the date the Tenant becomes entitled to become the registered proprietor of 11 Hamilton Street, Bassendean.

## 19. End of this lease

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### 19.1 Condition of Premises at end of this lease

- (a) At the end of this lease, the Tenant must:
  - (i) vacate and deliver the Premises to the Landlord in good and substantial repair, except for fair wear and tear;
  - (ii) remove the Tenant's Property, except where nominated in writing by the Landlord;
  - (iii) rectify any damage done to the Premises or the Landlord's Property as a result of the Tenant complying with this **clause 19.1**; and
  - (iv) deliver to the Landlord certificates certified by a competent service repair company that any mechanical and air-conditioning equipment within the Premises is in sound working condition except for fair wear and tear.
- (b) Any items nominated in writing by the Landlord to remain in the Premises will become the Landlord's Property.



## 19.2 Keys

Upon vacating the Premises, the Tenant must give the Landlord all keys, access cards and similar devices for the Building and the Premises held by the Tenant and any other person it has given them to.

## 20. Notices

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### 20.1 Service

Any notice, demand or consent concerning this lease must be in writing and must be:

- (a) left at or sent to the address or email address of the addressee in the Reference Table (or such other address or email address previously notified in writing by the addressee as the addressee's alternative address for notices); or
- (b) if addressed to the Tenant may also be left at or sent by pre-paid post to the Premises.

### 20.2 When effective

A communication in accordance with **clause 20.1** will take effect:

- (a) if left at an address or sent by email, on the day the communication was delivered provided the communication was delivered by 5.00pm on that day and that day is a Business Day. Otherwise, the communication will take effect from the next Business Day; or
- (b) if sent by post, 3 Business Days after the communication was sent.

## 21. Dispute Resolution

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### 21.1 Obligation to confer

- (a) Unless otherwise provided for in this lease, the parties, through their respective directors or appointed representatives, must use their collective and respective best endeavours to amicably resolve any dispute arising under this lease within 15 Business Days after it occurs.
- (b) In **clause 21.1(a)**, best endeavours means promptly doing every act, matter and thing which a prudent, determined and reasonable person, committed to resolving the dispute, would do.

### 21.2 Failure to resolve dispute

- (a) If any difference or dispute between the parties is not resolved by the procedure set out in **clause 21.1**, then the dispute may be referred by either party for determination by an Expert who is an appropriate practising professional appointed at the request of either party, by:
  - (i) the President of the professional body most appropriate to determine the dispute or, if the parties are unable to agree on the appropriate body, the President for the time being of the Australian Property Institute; or
  - (ii) if there is no such body in existence at the time of the request, the President for the time being of an equivalent body.

- (b) Each party may make a submission either orally or in writing to the Expert within 10 Business Days after that appointment.
- (c) In making a determination the Expert must:
  - (i) act as an expert and not as an arbitrator;
  - (ii) consider any submission made to it by a party; and
  - (iii) provide the parties with a written statement of reasons for the determination.
- (d) In the absence of manifest error, the determination of the Expert is conclusive and binding on the parties.
- (e) The costs of the Expert will be shared equally between the parties unless otherwise determined by the Expert.
- (f) If the Expert fails to deliver a determination within 10 Business Days after the last day on which the parties are entitled to make submissions, either party may require the appointment of a further Expert under 21.2 to determine the dispute.

## **22. Sale of 11 Hamilton Street, Bassendean**

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The Tenant acknowledges that the Landlord will only consider selling 11 Hamilton Street, Bassendean to the Tenant on such terms and conditions as the Landlord requires if:

- (a) the Tenant purchases 16 Whitfield Street, Bassendean; or
- (b) the Crown disposes of the portion of the BIC Reserve leased as part of the Premises.

## **23. General**

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### **23.1 Waiver and variation**

A provision of or a right created under this lease may not be waived or varied except in writing signed by the party to be bound.

### **23.2 Survival of indemnities**

Each indemnity in this lease:

- (a) is a continuing obligation, separate from the other obligations of a party; and
- (b) survives termination of this lease.

### **23.3 Antecedent breaches**

The expiry or termination of this lease does not affect the rights of a party arising out of a breach of this lease by any other party that occurs before the expiry or termination.



#### 23.4 Reading down

If any provision in this lease is contrary to any law, the provision must be read down to such an extent as is reasonable in the circumstances so as to give it valid operation. If the provision cannot be read down, it will be deemed to be void and severed from this lease.

#### 23.5 Jurisdiction

The laws of the State govern this lease.

#### 23.6 Set off

The Landlord may at any time, without any demand or notice, set off and apply any money or liability the Landlord owes to the Tenant against any money or liability owing to the Landlord by the Tenant, whether or not the amount owed by the Landlord or the Tenant is immediately payable.

#### 23.7 Counterparts

This lease may consist of a number of counterparts and the counterparts taken together constitute one and the same instrument.

#### 23.8 Lease registration and caveats

- (a) The Tenant must not register this lease, without the consent of the Landlord.
- (b) The Tenant must not lodge an absolute caveat against any title to the Premises. Nothing in this **clause 23.8** will prevent the Tenant from lodging a subject to claim caveat against any title to the Premises in order to protect the Tenant's interests under this lease.
- (c) If a caveat is lodged against any title to the Premises in respect of the Tenant's interest under this lease, the Tenant must give to the Landlord a withdrawal of caveat in registrable form duly executed by the Tenant within 7 days of the Expiry Date or sooner determination of this lease together with the registration fee payable to Landgate.
- (d) The Tenant must reimburse the Landlord upon demand from all costs and expenses incurred by the Landlord in withdrawing any unauthorised caveat or withdrawing any caveat the Tenant has failed to withdraw.

#### 23.9 Exclusion of statutory provisions

- (a) The covenants and powers implied in every lease made under or to which the provisions in the *Transfer of Land Act 1983 (WA)* are implied in or apply to this lease, whether registered under the Act or not, do not apply other than:
  - (i) sections 92 to 95 (inclusive); and
  - (ii) section 103,except to the extent of any inconsistency between these sections and this lease the terms of this lease will prevail.
- (b) The covenants, powers and provisions implied in leases by sections 80 and 82 of the *Property Law Act 1969 (WA)* do not apply to this lease; and
- (c) Part 1F of the *Civil Liability Act 2002 (WA)* is excluded from operation with respect to any dispute, claim, or any matter whatsoever arising under, out of or in connection with this lease.



# Signing page

Executed as a deed.

THE COMMON SEAL of the **TOWN OF BASSENDEAN** was hereunto affixed by the authority of a resolution of the Council in the presence of: )  
)  
)  
)



*[Handwritten signature]*

Mayor

*[Handwritten signature]*

Chief Executive Officer

THE COMMON SEAL of **CASA MIA MONTESSORI COMMUNITY SCHOOL INC** was hereunto affixed by the authority of a resolution of the Council in the presence of: )  
)  
)  
)



*[Handwritten signature]*

President (signature)

*NIJAZ BRKICH*

Print name

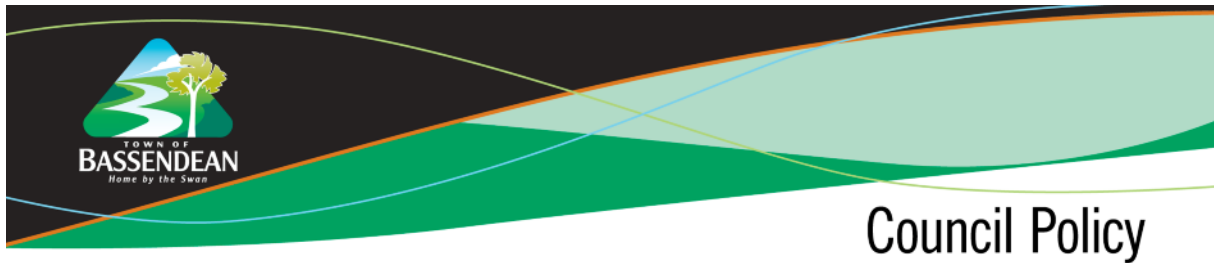
*[Handwritten signature]*

Secretary (signature)

*SANET LAUNG*

Print name

# **ATTACHMENT NO. 5**



**LOCAL PLANNING SCHEME NO. 10**

**LOCAL PLANNING POLICY NO 8**

**PARKING SPECIFICATIONS**

**OBJECTIVE**

To ensure a high standard of construction of car parking bays in all developments within the Town, and to ensure that all parking bays and manoeuvre areas are constructed to an adequate size.

**APPLICATION**

This policy applies to all land within the Local Planning Scheme No. 10 area.

**POLICY**

Where provision of parking bays is required as a condition of planning approval, the following minimum construction requirements shall apply:

Material Type	DEVELOPMENT TYPE	
	Residential	Other
Asphalt	25mm of 7mm high bitumen asphalt over: a) 150mm crushed rock roadbase (CRRB); or b) 50mm CRRB above 150mm crushed limestone.	1. 25mm of 10mm asphalt over: a) 200mm CRRB or b) 75mm CRRB above 200mm crushed limestone. 2. 50mm of 14mm asphalt over 250mm crushed limestone.
Concrete	100mm (preferably reinforced with one layer of F63 mesh) over a minimum thickness of 150mm compacted clean sand.	125mm reinforced with F62 mesh over a minimum thickness of 150mm compacted clean sand.
Brick-paving	50mm (minimum) thick solid paving bricks over 25mm bedding sand and 100mm CRRB or crushed limestone.  All 'free' edges to be supported by a header course on a 250mm x 50mm mortar bed.	80mm thick solid paving bricks laid in accordance with manufacturer's specifications (to be supplied with a Building Licence Application).



The dimension of car parking bays and manoeuvre areas shall be as follows:

Parking Angle	Width of Bay metres	Depth of Bay metres	Aisle Width metres		Distance Along Kerb metres	Kerb Overhang metres	Total Depth metres	
			1 Way	2 Way			1 Way	2 Way
90°	2.5	5.4	6.2	6.2	2.5	0.7	11.6	11.6
	2.7	5.4	5.8	5.8	2.7	0.7	11.2	11.2
	2.9	5.4	5.4	5.8	2.9	0.7	10.8	11.2
60°	2.5	5.7	4.6	5.8	2.9	0.6	10.3	11.5
	2.7	5.7	4.2	5.8	3.1	0.6	9.9	11.5
	2.9	5.7	4.0	5.8	3.3	0.6	9.7	11.5
45°	2.5	5.3	3.7	5.8	3.5	0.5	9.0	11.1
	2.7	5.3	3.3	5.8	3.8	0.5	8.6	11.1
	2.9	5.3	2.9	5.8	4.1	0.5	8.2	11.1
30°	2.5	4.4	2.9	5.8	5.0	0.3	7.3	10.2
	2.7	4.4	2.9	5.8	5.4	0.3	7.3	10.2
	2.9	4.4	2.9	5.8	5.8	0.3	7.3	10.2
0°	2.5	2.5	3.0	5.8	6.3	0.0	5.4	8.3
	2.5	2.5	3.3	5.8	6.1	0.0	5.8	8.3
	2.5	2.5	3.6	5.8	5.9	0.0	6.1	8.3

## Requirements

1. Bays situated adjacent to walls or other obstructions which affects door opening, shall be increased in width by 0.3 metres on the side of the obstruction.
2. The length of parallel parking bays may be reduced to 5.4 metres for end bays where free access is available.
3. For dead-end aisles, an aisle extension of 2 metres shall be provided to facilitate access.
4. Where access aisles intersect, adequate truncations shall be provided to facilitate the simultaneous movement of vehicles to and from the access aisles (Refer AS 2890.1 - 85 percent to vehicle swept path with 300mm clearances each side).

**Policy Number: Local Planning Policy No 8**  
**Policy Title: Car Parking and End-of-Trip Facilities**

**1. Citation**

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as Local Planning Policy No. 8 – Car Parking and End-of-Trip Facilities.

**2. Policy Statement**

The Town recognises the need to ensure adequate car parking is provided to support land uses. The balance between providing too much or too little car parking has implications on affecting the areas character, amenity and vibrancy as well as the feasibility and affordability of the use and development of land.

This policy seeks 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. This Policy shall be used to guide decision making on applications which involve variations to the minimum car parking standards required in Local Planning Scheme No. 10.

**3. Policy Objectives**

- (a) To stipulate the minimum number of parking and end of trip facilities to be provided to support development, as well as the circumstances in which the Town will consider a reduction in parking bays.
- (b) To establish the requirements for the design and access of parking facilities.
- (c) To balance the provision of sufficient on-site car parking with the need to encourage pedestrians and promote alternative transport methods.

**4. Application**

This policy applies to all applications for development approval for land within the district.

**5. Definitions**

Shared parking: means parking facilities the subject of a shared parking arrangement and available to the public at all times.

**6. Policy Requirements**

**6.1 Car Parking Provision**

- 6.1.1 Car parking is to be provided in accordance with Table 1. Where a development contains a variety of uses, car parking shall be calculated on an individual-use basis.

- 6.1.2 The car parking requirements applicable under Table 1 may be varied, having regard to:
- (a) The nature of the proposed development;
  - (b) The number of employees likely to be employed on site;
  - (c) The anticipated demand for parking; and
  - (d) The orderly and proper planning of the locality.

Variations will only be supported where it will not adversely affect access arrangements, the safety of pedestrians or persons in vehicles, open bay, street trees or service infrastructure and the number of car parking bays to be provided will be adequate for the demands of the development, having regard to the likely use of the car parking bays, the availability of off-site parking facilities and the likely use of alternative means of transport.

- 6.1.3 Where car parking requirements are not prescribed in Table 1, the amount of car parking required will be determined based on the considerations contained in Clause 6.1.2.
- 6.1.4 For large commercial or mixed-use developments, consideration shall be given to providing taxi/ride-share bays.

## **6.2 Car Parking Design**

- 6.2.1 The design of car parking facilities is to be in accordance with *AS 2890.1-1993 - Parking Facilities - Off-street Car Parking* and *AS 2890.5-1993 - Parking facilities - On-street parking*.
- 6.2.2 The design of parking for people with disability is to be in accordance with *AS 2890.6 Parking Facilities - Off-street parking for people with disabilities* and *AS 1428.4.1:2009 – Design for access and mobility – Part 4.1: Means to assist the orientation of people with vision impairment - tactile ground surface indicators*.
- 6.2.3 Vehicle parking, manoeuvring and circulation areas, including crossovers, must be designed, constructed, sealed, drained, kerbed, marked and landscaped to the specifications and satisfaction of Town.
- 6.2.4 Tandem parking bays will only be accepted where the bays are provided for the use of a single tenancy and are for the use of long term or staff car parking.
- 6.2.5 Where car stacking systems are proposed, they are to be located behind the building or where visible from the street, screened or finished in materials to the satisfaction of the Town.
- 6.2.6 Manoeuvring areas shall be external to any buildings and shall not impact the use of any car parking bays.
- 6.2.7 Where a development involves 10 or more car parking bays, it shall include electric vehicle charging points or the capacity for electric vehicle charging points to be installed at a later time.



### **6.3 Shared and Payment-in-Lieu of Parking**

6.3.1 The Town may consider varying the minimum car parking standards outlined in Table 1 where shared parking arrangements are proposed. In determining whether reciprocal parking is appropriate, the Town will consider:

- (a) Whether the peak hours of operation of each site are suitable for a shared arrangement;
- (b) Whether a shared arrangement will impede the use of delivery or service areas on the shared site;
- (c) Whether adequate car parking is likely to be available at all times for both sites;
- (d) Whether the parking facilities are conveniently located to both developments;
- (e) The relationship between the proposed development and the shared site will be such that the shared car parking bays are likely to be used by persons using the proposed development; and
- (f) The parking facilities serving the uses will be located on the one lot, or if located on a separate lot, the parking arrangements are permanent (e.g. through an easement, amalgamation, legal agreement, condition of approval, or any other formal arrangement acceptable to the Town).

6.3.2 Where shared use arrangements are proposed, the Town will require a shared parking arrangement to be prepared, approved and implemented to the satisfaction of the Town as a condition of development approval.

6.3.3 Where a payment-in-lieu of parking plan has been prepared by the Town, a condition requiring the payment-in-lieu of parking may be imposed as a condition of approval. Payment shall be calculated in accordance with the Regulations.

### **6.4 Bicycle Parking Provision and Design**

6.4.1 Bicycle parking is to be provided in accordance with the Table 2 unless otherwise varied by the Town having regard to the nature of the proposed development and anticipated demand for bicycle parking.

6.4.2 Bicycle parking is to be located in accordance with the following requirements:

- (a) be located as to not obstruct pedestrian paths;
- (b) be well lit by appropriate existing or new lighting;
- (c) be protected from the weather;
- (d) be placed in public view in an area that is highly visible by passers-by, staff, clients etc.

6.4.3 The design of bicycle parking facilities is to be in accordance with *AS 2890.3-2015 - Parking facilities Part 3 - Bicycle parking facilities*.

6.4.4 The Town may consider the provision of bicycle parking within the public realm where an agreement is formalised to the satisfaction of the Town for the on-going maintenance of the facilities.

## 6.5 End-of-Trip Facilities

6.5.1 End-of-Trip Facilities are to be provided in accordance with the Table 3 unless otherwise varied by the Town having regard to the nature of the proposed development, existing, available facilities and anticipated demand for end-of-trip-facilities.

6.5.2 End-of-Trip Facilities are to meet the following requirements:

- (a) Lockers shall be provided and be of suitable volume and dimensions to allow storage of clothing, towels, cycling helmets and footwear;
- (b) Shower and change facilities must be located in a secure area to ensure the safety of occupants and their belongings; and
- (c) Showers are to dispense both hot and cold water.

## 6.6 Access

Vehicular access shall be located and designed so that:

- (a) Access is via secondary streets, rights of way or existing crossovers where available.
- (b) Access to developments on corner lots should be located the maximum distance away from the intersection.
- (c) To avoid an excessive number of access points.
- (d) All vehicles utilising car parking bays are able to enter and exit the site in forward gear.
- (e) Where possible, new parking facilities and access points are to be linked to existing parking facilities.
- (f) Access points shall be designed to minimise:
  - (i) traffic or pedestrian hazards;
  - (ii) conflict with pedestrian/cyclist pathways and public transport facilities;
  - (iii) the impact on nearby residential uses; and
  - (iv) traffic congestion.

## Document Control

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

**Table 1 – Minimum Car Parking Requirements**

<b>Land Use</b>	<b>Car Parking Requirement</b>
Amusement Parlour	1 bay per 10m <sup>2</sup> of NLA
Animal Establishment	1 bay per staff member plus a minimum of 3 bays for visitors
Bed & Breakfast	1 bay for every bedroom available to lodgers (in addition to the bay required for the dwelling)
Betting Agency	1 bay per staff member and 1 bay per 20m <sup>2</sup> NLA with a minimum of 10 bays, whichever is the greater
Brewery	1 bay for every 2m <sup>2</sup> of bar area, plus 1 bay for every 4m <sup>2</sup> of lounge, dining or beer garden area
Bulky Goods Showroom	1 bay per 100m <sup>2</sup> NLA
Caretaker's Dwelling	2 bays
Child Care Premises	1 bay for every 10 children the facility is designed to accommodate, plus 1 bay per staff member
Cinema/Theatre	1 bay for every 4 seats
Civic Use	1 bay for every 4 persons the facility is designed to accommodate
Club Premises	1 bay for every 4 persons the facility is designed to accommodate
Community Purpose	1 bay for every 4 persons the facility is designed to accommodate
Consulting Rooms	4 bays per consultant
Convenience Store	1 bay per 20m <sup>2</sup> NLA
Corner Shop	1 bay per 50m <sup>2</sup> NLA
Educational Establishment	
- Pre-Primary	1 bay per staff member, plus 1 bay for every 2 students
- Primary School	1 bay per staff member, plus 14 drop-off bays for every 100 students (may include on-street bays)
- Secondary School	1 bay per staff member, plus 7 drop-off bays for every 100 students (may include on-street bays)
- Tertiary Institution	1 bay per staff member, plus 1 bay for every 5 students
Exhibition Centre	1 bay per 4 persons the building is designed to accommodate
Fast Food Outlet	1 bay for every 5m <sup>2</sup> seating area, plus 4 car queuing bays for any drive through facility
Funeral Parlour	1 bay for every 4 persons for which any assembly area, plus 1 bay per staff member
Garden Centre	1 bay per 100m <sup>2</sup> of land or buildings used for display or sale
Holiday Accommodation	2 bays
Holiday Home	2 bays
Home Store	1 bay for every 15m <sup>2</sup> NLA (in addition to the bays required for the dwelling)



Hospital	1 bay for every 4 patients beds, plus 1 bay for each staff member on duty at any one time
Hotel	1 bay for each bedroom
Industry - General	3 bays per 100m <sup>2</sup> NLA; or 2 bays per staff member; whichever is the greater, with a minimum of 6 bays
Industry - Light	1 bays per 100m <sup>2</sup> NLA; or 2 bays per staff member; whichever is the greater, with a minimum of 6 bays
Industry - Service	4 Bays per 100m <sup>2</sup> NLA of shop area and 2 bays per 100m <sup>2</sup> industrial NLA
Liquor Store – Large	1 bay per 20m <sup>2</sup> NLA
Liquor Store – Small	1 bay per 50m <sup>2</sup> NLA
Lunch Bar	1 bay for every 5m <sup>2</sup> seating area, plus 4 car queuing bays for any drive through facility.
Market	3 bays per stall or 1 bay per 10m <sup>2</sup> whichever is the greater
Medical Centre	4 bays per medical practitioner
Motel	1 bay for each bedroom
Motor Vehicle, Boat or Caravan Sales	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Motor Vehicle Repair	1 bay per staff member
Motor Vehicle Wash	1 bay per wash bay plus 0.5 bay per staff member
Night Club	1 bay for every 2m <sup>2</sup> of bar area
Office	1 bay per 50m <sup>2</sup> NLA.
Place of Worship	1 bay for every 5 persons the facility is designed to accommodate
Plant Nursery	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Reception Centre	1 bay for every 5 persons the facility is designed to accommodate
Recreation – Private	1 bay for every 20m <sup>2</sup> NLA, plus 1 bay per staff member
Residential Aged Care Facility	1 bay for every 4 patients beds plus 1 bay for each staff member on duty at any one time
Resource Recovery Centre	3 bays per 100m <sup>2</sup> NLA; or 2 bays per staff member; whichever is the greater, with a minimum of 6 bays
Restaurant/Cafe	1 bay for every 4 persons the facility is designed to accommodate
Restricted Premises	1 bay per 20m <sup>2</sup> NLA
Serviced Apartments	2 bays
Service Station	1 bay per 20m <sup>2</sup> NLA, plus 1 bay per staff member
Shop	1 bay per 20m <sup>2</sup> NLA
Small Bar	1 bay per staff member
Storage	2 bays per 100m <sup>2</sup> NLA; or 2 bays per staff member; whichever is the greater, with a minimum of 6 bays

Tavern	1 bay for every 3m <sup>2</sup> of bar area
Trade Display	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Trade Supplies	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Transport Depot	1 bay per 100m <sup>2</sup> NLA or 1 per staff member, whichever is the greater
Veterinary Centre	4 bays per veterinary practitioner
Warehouse	1 bay per 100m <sup>2</sup> NLA or 1 bay per staff member, whichever is the lesser
Waste disposal facility	3 bays per 100m <sup>2</sup> NLA; or 2 bays per staff member; whichever is the greater, with a minimum of 6 bays
Waste storage facilities	3 bays per 100m <sup>2</sup> NLA

Note 1: Car parking requirements for ancillary dwellings, grouped dwellings, multiple dwellings, residential dwellings and single houses are as per State Planning Policy 7.3.

Note 2: Car parking requirements for Family Day Care, Home Occupation and Home Business land uses are as per Local Planning Policy 17.

Note 3: Where the car parking ratio specified in Table 1 results in a requirement for a part bay, the car parking requirement shall be rounded up to the nearest whole number.

**Table 2 – Minimum Bicycle Parking Requirements**

Land Use	Bicycle Parking Requirement
Bulky Goods Showroom (for premises greater than 300m <sup>2</sup> )	1 bay per 500m <sup>2</sup> NLA
Convenience Store	1 bay per 100m <sup>2</sup> NLA
Fast Food Outlet / Lunch Bar	1 bay per 200m <sup>2</sup> NLA
Office	1 bay per 200m <sup>2</sup> NLA
Recreation - Private	1 bay per 100m <sup>2</sup> NLA
Service Station	2 bays per Service Station
Shop	1 bay per 250m <sup>2</sup> NLA

**Table 3 – Minimum End-of-Trip Facilities Requirements**

Number of bicycle parking bays provided	End-of-Trip Facilities Requirement
0-2	Nil
3-5	1 shower and change facility
6-10	2 showers (one male, one female) and change facilities
11-20	4 showers (two male, two female) and change facilities
more than 20	6 showers (three male, three female) and change facilities

### Car Parking Comparison

Land Use	LPS 10 Requirement	Draft LPP 8 Car Parking Requirement
Amusement Parlour	Not Prescribed	1 space per 10m <sup>2</sup> of NLA
Ancillary Dwelling	Not Prescribed	As per the R-Codes
Animal Establishment	Not Prescribed	1 space per staff member plus a minimum of 3 spaces for visitors
Bed & Breakfast	Not Prescribed	As per the R-Codes plus 1 space for every bedroom available to lodgers
Betting Agency	Not Prescribed	1 space per staff member and 1 space per 20m <sup>2</sup> NLA with a minimum of 10 spaces, whichever is the greater
Brewery	Not Prescribed	1 bay for every 2m <sup>2</sup> of bar area, plus 1 bay for every 4m <sup>2</sup> of lounge, dining or beer garden area
Bulky Goods Showroom	Not Prescribed	1 bay per 100m <sup>2</sup> NLA
Caretaker's Dwelling	Not Prescribed	2 bays
Child Care Premises	1 per employee and 1 per 6 children	1 bay for every 10 children the facility is designed to accommodate, plus 1 bay per staff member
Cinema/Theatre	1 per 5 seats	1 bay for every 4 seats
Civic Use	Not Prescribed	1 bay for every 4 persons the facility is designed to accommodate
Club Premises	Not Prescribed	1 bay for every 4 persons the facility is designed to accommodate
Community Purpose	Not Prescribed	1 bay for every 4 persons the facility is designed to accommodate
Consulting Rooms	5 spaces per consultant	4 bays per consultant
Convenience Store	Not Prescribed.	1 bay per 20m <sup>2</sup> NLA
Corner Shop	1 space per 20m <sup>2</sup> of gross floor area	1 bay per 50m <sup>2</sup> NLA
Dwelling	As per the R-Codes	As per the R-Codes
Educational Establishment		
Pre-Primary	1 per staff member	1 space per staff member, plus 1 space for every 2 students
Primary School	1.25 per classroom	1 space per staff member, plus 14 drop-off spaces for every 100 students (may include on-street spaces)
Secondary School	5 spaces per classroom	1 space per staff member, plus 7 drop-off spaces for every 100 students (may include on-street spaces)
Tertiary Institution	Not Prescribed	1 space per staff member, plus 1 space for every 5 students



Exhibition Centre	Not Prescribed	1 space per 4 persons the building is designed to accommodate
Fast Food Outlet	1 per 1m length of queuing area	1 bay for every 5m <sup>2</sup> seating area, plus 4 car queuing spaces for any drive through facility
Funeral Parlour	Not Prescribed	1 bay for every 4 persons for which any assembly area, plus 1 bay per staff member
Garden Centre	Not Prescribed	1 bay per 100m <sup>2</sup> of land or buildings used for display or sale
Grouped Dwelling	As per the R-Codes	As per the R-Codes
Holiday Accommodation	Not Prescribed	2 bays
Holiday Home	Not Prescribed	2 bays
Home Store	Not Prescribed	1 bay for every 15m <sup>2</sup> NLA (in addition to the bays required for the dwelling)
Hospital	1 per 2 beds	1 bay for every 4 patients beds, plus 1 bay for each staff member on duty at any one time
Hotel	1 per bedroom plus 1 space for every 3m <sup>2</sup> of bar and public area	1 bay for each bedroom
Industry - General	Not Prescribed	3 spaces per 100m <sup>2</sup> NLA; or 2 spaces per staff member; whichever is the greater, with a minimum of 6 spaces
Industry - Light	Not Prescribed	1 spaces per 100m <sup>2</sup> NLA; or 2 spaces per staff member; whichever is the greater, with a minimum of 6 spaces
Industry - Service	Not Prescribed	4 Spaces per 100m <sup>2</sup> NLA of shop area and 2 spaces per 100m <sup>2</sup> industrial NLA
Liquor Store – Large	Not Prescribed	1 bay per 20m <sup>2</sup> NLA
Liquor Store – Small	Not Prescribed	1 bay per 50m <sup>2</sup> NLA
Lunch Bar	1 per 20m <sup>2</sup> of gross floor area	1 bay for every 5m <sup>2</sup> seating area, plus 4 car queuing spaces for any drive through facility.
Market	Not Prescribed	3 spaces per stall or 1 space per 10m <sup>2</sup> whichever is the greater
Medical Centre	5 spaces per consultant	4 bays per medical practitioner
Motel	1.5 spaces per unit	1 bay for each bedroom
Motor Vehicle, Boat or Caravan Sales	1 space for each 20m <sup>2</sup> of display area	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Motor Vehicle Repair	Not Prescribed	1 bay per staff member
Motor Vehicle Wash	Not Prescribed	1 bay per wash bay plus 0.5 bay per staff member

Multiple Dwelling	As per the R-Codes	As per the R-Codes
Night Club	1 space for every 5m <sup>2</sup> of bar and lounge	1 bay for every 2m <sup>2</sup> of bar area
Office	1 space for every 20m <sup>2</sup> of lettable floor area	1 bay per 50m <sup>2</sup> NLA.
Place of Worship	1 per 5 seats	1 bay for every 5 persons the facility is designed to accommodate
Plant Nursery	Not Prescribed	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Reception Centre	Not Prescribed	1 bay for every 4 persons the facility is designed to accommodate
Recreation – Private	Not Prescribed	1 bay for every 20m <sup>2</sup> NLA, plus 1 bay per staff member
Residential Aged Care Facility	1 per 5 beds	1 bay for every 4 patients beds plus 1 bay for each staff member on duty at any one time
Residential Building	1.5 spaces per bed	As per the R-Codes
Resource Recovery Centre	Not Prescribed	3 spaces per 100m <sup>2</sup> NLA; or 2 spaces per staff member; whichever is the greater, with a minimum of 6 spaces
Restaurant/Cafe	1 space for every 4 seats	1 bay for every 4 persons the facility is designed to accommodate
Restricted Premises	Not Prescribed	1 bay per 20m <sup>2</sup> NLA
Serviced Apartments	Not Prescribed	2 bays
Service Station	Not Prescribed	1 bay per 20m <sup>2</sup> NLA, plus 1 bay per staff member
Shop	8 per 100m <sup>2</sup> gross floor area	1 bay per 20m <sup>2</sup> NLA
Small Bar	Not Prescribed	1 bay per staff member
Storage	Not Prescribed	2 bays per 100m <sup>2</sup> NLA; or 2 bays per staff member; whichever is the greater, with a minimum of 6 spaces
Tavern	1 space for every 3m <sup>2</sup> of bar and public area	1 space for every 3m <sup>2</sup> of bar area
Trade Display	Not Prescribed	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Trade Supplies	Not Prescribed	1 bay per 100m <sup>2</sup> of display or sale area, plus 0.5 bays per staff member
Transport Depot	Not Prescribed	1 space per 100m <sup>2</sup> NLA or 1 per staff member, whichever is the greater
Veterinary Centre	Not Prescribed	4 bays per veterinary practitioner

Warehouse	1 per 100m <sup>2</sup> of gross floor area	1 bay per 100m <sup>2</sup> NLA or 1 bay per staff member, whichever is the lesser
Waste disposal facility	Not Prescribed	3 spaces per 100m <sup>2</sup> NLA; or 2 spaces per staff member; whichever is the greater, with a minimum of 6 spaces
Waste storage facilities	Not Prescribed	3 bays per 100m <sup>2</sup> NLA



**ATTACHMENT NO. 6**

## Part 2 - Implementation plan

This implementation plan outlines the actions which your local government will take over the next 5+ years to contribute to the achievement of relevant Waste Strategy targets and objectives. It is where the priorities described in the summary (Part 1 – 7.0 Summary, Table 20) are translated into actions. Please refer to the Guidance Document under sections: 4.0 How to complete Part 2 – implementation plan, 5.0 Better practice and 6.0 Waste management tools, when developing this implementation

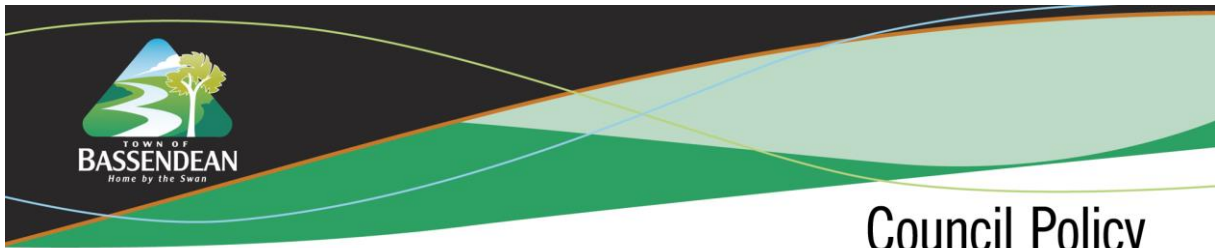
Table 21: Implementation plan

Waste Management Tool	Action (OR link to existing local government plan/document that details this activity)	Is the action new or existing?	Detailed actions/sub-actions (OR link to existing local government plan/document that details this activity)	Milestones (SMART - Specific, Measurable, Achievable, Relevant, Timed)	Target (SMART)	Timeframe for delivery (completion date)	Cost of implementation incorporated into annual budget and Corporate Business Plan? Y/N - (if not, why?)	Aligns to Waste Strategy Objective/s			Responsibility for implementation (branch, team or officer title, not the names of individual officers)	Identified risks (Impact/consequences and mitigation strategies)
								Avoid	Recover	Protect		
1	Waste services	New	<p>The Town of Bassendean uses a comprehensive suite of documented procedures and Council Policies covering all the requirements of the Legislation (including the Local Government Act 1995 &amp; Local Government (Functions and General) Regulations 1996) for procurement of goods and services. To secure a waste management contract the Town will:</p> <ol style="list-style-type: none"> <li>1. Follow the Purchasing Policy &amp; Plan</li> <li>2. Review current contract and establish a Tender Plan</li> <li>3. Submit for publication a Request for Tender</li> <li>4. Once received evaluate Tenders/Quotations</li> <li>5. Generate an Evaluation Report with specific recommendations</li> <li>6. Report to Executive and Council</li> </ol>	<ol style="list-style-type: none"> <li>1. Contract reviewed, tender proposal and statement of work generated – Mar 2021</li> <li>2. RFT circulated – Apr/May 2021</li> <li>3. Tender reviews – May 2021</li> <li>4. Report and recommendation – May/June 2021</li> <li>5. Council approval – June/July 2021</li> <li>6. Tender awarded – Aug 2021</li> </ol>	Waste collection contract reviewed and awarded by September, 2021	Mid to end 2021	Y	✓	✓	✓	Waste Operations	<p><b>Risks:</b> Inaccurate Statement of Work; Insufficient budget allocation; contract awarded to inappropriate organisation; contract underperforming; lack of effective stakeholder communication.</p> <p><b>Mitigation:</b> Experienced project management to drive the contract review and allocation process from the onset to successful fruition; ensure all internal stakeholders are well engaged, informed and provide accurate and meaningful data for the Statement of Work; well executed project implementation and delivery plan adhering to council procurement policy; report for council expertly disseminated to facilitate their approval; structured ongoing contract performance reviews.</p>
2	Waste services	New	<ol style="list-style-type: none"> <li>1. In conjunction with Better Practice kerbside collection guidelines develop a financial model and Complementary Measures incorporating the WasteSorted toolkit to establish preferred service options.</li> <li>2. Collaborate with the EMRC to identify FOGO processing capacity and options.</li> <li>3. Financial model and Complementary Measures identifying the preferred service and implementation timeline submitted to executive and council for endorsement.</li> <li>4. Engage and educate residents occupying shared service properties on FOGO rationale, methodology and implementation timeline.</li> <li>5. Rollout FOGO service.</li> <li>6. Undertake monitoring and evaluation</li> </ol>	<ol style="list-style-type: none"> <li>1. Better Practice - Go FOGO reviewed and business case completed and preferred service process options established – mid to late 2020 (completed)</li> <li>2. Rollout strategy submitted to Council for endorsement by mid 2021</li> <li>3. Community education and information strategy - mid to late 2021</li> <li>4. Rollout of FOGO to commence by the end of 2021</li> <li>5. Monitor and evaluate rollout - late 2022</li> </ol>	Comprehensive rollout ensuring, where practicable, shared service properties are provided with a FOGO service by June 2022.	Jun-22	Y		✓		Waste Operations	<p><b>Risks:</b> Community resistant to change/uncooperative; contamination; lack of effective communication; poor rollout service; waste facility cannot accept FOGO material.</p> <p><b>Mitigation:</b> Ensure ongoing and effective communication with all stakeholders and engage community; careful planning with effective milestones; have options for people with special needs/large families; bin audits/tagging to reduce contamination levels.</p>
3	Waste services	New	<ol style="list-style-type: none"> <li>1. Consult Better Practice kerbside collection guidelines and develop a financial model/Complementary Measures for new service delivery</li> <li>2. Collaborate with the EMRC to identify FOGO processing capacity and options.</li> <li>3. Financial model and Complementary Measures identifying the preferred service and implementation timeline submitted to executive and council for endorsement.</li> <li>4. Client consultation and engagement on FOGO rationale, methodology and implementation timeline.</li> <li>5. Rollout FOGO service.</li> <li>6. Undertake bin monitoring and evaluation to ascertain and remedy contamination issues</li> </ol>	<ol style="list-style-type: none"> <li>1. Better Practice - Go FOGO reviewed, business case completed and service process established – end 2020 (completed)</li> <li>2. Rollout strategy submitted to Council for endorsement - Mid 2021</li> <li>3. Client consultation and engagement - mid to late 2021</li> <li>4. Rollout of FOGO to commence early 2022</li> <li>5. Bin monitoring and action/client re-education process - mid 2022</li> </ol>	All our commercial customers will be provided a FOGO service by June 2022. Our aligning engagement and educational policies will be concurrently delivered to ensure successful ongoing participation.	Jun-22	Y		✓		Waste Operations	<p><b>Risks:</b> Customers resistant to change/uncooperative; contamination; lack of effective communication; poor rollout service; waste facility cannot accept FOGO material.</p> <p><b>Mitigation:</b> Ensure ongoing and effective communication with all stakeholders and strong engagement with clientele; careful planning with effective milestones; bin audits and constructive feedback to reduce contamination levels.</p>
4	Waste infrastructure	New	<ol style="list-style-type: none"> <li>1. Focus group objective to ensure recycling waste collection option and receptacle choice is established to coincide with the Domestic Waste Collection Contract review.</li> <li>2. Focus group and stakeholder meeting to evaluate statistical waste data, community feedback and peer reviews to establish the most appropriate frequency and receptacle size.</li> <li>3. Preferred collection cycle and receptacle submitted to Council for approval.</li> <li>4. New service delivery model incorporated into statement of work for Waste Collection review/contract renewal.</li> </ol>	<ol style="list-style-type: none"> <li>1. Focus group and stakeholder meeting - Feb 21</li> <li>2. New preferred collection service &amp; receptacle determined and submitted to directorate for approval – Feb/March 21</li> <li>3. Statement of Work for the Waste Collection Contract altered to reflect the new service requirement – March 21</li> </ol>	By April 2021 we will have reviewed the recycling waste collection service and incorporated findings into the Waste Collection Contract process	Apr-21	Y	✓	✓	✓	Waste Operations	<p><b>Risks:</b> recycling collection service not reviewed and actioned as required for the Statement of Work for the Waste Collection Contract; inappropriate choice of service and/or receptacle.</p> <p><b>Mitigation:</b> Effective and ongoing project management to steer the focus group and stakeholders ensuring timeline commitments are met; thorough research to establish new service delivery model, encompassing community needs/requests, Better Practice and peer review of similar existing operations.</p>





# **ATTACHMENT NO. 7**



## Council Policy

### 5.8 Temporary Holiday Accommodation In Caravans

#### Objective

To allow visitors on holidays to stay in caravans with friends or relatives for short periods of time.

#### Policy

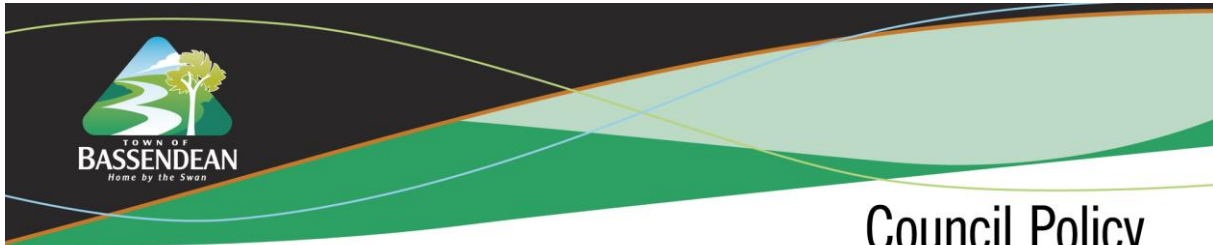
Occupancy of a caravan shall be allowed only in certain circumstances. Applications are to be in writing, and may only apply to:

- a) holidaying visitors;
- b) a maximum period of 3 months;
- c) caravans are to be used for sleeping purposes only; and
- d) caravans are to be parked behind the building line, where practicable.

#### Application

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

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Policy Owner:</b> Chief Executive Officer &amp; Manager Development Services</p>
<p><b>Link to Strategic Community Plan:</b> Town Planning and Built Environment</p>	<p><b>Last Reviewed:</b> March 2014 Version 2</p> <p><b>Next Review due by:</b> December 2016</p>



## Council Policy

# 1.1 Conservation Policy and Development Guidelines

## Objective

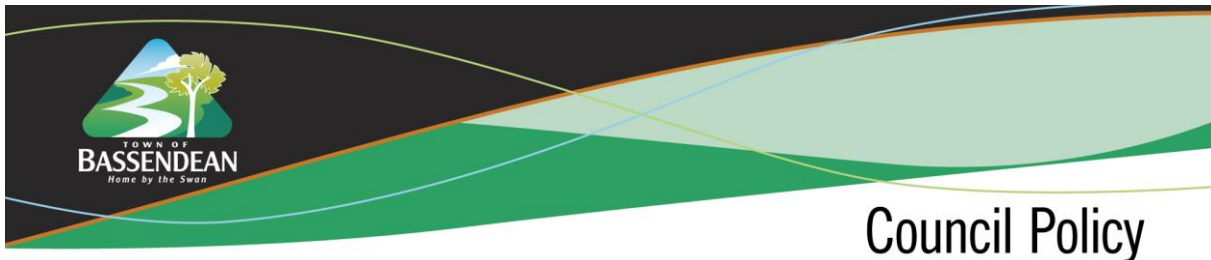
The Conservation Policy and Development Guidelines sets out the Town's commitment to manage and care for site features and significant buildings and should take into account the changes that have occurred with time and provide guidance for the management and future use of the place.

## Strategy

Places identified as culturally significant have been placed on the Heritage Council of Western Australia, "Register of Heritage Places" list and they are to be conserved in accordance with the principals of the Australian International Council on Monuments and Sites (ICOMOS) Charter for places of Cultural Significance principals being:

- Conservation of cultural significant places is an integral part of good management and therefore should be safeguarded and not put at risk or left in a vulnerable state.
- Conservation of a place should identify, and take into consideration, all aspects of Cultural and Natural Heritage without unwarranted emphasis on any value at the expense of others and that the relative degree of cultural significance may lead to different conservation actions within a place.
- Conservation requires the retention of an appropriate setting and other relationships that contribute to the cultural significance of the place. New construction, demolition, intrusion or other changes, which would adversely affect the setting or relationships, are not appropriate.
- The physical location of a place is part of its cultural significance. A building, work or other component of a place should remain in its historical location. Relocation is generally unacceptable, unless it is the sole practical means of ensuring its survival.
- Restoration is appropriate only if there is sufficient evidence of an earlier state of fabric.
- Adaptation is acceptable only where the adaptation has minimal impact on the cultural significance of the place. Adaptation should involve minimal change to significant fabric, achieved only after considering alternatives.
- Competent direction and supervision should be maintained at all stages, and people with appropriate skills should implement any changes.
- Records associated with conservation of a place should be placed in a permanent archive and made publicly available, subject to requirements of security and privacy, where this is culturally appropriate.





Where elements, or spaces of significance are likely to be effected by compliance with regulations, these works should be evaluated in terms of the conservation policy and the likely impact on significance.

Professional assistance will be sought to ensure proper evaluation of conservation, interpretation safety and maintenance issues and to ensure that the impact of restoration works will be in keeping with the Heritage Council of Western Australia conservation, maintenance and development requirements.

The Conservation Plan is to identify significant fabric, guide conservation and assist in planning improvements and future development and include implementation strategies and cost estimates for Council consideration that can be used for funding applications.

The Interpretation Plan is a means of communicating ideas and feelings which help people enrich their understanding and appreciation of their world, and their role in it (Interpretation Australia Association) and involves partnerships between interpreters and a range of different stakeholders.

Sites listed the State “Register of Heritage Places” such as the Pensioner Guard Cottage, Bassendean Oval Gates, Bill Walker Grandstand & MacDonald Grandstand and other public cultural heritage places.

As such Council has adopted a 1 Surrey Street - Pensioner Guard Cottage (c.1856-1857, c. 1991-1993) Residence (c.1893, c.1952) Conservation Management Plan and Interpretation Plan which will guide the development of detailed design plans for the restoration, reconstruction and refurbishment works which will be progressively developed and implemented.

**Application**

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Town Planning &amp; Built Environment</p>	<p><b>Policy Owner:</b> Director Operational Services</p> <p><b>First Adopted:</b> OCM - 16/06/05</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.5 Landscaping with Local Plants Policy

The existing remnant native vegetation is a primary environmental feature contributing to amenity, biodiversity and natural heritage value. The loss of local native vegetation, replacement with exotic landscaping and increased water and fertiliser use is increasingly recognised as an issue impacting on water quality and the health of the Swan-Canning catchment. There is an expectation that Local Governments will make informed decisions and act in a sustainable way to preserve and enhance the natural amenity of their areas.

### Objectives

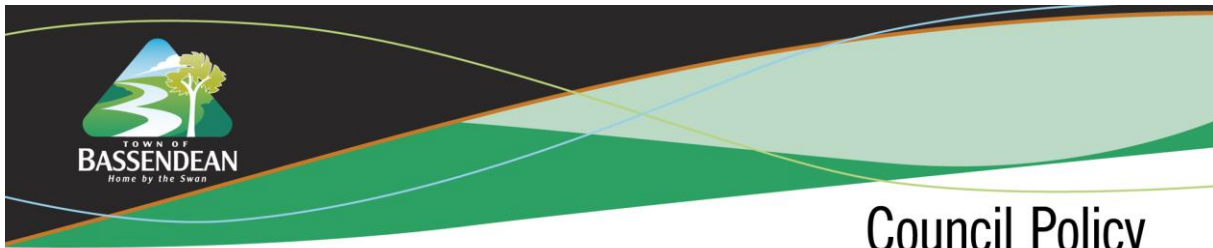
The Town of Bassendean's Landscaping with Local Plants Policy objectives are:

- To increase the use of species from local plant communities and those of the South Western Province in landscaping across the public and private land;
- Ensure that landscaping is more sustainable by:
  - Reducing the amount of irrigation water required;
  - Reducing the amount of fertiliser required, minimise nutrient export to groundwater, wetlands and the Swan-Canning river system;
  - Reducing threats to biodiversity by avoiding plant selection that may lead to future environmental weed problems;
  - Preserving and enhancing, the identity and 'sense of place' for the local community through appropriate landscaping, with consideration for historical relationships of other tree types for specific town features.
- Enhance local biodiversity by conserving existing native vegetation areas and by restoring and creating new native vegetation areas with a mix of species that would occur naturally in any one location, to create habitat for indigenous fauna;
- Build pride in the Town of Bassendean's natural environment and 'sense of place' for the local community through appropriate landscaping.

### Strategy

The Town of Bassendean strives to achieve these objectives by:

- Promoting the use of local native plants in sustainable landscaping across the public and private land;
- Ensuring that Council, developers and private property owners are aware that landscaping with local native species is more sustainable;



## Council Policy

- Encouraging reduction of water use by planting local native species which can survive successfully without excessive watering;
- Reducing the amount of fertiliser required for landscaping purposes, which will minimise nutrient export to groundwater, wetlands and the Swan-Canning river system;
- Raising awareness of non-local plant species that have the potential to become environmental weeds;
- Using local native species to enhance local biodiversity by conserving existing native vegetation areas and by restoring and creating new native vegetation areas that aim to replicate the mix of species that would occur naturally in a location to create habitat for indigenous fauna.

### Detail

- Council adopted Local Planning Policy NO.18 – Landscaping with Local Plants and Local Planning Policy NO 13 – Trees on Development Sites applies to all subdivisions, land development and redevelopments proposals;
- This policy applies to all Council landscape and streetscape projects

### Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (ECO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years.

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b> June 2011</p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 2.7 Acid Sulfate Soils Policy

Acid Sulfate Soils (ASS) occur naturally in Western Australia and are harmless when left in a waterlogged, undisturbed environment. However, when exposed to air through drainage or excavation, the iron sulfides in the soils react with oxygen and water to produce iron compounds and sulfuric acid. This acid can release other substances, including heavy metals, from the soil and into the surrounding environment and waterways.

### Objectives

The Town of Bassendean's objectives for the Acid Sulfate Soils policy are:

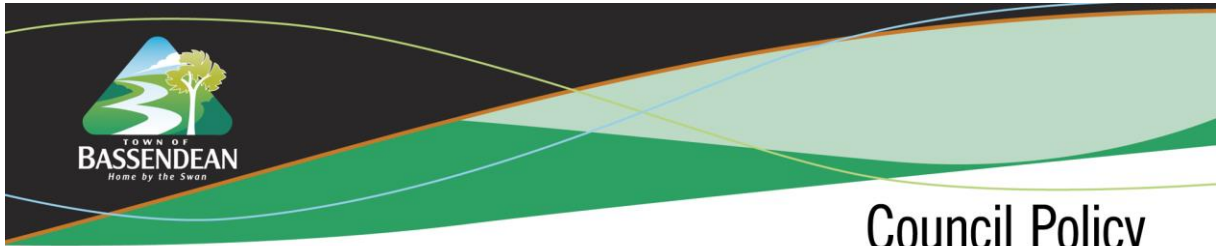
- That all activities with the potential to disturb ASS must be managed in accordance to the State Government's guidelines to avoid potential adverse effects on the natural and built environment (including infrastructure);
- To avoid, where possible, or to minimise the disturbance of ASS;
- To ensure any disturbance of ASS in subdivision and developments is planned and managed using best practice standards to mitigate potential adverse outcomes;
- To require the rehabilitation of disturbed ASS and acid drainage;

### Strategy

In order to protect the Town of Bassendean from the adverse effects of Acid Sulfate Soils and to achieve the objectives the following will be undertaken:

- Any significant risk of disturbing ASS should be accompanied by a Preliminary Site Assessment prepared in accordance with State guidelines where developments are located on Class One, Two or/and Three ASS or moderate to high PASS. An ASS risk map for the Town of Bassendean can be found in the Appendix;
- Where a Preliminary Site Assessment has identified PASS or ASS risks, the application should also be accompanied by a detailed site assessment and an Acid Sulfate Soil Management Plan prepared in accordance with State guidelines. The feasibility of remediation options/ priorities should be identified;
- Any application for development on land where disturbance of ASS is proposed or likely to occur should be referred to the relevant State government authorities, for advice prior to a decision being made;





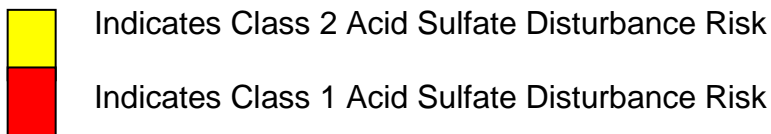
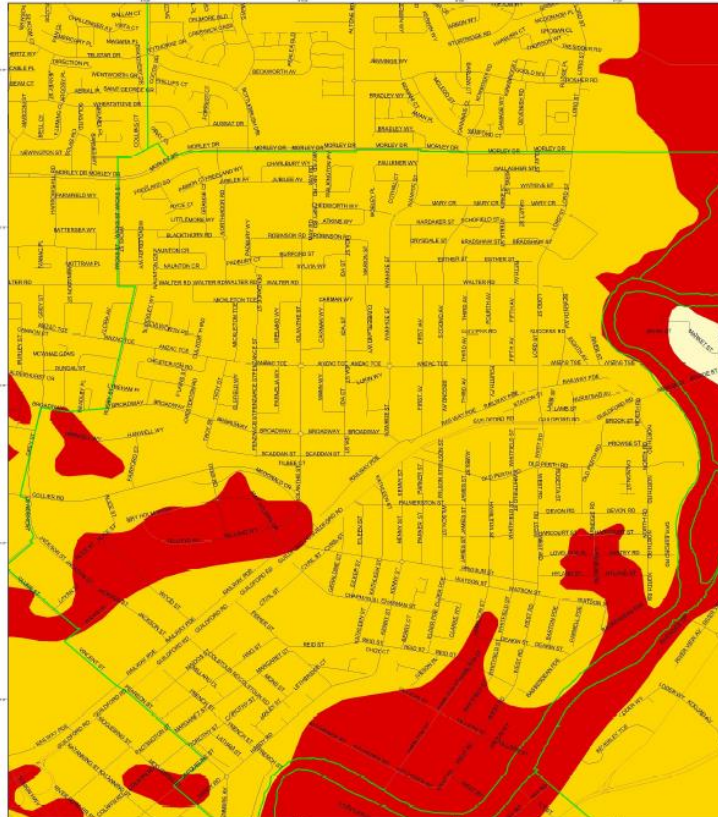
## Council Policy

- Ensure all of the Town's operations likely to affect or be affected by ASS or PASS be planned and carried out to best management standards.

### Application

- This policy applies to all planning projects including Council projects, subdivisions (administered by the WA Planning Commission), land development and redevelopments and is to be carried out in accordance with State policies and guidelines;
- This policy provides direction to Council in respect of any application for rezoning, subdivision and planning approval. The Council will have due regard to the objectives of the policy before making its determination;
- Provide training to all relevant employees to ensure that they are aware of this Policy;
- Openly communicate the Policy to the community.

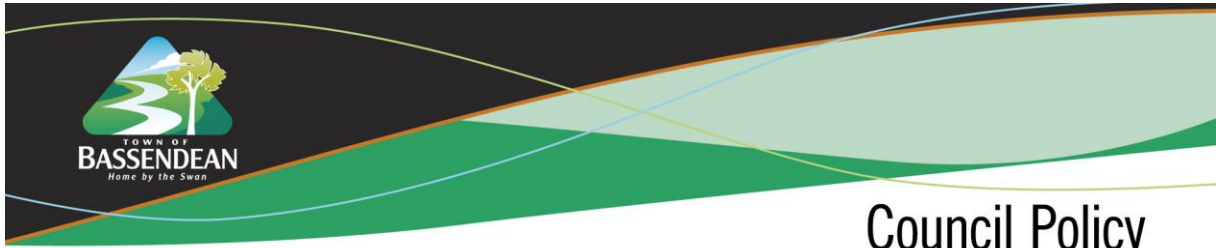
## Appendix



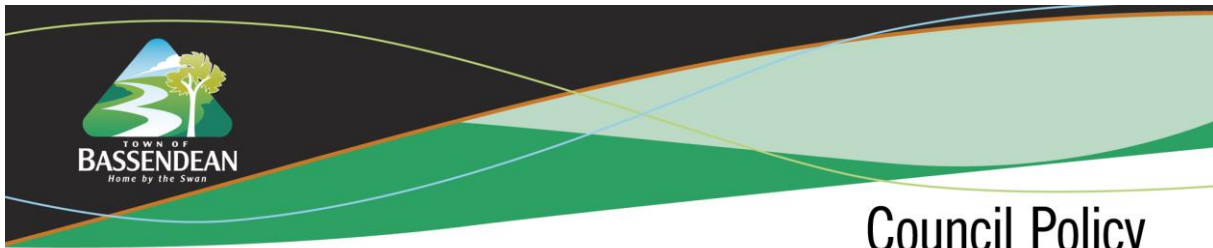
**Fig 1: Acid Sulfate Soil Risk Map for the Area within the Town of Bassendean**  
(Source: Land and Water Quality Branch, Department of Environment and Conservation)

## Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and the Chief Executive Officer. The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. This policy is to be reviewed every three years.



<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Environmental sustainability and adaption to climate change</p>	<p><b>Responsible Officer:</b> Director Operational Services</p> <p><b>First Adopted:</b></p> <p><b>Last Reviewed:</b> March 2014</p> <p><b>Version</b></p> <p><b>Next Review due by:</b> December 2016</p>
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## 5.9 Keeping of Other Cage-Birds & Poultry Policy

### Objective

The objective of this policy is to ensure that Other cage birds and approved poultry are kept in an appropriate manner by controlling the number and type of birds and poultry allowed so that they do not cause diseases or a nuisance in the community.

### Interpretation

CAGE-BIRDS - includes small birds such as budgerigars, canaries, finches, quails, doves, and the like.

OTHER CAGE-BIRDS – includes larger birds, such as, parrots, galahs, corellas, and the like.

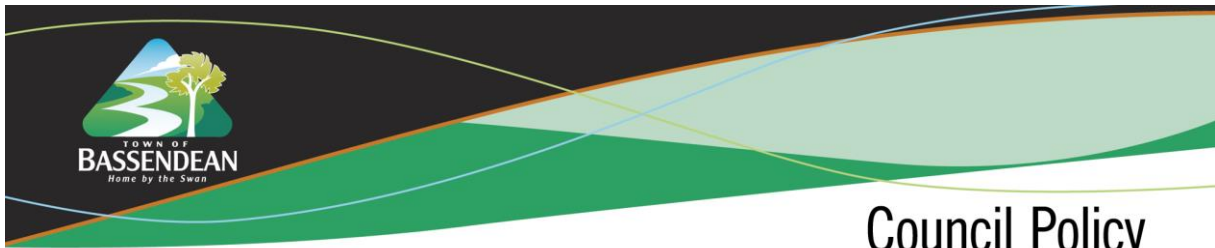
PROHIBITED POULTRY– includes geese, turkeys, peafowl, roosters, and the like.

### Policy

The keeping of Other Cage-Birds and poultry will only be permitted in accordance with Council's Health Local Law 2001 and the following:

1. Council's approval is required to keep Other Cage-Bird species, such as parrots, galahs, corellas, and the like, on any land within the Town.
2. Council's approval is required to keep geese, turkeys, peafowl, or roosters on any land within the Town.
3. The applicant is to provide a plan showing where the cages are intended to be located relative to the dwelling and property boundaries, including the size of the cage and the construction materials to be used.
4. Council will consult with adjoining property owners and occupiers prior to the application being considered by Council.
5. This policy shall not apply to cages that are smaller than 0.25 cubic metres in volume and which house Cage-Birds only.
6. This policy shall not apply to premises used for veterinary purposes, or as a pet shop.





## Application

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

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Inclusive, Lifelong Learning, Health and Social Wellbeing</p>	<p><b>Policy Owner:</b> Chief Executive Officer &amp; Manager Development Services</p> <p><b>Last Reviewed:</b> March 2014 <b>Version 2</b></p> <p><b>Next Review due by:</b> December 2016</p>
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# **ATTACHMENT NO. 8**

2020/21 ANNUAL BUDGET - MARCH REVIEW

TOWN OF BASSENDEAN  
STATEMENT OF FINANCIAL ACTIVITY

	Current Budget	March 2021 Budget Amendments	Amended Annual Budget
<b>Opening Funding Surplus(Deficit)</b>	<b>745,317</b>	<b>\$ 50,950</b>	<b>\$ 796,267</b>
<b>Revenue from operating activities</b>	<b>22,981,116</b>	<b>224,667</b>	<b>23,205,784</b>
<b>Expenditure from operating activities</b>	<b>(26,963,381)</b>	<b>55</b>	<b>(26,963,326)</b>
<b>Operating activities excluded from budget</b>			
Add back Depreciation	3,559,374	-	3,559,374
Adjust (Profit)/Loss on Asset Disposal	302,324	(88,523)	213,801
Movement in Leave Reserve	2,706	-	2,706
<b>Amount attributable to operating activities</b>	<b>(117,861)</b>	<b>136,200</b>	<b>18,339</b>
<b>Investing Activities</b>			
Non-operating Grants, Subsidies and Contributions	1,760,467	1,914,155	3,674,622
Proceeds from Disposal of Assets	1,514,000	97,173	1,611,173
Capital Expenditure	(6,267,274)	35,557	(6,231,717)
<b>Amount attributable to investing activities</b>	<b>(2,992,807)</b>	<b>2,046,885</b>	<b>(945,922)</b>
<b>Financing Activities</b>			
Self-Supporting Loan Principal	24,130	-	24,130
Transfer from Reserves	4,230,308	(2,087,473)	2,142,835
Repayment of Debentures	(97,006)	-	(97,006)
Transfer to Reserves	(1,777,595)	(92,273)	(1,869,868)
<b>Amount attributable to financing activities</b>	<b>2,379,837</b>	<b>(2,179,746)</b>	<b>200,091</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>14,486</b>	<b>54,289</b>	<b>68,775</b>

2020/21 ANNUAL BUDGET - MARCH REVIEW

	B	C	D	E	F	G	H
1	LIST OF PROPOSED BUDGET AMENDMENTS - MARCH 2021 BUDGET REVIEW						
2							
3	<b>Ledger Code</b>	<b>Account Description</b>	<b>Original Budget</b>	<b>Current Budget</b>	<b>Proposed Budget Amendment</b>	<b>Proposed Amended Budget</b>	
4							
5	<b>OPERATIONAL PRIORITY PROJECTS</b>						
6							
7		<b>Health</b>					
8	751526	Strategic River Assessment	30,000	30,000	2,155	32,155	Additional costs anticipated
9							
10		<b>Recreation &amp; Culture</b>					
11	181596	Town Driven Community Events	21,600	21,600	17,151	38,751	Australia Day expense
12							
13		<b>Community Amenities</b>					
14	261372	Town Planning - Land Sale Expense	-	50,785	195	50,980	Costs associated with the Sale of 48 Chapman Street, Bassendean and 93 Lord Street, Eden Hill
15	751527	Green Power Purchasing	20,000	20,000	(20,000)	-	Expenditure for Green Power Purchasing project unlikely to occur this financial year.
16							
17		<b>TOTAL OPERATIONAL PRIORITY PROJECTS</b>	<b>71,600</b>	<b>122,385</b>	<b>(499)</b>	<b>121,886</b>	
18							
26	<b>CAPITAL EXPENDITURE</b>						
27		<b>Land and Buildings</b>					
28	AL2110	Purchase 100 Hyland Street, Bassendean	725,000	725,000	(23,624)	701,376	Reflect the acquisition price for Lot 100 Hyland Street
29	AB1905	Office and Staff Room Ashfield	30,000	30,000	(3,972)	26,028	Office and Staff room improvement less than budget.
30	AB2101	Customer Service Centre - 35 OPR Security Upgrade	6,000	6,000	(6,000)	-	Improvements to protect against COVID_19 considered sufficient at this stage, pending decision on co-location of administration staff
31							
32		<b>Plant and Equipment</b>					
33	AF2107	Bobcat Attachments	-	6,271	(641)	5,630	Bobcat attachment purchase was less than expected.
34	NEW	Dual Axle 3 Tonne Multi use trailer	-	-	15,000	15,000	Dual Axle 3 Tonne Multi use trailer capable of transporting Works roller to multiple sites, rescue various Plant and assist with various projects (eg Tree planting). Acquisition partially subsidised by the proposed sale of redundant assets.
35							
36		<b>Health</b>					
37	AE1806	FOGO Introduction of 3 Bin System	396,074	396,074	(119,820)	276,254	Carried forward budget less than estimated.
38							
39		<b>Roads</b>					
40	AD2102	Drainage - Bridson St - Whitfield St - Watson St - Install Storage Cells	120,000	120,000	(110,000)	10,000	Propose to remove this project (\$24,500 funded from Drainage Reserve). Propose to spend remaining \$10,000 to purchase/rent equipment to undertake accurate data collection of the Towns Drainage Network.
41	AB1904	Emergency Repairs - Ashfield Parade Drainage		30,000	80,000	110,000	An existing drainage feature at Ashfield Parade is failing. It is difficult to predict if the failing item would survive the winter period and what a critical failure would look like, however a failure would be significantly more expensive to repair. A detailed design has been developed for it. The existing approach is to repair this in-house.
42							
43		<b>Parks, Gardens and Reserves</b>					
44	AP2115	Success Hill Jetty Remediation Works	-	70,000	100,000	170,000	Additional \$100,000 required to perform remediation works.
45	AP2107	Library External Garden Bed Upgrade	19,000	19,000	3,500	22,500	\$3,500 (LGIS insurance claim) received towards Library External Garden Bed Upgrade.
46	AP2110	Palmerston Reserve and Padbury Way Reserve Upgrades	80,246	80,246	30,000	110,246	Replace existing plastic/metal fort structure which does not meet current standards; with nature play system more in keeping with councils vision of the park upgrade. Opportunity is integrate fort into exiting upgrade as part of a place development occurring in May/June.
47							
48		<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,376,320</b>	<b>1,482,591</b>	<b>(35,557)</b>	<b>1,447,034</b>	



2020/21 ANNUAL BUDGET - MARCH REVIEW

	B	C	D	E	F	G	H
1	LIST OF PROPOSED BUDGET AMENDMENTS - MARCH 2021 BUDGET REVIEW						
2							
3	<b>Ledger Code</b>	<b>Account Description</b>	<b>Original Budget</b>	<b>Current Budget</b>	<b>Proposed Budget Amendment</b>	<b>Proposed Amended Budget</b>	
49							
50		<b>OPERATING EXPENDITURE - OTHER</b>					
51							
52	Various	Functional Review - Salaries and Wages Adjustment			92,416	92,416	February Salary Review
53							
54		<b>Governance</b>					
55	401594	Governance - Recovery - Activity Based Costing (ABC) Recovered	(4,524,874)	(4,511,615)	(45,380)	(4,556,995)	Activity Based Costing (ABC) Recovery of Governance Administration
56	441202	Corporate Services Salaries and Wages	1,173,734	1,208,937	(30,049)	1,178,888	Salary review amendments funded through Corporate Services vacancy
57							
58		<b>Town Planning &amp; Regional Development</b>					
59	261373	Design Review Panel	-	-	5,000	5,000	Costs higher than expected.
60							
61		<b>Recreation &amp; Culture</b>					
62	131291	Loss on Disposal of Assets	12,324	10,324	3,750	14,074	Estimated loss on disposal of redundant trailers
63	131508	New Fertilizer Spreader	-	4,500	(140)	4,360	Fertilizer Spreader acquisition less than budget.
64	131390	Sandy Beach Design Playground and Ablutions	10,000	10,000	10,000	20,000	Sandy Beach Design Playground and Ablutions
65							
66		<b>Community Amenities</b>					
67	101291	Loss on Disposal of Assets	305,000	305,000	(27,273)	212,727	Loss on Sale of Lot 8713 (No. 48) Chapman Street, Bassendean less than budget.
68	101291	Loss on Disposal of Assets			(65,000)		Loss on Sale of Lot 7557 (No. 93) Lord Street, Eden Hill less than budget.
69							
70		<b>Transport</b>					
71	AR1801	Whitfield Street - Safe Active Street	1,428,150	1,428,150	(7,040)	1,421,110	Reduce Carried Forward. Budget less than estimated
72	211,338	Legal Fees - Street Tree Damage	-	-	3,319	3,319	Costs higher than estimated.
73							
74		<b>Education &amp; Welfare</b>					
75	811327	Wind in the Willows - Consumables	13,300	13,300	(3,000)	10,300	WIW budget transfer (\$3000)
76	811340	Wind in the Willows - Excursions	1,500	1,500	3,000	4,500	WIW budget transfer \$3000
77							
78		<b>Economic Services</b>					
79	271508	EMRC Regional Development	-	-	6,359	6,359	Regional Integrated Transport Projects
80	271508	EMRC Regional Development	-	-	9,102	9,102	Regional Economic Development
81							
82		<b>Other Property &amp; Services</b>					
83	611400	Asset Services - Recovery - Wages Overhead	(1,692,346)	(1,706,978)	(11,923)	(1,718,901)	Recovery - Asset Services Overheads
84	631596	Asset Services - Recovery - Plant ABC Admin Recovery	24,434	24,362	812	25,174	Recovery - Plant Overheads
85							
86		<b>All Programs</b>					
87	Various	All Programs - Activity Based Costing (ABC) Recovery			45,380		
88		<b>All Jobs</b>					
89	Various	Job Costed			11,110		
90							
91		<b>TOTAL OPERATING EXPENDITURE - OTHER</b>	<b>(3,248,778)</b>	<b>(3,212,520)</b>	<b>445</b>	<b>(3,268,566)</b>	
92							
93		<b>CAPITAL REVENUE</b>					
94							
95	122015	Sport & Recreation - Capital Grants			(460,000)	(460,000)	Sandy Beach Ablutions - Local Roads & Community Infrastructure Grants - Proposed funding
96	122015	Sport & Recreation - Capital Grants			(73,121)	(73,121)	Success Hill Jetty (Shortfall) - Local Roads & Community Infrastructure Grants - Proposed Funding
97	122015	Sport & Recreation - Capital Grants			(7,604)	(7,604)	Change in accounting treatment - recognised as revenue to match capital payments
98	212103	Road Maintenance - Capital Grants Other	(532,041)	(532,041)	(1,120,426)	(1,652,467)	Whitfield Street Change in accounting treatment - recognised as revenue to match capital expenditure
99	762200	Sanitation Grant Income	(23,250)	(23,250)	(253,004)	(276,254)	EMRC Fogo distribution-Change in accounting treatment - recognised as revenue to match capital payments
100							
101		<b>TOTAL CAPITAL REVENUE</b>	<b>(555,291)</b>	<b>(555,291)</b>	<b>(1,914,155)</b>	<b>(2,469,446)</b>	

2020/21 ANNUAL BUDGET - MARCH REVIEW

	B	C	D	E	F	G	H
1	<b>LIST OF PROPOSED BUDGET AMENDMENTS - MARCH 2021 BUDGET REVIEW</b>						
2							
3	<b>Ledger Code</b>	<b>Account Description</b>	<b>Original Budget</b>	<b>Current Budget</b>	<b>Proposed Budget Amendment</b>	<b>Proposed Amended Budget</b>	
102							
103		<b>OPERATING REVENUE</b>					
104							
105	322002	General Purpose Grants	(166,487)	(166,487)	7,014	(159,473)	Year to date income less than budget
106	332151	Municipal Interest	(70,000)	(70,000)	35,000	(35,000)	Interest less than anticipated.
107	132015	Reserves - Operating Grants	(30,640)	(30,640)	(45,000)	(75,640)	Bassendean Oval Business Case-Change in accounting treatment - recognised as revenue to match expenditure
108							
109		<b>Town Planning &amp; Regional Development</b>					
110	262084	Property & Zoning Enquiries	(15,000)	(15,000)	(19,974)	(34,974)	Income higher than estimated.
111	262093	Development Application Fees	(50,000)	(70,000)	(68,779)	(138,779)	Income higher than estimated.
112	262151	Design Review Panel	-	-	(3,000)	(3,000)	Income higher than estimated.
113							
114		<b>Recreation &amp; Culture</b>					
115	112131	Halls - Hire Senior Citizens Centre	(6,500)	(6,500)	(1,393)	(7,893)	Income higher than estimated.
116	112132	Halls - Hire Bassendean Community Hall	(9,500)	(9,500)	(5,195)	(14,695)	Income higher than estimated.
117	112133	Halls - Hire Alf Faulkner Hall	(13,000)	(13,000)	(14,077)	(27,077)	Income higher than estimated.
118	132141	Reserves - Hire of Jubilee Reserve	(10,659)	(10,659)	(9,995)	(20,654)	Income higher than estimated.
119	172096	Leisure Courses - B.I.C Hall	(22,500)	(22,500)	(3,541)	(26,041)	Income higher than estimated.
120	182184	Australia Day Income	-	(1,000)	(17,151)	(18,151)	Increased to reflect Australia Day grant received.
121							
122		<b>Transport</b>					
123	212207	Road Maintenance Verge Permits	-	-	(2,255)	(2,255)	Income higher than estimated.
124	212208	Road Maintenance - Street Trees (Damaged)	-	-	(11,566)	(11,566)	Income higher than estimated.
125							
126		<b>Other Property &amp; Services</b>					
127	702175	LGIS - Building Damage (Library External Bed Upgrade)			(3,500)	(3,500)	Utilise \$3,500 (LGIS insurance claim) in the unspent grants reserve for the Library External Garden Bed Upgrade (AP2107).
128	612013	Assets - Other Income	(3,000)	(3,000)	(3,338)	(6,338)	Income higher than estimated.
129	612014	Admin Recovery Fee Compliance Officer	(12,000)	(12,000)	(6,777)	(18,777)	Income higher than estimated.
130	252086	Build Control - Building Licenses	(40,000)	(40,000)	(15,000)	(55,000)	Income higher than estimated.
131	252094	Build Control - Strata Title Applications	(300)	(300)	(400)	(700)	Income higher than estimated.
132	312056	Rates - Interim Rating	(50,000)	(50,000)	(25,369)	(75,369)	Income higher than estimated.
133	752014	Environment - Operating Grants	-	-	(2,500)	(2,500)	Bassendean Preservation Group -Change in accounting treatment - recognised as revenue to match expenditure
134							
135		<b>Health</b>					
136	762089	Income - Sanitation	(2,828,670)	(2,864,889)	(7,873)	(2,872,762)	Income higher than estimated.
137							
138		<b>TOTAL OPERATING REVENUE</b>	<b>(3,328,256)</b>	<b>(3,385,475)</b>	<b>(224,667)</b>	<b>(3,610,142)</b>	
139							
140		<b>PROCEEDS FROM DISPOSAL OF ASSETS</b>					
141	92996	Proceeds on sale of assets	(1,515,000)	(1,514,000)	(27,273)	(1,611,173)	Sale of Lot 8713 (No. 48) Chapman Street, Bassendean higher than budget.
142	92996	Proceeds on sale of assets			(65,000)		Sale of Lot 7557 (No. 93) Lord Street, Eden Hill higher than budget.
143	92996	Proceeds on sale of assets			(800)		W7040-Trailer Tandem Axle Bobcat
144	92996	Proceeds on sale of assets			(400)		#482 - Trailer Single Axle
145	92996	Proceeds on sale of assets			(400)		#139 - Trailer 2 Tonne Tandem Axle
146	92996	Proceeds on sale of assets			(300)		#300 - Trailer Single Axle
147	92996	Proceeds on sale of assets			(2,500)		P7133 - Ransome Gang Five
148	92996	Proceeds on sale of assets			(500)		P7172 - Verti mower Farmgard
149							
150		<b>TOTAL PROCEEDS FROM DISPOSAL OF ASSETS</b>	<b>(1,515,000)</b>	<b>(1,514,000)</b>	<b>(97,173)</b>	<b>(1,611,173)</b>	
151							
152		<b>SUMMARY</b>					
153		Total Operating Expenditure	(3,177,178)	(3,090,135)	(55)	(3,146,680)	
154		Total Capital Expenditure	1,376,320	1,482,591	(35,557)	1,447,034	
155		<b>Net Expenditure Change</b>	<b>(1,800,858)</b>	<b>(1,607,544)</b>	<b>(35,612)</b>	<b>(1,699,646)</b>	
156							
157		Total Operating Income	(3,328,256)	(3,385,475)	(224,667)	(3,610,142)	
158		Total Capital Income	(555,291)	(555,291)	(1,914,155)	(2,469,446)	
159		<b>Net Income Change</b>	<b>(3,883,547)</b>	<b>(3,940,766)</b>	<b>(2,138,822)</b>	<b>(6,079,588)</b>	
160							
161		<b>Movement between opening/closing surplus</b>	<b>745,317</b>	<b>745,317</b>	<b>50,950</b>	<b>796,267</b>	Adjusted opening balance.
162							
163		<b>TRANSFER TO RESERVES</b>					
164	69954	Land and Buildings Infrastructure Reserve Transfer in	1,522,367	1,522,367	27,273	1,614,640	Sale of Lot 8713 (No. 48) Chapman Street, Bassendean higher than budget.
165	69954	Land and Buildings Infrastructure Reserve Transfer in			65,000		Sale of Lot 7557 (No. 93) Lord Street, Eden Hill higher than budget.
166							
167		<b>Total Transfer to Reserves</b>	<b>1,522,367</b>	<b>1,522,367</b>	<b>92,273</b>	<b>1,614,640</b>	

2020/21 ANNUAL BUDGET - MARCH REVIEW

	B	C	D	E	F	G	H
1	LIST OF PROPOSED BUDGET AMENDMENTS - MARCH 2021 BUDGET REVIEW						
2							
3	<b>Ledger Code</b>	<b>Account Description</b>	<b>Original Budget</b>	<b>Current Budget</b>	<b>Proposed Budget Amendment</b>	<b>Proposed Amended Budget</b>	
168							
169		<b>TRANSFER FROM RESERVES</b>					
170	69952	Land and Buildings Infrastructure Reserve	(1,389,731)	(1,440,516)	23,624	(1,344,259)	Acquisition of Lot 100 Hyland Street was less than budget.
171	69952	Land and Buildings Infrastructure Reserve	(664,731)		72,633		Sandy Beach Playground - Funding
172	65780	Waste Management Reserve	(722,824)	(782,158)	372,824	(409,334)	Reduce Transfer from Reserve-Change in accounting treatment-EMRC Fogo distribution classified as contract liability 19/20
173	58962	Drainage Infrastructure Reserve Funds	(126,620)	(126,620)	24,500	(102,120)	Drainage project removed (\$110,000). \$24,500 was funded by Drainage Reserve.
174	69942	Underground Power Reserve	(20,000)	(20,000)	20,000		- Expenditure for Green Power Purchasing project unlikely to occur this financial year.
175	57962	Unspent Grants Reserve	(1,397,033)	(1,397,033)	7,604		- Men's Shed Fit-Out change in accounting treatment.
176	57962	Unspent Grants Reserve			1,127,466		Whitfield Street Reduce Transfer from Reserve-Change in accounting treatment-classified as deferred revenue 19/20
177	57962	Unspent Grants Reserve			2,500		Bassendean Preservation Group -Reduce Transfer from Reserve-Change in accounting treatment-classified as contract liability 19/20
178	57962	Unspent Grants Reserve			45,000		Bassendean Oval Business Case-Reduce Transfer from Reserve-Change in accounting treatment-classified as contract liability 19/20
179	57962	Unspent Grants Reserve			210,000		- Sandy Beach Ablution - Remove allocation. Proposed funding through LRCI.
180	57962	Unspent Grants Reserve			4,463		- Sandy Beach Playground - Remove allocations
181	29957	POS	(250,000)	(250,000)	250,000		- Sandy Beach Ablutions - Remove allocation for Sandy Beach Ablutions. Proposed funding through LRCI.
182	29957	POS	(490,806)	(490,806)	2,106	(488,700)	Sandy Beach Playground - Remove allocations
	77962	Future Projects Reserve	(140,000)	(140,000)	(80,000)	(220,000)	An existing drainage feature at Ashfield Parade is failing. It is difficult to predict if the failing item would survive the winter period and what a critical failure would look like, however a failure would be significantly more expensive to repair. A detailed design has been developed for it. The existing approach is to repair this in-house.
183							
184	63780	WIW Reserve Funds	(30,000)	(30,000)	3,972	(26,028)	Office and Staff room improvement less than budget.
185	62780	Plant and Equipment Reserve	-68000.00	(29,731)	641	(28,950)	Bobcat attachment purchase was less than expected.
186	62780	Plant and Equipment Reserve			140		Fertilizer Spreader acquisition less than budget.
187							
188			<b>(5,299,745)</b>	<b>(4,706,864)</b>	<b>2,087,473</b>	<b>(2,619,391)</b>	
189							

# **ATTACHMENT NO. 9**



**TOWN OF BASSENDEAN**  
**MINUTES**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**WEDNESDAY 10 MARCH 2021, 5.33PM**

In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, that due to the public health emergency arising from the COVID-19 Pandemic, the Audit and Governance Committee was held by electronic means

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

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

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

An additional meeting is scheduled for Wednesday 14 April 2021 at 5.30pm, in the Council Chambers. RSM will table the audit plan for 2021.

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

**Present**

Members

Cr Hilary MacWilliam, Presiding Member  
Cr Kathryn Hamilton  
Cr Renee McLennan  
Cr Chris Barty (from 6.00pm)  
Elliott Brannen, Community Rep  
Martin Le Tessier, Community Rep

Staff/Consultants

Paul White, Director Corporate Services  
Elizabeth Kania, Manager Governance & Strategy  
Ron Back, Financial Advisor  
Amy Holmes, Minute Secretary

## **Apologies**

Krushna Hirani, RSM  
Alasdair Whyte, RSM  
Jay Teichert, Office of the Auditor General

## **4.0 DECLARATIONS OF INTEREST**

Nil

## **5.0 PRESENTATIONS OR DEPUTATIONS**

Nil

## **6.0 CONFIRMATION OF MINUTES**

### **6.1 Audit and Governance Meeting held on 4 November 2020**

#### **Committee/Officer Recommendation – Item 6.1**

##### **AGC-1/3/21**

MOVED Martin Le Tessier, Seconded Cr McLennan, that the minutes of the Audit and Governance Committee meeting held on 4 November 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY 5/0

### **6.2 Audit and Governance Meeting held on 10 February 2021**

#### **Committee/Officer Recommendation – Item 6.1**

##### **AGC-2/3/21**

MOVED Elliott Brannen, Seconded Martin Le Tessier, that the minutes of the Audit and Governance Committee meeting held on 10 February 2021, be confirmed as a true record.

CARRIED UNANIMOUSLY 5/0

## **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

## **8.0 REPORTS**

<b>Item No. 8.1</b>	<b>Town of Bassendean Compliance Audit Return 2020</b>
<b>Property Address (if applicable)</b>	N/A

<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	GOVR/LREGLIA/9
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 1</b>	Town of Bassendean Compliance Audit Return 2020

## Purpose

The purpose of this report is for the Audit and Governance Committee to consider the Local Government 2020 Compliance Audit Return (CAR) for the Town of Bassendean for the period 1 January 2020 to 31 December 2020, and recommend that Council adopt the Return.

## Background

All Local Governments are required to submit a CAR to the Department of Local Government, Sport and Cultural Industries (the Department) by 31 March each year for the previous calendar year. The CAR is used to measure the level of compliance with the *Local Government Act 1995* and associated Regulations.

## Proposal

That the Committee consider the Local Government 2020 CAR for the Town of Bassendean for the period 1 January 2020 to 31 December 2020, and recommend its adoption by Council.

## Communication and Engagement

The CAR was tabled at the 3 March 2021 Corporate Management Committee meeting for consideration and approval. Relevant staff were requested to

complete those questions of the CAR that related to their service areas. All responses were then collated and incorporated into the CAR by the designated officer.

## Strategic Implications

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

<p>Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community</p>	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as-usual services and operations</li> <li>• Create an organisational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the community</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>
<p>Foster an environment of innovation and leadership</p>	<ul style="list-style-type: none"> <li>• Foster an environment of innovation, where people are encouraged to contribute</li> <li>• Foster leadership: harness the talent of individuals</li> <li>• Recognise and reward innovation and leadership</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Councillors and staff feel empowered to make appropriate decisions</li> <li>• Professional development for staff and councillors</li> <li>• Inductions to professional networks</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>• Recognition of excellence by other organisations</li> </ul>

## Comment

Each Local Government Authority is required to complete a CAR for the period 1 January 2020 to 31 December 2020. The CAR must be submitted to the Director General of the Department by 31 March 2021. The CAR is one of the tools that allows Council to monitor how the organisation is functioning. It places emphasis on the need to bring to Council's attention issues of noncompliance, or issues where full compliance was not achieved. In addition to explaining or qualifying cases of noncompliance, the CAR also requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of noncompliance. The CAR contains over 100 questions in order to assess a local government's compliance with the legislative framework.

Under regulation 14 of the *Local Government (Audit) Regulations 1996*, sub regulation (3A) the audit committee is to review the CAR and report to council the results of that review. The CAR is then to be presented to the Council and adopted by Council and the resolution recorded in the minutes.



The compliance areas include:

TOPIC	NUMBER OF QUESTIONS
Commercial Enterprises by Local Governments	5
Delegation of Power / Duty	13
Disclosure of Interest	21
Disposal of Property	2
Elections	3
Finance	11
Integrated Planning & Reporting	3
Local Government Employees	6
Official Conduct	4
Optional Questions	10
Tenders for Providing Goods and Services	24

#### Areas of non-compliance

There were five areas of non-compliance, one of which was not the result of any action or inaction by the Town.

1. Delegation of Power/Duty Question 12 – *Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?*

The Register of Delegations underwent a thorough Administrative review in 2019/2020, however, the Register of Delegations was not formally adopted by Council until October 2020 and was therefore not reviewed by Council in the 2019/2020 financial year. Council had considered the draft Register of Delegations at its Concept Workshop on 7 August 2020.

2. Disclosure of interest Question 4 and Question 5 – *Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?*

An audit of the primary and annual return register was undertaken at the Town to identify any historical issues with the register. The audit noted an issue of non-compliance where an officer had not completed a primary return within three months from the start date. The officer subsequently completed a primary return. The audit also noted that there were several officers who had been granted an incorrect delegation which meant they were deemed designated officers under Part 5 of the *Local Government Act 1995* and were therefore required to complete a return. These officers completed a primary return and an annual return. A report was tabled at the Audit and Governance Committee meeting and also subsequently to Council. The

matter was rectified with the incorrect delegation being withdrawn from those officers.

3. Disclosure of interest Question 13 – *When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?*

An audit of the Gift Register was completed that noted historical disclosures retained in the register. These disclosures were subsequently removed from the updated register.

4. Finance Question 5 – *Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2021?*

The OAG appointed auditor RSM Australia did not complete the audit of the Town's annual Financial Report until early in 2021. The Auditor's report was received by the Town on 16 February 2021. The non-compliance was the result of a number of significant challenges in the audit process, including:

- The late start to the interim audit, which meant that the Town's limited staff were spread across the interim audit and the 2020/21 annual budget process at the same time;
- The introduction of new income recognition standards AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for Profit Entities, and changes to AASB Leases, all effective from 1 July 2019. Due to a range of factors, these standards were not able to be fully assessed and implemented prior to 30 June 2020; and
- Changes initiated by the Department to the Local Government (Financial Management) Regulations 1996, gazetted on 6 November 2020 with retrospective application to the year ended 30 June 2020.

## **Statutory Requirements**

*Local Government (Audit) Regulations 1996*

### **14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and

- (b) adopted by the council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

**15. Certified copy of compliance audit return and other documents to be given to Departmental CEO**

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
- (2) In this regulation — certified in relation to a compliance audit return means signed by —
  - (a) the mayor or president; and
  - (b) the CEO.

**Financial Considerations**

Nil.

**Risk Management Implications**

Failure to adopt the CAR within the statutory timeframes will place the Town in breach of the Act. This could lead to reputational damage both within the Community and with the Department.

*Elizabeth Kania, Manager Governance and Strategy, briefed the committee on the five areas of non-compliance.*

**Committee/Officer Recommendation – Item 8.1**

**AGC-3/3/21**

MOVED Cr McLennan, Seconded Martin Le Tessier, that the Committee recommends that Council adopts the Local Government 2020 Compliance Audit Return for the Town of Bassendean for the period 1 January 2020 to 31 December 2020, as attached to this report.

**CARRIED UNANIMOUSLY 5/0**

<b>Item No. 8.2</b>	<b>Local Government (Model Code of Conduct) Regulations 2021</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	GOVR/LREGLIA/9
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 2</b>	Local Government (Model Code of Conduct) Regulations 2021.

## Purpose

The purpose of this report is to table the *Local Government (Model Code of Conduct) Regulations 2021*.

## Background

On 3 February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* introduced a mandatory Code of Conduct for Council Members, Committee Members and Candidates. The Model Code of Conduct replaces the previous *Local Government (Rules of Conduct) Regulations 2007*. The *Local Government Act 1995*, section 5.104 requires that local governments adopt the Model Code of Conduct within three months of the regulations coming into operation (3 May 2021). In accordance with section 5.104(5), the Model Code of Conduct will apply until the Town adopts its own Code.



Council considered the appointment of authorised officers and the adoption of a complaints form at its meeting on 23 February 2021 in preparation for the Council formally adopting the Model Code of Conduct.

## Proposal

That the Committee notes the *Local Government (Model Rules of Conduct) Regulations 2021*.

## Communication and Engagement

The Model Code of Conduct was provided to Councillors under cover of the CEO Bulletin on 19 February 2021.

## Strategic Implications

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

<p>Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community</p>	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as-usual services and operations</li> <li>• Create an organisational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the community</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>
<p>Foster an environment of innovation and leadership</p>	<ul style="list-style-type: none"> <li>• Foster an environment of innovation, where people are encouraged to contribute</li> <li>• Foster leadership: harness the talent of individuals</li> <li>• Recognise and reward innovation and leadership</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Councillors and staff feel empowered to make appropriate decisions</li> <li>• Professional development for staff and councillors</li> <li>• Inductions to professional networks</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>• Recognition of excellence by other organisations</li> </ul>

## Comment

Each Local Government is required to adopt the Model Code of Conduct as contained in the new regulations. A local government is able to include additional clauses to the Model Code of Conduct as long as these are not inconsistent with the provisions of the Model Code of Conduct.

Members of the Audit and Governance Committee will be bound by the provisions of the Model Code of Conduct. The provisions of the Model Code of Conduct currently apply notwithstanding that Council is yet to formally adopt it.

### Statutory Requirements

*Local Government (Model Code of Conduct) Regulations 2021.*

### Financial Considerations

Nil.

### Risk Management Implications

Failure to comply with the *Local Government (Model Code of Conduct) Regulations 2021* would place the Town in breach of its statutory obligation and may impact on the Town's reputation.

*The Model Code of Conduct Regulations are attached for noting by committee members. The Town is in the process of adopting the Model Code, due to be considered by Council at its April meeting. A workshop/training session will be held for Councillors.*

### **Committee/Officer Recommendation – Item 8.2**

#### **AGC-4/3/21**

MOVED Elliott Brannen, Seconded Martin Le Tessier, that the Committee notes the *Local Government (Model Code of Conduct) Regulations 2021*, as attached to this report.

**CARRIED UNANIMOUSLY 5/0**

<b>Item No. 8.3</b>	<b>OAG Audit Update</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.

<input checked="" type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 3</b>	OAG Audit Update

### Purpose

The purpose of this report is to provide the Audit and Governance Committee with an Audit Update provided by the Office of the Auditor General (OAG).

### Background

The OAG has provided the attached Audit Update to help inform the Committee of relevant matters.

### Proposal

For the Audit and Governance Committee to receive the OAG Audit Update.

### Communication and Engagement

Nil.

### Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

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

The OAG Audit Update provides information on:

- Audit reports tabled in Parliament;

- Audits in progress;
- Changes to Accounting Standards; and
- Other matters of interest.

### **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
  - (ii) 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**

Nil.

### **Risk Management Implications**

Nil.



*For information and noting by the committee.*

**Committee/Officer Recommendation – Item 8.3**

**AGC-5/3/21**

MOVED Martin Le Tessier, Seconded Cr McLennan, that the Audit and Governance Committee receives the OAG Audit Update, as attached to this report.

CARRIED UNANIMOUSLY 5/0

*Cr Barty joined the meeting at 6.00pm.*

<b>Item No. 8.4</b>	<b>Independent Auditor’s Report 2019/2020 – Significant Adverse Trends</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	GOVN/CCLMEET/1
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person’s right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 4</b>	<ul style="list-style-type: none"> <li>• OAG Independent Auditor’s Report 2019/2020</li> <li>• Report to the Minister for Local Government, Town of Bassendean Audit Findings for 2019/2020</li> </ul>

**Purpose**

The purpose of this report is to inform Council, through the Audit and Governance Committee, of the action the Town has taken, or intends to take, with respect to matters identified as significant by the Auditor General and the Town’s external auditor, RSM Australia, for 2019/2020.

## Background

RSM Australia conducted the audit of the Town's Annual Financial Report for 2019/2020 during September to December 2020. The Auditor General reviewed the Annual Financial Report in February 2021. The draft Independent Auditor's Report was tabled at the meeting of the Committee on 10 February 2021 and received by Council on 23 February 2021.

The Auditor General formed the opinion that the annual financial report of the Town:

- (i) *is based on proper accounts and records; and*
- (ii) *fairly represents, in all material respects, the results of the operations of the Town for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.*

The Auditor General did, however, identify significant adverse trends in the financial position of the Town:

- *The Asset Sustainability Ratio has been below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three financial years; and*
- *The Operating Surplus Ratio has been below the DLGSCI standard for the last three financial years.*

## Proposal

For the Committee to receive the draft report to the Minister for Local Government and recommend to Council that it be provided to the Minister and made available on the Town's website.

## Communication and Engagement

Nil.

## Strategic Implications

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

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

The administration is aware of the continuing adverse movement in these two ratios, the reversal of which requires a whole of Town approach to asset management and long-term financial and operational planning.

The Town is presently conducting a comprehensive review of its asset management plans and its long-term financial plan to identify opportunities for capital renewal and replacement in the coming years. The Town will continue to explore further sources of own source revenue and is closely managing operating expenditure.

### Asset Sustainability Ratio

The Asset Sustainability Ratio is an approximation of the extent to which assets are being renewed or replaced as the assets reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense.

The DLGSC standard is met if the Asset Sustainability Ratio is 0.90.

The Auditor General, in its Independent Auditor's Report for 2019/2020, reported that the Town's Asset Sustainability Ratio has been below the DLGSC standard for the past three years.

	Town of Bassendean			DLGSC Standard
	2020	2019	2018	
Asset Sustainability Ratio	0.15	0.26	0.48	0.90

The Asset Sustainability Ratio can be improved by:

- Increasing expenditure on capital renewal and replacement;
- Reviewing fair market value asset measurement; and
- Reviewing depreciation rates.

The Town has continued to prioritise capital expenditure in its Annual Budget for 2020/2021 on upgrades to Town assets and new assets. Consequently, budgeted expenditure for 2020/2021 for capital asset renewal and replacement, is relatively low and the Asset Sustainability Ratio is expected to remain low for 2020/2021.

The Town regularly reviews its fair market value asset measurement as part of the asset revaluation process. In accordance with the Australian Accounting Standards and Local Government (Financial Management) Regulations, the fair value of fixed assets is determined at least every five years. Depreciation rates are reviewed and adjusted, if appropriate, at the end of each reporting period.

## Operating Surplus Ratio

The Operating Surplus Ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes. It is calculated by measuring operating surplus (operating revenue minus operating expenses) relative to own source operating revenue.

Own source operating revenue means revenue from rates, service charges, fees and user charges, reimbursements and recoveries, interest income and profit on disposal of assets.

The DLGSC standard is met if the Operating Surplus Ratio is 0.01.

The Auditor General, in its Independent Auditor's Report for 2019/2020, reported that the Town's Operating Surplus Ratio has been below the DLGSC standard for the past three years.

	Town of Bassendean			DLGSC Standard
	2020	2019	2018	
Operating Surplus Ratio	-0.15	-0.10	-0.03	0.01

The Operating Surplus Ratio can be improved by increasing own source revenue and reducing operating expenditure. The ratio was adversely affected in 2019/2020 by reduced rates revenue, likely attributable to the COVID-19 pandemic, and lower interest income. Some improvement in the Operating Surplus Ratio is expected in 2020/2021.

The Town will explore further sources of own source revenue as part of its long-term financial planning and will continue to identify opportunities to reduce operating expenditure. It is quite possible, however, that the Operating Surplus Ratio will remain below the standard in the short-to-medium-term, due to cost pressures and limited revenue resources.

## **Statutory Requirements**

The Local Government Act 1995, section 7.12A, relevantly states:

- (3) *A local government must –*
  - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (4) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*



## **Financial Considerations**

Significant funding to meet costs associated with improving both ratios will be required in the 2021/2022 Annual Budget and beyond.

## **Risk Management Implications**

There is a risk with continued under-investment in capital asset renewal and replacement programs that asset condition will deteriorate, which may result in failure of assets and/or significant future remedial expenditure.

Continued low results for the Operating Surplus Ratio means that the Town is heavily reliant on third-party funding to deliver projects.

*The Director Corporate Services, Paul White advised that the Town is working hard to address these issues with improved asset management planning to strengthen the Town's asset management approach and better integrate with the long term financial plan. A workshop will be held for Councillors.*

## **Committee/Officer Recommendation – Item 8.4**

### **AGC-6/3/21**

MOVED Cr McLennan, Seconded Elliott Brannen, that the Audit and Governance Committee recommends to Council that:

1. Council receives the draft Report to the Minister for Local Government and provides the report, attached to the Audit and Governance Committee Agenda of 10 March 2021, to the Minister; and
2. MOVED Cr McLennan, Seconded Martin Le Tessier, a copy of the Report to the Minister, attached to the Audit and Governance Committee Agenda of 10 March 2021, be made available on the Town's website.

**CARRIED UNANIMOUSLY 6/0**

<b>Item No. 8.5</b>	<b>Provision of Internal Auditing Services</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No.</b>	RFQ 02/2021 CEO Contract Approval – CONFIDENTIAL RFQ 02/2021 Quotation Evaluation Report - CONFIDENTIAL

## Purpose

The purpose of this report is to provide the Audit and Governance Committee with the confidential Quotation Evaluation Report and the CEO contract approval for RFQ 02/2021 Provision of Internal Auditing Services for The Town of Bassendean.

## 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 at its ordinary council meeting on 23 June 2020.

In accordance with Town's Purchasing Policy and Procurement Manual, the Town issued RFQ 02/2021 Provision of Internal Auditing Services for The Town of Bassendean to identify and select a suitably licensed auditor. The contract period will be from 3 March 2021 to 30 June 2023.

The Chief Executive Officer has the Delegated Authority in relation to the acceptance of offers below \$250,000.

### Proposal

For the Audit and Governance Committee to receive the RFQ 02/2021 confidential Quotation Evaluation Report and CEO contract approval.

### Communication and Engagement

The RFQ was uploaded to the WALGA (E-quotes) Vendor Panel Portal on Thursday, 4 February 2021 and closed on Wednesday, 17 February 2021.

### Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

Objectives	Strategies	Measures of Success
Reinforce a culture of collaboration trust and demarcation between Council, administration and the Community	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as-usual services and operations</li> <li>• Create an organizational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the Community</li> </ul>	<p>Short Term</p> <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>

### Comment

The attached confidential Quotation Evaluation Report presents a summary of the Town's evaluation process for RFQ 02/2021.

An Evaluation Panel comprised of three members with appropriate expertise and experience carried out the assessment of submissions in a fair and equitable manner and recommended that the proposed offer by William Buck Consulting provides value for money to the Town.

## **Statutory Requirements**

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

*An audit committee has the following functions —*

- (b) *to guide and assist the local government in carrying out —*
  - (iii) *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*
  - (iv) *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.*

Local Government (Audit) Regulations 1996, Regulation 17, states:

*CEO to review certain systems and procedures:*

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*



- (2) *The review may relate to any or all of the matters referred to in subregulation (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 the results of that review.*

### Financial Considerations

The proposed offer by William Buck Consulting is regarded as commercial in confidence and is included in the attached confidential Quotation Evaluation Report.

### Risk Management Implications

Nil.

### **Committee/Officer Recommendation – Item 8.5**

#### **AGC-7/3/21**

MOVED Martin Le Tessier, Seconded Cr McLennan, that the Audit and Governance Committee receives the confidential Quotation Evaluation Report and notes the CEO's approval to award the Contract for Provision of Internal Auditing Services for the Town of Bassendean from 3 March 2021 to 30 June 2023 to William Buck Consulting.

**CARRIED UNANIMOUSLY 6/0**

<b>Item No. 8.6</b>	<b>Audit Risk Register</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input checked="" type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.

<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Confidential Attachment No. 1</b>	Audit Risk Register

## Purpose

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

## 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

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

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

The Audit Risk Register includes findings and recommendations from the 2019/20 Annual Audit, completed in February 2021.

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

## Statutory Requirements

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

*An audit committee has the following functions —*

- (c) *to guide and assist the local government in carrying out —*
  - (v) *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*
  - (vi) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
  - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

## **Financial Considerations**

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

## **Risk Management Implications**

Nil.

## **Committee/Officer Recommendation – Item 8.6**

### **AGC-8/3/21**

MOVED Cr McLennan, Seconded Martin Le Tessier, that the Audit and Governance Committee receives the Confidential Audit Risk Register, as attached to this report, and notes the action taken or proposed to address the identified risks.

CARRIED UNANIMOUSLY 6/0

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

Nil

## **10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

## **11.0 CONFIDENTIAL BUSINESS**

Nil

## **12.0 CLOSURE**

The next meetings of the Audit and Governance Committee are scheduled for Wednesday 14 April 2021 (additional meeting) and Wednesday 9 June at 5.30pm.

There being no further business, the Presiding Member closed the meeting at 6.25pm.





## Bassendean - Compliance Audit Return 2020

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		E Kania
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		E Kania
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		E Kania
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		E Kania
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		E Kania



<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		E Kania
2	s5.16	Were all delegations to committees in writing?	Yes		E Kania
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		E Kania
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		E Kania
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		E Kania
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		E Kania
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		E Kania
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		E Kania
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		E Kania
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		E Kania
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		E Kania
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	No	The Delegations Register underwent a thorough review and rewrite in 2019/2020. The Register of Delegations was formally adopted by Council in October 2020. Council had considered the draft Register of Delegations at a Concept Workshop previously.	E Kania
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		E Kania

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>



No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		E Kania
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		E Kania
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		E Kania
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	An audit of the primary and annual return register was undertaken at the Town. It was noted that there was an officer who had not completed a primary return within three months from the start date. The officer subsequently completed a return. The audit also noted that there were several officers who had been granted a delegation incorrectly. These officers were required to complete a primary return and an annual return. A report was tabled at the Audit and Governance Committee for consideration.	E Kania
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	No	Refer to question 4.	E Kania
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		E Kania
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		E Kania
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		E Kania



No	Reference	Question	Response	Comments	Respondent
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		E Kania
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		E Kania
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		E Kania
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		E Kania
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	No	An audit of the gift register was completed that noted historical disclosures. These disclosures have been removed from the register.	E Kania
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		E Kania
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		E Kania
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		E Kania
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A		E Kania
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		E Kania





Department of  
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No	Reference	Question	Response	Comments	Respondent
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		E Kania
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		E Kania
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		E Kania

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		P White
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		P White

**Elections**

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A	No election conducted in 2020.	E Kania
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No election conducted in 2020.	E Kania
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A		E Kania

**Finance**

No	Reference	Question	Response	Comments	Respondent
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No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		E Kania
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes		E Kania
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		P White
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		P White
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	This was due to - The retrospective application of the Local Government (Financial Management) Regulations 2020; the delay in the adoption of the revenue standards; the disruption caused by Covid-19; and the financial statements being sent to the Town on 16 February 2021.	P White
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A		P White
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	Matters of significance were the Asset Sustainability Ratio and the Operating Surplus Ratio.	P White
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		P White
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		P White



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

No	Reference	Question	Response	Comments	Respondent
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		P White
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		P White

### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	28 July 2020.	P White
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	27 October 2020.	P White
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		E Kania



<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		E Kania
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		E Kania
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		E Kania
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		E Kania
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		E Kania
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		E Kania

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		P White
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		E Kania
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		P White
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		P White

**Optional Questions**





No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes		E Kania
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	27 August 2019.	E Kania
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		E Kania
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		E Kania
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	15 December 2020.	E Kania
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		E Kania
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		E Kania
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	29 September 2020.	E Kania
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		E Kania
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		P White



<b>Tenders for Providing Goods and Services</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		P White
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		P White
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		P White
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		P White
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		P White
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		P White
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		P White
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		P White
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		P White



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No	Reference	Question	Response	Comments	Respondent
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		P White
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		P White
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A		P White
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		P White
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		P White
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		P White
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		P White
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		P White
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		P White
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		P White
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		P White



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

No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		P White
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		P White
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		P White
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		P White

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Bassendean

\_\_\_\_\_  
Signed CEO, Bassendean





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LOCAL GOVERNMENT ACT 1995

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**LOCAL GOVERNMENT (MODEL  
CODE OF CONDUCT)  
REGULATIONS 2021**



Western Australia

## **Local Government (Model Code of Conduct) Regulations 2021**

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**Defined terms**



Local Government Act 1995

## **Local Government (Model Code of Conduct) Regulations 2021**

**SL 2021/15**

Made by the Governor in Executive Council.

### **Part 1 — Preliminary**

**1. Citation**

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

**2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

***Local Government (Model Code of Conduct) Regulations 2021*****Part 2** Model code of conduct**r. 3**

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**Part 2 — Model code of conduct****3. Model code of conduct (Act s. 5.103(1))**

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

**Local Government (Model Code of Conduct) Regulations 2021**

Repeal and consequential amendments

**Part 3**

Repeal

**Division 1****r. 4****Part 3 — Repeal and consequential amendments****Division 1 — Repeal****4. Local Government (Rules of Conduct) Regulations 2007 repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

**Division 2 — Other regulations amended****5. Local Government (Administration) Regulations 1996 amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

**Part 9A — Minor breaches by council members****34D. Contravention of local law as to conduct (Act s. 5.105(1)(b))**

- (1) In this regulation —  
*local law as to conduct* means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

**Local Government (Model Code of Conduct) Regulations 2021****Part 3** Repeal and consequential amendments**Division 2** Other regulations amended**r. 6**

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**6. Local Government (Audit) Regulations 1996 amended**

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
- (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

<b>Local Government (Rules of Conduct) Regulations 2007</b>		
r. 11		

**7. Local Government (Constitution) Regulations 1998 amended**

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007*.” and insert:

code of conduct adopted by the <sup>3</sup> ..... under section 5.104 of the *Local Government Act 1995*.



**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Preliminary provisions

**Division 1****cl. 1****Schedule 1 — Model code of conduct**

[r. 3]

**Division 1 — Preliminary provisions****1. Citation**

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

**2. Terms used**

(1) In this code —

*Act* means the *Local Government Act 1995*;

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

**Division 2 — General principles****3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

**4. Personal integrity**

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 2** General principles**cl. 5**

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- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

**6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Behaviour

**Division 3****cl. 7****Division 3 — Behaviour****7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

**8. Personal integrity**

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 3** Behaviour**cl. 10**

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**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.



**Local Government (Model Code of Conduct) Regulations 2021**Model code of conduct  
Behaviour**Schedule 1****Division 3****cl. 13**

- 
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
  - (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
  - (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
    - (a) take no further action; or
    - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
  - (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
  - (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
    - (a) engage in mediation;
    - (b) undertake counselling;
    - (c) undertake training;
    - (d) take other action the local government considers appropriate.
  - (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
    - (a) its finding and the reasons for its finding; and
    - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

**13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 14**

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- (b) either —
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

**Division 4 — Rules of conduct**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Rules of conduct

**Division 4****cl. 16****16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

**17. Misuse of local government resources**

- (1) In this clause —  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 20**

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**20. Relationship with local government employees**

- (1) In this clause —  
*local government employee* means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**21. Disclosure of information**

- (1) In this clause —  
*closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;



**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Rules of conduct

**Division 4****cl. 22**

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 23**

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- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

N. HAGLEY, Clerk of the Executive Council.

**Local Government (Model Code of Conduct) Regulations 2021****Defined terms****Defined terms**

*[This is a list of terms defined and the provisions where they are defined.  
The list is not part of the law.]*

<b>Defined term</b>	<b>Provision(s)</b>
Act.....	Sch. 1 cl. 2(1)
candidate .....	Sch. 1 cl. 2(1)
closed meeting .....	Sch. 1 cl. 21(1)
complaint .....	Sch. 1 cl. 2(1)
confidential document.....	Sch. 1 cl. 21(1)
document.....	Sch. 1 cl. 21(1)
electoral purpose .....	Sch. 1 cl. 17(1)
interest.....	Sch. 1 cl. 22(1)
local government employee .....	Sch. 1 cl. 20(1)
non-confidential document .....	Sch. 1 cl. 21(1)
publish.....	Sch. 1 cl. 2(1)
resources of a local government.....	Sch. 1 cl. 17(1)

# AUDIT UPDATE

Town of Bassendean  
Audit and Governance Committee

February 2021



## 1. FINANCIAL AUDIT UPDATE

The financial audit fieldwork has been completed and details of the outcome are included in the Closing Report.

## 2. OAG REPORTS RECENTLY TABLED IN PARLIAMENT

We have recently tabled in Parliament the following reports which you may wish to review as the recommendations may have relevance to your agency. All reports are available from our website – [www.audit.wa.gov.au](http://www.audit.wa.gov.au)

### January 2021 – Grants Administration

The focus of this audit was to assess whether the sampled State government entities had sound grant administrative practices for various stages of the grant process, including awarding and approval of grants, monitoring of grant milestones, acquittal of grants and assessing the effectiveness of their grant programs. We found only 2 of the 8 entities displayed sound policies, practices and controls. The report contains a number of recommendations to assist entities to implement robust grant administration practices as well as better practice principles that can be used by all public sector entities administering grants.

### December 2020 - COVID-19 Relief Fund

This audit assessed whether Lotterywest and DLGSC implemented effective governance and assessment arrangements for Phase 1 of the COVID-19 Relief Fund. We found the governance arrangements were largely effective and application assessment, approval and payment arrangements were sound. The report contains recommendations to help Lotterywest strengthen its approach to managing future grants, including to improve its conflict of interest processes and recordkeeping practices.

### December 2020 - COVID-19: Status of WA Public Testing Systems

This was a limited assurance review assessing if WA Health is effectively prepared to provide pathology testing during the COVID-19 pandemic. We found that WA Health is preparing for a surge of around 20,000 COVID-19 tests per day (to be delivered by public and private laboratories), and the State's PathWest laboratories have planned and prepared to meet surge needs and test processing times have improved. We also identified some unaddressed risks, including that PathWest does not have enough physical space to process tests, especially at its Fiona Stanley Hospital laboratory. The report includes recommendations to help ensure WA Health is prepared in this area, and also for collecting COVID-19 test samples and notifying patients of their results.

### November 2020 – Western Australian Registry System – Application Controls Audit

This audit assessed if the Department of Justice had key controls in place to ensure the data held in its WA Registry System was complete, accurately captured, processed and maintained. The audit was originally conducted in 2018, but due to the significant system vulnerabilities found, the Auditor



General delayed tabling this report so as not to risk exposing the system to deliberate harm. The Department has since worked to address these weaknesses and we have verified key actions implemented. The report contains a number of recommendations for the Department to continue improving various aspects of the system.

### November 2020 – Regulating Minor Pollutants

This audit assessed if the Department of Water and Environmental Regulation and local government entities effectively regulate the unauthorised discharge of minor pollutants by businesses that do not require a licence. We found DWER is not effectively regulating and LG entities are not obligated to under the Environmental Protection Act 1986. The report includes several recommendations including for DWER to conduct a risk assessment of these businesses and to develop guidance to assist local governments that choose to regulate in this area.

### November 2020 – Audit Results Report – Annual 2019-20 Financial Audits of State Government Entities

This report is the summary of the 2019-20 financial year audits for 143 State government entities. We found most entities are performing satisfactorily in relation to their financial reporting and controls. However, 26% of the financial management control issues and 41% of the information system control weaknesses we reported to entities were unresolved issues from previous years. Where assets are transferred between entities, this must be at fair value and consistently reported by the entities involved in the transaction. All State government entity audit committees and management should consider the good practice and common issues presented in the report.

### October 2020 – Transparency Report: Major Projects

The report provides information around the cost and time performance of 15 major State government projects. Of the 15 projects selected none publicly report cost and time progress on a regular basis. However, all are being managed within their current approved funding. Detailed planning has resulted in increased funding for 3 projects and 5 have had their funding reduced. The Department of Treasury, Department of Finance and Infrastructure WA support, in principle, the recommendation in the report to work together to improve transparency through regular reporting to Parliament and the public on the cost, and time and status of major projects.

### September 2020 – Transparency Report: Current Status of WA Health's COVID-19 Response Preparedness

The objective of this transparency review was to provide information to Parliament and the public about the status of WA Health's COVID-19 response preparedness. WA Health has stated that it is well prepared for a potential outbreak of COVID-19 and the information presented in this report shows that surge planning and preparations have been made in the 3 key areas of PPE, ventilated bed capacity and staffing. In recent times, WA Health has also made good progress on developing outbreak plans and working more closely with various sectors, including aged care. An increased focus on testing and contact tracing capability is also evident in the information presented in this report.

### August 2020 – Managing the Impact of Plant and Animal Pests: Follow-up

The objective of this audit was to assess whether State government entities have effectively addressed findings from our 2013 report. We found DPIRD and DBCA have not addressed all findings. The entities have established a framework for collaborating on pest management and released a Statewide plan that defines stakeholders' roles and responsibilities; however, neither has

been fully implemented or evaluated. The report includes recommendations for improvements to emergency pest response planning, the process to declare pests and reporting from recognised biosecurity groups.

### August 2020 – Waste Management – Service Delivery

The audit objective was to assess whether local government entities plan and deliver effective waste management services to their communities. We found kerbside waste collection at the local government level is largely effective but inadequate waste planning, including for waste infrastructure, and support for local government entities has limited the effectiveness of waste management and the State's ability to meet its State Waste Strategy targets. The report contains a number of recommendations to assist entities work towards achieving the targets.

## 3. SELECTED IN-PROGRESS AUDITS

We are currently conducting the following audits which may be of interest to your agency. To find out more information and anticipated tabling dates as well as our forward work program visit [www.audit.wa.gov.au](http://www.audit.wa.gov.au)

### DLGSC's regulation and support of local government

The objective is to assess whether the Department of Local Government, Sport and Cultural Industries effectively regulates and supports local government entities.

### Regulation of consumer food safety – part 2

The objective is to determine whether the Department of Health effectively regulate consumer food safety in food businesses.

### Contracted-out maintenance

The is to determine whether the Department of Finance effectively manages its contracted out maintenance of buildings.

### Delivering essential services to remote Aboriginal communities – Follow-up audit

The objective is to assess progress made by the Department of Communities towards effectively meeting its responsibilities to deliver services to remote Aboriginal communities since our 2015 report.

### Information Systems audit – application reviews

In this audit, we will review a selection of important applications that entities rely on to deliver services. The focus of this audit is on the key application controls that ensure data is complete, and accurately captured, processed and maintained.

### Department of Communities' administration of family and domestic violence support services

The objective of this audit is to assess Communities' management of the provision of support services for people experiencing family and domestic violence.

### State of cyber security in local government entities

The objective of this audit is to determine if local government entities are effectively managing cyber security.

## Safe and viable cycling in the Perth and Peel region

The objective of the audit is to assess the effectiveness of local government entities in improving the Perth and Peel cycling network and follow-up recommendations from our 2015 performance audit *Safe and Viable Cycling in the Perth Metropolitan Area*.

## Water Corporation: Management of Water Pipes follow-up

The objective of the audit is to assess whether Water Corporation has effectively addressed the findings in 2014 report *Water Corporation: Management of Water Pipes*.

## 4. ACCOUNTING STANDARDS

The following Accounting Standards have been issued or revised. The key changes have been included for your information only. Your finance staff will need to consider the impact on your financial statements, in the context of any Treasury pronouncements.

Nº	Accounting Standard	First year end	Summary
1	AASB 1059 <i>Service Concession Arrangements: Grantor</i> AASB 2018-5 <i>Amendments to Australian Accounting Standards – Deferral of AASB 1059</i> AASB 2019-2 <i>Amendments to Australian Accounting Standards – Implementation of AASB 1059</i>	31 December 2020	<p>The standard applies to service concession arrangements (Public Private Partnership arrangements) that involve an operator providing public services related to a service concession asset on behalf of a public sector grantor for a specified period of time and managing at least some of those services.</p> <p>The standard will require the grantor to recognise a service concession asset (e.g. infrastructure, previously unrecognised intangible asset) and, in most cases, a service concession liability. The service concession liability will be accounted for, depending on the terms and conditions, under:</p> <ul style="list-style-type: none"> <li>the financial liability model (if the grantor pays the operator); or</li> <li>the 'grant of a right to the operator' (GORTO) model (if the operator is not paid by the grantor but by third party users).</li> </ul> <p>Also, the timing of recognition will generally be earlier than under current practice.</p> <p>AASB 2019-2 makes amendments to AASB 16 and AASB 1059 to:</p> <ul style="list-style-type: none"> <li>change the modified retrospective method for measuring the GORTO liability and the financial liability at transition</li> <li>modify AASB 16 to provide a practical expedient to grantors of service concession arrangements so that, for assets that would be recognised as service concession assets under AASB 1059, the entity would not have to apply AASB 16 but would continue to apply its existing accounting policy in the year before AASB 1059 becomes effective.</li> </ul>
2	AASB 1060 <i>General Purpose Financial Statements – Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities</i>	30 June 2022	<p>This Standard sets out a new, separate disclosure Standard to be applied by all entities (including public sector entities) that are reporting under Tier 2 of the Differential Reporting Framework in AASB 1053. This Standard has been developed based on a new methodology and principles to be used in determining the Tier 2 disclosures that are necessary</p>

			for meeting user needs, to replace the current Reduced Disclosure Requirements (RDR) framework. Please see <a href="#">AASB 1060 Key Facts</a> .
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## 5. OTHER MATTERS OF INTEREST

Other matters that your agency may find of interest include:

### Governance

#### The Governance Institute of Australia – Conflict of Interest in the Public Sector

The Governance Institute of Australia has updated its Good Governance Guide on conflicts of interest in the public sector. The guide sets out the importance of identifying actual, perceived and potential conflicts of interest however it is the declaration and management of the conflict of interest that is critical. The Good Governance Guide can be accessed on the Governance Institute Resource Centre (free for members). It is also free to the public as part of their public sector starter pack.

#### Audit Committees: A Guide to Good Practice

The Auditing and Assurance Standards Board, the Australian Institute of Company Directors and The Institute of Internal Auditors- Australia have produced the third edition of [Audit Committees: A Guide to Good Practice](#). This guide provides a practical introduction to the role and responsibilities of an audit committee. The guide is primarily for directors and audit committees of Australian listed companies. However, directors and audit committees of not-for-profit, public sector and other private sector entities may also find this guide to be a useful reference.



## Report to the Minister for Local Government

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### Town of Bassendean External Audit Findings for 2019/2020

This report is provided pursuant to Section 7.12A (4)(a) of the *Local Government Act 1995*. The Office of the Auditor General (OAG) and RSM Australia completed an independent audit of the Town of Bassendean's Annual Financial Report for 2019/2020. Council received the resulting unqualified Independent Auditor's Report on 23 February 2021.

### Significant Adverse Trends Reported

The Auditor General reported significant adverse trends in the financial position of the Town. This related to the Asset Sustainability Ratio and the Operating Surplus Ratio being below the Department of Local Government, Sport and Cultural Industries standard for the past three years.

### Action Plan

The Town is aware of the continuing adverse movement in these two ratios, the reversal of which requires a whole of Town approach to asset management and long-term financial and operational planning. The Town is presently conducting a comprehensive review of its asset management plans and its long-term financial plan to identify opportunities for capital renewal and replacement in the coming years. The Town will continue to explore further sources of own source revenue and is closely managing operating expenditure.

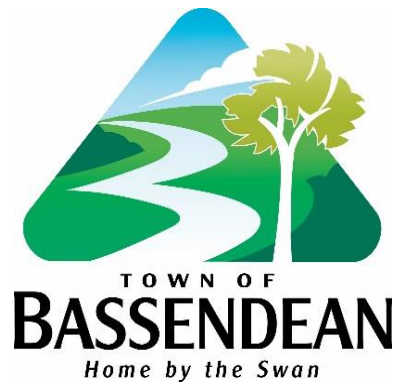
The Town has continued to prioritise capital expenditure in its Annual Budget for 2020-2021 on upgrades to Town assets and new assets. Consequently, budgeted expenditure for 2020/2021 for capital asset renewal and replacement, is relatively low and the Asset Sustainability Ratio is expected to remain low for 2020/2021.

The Town regularly reviews its fair market value asset measurement as part of the asset revaluation process. In accordance with the Australian Accounting Standards and Local Government (Financial Management) Regulations, the fair value of fixed assets is determined at least every five years. Depreciation rates are reviewed and adjusted, if appropriate, at the end of each reporting period.

The Operating Surplus Ratio was adversely affected in 2019/2020 by reduced rates revenue, likely attributable to the COVID\_19 pandemic, and lower interest income. Some improvement in the Operating Surplus Ratio is expected on 2020/2021.

It is quite possible, however, that both ratios will remain at levels below the standard in the short-to-medium-term, due to cost pressures and limited revenue resources.

**ATTACHMENT NO. 10**



# **FINANCIAL STATEMENTS**

## **FOR THE PERIOD ENDED**

**28 February 2021**

# TOWN OF BASSENDEAN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2021

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

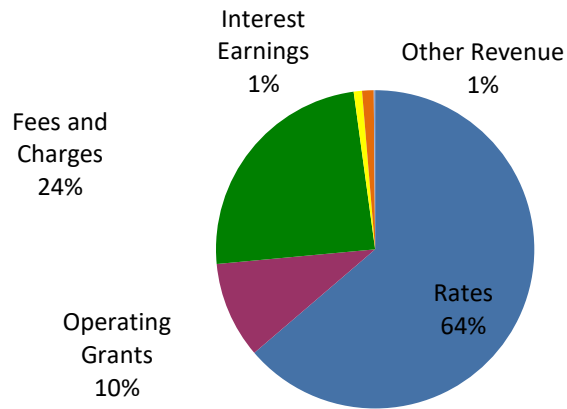
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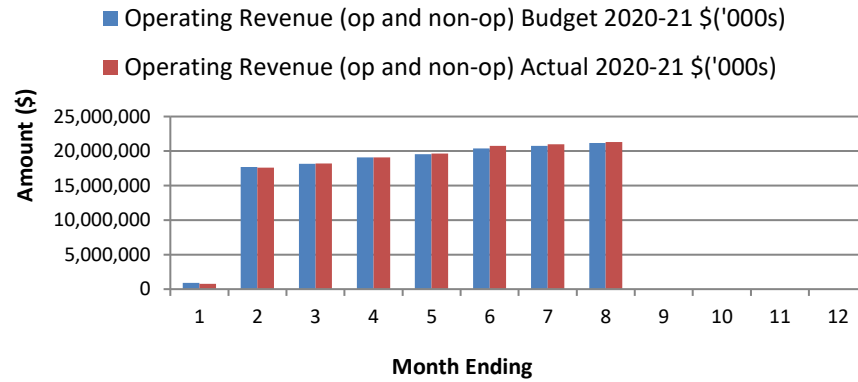


**Town of Bassendean  
Information Summary  
For the Period Ended 28 February 2021**

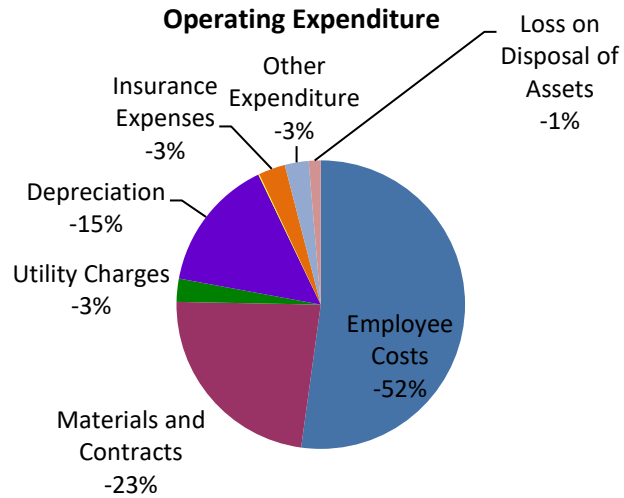
**Operating Revenue**



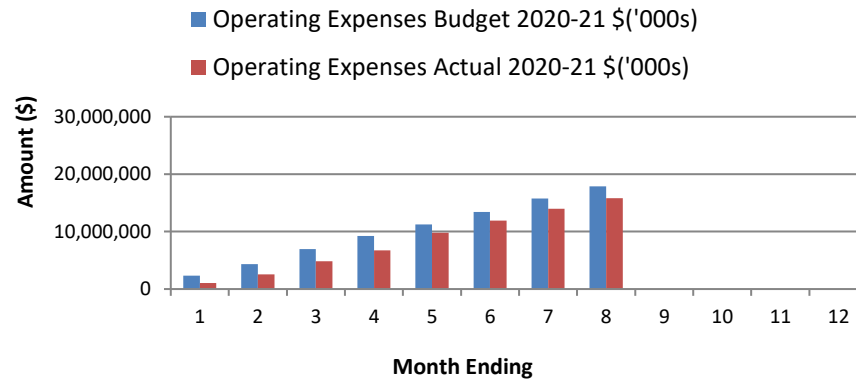
**Budget Operating Revenue -v- YTD Actual  
Refer Statement of Financial Activity by  
Nature or Type**



**Operating Expenditure**



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



**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2021**

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>	3	745,317	745,317	796,267	6.84%
<b>Revenue from operating activities</b>					
Governance		35,375	32,670	30,590	(6.37%)
General Purpose Funding - Rates	2	13,480,660	13,463,996	13,488,193	0.18%
General Purpose Funding - Other		793,178	606,361	533,210	(12.06%)
Law, Order and Public Safety		114,110	84,510	83,345	(1.38%)
Health		2,835,170	2,917,845	2,931,894	0.48%
Education and Welfare		5,046,381	3,483,536	3,481,767	(0.05%)
Community Amenities		112,300	90,708	193,403	113.21%
Recreation and Culture		186,812	96,155	156,047	62.29%
Transport		104,081	85,018	98,152	15.45%
Economic Services		78,222	62,118	95,450	53.66%
Other Property and Services		103,771	63,567	73,225	15.19%
		<b>22,890,060</b>	<b>20,986,484</b>	<b>21,165,275</b>	<b>0.85%</b>
<b>Expenditure from operating activities</b>					
Governance		(1,014,745)	(683,102)	(589,157)	13.75%
General Purpose Funding		(893,276)	(607,463)	(538,808)	11.30%
Law, Order and Public Safety		(716,355)	(471,465)	(392,268)	16.80%
Health		(3,910,909)	(2,611,900)	(2,105,789)	19.38%
Education and Welfare		(5,986,717)	(3,955,819)	(3,670,397)	7.22%
Community Amenities		(1,495,045)	(1,151,246)	(970,451)	15.70%
Recreation and Culture		(5,962,215)	(3,916,401)	(3,395,386)	13.30%
Transport		(6,305,828)	(4,118,771)	(3,812,835)	7.43%
Economic Services		(549,407)	(336,264)	(295,908)	12.00%
Other Property and Services		(63,000)	(34,050)	(43,064)	(26.47%)
		<b>(26,897,497)</b>	<b>(17,886,481)</b>	<b>(15,814,062)</b>	<b>11.59%</b>
<b>Operating activities excluded from budget</b>					
Add back Depreciation		3,559,374	2,369,662	2,368,851	(0.03%)
Adjust (Profit)/Loss on Asset Disposal		301,505	285,324	182,727	(35.96%)
Movement in Leave Reserve		2,706	2,706	5,965	120.44%
<b>Amount attributable to operating activities</b>		<b>(143,852)</b>	<b>5,757,695</b>	<b>7,908,757</b>	
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions		1,837,947	182,053	158,803	(12.77%)
Proceeds from Disposal of Assets	10	1,515,000	1,514,000	1,592,273	5.17%
Land and Buildings	8	(1,500,504)	(1,225,832)	(769,132)	37.26%
Infrastructure Assets - Roads	8	(1,834,854)	(1,643,525)	(1,241,650)	24.45%
Infrastructure Assets - Footpaths	8	(184,531)	(94,990)	-	100.00%
Infrastructure Assets - Other	8	(1,856,166)	(1,260,536)	(34,256)	97.28%
Infrastructure Assets - Drainage	8	(319,718)	(229,553)	(62)	99.97%
Plant and Equipment	8	(76,000)	(25,960)	(5,430)	79.08%
Furniture and Equipment	8	(643,574)	(525,246)	(251,912)	52.04%
<b>Amount attributable to investing activities</b>		<b>(3,062,400)</b>	<b>(3,309,589)</b>	<b>(551,366)</b>	
<b>Financing Activities</b>					
Self-Supporting Loan Principal		24,130	16,615	16,615	0.00%
Transfer from Reserves	5	4,158,458	840,904	840,904	0.00%
Repayment of Borrowings	4	(97,006)	(57,119)	(57,119)	0.00%
Transfer to Reserves	5	(1,620,000)	(1,651,467)	(1,651,467)	0.00%
<b>Amount attributable to financing activities</b>		<b>2,465,582</b>	<b>(851,067)</b>	<b>(851,067)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>4,647</b>	<b>2,342,356</b>	<b>7,302,591</b>	

**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 2021**

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		\$	\$	\$	%
<b>Opening Funding Surplus (Deficit)</b>	3	745,317	745,317	796,267	6.84%
<b>Revenue from operating activities</b>					
Rates	2	13,480,660	13,463,996	13,488,193	0.18%
Operating Grants, Subsidies and Contributions		2,619,115	1,951,050	2,074,592	6.33%
Fees and Charges		6,031,127	5,028,880	5,145,268	2.31%
Interest Earnings		285,208	188,046	179,092	(4.76%)
Other Revenue		441,131	324,512	248,130	(23.54%)
Profit on Disposal of Assets	10	32,819	30,000	30,000	
		<b>22,890,060</b>	<b>20,986,484</b>	<b>21,165,275</b>	0.85%
<b>Expenditure from operating activities</b>					
Employee Costs		(13,476,198)	(8,669,006)	(8,251,366)	4.82%
Materials and Contracts		(7,327,227)	(4,987,880)	(3,657,112)	26.68%
Utility Charges		(696,582)	(470,262)	(410,190)	12.77%
Depreciation on Non-Current Assets		(3,559,374)	(2,369,662)	(2,368,851)	0.03%
Interest Expenses		(32,689)	(21,678)	(18,738)	13.56%
Insurance Expenses		(492,162)	(492,300)	(472,401)	4.04%
Other Expenditure		(978,941)	(560,369)	(422,677)	24.57%
Loss on Disposal of Assets	10	(334,324)	(315,324)	(212,727)	32.54%
		<b>(26,897,497)</b>	<b>(17,886,481)</b>	<b>(15,814,062)</b>	11.59%
<b>Operating activities excluded from budget</b>					
Add back Depreciation		3,559,374	2,369,662	2,368,851	(0.03%)
Adjust (Profit)/Loss on Asset Disposal		301,505	285,324	182,727	(35.96%)
Movement in Leave Reserve		2,706	2,706	5,965	120.44%
<b>Amount attributable to operating activities</b>		<b>(143,852)</b>	<b>5,757,695</b>	<b>7,908,758</b>	
<b>Investing activities</b>					
Grants, Subsidies and Contributions		1,837,947	182,053	158,803	(12.77%)
Proceeds from Disposal of Assets	10	1,515,000	1,514,000	1,592,273	5.17%
Land and Buildings	8	(1,500,504)	(1,225,832)	(769,132)	37.26%
Infrastructure Assets - Roads	8	(1,834,854)	(1,643,525)	(1,241,650)	24.45%
Infrastructure Assets - Footpaths	8	(184,531)	(94,990)	-	100.00%
Infrastructure Assets - Other	8	(1,856,166)	(1,260,536)	(34,256)	97.28%
Infrastructure Assets - Drainage	8	(319,718)	(229,553)	(62)	99.97%
Plant and Equipment	8	(76,000)	(25,960)	(5,430)	79.08%
Furniture and Equipment	8	(643,574)	(525,246)	(251,912)	52.04%
<b>Amount attributable to investing activities</b>		<b>(3,062,400)</b>	<b>(3,309,589)</b>	<b>(551,366)</b>	
<b>Financing Activities</b>					
Self-Supporting Loan Principal		24,130	16,615	16,615	0.00%
Transfer from Reserves	7	4,158,458	840,904	840,904	0.00%
Repayment of Borrowings	4	(97,006)	(57,119)	(57,119)	0.00%
Transfer to Reserves	7	(1,620,000)	(1,651,467)	(1,651,467)	0.00%
<b>Amount attributable to financing activities</b>		<b>2,465,582</b>	<b>(851,067)</b>	<b>(851,067)</b>	
<b>Closing Funding Surplus (Deficit)</b>	3	<b>4,647</b>	<b>2,342,356</b>	<b>7,302,591</b>	

**Town of Bassendean**  
**STATEMENT OF FINANCIAL POSITION**  
**For the Period Ended 28 February 2021**

	2020-21	2019-20
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	17,971,307	13,223,484
Trade and other receivables	3,404,713	1,762,273
Inventories	7,481	9,037
Other assets	-	41,240
<b>TOTAL CURRENT ASSETS</b>	<u>21,383,499</u>	<u>15,036,035</u>
<b>NON-CURRENT ASSETS</b>		
Financial assets	124,637	124,637
Trade and other receivables	489,498	506,113
Property, plant and equipment	55,180,718	56,339,210
Infrastructure	104,603,716	105,286,633
Right of use assets	318,281	318,281
Investment in Associate	7,852,617	7,852,617
<b>TOTAL NON-CURRENT ASSETS</b>	<u>168,569,465</u>	<u>170,427,489</u>
<b>TOTAL ASSETS</b>	<u>189,952,964</u>	<u>185,463,524</u>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	4,764,147	5,574,582
Contract liabilities	310,504	455,426
Lease liabilities	152,712	152,712
Borrowings	39,887	97,006
Employee related provisions	2,250,071	2,258,170
<b>TOTAL CURRENT LIABILITIES</b>	<u>7,517,321</u>	<u>8,537,896</u>
<b>NON-CURRENT LIABILITIES</b>		
Contract liabilities	29,286	29,286
Lease liabilities	167,151	167,151
Borrowings	452,310	452,310
Employee related provisions	215,344	215,344
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>864,090</u>	<u>864,090</u>
<b>TOTAL LIABILITIES</b>	<u>8,381,411</u>	<u>9,401,986</u>
<b>NET ASSETS</b>	<u>181,571,554</u>	<u>176,061,538</u>
<b>EQUITY</b>		
Retained surplus	31,616,170	26,916,717
Reserves - cash backed	6,970,251	6,159,688
Revaluation surplus	142,985,133	142,985,132
<b>TOTAL EQUITY</b>	<u>181,571,554</u>	<u>176,061,538</u>

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



**TOWN OF BASSENDEAN**

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

**For the Period Ended 28 February 2021**

<b>Statement of Financial Position Detailed</b>	<b>2020/2021</b> \$	<b>2019/2020</b> \$
<b>CASH AND CASH EQUIVALENTS</b>		
Unrestricted	7,000,239	2,908,670
Restricted	10,971,067	10,314,815
	17,971,307	13,223,484

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

Employee Entitlements Reserve	238,191	232,226
Plant & Equipment Reserve	366,589	373,872
Community Facilities Reserve	54,907	54,568
Land & Building Infrastructure Reserve	2,772,993	1,921,462
Waste Management Reserve	1,400,363	1,393,497
Wind in the Willows Childcare Reserve	14,961	40,683
Aged Persons Reserve	564,349	560,864
Youth Development Reserve	29,931	29,746
Underground Power Reserve	86,385	85,851
Drainage Infrastructure Reserve	127,317	126,402
Street Tree Reserve	93,462	92,670
Bus Shelter Reserve	21,758	21,623
Information Technology Reserve	200,000	200,000
Future Projects Reserve	458,782	511,708
Marine Assets Reserve	25,000	-
HACC Assets Replacement	114,832	114,083
Unspent Grants Reserve	400,432	400,432
Hyde Retirement Village Retention Bonds	200,672	218,450
Other Bonds & Deposits	2,318,247	2,309,859
Deferred Revenue (Grants)	1,142,107	1,142,107
Contract Liabilities from contracts with customers	339,790	484,712
	10,971,067	10,314,815

**TRADE AND OTHER RECEIVABLES**

**Current**

Rates Outstanding	3,152,799	1,223,711
Sundry Debtors - General	70,797	178,957
GST Receivable	51,372	222,238
Accrued Interest	4,483	12,105
Sundry Debtors - SSL	24,130	24,130
Long Service Leave Due from Other Councils	101,132	101,132
Proceeds from Disposal	-	-
	3,404,713	1,762,273

**TOWN OF BASSENDEAN**

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

**For the Period Ended 28 February 2021**

<b>Statement of Financial Position Detailed</b>	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
<b>Non-Current</b>		
Rates Outstanding - Pensioners	325,083	325,083
Loans - Clubs/Institutions	164,415	181,030
	<u>489,498</u>	<u>506,113</u>
<b>FINANCIAL ASSETS</b>		
Investments - Government House	<u>124,637</u>	<u>124,637</u>
<b>INVESTMENT IN ASSOCIATE</b>		
Investments- EMRC	<u>7,852,617</u>	<u>7,852,617</u>
<b>INVENTORIES</b>		
<b>Current</b>		
Fuel and Materials	<u>7,481</u>	<u>9,037</u>
	<u>7,481</u>	<u>9,037</u>
<b>OTHER ASSETS</b>		
<b>Current</b>		
Prepayments	<u>-</u>	<u>41,240</u>
	<u>-</u>	<u>41,240</u>
<b>PROPERTY, PLANT AND EQUIPMENT</b>		
Land and Buildings		
Land	36,381,646	36,381,646
- Less Disposals	(1,775,000)	
- Additions	701,376	-
	<u>35,308,022</u>	<u>36,381,646</u>
Buildings	26,823,688	26,275,931
- Additions	67,756	547,758
Less: accumulated depreciation	(9,107,359)	(8,773,190)
	<u>17,784,085</u>	<u>18,050,499</u>
Total Land and Buildings	<u>53,092,107</u>	<u>54,432,145</u>
Furniture and Equipment	1,050,861	446,515
- Additions	251,912	604,346
Less Accumulated Depreciation	(223,662)	(200,323)
	<u>1,079,111</u>	<u>850,538</u>

**TOWN OF BASSENDEAN**

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

**For the Period Ended 28 February 2021**

	<b>2020/2021</b>	<b>2019/2020</b>
<b>Statement of Financial Position Detailed</b>	<b>\$</b>	<b>\$</b>
Plant and Equipment	2,646,459	2,627,975
- Additions	5,430	37,975
- Less Disposals	-	(19,491)
Less Accumulated Depreciation	(1,705,009)	(1,652,551)
	946,880	993,908
Art Works	62,620	62,620
	62,620	62,620
	<b>55,180,718</b>	<b>56,339,210</b>
<b>INFRASTRUCTURE</b>		
Roads	85,249,199	84,599,588
- Additions	1,241,650	649,611
Less Accumulated Depreciation	(20,591,190)	(19,599,139)
	65,899,658	65,650,060
Footpaths	10,378,616	10,332,111
- Additions	-	46,506
Less Accumulated Depreciation	(3,890,131)	(3,727,755)
	6,488,485	6,650,862
Drainage	40,496,204	40,475,300
- Additions	62	20,905
Less Accumulated Depreciation	(19,056,969)	(18,660,758)
	21,439,298	21,835,447
Parks & Ovals	18,491,383	18,392,206
- Additions	34,256	99,177
Less Accumulated Depreciation	(7,749,365)	(7,341,118)
	10,776,275	11,150,265
	<b>104,603,716</b>	<b>105,286,633</b>

**TOWN OF BASSENDEAN**

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

**For the Period Ended 28 February 2021**

	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
<b>Statement of Financial Position Detailed</b>		
<b>RIGHT OF USE ASSETS</b>		
Leased Furniture and Equipment	165,062	165,062
Less Accumulated Depreciation	(29,808)	(29,808)
	135,254	135,254
Leased Plant and Equipment	340,232	340,232
Less Accumulated Depreciation	(157,205)	(157,205)
	183,027	183,027
	<b>318,281</b>	<b>318,281</b>
<b>TRADE AND OTHER PAYABLES</b>		
<b>Current</b>		
Sundry Creditors	879,061	1,245,542
Accrued Interest on Debentures	-	2,938
Accrued Salaries and Wages	-	355,606
Rates in Advance	224,060	300,080
Deferred Revenue (Grants)	1,142,107	1,142,107
Bonds & Other Deposits	2,318,247	2,309,859
Hyde Retirement Village Bonds	200,672	218,450
	4,764,147	5,574,582
<b>CONTRACT LIABILITIES</b>		
<b>Current</b>		
Contract Liability - Current	310,504	455,426
	310,504	455,426
<b>Non-Current</b>		
Contract Liability - Non-Current	29,286	29,286
	29,286	29,286



**TOWN OF BASSENDEAN**

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

**For the Period Ended 28 February 2021**

<b>Statement of Financial Position Detailed</b>	<b>2020/2021</b>	<b>2019/2020</b>
	<b>\$</b>	<b>\$</b>
<b>LEASE LIABILITIES</b>		
<b>Current</b>		
Lease Liability - Current	152,712	152,712
	<u>152,712</u>	<u>152,712</u>
<b>Non-Current</b>		
Lease Liability - Non-Current	167,151	167,151
	<u>167,151</u>	<u>167,151</u>
<b>BORROWINGS</b>		
<b>Current</b>		
Loan Liability - Current	39,887	97,006
	<u>39,887</u>	<u>97,006</u>
<b>Non-Current</b>		
Loan Liability - Non Current	452,310	452,310
	<u>452,310</u>	<u>452,310</u>
<b>EMPLOYEE RELATED PROVISIONS</b>		
<b>Current</b>		
Provision for Annual Leave	1,026,483	1,034,582
Provision for Long Service Leave	1,223,588	1,223,588
	<u>2,250,071</u>	<u>2,258,170</u>
<b>Non-Current</b>		
Provision for Long Service Leave	215,344	215,344
	<u>215,344</u>	<u>215,344</u>
<b>RECONCILIATION</b>		
TOTAL CURRENT ASSETS	21,383,499	15,036,035
TOTAL NON CURRENT ASSETS	168,569,465	170,427,489
<b>TOTAL ASSETS</b>	<b>189,952,964</b>	<b>185,463,524</b>
TOTAL CURRENT LIABILITIES	7,517,321	8,537,896
TOTAL NON CURRENT LIABILITIES	864,090	864,090
<b>TOTAL LIABILITIES</b>	<b>8,381,411</b>	<b>9,401,986</b>
<b>NET ASSETS</b>	<b>181,571,554</b>	<b>176,061,538</b>

**TOWN OF BASSENDEAN  
STATEMENT OF CASH FLOWS**

	<b>2020/21 Actual \$</b>	<b>2020/21 Budget \$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Receipts:</b>		
Rates	12,776,794	13,680,660
Operating grants, subsidies and contributions	1,929,670	2,619,115
Fees and charges	3,959,719	6,031,127
Interest	186,714	285,208
Goods and services tax	944,117	960,483
Other revenue	248,130	441,131
	20,045,144	24,017,724
<b>Payments:</b>		
Employee costs	(8,647,050)	(13,411,106)
Materials and contracts	(3,980,794)	(7,354,227)
Utility charges	(410,190)	(696,582)
Interest expenses	(21,676)	(32,689)
Insurance expenses	(472,401)	(492,162)
Goods and services tax	(741,273)	(925,575)
Other expenditure	(422,677)	(978,941)
	(14,696,061)	(23,891,282)
<b>Net cash provided by (used in) operating activities</b>	5,349,083	126,442
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
<b>Receipts:</b>		
Non-operating grants, subsidies and contributions	158,803	1,837,947
Proceeds from sale of assets	1,592,273	1,515,000
<b>Payments:</b>		
Payments for purchase of property, plant & equipment	(1,026,474)	(2,220,078)
Payments for construction of infrastructure	(1,275,968)	(4,195,269)
<b>Net cash provided by (used in) investment activities</b>	(551,366)	(3,062,400)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<b>Receipts:</b>		
Proceeds from self supporting loans	16,615	24,494
Transfer from Trust	(9,390)	-
<b>Payments:</b>		
Repayment of borrowings	(57,119)	(97,370)
Payments for principal portion of lease liabilities	-	-
<b>Net cash provided by (used in) financing activities</b>	(49,894)	(72,876)
<b>Net increase (decrease) in cash held</b>	4,747,823	(3,008,834)
Cash and cash equivalents at beginning of year	13,223,484	12,653,905
<b>Cash and cash equivalents at the end of the year</b>	17,971,307	9,645,071

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

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

**NOTES TO THE CASH FLOW STATEMENT**

**(a) Reconciliation of Cash**

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

	<b>2020/21 Actual \$</b>	<b>2020/21 Budget \$</b>
Cash and Cash Equivalents	17,971,307	9,645,071

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

Net Result	5,510,016	(2,169,490)
Depreciation	2,368,851	3,559,374
(Profit)/Loss on Sale of Asset	182,727	301,505
(Increase)/Decrease in Receivables	(2,034,247)	200,000
(Increase)/Decrease in Inventories	1,556	(2,000)
Increase/(Decrease) in Payables & Accruals	(512,918)	(25,000)
Increase/(Decrease) in Employee Provisions	(8,099)	100,000
Grants/Contributions for the Development of Assets	(158,803)	(1,837,947)
<b>Net Cash from Operating Activities</b>	<b>5,349,083</b>	<b>126,442</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 1: Explanation of Material Variances**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenue</b>	\$	%			
Governance	(2,080)	(6%)			Within variance threshold
General Purpose Funding - Rates	24,197	0%		Permanent	Interim rates tracking above budget
General Purpose Funding - Other	(73,151)	(12%)	⊖	Timing/ Permanent	Timing of insurance income and interest income under budget offset by late payment fees for rates above YTD budget
Law, Order and Public Safety	(1,165)	(1%)			Within variance threshold
Health	14,049	0%		Timing/ Permanent	Waste charges, health licences and legal costs recovered above budget
Education and Welfare	(1,769)	(0%)			Within variance threshold
Community Amenities	102,695	113%	⊕	Permanent	Development application fees and property and zoning enquiries above budget
Recreation and Culture	59,892	62%	⊕	Timing/ Permanent	Hall hire and reserve fees income tracking above the YTD budget. Australia Day grant income received not budgeted
Transport	13,134	15%	⊕	Permanent	Income recovered for street tree damage not budgeted
Economic Services	33,332	54%	⊕	Permanent	Income for building licences above budget
Other Property and Services	9,658	15%	⊕	Timing	Private works income and admin compliance fees tracking above the YTD budget offset by insurance claims income under budget
<b>Operating Expense</b>	\$	%			
Governance	93,945	14%	⊕	Timing	Building maintenance, administration costs and projects currently under the YTD budget
General Purpose Funding	68,655	11%	⊕	Timing	Timing of administration expenses
Law, Order and Public Safety	79,197	17%	⊕	Timing	Timing of administration expenses and payment of the grant to SES
Health	506,111	19%	⊕	Timing	COVID-19 expenses, waste collection charges and environmental projects currently tracking under the year to date budget
Education and Welfare	285,422	7%		Timing	WfW and Seniors salaries and other costs are under the YTD budget
Community Amenities	180,795	16%	⊕	Timing	Loss on sale of land assets under budget. Planning projects & expenses and building maintenance under the YTD budget
Recreation and Culture	521,015	13%	⊕	Timing	Projects, reserve and building maintenance and library expenses and leisure programs under the YTD budget
Transport	305,936	7%		Timing	Maintenance programs, street lighting charges, projects and street tree program under the YTD budget
Economic Services	40,357	12%	⊕	Timing	Building employee costs and Town Centre revitalisation project under the YTD budget
Other Property and Services	(9,014)	(26%)	⊖	Timing	Timing of administration expenses
<b>Operating activities excluded from budget</b>					
Depreciation	811	(0%)			Within variance threshold
Adjust (Profit)/Loss on Asset Disposal	(102,597)	(36%)		Timing/ Permanent	Loss on disposal of land assets less than estimated/timing of disposal of assets
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(23,250)	(13%)	⊖	Timing	Timing of grant payments
Proceeds from Disposal of Assets	78,273	5%		Timing/ Permanent	Proceeds on disposal of land assets greater than estimated/timing of disposal of assets
<b>Capital Expenses</b>					<i>Refer to Note 8 for Capital expenditure detail</i>
Land and Buildings	(456,700)	37%		Timing	Timing of projects
Infrastructure - Roads	(401,875)	24%		Timing	Timing of projects
Infrastructure - Footpaths	(94,990)	100%		Timing	Timing of projects
Infrastructure Assets - Other	(1,226,280)	97%		Timing	Timing of projects
Infrastructure Assets - Drainage	(229,491)	100%		Timing	Timing of projects
Plant and Equipment	(20,530)	79%		Timing	Plant and equipment ordered
Furniture and Equipment	(273,334)	52%		Timing	Timing of projects
<b>Financing</b>					
Self-Supporting Loan Principal	0	0%			Within variance threshold
Transfer from Reserves	0	0%			Within variance threshold
Repayment of Borrowings	0	0%			Within variance threshold
Transfer to Reserves	0	0%			Within variance threshold
<b>Opening Funding Surplus(Deficit)</b>	50,950	7%		Timing	19/20 surplus above budget estimate



**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

Note 2: Rating Information	Rate in	Number of Properties	Rateable Value	YTD Actual			Annual Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate	8.3230	4,911	129,473,404	10,776,078	58,705	2,328	10,837,111	10,776,078	50,000	3,500	10,829,578
<b>Sub-Totals</b>		<b>4,911</b>	<b>129,473,404</b>	<b>10,776,078</b>	<b>58,705</b>	<b>2,328</b>	<b>10,837,111</b>	<b>10,776,078</b>	<b>50,000</b>	<b>3,500</b>	<b>10,829,578</b>
<b>Minimum</b>											
<b>Minimum Payment</b>											
Minimum Rate	1,106	2,397	28,207,128	2,651,082	-	-	2,651,082	2,651,082	-	-	2,651,082
<b>Sub-Totals</b>		<b>2,397</b>	<b>28,207,128</b>	<b>2,651,082</b>	<b>-</b>	<b>-</b>	<b>2,651,082</b>	<b>2,651,082</b>	<b>-</b>	<b>-</b>	<b>2,651,082</b>
<b>Amount from General Rates</b>		<b>7,308</b>	<b>157,680,532</b>	<b>13,427,160</b>	<b>58,705</b>	<b>2,328</b>	<b>13,488,193</b>	<b>13,427,160</b>	<b>50,000</b>	<b>3,500</b>	<b>13,480,660</b>
<b>Totals</b>							<b>13,488,193</b>				<b>13,480,660</b>

**Comments - Rating Information**

The general rates have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the local government services/facilities.

The due date for the payment of rates is the 25 September 2020, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2020/21 are:

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

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	<b>Last Years Actual Closing</b>	<b>Current</b>
	<b>30 June 2020</b>	<b>28 February 2021</b>
	\$	\$
<b>Current Assets</b>		
Cash - Other	6,435,138	10,381,836
Cash Restricted - Reserves	6,159,688	6,970,251
Restricted Cash - Trust	628,659	619,219
Rates Outstanding	1,223,711	3,152,799
Sundry Debtors	304,219	196,059
GST Receivable	222,238	51,372
Accrued Interest	12,105	4,483
Prepayments	41,240	-
Inventories	9,037	7,481
	15,036,034	21,383,500
<b>Less: Current Liabilities</b>		
Sundry Creditors	(1,245,542)	(879,061)
Accrued Interest on Borrowings	(2,938)	-
Accrued Salaries and Wages	(355,606)	-
Rates in Advance	(300,080)	(224,060)
Hyde Retirement Village Bonds	(218,450)	(200,672)
Bonds and Other Deposits	(2,309,859)	(2,318,247)
Contract liabilities	(455,426)	(310,504)
Deferred Revenue	(1,142,107)	(1,142,107)
Current Employee Provisions	(2,258,170)	(2,250,071)
	(8,288,177)	(7,324,722)
<b>Net Current Assets</b>	<b>6,747,857</b>	<b>14,058,778</b>
Less: Cash Reserves	(6,159,688)	(6,970,251)
Less: SSL Borrowings Repayments	(24,130)	(24,130)
Plus : Liabilities funded by Cash Backed Reserves	232,226	238,191
<b>Net Current Funding Position</b>	<b>796,267</b>	<b>7,302,591</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 4 : Information on Borrowings**

	2021
	\$
<b>(a) Borrowings</b>	
Current	39,887
Non-current	452,310
	<b>492,197</b>

**(b) Borrowing Repayments**

Particulars	01 Jul 2020	Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Budget	Actual	Annual Budget
		\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>							
Loan 160A - Civic Centre Redevelopment	240,296	26,802	54,471	213,493	185,824	7,248	13,891
Loan 160B- Civic Centre Redevelopment	103,860	13,702	18,405	90,158	85,454	3,296	5,745
<b>Self Supporting Loans-Governance</b>							
Loan 157 - Ashfield Soccer Club	5,285	2,598	5,285	2,687	-	154	224
Loan 162 - TADWA	199,875	14,017	18,846	185,858	181,029	8,041	12,829
	549,316	57,119	97,006	492,197	452,308	18,738	32,689

**(b) New Borrowings**

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

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

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

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

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

**(c) Unspent Borrowings**

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

**(d) Overdraft Facility**

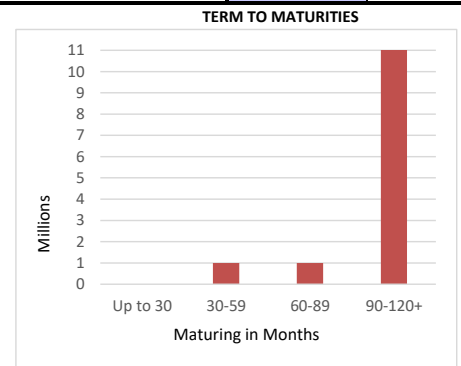
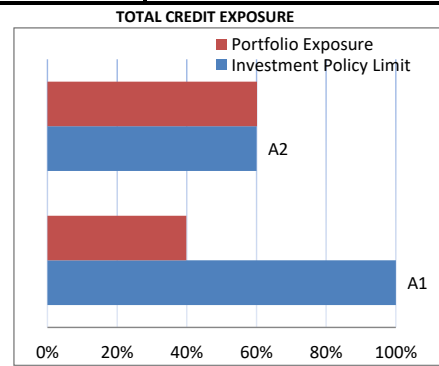
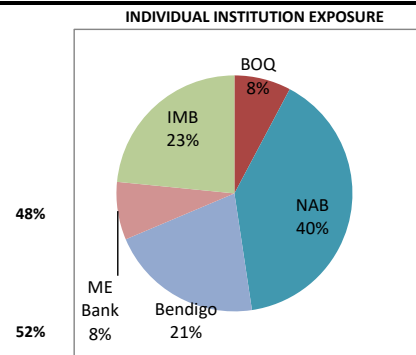
It is anticipated that this facility will not be required in the 2020/21 financial period.

**Town of Bassendean  
Monthly Investment Report  
For the Period Ended 28 February 2021**

**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+		
<b>Municipal</b>												
745260755	2/02/2021	3/05/2021	A1	NAB	90	0.33%	-	-	-	500,000.00	500,000.00	406.85
502041072	29/01/2021	2/03/2021	A1	NAB	32	0.11%	-	1,000,000.00	-	-	1,000,000.00	96.44
809867266	27/01/2021	29/03/2021	A1	NAB	61	0.20%	-	-	1,000,000.00	-	1,000,000.00	334.25
52824	30/11/2020	2/03/2021	A2	IMB	92	0.40%	-	-	-	1,000,000.00	1,000,000.00	1,008.22
3555613	24/12/2020	24/03/2021	A2	Bendigo	90	0.25%	-	-	-	1,000,000.00	1,000,000.00	616.44
254233	11/02/2021	12/05/2021	A2	ME Bank	90	0.40%	-	-	-	1,000,000.00	1,000,000.00	986.30
<b>Restricted - Bonds and Deposits:</b>												
347112	29/01/2021	29/10/2021	A2	BOQ	273	0.40%	-	-	-	400,000.00	400,000.00	1,196.71
428088111	23/11/2020	24/05/2021	A1	NAB	182	0.45%	-	-	-	1,000,000.00	1,000,000.00	2,243.84
428251206	23/11/2020	24/05/2021	A1	NAB	182	0.45%	-	-	-	500,000.00	500,000.00	1,121.92
755365673	7/01/2021	7/05/2021	A1	NAB	120	0.40%	-	-	-	8,811.72	8,811.72	11.59
<b>Restricted - Contract Liabilities/Deferred Revenue (Grants)</b>												
254015	10/02/2021	11/05/2021	A1	ME Bank	90	0.40%	-	-	-	217,521.26	217,521.26	214.54
							<b>-</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>5,626,332.98</b>	<b>7,626,332.98</b>	<b>8,237.09</b>
<b>Reserve</b>												
347130	29/01/2021	29/10/2021	A2	BOQ	273	0.40%	-	-	-	792,084.20	792,084.20	2,369.74
145265771	23/12/2020	23/03/2021	A1	NAB	90	0.40%	-	-	-	1,368,285.90	1,368,285.90	1,349.55
3555244	23/12/2020	23/03/2021	A2	Bendigo	90	0.25%	-	-	-	901,109.59	901,109.59	555.48
53027	22/01/2021	22/04/2021	A2	IMB	90	0.35%	-	-	-	1,004,155.67	1,004,155.67	866.60
52885	16/12/2020	16/03/2021	A2	IMB	90	0.40%	-	-	-	1,001,356.16	1,001,356.16	987.64
53038	27/01/2021	27/04/2021	A2	IMB	90	0.34%	-	-	-	592,272.73	592,272.73	496.54
3522185	19/11/2020	19/05/2021	A2	Bendigo	181	0.55%	-	-	-	1,324,800.15	1,324,800.15	3,613.26
							<b>-</b>	<b>-</b>	<b>-</b>	<b>6,984,064.40</b>	<b>6,984,064.40</b>	<b>10,238.80</b>
<b>Trust</b>												
358770309	19/11/2020	19/05/2021	A1	NAB	181	0.45%	-	-	-	743,094.03	743,094.03	1,658.22
							<b>-</b>	<b>-</b>	<b>-</b>	<b>743,094.03</b>	<b>743,094.03</b>	<b>1,658.22</b>
<b>Total</b>							<b>-</b>	<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>13,353,491.41</b>	<b>15,353,491.41</b>	<b>20,134.11</b>

ENVIRONMENTAL COMMITMENT	
Depositing Institution	Value Invested
<b>Fossil Fuel Lending ADI</b>	
BOQ	1,192,084.20
NAB	6,120,191.65
	<b>7,312,275.85</b>
<b>Non Fossil Fuel Lending ADI</b>	
IMB	3,597,784.56
ME Bank	1,217,521.26
Bendigo	3,225,909.74
	<b>8,041,215.56</b>
<b>Total Funds</b>	<b>15,353,491.41</b>



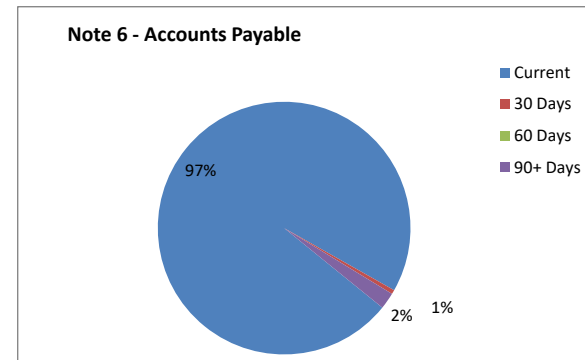
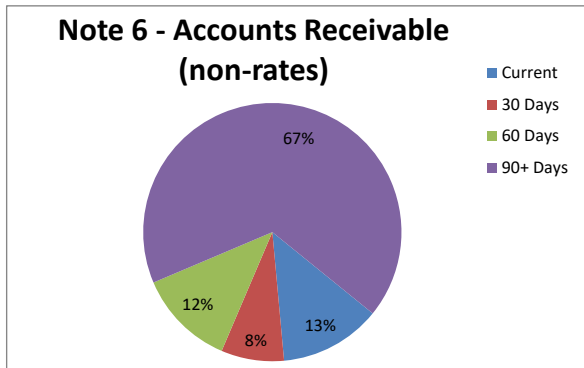


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

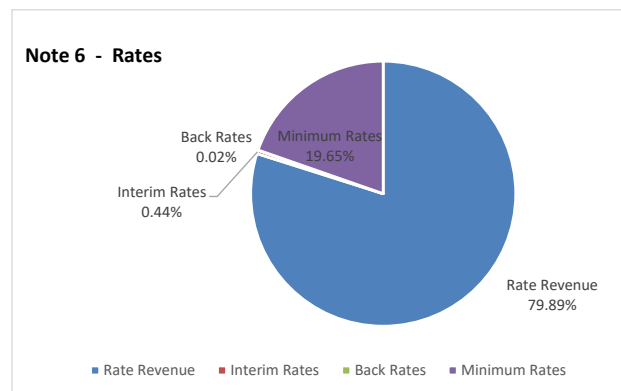
**Note 6: Receivables and Payables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	7,675	4,750	7,361	40,566	60,353
<b>Balance per Trial Balance</b>					
Sundry Debtors					60,353
<b>Total Receivables General Outstanding</b>					<b>60,353</b>

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	631,595	3,426	0	13,748	648,769
<b>Balance per Trial Balance</b>					
Sundry Creditors					648,769
<b>Total Payables General Outstanding</b>					<b>648,769</b>



**Comments/Notes - Receivables General**  
The above amounts include GST where applicable.



**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 7: Cash Backed Reserves**

Name	Opening Balance Original Annual Budget	Original Annual Budget Transfers In (+) Including Interest	Original Annual Budget Transfers Out (-)	Original Annual Budget Closing Balance	Actual Opening Balance 01/07/2020	Actual Transfers In (+) Including Interest	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	373,483	4,343	(68,000)	309,826	<b>373,872</b>	2,507	(9,790)	366,589
Community Facilities Reserve	54,620	635	(27,000)	28,255	<b>54,568</b>	339	-	54,907
Land and Buildings Infrastructure Reserve	1,923,292	1,522,367	(1,389,731)	2,055,928	<b>1,921,462</b>	1,603,691	(752,161)	2,772,993
Waste Management Reserve	1,741,533	20,252	(722,824)	1,038,961	<b>1,393,497</b>	6,865	-	1,400,363
Wind In The Willows Child Care Reserve	30,000	349	(30,000)	349	<b>40,683</b>	305	(26,027)	14,961
Aged Persons Reserve	561,281	6,527	-	567,808	<b>560,864</b>	3,485	-	564,349
Youth Development Reserve	29,774	346	(4,000)	26,120	<b>29,746</b>	185	-	29,931
Underground Power Reserve	85,933	999	(20,000)	66,932	<b>85,851</b>	534	-	86,385
Employee Entitlements Reserve	232,721	2,706	(24,250)	211,177	<b>232,226</b>	5,965	-	238,191
Drainage Infrastructure Reserve	126,542	1,472	(126,620)	1,394	<b>126,402</b>	916	-	127,317
HACC Asset Replacement Reserve	120,914	1,406	(5,000)	117,320	<b>114,083</b>	749	-	114,832
Unspent Grants Reserve	1,858,865	-	(1,397,033)	461,832	<b>400,432</b>	-	-	400,432
Street Tree Reserve	-	-	-	-	<b>92,670</b>	792	-	93,462
Bus Shelter Reserve	21,644	252	(4,000)	17,896	<b>21,623</b>	135	-	21,758
Information Technology Reserve	200,000	2,326	(200,000)	2,326	<b>200,000</b>	-	-	200,000
Future Projects Reserve	517,708	6,020	(140,000)	383,728	<b>511,708</b>	-	(52,926)	458,782
Marine Assets Reserve	-	50,000	-	50,000	-	25,000	-	25,000
	<b>7,878,310</b>	<b>1,620,000</b>	<b>(4,158,458)</b>	<b>5,339,852</b>	<b>6,159,688</b>	<b>1,651,467</b>	<b>(840,904)</b>	<b>6,970,251</b>

Town of Bassendean  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 28 February 2021

Note 8: Capital Works Program

Assets	Budget		YTD Actual					
	Annual Budget	YTD Budget	New/ Upgrade	Renewal	2020/2021 Capital Expenditure Total YTD	Purchase Order Value	YTD Variance Budget to Actual	
Land and Buildings	\$ 1,500,504	\$ 1,225,832	\$ 716,467	\$ 52,665	\$ 769,132	\$ 4,993	\$ (456,700)	
Plant and Equipment	\$ 76,000	\$ 25,960	\$ -	\$ 5,430	\$ 5,430	\$ 83,210	\$ (20,530)	
Furniture and Equipment	\$ 643,574	\$ 525,246	\$ 251,912	\$ -	\$ 251,912	\$ 18,306	\$ (273,334)	
Roadworks	\$ 1,834,854	\$ 1,643,525	\$ 1,228,802	\$ 12,848	\$ 1,241,650	\$ 255,126	\$ (401,875)	
Drainage	\$ 319,718	\$ 229,553	\$ 62	\$ -	\$ 62	\$ 49,225	\$ (229,491)	
Footpaths	\$ 184,531	\$ 94,990	\$ -	\$ -	\$ -	\$ 5,754	\$ (94,990)	
Parks, Gardens and Reserves	\$ 1,856,166	\$ 1,260,536	\$ 32,121	\$ 2,135	\$ 34,256	\$ 46,831	\$ (1,226,280)	
	<b>\$ 6,415,347</b>	<b>\$ 5,005,642</b>	<b>\$ 2,229,364</b>	<b>\$ 73,078</b>	<b>\$ 2,302,442</b>	<b>\$ 463,446</b>	<b>\$ (2,703,200)</b>	

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 9: Budget Amendments**

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



**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

**Note 10: Disposal of Assets**

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant & Equipment	41,505	15,000	2,819	(29,324)	-	-	-	-
Land	1,775,000	1,500,000	30,000	(305,000)	1,775,000	1,592,273	30,000	(212,727)
	<b>1,816,505</b>	<b>1,515,000</b>	<b>32,819</b>	<b>(334,324)</b>	<b>1,775,000</b>	<b>1,592,273</b>	<b>30,000</b>	<b>(212,727)</b>
<b>Program</b>								
Law, Order and Public Safety	24,000	7,000	-	(17,000)	-	-	-	-
Community Amenities	1,775,000	1,500,000	30,000	(305,000)	1,775,000	1,592,273	30,000	(212,727)
Recreation and Culture	17,324	5,000	-	(12,324)	-	-	-	-
Transport	181	3,000	2,819	-	-	-	-	-
	<b>1,816,505</b>	<b>1,515,000</b>	<b>32,819</b>	<b>(334,324)</b>	<b>1,775,000</b>	<b>1,592,273</b>	<b>30,000</b>	<b>(212,727)</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2021**

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

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

Description	Opening Balance 1/07/2020	Amount Received	Amount Paid	Closing Balance 28/02/2021
	\$	\$	\$	\$
Public Open Space	739,976	3,118	-	743,094
<b>Total Uncontrolled Trust Funds</b>	<b>739,976</b>	<b>3,118</b>	<b>-</b>	<b>743,094</b>

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

Description	Opening Balance 1/07/2020	Amount Received	Amount Paid	Closing Balance 28/02/2021
Hyde Retirement Village Retention Bonds	218,450	250	(18,028)	200,672
<u>Other Bonds and Deposits</u>				
Sundry	387,166	4,995	(3,219)	388,941
Securities	1,151,678	314,833	(277,225)	1,189,286
Hall Hire Bonds	28,711	25,600	(22,600)	31,711
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	601,965	43,457	(76,452)	568,970
Stormwater Deposits	30,596	3,000	(4,000)	29,596
Lyneham Hostel Residents Trust-T614	1,050	-	-	1,050
Iveson Hostel Residents Trust-T614	18	-	-	18
<b>Total Other Bonds and Deposits</b>	<b>2,309,859</b>	<b>391,885</b>	<b>(383,496)</b>	<b>2,318,247</b>
<b>Total Controlled Trust Funds</b>	<b>2,528,309</b>	<b>392,135</b>	<b>(401,525)</b>	<b>2,518,919</b>

**ATTACHMENT NO. 11**

**LIST OF PAYMENTS  
FOR PERIOD  
ENDED 28<sup>th</sup> FEBRUARY 2021**

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



## SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
<b>MUNICIPAL / TRUST</b>		
<b>EFT and Direct Debits</b> 01-31 January 2021	42679 – 42869	1,925,512.67
<b>TRUST FUND</b>		
<b>Cheques</b> Commonwealth 6100-1015-9136	0	0.00
<b>MUNICIPAL BANK</b>		
<b>Cheques</b> Commonwealth 6100-1015-9128	86275 – 862784	24,195.47
		<hr/>
		<b>\$1,949,708.14</b>
		<hr/> <hr/>

### DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 23<sup>rd</sup> March 2021. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amount



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DIRECTOR CORPORATE SERVICES

1st February 2021  
to  
28th February 2021

Chq/EFT	Date	Name	Amount
EFT42679	02/02/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions
EFT42680	02/02/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions
EFT42681	02/02/2021	CHILD SUPPORT AGENCY	Payroll Deductions
EFT42682	02/02/2021	LGRCEU	Payroll Deductions
EFT42683	02/02/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions
EFT42684	16/02/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 162 - Self Supporting Loan Tadwa
EFT42685	16/02/2021	AUSTRALIAN SERVICES UNION	Payroll Deductions
EFT42686	16/02/2021	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions
EFT42687	16/02/2021	CHILD SUPPORT AGENCY	Payroll Deductions
EFT42688	16/02/2021	LGRCEU	Payroll Deductions
EFT42689	16/02/2021	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions
EFT42690	17/02/2021	ANNETTE TOH	Hyde Ret Village - Wait List Partial Refund
EFT42691	17/02/2021	BEN TRAGER HOMES	Development Bond Refund
EFT42692	17/02/2021	BETTER PETS AND GARDENS	Key Bond Refund
EFT42693	17/02/2021	CHRISTOPHER BRINE	Security Bond Refund
EFT42694	17/02/2021	DALE ALCOCK HOMES PTY LTD	Security Bond Refund
EFT42695	17/02/2021	DEPARTMENT OF PLANNING, LAND AND HERITAGE	Security Bond Refund
EFT42696	17/02/2021	EMMA DARBY	Key Bond Refund
EFT42697	17/02/2021	FODOCO PTY LTD	Security Bond Refund
EFT42698	17/02/2021	GAYLE HOOPER-REED	Security Bond Refund
EFT42699	17/02/2021	MG CAR CLUB OF WESTERN AUSTRALIA	Hall & Key Bond Refund
EFT42700	17/02/2021	MISTY REINKOWSKY	Security Bond Refund
EFT42701	17/02/2021	SASSY ABILITY	Hall & Key Bond Refund
EFT42702	17/02/2021	SCOTT MAIN	Security Bond Refund
EFT42703	17/02/2021	SIMON BANTZ & JESSICA HODGKINS	Security Bond Refund
EFT42704	17/02/2021	VINSAN CONTRACTING PTY LTD	Security Bond Refund
EFT42705	17/02/2021	A. M BOLTS & NUTS	Depot - Minor Supplies
EFT42706	17/02/2021	ABACUS CALCULATORS (WA) PTY LTD	Town Planning - Canon Scanner & Plotter Lease
EFT42707	17/02/2021	ABCORP AUSTRALASIA PTY LTD	Library Cards - Artwork And Barcodes
EFT42708	17/02/2021	ALSCO PERTH	Office Linen And Laundry Services

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28th February 2021

Chq/EFT	Date	Name	Description	Amount
EFT42709	17/02/2021	AMAZING BRICK PAVING	Various Sites - Repair Verge And Walkway Brick Paving	-2,407.00
EFT42710	17/02/2021	ANNE-LOUISE WILLOUGHBY	Library - Activity - Literary Salon	-360.00
EFT42711	17/02/2021	AUSTRALIAN INSTITUTE OF MANAGEMENT	Staff Training - New Manager Training	-1,850.00
EFT42712	17/02/2021	BCITF	Building & Construction Industry - Levy Collected - January 2021	-2,417.76
EFT42713	17/02/2021	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-53,883.28
EFT42714	17/02/2021	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-1,280.42
EFT42715	17/02/2021	DEMPSEY'S FLOORING & SANDING	Various Sites - Sanding, Sealing And Repairs To Floors	-7,216.00
EFT42716	17/02/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy Collected - January 2021	-3,075.36
EFT42717	17/02/2021	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-36,476.96
EFT42718	17/02/2021	EGGS EGGS EGGS	Town Driven Community Events - Supplies	-65.00
EFT42719	17/02/2021	FEDERAL TINWARE MANUFACTURING PTY LIMITED	Depot - Minor Supplies	-49.50
EFT42720	17/02/2021	GARAGE SALE TRAIL FOUNDATION LTD	Garage Sale Trail - Membership Fee 2021	-4,287.80
EFT42721	17/02/2021	H DAPS FOODS P/L (THE OLD TROUT)	Volunteers - Volunteer Meal Vouchers - Dec/Jan	-400.00
EFT42722	17/02/2021	HARVEY NORMAN AV/IT SUPERSTORE MIDLAND	Building - Computer Supplies	-4,223.95
EFT42723	17/02/2021	HATCHET PTY LTD ATF DM TRUST	Keen On Halloween - Website Hosting	-132.00
EFT42724	17/02/2021	INTELLIFE GROUP LIMITED	Various Buildings Cleaning - January 2021	-13,780.57
EFT42725	17/02/2021	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Pruning	-2,915.00
EFT42726	17/02/2021	JORDAN PHILIP ANDONOVSKI	Relax Program - Term 1 2021 - Booklet Design	-240.00
EFT42727	17/02/2021	JSM CONSTRUCTION WA	Various Sites - Building & Maintenance Repairs	-5,249.20
EFT42728	17/02/2021	JUDITH ROURKE & PAUL ANTONI	Rates Refund	-280.29
EFT42729	17/02/2021	JUNE E MCCAFFERY	Partial Refund - Cat Registration	-42.50
EFT42730	17/02/2021	KALLAN SHORT	Fleet Vehicle - Battery Replacement	-235.00
EFT42731	17/02/2021	PAUL MORETTA	Rates Refund	-174.90
EFT42732	17/02/2021	ROSEMARY STROUD	Partial Refund - Dog Registration	-150.00
EFT42733	17/02/2021	SASSY ABILITY	Alf Faulkner Hall - Hall Hire Refund - Booking Cancelled	-2,262.00
EFT42734	17/02/2021	KBEST MARINE PTY LTD	Flag Poles - Repairs	-1,141.80
EFT42735	17/02/2021	KENNARDS HIRE	Old Perth Road Markets - Equipment Hire	-762.60
EFT42736	17/02/2021	LIVE TO TELL YOUR STORY INC	Fogo Launch - Consumables	-3,300.00
EFT42737	17/02/2021	LJR MAINTENANCE SERVICES	Point Reserve - Excavation Hire - Water Pipe Repairs	-660.00
EFT42738	17/02/2021	MEET PAT	Town Driven Community Events - Portable Drink Stations	-3,762.00

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28th February 2021

Chq/EFT	Date	Name	Description	Amount
EFT42739	17/02/2021	MEET THE ANIMALS	Library - Extension Activity - Meet The Animals	-400.00
EFT42740	17/02/2021	MELTWATER AUSTRALIA PTY LIMITED	Website - Media Monitoring	-5,500.00
EFT42741	17/02/2021	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-8,924.08
EFT42742	17/02/2021	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-211.05
EFT42743	17/02/2021	PEDERSENS HIRE AND STRUCTURES	Australia Day - Hire - Cancellation Fee	-508.21
EFT42744	17/02/2021	PERTH AUDIOVISUAL	Fogo Launch - Audio And Lighting Hire	-825.00
EFT42745	17/02/2021	PROGRAMMED PROPERTY SERVICES	Various Sites - Streetscape Watering	-7,047.96
EFT42746	17/02/2021	SKILL MATTERS PTY LTD	Staff Training - Cultural Change Program	-14,080.00
EFT42747	17/02/2021	SUPREME SHADES	Children Services - Repair Damaged Shade Sail	-297.00
EFT42748	17/02/2021	THE ECO FAERIES	Library - Extension Activities - Roving Fairies With Craft Activities	-240.00
EFT42749	17/02/2021	TRANSPLUMB WATER TECHNOLOGIES PTY LTD	Various Sites - Replace Paper Towel Dispenser	-1,342.00
EFT42750	17/02/2021	TRILLION TREES	Various Street Garden Sites - New Plants	-364.50
EFT42751	17/02/2021	UMESH THAPA	Various Sites - Office & Facility Cleaning	-2,715.00
EFT42752	17/02/2021	WA SAFETY TAPE & MESH	Depot - Pedestrian - Crowd Control Metal Barriers	-950.00
EFT42753	17/02/2021	WALKERS PEST & LAWN MANAGEMENT	Gary Blanch Reserve - Treat Greenheaded Ants	-220.00
EFT42754	17/02/2021	WATER2WATER PTY LTD	Water Dispenser Rental Maintenance Agreement	-99.00
EFT42755	17/02/2021	WEST AUSTRALIAN NEWSPAPERS LIMITED	Fogo Advertisement	-375.00
EFT42756	17/02/2021	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Ranger Services - Compostable Dog Poo Bags	-1,364.00
EFT42757	17/02/2021	XPRESSO LANE CAFE	Volunteer - Volunteer Meal Vouchers	-800.00
EFT42758	17/02/2021	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees	-46.48
EFT42759	25/02/2021	101 RESIDENTIAL PTY LTD	Security Bond Refund	-2,805.00
EFT42760	25/02/2021	BEN TRAGER HOMES	Security Bond Refund	-2,240.50
EFT42761	25/02/2021	LORRAINE BURTON	Security Bond Refund	-2,805.00
EFT42762	25/02/2021	MARISSA & ANTHONY BENEFIT	Hall & Key Bond Refund	-1,050.00
EFT42763	25/02/2021	VINSAN CONTRACTING PTY LTD	Security Bond Refund	-2,805.00
EFT42764	25/02/2021	ABACUS CALCULATORS (WA) PTY LTD	Town Planning - Canon Scanner & Plotter Lease	-213.82
EFT42765	25/02/2021	ADAMAS CORPORATE SOLUTIONS	Seniors - Computer Program - On Site Consultancy	-1,320.00
EFT42766	25/02/2021	ANNE YARDLEY	Library - Local History - Interview With Mrs Stella Turner	-650.00
EFT42767	25/02/2021	ASSET INFRASTRUCTURE MANAGEMENT	Depot - Consulting Fee Asset Management	-4,486.75
EFT42768	25/02/2021	AUSTRALIA POST	Various Business Units - Postal Charges - January 2021	-1,821.42



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Chq/EFT	Date	Name	Description	Amount
EFT42769	25/02/2021	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Airconditioners - Biannual Service & Inspection	-2,822.60
EFT42770	25/02/2021	AUSTRALIAN INSTITUTE OF MANAGEMENT	Staff Training - New Manager Training	-1,850.00
EFT42771	25/02/2021	BARKERS BEDDING & FURNITURE	Seniors - Client - Independent Living Supplies	-124.75
EFT42772	25/02/2021	BASSENDEN NEWSAGENCY	Library - Magazine Subscriptions	-150.71
EFT42773	25/02/2021	BASSENDEN PHYSIOTHERAPY PTY LTD	Seniors - Client - Physiotherapy Session	-140.00
EFT42774	25/02/2021	BAYSWATER SHARPENING SERVICE	Depot - Machinery - Sharpen Blades	-385.00
EFT42775	25/02/2021	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-56,461.90
EFT42776	25/02/2021	BIOBAG WORLD AUSTRALIA PTY LTD	Fogo - Compostable Bin Liners	-7,671.84
EFT42777	25/02/2021	BLACKWOODS - ATKINS	Various Fleet Vehicles - Parts	-2,944.79
EFT42778	25/02/2021	BOLINDA PUBLISHING PTY LTD	Library - Book Purchases	-340.36
EFT42779	25/02/2021	BUDGET PEST CONTROL	Various Sites - Termite, Cockroach & Rodent Treatments	-1,605.00
EFT42780	25/02/2021	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,003.58
EFT42781	25/02/2021	CAI FENCING	Bassendean Oval - Repairs To Fencing Behind Scoreboard	-915.86
EFT42782	25/02/2021	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-1,980.00
EFT42783	25/02/2021	CLANCY WALKER	Refund Partial - Dog Registration	-30.00
EFT42784	25/02/2021	CLEANAWAY	Depot - Dispose Dangerous Goods	-578.25
EFT42785	25/02/2021	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-2,520.52
EFT42786	25/02/2021	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-714.78
EFT42787	25/02/2021	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Town Centre Revitalisation Masterplan	-21,711.25
EFT42788	25/02/2021	CTI RISK MANAGEMENT	Customer Service - Banking Collection - January 2021	-181.50
EFT42789	25/02/2021	DAILY LIVING PRODUCTS	Seniors - Client Independent Living Supplies	-4,120.00
EFT42790	25/02/2021	DAIMLER TRUCKS PERTH	Depot - Minor Fleet Vehicle Parts	-682.03
EFT42791	25/02/2021	DATA3	Microsoft Office & Server Software Licenses	-4,429.09
EFT42792	25/02/2021	ROBERT MOORE	Council Crossover Contribution	-442.50
EFT42793	25/02/2021	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Depot - Minor Fleet Vehicle Parts	-5,510.45
EFT42794	25/02/2021	DI CANDILO & SONS	Depot - Minor Plant Parts	-59.20
EFT42795	25/02/2021	DIAL A NAPPY	Children Services - Laundry And Cleaning Supplies	-589.90
EFT42796	25/02/2021	DORMAKABA AUSTRALIA PTY LTD	Library - Front Internal Auto Door Repairs	-809.60
EFT42797	25/02/2021	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-79.75
EFT42798	25/02/2021	DULUX AUSTRALIA	Depot - Minor Consumable Items	-117.13

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Chq/EFT	Date	Name	Description	Amount
EFT42799	25/02/2021	E FIRE & SAFETY (WA)	Library - Alarm Panel Testing	-121.00
EFT42800	25/02/2021	EASIFLEET	Payroll Deductions	-1,707.40
EFT42801	25/02/2021	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-104,851.02
EFT42802	25/02/2021	ELAN ENERGY MATRIX PTY LTD	Depot - Disposal Of Vehicle Tyres On Rims	-156.28
EFT42803	25/02/2021	ELLIOTTS IRRIGATION PTY LTD	Bic Reserve - Servicing Of Iron Filter	-253.00
EFT42804	25/02/2021	ENVIRONMENT HOUSE INCORPORATED	Fogo - Worm Farm With Worms	-169.50
EFT42805	25/02/2021	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-4,249.04
EFT42806	25/02/2021	GARRARDS PTY LTD	Environ Services - Mosquito Control Supplies	-6,498.78
EFT42807	25/02/2021	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-797.50
EFT42808	25/02/2021	GRAFTON GENERAL PRODUCTS	Seniors - Client Independent Living Supplies	-152.98
EFT42809	25/02/2021	GRANTS EMPIRE	Project Waste Management Award	-990.00
EFT42810	25/02/2021	GREENACRES TURF GROUP	Bassendean Oval - Turf Repairs	-10,640.00
EFT42811	25/02/2021	GREENSTEAM AUSTRALIA	Various Sites - Steam Weeding	-17,710.00
EFT42812	25/02/2021	HEATLEY SALES PTY LTD	Depot - Minor Supplies	-339.51
EFT42813	25/02/2021	HOME CHEF	Seniors - Clients - Meals On Wheels	-437.10
EFT42814	25/02/2021	INSTANT PRODUCTS HIRE	Point Reserve - Portable Toilets Hire	-480.29
EFT42815	25/02/2021	JULIAN CHARLES RICHARDS	Seniors - Home Garden & Maintenance	-275.00
EFT42816	25/02/2021	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-3,029.62
EFT42817	25/02/2021	LANDGATE	Rates - Gross Rental Evaluations	-295.52
EFT42818	25/02/2021	LIFE CARE HOME CARE	Seniors - Client - Physiotherapy Session	-1,705.00
EFT42819	25/02/2021	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-1,071.00
EFT42820	25/02/2021	LJR MAINTENANCE SERVICES	Anzac Reseve - Public Toilets Repairs	-990.00
EFT42821	25/02/2021	LO-GO APPOINTMENTS	Various Business Units - Labour Hire	-823.50
EFT42822	25/02/2021	M P ROGERS & ASSOCIATES PTY LTD	Town Of Bassendean Foreshore Assessment & Management Plan	-1,607.73
EFT42823	25/02/2021	MACKIE PLUMBING AND GAS PTY LTD	Various Sites - Plumbing Repairs	-5,503.08
EFT42824	25/02/2021	MARSH PTY LTD	Emergency Evacuation Exercises - December 2020	-5,384.50
EFT42825	25/02/2021	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Client - Physiotherapy Session	-302.50
EFT42826	25/02/2021	MIDLAND MINICRETE	Various Sites - Supply Concrete For Footpath Repairs	-1,505.90
EFT42827	25/02/2021	MOORE AUSTRALIA (WA) PTY LTD	Staff Training - Changes To Financial Management Regulations	-198.00
EFT42828	25/02/2021	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-70.35

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Chq/EFT	Date	Name	Description	Amount
EFT42829	25/02/2021	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-64.26
EFT42830	25/02/2021	NAPA AUTO PARTS	Depot - Minor Fleet Vehicle Parts	-1,058.68
EFT42831	25/02/2021	NATURAL AREA HOLDINGS	Various Sites - Restoration And Planting	-7,764.26
EFT42832	25/02/2021	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-265.65
EFT42833	25/02/2021	NUTRIEN WATER	Various Sites - Reticulation Supplies	-1,268.64
EFT42834	25/02/2021	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,908.25
EFT42835	25/02/2021	PARAMOUNT ELECTRICAL SERVICES	Jubilee Reserve - Testing Connection Flood Lights To All Towers	-82.50
EFT42836	25/02/2021	PB LEASING DEPARTMENT	Records - Franking Machine Lease - Quarter	-446.16
EFT42837	25/02/2021	PEP TRANSPORT	Courier Services - Document Delivery - January 2021	-19.46
EFT42838	25/02/2021	PRESTIGE PROPERTY MAINTENANCE	Various Sites - Mowing	-18,458.00
EFT42839	25/02/2021	PRODUCT RECOVERY INDUSTRIES PTY LTD	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-389.40
EFT42840	25/02/2021	QUALITY TRAFFIC MANAGEMENT PTY LTD	Old Perth Road - High Pressure Steam Clean Of Red Brick Paving	-4,491.90
EFT42841	25/02/2021	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-224.08
EFT42842	25/02/2021	RAECO INTERNATIONAL PTY LTD	Library - Stationery Supplies	-332.81
EFT42843	25/02/2021	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-852.50
EFT42844	25/02/2021	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,249.26
EFT42845	25/02/2021	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-206.80
EFT42846	25/02/2021	ROADS 2000	Various Sites - Road Repairs - Supply Asphalt	-143.76
EFT42847	25/02/2021	SCOUTS ASSOCIATION OF AUSTRALIA - SCOUTS WA	Swan Districts Home Game - Clean Up	-2,400.00
EFT42848	25/02/2021	SEEK LIMITED	Various Business Units - Employment Advertising	-720.50
EFT42849	25/02/2021	SHOFER PTY LTD	Seniors - Transport For Clients - January 2021	-6,723.00
EFT42850	25/02/2021	SIFTING SANDS	Various Sites - Reserves - Sand Clean	-667.04
EFT42851	25/02/2021	ST JOHN AMBULANCE AUSTRALIA	Various Sites - First Aid Supplies	-1,035.58
EFT42852	25/02/2021	STARLET NAPERY	Depot - Uniforms & Safety Gear	-560.00
EFT42853	25/02/2021	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-48.40
EFT42854	25/02/2021	SUEZ RECYCLING & RECOVERY PTY LTD	Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection	-1,473.69
EFT42855	25/02/2021	SUPERCHARGE BATTERIES	Depot - Minor Consumables Tools	-209.11
EFT42856	25/02/2021	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-52,230.07
EFT42857	25/02/2021	T-QUIP	Depot - Fleet Vehicle - Parts	-1,405.95
EFT42858	25/02/2021	TENDERLINK	Tenderlink Portal - Online Tenders Uploaded	-60.50





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28th February 2021

Chq/EFT	Date	Name	Description	Amount
DD19039.1	01/02/2021	ONHOLD MAGIC	Messages On Hold - February 2021	-138.80
DD19035.1	02/02/2021	AWARE SUPERANNUATION	Payroll Deductions	-47,567.81
DD19035.2	02/02/2021	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD19035.3	02/02/2021	VIC SUPER	Superannuation Contributions	-230.17
DD19035.4	02/02/2021	MLC SUPER FUND	Superannuation Contributions	-936.88
DD19035.5	02/02/2021	COLONIAL FIRST STATE	Payroll Deductions	-743.66
DD19035.6	02/02/2021	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-238.23
DD19035.7	02/02/2021	ANZ SMART CHOICE SUPER	Payroll Deductions	-649.42
DD19035.8	02/02/2021	AMP SUPERLEADER	Superannuation Contributions	-111.28
DD19035.9	02/02/2021	DIY MASTER PLAN	Payroll Deductions	-481.78
DD19035.10	02/02/2021	NGS SUPER	Superannuation Contributions	-304.31
DD19035.11	02/02/2021	MLC SUPER FUND	Superannuation Contributions	-214.47
DD19035.12	02/02/2021	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-62.59
DD19035.13	02/02/2021	AUSTRALIAN ETHICAL SUPER	Payroll Deductions	-737.77
DD19035.14	02/02/2021	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-163.75
DD19035.15	02/02/2021	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD19035.16	02/02/2021	MLC WRAP SUPER	Superannuation Contributions	-108.44
DD19035.17	02/02/2021	LGIA SUPER	Superannuation Contributions	-410.49
DD19035.18	02/02/2021	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,005.99
DD19035.19	02/02/2021	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD19035.20	02/02/2021	B & L SUPER FUND	Superannuation Contributions	-196.24
DD19035.21	02/02/2021	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-5,508.29
DD19035.22	02/02/2021	HOST PLUS	Superannuation Contributions	-1,735.20
DD19035.23	02/02/2021	REST SUPERANNUATION	Superannuation Contributions	-1,659.85
DD19035.24	02/02/2021	HESTA SUPER FUND	Superannuation Contributions	-2,070.17
DD19049.1	05/02/2021	COMMONWEALTH CREDIT CARDS	Credit Card - January 2021	-20,414.57
DD19054.1	15/02/2021	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases	-15,033.32
DD19056.1	16/02/2021	AWARE SUPERANNUATION	Payroll Deductions	-45,893.09
DD19056.2	16/02/2021	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD19056.3	16/02/2021	VIC SUPER	Superannuation Contributions	-242.25





