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TOWN OF

Bassendean

AGENDA

Ordinary Meeting of Council

Tuesday 28 November 2023 at 6:00 pm

Notice is hereby given of the Ordinary Council Meeting

to be held in the Council Chamber

Administration Building

48 Old Perth Road, Bassendean WA 6054

Cameron Woods
CHIEF EXECUTIVE OFFICER

23 November 2023

Meeting Information

Recording and Live-streaming

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

Conduct at meetings

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

For any questions regarding the Ordinary Council meeting or any item presented in the agenda, please contact the Town of Bassendean at:
mail@bassendean.wa.gov.au.

Tune in to live streaming from the comfort of your own home by going to:
Town of Bassendean Council - YouTube

or if you miss it live, go to:
<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

Council Seating Plan



Minute Secretary



Manager Governance and Strategy

Joanne Burges



Chief Executive Officer

Cameron Woods



Mayor

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Council Role

Each Report presented will identify what Council's Role is in the item

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

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

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2 Announcements by The Presiding Person Without Discussion

3 Attendances, Apologies and Applications for Leave of Absence

4 Declarations of Interest

5 Presentations or Deputations

6 Statements by Members of the Public

Public statement time will be limited to two minutes per person.

Members of the public are encouraged to submit their statements in advance by completing the relevant form:

Online Form - Public Statement Time » Town of Bassendean

Please complete this form and submit it to the Town's Chief Executive Officer by no later than 12noon on the day of the meeting.

It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

7 Questions from Members of the Public

15 minutes will be allocated for questions by members of the public any question that relates to the district.

Each member of the public with a question is entitled to ask up to two questions before other members of the public will be invited to ask their questions.

Questions can be submitted prior to the Council meeting to:
www.bassendean.wa.gov.au/forms/public-question-time/36

If a person asking a question is not present at the meeting, then the Mayor can choose to deal with it at the meeting or arrange a response by email.

8 Petitions

9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	Nil

Officer Recommendation – Item 9.1

That the minutes of the Ordinary Council meeting held on _____, be received and confirmed as a true and correct record.

Voting requirements: Simple Majority

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

11.1 External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Author	Cameron Woods
Department	CEO'S Office
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. EMRC Special Council Meeting 9 November 23 [11.1.1 - 36 pages]

Purpose

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

Background

Councillors are appointed as members of external Committees and organisations. The minutes are attached for consideration of all Councillors.

Officer Recommendation – Item 11.1

That Council notes the attached documents from external Committee meetings held within the reporting period.

Voting requirements: Simple Majority

12 Officer Reports

12.1 Management arrangements for Hyde Retirement Village	
Property Address	2-10 James Street, Bassendean
Landowner/Applicant	Town of Bassendean
File Reference	COMS/SVPROVN/5
Directorate	Corporate Services / Community Planning
Previous Reports	OCM 21 December 2021
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - CVP Assessment Report - confidential [12.1.1 - 10 pages] 2. CVP Assessment Report - public [12.1.2 - 2 pages] 3. Existing Council Policy - Hyde Retirement Village [12.1.3 - 3 pages] 4. Draft amended Council Policy - Hyde Retirement Village [12.1.4 - 2 pages]

Purpose

The purpose of this report is for Council to consider the future tenancy management of vacant units at Hyde Retirement Village (HRV).

Background

On 21 December 2021, Council considered a proposal for tenancy management of vacant units at HRV by Connect Community Housing, operated by Connect Victoria Park Inc (CVP) and resolved that it:

- “1. *Endorses a pilot project for vacant units at HRV to be provided as community housing to older residents, with a particular focus on older women;*
2. *Authorises the CEO to enter into a MOU with Connect Victoria Park for tenancy management of vacant units at HRV, including units that may become vacant during the period covered by the MOU;*
3. *Directs that the MOU be entered into to formalise the pilot project for a period of two years from the date of execution of the MOU, with the possibility of extension;*
4. *Directs that the terms of the MOU shall be consistent with this report and the proposal provided to the Town by Connect Victoria Park;*
5. *Adopts the amended Hyde Retirement Village Policy, attached to this report; and*

6. *Requires the CEO to prepare a report for Council on the operation and effectiveness of the pilot project, prior to extending the MOU with Connect Victoria Park or entering into a new MOU with Connect Victoria Park or another community housing provider.”*

On 27 July 2022, the management agreement was executed by the parties. The agreement runs until 27 July 2024 and provides that “*prior to the expiry date, the Town will review Connect’s performance, the suitability of the services, and the needs of HRV*” and thereafter decide whether or not to offer CVP an extension or renewal of the agreement.

In September 2022, the first lease pursuant to the pilot project was entered into by CVP on behalf of the Town.

Communication and Engagement

Town staff recently met with representatives of CVP to review the pilot project and discuss renewal of the management agreement, and reached a broad agreement about the continuation of the arrangements.

Strategic Implications

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Comment

Assessment of pilot project

In accordance with the management agreement, the Town is required to review CVP’s performance, the suitability of the services, and the needs of HRV and Council is required to decide whether or not to offer CVP an extension to the agreement.

CVP has recently submitted a report on the pilot project (as contained as an attachment) which provides a positive assessment of the project since its commencement in September 2022, with 11 of the Village’s 31 units being leased to people over 60 on low to moderate incomes.

In accordance with the HRV Management agreement, CVP collects rent, water charges and car parking fees from tenants fortnightly and transfers it to Town on a monthly basis, with CVP receiving a 25% fee for its services. To 30 September 2023, CVP has transferred a total of \$104,825 to Town for rent and other charges collected from tenants. The total fee paid to CVP from September 2022 to September 2023 was \$25,101, resulting in net revenue to the Town of \$79,724.

The Town concurs with the report submitted by CVP and recommends that the pilot project be formalised with a longer-term arrangement.

Current proposal

As set out in the assessment report, CVP has requested that the arrangement being extended by five years, with the option of an additional five years.

Such an approach aligns with the Council-adopted Land Asset Strategy and is therefore supported, subject to a reduction in the management fee payable to CVP, from 25% to 20%. This change recognises that, with the arrangement now being established and operational for over a year, the administration costs to CVP will have reduced somewhat. This proposed change has been discussed with CVP and was deemed broadly acceptable, subject to a further change to remove the requirement for CVP to maintain professional indemnity insurance, given CVP does not provide professional advice.

Council Policy – Hyde Retirement Village

The Policy was originally adopted in April 1999 and applies to “*the management of the Hyde Retirement Village in James Street, Bassendean*”.

Whilst the management of the facility is clearly articulated by the *Retirement Villages Act 1992*, *Retirement Villages Regulations 1992* and the *Fair Trading (Retirement Villages Code) Regulations 2022*, it is considered that a formal statement by Council on the bespoke, contemporary operating model would be of value.

It is therefore recommended that the Policy be amended, as attached.

Statutory Requirements

Disposal (including leasing) of Town-owned land must generally occur in accordance with the requirements of Section 3.58 of the *Local Government Act 1995*.

Under Regulation 30(2) of the *Local Government (Functions and General) Regulations 1996*, a disposition of land is an exempt disposition if the land is disposed of to a body (whether incorporated or not), (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions.

Given that the objects of CVP are considered benevolent, the transaction is consequently deemed as an exempt disposition.

Financial Considerations

The proposed reduction in the management fee from 25% to 20% will generate additional revenue to the Town in the order of \$5,000 per annum, however, that will increase over time as more units are allocated to CVP.

Risk Management Implications

If Council does not resolve to continue the current arrangements, there is a risk of reputational damage associated with 11 units within the HRV being vacant from August 2024.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.1

That Council:

1. Authorises the CEO to enter into a Management Agreement with Connect Victoria Park for tenancy management of vacant units at HRV, for a period of five years to operate from 28 July 2024 to 28 July 2029 (with the option of an additional five years to 28 July 2034) and the management fee being reduced to 20% and reviewed prior to exercising any extension option.
2. Pursuant to the *Local Government Act 1995*, amends *Council Policy – Hyde Retirement Village*, as attached.

Voting requirements: Part 1 Simple Majority, Part 2 Absolute Majority

12.2 Incentives for Trees of Significance	
File Reference	TBA
Directorate	Community Planning
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	Nil

Purpose

The purpose of this report is for Council to note the information regarding potential ways of incentivising property owners who have a mature tree of significance on their private property to request them be listed on the Town's Significant Tree Register under future Local Planning Scheme No. 11 (LPS 11).

Background

On 17 October 2023, Council considered the following Notice of Motion as submitted by (then) Cr McLennan and resolved to support it.

"That Council requests the CEO to:

- 1. Investigate options to incentivise property owners who have a mature tree of significance on their private property being listed on the Town of Bassendean's Significant Tree Register under LPS11; and*
- 2. Provide a report to Council identifying possible incentives that Council may consider adopting to support and encourage trees being included on the Town's Significant Tree Register."*

This report is provided in response to Point 2 of the Council resolution.

Communication and Engagement

On 21 July 2023 (prior to Council's October 2023 decision), Councillors were provided with information (via the CEO Bulletin) regarding other local governments' funding programs that assist residents with maintenance of Significant Trees.

Strategic Implications

Priority Area 2: Leading Environmental Sustainability

2.4 Conserve, protect and enhance our natural environment and biodiversity

2.6 Support the creation of a more green and shaded Town

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Comment

Current Incentives

The Town currently provides following incentives relating to trees on private property.

Incentive	Comment
Development assessment concessions	This involves the Town/Council applying discretion as part of the determination of an application for development approval. <i>Local Planning Policy 13 – Tree Retention and Provision</i> states that “ <i>the retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of State Planning Policy 7.3 – Residential Design Codes – Volume 1.</i> ”
Additional waste services	This involves the provision of an additional free FOGO bin for a property that accommodates a tree that is included on the Register.

Potential Incentives

The following options are available to Council to incentivise property owners who have a mature tree of significance on their property to request them be listed on the Town’s Significant Tree Register under future LPS 11.

Incentive	Comment
Tree Maintenance grants	This would involve an extension of the Community Funding Policy to allow landowners to seek funding to assist in meeting the maintenance costs of a Significant Tree. Some Local Governments offer grants of up to 50% of the cost, up to \$2,000, which may be accessed once every five years.
Reduced application fees	This would involve reducing or waiving fees associated with applications for development approval, where such applications propose the continued retention of the tree(s).
Rates rebates	This would involve Council granting a rates waiver or concession pursuant to the Section 6.47 of the <i>Local Government Act 1995</i> , where a landowner owns a property that accommodates a tree that is included on the Register.

If Council wishes to explore one or more of the above options, the following should be considered.

- The overwhelming feedback from multiple consultation processes indicates that the community values mature trees. As such, there may be little need to provide financial incentives.
- The above notwithstanding, the Bassendean Town Centre has been zoned to accommodate the higher density residential development so as to meet the state government's prescribed dwelling targets, which will likely require the removal of mature trees from time to time. As such, any incentive would need to be significant enough to offset the profit derived from the development.

If Council considers that additional incentives are required (beyond those which are currently provided), it should also consider how it funds the additional cost; what existing service levels can be reduced and/or what increase in rates is required.

This report can be used to inform the 2024/25 budget discussions, along with any information on the potential tree audit for the Bassendean town centre.

Statutory Requirements

Nil associated with noting the information.

Financial Considerations

There are no financial implications associated with noting the information, although subsequent implementation of one or a number of the listed incentives will have a financial impact on the Town and in turn, the broader community.

Risk Management Implications

Nil associated with noting the information, although subsequent implementation of one or a number of the listed incentives may represent a reputational risk associated with the associated financial implication.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.2

That Council notes the information provided in the officer report.

Voting requirements: Simple Majority

12.3 Application for Development Approval - Proposed Works & Change of Use - 1 (Lot 50) Surrey Street, Bassendean	
Property Address	Lot 50 (No. 1) Surrey Street, Bassendean
Landowner/Applicant	Perth Historic Association Inc.
File Reference	2023-077
Directorate	Community Planning
Previous Reports	N/A
Authority/Discretion	<p>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.</p>
Attachments	<ol style="list-style-type: none"> 1. Extract from September 2019 Development Approval [12.3.1 - 2 pages] 2. Applicant's covering letter [12.3.2 - 8 pages] 3. Development Plans [12.3.3 - 6 pages] 4. Heritage Impact Statement [12.3.4 - 8 pages] 5. Schedule of Submissions [12.3.5 - 4 pages] 6. CONFIDENTIAL REDACTED - Agreement for restoration of 1 Surrey Street, Bassendean [12.3.6 - 22 pages]

Purpose

The purpose of this report is for Council to consider an application for development approval for restoration works and a change of the use of existing buildings at Lot 50 (No. 1) Surrey Street, Bassendean.

The matter is referred to Council for determination as it is outside the authority delegated to staff due to the objections received during the consultation period.

Background

Site History

Council has considered matters relating to this site many times since it acquired the site in 1988. Below represents only a selection of the relevant milestones and is not to be taken as a complete record of the history of the site.

In 2007, the Town engaged a consultant to prepare a Conservation Management Plan for the site, which outlines the significance of the place, necessary conservation works and guides future planning of the site. The Plan was finalised in December 2007.

In September 2019, the Town granted development approval for the site, being:

- additions and alterations to both the pensioner guard cottage and the dwelling adjoining pensioner guard cottage
- change of use to community purpose;
- construction of a new building to rear of site for community purpose and consulting rooms (infant health clinic)

That approval was granted under delegated authority as Council had already endorsed the design via other, related project management and procurement decisions.

In July 2020, Council considered the appointment of a contractor in response to *Request for Tender 06/2019 - Provision of Restoration and Conservation Works to the Residency and the Pensioner Guard Cottage and Construction of a New Community Space at 1 Surrey St, Bassendean*. Council declined all tender responses given they significantly exceeded the budget for the project.

On 27 July 2021, Council considered the disposal of the Town-owned Lot 50 (No. 1) Surrey Street, Bassendean and resolved to sell it to the Perth History Association Inc. T/A Museum of Perth, subject to the following conditions that are relevant to the current application (among others):

- *The purchaser, to the satisfaction of the Town, to provide, as a minimum, community access to the Pensioner Guard Cottage on a monthly basis;*
- *The purchaser, to the satisfaction of the Town, to undertake restoration of the existing Residence over a period of up to four years (and thereafter maintain both buildings), in accordance with the staged implementation plan provided by the purchaser to the seller dated May 2021 and as contained in its expression of interest submission;*

On 19 July 2023, the Perth History Association Inc (Museum of Perth) submitted the subject application for development approval.

Site Description and Planning Framework

The site has an area of 937m² is zoned 'Residential' under Local Planning Scheme No. 10 (LPS10) with a density code of R20. It is surrounded by existing low density residential development.

The site is located approximately 200m east of the Bassendean Oval, 75m west of Point Reserve and 770m south/east of the Success Hill Railway Station. Surrey Street accommodates marked on-street parking bays on both sides the road; providing parking for events at Bassendean Oval, predominantly on weekends.

A location plan follows.



The site comprises two main buildings, being the Pensioner Guard Cottage (constructed circa 1893) and the Residence Building (constructed circa 1952).

The smaller of the buildings on the site is the last remaining ‘Pensioner Guard Cottage’ within the Perth Metropolitan Area; and the oldest remaining building in the Town of Bassendean. The place has a high degree of historic significance due to its association with colonial settlement in Western Australia. At a local level, the significance of the larger Residence Building is also recognized and together, the buildings demonstrate the evolution of residential development following European settlement of the locality.

The site also contains a detached laundry room, three large trees, and simple gardens. A single width concrete driveway provides vehicular access to the site from Surrey Street.

Proposal

The applicant is seeking approval for restoration works and a change of the use of the existing buildings on site. The application is understood to involve the following:

Restoration works

Physical works proposed are limited to the Residence Building and comprise of the following, all of which are consistent with the approved 2007 Conservation Management Plan.

- Demolition of 1952 additions
- Internal works, including demolition of internal walls
- Restoration of roof and the provision of a new verandah

Use of Residence Building

- The use of the Residence Building as an office and storage space, to be occupied by the Perth History Association Inc. (Museum of Perth).
- The Museum of Perth is a not-for-profit organization that chronicles the social, cultural, political and architectural history of Perth. The Museum offers a range of services to promote the preservation and exhibition of collections of cultural historical significance for the benefit community including digitization of records, exhibition design, research and transcription.
- The building is proposed to accommodate up to 20 people at any one time, comprising staff and volunteers. The building will be used between 8am and 6pm, on weekdays only.

Use of Pensioner Guard Cottage

- The continued use of the Pensioner Guard Cottage as a Museum, to operate between 11am and 2pm on weekends supported by two volunteer staff. It is noted that the building has been informally used as a museum since 1993.
- The Pensioner Guard Cottage Museum may accommodate larger groups (such as local school groups) on weekdays, by appointment only.

Communication and Engagement

Public consultation

The application was advertised for a period of 14 days, between 7 September 2023 and 21 September 2023, in the following manner:

- Details of the proposal were made available on the Town’s website; and
- Letters were sent to the owners and occupiers of nearby properties, as below.



In response, four submissions were received; all objecting to the proposal. A schedule of submissions is attached, with the relevant planning issues being the appropriate classification of the proposed land use (Residence Building), adverse impacts on residential amenity, parking and traffic.

The submissions also provided commentary on matters not relevant to Council's consideration of the application, including the following:

- The accuracy and reliability of information provided within the application
- Nuisance during demolition/construction works
- Precedence for establishment of similar uses in the locality
- Reduction in property values
- Lack of involvement of local residents in the operations of the landowner.

Agency referrals

The application was referred to the State Heritage Office (SHO), which provided its support for the proposal on behalf of the Heritage Council of Western Australia. In its advice, the SHO states the proposal will *“have a major positive benefit on the cultural heritage significance of the Pensioner Guard Cottage”*. It also recommended the Town impose conditions on any approval issued requiring further details of conservation works prior and the implementation of an archaeological watching brief to ensure significant material uncovered during the works is dealt with appropriately.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.2 Ensure major decision making is informed by community feedback

Priority Area 7: Building Community Identity by Celebrating Culture and Heritage

7.2 Create a community closely connected to its history and heritage

Comment

Local Planning Scheme No. 10 (LPS 10)

The application seeks approval to undertake training and administration activities (historic research, writing, exhibition design, family history research, archiving and record digitization and community workshops and training programs) as well as function as a museum with the storage and display of historical artifacts and collections. The applicant suggests that the activities align with the 'Community Purpose' and 'Exhibition Centre' land uses under LPS 10, which are defined as follows.

‘Exhibition Centre’ - premises used for the display, or display and sale, of materials of an artistic, cultural or historical nature, and includes a museum or art gallery”.

‘Community Purpose’ - premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit”.

The subject site is zoned Residential under LPS 10 and, the Community Purpose and Exhibition Centre land uses are listed as “A” and “D” uses, respectively. Such uses are therefore discretionary uses in the residential zone.

It is acknowledged that at least some aspects of the intended use of the Residence Building involves characteristics of both the ‘Community Purpose’ and ‘Office’ land uses; with the latter being defined as *“premises used for administration, clerical, technical, professional or other like business activities”*. In considering the issue, however, it is noted that the proposed activities do not involve a generic office use (such as a real estate agent or accountant), but rather, bespoke functions and activities by the Museum of Perth (a not-for-profit organisation) that are intrinsically tied to the historic value of the site; being to chronicle the social, cultural, political and architectural history of Perth.

State Planning Policy 3.5 – Historic Heritage Conservation

The policy recognizes that adaptation of heritage buildings for new uses will often be the key to conservation of a heritage place that no longer serves its original function; and in some cases, the conservation and protection of a heritage place may require a change of use to ensure a reasonable beneficial use or return. As outlined in the Conservation Management Plan, extensive repair works are required for the Residence Building to ensure that it does not deteriorate to a point that demolition becomes necessary, nor that restoration becomes unreasonable. The proposed use of the site presents a feasible option to ensure the conservation of the place and ongoing management and maintenance necessary for its preservation.

State Planning Policy 7.3 – Residential Design Codes

Although the proposal does not involve residential development, the site is located within a residential area. The siting and design of buildings on site comply with the Residential Design Codes and are therefore consistent with the bulk, scale and siting of built form expected on the site.

Local Planning Policy 4 – Heritage and Character

Clause 7.1(a) of the Policy states that *“Development shall comply and/or conform to the requirements outlined in any Conservation Management Plan, Heritage Assessment or any other documented review of heritage value.”*

The site is subject to the 2007 Conservation Management Plan and the proposed works proposed are consistent with that plan. Although the plan does not stipulate a preferred use of the site; it does emphasize the importance of occupation by an appropriate and viable use as a matter of urgency to ensure its ongoing conservation, maintenance and viability.

Local Planning Policy 8 – Car Parking and End of Trip Facilities

Given the two land uses will operate on different days, the site generates a Policy requirement for 5 car parking bays (on the basis of one bay per four people the buildings are designed to accommodate). The existing concrete driveway can accommodate three cars in a tandem parking arrangement; therefore, the proposal involves a two bay parking shortfall.

In addition, it is noted that in order to comply with the Building Code of Australia, at least one onsite parking bay must be accessible for people with disabilities and meet the relevant Australian Standard (ie. a double-width bay). Given that an 'accessible' parking bay cannot be accommodated within the existing single width driveway, an alternative location is required. Whilst it could be constructed within the front setback area, such a location is considered incompatible with the heritage value of the place and would impact on the existing and proposed landscaping. As such, it is recommended that the requisite bay be provided at the rear of the Residence Building.

It is recommended that a condition be imposed requiring the submission of details of a revised onsite carparking arrangement that captures the above. It is noted that compliance with such a condition will reduce the number of onsite bays to one; increasing the parking shortfall to four bays. This variation is supported on the basis that (i) the car parking demand (which is expected to peak during weekday office hours) can easily be accommodated by existing on-street parking bays along Surrey Street and (ii) the Town's 2019 approval provided for a 15-bay variation to the car parking standards applicable at the time.

Amenity of the Locality

Submissions received in response to advertising suggested that an office, or other non-residential use similar to that proposed, would have an adverse impact on the residential amenity of the locality. The specific concerns included additional traffic, inconvenience caused by increase in on-street parking and increased activity levels in the local area, as discussed below.

Traffic

The increase in traffic expected as a result of the operation of proposed uses is minor and can be easily accommodated by the existing local road network without compromising safety or functionality.

Activity

Submissions noted a general perception that an increase in activity on the site would adversely impact residential amenity, with the Community Purpose use of the Residence Building expected to accommodate a maximum of 20 people during business hours (8am – 6pm on weekdays).

The nature of activities described in the application are considered low-impact and unlikely to result in a level of noise in excess of what could be reasonably expected in a residential setting. Similarly, the continued operation of the Exhibition Centre is considered a low-impact activity of the site, and has not been an issue previously.

Further, Council has previously determined that the use of the site as a museum, community facility and infant health clinic was appropriate, and it is considered that that previous Council-proposal was more potentially impactful than the current application.

The above notwithstanding, it is recommended that the Community Purpose use of the Residence Building be limited to 8.30am – 5.30pm on weekdays. It is further recommended that use of the Pensioner Guard Cottage (Exhibition Centre land use) is broadened so as to be limited to 10.00am – 3.00pm, Saturday and Sunday; thereby allowing a degree of flexibility for that function.

Landscaping

Details of proposed landscaping to be retained, upgraded and installed have not been provided. If the application is approved, it is recommended that a condition be imposed requiring a landscaping plan be submitted to; and approved by the Town.

Conclusion

The proposal represents a viable option for the conservation and ongoing use and management of a place of considerable heritage value. Notwithstanding, there is a need to protect the residential amenity of the locality and conditions of approval are recommended to ensure the uses operate in a manner that is suitable within an established residential area including limitations on activities, hours of operation and capacity.

Statutory Requirements

In accordance with Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council is required to determine the application by:

- (a) granting development approval without conditions; or
- (b) granting development approval with conditions; or
- (c) refusing to grant development approval.

If the applicant is aggrieved with the decision of the Local Government, a right of appeal may exist in accordance with Part 5 of the *Planning and Development Act 2005* with the State Administrative Tribunal.

Financial Considerations

Nil.

Risk Management Implications

Should Council refuse the application, the applicant may appeal to the State Administrative Tribunal. Further, such a refusal would represent a considerable reputational risk in that Council resolved to dispose of the property so as to facilitate the outcome being proposed by the subject application.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.3

That Council approves the application for development approval for restoration works and change of the use at Lot 50 (No. 1) Surrey Street, Bassendean, subject to the following conditions:

1. The development shall be undertaken in accordance with the approved plans and the recommendations contained within the Conservation Management Plan (Laura Gray, 2007), to the satisfaction of the Town.

2. The use of the Residence Building (Community Purpose land use) is limited to 8.30am – 5.30pm, Monday to Friday and to the undertaking of activities directly associated with local heritage, history and culture, as follows.
 - Workshops / training
 - Research
 - Exhibition design
 - Writing
 - Digitisation or records
 - Archiving
 - Storage of collections
3. The use of the Pensioner Guard Cottage (Exhibition Centre land use) is limited to 10.00am – 3.00pm, Saturday and Sunday. The 'Exhibition Centre' is permitted to operate outside the approved hours of operation and/or in excess of the approved site capacity by appointment only and up to a maximum of six times in any calendar year, unless otherwise approved in writing by the Town.
4. No more than 20 people are permitted onsite at any one time, unless authorised by the Town prior to the event.
5. Prior to the issue of a building permit, the applicant is to submit information regarding the detail and methodology of the following conservation works (including information on materials and finishes), to be approved by the Town, in consultation with the Department of Planning Lands and Heritage:
 - Repair cracks in masonry walls internally and externally
 - Repair door and window lintels
 - Repair ceiling
 - Repair and maintain timber floor
 - Repair service and re-paint windows and door frames
 - Removal of the render from exterior facades, repair the masonry after investigations

All works are to be carried out in accordance with the approved details and methodology, to the satisfaction of the Town.
6. Prior to the lodgment of a building permit, a detailed landscape and reticulation plan for the development site and adjoining road verge must be submitted to, and approved by the Town.
7. The approved landscape and reticulation plan must be implemented within 90 days of completion of conservation/restoration works and be maintained thereafter to the satisfaction of the Town.

8. Prior to the lodgment of a building permit, a schedule detailing the colour and texture of all building materials must be submitted to and approved by the Town of Bassendean in consultation with the Department of Planning, Lands and Heritage. The development must be finished, and thereafter maintained, in accordance with the approved schedule to the satisfaction of the Town.
9. Prior to the lodgment of a building permit, a car parking plan must be submitted to, and approved by the Town in consultation with the Department of Planning, Lands and Heritage. The car parking plan shall make provision for one car parking bay designed in accordance with *Australian Standard AS 2890.6-2009 Parking Facilities – Off-street parking for people with disabilities*.
10. Prior to the commencement of use, the approved car parking plan must be implemented. Driveways, parking and maneuvering areas are to be sealed, drained and line marked to the satisfaction of the Town.
11. Prior to the commencement of any works on site, an Archeological Watching Brief must be submitted to, and approved by the Town of Bassendean in consultation with the Department of Planning Lands and Heritage. The Archeological Watching Brief must be implemented to the satisfaction of the Town.
12. Prior to applying for a Building Permit, storm water disposal plans, details and calculations must be submitted, approved and thereafter implemented and maintained to the satisfaction of the Town.
13. All building works to be carried out under this development approval, including footings, are required to be contained within the boundaries of the subject lot.

Voting requirements: Simple Majority

12.4 RFT 05/2023 Provision of Arboricultural Services	
File Reference	PARE/TENDNG/90
Directorate	Corporate Services
Previous Reports	Not applicable
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - RFT 05 2023 EVALUATION REPORT [12.4.1 - 16 pages]

Purpose

The purpose of this report is for Council to consider the tender received for RFT 05/2023 Arboricultural Services and appoint the contractor.

Background

The Town has a requirement to engage a contractor for arboricultural services. The Town does not have the internal resources to provide the required services and as such requires an appropriate external service provider.

Communication and Engagement

The Request was uploaded to the WALGA (Equotes) VendorPanel Portal on Wednesday, 13 September 2023 and closed on 11:00am (AWST) on Thursday, 28 September 2023.

Strategic Implications

Priority Area 2: Leading Environmental Sustainability
2.6 Support the creation of a more green and shaded Town.

Comment

The Town received a Submission from Beaver Tree Services Aust Pty Ltd, trading as Beaver Tree Services.

The Evaluation Panel comprised of three members with appropriate technical expertise and experience, who assessed the submission in a fair and equitable manner.

Beaver Tree Services met the compliance requirements of the tender and were evaluated against the qualitative criteria and weightings shown in the following table.

QUALITATIVE CRITERIA	WEIGHTING
Capacity	25%
Demonstrated Experience	40%
Demonstrated Understanding of the Requirements	35%

The predetermined qualitative threshold was set at 70% for this tender.

Statutory Requirements

In accordance with clause 11(2) of Part 4 of the Local Government (Functions and General) Regulations 1996, tenders do not have to be publicly invited if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Financial Considerations

The costs associated with this contract will be included in the Town of Bassendean's operational budget for each year of the contract.

Risk Management Implications

Financial Risk
Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.4

That Council accepts the offer submitted by Beaver Tree Services Aust Pty Ltd trading as Beaver Tree Services, to provide Arboricultural Services in accordance with the Terms and Conditions as specified in RFT 05/2023 for a period of three (3) years with an option to extend the Term of the Contract by one (1) year, plus a further option of one (1) Year, at the submitted schedule of rates. The Term of the Contract (including any extensions) will not exceed five (5) years in total.

Voting requirements: Absolute Majority

12.5 Differential Rates Refund Policy Review	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	RAT&VAL/FEECHAG/3
Directorate	Corporate Services
Previous Reports	OCM 13/9/21
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider a review of the Differential Rates Refund Policy.

Background

Council adopted the Differential Rates Refund Policy in September 2021, and it is now due for review. The objective of the policy was to ensure landowners who develop their land within the specified period were not penalised through the imposition of differential rates.

Proposal

That Council consider whether to allow the policy to expire or amend the policy so that it has future application.

Communication and Engagement

Feedback from Councillors was sought via the CEO Bulletin on 8 September 2023.

One Councillor stated they would like the policy to be made permanent as long as the Town imposes differential rates, for the quantum of rates refund to be increased to up to two years, and for the policy to be communicated to eligible persons.

Strategic Implications

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Comment

The operation of the current policy is time-specific, in that it applies to differential rates imposed for 2021/22. All required development applications must have been made by 30 June 2022, and the development completed in accordance with the approvals and permits. This was the intended purpose of the policy.

The Town has not received an application for differential rates refund at this stage. A total of 32 properties are potentially eligible for the 2021/22 year.

Council introduced differential rates for the first time as part of the 2021/22 Annual Budget, imposing a premium of 50% of the rate in the dollar for vacant land. Council has continued to impose differential rates as part of the 2022/23 and 2023/24 annual budgets, with a 50% premium on vacant land and a premium for commercial and industrial land. The administration is likely to recommend the continued imposition of differential rates as part of the 2024/25 Annual Budget and the Long-Term Financial Plan.

Given the imposition of differential rates is now well-established at the Town, it is no longer considered necessary to facilitate a potential refund of differential rates on vacant land through the Differential Rates Refund Policy. Further, differential rates on vacant land can be avoided by developing the land. Should Council seek to limit the operation of the policy to differential rates for 2021/22, no action by Council is required, and the policy will remain in existence until the time for the last eligible development application under the policy has expired, at which time the policy will no longer apply.

A copy of the policy will be provided to each eligible landowner by 31 December 2023, to ensure awareness of the policy and the requirements for eligibility for a refund of differential rates, so that they can apply for the rate refund.

However, should Council wish to amend the Differential Rates Refund Policy, it could do so in accordance with the Councillor feedback and/or make other amendments.

Statutory Requirements

Section 6.47 of the *Local Government Act 1995* provides that, subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* Absolute majority required.

Financial Considerations

The financial impact of the Differential Rates Refund Policy in its current form is limited to additional rates paid for one year by the owners of vacant land for which all appropriate applications for approvals and permits were made by 30 June 2022, and the development completed in accordance with the issued approvals and permits.

Should Council adopt the draft amended policy, the Town's rates revenue could be reduced by the equivalent of up to two years of differential rates for each eligible development, although the timing and quantum of the impact is unknown at this stage.

For reference, the total amount to be raised through differential rating of vacant land in the 2023/24 Annual Budget is \$85,240.

Risk Management Implications

Financial Risk
Low

The risks associated with either the cessation or continuation of this policy are the financial considerations outlined above.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Section 5.60A of the *Local Government Act 1995* provides that:
'A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.'

Therefore, Councillors who have vacant land in the Town of Bassendean will have a direct financial interest and should make the relevant declaration.

Officer Recommendation – Item 12.5

That Council:

1. Note this report, thereby allowing the Differential Rates Refund Policy to expire through the effluxion of time.
2. Note that a copy of the Differential Rates Refund Policy will be provided to each of the eligible landowners, by 31 December 2023.

Voting requirements: Simple Majority

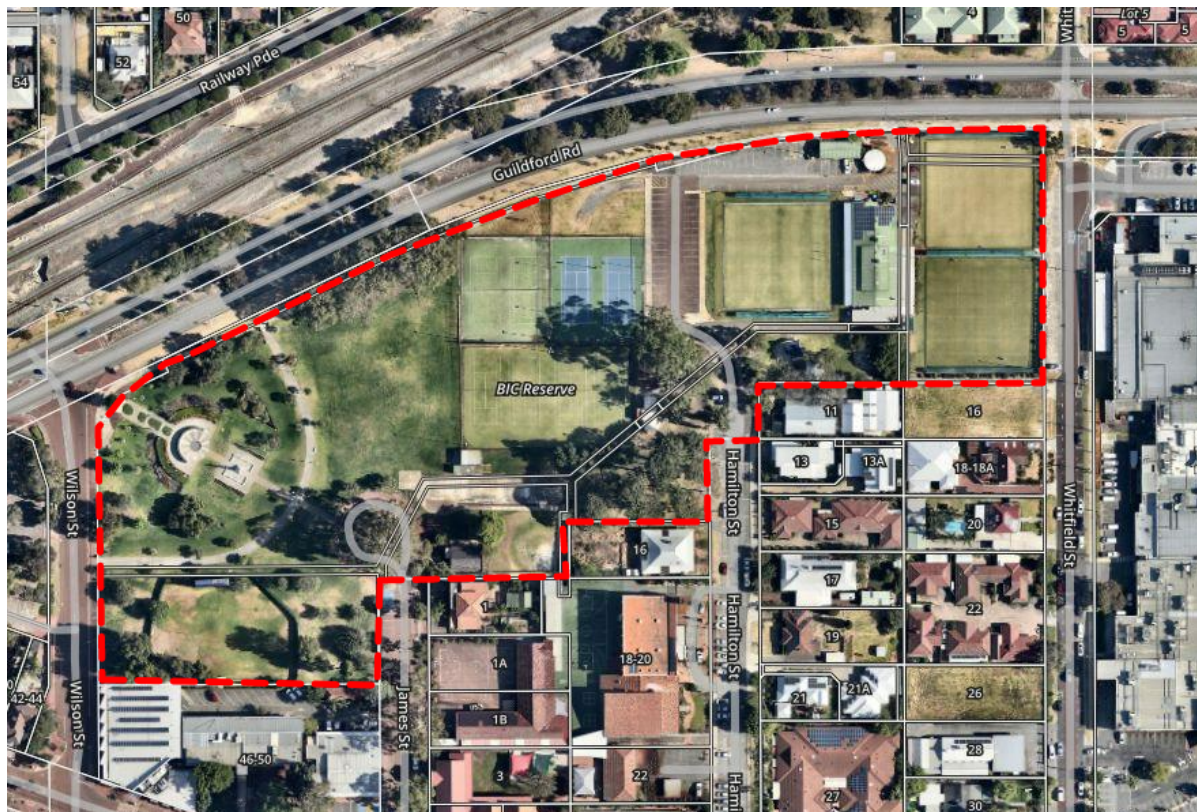
12.6 Use of Town Facility - Reserve 21150 (BIC Reserve)	
Property Address	Portion of Reserve 21150 (BIC Reserve)
Landowner/Applicant	Crown land
File Reference	N/A
Department	Community Planning
Previous Reports	23 November 2021
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider the future of the existing building and site located on Reserve 21150 (BIC Reserve).

Background

Reserve 21150 (BIC Reserve) is a Crown Reserve managed by the Town, and accommodates a variety of uses and functions. A location plan follows.



The broader reserve includes a 1,000m² (approx.) area of land that is currently occupied by a Child Health facility, identified in orange as follows.



The existing building on site is currently occupied by the Child and Adolescent Health Service of the Department of Health, but that occupation is not supported by a formal lease arrangement.

In November 2021 (and after an 18 month, three-phase, community consultation process), Council adopted the Town Centre Masterplan, which identified the subject portion of the site as being appropriate for 3 - 5 storey development. This aspiration was ultimately supported by draft Local Planning Scheme No. 11 (LPS 11) which proposes that the subject portion of the site be rezoned to District Centre.

Communication and Engagement

As demonstrated by the *BassenDream our Future* engagement process, the consultation associated with the Town Centre Masterplan and the results of the 2020 and 2022 Catalyse Community Surveys, it is clear that the community strongly supports greater vibrancy and activity within the Bassendean Town Centre.

Town staff have had discussion the Department of Health, advising of the potential that the premises will need to be vacated in the near future and working towards the provision of an alternate facility as part of the Ashfield Community Centre.

Strategic Implications

Priority Area 3: Creating a Vibrant Town and Precincts

3.1 Support the town centre to thrive

3.2 Increase the residential population close to centres and train stations

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

Comment

Proposed transition to Ashfield Community Centre

In accordance with the adopted Land Asset Strategy, Council's strategic intent is for the State Government to redevelop the site to its highest and best use, in accordance with the Town Centre Masterplan. A necessary step in the process is to vacate the subject building. Whilst this requires displacing the Child and Adolescent Health Service, Council is able to consider favorable terms at the Ashfield Community Centre (Colstoun Road, Ashfield) to enable a smooth and cost-effective transition and to ensure Infant and Child Health services continue to be provided to the district. The Town has recently undertaken significant maintenance works at this facility to enable its immediate occupation.

The available space forms the balance of the former Seniors and Disability Services facility that is not otherwise leased by Amana Living. The leasable area comprises seven offices, a meeting room, lunchroom and storage area and is located in very close proximity to Ashfield Railway Station. It is considered to be a superior option for the Department of Health.

Based on the above, it is recommended that Council endorse an approach which requires the subject building to be vacated by 31 December 2024 and authorises the CEO to enter into lease negotiations with the Department of Health that would include a 12-month rent free period (excluding outgoings).

Existing building located on BIC Reserve

Irrespective of Council's decision on the matter, in the event that the Department of Health continues to use the existing building, it is required to be supported by a formal lease.

Based on the above, the Town will enter into lease negotiations with the Department of Health with a view to having an executed lease as soon as possible.

Statutory Requirements

Disposal (including leasing) of land with a value of greater than \$5,000 must be undertaken in accordance with the requirements of Section 3.58 of *the Local Government Act 1995*, which provides for an auction, public tender or public advertising processes.

Regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996* provides that the disposition of land is exempt from those requirements if the land is disposed of to “*a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth*”

Based on the above, the proposed lease is an exempt disposition.

In accordance with the *Land Administration Act 1995*, the Town is required to obtain the consent of the Minister for Lands to grant a lease of Crown land.

Financial Considerations

Nil. The current occupation of the building does not generate any income.

Risk Management Implications

There is a reputational risk to Council in displacing the Child and Adolescent Health Service, however, that is mitigated by the Town’s continued assistance to the Department of Health in providing an alternative site on favorable terms.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.6

That Council:

1. endorses an approach that requires the subject building (current Child Health facility) on BIC Reserve to be vacated by the 31 December 2024.
2. notes that the Town will seek to progress a formal lease with the Department of Health for the use of the Ashfield Community Centre, commencing no later than 1 January 2025. The lease is to include a 12-month rent free period to assist with the relocation of the service.
3. notes that the Town will seek to progress a formal lease with the Department of Health for the use of the subject building (current Child Health facility) on BIC Reserve, commencing as soon as possible and running to no later than 31 December 2024.

Voting requirements: Simple Majority

12.7 Accounts Paid - October 2023	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Directorate	Corporate Services
Previous Reports	
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. Accounts Paid - October 2023 [12.7.1 - 12 pages]

Purpose

The purpose of this report is for Council to receive the list of payments for October 2023.

Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, requires a list of accounts paid by the CEO each month to be presented to Council at the next ordinary meeting of Council after the list is prepared.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

4.3 Support the local economy

Comment

Payments made during October 2023 are presented to Council, showing the date, payee, amount and description in respect of each payment for goods and services received.

Statutory Requirements

Local Government (Financial Management) Regulations 1996

Financial Considerations

All payments are authorised prior to disbursement in accordance with the Town's Purchasing Policy, Procurement Guidelines and allocated budgets.

Risk Management Implications

Financial Risk

Low

The Town has adequate controls in place to mitigate external and internal risks in accounts payable.

As an extra measure, the Town uses EftSure to independently check bank account details of suppliers paid by the Town.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.7

That Council receives the list of payments for October 2023.

Voting requirements: Simple Majority

12.8 Proposed Carport - 104 (Lot 174) Ivanhoe Street, Eden Hill	
Property Address	104 (Lot 174) Ivanhoe Street, Eden Hill
Landowner/Applicant	Landowner: Lee Machin and Joanne Hillier Applicant: Engineering on Demand
File Reference	2023-102
Directorate	Community Planning
Previous Reports	
Authority/Discretion	Quasi-Judicial When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences.
Attachments	1. Development Application Plans [12.8.1 - 3 pages]

Purpose

The purpose of this report is for Council to consider an application for development approval for a carport at 104 (Lot 174) Ivanhoe Street, Eden Hill.

The matter is being referred to Council for determination at the request of the landowner and applicant.

Background

Site History

On 2 March 2023, the Town received an application for development approval for a proposed flat roof carport. Following the Town's request for further information and raising concerns relating to non-compliance with *State Planning Policy 7.3 – Residential Design Codes (R-Codes)* and *Local Planning Policy No. 12 – Residential Development and Fences (LPP 12)*, on 28 June 2023, the proponent elected to cancel the application.

Following the cancellation of the application, the landowner and the applicant further liaised with the Town to discuss the options in relation to the proposal; with the Town advising of the following options:

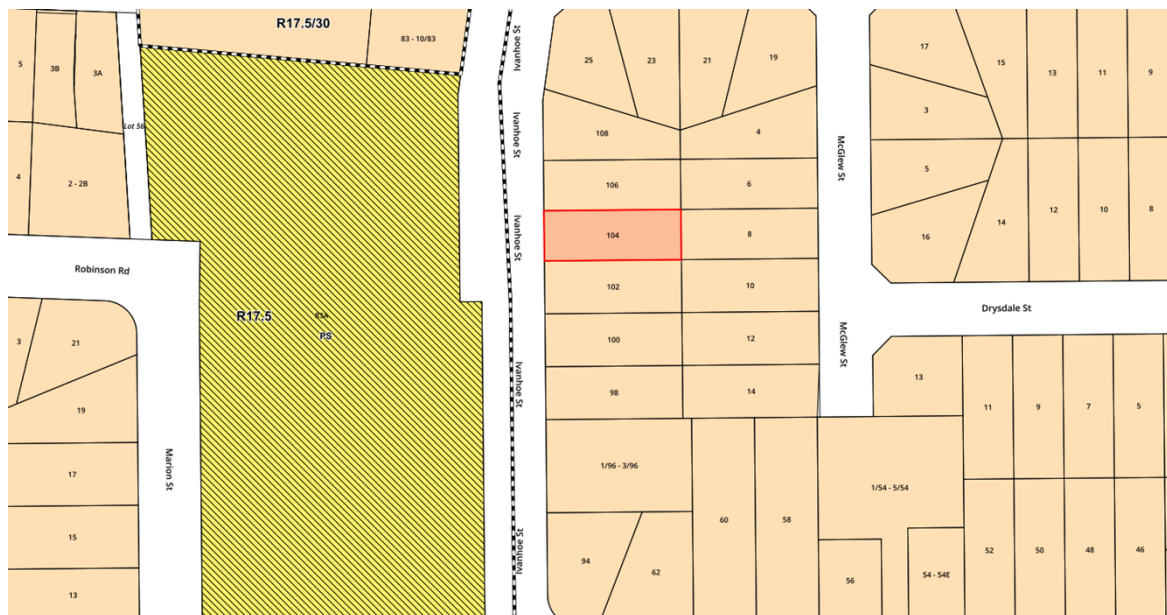
- Lodge a new application which better reflects the requirements of the R-Codes and LPP 12.

- Lodge the application as previously and have the matter considered on its merits, which may not be supported by Town staff. If they elected this option, it was open to request that the application is determined by Council.

On 14 October 2023, the proponent submitted a new application for development approval and requested the application be determined by Council. The plans which have been submitted are the same as the previous development application which was cancelled by the proponent.

Site Description and Planning Framework

The subject site is a 706m² lot, zoned Residential R20/R30 under Local Planning Scheme No. 10 (LPS 10). The site contains an existing single house. A location plan follows.



Proposal

The proposal involves the following:

- The construction of a 6.9m x 6.2m flat-roofed carport, located to the northern side of the lot, within the primary street setback area.
- The carport is 2.4m in height, and is setback from the 1m from the northern lot boundary and 0.6m from the primary street boundary.
- The carport will be constructed with metal columns and sheet (Colorbond 'Heritage Red') metal roofing.
- The carport will facilitate vehicles to be parked parallel to Ivanhoe Street.

Communication and Engagement

The development application was not referred to adjoining landowners for comment on the basis that there was no specific impact on abutting (neighbouring) sites and the property directly opposite the site is a school.

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.1 Fostering a culture of collaboration and trust between the organisation and community

Comment

Local Planning Scheme No. 10 (LPS 10)

The subject site is zoned Residential R20/30 under LPS 10. The proposed carport is incidental to the existing Single House, which is a “P” use within the Residential zone, meaning the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

State Planning Policy 7.3 – Residential Design Codes Volume 1 and Local Planning Policy No. 12 – Residential Development and Fences (LPP 12)

The R-codes include ‘deemed-to-comply’ Criteria (prefixed by “C”) and Design Principles (prefixed by “P”). Applications not complying with the deemed-to-comply criteria can be assessed against relevant design principles. LPP 12 serves to provide alternative ‘deemed-to-comply’ criteria. The following table outlines the aspects of the proposal that do not meet the either of the ‘deemed-to-comply’ criteria and provides an assessment against the relevant design principles.

R-Code and Policy Provision	Assessment/Comment
5.2.1 – Setback of garages and carports	
<p>C1.2 <i>R-Codes Deemed to Comply</i></p> <p>Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1 (i) except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:</p> <ul style="list-style-type: none"> i. the width of the carport does not exceed 60 per cent of the frontage; ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and iii. the carport roof pitch, colours and materials are compatible with the dwelling. 	<p>Clause 5.1.2 C2.1 (i) requires a 6m setback, which can be reduced to 3m in some circumstances. The proposal involves a 0.6m setback.</p> <ul style="list-style-type: none"> iii. As viewed from the street, the existing redbrick dwelling has a terracotta tile gable roof. The application proposes a flat roof carport, constructed of metal sheeting. The roof pitch is not considered compatible with the dwelling.

<p>C1.2 <i>LPP 12 Alternative Deemed to Comply</i> Carports set back so as to be behind the street setback and/or no closer to the street than the existing dwelling on the lot, unless it complies with all of the following:</p> <ul style="list-style-type: none"> iii. the carport roof pitch, colours and material are the same as the dwelling; and iv. support columns shall be the same brick as the dwelling. v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing. 	<p>The carport is located within the primary street setback area and forward of the existing dwelling.</p> <ul style="list-style-type: none"> iii. As viewed from the street, the existing redbrick dwelling has a terracotta tile gable roof. The application proposes a flat roof carport, constructed of metal sheeting. The roof pitch and materials are not the same as the dwelling. iv. The carport is proposed to have metal support columns. v. The proposal is for a new flat roof carport that does not replace any existing one.
<p>P1.2 Carports and garages setback to maintain clear sight lines along the street, to not obstruct any views of the dwellings from the street and vice versa, and designed to contribute positively to streetscapes and the appearance of dwellings.</p> <p>P1.2 Garages and/or carports set back to ensure any vehicle parking on a driveway does not impede on any existing or planned adjoining pedestrian, cycle or dual-use path.</p>	<p>In considering the design principles, the following is relevant:</p> <ul style="list-style-type: none"> • The existing streetscape in the local area is characterised by dwellings with compliant primary street setbacks, with a majority of the street setback area for each lot being landscaped. The Town’s Built Form and Character Study provides guidance on identified characteristics of buildings and places which are valued and should be reflected in future development. Relevant design objectives within the Study are “<i>maximising areas of soft landscaping and discouraging large areas of hard landscaping</i>” and “<i>ensuring building materials and design create a cohesive streetscape.</i>” The proposed development fails to achieve those design objectives in that it does not limit the dominance of hard landscaped surfaces and provides for insufficient soft landscaping, with more than 50% of the front setback area to be utilised for vehicle access. The development fails to utilise building materials, design and colour that are cohesive to the existing dwelling and therefore will have a negative impact on the amenity of the streetscape. • There is a carport located forward of the primary street setback in the nearby No. 96 Ivanhoe Street, Eden Hill, however, that form of the development would comply with the requirements of LPP 12. • Due to its pitch, colours and materials, the flat roof carport will appear disjointed from the dwelling and be visually unappealing. Given the prominent location of the proposed structure, being well forward of the existing dwelling, it will not positively contribute to or enhance the amenity of the streetscape or the existing dwelling.

	<ul style="list-style-type: none"> • Whilst the proposed material (being Colorbond Heritage Red sheeting) does not match the terracotta tiled roof of the existing dwelling, it is considered broadly acceptable. <p>Based on the above, it is considered that the proposal does not meet the relevant Design Principle.</p>
5.3.2 - Landscaping	
<p>C2.2 Landscaping of single houses, grouped dwellings and multiple dwellings to include the following:</p> <p>(ii) landscaping of the street setback area, with not more than 50 per cent of this area to consist of impervious surfaces.</p>	<p>Due to the positioning of the carport, more than 80 per cent of the primary street setback area will consist of impervious surface used for vehicle manoeuvring.</p>
<p>P2 Landscaping of open spaces that:</p> <ul style="list-style-type: none"> • contribute to the appearance and amenity of the development for the residents; • contribute to the streetscape; • enhance security and safety for residents; • contribute to positive local microclimates, including provision of shade and solar access as appropriate; and • retains existing trees and/or provides new trees to maintain and enhance the tree canopy and local sense of place. 	<p>In considering the principles, the following is relevant:</p> <ul style="list-style-type: none"> • the existing streetscape is characterised by significant portions of landscaping forward of dwellings. • The lack of landscaping is a function of the proposed vehicle manoeuvring design. • the development will be inconsistent with, and fails to contribute positively to, the existing streetscape. <p>Based on the above, it is considered that the proposal does not meet the relevant Design Principles.</p>

Based on the above, the proposal is considered to be unacceptable and it is therefore recommended that the application be refused.

Alternatively, it is open to Council to consider the that application meets the relevant design principles and to subsequently approve the application.

Statutory Requirements

In accordance with Clause 68(2) of Schedule 2 (Deemed Provisions) the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council is required to determine the application by:

- “(a) *granting development approval without conditions; or*
- “(b) *granting development approval with conditions; or*
- “(c) *refusing to grant development approval.*”

Financial Considerations

Nil.

Risk Management Implications

Should Council refuse the proposal, the applicant may seek to appeal to the State Administrative Tribunal.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.8

That Council refuses the application for development approval for a carport at 104 (Lot 174) Ivanhoe Street, Eden Hill, for the following reason:

1. The proposal does not comply with the setback and landscaping requirements of either *State Planning Policy 7.3 – Volume 1 – Residential Design Codes* or *Local Planning Policy No. 12 – Residential Development and Fences* and does not meet the associated design principles as it is inconsistent with the existing and desired streetscape character due to its the proposed material, roof pitch and dominance of hard spaces, and, as a result, would detrimentally impact the amenity of the locality.

Voting requirements: Simple Majority

12.9 {Memorandum of Understanding with Swan Districts Football Club}	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LEGL/AGMT/8
Directorate	Office of the CEO
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. CONFIDENTIAL REDACTED - To B and SDFC Mo U 12.10.23 [12.9.1 - 6 pages]

Purpose

The purpose of this report is for Council to note the negotiations and ultimate Memorandum of Understanding (MOU) entered into between the Town of Bassendean and the Swan Districts Football Club (SDFC) to clearly identify the general terms and conditions of each party for a redevelopment of the SDFC.

Background

At the Ordinary Council Meeting dated 22 August 2023 Council resolved for the CEO to formally enter into negotiations with Swan Districts Football Club to develop an MOU, or such other document that is deemed appropriate, to assist in scoping and delivery of agreed terms for the potential redevelopment of the SDFC.

This report addresses part two (2) of the resolution that a report to be provided to Council within 3 months.

A confidential copy of the MOU is attached.

Communication and Engagement

- Meeting with representatives of Swan Districts Football Club

Strategic Implications

Priority Area 3: Creating a Vibrant Town and Precincts

3.1 Support the town centre to thrive

Comment

As advised via the CEO Bulletin dated 13 October 2023, an MOU was prepared and duly executed by the Mayor and CEO of the Town of Bassendean and President and

CEO of the Swan Districts Football Club in early October 2023 with the final signature effected on 11 October 2023.

Statutory Requirements

N/A

Financial Considerations

In considering any future financial impact of this MOU, Council is to have due regard to the Council Plan and Long Term Financial Plan.

Risk Management Implications

Financial Risk
Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.9

That Council

Note the execution of a Memorandum of Understanding (MOU) between the Town of Bassendean (TOB) and the Swan Districts Football Club (SDFC).

Voting requirements: Simple Majority

12.10 Draft amended Local Planning Policy 2 - Sustainable Development	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	TBA
Department	Community Planning
Previous Reports	24 May 2022 27 June 2023
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> Existing Local Planning Policy 2 - Sustainable Development [12.10.1 - 4 pages] Draft amended Local Planning Policy 2 - Sustainable Development [12.10.2 - 5 pages]

Purpose

The purpose of this report is for Council to consider a draft amended Local Planning Policy 2 – Sustainable Development (LPP 2).

Background

In May 2022, Council resolved to adopt LPP 2; effectively replacing the previous Local Planning Policies 2 and 3. The replacement policy was intended to apply only to lots which had been applied a split residential coding under Local Planning Scheme No. 10 (LPS 10), however, Council resolved to apply the policy to all residential development, with the exception of (i) minor alterations and additions that do not impact the energy efficiency of an existing dwelling and (ii) proposals involving multiple dwellings at or above Residential R40.

In June 2023, Council resolved to adopt minor amendments to LPP 2, so as to respond to impending changes to Volume 1 the R-Codes, as follows.

- The introduction of Part C (Medium Density), which will apply to all single houses and grouped dwellings in areas coded R30 and above, and multiple dwellings in areas coded R30 to R60.
- Amendment of Part B (Low Density) so as to only apply to residential development in areas coded up to and including R25.

In August 2023, the Minister for Planning advised that the above changes would not be made to the planning framework. As such, it is appropriate to revisit the policy at this time.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 2: Leading Environmental Sustainability

2.6 Support the creation of a more green and shaded Town

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

Comment

The proposed amendments to the Policy are relatively minor, as follows:

- Referencing the operative local planning scheme rather than Local Planning Scheme No. 10 specifically.
- Reinstatement of Attachment A (Credit Point Checklist) on the basis that State Planning Policy 7.3 – Residential Design Codes – Volume 1 (Part C) – Medium Density was not introduced as planned.

Statutory Requirements

Clause 5(2) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* states that the “*the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*”

Given the proposed changes to the Policy are relatively minor, it is recommended that the draft amended policy be adopted without undertaking any consultation. It is open to Council however to consider that the changes are not minor, in which case, Council is able to adopt the draft policy for the purposes of public consultation.

Financial Considerations

Nil.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.10

That Council, pursuant to Clause 5(2) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, provisionally adopts draft amended Local Planning Policy 2 – Sustainable Development.

Voting requirements: Absolute Majority

9.13 Contract Variation – RFT 04/2023 Supply and Installation of a Bore at Ashfield Reserve	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	PARE/TENDNG/89
Directorate	Corporate Services
Previous Reports	Special Council Meeting 11 July 2023
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	N/A

Purpose

The purpose of this report is for Council to consider a variation to contract 04/2023 Supply and Installation of a Bore at Ashfield Reserve.

Background

Council resolved to approve Tender 04/2023 Supply and Installation of a Bore at Ashfield Reserve at a Special Council Meeting on 11 July 2023, appointing Western Irrigation Pty Ltd to undertake the contract.

During the tender preparation stage, it was identified that further inspection and testing of the switchboard at Ashfield Reserve was required. Accordingly, a line item for a switchboard upgrade was included (as a provisional sum) in the tender price schedule and that item was priced at \$29,500 by the contractor in its tender submission.

Since award of the contract and commencement of the works, the contractor has advised that the switchboard contains outdated componentry which is unlikely to be compliant with the WA Electrical Requirements issued by Director of Energy Safety on 1 August 2023, and has recommended that the switchboard be upgraded.

Strategic Implications

Priority Area 4: Driving Financial Sustainability

4.1 Ensure there is sufficient, effective and sustainable use of assets.

4.2 Ensure community facilities are accessible to and well utilized by a diverse range of community members.

Comment

This is the first contract variation since the commencement of this contract. The scope of works for this contract will marginally increase due to this variation but will not have any effect on the Contract Term.

Statutory Requirements

A Local Government may vary a contract for the supply of goods or services if the variation is necessary for the goods or services to be supplied and does not change the scope of the contract, pursuant to Regulation 21A of the Local Government (Functions and General) Regulations.

While the CEO has delegated authority to approve minor contract variations, Council is required to approve any proposed variation for more than 5% of the original contract price.

Section 6.8 of the *Local Government Act 1995* provides that:

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

Financial Considerations

The variation sought will increase the cost of the contact by \$29,500, equating to 7.78% of the original contract price.

The additional budget is proposed to be obtained from the Asset Enhancement Reserve, with the intention of replenishing that Reserve at the mid-year budget review.

Risk Management Implications

Financial Risk
Low

While the financial risk is low, there is a moderate risk of periodic interruption to power supply, which could be prolonged due to the age of the componentry and the difficulty sourcing replacement components and servicing the unit, if the switchboard is not upgraded.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.11

That Council:

1. Approves a variation to contract 04/2023 Supply and Installation of a Bore at Ashfield Reserve to upgrade the existing switchboard at Ashfield Reserve at a cost of \$29,500.
2. Authorises the use of \$29,500 from the Asset Enhancement Reserve for the purpose of the variation of contract to upgrade the existing switchboard at Ashfield Reserve.

Voting requirements: 1: Simple Majority; 2: Absolute Majority

12.12 Bassendean Local Emergency Management Committee Meeting - 14 November 2023	
File Reference	GOVN/CCLMEET/12
Department	Community Planning
Previous Reports	Nil.
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. BLEMC Minutes - 14 November 2023 [12.12.1 - 5 pages]

Purpose

The purpose of this report is for Council to receive the minutes of the Bassendean Local Emergency Management Committee (BLEMC) Meeting held on 14 November 2023.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.3 Ensure operational activities reflect the strategic focus of Council

Comment

The Committee discussed the following items at the meeting.

- Local Emergency Management Arrangements
- 2023/24 Fire Season Preparedness
- Agency Member Reports (Round Table)

Statutory Requirements

Under sections 38 - 40 of the *Emergency Management Act 2005*, local governments are required to establish and carry out the functions of a Local Emergency Management Committee, which includes coordinating the development and submission of documents in accordance with legislative and policy requirements including an Annual Report, Annual Business Plan and maintenance of Local Emergency Management Arrangements.

Financial Considerations

Nil.

Risk Management Implications

Nil.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Committee Recommendation – Item 12.12

That Council receives the minutes of the Bassendean Local Emergency Management Committee meeting of 14 November 2023.

Voting requirements: Simple Majority

13 Motions of which Previous Notice has been given

14 Announcements of Notices of Motion for the next meeting

15 Urgent Business

16 Confidential Business

Officer Recommendation

That the following matters be considered with members of the public excluded from the Chamber under Clause 5.23 (2) of the Local Government Act 1995, in the list below;

1. 16.2 Interim FOGO Supply agreement
2. 16.3 Appointment of members to the Audit and Governance Committee 2023-2025

17 Closure

The next Briefing Session will be held on Tuesday 12 December 2023 commencing at 6pm.

The next Ordinary Council meeting will be held on 19 December 2023 commencing at 6pm.



TOWN OF

Bassendean

MINUTES

Special Council Meeting

Tuesday 24 October 2023, 6:00 pm

in the Council Chamber,
Administration Building
48 Old Perth Road, Bassendean WA 6054

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

The Chief Executive Officer declared the meeting open, welcomed all those in attendance.

2 Attendances and Apologies

Present

Councillors

Cr Kathryn Hamilton
Cr Emily Wilding
Cr Jennie Carter
Cr Paul Poliwka
Cr Tallan Ames
Cr Jamayne Burke
Cr Ken John

Officers

Mr Cameron Woods, Chief Executive Officer
Mr Luke Gibson, Director Community Planning
Mr Paul White, Director Corporate Services
Mr Phil Adams, Exec Manager Infrastructure
Ms Nicole Davey, Exec Manager Sustainability & Environment
Mr Tristan Loney, Manager IT Services
Mrs Natasha Dowson, EA to the CEO/Minute Secretary

Guests

Mr Andrew Wilson, Returning Officer, WA Electoral Commission
Ms Renee McLennan, JP

Public

Approximately 12 members of the public were in attendance.

Apologies

Nil.

3 Declarations of Interest

Nil

4 Reports

4.1 Swearing in of new Councillors

Ms Renee McLennan was in attendance to swear in the new Councillors. The following Councillors made the Declaration of Office:

- Cr Tallan Ames
- Cr Jamayne Burke
- Cr Ken John

4.2 Election of Mayor and Deputy Mayor

Attachments	Nil
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Election of the Mayor

The CEO conducted the election of the Mayor.

Cr Ames nominated Cr Hamilton for the position of Mayor. Cr Hamilton accepted the nomination. No other nominations were received and the Mayor was therefore elected unopposed.

Cr Hamilton made the declaration of Office before Ms Renee McLennan JP.

Election of Deputy Mayor

The Mayor conducted the election of the Deputy Mayor. Nominations were received as follows;

- Cr Tallan Ames
- Cr Emily Wilding
- Cr Paul Poliwka

Mr Andrew Wilson conducted a secret ballot for the position of Deputy Mayor in accordance with the Local Government Act 1995 - Schedule 2.3.

Three first preference votes were received for Cr Wilding, three first preference votes were received for Cr Poliwka and one first preference vote for Cr Ames. One second preference vote was received for Cr Poliwka.

The Mayor declared Cr Poliwka elected as Deputy Mayor.

Cr Poliwka made the declaration of Office before Ms Renee McLennan JP.

4.3 Drawing of Lots for Seating of Councillors

Council's Meeting Procedures Local Law 2020, Part 7, provides for the method of allocating seating positions to elected members.

- (1) At the first meeting held after each election day, the CEO is to draw lots for the seating arrangements of the Councillors in the Chambers.
- (2) Each member is to occupy his or her allotted position at each Council meeting.
STARTING AS AT THE NOVEMBER AGENDA BREIFING MEETING.

The Chief Executive Officer will conduct a random draw for seating positions in accordance with the procedures and as follows:

CEO/MAYOR TABLE

L to R from Mayor's Chair

Seat 2	Seat 1
Seat 4	Seat 3
Seat 6	Seat 5

The Chief Executive Officer and the Returning Officer conducted a random draw for seating positions in accordance with Council's Meeting Procedures Local Law 2020. The outcome was as follows:

Seat number 1	Cr Wilding
Seat number 2	Cr Carter
Seat number 3	Cr Burke
Seat number 4	Cr Ames
Seat number 5	Cr Poliwka
Seat number 6	Cr John

New seating to take effect in November 2023.

4.4 Public Question Time

Nil

4.5	Appointment of delegates and representatives to external organisations and committees of council
Attachments	<ol style="list-style-type: none"> 1. Elected- Member- Prospectus-2023-(I D-604251) [4.5.1 - 6 pages] 2. Behaviour- Complaints- Policy [4.5.2 - 12 pages] 3. Arts Culture and Events Committee [4.5.3 - 3 pages] 4. Audit and Governance Committee [4.5.4 - 7 pages] 5. BLEMC ToR [4.5.5 - 3 pages]

PURPOSE

Councillors are requested to consider nominating as delegates and representatives on external committees and organisations for a two year period, expiring on the next ordinary Local Government election day, unless otherwise indicated.

Council Resolution – Item 4.5 SCM-241023/1

MOVED Cr Emily Wilding, Seconded Cr Tallan Ames

That Council:

1. endorses the following Councillors as Members and Deputy Members to the following external Committees for the 2023/25 term:

Committee	Member(s)	Deputy/Deputies
Eastern Metropolitan Regional Council (EMRC)	Cr Ames Cr Poliwka	Cr Hamilton
Perth Airports Municipalities Group (PAMG)	Cr Hamilton	Cr Poliwka
WALGA — East Metropolitan Zone	Cr Hamilton Cr Wilding	Cr John Cr Carter
WALGA — Annual General Meeting	Cr Hamilton Cr Wilding	Cr John
Bassendean Local Emergency Management Committee	Cr Carter Cr Poliwka	Cr John

2. Endorses the following Councillors to sit on the Metro Inner North Joint Development Assessment Panel, for the term ending 26 January 2024.

Committee	Member(s)	Deputy/Deputies
Metro Inner North Joint Development Assessment Panel (to 26 January 2024)	Cr Wilding Cr Ames	Cr Hamilton Cr Carter

3. Endorses the following Councillors to sit on the Metro Central Inner North Development Assessment Panel, for the term between 26 January 2024 and 26 January 2026.

Committee	Member(s)	Deputy/Deputies
Metro Inner North Joint Development Assessment Panel (26 January 2024 – 26 January 2026)	Cr Carter Cr Poliwka	Cr Hamilton Cr Ames

4. Appoints the following Councillors to be Members and Deputy Members to the following internal Committees for the 2023/25 term:

Committee	Member(s)	Deputy
Audit and Governance Committee	Cr Hamilton Cr Burke Cr John Cr Wilding	Cr Poliwka
Arts Culture and Events Committee	Cr Hamilton Cr Carter Cr Burke	Cr Ames

5. Notes that all Councillors are members of the Complaints Committee for the 2023/25 term.

Voting Requirement: Absolute majority

CARRIED UNANIMOUSLY 7/0

4.6 Change to date of December OCM	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	TBA
Directorate	Office of the CEO
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider changing the date of the December Ordinary Council Meeting from Tuesday 12 December 2023 to Tuesday 19 December 2023.

Council Resolution/Officer Recommendation – Item 4.6 SCM-241023/2

MOVED Cr Paul Poliwka, Seconded Cr Tallan Ames

That Council approve changing the dates for the December Ordinary Council Meeting to Tuesday 19 December 2023 beginning at 6pm and the Agenda Briefing Session to Tuesday 12 December 2023 beginning at 6pm.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 7/0

5 Closure

The next Briefing Session will be held on Tuesday 21 November 2023, commencing at 6pm. The next Ordinary Council Meeting will be held on Tuesday 28 November 2023, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 6.55pm.

UNCONFIRMED MINUTES

D2022/44370

**Special Meeting of Council
9 November 2023**



EMRC Council Members

Cr Tallan Ames	EMRC Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Filomena Piffaretti	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Luke Ellery	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Aaron Bowman	EMRC Member	City of Swan
Cr Jennifer Catalano	EMRC Member	City of Swan

EMRC Council Deputies

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr John Daw	EMRC Deputy Member	Shire of Mundaring
Cr Ian Johnson	EMRC Deputy Member	City of Swan

Special Meeting of Council Minutes

A Special Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 on **Thursday 9 November 2023**. The meeting commenced at **5:09pm**.

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1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer (CEO) declared the meeting open at 5:09pm, congratulated and welcomed Councillors and visitors to the meeting.

1.1 ACKNOWLEDGEMENT OF COUNTRY

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

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

Councillor Attendance

Cr Tallan Ames	EMRC Member	Town of Bassendean
Cr Paul Poliwka	EMRC Member	Town of Bassendean
Cr Filomena Piffaretti	EMRC Member	City of Bayswater
Cr Michelle Sutherland	EMRC Member	City of Bayswater
Cr Luke Ellery	EMRC Member	Shire of Mundaring
Cr Doug Jeans	EMRC Member	Shire of Mundaring
Cr Aaron Bowman	EMRC Member	City of Swan
Cr Jennifer Catalano	EMRC Member	City of Swan

EMRC Councillor Deputies Attendance

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Giorgia Johnson	EMRC Deputy Member	City of Bayswater
Cr John Daw	EMRC Deputy Member	Shire of Mundaring
Cr Ian Johnson	EMRC Deputy Member	City of Swan

EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mrs Wendy Harris	Chief Sustainability Officer
Ms Kasa Nakhonthat	Manager Financial Services
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer (Minutes)

EMRC Apologies

Mr Brad Lacey	Chief Operating Officer
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EMRC Observers

Mr David Schmidt	Manager Information Services
Ms Theresa Eckstein	Executive Assistant to Chief Executive Officer



Observers

Cr Stephen Ostaszewskyj	Councillor	City of Bayswater
Mr Jeremy Edwards	Chief Executive Officer	City of Bayswater

3 DISCLOSURE OF INTEREST

Nil

4 ELECTION OF EMRC CHAIRPERSON OR PRESIDING MEMBER

4.1 ELECTION AND SWEARING IN OF EMRC CHAIRPERSON (D2023/32565)

4.2 ELECTION AND SWEARING IN OF EMRC DEPUTY CHAIRPERSON (D2023/32554)

4 ELECTION OF EMRC CHAIRPERSON AND DEPUTY CHAIRPERSON

4.1 ELECTION AND SWEARING IN OF EMRC CHAIRPERSON

D2023/32565

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Chairperson of the EMRC.

KEY POINT(S)

- Clause 7.3(1) of the Establishment Agreement of the EMRC provides for the election of a Chairperson at the first meeting of the EMRC Council following the day on which biennial ordinary elections to elect councillors to the participants are held. The Chairperson elected is to hold office until the election of a new Chairperson.

RECOMMENDATION(S)

That the members of the Council elect a Chairperson by secret ballot.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 The Establishment Agreement of the EMRC provides for the election of a Chairperson at the first meeting of the EMRC Council following the day on which biennial ordinary elections to elect councillors to the participants are held. The Chairperson elected is to hold Office until the election of a new Chairperson.
- 2 It is a requirement of Schedule 2.3 of the *Local Government Act 1995* that the election is conducted by the CEO and the nominations for the Office of Chairperson are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member the CEO is not to accept the nomination unless the nominee has advised the CEO orally or in writing that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

REPORT

- 3 The CEO will preside at the meeting until the office of Chairperson is filled.
- 4 The following material accompanies the agenda for this meeting as a means of assisting members of the Council to nominate themselves or another member for the Office of Chairperson:
 1. A blank nomination form for the Office of Chairperson, nominate oneself;
 2. A blank nomination form for the Office of Chairperson, nominate another;
 3. A blank ballot paper for Election of EMRC Chairperson; and
 4. A blank form for declaration by Elected Chairperson.
- 5 A list of the Members who have been appointed to the EMRC Council, (as available from member Councils at the time of preparing this report), is also included in this report.

6 The completed nomination forms are to be given to the CEO before or when the CEO calls for them when dealing with this item at the meeting.

7 Following election, the Chairperson will make a declaration of office.

8 **EMRC MEMBERS 2023 - 2025**

The following Councillors have been appointed by member Councils to the EMRC:

Cr Tallan Ames	Town of Bassendean
Cr Paul Poliwka	Town of Bassendean
Cr Filomena Piffaretti	City of Bayswater
Cr Michelle Sutherland	City of Bayswater
Cr Luke Ellery	Shire of Mundaring
Cr Doug Jeans	Shire of Mundaring
Cr Aaron Bowman	City of Swan
Cr Jennifer Catalano	City of Swan

9 The following Councillors have been appointed to deputise for Members appointed to the EMRC:

Cr Kathryn Hamilton	Town of Bassendean
Cr Giorgia Johnson	City of Bayswater
Cr John Daw	Shire of Mundaring
Cr Ian Johnson	City of Swan

STRATEGIC/POLICY IMPLICATIONS

10 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

11 Nil

SUSTAINABILITY IMPLICATIONS

12 Nil

RISK MANAGEMENT

Risk Failure to elect and appoint a Chairperson will impact on fulfilling the role per s.2.8 of the Local Government Act 1995		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Elect a Chairperson		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. A blank Nomination Form for the Office of Chairperson, nominate oneself (D2023/32562)
2. A blank Nomination Form for the Office of Chairperson, nominate another (D2023/32562)
3. A blank ballot Paper for Election of EMRC Chairperson (D2023/32563)
4. Declaration by Elected Chairperson (D2023/32564)

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

That the members of the Council elect a Chairperson by secret ballot.



The Chief Executive Officer explained how the proceedings for the election of the EMRC Chairperson would be conducted.

The Chief Executive Officer advised that one (1) nomination for the Office of Chairperson of the EMRC had been received from Cr Sutherland who nominated Cr Piffaretti. Cr Piffaretti has accepted the nomination. The CEO called for further nominations.

No further nominations were received and the Chief Executive Officer closed nominations.

ANNOUNCEMENT: OF THE OFFICE OF CHAIRPERSON

The Chief Executive Officer declared, unopposed, Cr Filomena Piffaretti as Chairperson of the EMRC for the term commencing 9 November 2023 for the next two (2) years.

Cr Piffaretti came forward and was sworn in by the CEO to the Office of Chairperson.

The Chief Executive Officer congratulated her and vacated the chair at 5.14pm.

At 5:14pm, Cr Piffaretti took the Chair.



EASTERN METROPOLITAN REGIONAL COUNCIL

Nomination for Chairperson

To the Chief Executive Officer

I hereby nominate myself, _____
for the position of Chairperson of the Eastern Metropolitan Regional Council for the term of Office commencing on the date of the election and continuing until a new Chairperson is elected in accordance with Clause 7.4 of the EMRC Establishment Agreement.

Signed

Date



EASTERN METROPOLITAN REGIONAL COUNCIL

Nomination for Chairperson

To the Chief Executive Officer

I hereby nominate _____
for the position of Chairperson of the Eastern Metropolitan Regional Council for the term of Office commencing on the date of the election and continuing until a new Chairperson is elected in accordance with Clause 7.4 of the EMRC Establishment Agreement.

Signed

Date

* I _____ hereby certify that I accept the above nomination to the
the position of Chairperson of the Eastern Metropolitan Regional Council.

Signed

Date

* This certificate is to be completed when a Representative is nominated by another Representative.



EASTERN METROPOLITAN REGIONAL COUNCIL

9 November 2023

Ballot Paper for the Election of the EMRC Chairperson

How to Vote

(If there are 2 candidates)

Write the number 1 in the square next to the name of the candidate you want to vote for.

(If there are 3 or more candidates)

Write the number 1 in the square next to the name of the candidate who is your first choice.

If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to the number of candidates listed below.

You do not need to write a number in all the squares.

Do not make any other marks on the Ballot Paper

Cr First Name, Last Name

Cr First Name, Last Name

Cr First Name, Last Name



Local Government Act 1995
Local Government (Constitution) Regulations 1998

Declaration by Elected Chairperson

I _____ of _____
have been elected to the Office of Chairperson of the Eastern Metropolitan Regional Council, declare that I take the office upon myself and will duly, faithfully, honestly and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the *Local Government (Model Code of Conduct) Regulations 2021*.

Declared at the EMRC Administration Office
1st Floor
226 Great Eastern Highway
Ascot WA 6104

9 November 2023

Signed

Date

Witness

Date

4.2 ELECTION AND SWEARING IN OF EMRC DEPUTY CHAIRPERSON

D2023/32554

PURPOSE OF REPORT

The purpose of this report is to provide for an election to be conducted for the Office of Deputy Chairperson of the EMRC.

KEY POINT(S)

- Clause 7.3(1) of the Establishment Agreement of the EMRC provides for the election of a Deputy Chairperson at the first meeting of the EMRC Council following the day on which biennial ordinary elections to elect councillors to the participants are held. The Deputy Chairperson elected is to hold office until the election of a new Deputy Chairperson.

RECOMMENDATION(S)

That the members of the Council elect a Deputy Chairperson by secret ballot.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 The Establishment Agreement of the EMRC provides for the election of a Deputy Chairperson at the first meeting of the EMRC Council following the day on which biennial ordinary elections to elect councillors to the participants are held. The Deputy Chairperson elected is to hold Office until the election of a new Deputy Chairperson.
- 2 It is a requirement of Schedule 2.3 of the *Local Government Act 1995* that the election is conducted by the Chairperson and the nominations for the Office of Deputy Chairperson are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations. Furthermore, if a member is nominated by another member the CEO is not to accept the nomination unless the nominee has advised the CEO orally or in writing that he or she is willing to be nominated for the Office. Members are to vote on the matter by secret ballot.

REPORT

- 3 The Chairperson will conduct the election of the Deputy Chairperson.
- 4 The following material accompanies the agenda for this meeting as a means of assisting members of the Council to nominate themselves or another member for the Deputy Office of Chairperson:
 1. A blank nomination form for the Office of Deputy Chairperson, nominate oneself;
 2. A blank nomination form for the Office of Deputy Chairperson, nominate another;
 3. A blank ballot paper for Election of EMRC Deputy Chairperson; and
 4. A blank form for declaration by Elected Deputy Chairperson.
- 5 A list of the Members who have been appointed to the EMRC Council, (as available from member Councils at the time of preparing this report), is also included in this report.

6 The completed nomination forms are to be given to the CEO before or when the CEO calls for them when dealing with this item at the meeting.

7 Following election, the Deputy Chairperson will make a declaration of office.

8 **EMRC MEMBERS 2023 - 2025**

The following Councillors have been appointed by member Councils to the EMRC:

Cr Tallan Ames	Town of Bassendean
Cr Paul Poliwka	Town of Bassendean
Cr Filomena Piffaretti	City of Bayswater
Cr Michelle Sutherland	City of Bayswater
Cr Luke Ellery	Shire of Mundaring
Cr Doug Jeans	Shire of Mundaring
Cr Aaron Bowman	City of Swan
Cr Jennifer Catalano	City of Swan

9 The following Councillors have been appointed to deputise for Members appointed to the EMRC:

Cr Kathryn Hamilton	Town of Bassendean
Cr Giorgia Johnson	City of Bayswater
Cr John Daw	Shire of Mundaring
Cr Ian Johnson	City of Swan

STRATEGIC/POLICY IMPLICATIONS

10 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

11 Nil

SUSTAINABILITY IMPLICATIONS

12 Nil

RISK MANAGEMENT

Risk Failure to elect and appoint a Deputy Chairperson will impact on fulfilling the Chairman's role in the event the Chairperson is unavailable		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Elect a Deputy Chairperson		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

1. A blank Nomination Form for the Office of Deputy Chairperson, nominate oneself (D2023/32551)
2. A blank Nomination Form for the Office of Deputy Chairperson, nominate another (D2023/32551)
3. A blank ballot Paper for Election of EMRC Deputy Chairperson (D2023/32552)
4. Declaration by Elected Deputy Chairperson (D2023/32553)

VOTING REQUIREMENT

Secret Ballot

RECOMMENDATION(S)

That the members of the Council elect a Deputy Chairperson by secret ballot.

The Chairperson advised that one (1) nomination for the Office of Deputy Chairperson of the EMRC had been received from Cr Bowman and called for further nominations.

No further nominations were received and the Chairperson closed nominations.

ANNOUNCEMENT: OF THE OFFICE OF DEPUTY CHAIRPERSON

The Chairperson declared Cr Aaron Bowman, unopposed, as Deputy Chairperson of the EMRC for the term commencing 9 November 2023 for the next two (2) years.

Cr Bowman was congratulated.

Cr Bowman came forward and made his Declaration of Office.



EASTERN METROPOLITAN REGIONAL COUNCIL

Nomination for Deputy Chairperson

To the Chief Executive Officer

I hereby nominate myself, _____
for the position of Deputy Chairperson of the Eastern Metropolitan Regional Council for the term of Office commencing on the date of the election and continuing until a new Deputy Chairperson is elected in accordance with Clause 7.4 of the EMRC Establishment Agreement.

Signed

Date



EASTERN METROPOLITAN REGIONAL COUNCIL

Nomination for Deputy Chairperson

To the Chief Executive Officer

I hereby nominate _____
for the position of Deputy Chairperson of the Eastern Metropolitan Regional Council for the term of Office commencing on the date of the election and continuing until a new Deputy Chairperson is elected in accordance with Clause 7.4 of the EMRC Establishment Agreement.

Signed

Date

* I _____ hereby certify that I accept the above nomination to the
the position of Deputy Chairperson of the Eastern Metropolitan Regional Council.

Signed

Date

* This certificate is to be completed when a Representative is nominated by another Representative.



EASTERN METROPOLITAN REGIONAL COUNCIL

9 November 2023

Ballot Paper for the Election of the EMRC Deputy Chairperson

How to Vote

(If there are 2 candidates)

Write the number 1 in the square next to the name of the candidate you want to vote for.

(If there are 3 or more candidates)

Write the number 1 in the square next to the name of the candidate who is your first choice.

If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to the number of candidates listed below.

You do not need to write a number in all the squares.

Do not make any other marks on the Ballot Paper

Cr First Name, Last Name

Cr First Name, Last Name

Cr First Name, Last Name



Local Government Act 1995
Local Government (Constitution) Regulations 1998

Declaration by Elected Deputy Chairperson

I _____ of _____
have been elected to the Office of Deputy Chairperson of the Eastern Metropolitan Regional Council, declare that I take the office upon myself and will duly, faithfully, honestly and with integrity, fulfil the duties of the office for the people in the district according to the best of my judgement and ability, and will observe the *Local Government (Model Code of Conduct) Regulations 2021*.

Declared at the EMRC Administration Office
1st Floor
226 Great Eastern Highway
Ascot WA 6104

9 November 2023

Signed

Date

Witness

Date

5 EMPLOYEE REPORTS – APPOINTMENT OF COMMITTEES

- 5.1 APPOINTMENT OF MEMBERS TO THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (D2023/33495)
- 5.2 APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE (D2023/32555)
- 5.3 APPOINTMENT OF MEMBERS TO THE LEGAL COMMITTEE (D2023/32556)
- 5.4 APPOINTMENT OF MEMBER DELEGATE AND MEMBER DEPUTY DELEGATE TO THE MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) (D2023/32557)

5 REPORTS OF EMPLOYEES - APPOINTMENT OF COMMITTEES

5.1 APPOINTMENT OF MEMBERS TO THE CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE (CEOPRC)

D2023/33495

PURPOSE OF REPORT

The purpose of this report is to appoint members to the Chief Executive Officer Performance Review Committee (CEOPRC).

KEY POINT(S) AND RECOMMENDATION(S)

- In accordance with Section 7.1A of the *Local Government Act 1995* a local government is to establish an Audit Committee.
- Section 5.11(1)(d) of the *Local Government Act 1995* provides that the membership of a committee continues until the next ordinary elections day.

RECOMMENDATION(S)

That by absolute majority, in accordance with section 5.10 of the *Local Government Act 1995*, the following Councillors be appointed to the Chief Executive Officer Performance Review Committee:

Participant Local Government	Council Member
Town of Bassendean	Cr
City of Bayswater	Cr
Shire of Mundaring	Cr
City of Swan	Cr

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

Chief Executive Officer Performance Review Committee

Established	20 July 2006
Membership	Membership consists of four (4) Councillors, and will have no deputy members.
Meetings	The Committee meets as required, generally between February and June of each year.
Terms of Reference	<ol style="list-style-type: none"> a. Review the CEO’s performance in accordance with the appropriate provisions contained within the CEO’s Contract of Employment and agreed performance objectives. b. Prepare and table the concluded Performance Review Report to the Council for consideration and actioning.

- c. Review the CEO's performance on an on-going basis if the Council or the CEO perceives that there is a need to do so.
- d. Determine the Performance Objectives to be met by the CEO for the following year and refer them to Council for consideration and actioning.
- e. Review the CEO's remuneration package, in accordance with the appropriate provisions of the CEO's Contract of Employment and refer the recommendations to Council for consideration and actioning.
- f. Review the CEO's Contract of Employment and make recommendations to Council in relation to varying the contract as and when necessary.
- g. Discuss with the CEO the possibility of extending his Term of Contract and entering into a new agreement for a further term, including any contract variations and make recommendations to Council for consideration and actioning.

REPORT

- 1 Section 5.11(1)(d) of the *Local Government Act 1995* (the Act) provides that the membership of a committee continues until the next ordinary elections day. The terms of appointment of members of this committee therefore expired on 20 October 2023.
- 2 It is a requirement of the Act that all officers employed for a term of more than one year are to undergo an annual performance review. It is a condition of the CEO's Contract of Employment that there will be at least an annual review of performance and an annual review of remuneration in accordance with contractual provisions.
- 3 The CEOPRC currently has 4 members, and as with other committees made up of Councillors, it is limited to four (4) i.e. one member from each member Council. In accordance with section 5.8 of the Act, committees are to have a minimum of three (3) members.
- 4 Deputies are not appointed to the CEOPRC as it is considered that the continuity of members during the annual performance review of the CEO is important to ensure a fair and objective process is followed.

STRATEGIC/POLICY IMPLICATIONS

- 5 Council Policy 2.1 provides for the establishment of a Chief Executive Officer Performance Review Committee.
- 6 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

- 7 Nil

SUSTAINABILITY IMPLICATIONS

- 8 Nil

RISK MANAGEMENT

Risk Failure to appoint Councillors to the CEOPRC will impact on Council to efficiently undertake the annual review of performance and annual review of remuneration for the CEO		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Appoint members to the CEOPRC		

EMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That by absolute majority, in accordance with section 5.10 of the *Local Government Act 1995*, the following Councillors be appointed to the Chief Executive Officer Performance Committee:

Participant Local Government	Council Member
Town of Bassendean	Cr
City of Bayswater	Cr
Shire of Mundaring	Cr
City of Swan	Cr



COUNCIL RESOLUTION(S)

MOVED CR BOWMAN SECONDED CR ELLERY

THAT BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH SECTION 5.10 OF THE *LOCAL GOVERNMENT ACT 1995*, THE FOLLOWING COUNCILLORS BE APPOINTED TO THE CHIEF EXECUTIVE OFFICER PERFORMANCE COMMITTEE:

PARTICIPANT LOCAL GOVERNMENT	COUNCIL MEMBER
TOWN OF BASSENDEAN	CR AMES
CITY OF BAYSWATER	CR PIFFARETTI
SHIRE OF MUNDARING	CR ELLERY
CITY OF SWAN	CR BOWMAN

CARRIED BY ABSOLUTE MAJORITY 8/0

5.2 APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE

D2023/32555

PURPOSE OF REPORT

The purpose of this report is to appoint members to the Audit Committee.

KEY POINT(S) AND RECOMMENDATION(S)

- Section 5.11(1)(d) of the *Local Government Act 1995* provides that the membership of a committee continues until the next ordinary elections day.

RECOMMENDATION(S)

That by absolute majority, in accordance with section 5.10 of the *Local Government Act 1995*, the following Councillors be appointed as members and deputy members to the Audit Committee:

Participant Local Government	Committee Member	Deputy Member	Second Deputy Member
Bassendean	Cr	Cr	Cr
Bayswater	Cr	Cr	Cr
Mundaring	Cr	Cr	Cr
Swan	Cr	Cr	Cr

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

Audit Committee

Established 19 May 2005

Membership Membership of the Committee is comprised of one (1) Councillor from each member Council.

Meetings The Committee meets as required at the discretion of the Chairperson of the Committee at least three (3) times per year to coincide with approval of the strategic and annual plans, the annual budget, the annual Compliance Audit Return and the auditor's report on the annual financial report.

Terms of Reference To assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, maintaining a reliable system of controls and facilitating the organisation's ethical development.

REPORT

- 1 Section 5.11(1)(d) of the *Local Government Act 1995* provides that the membership of a committee continues until the next ordinary elections day. The terms of appointment of members of this committee therefore expired on 20 October 2023.

- 2 Nominations for Councillor members of the Audit Committee (AC) are being sought as part of this report item.
- 3 The appointment of deputy members to committees provides the opportunity for a committee member to be represented when he or she is unable to attend. Council Policy 2.1 allows for a deputy to be appointed for each committee member. The appointment of deputies is also recommended as a means of ensuring a quorum is present to allow for the orderly committee flow of business.
- 4 Nominations for Deputy Councillor members of the AC will automatically be the other Councillor member of each participant member Council.
- 5 Nominations for the Second Deputy Councillor member of the AC will be automatically the Deputy Councillor member of each participant member Council.
- 6 In the event that the Committee member is unable to attend a meeting, he or she is to organise with the deputy Committee member or the second Deputy Committee member from the same participant member Council to attend in his or her place as well as notify the EMRC.

STRATEGIC/POLICY IMPLICATIONS

- 7 Council Policy 2.1 provides for the establishment of the Audit Committee.
- 8 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

9 Nil

SUSTAINABILITY IMPLICATIONS

10 Nil

RISK MANAGEMENT

Risk – Failure to appoint members to the Audit Committee will result in a breach of the requirement of s.7.1A of the <i>Local Government Act 1995</i> .		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Appoint members to the AC		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That by absolute majority, in accordance with section 5.10 of the *Local Government Act 1995*, the following Councillors be appointed as members and deputy members to the Audit Committee:

Participant Local Government	Committee Member	Deputy Member	Second Deputy Member
Bassendean	Cr	Cr	Cr
Bayswater	Cr	Cr	Cr
Mundaring	Cr	Cr	Cr
Swan	Cr	Cr	Cr

COUNCIL RESOLUTION(S)

MOVED CR JEANS SECONDED CR SUTHERLAND

THAT BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH SECTION 5.10 OF THE *LOCAL GOVERNMENT ACT 1995*, THE FOLLOWING COUNCILLORS BE APPOINTED AS MEMBERS AND DEPUTY MEMBERS TO THE AUDIT COMMITTEE:

PARTICIPANT LOCAL GOVERNME NT	COMMITTEE MEMBER	DEPUTY MEMBER	SECOND DEPUTY MEMBER
BASSENDAN	CR POLIWKA	CR AMES	CR HAMILTON
BAYSWATER	CR SUTHERLAND	CR PIFFARETTI	CR G JOHNSON
MUNDARING	CR JEANS	CR ELLERY	CR DAW
SWAN	CR BOWMAN	CR CATALANO	CR I JOHNSON

CARRIED BY ABSOLUTE MAJORITY 8/0

5.3 APPOINTMENT OF MEMBERS TO THE LEGAL COMMITTEE

D2023/32556

PURPOSE OF REPORT

The purpose of this report is to appoint members to the Legal Committee.

KEY POINT(S) AND RECOMMENDATION(S)

- Section 5.11(1)(d) of the *Local Government Act 1995* provides that the membership of a committee continues until the next ordinary elections day.

RECOMMENDATION(S)

That by absolute majority, in accordance with section 5.10 of the *Local Government Act 1995*, the following Councillors be appointed as members to the Legal Committee:

Participant Local Government	Committee Member	Deputy Member	Second Deputy Member
Bassendean	Cr	Cr	Cr
Bayswater	Cr	Cr	Cr
Mundaring	Cr	Cr	Cr
Swan	Cr	Cr	Cr

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

Legal Committee

Established 8 February 2021

Membership The Legal Committee will comprise of Council members and Deputy members as appointed by Council.

Meetings The Legal Committee shall meet as required, in person or electronically, convened at the discretion of the Chairperson.

Terms of Reference

- a. Report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision-making by Council in relation to the discharge of its responsibilities.
- b. Carry out its functions and fulfil its responsibilities as required by the *Local Government Act 1995* and associated regulations, guidelines and protocols of the Council which are relevant to the Committee
- c. The Legal Committee will only have those executive powers as specifically delegated to it.

REPORT

- 1 Section 5.11(1)(d) of the *Local Government Act 1995* provides that the membership of a committee continues until the next ordinary elections day. The terms of appointment of members of this committee therefore expired on 20 October 2023.
- 2 Nominations for Committee members of the LC are being sought as part of this report item.
- 3 The appointment of deputy members to committees provides the opportunity for a committee member to be represented when he or she is unable to attend. Council Policy 2.1 allows for a deputy to be appointed for each committee member. The appointment of deputies is also recommended as a means of ensuring a quorum is present to allow for the orderly flow of business.
- 4 Nominations for Deputy Councillor members of the LC will automatically be the other Councillor member of each participant member Council.
- 5 Nomination for the Second Deputy Councillor members of the LC will be automatically the Deputy Councillor member of each participant member Council.
- 6 In the event that the Committee member is unable to attend a meeting, he or she is to organise with the deputy Committee member from the same participant member Council to attend in his or her place as well as notify the EMRC.

STRATEGIC/POLICY IMPLICATIONS

- 7 Council Policy 2.1 provides for the establishment of the Legal Committee.
- 8 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:
Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

- 9 Nil

SUSTAINABILITY IMPLICATIONS

- 10 Nil

RISK MANAGEMENT

Risk – Failure to appoint members to the Legal Committee will impact on the ability of the EMRC to respond to legal matters in a timely manner.		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Appoint members to the Legal Committee		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION(S)

That by absolute majority, in accordance with section 5.10 of the *Local Government Act 1995*, the following Councillors be appointed as members to the Legal Committee:

Participant Local Government	Committee Member	Deputy Member	Second Deputy Member
Bassendean	Cr	Cr	Cr
Bayswater	Cr	Cr	Cr
Mundaring	Cr	Cr	Cr
Swan	Cr	Cr	Cr

COUNCIL RESOLUTION(S)

MOVED CR AMES SECONDED CR SUTHERLAND

THAT BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH SECTION 5.10 OF THE *LOCAL GOVERNMENT ACT 1995*, THE FOLLOWING COUNCILLORS BE APPOINTED AS MEMBERS TO THE LEGAL COMMITTEE:

PARTICIPANT LOCAL GOVERNMENT	COMMITTEE MEMBER	DEPUTY MEMBER	SECOND DEPUTY MEMBER
BASSENDAN	CR POLIWKA	CR AMES	CR HAMILTON
BAYSWATER	CR SUTHERLAND	CR PIFFARETTI	CR G JOHNSON
MUNDARING	CR ELLERY	CR JEANS	CR DAW
SWAN	CR CATALANO	CR BOWMAN	CR I JOHNSON

CARRIED BY ABSOLUTE MAJORITY 8/0

5.4 APPOINTMENT OF MEMBER DELEGATE AND MEMBER DEPUTY DELEGATE TO THE MUNICIPAL WASTE ADVISORY COUNCIL (MWAC)

D2023/32557

PURPOSE OF REPORT

The purpose of this report is to review the Council's appointment of delegates and deputy delegates to the Municipal Waste Advisory Council (MWAC).

KEY POINT(S) AND RECOMMENDATION(S)

- There is no term of office for these appointments as the EMRC is the member, not the individual nominated delegate. The member can continue as a delegate for as long as he/she is a member of the EMRC and until such time as the EMRC nominates a different delegate. Council however reviews the appointment of member and deputy member delegates to MWAC following each ordinary elections day.

RECOMMENDATION(S)

That:

1. Cr be the Member Delegate to the Municipal Waste Advisory Council and Cr be the Deputy Member Delegate to the Municipal Waste Advisory Council.
2. The Chief Executive Officer (CEO) be the Officer Delegate to the Municipal Waste Advisory Council and that the Acting Chief Executive Officer be the Deputy Officer Delegate to the Municipal Waste Advisory Council.

SOURCE OF REPORT

Chief Financial Officer

BACKGROUND

- 1 EMRC Policy 1.1 Election of MWAC Representatives states that:
 1. The Council will elect a Member Delegate and Member Deputy Delegate and an Officer Delegate and Deputy Delegate to represent the EMRC on the MWAC.
 2. If either the Member Delegate or Officer Delegate is not present at a MWAC meeting the Member Deputy Delegate or Officer Deputy Delegate will be eligible to vote on behalf of the EMRC.
- 2 The Municipal Waste Advisory Council (MWAC) is a standing committee of the Western Australian Local Government Association with delegated authority on municipal waste issues.
- 3 MWAC's membership includes the major Regional Councils. This makes MWAC a forum through which all the major Local Government waste management organisations cooperate.
- 4 MWAC focuses its work in three main waste management areas:
 - The proactive development of policy on priority issues;
 - Comprehensive representation of Local Government views on legislation, regulations, administrative policy and related matters; and
 - The delivery of grant funded programs consistent with Local Government priorities.

5 There is no sitting fee for MWAC members. The MWAC meeting calendar for the rest of 2023 and 2024 calendar years are as follows:

2023	2024
	Wednesday, 21 February 2024
	Wednesday, 24 April 2024
	Wednesday, 26 June 2024
	Wednesday, 21 August 2024
	Wednesday, 23 October 2024
Wed 6 December 2023	Wednesday, 11 December 2024

6 The meetings will be held at WALGA, One70 - 170 Railway Parade, West Leederville, or online.

7 The meetings run from 4:00pm to 6:00pm and are followed by a light supper. Agendas are posted out the Wednesday prior to the meeting, and posted on the WasteNet website.

8 Members of MWAC are expected to:

- Attend all meetings (extenuating circumstances excepted);
- Have some background knowledge/and or interest in waste management issues generally;
- Read their agendas prior to meetings;
- Act as a representative of their Regional Council and community; and
- Contribute knowledge/opinions/ideas in MWAC meetings.

9 Basically the expectation of MWAC members is that they attend meetings, are interested and contribute ideas, etc. There are occasional workshops/seminars/conferences for Elected Members, but the Chairperson will usually act as the MWAC representative in this instance, and other Elected Members can optionally attend.

REPORT

10 MWAC member organisations include the Eastern Metropolitan Regional Council, Resource Recovery Group (formerly known as Southern Metropolitan Regional Council), Western Metropolitan Regional Council, Mindarie Regional Council, Bunbury-Harvey Regional Council, Mid West Regional Council and City of Greater Geraldton. MWAC technical advice comes through the Officers' Advisory Group (OAG) which includes CEOs and senior officers of Regional Councils as well as representatives from the metropolitan and non-metropolitan zones.

11 There is no term of office for these appointments as the EMRC is the member, not the individual nominated delegate. The member can continue as a delegate for as long as he/she is a member of the EMRC and until such time as the EMRC nominates a different delegate. Council reviews the appointment of member and deputy member delegates to MWAC following each ordinary elections day.

STRATEGIC/POLICY IMPLICATIONS

- 12 EMRC Policy 1.1 Election of MWAC Representatives
- 13 Reporting on EMRC Strategic Policy implications align with the revised Strategic Plan 2017-2027 and the Sustainability Strategy:

Target - Sustainability integrated into management processes.

FINANCIAL IMPLICATIONS

- 14 Nil

SUSTAINABILITY IMPLICATIONS

- 15 Nil

RISK MANAGEMENT

Risk Failure to appoint delegate to MWAC will impact EMRC’s representation of the sector and impact on MWAC to accurately and effectively represent the sector on such key issues relating to Government policy legislation and regulation		
Consequence	Likelihood	Rating
Moderate	Unlikely	Moderate
Action/Strategy		
➤ Appoint delegates to MWAC		

MEMBER COUNCIL IMPLICATIONS

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

ATTACHMENT(S)

Nil

VOTING REQUIREMENT

Simple Majority



RECOMMENDATION(S)

That:

1. Cr be the Member Delegate to the Municipal Waste Advisory Council and Cr be the Deputy Member Delegate to the Municipal Waste Advisory Council.
2. The Chief Executive Officer (CEO) be the Officer Delegate to the Municipal Waste Advisory Council and that the Acting Chief Executive Officer be the Deputy Officer Delegate to the Municipal Waste Advisory Council.

COUNCIL RESOLUTION(S)

MOVED CR BOWMAN SECONDED CR JEANS

THAT:

1. CR GIORGIA JOHNSON BE THE MEMBER DELEGATE TO THE MUNICIPAL WASTE ADVISORY COUNCIL AND CR KATHRYN HAMILTON BE THE DEPUTY MEMBER DELEGATE TO THE MUNICIPAL WASTE ADVISORY COUNCIL.
2. THE CHIEF EXECUTIVE OFFICER (CEO) BE THE OFFICER DELEGATE TO THE MUNICIPAL WASTE ADVISORY COUNCIL AND THAT THE ACTING CHIEF EXECUTIVE OFFICER BE THE DEPUTY OFFICER DELEGATE TO THE MUNICIPAL WASTE ADVISORY COUNCIL.

CARRIED UNANIMOUSLY

6 FUTURE MEETINGS OF COUNCIL

The next Ordinary meeting of Council is scheduled to be on Thursday, 23 November 2023 or at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6:00pm.

Future meetings of Council 2023

Thursday	23 November		at	EMRC Administration Office
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Proposed meetings of Council 2024

Thursday	22 February		at	EMRC Administration Office
Thursday	28 March		at	EMRC Administration Office
Thursday	23 May	(if required)	at	EMRC Administration Office
Thursday	27 June		at	EMRC Administration Office
Thursday	25 July	(if required)	at	EMRC Administration Office
Thursday	22 August	(if required)	at	EMRC Administration Office
Thursday	26 September	(if required)	at	EMRC Administration Office
Thursday	24 October	(if required)	at	EMRC Administration Office
Thursday	28 November	(if required)	at	EMRC Administration Office

7 DECLARATION OF CLOSURE OF MEETING

There being no further business, the meeting was closed at 5:24pm.

**Hyde Retirement Village Community Housing Fixed Tenancies
Report to Town of Bassendean Council – October 2023
By Connect Victoria Park**

On December 15th 2021, the Town of Bassendean Council authorised the CEO to enter into a Memorandum of Understanding with Connect Victoria Park for tenancy management of vacant units at Hyde Retirement Village (HRV), as a pilot project for an initial period of two years, with the possibility of extension, to provide community housing to older residents, with a particular focus on older women.

Connect Victoria Park is a provider of Community Housing to people over 60 on low to moderate incomes in the Town of Victoria Park. Connect operates 70 one-bedroom and studio style apartments on Mackie and Cargill Streets (Vic Park), and currently houses 72 people who live independently with the support of the Village Hub community.

Connect Housing + Hub works to build community around older people, especially tenants in Connect Community Housing, allowing them to live independently for longer in the place they love and feel connected to. In addition to Community Housing units, Connect runs the Village Hub on Mackie Street, attracting more than 300 local residents to a community invested in healthy ageing.

In March 2023, Connect achieved registration as a Tier 3 Provider under the WA Community Housing Regulatory Framework.

In managing HRV's units, Connect brings a supportive landlord approach to Bassendean: providing a safe roof for people on low incomes, as well as opportunities for social connection and a rekindling of community's ties that enable people to be independent for longer and age successfully.

Since the start of the pilot program, Connect leased 11 units at HRV to people over 60 on low to moderate incomes. The first lease was signed in September 2022 and the latest one in March 2023.

Assessment and allocation

After signing the pilot agreement with Town of Bassendean in July 2022, Connect advertised the new tenancies and, guided by its Allocation Framework, carefully selected new tenants for HRV.

As with its units in Vic Park, Connect provides tenancies at HRV to people living independently (or with support services in place) who are considered eligible according to the WA Community Housing Income and Asset Limits (CHIAL) Policy.

Currently, people with an annual income of \$26,188 or less are considered Band A. Their rent is set at 25% of their income, plus any Commonwealth Rent Assistance (CRA) they are entitled to. People with an annual income of up to \$58,905 are considered Band B. Their rent is set at 30% of their income plus CRA. Two out of 11 tenants at HRV are in the Band B category at the moment.

Connect worked closely with Town of Bassendean staff to ensure units were refurbished if needed and ready to receive the new tenants. The first tenants moved in in September 2022. Currently, 11 of HRV's 31 units are occupied by Community Housing tenants.

Integration to HRV

Prior to the pilot program, consultation with lease-for-life residents at HRV revealed a desire to have new neighbours coming into the complex as 9 units were empty at the time. Residents felt the place needed new vibrancy and were overwhelmingly in favour of new tenancies. The fact that the tenancies would be made affordable for people on low incomes was seen as a plus.

The new tenants have integrated well into the HRV community. Two of them are closely related to lease-for-life residents and several others have family living in the Town of Bassendean. Eight of eleven tenants are older women, part of the fastest growing cohort of people at risk or experiencing homelessness in Australia.

Two tenants became part of the Residents Committee and attend regular meetings. Tenants also attend the annual AGM and are actively involved in matters that affect common areas at HRV.

Support to tenants

Connect has ensured that new Community Housing tenants at HRV are able to live independently or have the appropriate support services in place.

Housing inspections – which were initially performed every 3 months and are currently annual – provide an important opportunity for Connect’s Housing Officer to check in with tenants about their wellbeing.

Connect organises a coffee catch-up every 3 months to check in with tenants regarding their wellbeing and offer support or referrals to services as needed. In the last catch up with tenants, Connect was able, for instance, to connect one tenant who needed help putting together a flat pack piece of furniture with another tenant who had tools and expertise to do so.

As much as possible, Connect seeks to build up community within and around HRV so people have others to rely on if they need a hand staying in their units for longer.

Connect provided each new tenant with a “welcome pack” with information on several services available to them in the Town of Bassendean. The pack includes information on the Bassendean 55 Plus, a not-for-profit that promotes social interaction and an active and healthy lifestyle for over 55’s.

Connect has met with Bassendean 55 Plus’ members to make them aware of a new influx of people at the HRV and promote connection with the tenants. A representative of Bassendean 55 Plus is scheduled to meet with tenants in the near future to inform them of the range of activities and social connection available next door to HRV.

As with Connect’s tenants in Vic Park, Bassendean tenants automatically receive a Village Hub membership. That means they are able to access our Member Help Centre for one-on-one help with keeping independent for longer. They can also ask other Village Hub members for help with small tasks.

Final comments

The decision by the Town of Bassendean Council to make empty units at the Hyde Retirement Village available to people over 60 as affordable housing is a practical and immediate solution to the housing crisis in Perth.

Eleven people and their families have benefitted from the decision. Lease-for-life residents now have a full and vibrant complex, with renewed opportunities for social connection and neighbourly support.

HRV Fixed Term Community Housing Tenancies are an opportunity to make older people an integral and important part of the social fabric in Bassendean. Connect’s supportive landlord approach means tenants now and in the future will be supported in living well and independently for longer in the community that has embraced them.

Hyde Retirement Village

Policy Objective

To encourage healthy ageing, continued independence and freedom of choice in the community by providing Bassendean seniors with access to affordable, strategically located retirement village style accommodation.

Policy Scope

This policy applies to the management of the Hyde Retirement Village in James Street, Bassendean.

Policy Statement

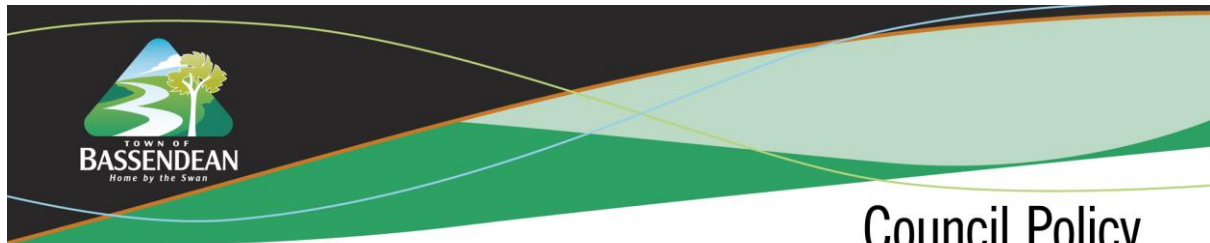
The Town of Bassendean values the elderly members of our community who have made, and continue to make, valuable contributions to the social, economic and cultural life of the Town. Council believes strongly that our aged residents are entitled to maintain their independence and continue to be active participants in family and community life. To support this principle, Council seeks to provide greater freedom of choice for residents requiring alternative accommodation by providing for two residential options at the Hyde Retirement Village:

1. 'Lease-for-life' residents; and
2. Fixed term tenancy residents.

Lease-for-life residents have occupancy rights as specified under the *Retirement Villages Act 1992* and shall be liable for an initial contribution fee and ongoing maintenance fees. Fixed term tenancy residents shall have occupancy rights as specified in the Tenancy Agreement and shall be liable for ongoing rental payments.

Council's provision for fixed term tenancy at the Hyde Retirement Village is made in furtherance of Council's desire for affordable community housing, recognising some prospective residents may be unable to fund an initial contribution fee. Lease-for-life residents should have attained the age of 65 years and fixed term tenancy residents should have attained the age of 60 years. The lower entry age for fixed term tenancy residents seeks to provide greater capacity to assist those in need of community housing, without altering the current village environment.

The provision of independent living accommodation at the Hyde Retirement Village in James Street is an important component of Council's strategy to support healthy ageing, foster continued independence and encourage freedom of choice in the community.



Council Policy

It is also an acknowledgement that many long-term residents of the Town of Bassendean have a strong desire to remain in the area when they can no longer live in the family home rather than having to move away from established friends and social networks.

Legislative Requirements

Council accepts its obligations under the *Retirement Villages Act 1992* and supporting Regulations and Codes and undertakes to operate the Hyde Retirement Village strictly in accordance with their requirements.

The Town will have operating procedures for the Hyde Retirement Village that includes consideration to:

- Residents' Rights;
- Allocation of Units;
- Resident Participation in Management and the Disputes Committee;
- Termination of Residential Contracts; and
- Independent Living.

The CEO may enter into a Memorandum of Understanding with a suitable community housing provider for tenancy management of units at the Hyde Retirement Village.

Financial Management

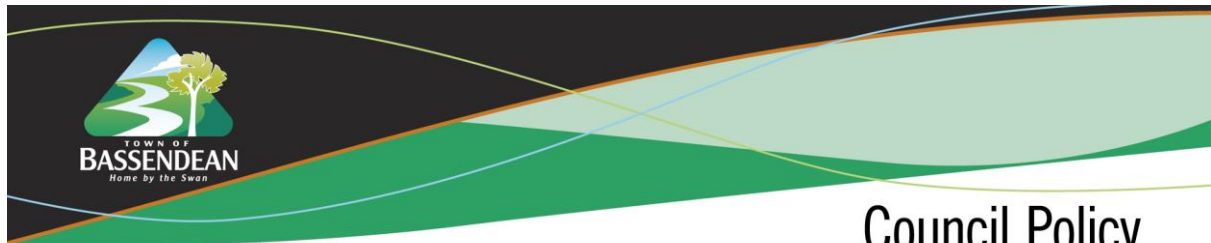
Council's financial management of the Hyde Retirement Village is aimed at creating self-sufficiency for the Village, with fair and equitable fee and rent structures that reflect the respective rights and obligations of both 'lease-for-life' residents and fixed term tenancy residents.

For 'lease-for-life' residents, income is to be generated by levying an incoming contribution fee, fortnightly maintenance fee and parking fee (where appropriate).

The contribution fee is to be set aside to provide for asset depreciation and to contribute to Village refurbishment. The fortnightly maintenance fee is levied to cover Village building and grounds maintenance, insurance of buildings, water and sewerage rates, removal of rubbish, bank charges, security lighting, administration and audit fees and incidental expenses as well as contributing to future refurbishment of the Village.

The contribution fee, maintenance fee and parking fee will be reviewed annually by Council when adopting the annual budget to ensure the stated financial management aims are achieved.

For fixed term residency residents, income is to be generated through charging rent, with the amount of rent determined with reference to market value, discounted to achieve the Town's community housing objectives.



Council Policy

Rental income is to be used to meet tenancy management costs, with the balance to be used for the same purpose as the fortnightly maintenance fee.

Interest earned on deposits is to be used for the same purpose as the fortnightly maintenance fee.

Any surplus generated from operation of the Hyde Retirement Village is to be allocated to the Aged Persons Reserve and any deficit is to be met with funds from that Reserve. Should there be insufficient funds held in the Aged Persons Reserve to meet any deficit, the shortfall will be met from Municipal funds.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive
Inception Date:	8 April 1999	Decision Maker:	Council
Review Date:	Reviewed: March 2014 Amended: December 2021 (OCM-25/12/21)	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

HYDE RETIREMENT VILLAGE POLICY

Policy Objective

To formalise Council's position on the management and operation of the Hyde Retirement Village (HRV), the Town's retirement facility located at 2-10 James Street, Bassendean.

Policy Scope

This policy applies to the management and operation of the HRV.

Policy Statement

The Town values the elderly members of the community who have made, and continue to make, valuable contributions to the social, economic and cultural life within the district. Aged residents are entitled to maintain their independence and continue to be active participants in family and community life and the provision of independent living accommodation at the HRV is an important component of Council's strategy to support healthy ageing, foster continued independence and encourage freedom of choice in the community. It also acknowledges that many long-term residents of the district have a strong desire to remain in the area when they can no longer live in the family home rather than having to move away from established friends and social networks.

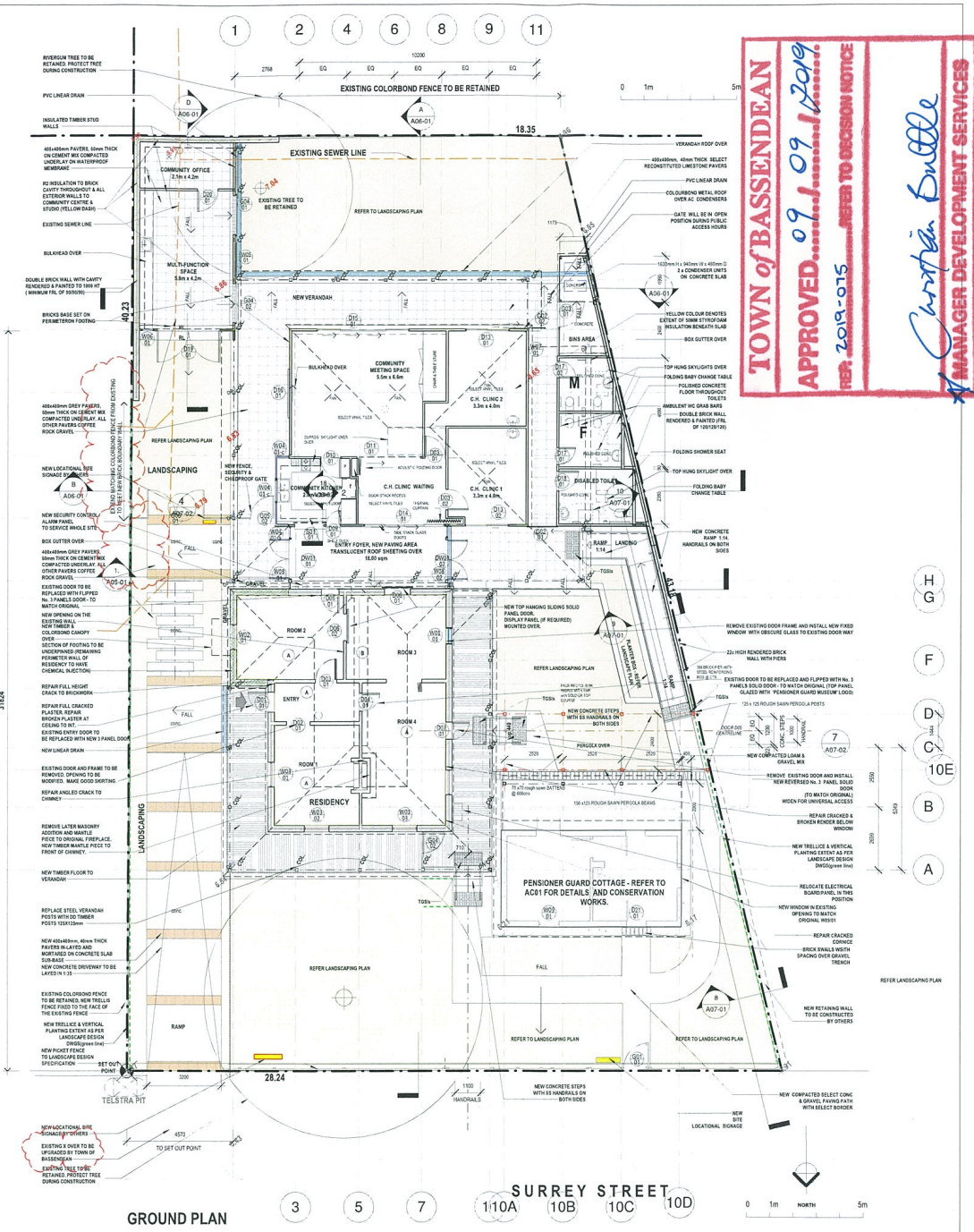
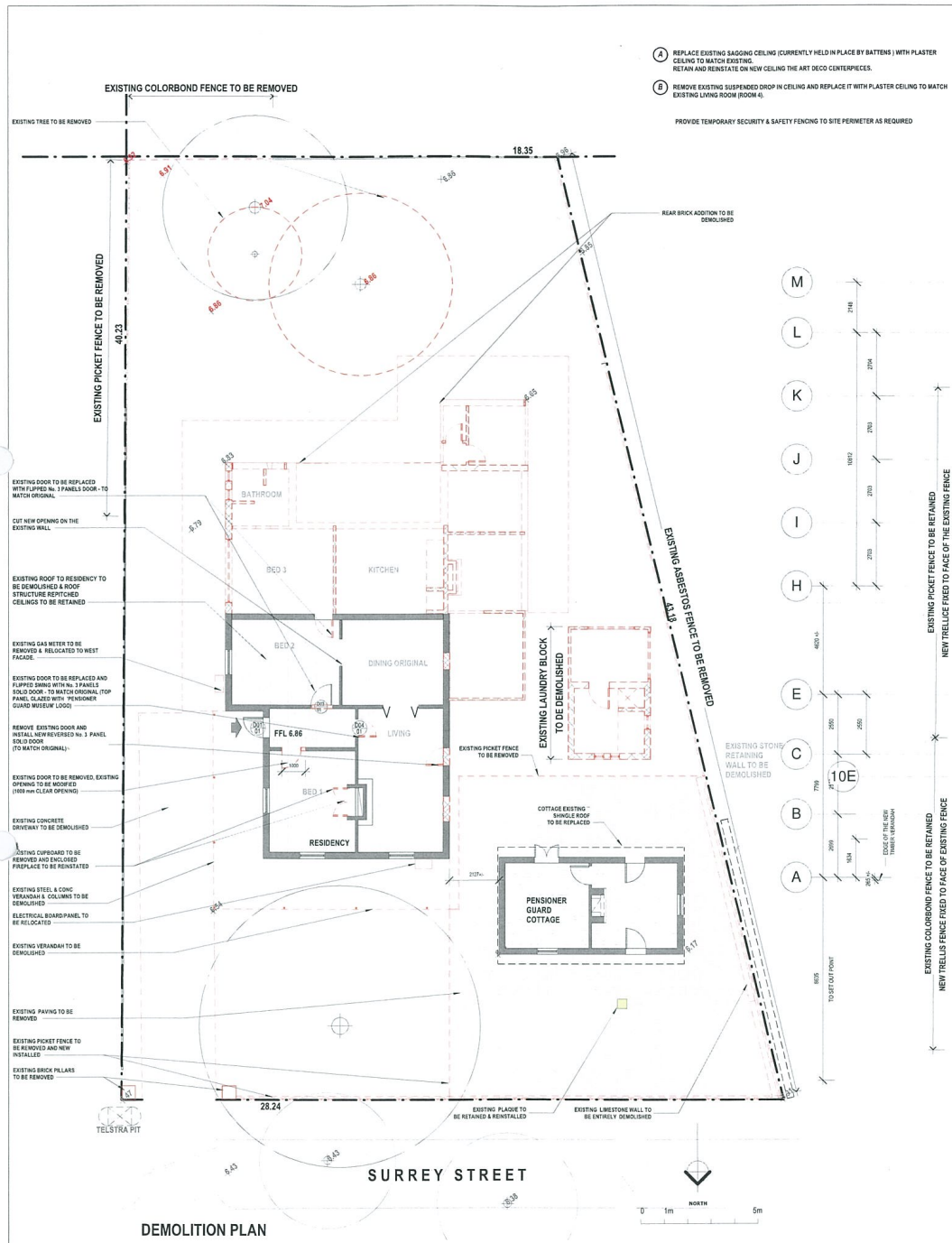
1. Operating Model

- 1.1. The Town will provide two residential options at the HRV, being (i) 'lease-for-life' residents under the *Retirement Villages Act 1992*; and (ii) fixed term tenancy residents.
- 1.2 Fixed term tenancy residents should be aged 60 years or older. The entry age for fixed term tenancy residents seeks to provide greater capacity to assist those in need of community housing, without altering the current village environment.
- 1.3 Fixed term tenancy residents shall have occupancy rights as specified in the Tenancy Agreement and shall be liable for ongoing rental payments.
- 1.4 Any dwelling unit that becomes available shall be thereafter used for the purposes of fixed term tenancy residents.

2. Financial Management

- 2.1 Council's financial management of the HRV is aimed at creating self-sufficiency for the Village, with fair and equitable fee and rent structures that reflect the respective rights and obligations of both 'lease-for-life' residents and fixed term tenancy residents.
- 2.2 For 'lease-for-life' residents, income is to be generated by levying an incoming contribution fee, fortnightly maintenance fee and parking fee (where appropriate).
- 2.3 The contribution fee is to be set aside to provide for asset depreciation and to contribute to Village refurbishment. The fortnightly maintenance fee is levied to cover Village building and grounds maintenance, insurance of buildings, water and sewerage rates, removal of rubbish, bank charges, security lighting, administration and audit fees and incidental expenses as well as contributing to future refurbishment of the Village.
- 2.4 The contribution fee, maintenance fee and parking fee will be reviewed annually by Council when adopting the annual budget to ensure the stated financial management aims are achieved.
- 2.5 For fixed term tenancy residents, income is to be generated through charging rent, with the amount of rent determined with reference to market value, discounted to achieve the Town's community housing objectives.
- 2.6 Rental income is to be used to meet tenancy management costs, with the balance to be used for the same purpose as the fortnightly maintenance fee.
- 2.7 Interest earned on deposits is to be used for the same purpose as the fortnightly maintenance fee.
- 2.8 Any surplus generated from operation of the HRV is to be allocated to the Aged Persons Reserve and any deficit is to be met with funds from that Reserve. Should there be insufficient funds held in the Aged Persons Reserve to meet any deficit, the shortfall will be met from Municipal funds.

Document Control box			
Document Responsibilities:			
Owner:	Community Planning	Owner Business Unit:	
Inception Date:	8 April 1999	Decision Maker:	Council
Review Date:	March 2014 21 December 2021 28 November 2023	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		



TOWN of BASSENDEAN
APPROVED 09/09/2019
REF: 2019-075 REFER TO DECISION NOTICE

Christina Dulle
MANAGER DEVELOPMENT SERVICES

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PENSIONER GUARD COTTAGE & RESIDENCE, NEW COMMUNITY SPACE & CHILD HEALTH CLINIC
 for
TOWN of BASSENDEAN
 1 Surrey Street, Basseandean

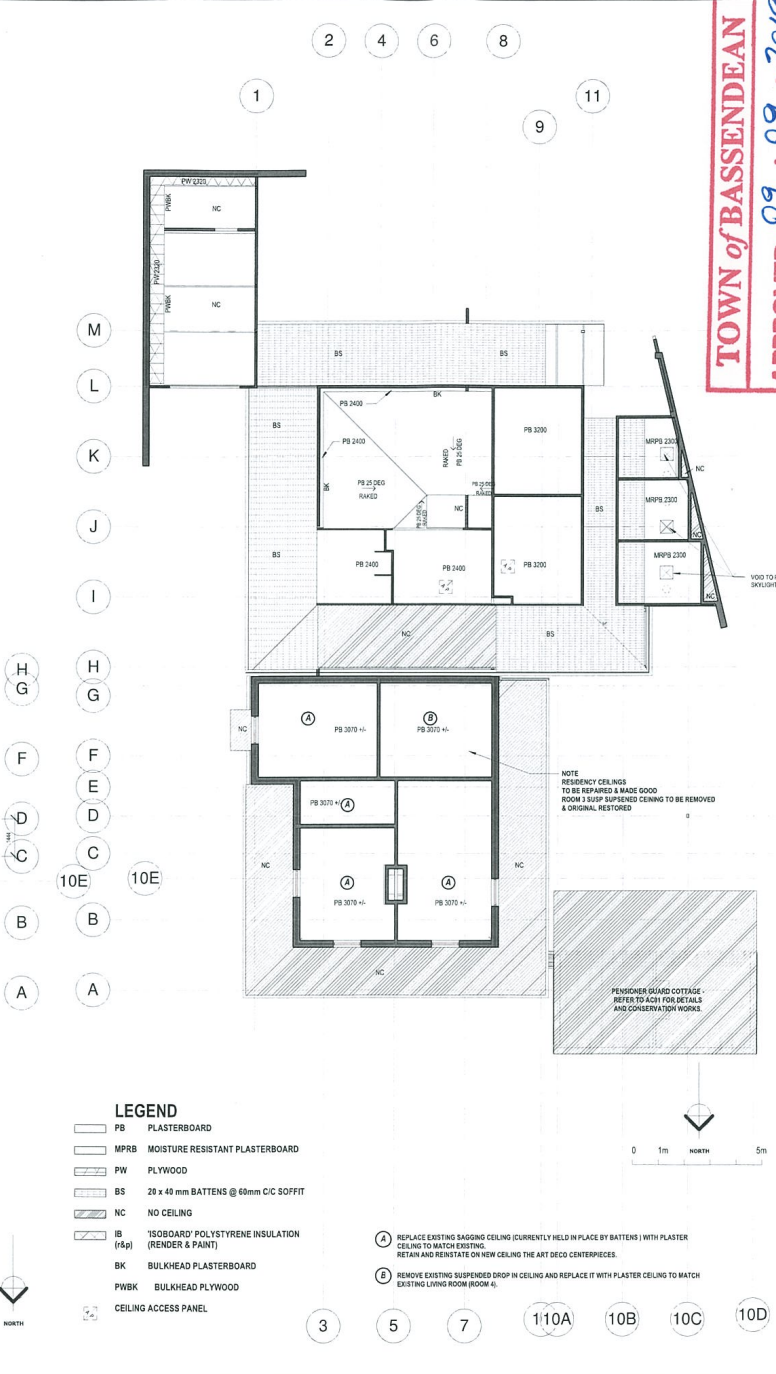
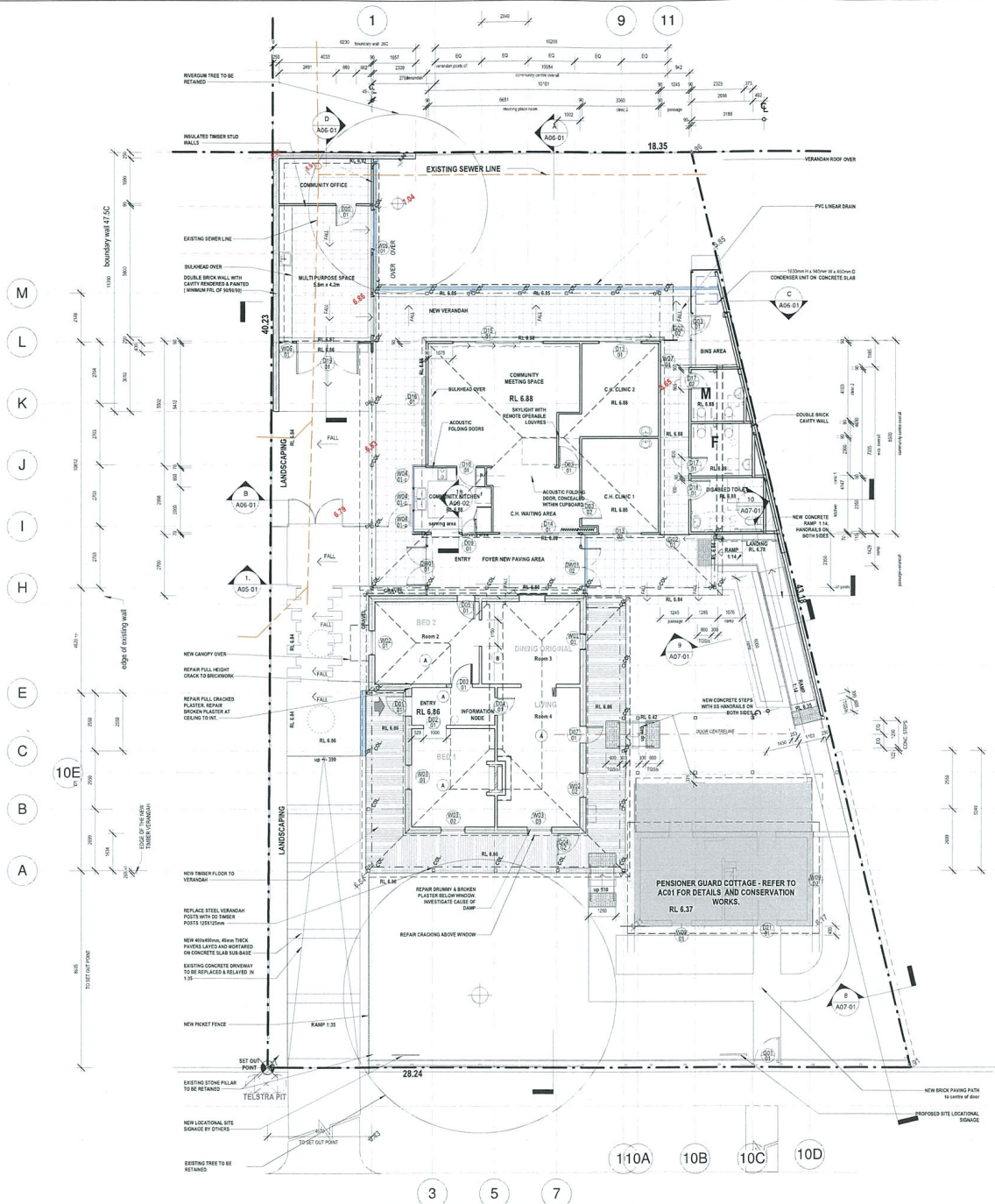
No	REASON FOR ISSUE	Date	Init
1	State Heritage Office feedback - letter dated 02.09.2016	28.09.16	
2	For Client	01.12.16	
3	For Tender/Ind. Child Health Clinics	24.01.19	

DEMOLITION PLAN & GROUND FLOOR PLAN
 Project Status: WORKING DRAWINGS
 Date: 30 AUG 2019
 Drawn by: ATR
 Checked by: SI
 Scale: 1:100 on A1

Sheet **A02-01**
SIA Sasha Ivanovich Architects
 109 of 1165
 Product number 1405

2 4 6 8

2 4 6 8



TOWN of BASSENDEAN
APPROVED 09.10.2019
 REF: 2019-075
 REFER TO DECISION NOTICE

Christine Bullock
 MANAGER DEVELOPMENT SERVICES

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PENSIONER GUARD COTTAGE & RESIDENCE, NEW COMMUNITY OFFICE & CHILD HEALTH CLINIC
 & CHILD HEALTH CLINIC
 TOWN of BASSENDEAN
 1 Surrey Street, Basseandean

No	REASON FOR ISSUE	Date	Init
1	For Client	01.12.16	
2	For Tender Incl. Child Health Clinics	24.01.19	

REFLECTED CEILING PLAN & SETOUT PLAN
 Project Status: WORKING DRAWINGS
 Date: 30 AUG 2019
 Drawn by: ATR
 Checked by: _____

Sheet **A03-01**
 SIA Sasha Ivanovich Architects
 418 Oxford Street WA 6016
 Telephone: (08) 9410 8811 Fax: (08) 9410 6797
 Email: info@sia.com.au www.sia.com.au
 Project number: 1405
 110 of 165

Attachment 12.3.1

04 August 2023

Chief Executive Officer
Town of Bassendean
35 Old Perth Road
Bassendean WA 6934

Att: Planning Department: Alex Snadden, Manager Planning and Regulations

Dear Alex,

Development Application - Change of Use and Minor Works at Lot 50 (No 1.) Surrey Street Bassendean

The Perth History Association is pleased to submit this development application to the Town of Bassendean for a change of use and minor works at Lot 50 (No.1) Surrey Street, Bassendean (the subject site).

To assist the Town in your assessment, please find the following enclosed.

- Application form signed by the landowner
- A copy of the Certificate of Title (Appendix A)
- A copy of the Development Plans (Appendix B)
- A Heritage Impact Statement (HIS) (Appendix C)
- Development application fee of \$295.00

Background

The subject site contains one of the only remaining Pensioner Guard cottages within the Perth metropolitan area and one of only a few in the state, and therefore has a high degree of historical and social significance despite later modifications.

The site contains two main buildings, a brick rendered Cottage constructed in 1856 (not included in this application) and a Residence constructed in 1893 which is the subject of this application. The Residence was significantly altered in 1952. Alterations include:

- Construction of additional rooms to the south and west side of the Residence;
- Alteration of roof geometry;
- Demolition of concave profile verandah;

The proposed application primarily seeks to restore the site to its original state by restoring the roof to its original form and removing the 1952 additions. The application also seeks a change of use from 'Residential' to 'Community Purpose', to facilitate workshops and community outreach

programs for the Museum of Perth. It is understood that the Town has used the site for community purposes for many decades in the form of a child care facility, an Adult Education Training Centre known as the 'Bassendean Learning Centre', and as an exhibition and community event space.

The site is currently used by our restoration volunteers as a tea-prep and tool storage location, while the adjacent cottage is opened monthly by the Bassendean Historical Association via a Memorandum of Understanding.

Site Particulars

The proposed application is for Lot 50 (No.1) Surrey Street, Bassendean (subject site). The site is situated 11.1km north-west of Perth CBD and is within the municipal area of the Town of Bassendean.

The below table identifies the legal lot details for the subject site.

Table 1 Lot Particulars

Lot	Plan	Vol/Folio	Proprietors	Area (sq.m)
50	9441	1524/213	Perth History Association Inc	937

A copy of the Certificate of Title is provided at Appendix A.

Refer to Figure 1 for an aerial plan and Figure 2 for a cadastral plan.

Figure 1 - Site Aerial



Figure 2 – Cadastral Plan



Proposed Land Use and Development

This application seeks approval for a change of land use and minor works to be undertaken on the subject site. We intend to use the site as a support space, storage and office space for the adjacent Pensioner Guard Cottage Museum and as offices for our staff and history and garden training programs, which requires a change of use from 'Residential' to 'Community Purpose'.

The community outreach aspects of the use will be facilitated by our organisation with the aim of upskilling and educating local residents in research, writing, digitisation, archives, exhibitions, museum management and gardening programs. Activities undertaken at the site will be low impact and are unlikely to attract large crowds. The facility will operate during business hours (8am – 6pm) with an expected maximum daily attendance of 20 persons, being two staff members and 18 Training Participants spread between inside activities and those in the garden.

Training programs are free of charge, and funded by the Federal Government.

On the weekends, the Cottage Museum will be open to the public, with an expected maximum attendance of 10 people, being two volunteers from the Bassendean Historical Society and 8 Cottage Museum visitors at any one time. Opening Hours are usually 11am - 2pm and entry is free. It is envisaged that school groups of other community groups may wish to come through the Museum by prior arrangement during week-days. School groups are usually no more than 25 children and a few adults for an hour or so at a time. School Children from Bassendean Primary School would usually arrive on foot.

The physical works intend to restore the original heritage value of the site by restoring the original roof form, removing non-heritage additions, and making the internal areas within the building more universally accessible.

A summary of the proposed development is detailed in Table 2. Development Plans are provided at Appendix B.

Table 2 Description of Proposal

Component	Information
Change of use	Change of use from 'Residential' to 'Community Purpose'.
Physical works	
Internal	Demolition of 2 partial walls to accommodate UAT and 1 shower wall to accommodate toilet.
Component	Information
External	Existing concrete tile roof to be removed and restored with a proposed new roof structure with original roof ridge and original roof tilt of 44 degrees. Ceilings to be retained and repaired. Asbestos enclosed veranda from 1952 to be demolished as well as the external concrete ramp to the living room and 1952 dining room extension. Concrete veranda to be demolished and replaced with timber veranda. Proposed new veranda roof with original concave profile.

Following restoration works to the building, the site will primarily be used for administrative and training purposes associated with the Museum of Perth. The building will also house natural and social heritage collections for public display. Operating hours will generally be 8am – 6pm weekdays, however it will also be open to the public periodically on weekends.

Planning Framework Assessment

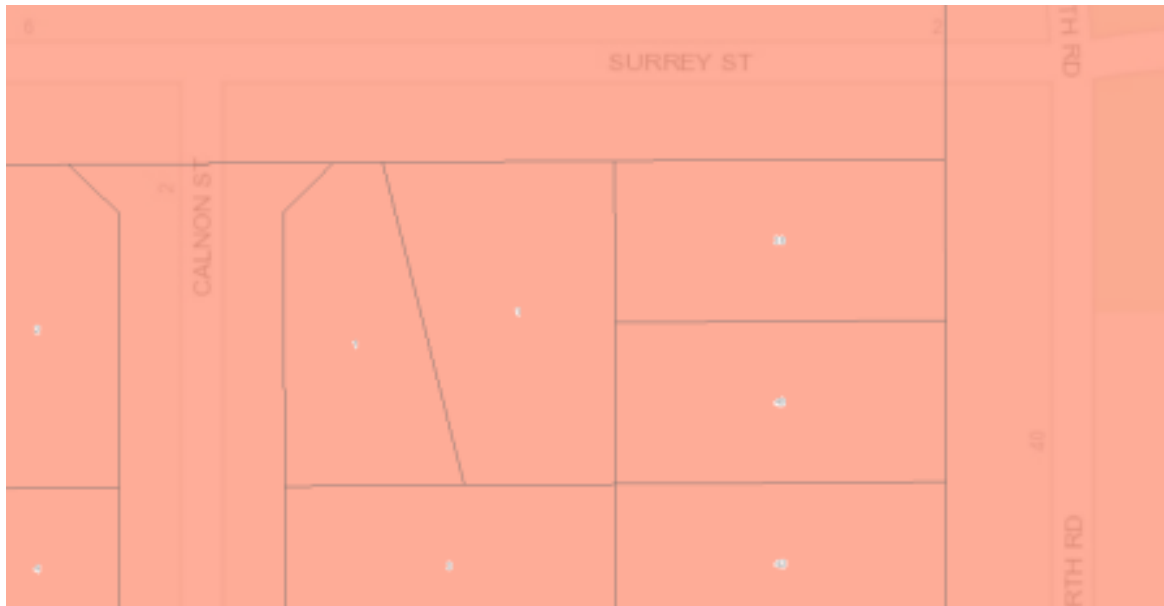
State Planning Framework

Metropolitan Region Scheme

The site is zoned 'Urban' under the Metropolitan Region Scheme (MRS), the 'Urban' zone supports the proposed change of use and physical works to the subject site.

Figure 3 - MRS Map

Region Scheme Zones and Reserves
Urban



Development Application – 1 Surrey Street, Bassendean 4

State Planning Policy 2.10 – Swan-Canning River System Policy

The subject site has been identified as within the 'Middle Swan' precinct of State Planning Policy 2.10 – Swan-Canning River System Policy (SPP2.10). The intent of the Policy is to conserve the health, amenity, and landscape value of the Swan River. The proposal is considered minor and will not impact access to the river or the cultural and heritage value of the Swan River.

LOCAL PLANNING FRAMEWORK

This section describes and confirms the proposal's alignment with the local planning framework. The proposal has been assessed against key local planning documents as summarised below.

Town of Bassendean's Local Planning Scheme No.10

Under the Town's Local Planning Scheme No.10 (LPS10) the subject site is zoned 'Residential' – refer Figure 4. The broad aim of this zone is to support residential development and make provisions for a range of housing types. This proposal is aligned with the above objective as the proposed use will be of low impact and will not detract from the residential character of the area,

further compliance of the proposal against the objectives of the zone are demonstrated in Table 3.

The most appropriate land use for the proposal is considered 'Community Purpose', the definition for this use is listed below:

"community purpose" means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit.

LPS 10 identifies 'Community Purpose' as an 'A' land use in the Residential zone; an assessment of the proposal against the objectives of the 'Residential' is demonstrated in the table below.

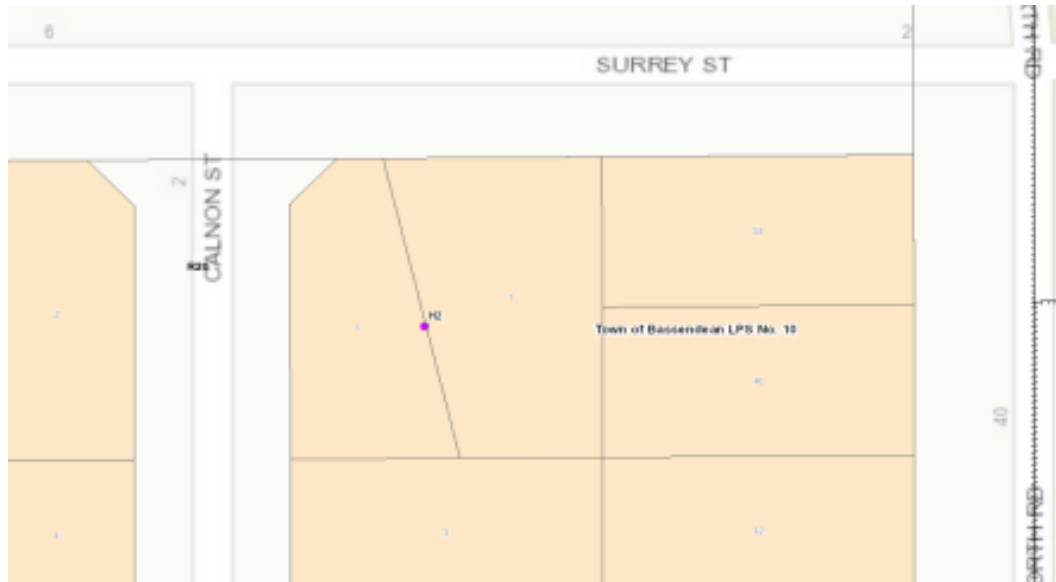
Table 3 Residential Zone Objectives

Residential Objective	Compliance of Proposal
to maintain lifelong or long-time residents as an integral component of the Bassendean community;	The proposal is for a community facility, which will add to the community of the Bassendean.
to continue and increase the attraction for young families to reside and raise their families in the Bassendean community;	The site will be an educational asset for the Town that will engage young families.
to recognise the role of Bassendean as a middle metropolitan area that is well placed to contribute meaningfully to sustainable urban development for the Perth Region, and therefore facilitate the planned gradual increase in	The proposal is based on the adaptive reuse of the Pensioner Guard cottage, which is a highly sustainable practice. The proposal does not increase the residential density of the area, however it will enhance the social and economic benefit to the Bassendean locality.
population growth in a manner that provides net environmental, social and economic benefit;	N/A residential uses are not proposed however the proposed works do not change the residential character of the property.
to make provision for housing types that respond to the demands of an ageing population and declining occupancy rates;	N/A residential uses are not proposed however the proposed works do not change the residential character of the property.
to limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self employment or creative activities, provided such activities have no detrimental effect on the residential amenity;	The proposal seeks to improve the employability of people in the Bassendean area by upskilling residents in heritage and conservation skills. The facility will be of low impact to neighbouring residential uses.
to ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors; and	N/A no additional density is proposed.

to ensure that subdivision and development comply with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council.

The compliance of the proposal against the local planning framework has been demonstrated in this report.

Figure 4 - LPS10 Map



Car Parking Considerations

Local Planning Policy No.8 – Car Parking and End-of-trip Facilities (LPP8) notes the minimum car parking requirement for a ‘Community Purpose’ proposal is one bay for every four persons the facility is designed to accommodate. The proposal is anticipated to facilitate 20 people (includes staff, visitors and volunteers) which would generate a requirement of five car parking bays. The site has three existing car bays and this application does not propose any additional bays to the site, which will result in a shortfall of two car parking bays. It should be noted that all training participants are required to attend the location via public transport unless a physical disability prevents them from doing so.

The existing three car parking bays at the site is considered adequate given the abundance of on-street parking available along Surrey Street and proximity to the public car park at Point Reserve (approximately 230m from the site). Additionally, it would not be possible to add more bays to the site due to the mature tree located at the front of the site and the location of the heritage buildings on the site. As per Part 12 of the Deemed Provisions within the Planning and Development (Local Planning Schemes) Regulations 2015, the local government may vary a development provision applicable to the site to facilitate the conservation of a heritage place or area. It is requested that the Town exercises its discretion in relation to the car parking provisions applicable to the site to preserve the setting of the Pensioner Guard Cottage and Residence and landscape around the buildings.

HERITAGE CONSIDERATIONS

The subject site has significant heritage value and is listed on both local and State Heritage Registers. The proposed works are considered minor and will restore the heritage value of the site. A Heritage Impact Statement has been prepared and provides a thorough description of the site background, statement of significance, outline of the proposed works and an assessment of the proposal's impact. A copy of the Heritage Impact Assessment is provided at Appendix C.

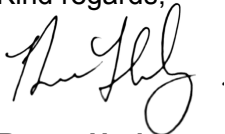
CONCLUSION

The proposed change of use and physical works are consistent with those promised by the Perth History Association at the time of our undertaking to acquire and restore the Site. We have made a commitment to the Council, and to the community, to undertake the works proposed in this application, and intend to stay true to those commitments.

The proposed change of use and physical works at the subject site are considered minor and will restore and enhance a significant heritage asset within the Town of Bassendean. The use will provide the community greater access to the heritage asset and facilitate a use which will enhance access and understanding of the heritage value that places can provide the community.

We trust that the enclosed information is sufficient to assess the application in a timely manner and respectfully request that the application be approved. Should the Town have any queries, please do not hesitate to contact me.

Kind regards,



Reece Harley
Executive Director
Perth History Association Inc.
8-10 The Esplanade
Perth WA 6000

APPENDIX A CERTIFICATE OF TITLE

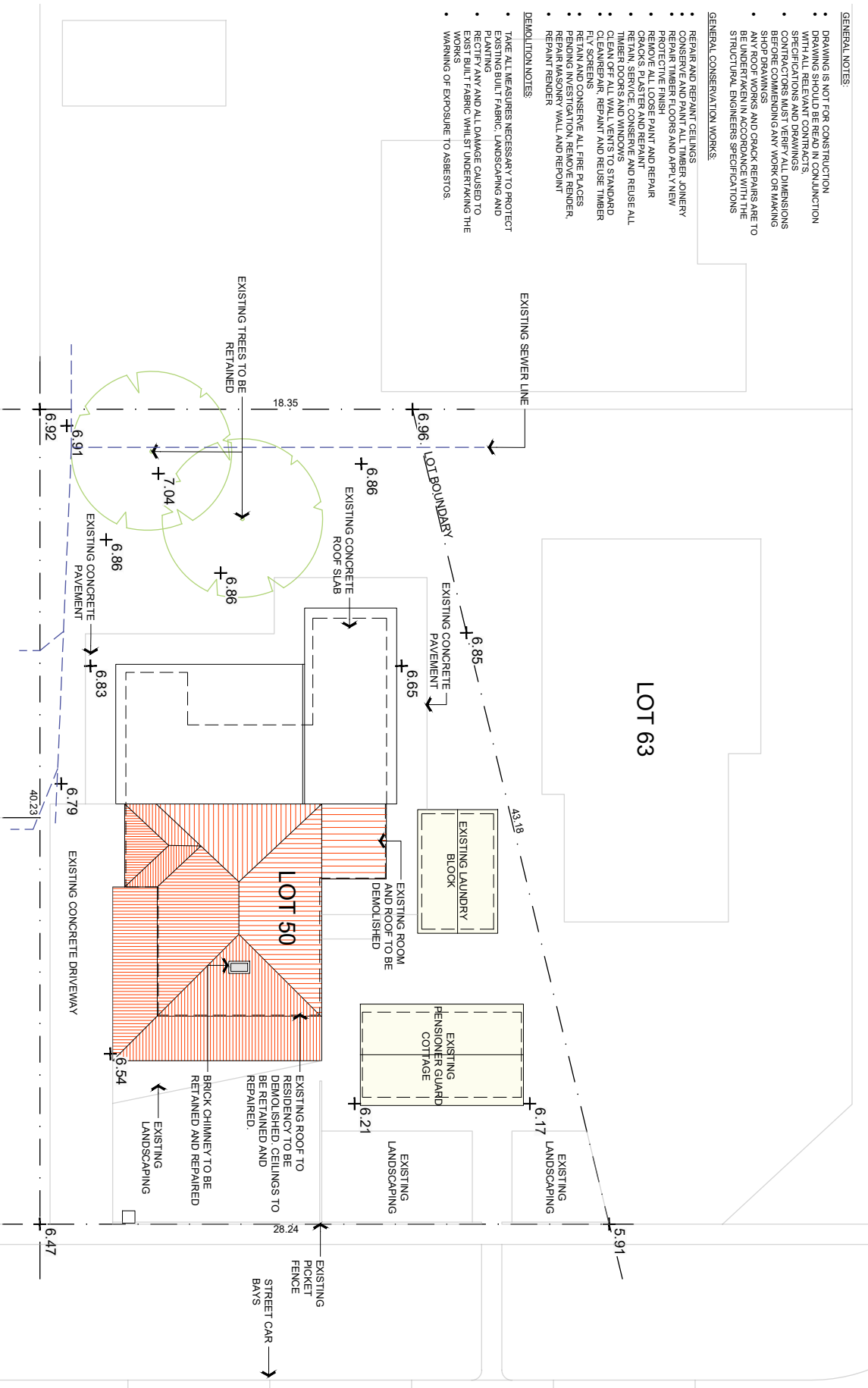
APPENDIX B DEVELOPMENT PLANS

APPENDIX C HERITAGE IMPACT STATEMENT

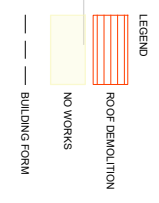
- GENERAL NOTES:**
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 - CONTRACTORS MUST VERIFY ALL DIMENSIONS BEFORE COMMENCING ANY WORK OR MAKING SHOP DRAWINGS AND CRACK REPAIRS ARE TO BE UNDERTAKEN IN ACCORDANCE WITH THE STRUCTURAL ENGINEERS SPECIFICATIONS

- GENERAL CONSERVATION WORKS:**
- REPAIR AND REPAINT CEILINGS
 - CONSERVE AND PAINT ALL TIMBER JOINERY
 - REPAIR TIMBER FLOORS AND APPLY NEW PROTECTIVE FINISH
 - REMOVE ALL LOOSE PAINT AND REPAIR
 - CRACKS PLASTER AND REPAIR
 - RETAIN SERVICE, CONSERVE AND REUSE ALL EXISTING SERVICES
 - CLEAN OFF ALL WALL VENTS TO STANDARD
 - FLY SCREENS
 - RETAIN AND CONSERVE ALL FIRE PLACES
 - PENDING INVESTIGATION REMOVE RENDER REPAIR MASONRY WALL AND REPOINT
 - REPOINT RENDER

- DEMOLITION NOTES:**
- TAKE ALL MEASURES NECESSARY TO PROTECT EXISTING BUILT FABRIC, LANDSCAPING AND MASONRY FROM ANY AND ALL DAMAGE CAUSED TO EXIST BUILT FABRIC WHILE UNDERTAKING THE WORKS
 - WARNING OF EXPOSURE TO ASBESTOS



SURREY STREET



1 SURREY STREET, BASSENDEAN CONSERVATION AND ALTERATION WORKS
ROOF DEMOLITION PLAN

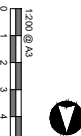
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A	FOR CLIENT REVIEW	18/05/2023
B	FOR DEVELOPMENT APPLICATION	18/05/2023

CLIENT
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PROJECT NO.	DATE
P0044725	18/05/2023
DRAWING NO.	REVISION
A01	B

DRAWING TO BE PRINTED IN COLOUR

GENERAL NOTES:

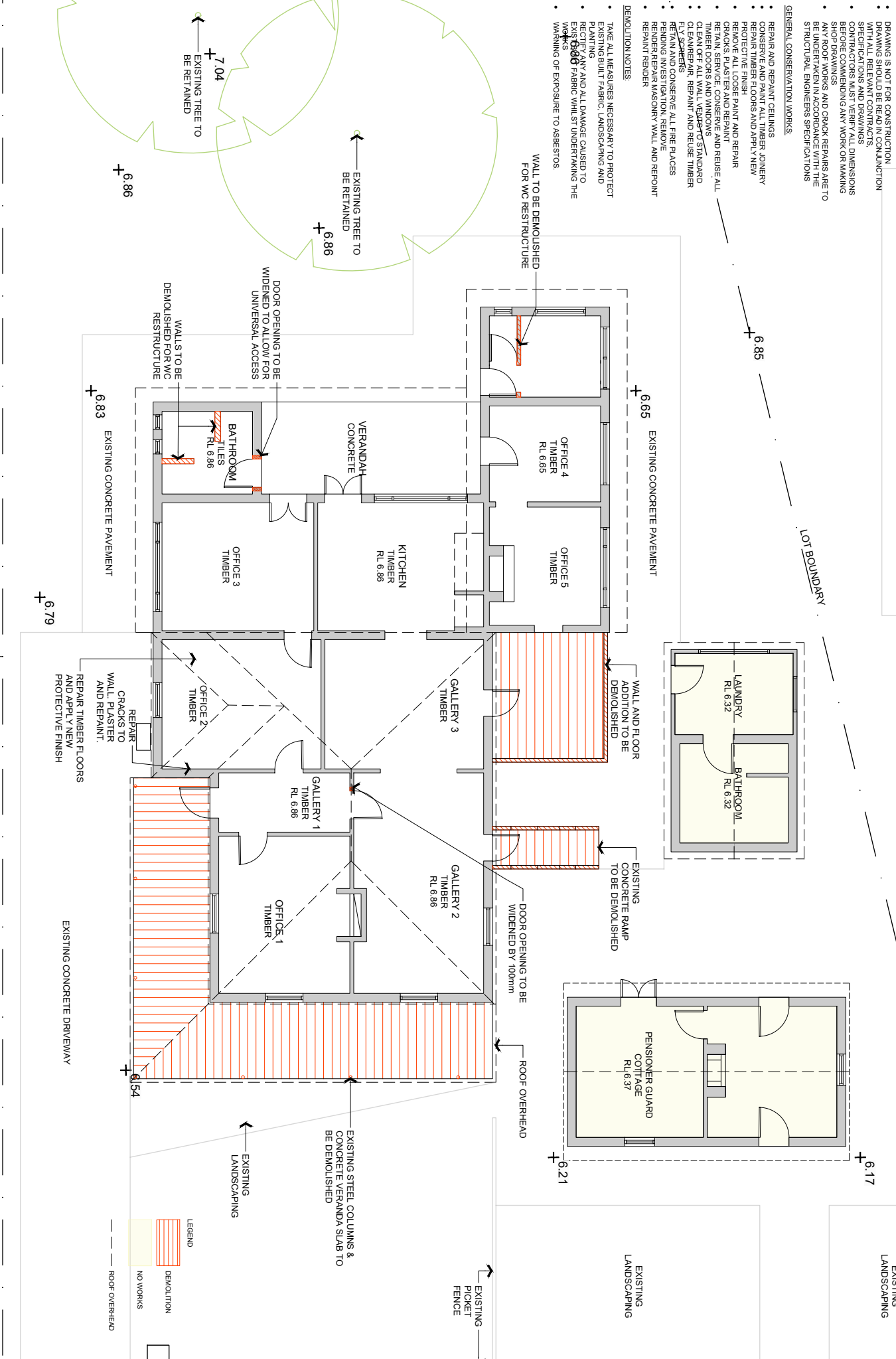
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- ANY ROOF WORKS AND CRACK REPAIRS ARE TO BE UNDERTAKEN IN ACCORDANCE WITH THE STRUCTURAL ENGINEERS SPECIFICATIONS

GENERAL CONSERVATION WORKS:

- REPAIR AND REPAINT CEILINGS
- CONSERVE AND PAINT ALL TIMBER JOINERY
- REPAIR TIMBER FLOORS AND APPLY NEW PROTECTIVE FINISH
- REMOVE ALL LOOSE PAINT AND REPAIR
- CRACKS, GASTER AND REPAIR AND REUSE ALL
- CRACKS, GASTER AND REPAIR AND REUSE ALL
- TIMBER DOORS AND WINDOWS
- CLEAN OFF ALL WALL VENTS TO STANDARD
- CLEAN/REPAIR, REPAINT AND REUSE TIMBER FLY SCREENS
- REPAIR AND CONSERVE ALL FIRE PLACES
- REPAIR AND CONSERVE ALL FIRE PLACES
- REPAIR AND CONSERVE ALL FIRE PLACES
- REPAIR AND CONSERVE ALL FIRE PLACES
- REPAIR AND CONSERVE ALL FIRE PLACES

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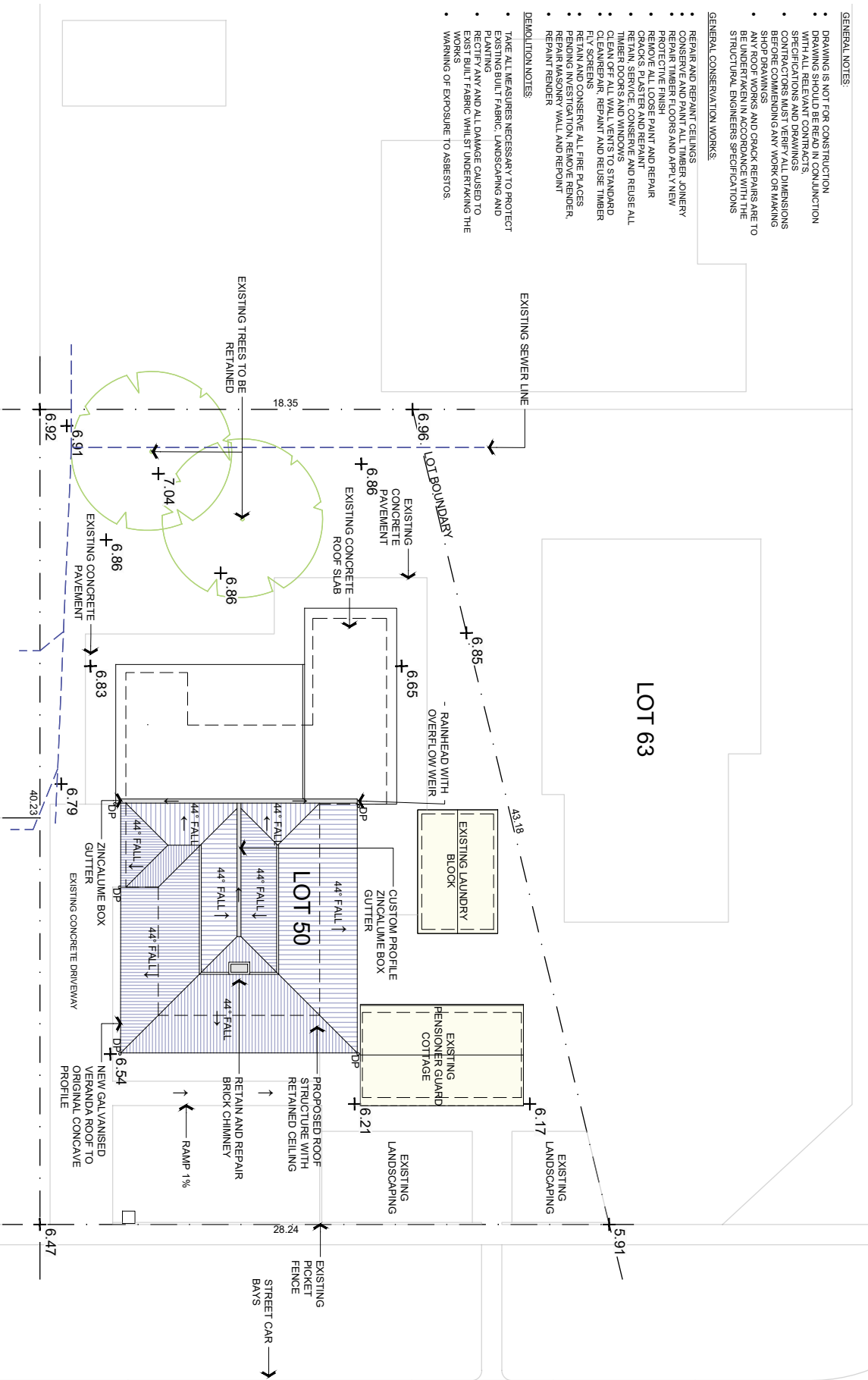
- TAKE ALL MEASURES NECESSARY TO PROTECT EXISTING CULT FABRIC, LANDSCAPING AND PLANTING
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- WARNING OF EXPOSURE TO ASBESTOS



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 - REMOVE ALL LOOSE PAINT AND REPAIR
 - CRACKS PLASTER AND REPAIR
 - RETAIN SERVICE, CONSERVE AND REUSE ALL EXISTING SERVICES
 - CLEAN OFF ALL WALL VENTS TO STANDARD
 - FLY SCREENS
 - RETAIN AND CONSERVE ALL FIRE PLACES
 - PENDING INVESTIGATION REMOVE RENDER
 - REPAIR MASONRY WALL AND REPOINT
 - REPAINT RENDER

- DEMOLITION NOTES:**
- TAKE ALL MEASURES NECESSARY TO PROTECT EXISTING BUILT FABRIC, LANDSCAPING AND RECEPTIVITY AND ALL DAMAGE CAUSED TO EXIST BUILT FABRIC WHILE UNDERTAKING THE WORKS
 - WARNING OF EXPOSURE TO ASBESTOS



**1 SURREY STREET, BASSENDEAN CONSERVATION AND ALTERATION WORKS
PROPOSED ROOF PLAN**

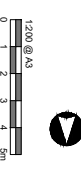
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REVISIONS

REV	DESCRIPTION	DATE
A	FOR CLIENT REVIEW	18/05/2023
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PROJECT NO. P0044725
DRAWING NO. A03
DATE 18/05/2023
REVISION B

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GENERAL NOTES:

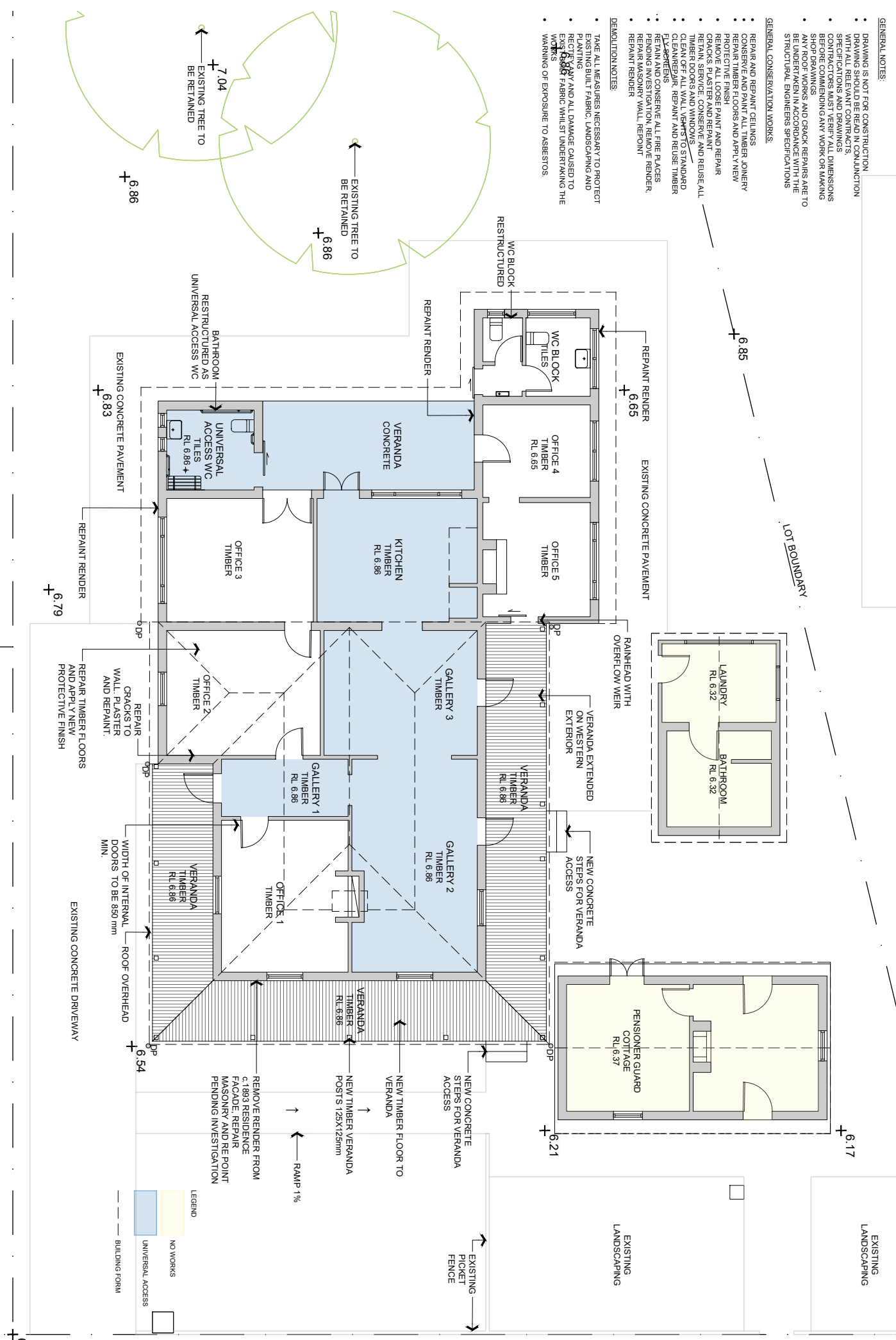
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- CONSERVE AND PAINT ALL TIMBER JOINERY
- REPAIR TIMBER FLOORS AND APPLY NEW PROTECTIVE FINISH
- REMOVE ALL LOOSE PAINT AND REPAIR
- CRACKS PLASTER AND REPAIR
- RETAIN SERVICES, CONSERVE AND REUSE ALL SERVICES
- CLEAN OFF ALL WALL VERGES TO STANDARD
- CLEAN/REPAIR, REPAINT AND REUSE TIMBER FLY SPREADERS
- RETAIN AND CONSERVE ALL FIRE PLACES
- PENDING INVESTIGATION REMOVE RENDER
- REPAIR MASONRY WALL, REPOINT
- REPAINT RENDER

DEMOLITION NOTES:

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- WARNING OF EXPOSURE TO ASBESTOS



**1 SURREY STREET, BASSENDEAN CONSERVATION AND ALTERATION WORKS
PROPOSED FLOOR PLAN**

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FOR DEVELOPMENT APPROVAL

NO.	DATE	DESCRIPTION
1	18/05/2023	FOR DEVELOPMENT APPROVAL
2	18/05/2023	FOR DEVELOPMENT APPROVAL
3	18/05/2023	FOR DEVELOPMENT APPROVAL
4	18/05/2023	FOR DEVELOPMENT APPROVAL
5	18/05/2023	FOR DEVELOPMENT APPROVAL

CLIENT
PERTH HISTORY ASSOCIATION

PROJECT NO.
P0044725

DATE
28/06/2023

DRAWING NO.
A04

REVISION
D



GENERAL NOTES

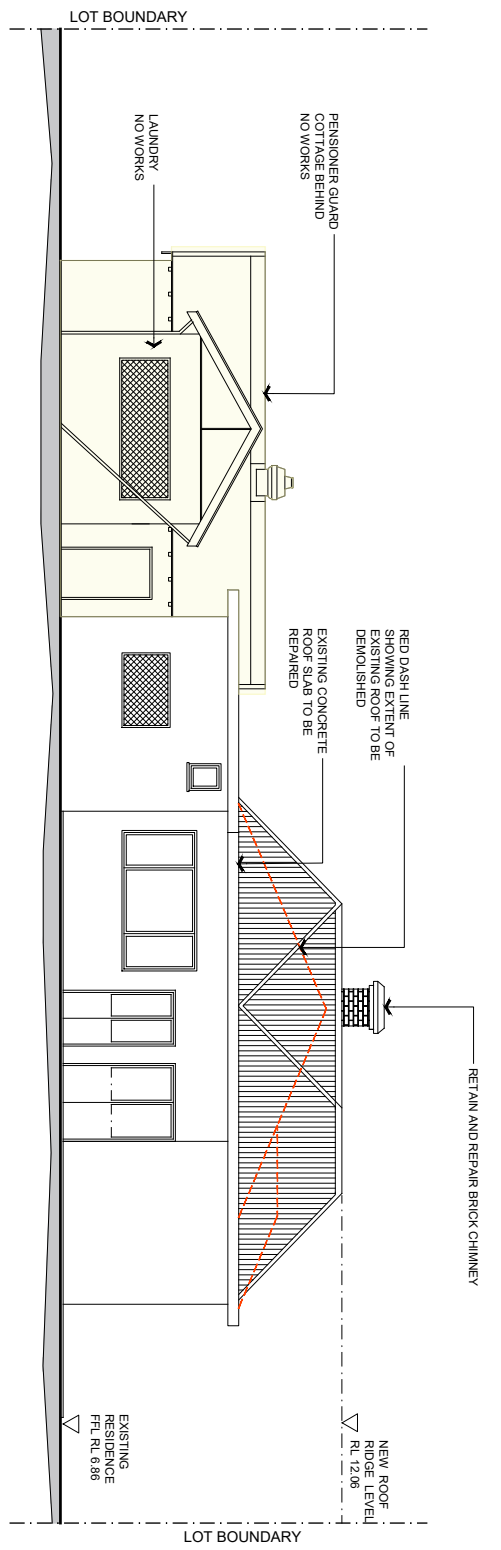
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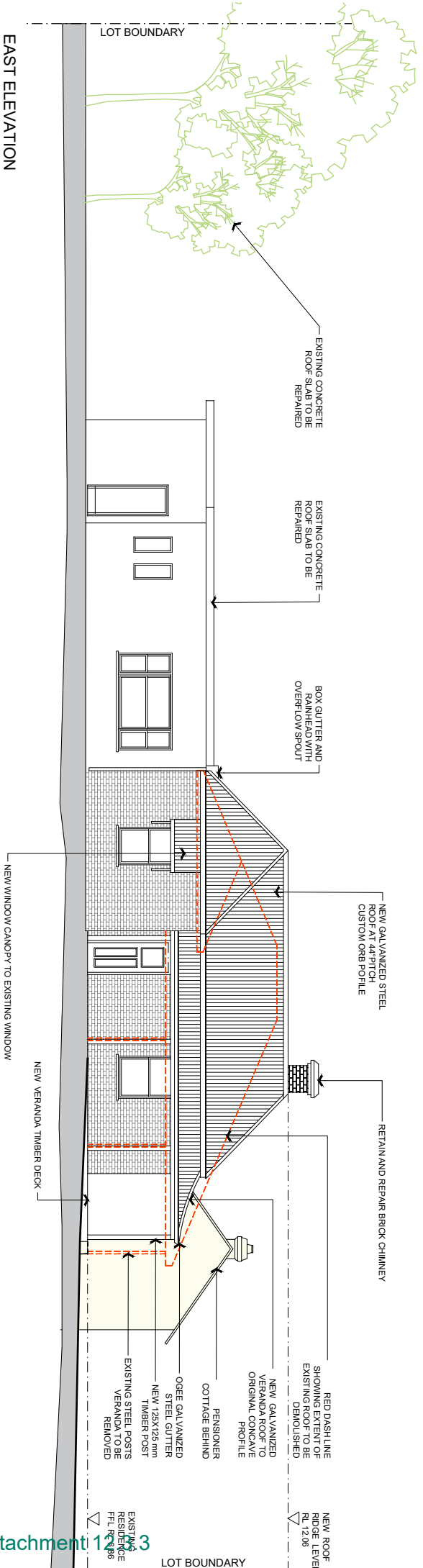
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- REMOVE ALL LOOSE PAINT AND REPAIR
- CRACK'S PLASTER AND REPAIR
- RETAIN SERVICES, CONSERVE AND REUSE ALL SERVICES
- CLEAN OFF ALL WALL VENTS TO STANDARD
- CLEAN/REPAIR, REPAINT AND REUSE TIMBER FLY SCREENS
- RETAIN AND CONSERVE ALL FIRE PLACES
- REPAIR INVESTIGATION, REMOVE RENDER
- REPAIR MASONRY WALL AND REPOINT
- REPAINT RENDER

DEMOLITION NOTES:

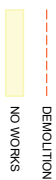
- TAKE ALL MEASURES NECESSARY TO PROTECT EXISTING BUILT FABRIC, LANDSCAPING AND PLANTINGS
- REMOVE ALL MATERIALS CAUSED TO EXIST BUILT FABRIC WHILST UNDERTAKING THE WORKS
- WARNING OF EXPOSURE TO ASBESTOS.



SOUTH ELEVATION



EAST ELEVATION



1 SURREY STREET, BASSENDEAN CONSERVATION AND ALTERATION WORKS
PROPOSED SOUTH AND EAST ELEVATIONS

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REVISIONS

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B	FOR CLIENT REVIEW	18/05/2023

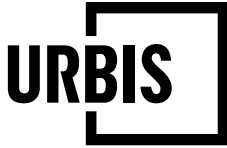
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PROJECT INFORMATION

PROJECT NO.	P00044725	DATE	18/05/2023
DRAWING NO.	A06	REVISION	B



LEVEL 14
1 WILLIAM STREET
PERTH WA 6000

URBIS.COM.AU
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ABN 50 105 256 228

18 May 2023

Cameron Woods
Chief Executive Officer
Town of Bassendean
35 Old Perth Road
Bassendean WA 6934

Dear Cameron,

PENSIONER GUARD RESIDENCE HERITAGE IMPACT STATEMENT

This letter accompanies the Development Application, submitted by the Perth History Association in relation to the conservation works and adaptive reuse of the property located at 1 Surrey Street in Bassendean. The focus of the works are on the Residence Building not the Pensioner Guard Cottage. It aims to describe the proposed works and assess their impact against the cultural significance attributed to the place by the Heritage Council (HCWA) and the Town of Bassendean (Town).

The Perth History Association (PHA) took ownership of the subject site in 2021 for a nominal amount. Under the term of the contract, the PHA are subject to deliver urgent works as set by the Council to make the building functioning and usable.

The aim of the project is to preserve the building and adapt it for a community use as training centre, and to accommodate offices and facilities for the Pensioner Cottage Museum staff and volunteers. The works proposed with this Development Application comply with the contractual obligations and are mainly focused on the conservation of the Residence, as recommended by the Conservation Management Plan Guidelines. These works include walls, floors and ceiling repairs, the reinstatement of the original roof geometry over the original Residence, and the reconstruction of the concave profile veranda to restore the original streetscape.

BACKGROUND UNDERSTANDING

The Pensioner Guard Residence is located at 1 Surrey Street, between North Road and Calnon Street. The site comprises two main buildings, a brick rendered Cottage with shingle roof, built since 1856, and the adjacent Residence constructed in c.1893. The Residence is a brick rendered building with roof tiles. It has been extensively altered in 1952 with the construction of additional rooms on the south and east side, alteration of the roof geometry and the demolition of the concave profile veranda that originally connected the building to the Cottage. At that time a concrete flat roof was built over the extension, and a concrete floor with steel post replaced the timber veranda. The concave profile

PENSIONER GUARD RESIDENCE HERITAGE IMPACT STATEMENT Pensioner Guard
Cottage_HIS_D01

veranda and the corrugated iron hipped roof have been altered and replaced with a single hipped roof with cement tiles cladding.



Figure 1. Pensioner Guard Cottage showing the c.1893 Residence on the left. Alf Thomas, History of Bassendean, 1947, p.13. Conservation Management Plan 2007.

A photograph of the subject site taken in 1947, shows the Residence with the corrugated iron hipped roof, the chimney, and the concave profile of the timber veranda. It is evident for the photograph that the roof had a different design, with the ridge line running west to east and parallel to the front Surrey Street. The diagram below provides an interpretation of the original roof shape based on the development sequence of the fabric stated in the 2007 Conservation Management Plan by Laura Grey.

In 2019, Sasha Ivanovic Architects (SIA) prepared a concept that included the conservation and adaptive re-use of the property into a childcare facility. It included demolition of the 1950s extension and construction of a new extension. Many of the conservation works included in that approval are also reflected in this application.

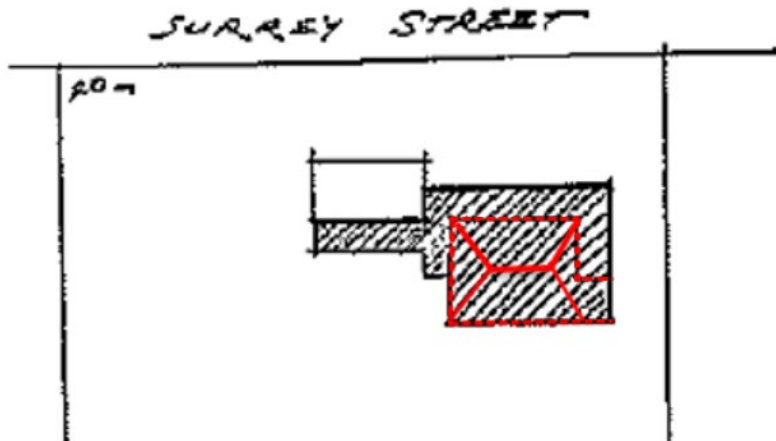


Figure 2. c.1893 Adjacent Residence. Diagram showing the original design of the roof and the veranda connected to the Pensioner Guard Cottage (mod. from: Conservation Management Plan, Laura Grey, 2007, p. 50).

STATEMENT OF SIGNIFICANCE

The Heritage Council of Western Australia attributes significance only to the Pensioner Guard Cottage and it states:

Pensioner Guard Cottage has cultural heritage significance for the following reasons:

- As the only known extant Pensioner Guard cottage in the metropolitan area the Pensioner Guard cottage in Bassendean has a high degree of historical and social significance, despite later modifications.

The Town of Bassendean have adopted a more detailed statement of significance from the 1 Surrey Street Conservation Plan which includes the assessment of the Residence:

Surrey Street, Bassendean, comprising a brick rendered and shingle Pensioner Guard Cottage (1856-1857, 1991-1993) and brick rendered and tile residence (c.1893, c.1952), has cultural heritage significance for the following reasons:

- *the Pensioner Guard Cottage is a rare surviving example in metropolitan Perth, and one of the few remaining throughout the state;*
- *the Pensioner Guard Cottage is arguably the finest extant example of a Pensioner Guard Cottage in Western Australia;*
- *it has significant associations with the Pensioner Guards who were an identifiable social group within the Western Australian Colonial community, during Colonial times when it was necessary to have forces of law and order visible in society, and the Pensioner Guard Cottage informs of the unique way of life for a Pensioner Guard and his family from the 1850s;*

- *the Pensioner Guard Cottage is significant for the identifiable form, scale and materials that inform of the earliest history of the Bassendean, during the Convict period, and is integral within the it's townscape and character;*
- *the Pensioner Guard Cottage evidences the use of local materials with convict labour;*
- *it demonstrates the evolution of residential development on the site, from a two-room cottage in 1856-1857 that housed a family of 10 by 1870, to the construction of the adjacent residence in c.1893, and the subsequent additions to that residence in c.1952, with the eventual demise as a residential function in the 1980s; and*
- *it is a focal point for the Bassendean district's historical sense of place and community pride associated with the role in the state's history.*

PROPOSED WORKS

This proposal aims to get the approval for the following works:

Reconstruction of the veranda and roof over the original c.1893 section of the building to reinstate the original appearance of the Residence Building in the streetscape.

The design reinstates the original appearance of the Residence and enhanced an appreciation of its cultural value. Based on photographic evidence, the new roof ridge aligns with the front façade to replicate its original design. The hipped roof has an increased pitch, to meet the brick chimney at a level where the pre-existing roof flashing mark is still visible. The proposed roof cladding will be galvanized sheeting and completed with ogee gutters and downpipes.

In the absence of photographic evidence showing how the roof extended over the back of the Residence, the design suggested by SIA in 2019 is adopted.

In SIA application, approved by the Town of Bassendean, the ridge of the roof continues over the Residence in a "C" shape with a central box gutter. This geometry is considered to be geometrically the most suitable to restore the elevation on Surrey Street as appeared before the alteration of the building in 1951-1953.

The reconstruction of the timber post veranda with concave profile roof implies the removal of the existing concrete floor and steel post. A new timber floor on stumps will be built to facilitate subfloor cross ventilation and assist to the conservation of the masonry walls.

The veranda will surround the c.1893 Residence on three sides, connecting the building with the Pensioner Cottage and extending to the west side.

Demolition of a room on the west side of the residence to allow the reconstruction of the U shape timber veranda as per original design.

The demolition aims to remove the stud frame and asbestos room built on the west side of the Residence. This later addition is considered intrusive, and its demolition will allow the reinstatement of the veranda around three side of the building as per its original design. The concrete ramp that allows the entrance on the west elevation will be demolished and replaced with concrete steps to the veranda floor.

Roof Concrete Slab repairs

A concrete testing of the roof slab was carried out in 2015 by McDowall Affleck. It was noted that the cover to reinforcing is low in areas and recommended that epoxy and structural grout to be applied to improve overall capacity of the slab. The slab reinforcing was found less than the current Australian Standard and required additional steel reinforcing. It is proposed that, an additional structural steel mesh be fixed to the underside of the slab and grouted with structural grout. This may be done in conjunction with the remediation of the slab cover with epoxy and structural grout. Remedial works are also required to treat concrete cancer visible on the perimeter of the concrete slab.

Soil Excavation

To restore the historic garden setting of the Pensioner Guard Cottage and Residence it is required that approximately 200mm of yellow builder's sand needs to be removed from the site. This was added in the 1990s at the time of the pavers being laid and is not conducive to planting vegetables or other species that were historically planted in the garden.

General Conservation works.

General conservation works to the Residence will include:

- Repair cracks in masonry walls internally and externally
- Repair door and window lintels
- Repair ceiling
- Repair and maintain timber floor
- Repair service and re-paint windows and door frames
- Increase internal door openings for universal access
- Removal of the render from exterior facades, repair the masonry after investigations.

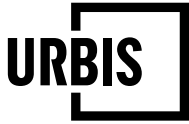
ASSESSMENT OF IMPACT

Table 1 addresses the potential heritage impacts to the Pensioner Guard Residence against the proposed works. We have used the Heritage Council's recommended grading system for assessing heritage impact.

Table 1.

Significance	Potential impact	Mitigation
<p><u>Heritage Council of Western Australia:</u></p> <p><i>As the only known extant Pensioner Guard cottage in the metropolitan area the Pensioner Guard cottage in Bassendean has a high degree of historical and social significance, despite later modifications.</i></p>	<p>Positive</p> <p>There will be minimal impact on the historic and social value of the Cottage.</p> <p>The conservation works proposed for the Residence will facilitate the use of the building by the local community, enhancing its social value. The works will help to ensure the Residence is conserved and protected for the future through its ongoing use.</p>	<p>N/A</p>
<p><u>City of Bassendean:</u></p> <p><i>the Pensioner Guard Cottage is a rare surviving example in metropolitan Perth, and one of the few remaining throughout the state;</i></p>	<p>No Impact</p> <p>There will not be works to the Pensioner Cottage.</p>	<p>N/A</p>
<p><i>the Pensioner Guard Cottage is arguably the finest extant example of a Pensioner Guard Cottage in Western Australia;</i></p>	<p>No Impact</p> <p>There will not be works to the Pensioner Cottage.</p>	<p>N/A</p>
<p><i>it has significant associations with the Pensioner Guards who were an identifiable social group within the Western Australian Colonial community, during Colonial times when it was necessary to have forces of law and order visible in society, and the Pensioner Guard Cottage informs of the unique way</i></p>	<p>Minor Impact</p> <p>The Residence will have minimal alteration internally to be adapted for community use as a training centre for Perth History association.</p>	<p>This impact will be mitigated by the increased use of the Residence, that will ensure ongoing protection and maintenance. This will also contribute to enhance its social value.</p>

<i>of life for a Pensioner Guard and his family from the 1850s;</i>		
<i>the Pensioner Guard Cottage is significant for the identifiable form, scale and materials that inform of the earliest history of the Bassendean, during the Convict period, and is integral within the it's townscape and character;</i>	<p>No Impact</p> <p>There will not be works to the Pensioner Cottage.</p>	N/A
<i>the Pensioner Guard Cottage evidences the use of local materials with convict labour;</i>	<p>No Impact</p> <p>There will not be works to the Pensioner Cottage.</p>	N/A
<i>it demonstrates the evolution of residential development on the site, from a two-room cottage in 1856-1857 that housed a family of 10 by 1870, to the construction of the adjacent residence in c.1893, and the subsequent additions to that residence in c.1952, with the eventual demise as a residential function in the 1980s; and</i>	<p>Minor Impact</p> <p>The Residence will have minimal alteration internally to be adapted for community use as a training centre for Perth History association.</p> <p>The changes to the Residence seek to restore the original appearance of the building and remove the external 1950's aesthetic of the building.</p>	This impact will be mitigated by the increased use of the Residence, that will ensure ongoing protection and maintenance. This will also contribute to enhance its social value.
<i>it is a focal point for the Bassendean district's historical sense of place and community pride associated with the role in the state's history.</i>	<p>Positive</p> <p>The works aim to preserve the Residence for the benefit of the local and broader community and reinstate the original appearance of the façade on Surrey Street enhancing its cultural value.</p>	



CONCLUSION

The works proposed for the Pensioner Guard Residence focus on the conservation of the fabric and its adaptive reuse as community space. The Residence use will warrant ongoing care and maintenance and encourage conservation of the site for the future. The alterations works are limited internally to the design of a universal use toilet to the later addition, and the construction of a new roof and veranda. These works aim to reinstate the original appearance of the front elevation on Surrey Street. The proposed works are consistent with the Australian ICOMOS Burra Charter principles and are aimed at sensitively developing the site while conserving the historic structure. The negative impacts are minimal and outweighed by the benefit of the improved and conserved amenity for the use of the Perth History Association and the broader local community. We recommend the works to be carried out by trained heritage contractors for the benefit of the fabric. The works will be supervised by heritage professionals to oversee compliance and ensure that a caution approach is applied when undertaking the works.

We recommend that the works are supported.

Kind regards,

A handwritten signature in blue ink that reads "Marc Beattie". The signature is written in a cursive, flowing style.

Marc Beattie
Director
+61 0410679827
mbeattie@urbis.com.au

Schedule of Submissions

Lot 50 (No. 1) Surrey Street, Bassendean – Minor Works and Change of Use to Community Purpose & Exhibition Centre

1	Affected Property: 4 Surrey Street Bassendean	
Objection		
Summary of Submission	Comment	
<p>Lack of connection with Bassendean community</p> <p>The Museum of Perth is not a local community group. It has no attachment to the Town of Bassendean or local residents in the immediate vicinity... I found the letter from the Museum confusing. On the one hand it refers to the community outreach aspects of their program upskilling and educating local residents in digitisation and so on. I have never been asked by the Museum if I have such an interest and it is the height of impertinency to present what it has to offer is of any interest especially to myself.</p>	<p>The Museum intends to with the Bassendean Historical Society and facilitate ongoing public access to the Pensioner Guard Cottage.</p>	
<p>Suspected intentions to use the site for general office purposes.</p> <p>The Museum's only interest in Bassendean seems to be one of using 1 Surrey Street as an office.</p> <p>Surrey Street, as a residential area, has provided a tranquil place for families of all ages to live, uninterrupted by the hustle and bustle that tis associated with busy office accommodation.</p>	<p>It is acknowledged administration and technical activities typical of an 'Office' are intended to be carried out within the Residence Building. These activities are considered low-impact and unlikely to have a detrimental impact on the residential amenity of the locality.</p>	

<p>Precedence that approval would set for the establishment of more commercial development in Bassendean.</p> <p>It opens the way for commercial businesses not dissimilar to what the Museum proposes being permitted to establish themselves in Bassendean.</p>	<p>Each application for planning approval is required to be considered on its individual merit.</p>
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2	Affected Property: 2 Surrey Street, Bassendean	
Objection		
	Summary of Submission	Comment
<p>The programs to be offered are not just for local residents.</p> <p>The application does not mention whether there is any local community interest in participating in such programs or whether it has tested local interest. The application does not say the training programs are only for the local community or indeed the Bassendean community. The application, if approved in its current form allows all comers from across the metropolitan area to participate.</p> <p>The training programs proposed are not predominantly for local residents and therefore, inconsistent with the objectives of the zone.</p>	<p>The Museum intends to with the Bassendean Historical Society and facilitate ongoing public access to the Pensioner Guard Cottage.</p>	
<p>Question legitimacy of 'educational establishment' land use – rather than 'office'</p> <p>Programs are not of the nature of a formal training program. The application does not satisfy the program provided constitutes 'training' rather than general technical/ office duties and therefore accuracy of land-use classification is questionable.</p>	<p>Upon consideration of additional information provided by the applicant in response to submissions received, Town staff consider 'Community Purpose' the appropriate land use classification for activities proposed within the Residence Building.</p>	

<p>Precedence that approval would set for the establishment of more commercial development in Bassendean.</p> <p>If this application is approved, I fail to see how the Council could stop a gradual change to the area falling to commercial interests.</p>	<p>Each application for planning approval is required to be considered on its individual merit.</p>
<p>No comment with respect to physical works.</p>	<p>Noted.</p>

3	Affected Property: 36 North Road, Bassendean	
Comment		
	Summary of Submission	Comment
Traffic	<p>The prospect of heightened vehicular traffic in our tranquil residential enclave is deeply disconcerting, particularly given that we have two young children. The paramount concern here is their safety, especially during school holidays when the streets are more frequently filled with playing children. Our neighbourhood was chosen by many families with children due to its peaceful nature, and the influx of additional vehicles poses a significant threat to this.</p>	<p>The local road network is considered capable of accommodating additional traffic associated with the proposed use without compromising safety or functionality.</p>
Use and Regulation	<p>The proposal references the establishment's intended use for training purposes. However, we remain unclear about the mechanisms in place to monitor and regulate this activity to ensure that it does not evolve into a de facto office space, with employees routinely trained during their standard workday. Such a situation would inevitably lead to daily disruptions in</p>	<p>The activities proposed are considered low-impact and unlikely to have a detrimental effect on the residential amenity of the locality. Conditions of approval are proposed to limit capacity, operating hours and activities to be carried out on the site to ensure the impact of the use remains appropriate in this residential context.</p>

<p>our otherwise serene neighbourhood.</p> <p>There is mention of an "expected maximum number of attendees." We would like to emphasise that the term "expected" implies a degree of anticipation but does not guarantee compliance. We expected the character of our street to remain residential but now I find ourselves drafting this letter.</p>	
<p>Public Transport Considerations</p> <p>The proposal suggests that public transportation alternatives may mitigate traffic concerns. However, it remains uncertain how many visitors will genuinely opt for these alternatives. Moreover, enforcing and determining the purpose of vehicles parking on the street becomes an added complexity under this arrangement</p>	<p>It is not practical to expect staff, volunteers and/or visitors to travel the site via public transport as detailed in the applicant's submission. Ample on-street parking facilities exist in close proximity to the site to accommodate the parking demands of the use.</p>

<p>4</p>	<p>Affected Property: 40 North Road, Bassendean</p>	
<p>Comment</p>		
	<p>Summary of Submission</p>	<p>Comment</p>
<p>Nuisance during construction works.</p> <p>Concerns relating to noise, dust and management of asbestos during demolition and construction.</p>		<p>The impact of construction work is not a relevant planning consideration.</p>

**LIST OF PAYMENTS
FOR PERIOD
ENDED 31 October 2023**

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

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT, Direct Debits Cr Card and Payroll 01-31 October 2023	50714 - 50941	-\$2,080,811.75
TRUST FUND		
Cheques Commonwealth 6100-1015-9136		-\$0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	N/A	-\$0.00
		-\$2,080,811.75
		-\$2,080,811.75

This list of payments, covering vouchers as above has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

TOWN OF BASSENDEAN				
OCTOBER 2023 PAYMENTS (01/10/2023 - 31/10/2023)				
Chq/EFT	Date	Name	Description	Amount
EFT50714	3/10/2023	ALLSPORTS LINEMARKING	Line Marking Bassendean Oval	-\$220.00
EFT50715	3/10/2023	ASSET INFRASTRUCTURE MANAGEMENT	Asset management consulting fee - Aug 23	-\$495.00
EFT50716	3/10/2023	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Inspection of aircon on roof at 35 Old Perth Rd - CSC	-\$267.30
EFT50717	3/10/2023	BASSENDEAN SES	ESL Operating Grant 2023/24 - 2nd Qtr	-\$11,682.00
EFT50718	3/10/2023	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$1,394.11
EFT50719	3/10/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$1,029.94
EFT50720	3/10/2023	BURDENS AUSTRALIA PTY LTD	Provision of street TOB bin enclosure	-\$5,780.16
EFT50721	3/10/2023	CDM AUSTRALIA PTY LTD	Provision of Dell networking cable	-\$182.60
EFT50722	3/10/2023	CENTRAL SIGNS	Provision of ANZAC Day banner printing	-\$374.00
EFT50723	3/10/2023	CLEAN NRG PTY LTD	Investigation of Solar Inverter fault - HRV	-\$165.00
EFT50724	3/10/2023	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$160.00
EFT50725	3/10/2023	COCKBURN CEMENT LIMITED	Supply of cement - Depot	-\$502.26
EFT50726	3/10/2023	COLES SUPERMARKETS AUSTRALIA (ONLINE ORDERING ONLY)	Groceries supplies - WIW	-\$2,326.14
EFT50727	3/10/2023	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$569.36
EFT50728	3/10/2023	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office stationery supplies	-\$368.12
EFT50729	3/10/2023	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV	-\$3,089.63
EFT50730	3/10/2023	CORSIGN WA PTY LTD	Provision of 700mm reflective cones - Depot	-\$1,163.80
EFT50731	3/10/2023	CTI RISK MANAGEMENT	Customer Service Banking Collections	-\$272.25
EFT50732	3/10/2023	DI CANDILO & SONS	Supply of lengths of square hollow tubing - Depot	-\$148.50
EFT50733	3/10/2023	DONEGAN ENTERPRISES PTY LTD	Supply and install rubber to cover chain on the swing - Ashfield Playground	-\$102.30
EFT50734	3/10/2023	DS WORKWEAR & SAFETY	Provision of Safety clothing	-\$159.95
EFT50735	3/10/2023	E FIRE & SAFETY (WA)	Supply of Dry Chemical Extinguisher and Wet Chem Fire Blanket	-\$465.30
EFT50736	3/10/2023	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General waste processing	-\$45,679.74
EFT50737	3/10/2023	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping	-\$4,804.80
EFT50738	3/10/2023	ERGOLINK	E-Lift sit standing desk converter	-\$712.50
EFT50739	3/10/2023	GRONBEK SECURITY	Supply of MK3 Keys - Depot	-\$145.97
EFT50740	3/10/2023	HATCHET PTY LTD	Website development for RYDE program	-\$2,310.00
EFT50741	3/10/2023	IT VISION	Provision of Rates notices template in Synergy	-\$3,603.60
EFT50742	3/10/2023	JASON SIGNMAKERS	Provision of Skip bin sign - "Please notify office when skip bin is full"	-\$122.45
EFT50743	3/10/2023	JSM CONSTRUCTION WA	Supply and install addition timber to bring balustrade up to compliance height - RA McDonald Stand	-\$5,483.00
EFT50744	3/10/2023	KLEENIT PTY LTD	Provision of Line Marking	-\$1,853.50
EFT50745	3/10/2023	LGC TRAFFIC MANAGEMENT	Traffic Management - Central median island garden bed maintenance - Old Perth Road	-\$654.50
EFT50746	3/10/2023	LGIS	Provision of Insurance 2023-24	-\$330.00
EFT50747	3/10/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - Depot	-\$3,930.82
EFT50748	3/10/2023	MAJOR MOTORS	Air conditioner repair - Depot	-\$3,236.14
EFT50749	3/10/2023	MIDLAND MINICRETE	Supply of premix concrete for footpath repair - North Road	-\$1,037.30
EFT50750	3/10/2023	MIRRABOOKA AUTO ELECTRICS	Supply and install 2 x LED miro beacon - Depot	-\$3,806.00
EFT50751	3/10/2023	MORLEY MOWER CENTRE	Lawn mowers maintenance - Depot	-\$786.62
EFT50752	3/10/2023	MULTILEC ENGINEERING PTY LTD	Battery replacement - Library Lift	-\$245.08
EFT50753	3/10/2023	NAPA	Provision of disc pads - Depot	-\$375.39
EFT50754	3/10/2023	NATURAL AREA HOLDINGS PTY LTD	Bindaring Park - week control	-\$17,088.30
EFT50755	3/10/2023	NUTRIEN AG SOLUTIONS LIMITED (LANDMARK)	Provision of Silvan 100 LT 12 Volt Spray Tank - Depot	-\$467.10
EFT50756	3/10/2023	NUTRIEN WATER	Reticulation spare parts - Depot	-\$1,845.82
EFT50757	3/10/2023	PARAMOUNT ELECTRICAL SERVICES	Electrical Services - repairs to 3 light towers at Jubilee Reserve	-\$6,599.05
EFT50758	3/10/2023	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$283.80
EFT50759	3/10/2023	RUBY 9 PTY LTD	Relax Extension Program - Yoga	-\$1,050.00
EFT50760	3/10/2023	SEEK LIMITED	Job advertisement for 2023-2024	-\$1,441.00
EFT50761	3/10/2023	SIFTING SANDS	Provision of sand pit cleaning - WIW	-\$965.00
EFT50762	3/10/2023	STATEWIDE CLEANING SUPPLIES PTY LTD	Office cleaning supplies	-\$384.62

EFT50763	3/10/2023	STIHL SHOP MALAGA	Provision of pro ear muffs - Depot	-\$224.00
EFT50764	3/10/2023	STYLUS DESIGN	Provision of Brand Asset artwork	-\$550.00
EFT50765	3/10/2023	SUPERCHARGE BATTERIES	Supply of battery MF 66 - Depot	-\$309.85
EFT50766	3/10/2023	VAUGHN MCGUIRE	Provision of 'Welcome to Country' presentation	-\$715.00
EFT50767	3/10/2023	WATER2WATER PTY LTD	Water filters and bubblers - Bi-Annual maintenance	-\$3,979.00
EFT50768	3/10/2023	STAFF MEMBER	Provision of repairs - Backhoe skid steer - steering cylinder - Depot	-\$10,217.80
EFT50769	5/10/2023	STAFF MEMBER	Refund - Australian Citizenship Day Ceremony Reimbursement costs	-\$81.20
EFT50770	5/10/2023	AYDEN MACKENZIE	Refund - Reimbursement for Dropbox subscription	-\$190.21
EFT50771	5/10/2023	CATERINA KNUBLEY	Refund - Rates	-\$19.55
EFT50772	5/10/2023	ERIN MONTAGU	Refund - Dog registration/sterilisation	-\$150.00
EFT50773	5/10/2023	STAFF MEMBER	Refund - St John First Aid course	-\$170.00
EFT50774	5/10/2023	PERTH PATIOS & HOME IMPROVEMENTS	Refund - Building application	-\$61.65
EFT50775	5/10/2023	SHARE SHED BASSENDEAN	Donation for Repair Café's Volunteer Appreciation Event	-\$250.00
EFT50776	5/10/2023	SHAUN RUSSELL SMITH	Refund - CCTV rebate scheme	-\$200.00
EFT50777	5/10/2023	SOLAR SUITE PTY LTD	Refund - Building permit	-\$158.47
EFT50778	5/10/2023	STEPHEN PATRICK MURRAY	Refund - CCTV rebate scheme	-\$200.00
EFT50779	5/10/2023	WANDA KEENAN	Refund - Key and hall bonds	-\$1,550.00
EFT50780	5/10/2023	WAYNE PATRICK BOLTON	Refund - Dudley Robinson Youth Grant	-\$250.00
EFT50781	5/10/2023	ZULFIQAR DHOLKAWALA	Refund - Community Hall Hire bond	-\$550.00
EFT50782	11/10/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$185.50
EFT50783	11/10/2023	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$92,486.00
EFT50784	11/10/2023	LGRCEU	Payroll deductions	-\$66.00
EFT50785	11/10/2023	PAY@BILITY PTY LTD	Payroll deductions	-\$1,590.49
EFT50786	11/10/2023	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$355.00
EFT50787	12/10/2023	(EBG) EFFECTIVE BUILDING GROUP PTY LTD	Removal of awning - 48 Old Perth Road	-\$971.30
EFT50788	12/10/2023	ALSCO LINEN SERVICES PTY LTD	Weekly Linen Services - Administration	-\$4,902.87
EFT50789	12/10/2023	ASPHALTECH PTY LTD	Supply of asphalt	-\$162.80
EFT50790	12/10/2023	AUSTRALIA POST	Postal charges	-\$126.12
EFT50791	12/10/2023	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Quarterly air-conditioning inspection - Various locations	-\$2,664.75
EFT50792	12/10/2023	BASSENDEAN NEWSAGENCY	Supply of magazines and newspapers to the Library	-\$208.83
EFT50793	12/10/2023	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$35.07
EFT50794	12/10/2023	BOC LIMITED	Provision of monthly container service - oxygen, acetylene and Argoshield	-\$34.60
EFT50795	12/10/2023	BOLINDA DIGITAL PTY LTD	Library stock purchases - eBooks	-\$4,000.00
EFT50796	12/10/2023	BRIGHT BYTES - MICHAEL STEVENSON	Cleaning services	-\$165.00
EFT50797	12/10/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$1,295.14
EFT50798	12/10/2023	BUNZL LTD	Office cleaning supplies	-\$390.71
EFT50799	12/10/2023	CAI FENCES	Supply and install security fencing with swing gate - Library	-\$2,398.00
EFT50800	12/10/2023	CAMPION EDUCATION (AUST) PTY LTD	Library stock purchases	-\$837.05
EFT50801	12/10/2023	CASCADA GROUP	Provision of cover wave grate - Bassendean Parade	-\$9,805.40
EFT50802	12/10/2023	CDM AUSTRALIA PTY LTD	Provision of ICT Licensing	-\$440.00
EFT50803	12/10/2023	CHARGESTAR PTY LTD	Chargestar service agreement 2023/2024	-\$548.90
EFT50804	12/10/2023	CITY OF SOUTH PERTH	Impound Fees	-\$1,441.46
EFT50805	12/10/2023	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$380.00
EFT50806	12/10/2023	COLES SUPERMARKETS AUSTRALIA (ONLINE ORDERING ONLY)	Groceries supplies - WIW	-\$2,298.71
EFT50807	12/10/2023	COMMERCIAL TYRES (MARGWAY PTY LTD T/AS)	Supply of road tyres - Depot	-\$960.00
EFT50808	12/10/2023	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$284.68
EFT50809	12/10/2023	CORSIGN WA PTY LTD	Provision of T1-5 workman swinging sign and quad stand	-\$3,630.00
EFT50810	12/10/2023	DAIMLER TRUCKS PERTH	Vehicle diagnosis - Depot	-\$5,374.84
EFT50811	12/10/2023	DRAINFLOW SERVICES PTY LTD	CCTV drain inspections, survey and report of various drainage systems	-\$2,838.00
EFT50812	12/10/2023	DS WORKWEAR & SAFETY	Provision of Safety clothing	-\$194.85
EFT50813	12/10/2023	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General waste processing	-\$45,745.82
EFT50814	12/10/2023	ELLIOTTS FILTRATION	Iron Filter Service - Jul, Aug and Sept 23	-\$282.70

EFT50815	12/10/2023	ENVIRONMENTAL INDUSTRIES PTY LTD	Distributor road treatment - August 23	-\$2,640.00
EFT50816	12/10/2023	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping	-\$4,673.90
EFT50817	12/10/2023	ERGOLINK	Ergonomic office chairs	-\$1,258.50
EFT50818	12/10/2023	ES2 PTY LTD	Information security governance consult	-\$3,850.00
EFT50819	12/10/2023	FARMARAMA PTY LTD	Supply of liquid fertiliser - Depot	-\$209.00
EFT50820	12/10/2023	FICTION ED	September school holidays - Extension activity - WIW	-\$284.95
EFT50821	12/10/2023	FOCUS CONSULTING WA PTY LTD	Provision of design documentation - 48 Old Perth Road main switchboard	-\$4,400.00
EFT50822	12/10/2023	GREENACRES TURF GROUP	Supply of jumbo kikuyu - Jubilee Reserve	-\$2,564.76
EFT50823	12/10/2023	H DAPS FOODS P/L (THE OLD TROUT)	Provision of Volunteer food vouchers	-\$250.00
EFT50824	12/10/2023	HEATLEY SALES PTY LTD	Provision of Safety clothing	-\$78.52
EFT50825	12/10/2023	INTELIFE GROUP LIMITED	Cleaning of various locations	-\$17,330.10
EFT50826	12/10/2023	JTAGZ PTY LTD	Provision of dog and cat registration tags - CSC	-\$431.20
EFT50827	12/10/2023	KLEENIT PTY LTD	Provision of Line Marking	-\$3,612.13
EFT50828	12/10/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - installation of bird watering station	-\$5,138.85
EFT50829	12/10/2023	MANDALA HOLISTIC THERAPIES	Extension Activity - Mindfulness Talk - Oct 23	-\$220.00
EFT50830	12/10/2023	MARKET CREATIONS	Synergy Online Integration - Dog and cat registrations and infringement queries and payments	-\$2,882.00
EFT50831	12/10/2023	MARKETFORCE PTY LTD	West Australian Newspaper - Adverts for Tenders and RFQ's 2023-24	-\$380.48
EFT50832	12/10/2023	MATRIX TRAFIC AND TRANSPORT DATA PTY LTD	Lord Street - traffic study	-\$2,145.00
EFT50833	12/10/2023	MM ELECTRICAL MERCHANDISING	Provision of Solar Bollards head only	-\$875.60
EFT50834	12/10/2023	MURDOCK RECRUITMENT PTY LTD	Temporary Educator - WIW	-\$328.76
EFT50835	12/10/2023	NAMEPLATE ENGRAVERS	Provision of name badges - current staff	-\$1,400.30
EFT50836	12/10/2023	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Provision of Happy Feet Fitness Class - WIW	-\$125.00
EFT50837	12/10/2023	OFFICEWORKS SUPERSTORES PTY LTD	Stationary office supplies	-\$198.00
EFT50838	12/10/2023	PARAMOUNT ELECTRICAL SERVICES	Electrical Services - Inspect power supplies and determine total draw and capacity - Jubilee Reserve	-\$1,625.95
EFT50839	12/10/2023	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$143.00
EFT50840	12/10/2023	SKILLED SERVICES WA	Supply and install new boundary fencing - Whitfield Street including removal and disposal of existing fence	-\$5,485.70
EFT50841	12/10/2023	STYLUS DESIGN	Provision of design and file preparation of Relax Program flyer	-\$871.00
EFT50842	12/10/2023	SUPERCHARGE BATTERIES	Supply of battery MF 95 - Depot	-\$434.65
EFT50843	12/10/2023	SUPERLOOP (OPERATIONS) PTY LTD	Internet services	-\$1,067.00
EFT50844	12/10/2023	SUPREME SHADES	Replacement of storm damaged shade sail - WIW	-\$8,118.00
EFT50845	12/10/2023	T-QUIP	Provision of Top 127- 9528 assy caster wheel - Depot	-\$1,368.15
EFT50846	12/10/2023	TENDERLINK	Provision of RFT & RFQ uploads to Tenderlinks electronic tender portal	-\$60.50
EFT50847	12/10/2023	THE SCIENCE MUM (CARMEN PIGGOTT)	Extension Activity - Squishy Science with the Science Mum	-\$299.00
EFT50848	12/10/2023	TPG NETWORK PTY LTD	Telephone charges	-\$1,851.55
EFT50849	12/10/2023	UMESH THAPA	Provision of cleaning services	-\$1,965.00
EFT50850	12/10/2023	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Green waste Processing	-\$132,249.92
EFT50851	12/10/2023	WATTS WESTERN RUBBER	Provision of tyre and repairs - Depot	-\$203.00
EFT50852	12/10/2023	WESTBOOKS	Supply of books - Library	-\$708.14
EFT50853	12/10/2023	XPRESSO LANE CAFE	Provision of 25 x \$10 Meal Vouchers for volunteers	-\$250.00
EFT50854	12/10/2023	ZIRCODATA PTY LTD	Document storage expenses	-\$67.45
EFT50855	13/10/2023	CR EMILY WILDING	Elected members 1st Qtr payment	-\$5,132.50
EFT50856	13/10/2023	CR HILARY MACWILLIAM	Elected members 1st Qtr payment	-\$5,132.50
EFT50857	13/10/2023	CR JENNIFER MARGARET CARTER	Elected members 1st Qtr payment	-\$5,132.50
EFT50858	13/10/2023	CR KATHRYN HAMILTON	Elected members 1st Qtr payment	-\$17,080.00
EFT50859	13/10/2023	CR PAUL NICHOLI POLIWKA	Elected members 1st Qtr payment	-\$5,132.50
EFT50860	13/10/2023	CR RENEE MCLENNAN	Elected members 1st Qtr payment	-\$7,535.50
EFT50861	13/10/2023	CR TALLAN JOHN MICHAEL AMES	Elected members 1st Qtr payment	-\$5,132.50
EFT50862	16/10/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$87.41
EFT50863	16/10/2023	CAI FENCES	Modifications to players race - Ashfield Soccer Club	-\$3,427.60
EFT50864	16/10/2023	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV	-\$2,776.13
EFT50865	16/10/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy - 2023/24	-\$24,616.20
EFT50866	16/10/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy - Sep 23	-\$2,363.06

EFT50867	16/10/2023	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General waste processing	-\$20,606.37
EFT50868	16/10/2023	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping	-\$418.00
EFT50869	16/10/2023	INLOGIK PTY LIMITED	Promaster - Custom Export to Finance System	-\$2,750.00
EFT50870	16/10/2023	KELYN TRAINING SERVICES	Basic Worksite Traffic Management Course	-\$450.00
EFT50871	16/10/2023	LG BEST PRACTICES	Payroll consultancy - Sep 23	-\$825.00
EFT50872	16/10/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - Library	-\$108.75
EFT50873	16/10/2023	MIDLAND MINICRETE	Supply of premix concrete for footpath repair - Watkins Street	-\$586.30
EFT50874	16/10/2023	MORLEY MOWER CENTRE	Lawn mower parts	-\$453.05
EFT50875	16/10/2023	PARAMOUNT ELECTRICAL SERVICES	Electrical Services - Hot water system - HRV	-\$431.50
EFT50876	16/10/2023	SLATER GARTRELL SPORTS	Provision of chain basket ball net - Depot	-\$41.80
EFT50877	16/10/2023	STATEWIDE CLEANING SUPPLIES PTY LTD	Office cleaning supplies	-\$453.95
EFT50878	16/10/2023	SYNERGY	Power charges for various sites	-\$18,340.15
EFT50879	16/10/2023	T-QUIP	Provision of Blade-atomic 60 deck - Depot	-\$1,839.90
EFT50880	16/10/2023	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Green waste processing	-\$24,073.17
EFT50881	16/10/2023	WATER CORPORATION	Water rates & usage charges for various sites	-\$15,574.51
EFT50882	16/10/2023	WESTBOOKS	Supply of books - Library	-\$135.05
EFT50883	16/10/2023	ZIPFORM PTY LTD	Provision of printing - Annual Rates, Instalments and Final Notices	-\$3,850.33
EFT50884	19/10/2023	ALL ROUND CONSTRUCTION SERVICES	Refund - BSL Levy	-\$342.50
EFT50885	19/10/2023	ARTHUR MCBAIN	Refund - Rates	-\$364.81
EFT50886	19/10/2023	CASA MIA MONTESSORI COMMUNITY SCHOOL INC	Refund - Valuations cost	-\$1,980.00
EFT50887	19/10/2023	STAFF MEMBER	Refund - Reimbursement of course cost	-\$1,380.00
EFT50888	19/10/2023	KIM GLOVER	Refund - CCTV rebate scheme	-\$200.00
EFT50889	19/10/2023	SARAH ELIZABETH CHINGOVO	Refund - Building application	-\$147.00
EFT50890	19/10/2023	TARYN NICOLE JOHNSTON	Refund - Sustainable product rebate	-\$49.75
EFT50891	19/10/2023	THE RED HOT PLUMBERS	Refund - Building application	-\$3,962.00
EFT50892	19/10/2023	WESTERN POWER	Provision of contracted works - West Road Bassendean	-\$75,441.03
EFT50893	25/10/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$185.50
EFT50894	25/10/2023	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$97,864.00
EFT50895	25/10/2023	LGRCEU	Payroll deductions	-\$66.00
EFT50896	25/10/2023	PAY@BILITY PTY LTD	Payroll deductions	-\$1,590.49
EFT50897	25/10/2023	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$355.00
EFT50898	26/10/2023	ALLSPORTS LINEMARKING	Line Marking Bassendean Oval	-\$220.00
EFT50899	26/10/2023	BASSENDEAN PRESERVATION GROUP INC	Propagation and installation of native plants	-\$2,500.00
EFT50900	26/10/2023	BASSENDEAN SES	ESL Operating Grant 2023/24 - 1st Qtr	-\$6,459.20
EFT50901	26/10/2023	BASSENDEAN TENNIS CLUB	Grass court maintenance 2023-24	-\$4,582.60
EFT50902	26/10/2023	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$1,068.12
EFT50903	26/10/2023	BOWDEN TREE CONSULTANCY	Tree assessment - Deakin Street	-\$495.00
EFT50904	26/10/2023	BUNNINGS GROUP LIMITED	Hardware items	-\$396.94
EFT50905	26/10/2023	CASCADA GROUP	Supply of 1 x spun liner - Depot	-\$916.30
EFT50906	26/10/2023	CITY OF BELMONT	East Swan River CLAG contribution 23/24 - Mosquito Management Program	-\$6,160.71
EFT50907	26/10/2023	COLES SUPERMARKETS AUSTRALIA (ONLINE ORDERING ONLY)	Groceries supplies - WIW	-\$1,598.70
EFT50908	26/10/2023	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$462.88
EFT50909	26/10/2023	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office stationery supplies	-\$218.41
EFT50910	26/10/2023	DATA DOCUMENTS	Provision of Basso Cyclopeadia brochure	-\$302.50
EFT50911	26/10/2023	DI CANDILO & SONS	Supply of plastic end caps - Depot	-\$44.00
EFT50912	26/10/2023	E FIRE & SAFETY (WA)	Fire Indicator Detection System Maintenance - 2023-24	-\$192.50
EFT50913	26/10/2023	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General waste processing	-\$73,652.87
EFT50914	26/10/2023	ENVIRONMENT HOUSE INCORPORATED	2024 plants to residents program	-\$16,500.00
EFT50915	26/10/2023	FOI (WA) SERVICES, ADVICE AND SOLUTIONS - CONSULTANTS	Contractor for Freedom of Information Services	-\$1,200.00
EFT50916	26/10/2023	FREESTYLE NOW	Skate and scooter skills workshop - Oct 23 - BYS	-\$550.00
EFT50917	26/10/2023	HATCHET PTY LTD	Website development for RYDE program	-\$528.00
EFT50918	26/10/2023	HEATLEY SALES PTY LTD	Provision of Safety clothing	-\$60.65

EFT50919	26/10/2023	JOHN PAPAS TRAILERS (AUSTRALIA) PTY LTD	Provision of 2 jockey wheel swivel 10 Ark - Depot	-\$310.00
EFT50920	26/10/2023	LANDGATE	Gross Rental Evaluation - Rates	-\$74.15
EFT50921	26/10/2023	LGC TRAFFIC MANAGEMENT	Traffic Management - Bassendean Parade - drainage lid replacement	-\$2,590.50
EFT50922	26/10/2023	MACKIE PLUMBING AND GAS PTY LTD	Plumbing works - Jubilee - ladies toilets	-\$2,152.26
EFT50923	26/10/2023	MT LAWLEY MILK SUPPLY	Milk Order	-\$330.89
EFT50924	26/10/2023	N & N J HAEUSLER	Provision of newspapers - Library	-\$104.20
EFT50925	26/10/2023	NATURAL AREA HOLDINGS PTY LTD	Bindaring Park - week control	-\$5,669.68
EFT50926	26/10/2023	SEEK LIMITED	Job advertisement	-\$1,358.50
EFT50927	26/10/2023	SIGNING HANDS	Provision of Signing Hands class - WIW	-\$1,089.00
EFT50928	26/10/2023	STYLUS DESIGN	Provision of design of TOB Community Awards 2024 materials	-\$907.50
EFT50929	26/10/2023	SYNERGY	Power charges for various sites	-\$6,856.50
EFT50930	26/10/2023	TERESA TAI CHI (TERESA'S ACADEMY OF DRESSMAKING AND TUITION T/AS)	Relax extension program - Tai Chi	-\$1,600.00
EFT50931	26/10/2023	TERRY WINDUS	Extension Activity - Tai Chi - Library	-\$480.00
EFT50932	26/10/2023	TOTALLY WORKWEAR MIDLAND	Provision of Safety clothing	-\$674.57
EFT50933	26/10/2023	WATER CORPORATION	Water rates & usage charges for various sites	-\$1,755.15
EFT50934	26/10/2023	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin	-\$478.50
EFT50935	26/10/2023	WESTBOOKS	Supply of books - Library	-\$63.68
EFT50936	26/10/2023	ZIPFORM PTY LTD	Provision of printing - Annual Rates, Instalments and Final Notices	-\$2,284.57
EFT50937	31/10/2023	LGIS WA	2nd Instalment Payment - 2023-24	-\$259,075.52
EFT50939	31/10/2023	CR HILARY MACWILLIAM	Refund - Councillor nomination deposit	-\$100.00
EFT50940	31/10/2023	CR TALLAN JOHN MICHAEL AMES	Refund - Councillor nomination deposit	-\$100.00
EFT50941	31/10/2023	JAMAYNE BURKE	Refund - Councillor nomination deposit	-\$100.00
DD21910.1	28/10/2023	SG FLEET AUSTRALIA PTY LTD	SG Fleet - lease rental - Sept 23	-\$8,666.42
DD21913.1	10/10/2023	AWARE SUPERANNUATION	Payroll deductions	-\$37,646.10
DD21913.10	10/10/2023	SPACESHIP	Superannuation contributions	-\$277.80
DD21913.11	10/10/2023	HOST PLUS	Payroll deductions	-\$3,942.61
DD21913.12	10/10/2023	HESTA SUPER FUND	Superannuation contributions	-\$1,357.90
DD21913.13	10/10/2023	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$961.12
DD21913.14	10/10/2023	AUSTRALIAN/WESTSCHEME SUPER	Payroll deductions	-\$11,568.70
DD21913.15	10/10/2023	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$650.28
DD21913.16	10/10/2023	REST SUPERANNUATION	Superannuation contributions	-\$1,541.19
DD21913.17	10/10/2023	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$640.03
DD21913.18	10/10/2023	MARITIME SUPER	Payroll deductions	-\$59.80
DD21913.19	10/10/2023	NGS SUPER	Superannuation contributions	-\$386.97
DD21913.2	10/10/2023	MLC SUPER FUND	Superannuation contributions	-\$111.09
DD21913.3	10/10/2023	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$114.26
DD21913.4	10/10/2023	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$338.87
DD21913.5	10/10/2023	COLONIAL FIRST STATE	Payroll deductions	-\$942.39
DD21913.6	10/10/2023	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$282.86
DD21913.7	10/10/2023	SLATE SUPER	Superannuation contributions	-\$343.86
DD21913.8	10/10/2023	CARE SUPER	Payroll deductions	-\$856.10
DD21913.9	10/10/2023	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$282.86
DD21926.1	17/10/2023	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$206.80
DD21940.1	23/10/2023	RICOH AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,004.59
DD21946.1	24/10/2023	AWARE SUPERANNUATION	Payroll deductions	-\$37,724.51
DD21946.10	24/10/2023	UNISUPER	Superannuation contributions	-\$283.45
DD21946.11	24/10/2023	SPACESHIP	Superannuation contributions	-\$277.80
DD21946.12	24/10/2023	HOST PLUS	Payroll deductions	-\$4,082.67
DD21946.13	24/10/2023	HESTA SUPER FUND	Superannuation contributions	-\$1,272.73
DD21946.14	24/10/2023	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$961.12
DD21946.15	24/10/2023	AUSTRALIAN/WESTSCHEME SUPER	Payroll deductions	-\$11,898.38
DD21946.16	24/10/2023	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$611.22

DD21946.17	24/10/2023	REST SUPERANNUATION	Superannuation contributions	-\$1,541.19
DD21946.18	24/10/2023	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$550.67
DD21946.19	24/10/2023	MARITIME SUPER	Payroll deductions	-\$55.24
DD21946.2	24/10/2023	MLC SUPER FUND	Superannuation contributions	-\$111.09
DD21946.20	24/10/2023	NGS SUPER	Superannuation contributions	-\$386.97
DD21946.3	24/10/2023	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$114.26
DD21946.4	24/10/2023	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$488.18
DD21946.5	24/10/2023	COLONIAL FIRST STATE	Payroll deductions	-\$834.21
DD21946.6	24/10/2023	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$286.80
DD21946.7	24/10/2023	SLATE SUPER	Superannuation contributions	-\$343.86
DD21946.8	24/10/2023	CARE SUPER	Payroll deductions	-\$856.10
DD21946.9	24/10/2023	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$294.91
DD21952.1	26/10/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,733.60
DD21952.3	23/10/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$546.70
DD21952.4	25/10/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
DD21952.5	6/10/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
DD21952.8	11/10/2023	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$177.10
DD21956.1	26/10/2023	RICOH AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,105.87
DD21960.1	16/10/2023	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$206.80
F310108749116	11/10/2023	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$293,924.67
F310249569698	25/10/2023	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$308,699.65
			TOTAL MUNICIPAL & TRUST EFT PAYMENTS	-\$2,066,949.61

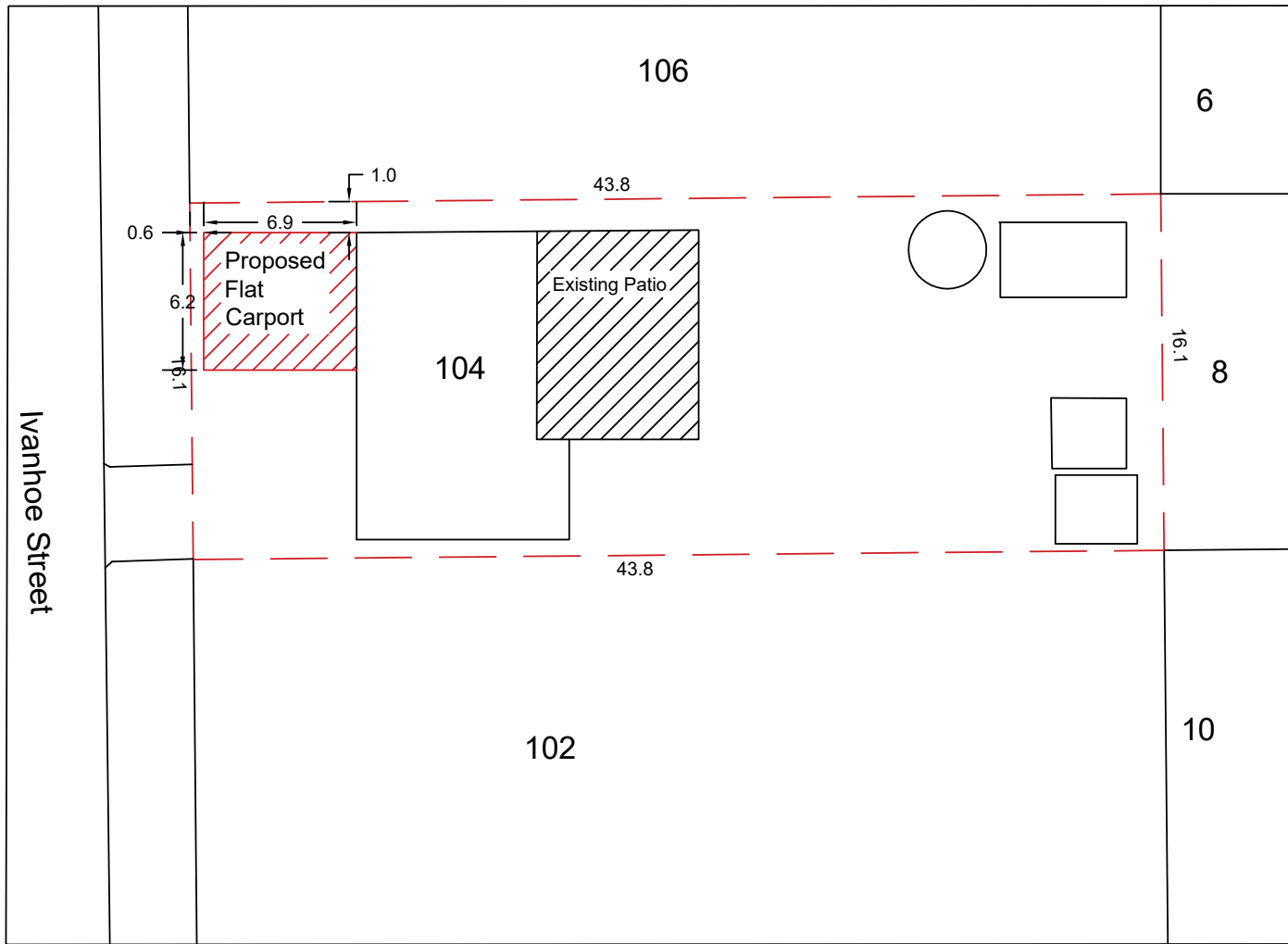
September Credit Card Expenditure 2023
Statement Period: 05/09/2023 to 03/10/2023

Statement Date	Transaction Description	Line Description	Amount
5/09/2023	COLES ONLINE HAWTHORN EAST UNK AUS	Council Supper Pantry	\$ 28.16
5/09/2023	COLES ONLINE HAWTHORN EAST UNK AUS	Council Supper Pantry	\$ 56.29
6/09/2023	CV CHECK OSBORNE PARK WA AUS	National Police Clearance	\$ 54.90
6/09/2023	TRYBOOKING*WALGA SOUTH YARRA AUS AUS	Local Government Planning Showcase 2 tickets	\$ 171.00
6/09/2023	SENSORYCONNECT.COM.AU RINGWOOD EAST VIC AUS	Materials for Library Children Services	\$ 121.40
6/09/2023	SP MY SENSORY STORE TARNIET ACT AUS	Materials for Library Children Services	\$ 52.75
6/09/2023	IKEA PTY LTD TEmpe NSW AUS	Replacement Cups and Bowls for Wind in the Willows	\$ 67.20
7/09/2023	COLES 0330 MUNDARING AUS AUS	Groceries for Wind in the Willows	\$ 56.89
7/09/2023	DATKO PTY LTD MALAGA AUS AUS	DashCam installation for RYDE VEHICLES	\$ 300.00
7/09/2023	PLANNING INSTITUTE OF BARTON ACT AUS	Planning Institute of Australia Conference	\$ 730.00
7/09/2023	SQ *THE 5 FOUR STORE Bassendean WA AUS	Catering for Council Meeting	\$ 250.00
7/09/2023	SQ *UNICORN FIBRES Churchlands WA AUS	Materials for Library Extension Activities	\$ 67.80
7/09/2023	GROWING KIND LOGANLEA QLD AUS	Materials for Library Children Services	\$ 59.98
7/09/2023	OFFICEWORKS BENTLEIGH EAS UNK AUS	Keyboards - HR team	\$ 70.00
7/09/2023	DEPARTMENT OF TRANSPOR PERTH UNK AUS	Trailer Registration (SES)	\$ 14.96
7/09/2023	DEPARTMENT OF TRANSPOR PERTH UNK AUS	Trailer Registration (SES)	\$ 10.34
7/09/2023	DEPARTMENT OF TRANSPOR PERTH UNK AUS	ISUZU D-Max Registration	\$ 259.16
7/09/2023	DEPARTMENT OF TRANSPOR PERTH UNK AUS	ISUZU D-Max Registration	\$ 10.24
7/09/2023	DEPARTMENT OF TRANSPOR PERTH UNK AUS	Trailer Registration 1QTB 100	\$ 14.96
7/09/2023	DEPARTMENT OF TRANSPOR PERTH UNK AUS	Trailer Registration 1QTB 100	\$ 10.34
8/09/2023	COLES 0395 BASSENDEAN AUS AUS	Equipment for Ice Packs	\$ 31.85
8/09/2023	SWEETLY BAKED PERTH HEATHRIDGE WA AUS	R U Ok Cookies - All Staff	\$ 504.00
8/09/2023	SQ *BAMBINOS EATERIES Bassendean WA AUS	CEO coffee LGIS meeting	\$ 5.80
8/09/2023	EVENT AND CONFERENCE C WENBLEY WA AUS	Waste Conference registration 2023	\$ 747.04
11/09/2023	AMAZON MARKETPLACE AU SYDNEY SOUTH NSW AUS	Bluetooth Adapters for Youth Centre Computers	\$ 84.00
11/09/2023	ASHFIELD CHEMIST ASHFIELD WA AUS	First Aid Supplies	\$ 54.80
11/09/2023	WOOLWORTHS 4384 BEECHBORO AUS AUS	Groceries for Wind in the Willows	\$ 26.00
12/09/2023	WA LOCAL GOVERNMENT WEST LEEDERVI UNK AUS	WALGA Tree Retention Legal Advice	\$ 500.00
12/09/2023	BUNNINGS GROUP LTD HAWTHORN EAST UNK AUS	Rugs for Volunteer Centre and Seniors Hall	\$ 158.74

13/09/2023	Subway Bassendean Bassendean WA AUS	Council Workshop Meal 11 Sept 2023	\$ 129.50
13/09/2023	ST JOHN AMBULANCE AUST BELMONT AUS AUS	CPR Refresher Course	\$ 89.00
13/09/2023	SAFE T CARD AUS MACHANS BEACH QLD AUS	Monitoring fees for Safe T Card device	\$ 161.70
14/09/2023	ST JOHN AMBULANCE AUST BELMONT AUS AUS	First Aid training - Workplace Responder	\$ 170.00
14/09/2023	ST JOHN AMBULANCE AUST BELMONT AUS AUS	First Aid training - Workplace Responder	\$ 170.00
14/09/2023	COLES 0395 BASSENDEAN AUS AUS	Groceries for Wind in the Willows	\$ 41.99
14/09/2023	BUNNINGS 458000 BAYSWATER UNK AUS	Bamboo stakes - Mosquito Management Program	\$ 89.90
14/09/2023	LOVATTS PUBLICATNS GOSFORD NSW AUS	Subscriptions	\$ 74.00
14/09/2023	Booktopia Pty Ltd RHODES AUS AUS	Library Stock Purchase - Assorted Books	\$ 383.33
14/09/2023	SP JB HI-FI ONLINE SOUTHBANK VIC AUS	Library Stock Purchase - Assorted DVDs	\$ 208.81
15/09/2023	DOLCE AND SALATO MOR MORLEY WA AUS	R U Ok? cookies - Gluten Free	\$ 8.00
15/09/2023	Spotify Sydney AUS AUS	Youth Centre Spotify	\$ 20.99
15/09/2023	COLES 0395 BASSENDEAN AUS AUS	Groceries for Youth Services	\$ 45.00
15/09/2023	SQ *BAMBINOS EATERIES Bassendean WA AUS	Catering for CEO Meeting	\$ 45.00
15/09/2023	TEMU.COM PARRAMATTA NSW AUS	Materials for Library Childrens Event	\$ 203.88
18/09/2023	SHORTPROMORUNS.COM.AU BAYSWATER WA AUS	ShortPromoRuns - 1x Corflute + 2x UV Stickers	\$ 71.50
18/09/2023	SHORTPROMORUNS.COM.AU BAYSWATER WA AUS	ShortPromoRuns - 1x Corflute + 2x UV Stickers	\$ 1.43
18/09/2023	BITWARDEN SANTA BARBARA CA USA	Password Manager - Monthly - 2 Added Users	\$ 132.41
18/09/2023	INTNL TRANSACTION FEE	International Transaction Fee	\$ 3.31
18/09/2023	SoundCloud Yearly Next Berlin DEU DEU	Subscription for SoundCloud	\$ 145.00
19/09/2023	SQ *FRIDGAI R INDUSTRIE Wangara WA AUS	Fridge Admin	\$ 228.58
19/09/2023	OFFICEWORKS BENTLEIGH EAS UNK AUS	Stationery - Library	\$ 102.48
20/09/2023	IDA STREET SUPERMARK BASSENDEAN UNK AUS	Thankyou present - HSR	\$ 5.99
20/09/2023	8 NAPKINS PTY LTD BASSENDEAN UNK AUS	Council dinner	\$ 232.40
20/09/2023	SQUARESPACE INC. NEW YORK NY USA	Subscription for Squarespace	\$ 300.00
20/09/2023	iStock.com INTERNET UNK AUS	Istock Subscription	\$ 31.90
20/09/2023	COLES 0395 BASSENDEAN AUS AUS	Council Dinner and Kitchen Supplies	\$ 17.93
20/09/2023	COLES 0395 BASSENDEAN AUS AUS	Council Dinner and Kitchen Supplies	\$ 36.71
20/09/2023	AUST. GLUTEN-FREE LIFE ERSKINEVILLE NSW AUS	Subscription	\$ 69.99
20/09/2023	DANISH PATISSERIE BASSENDEAN UNK AUS	Food Products for Chemical Food Sampling	\$ 49.00
21/09/2023	COLES 0383 INGLEWOOD AUS AUS	Catering for Council Meeting	\$ 19.50
21/09/2023	Lil Treasures 0419277062 NSW AUS	Materials for Library Sensory Program	\$ 136.00
22/09/2023	Subway Bassendean Bassendean WA AUS	Catering for Team Meeting Dinner - Wind in the Willows	\$ 162.00

22/09/2023	COLES 0395 BASSENDEAN AUS AUS	Groceries for Youth Service Cooking Program	\$ 129.40
22/09/2023	WEX AUSTRALIA PTY LTD CAMBERWELL VIC AUS	Fuel card expenses for RYDE vehicles	\$ 109.53
22/09/2023	ST JOHN AMBULANCE AUST BELMONT AUS AUS	First Aid Responder Training	\$ 170.00
22/09/2023	ALDI STORES - MUNDARIN MUNDARING UNK AUS	Groceries for Wind in the Willows	\$ 52.94
22/09/2023	WOOLWORTHS 4312 MUNDARING AUS AUS	Groceries for Wind in the Willows	\$ 16.05
22/09/2023	ZOHO-MANAGEENGINE SER SYDNEY NSW AUS	IT Helpdesk subscription	\$ 178.84
22/09/2023	COLES 0395 BASSENDEAN AUS AUS	Groceries for Library	\$ 34.30
25/09/2023	IINET BATCH PERTH GPO WA AUS	Internet Provision for Youth Service	\$ 79.99
25/09/2023	OFFICEWORKS 0621 MALAGA AUS AUS	Magnetic paper for Fridge Sign	\$ 14.96
25/09/2023	PLE Computers Wangara AUS AUS	Wireless Access Point for Council Chambers	\$ 326.24
25/09/2023	PLE Computers Wangara AUS AUS	Wireless Access Point for Library	\$ 299.00
25/09/2023	Jaycar Electronics Midland WA AUS	XLR Cable Sound Level Meter	\$ 32.95
25/09/2023	COLES 0395 BASSENDEAN AUS AUS	Sun Screen for Town Events - PHP	\$ 46.40
25/09/2023	CHEMIST WAREHOUSE MIDLAND WA AUS	Public Health Plan - Sunscreen for Town Events	\$ 32.84
25/09/2023	COLES 0395 BASSENDEAN AUS AUS	Catering - Depot Team Building	\$ 89.76
25/09/2023	COLES 0395 BASSENDEAN AUS AUS	Catering - Depot Team Building	\$ 160.39
25/09/2023	BASSENDEAN GOURMET BASSENDEAN WA AUS	Catering - Depot Team building	\$ 205.80
25/09/2023	ADOBE ACROPRO SUBS 800615316 AUS AUS	Adobe Subscriptions	\$ 611.86
26/09/2023	EZI*EZIKindy Manager Parkwood AUS AUS	Wind in the Willows Kiosk Support	\$ 213.74
26/09/2023	MAXO.COM.AU HARRISTOWN UNK AUS	BYS Telephones	\$ 39.95
27/09/2023	WWW.BINBATH.COM.AU MADDINGTON WA AUS	Cleaning of Old 240L Bins at Depot for Re-Purposing	\$ 236.48
27/09/2023	BWS LIQUOR 4122 BASSENDEAN AUS AUS	Council Dinner Beverages	\$ 38.00
28/09/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB Ads - Sust. Behaviours @ Home Workshop	\$ 3.00
28/09/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB Ads - Sust. Behaviours @ Home Workshop	\$ 3.00
28/09/2023	FACEBK Q6JSMAY3Y2 fb.me/ads IRL IRL	Paid FB Ads - Sust. Behaviours @ Home Workshop	\$ 0.52
28/09/2023	OFFICEWORKS BENTLEIGH EAS UNK AUS	Returned Item - Laminator	-\$ 226.00
28/09/2023	OFFICEWORKS 0608 MIDLAND AUS AUS	New laminator	\$ 226.00
28/09/2023	MIDLAND & KALAMUNDA MIDLAND UNK AUS	Stylus Graphic Designers - Communications	\$ 550.00
29/09/2023	PAYPAL *HYBRIDAUTHO 0410833238 AUS AUS	Library Stock Purchase - Assorted Books	\$ 48.00
29/09/2023	NAT GEO MAG AU WASHINGTON WA USA	Magazine Subscription	\$ 64.00
29/09/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB Ad for Workshop- Embed. Sust. Behaviours	\$ 3.00
29/09/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB Ad for Workshop- Embed. Sust. Behaviours	\$ 3.00
29/09/2023	FACEBK E7ZJNAY3Y2 fb.me/ads IRL IRL	FB paid ad for Workshop - Sust. Behaviour at Home	\$ 0.04

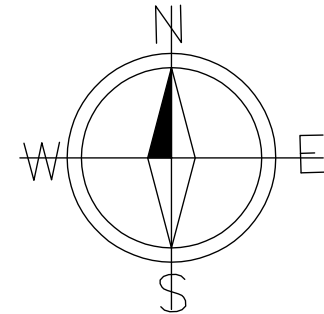
29/09/2023	FACEBK 9GHC2UT3Y2 fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 2.47
29/09/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 3.00
29/09/2023	FACEBK WXSMTU74Y2 fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 0.08
29/09/2023	TEMU.COM PARRAMATTA NSW AUS	Refund of Halloween Items	-\$ 14.36
29/09/2023	BOLINDA PUBLISHING TULLAMARINE VIC AUS	Library Stock Purchase - Assorted Books	\$ 60.78
2/10/2023	EZI*The Fruit Box Gro Kensington AUS AUS	Milk Supply for Town Offices	\$ 43.64
2/10/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 4.00
2/10/2023	FACEBK YW9RPAY3Y2 fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 1.95
2/10/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 3.00
2/10/2023	FACEBK T4TDPAY3Y2 fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 1.11
2/10/2023	OFFICEWORKS BENTLEIGH EAS UNK AUS	Stationery - Library	\$ 89.22
2/10/2023	FACEBK L8KQGT3Y2 fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 6.22
2/10/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 6.00
2/10/2023	FACEBK *PT3MGUT3P2 fb.me/ads IRL IRL	Advertising for Skate/Scooter Workshops & Halloween	\$ 277.47
2/10/2023	ZOHO-MANAGEENGINE SER SYDNEY NSW AUS	IT Helpdesk subscription	\$ 1,031.80
2/10/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 9.00
2/10/2023	FACEBK QHPBVUB4Y2 fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 8.53
3/10/2023	WESTNET PERTH WA AUS	WIWCCC NBN	\$ 69.99
3/10/2023	FACEBK ADS fb.me/ads IRL IRL	Paid FB ad for Workshop- Sust. Behaviours at Home	\$ 12.00
3/10/2023	PREMIUMAPPLIANCEREPAIR HORNSBY NSW AUS	Dishwasher Service - Wind in the Willows	\$ 156.56
3/10/2023	SQ *PREMIUM APPLIANCE Hornsby NS AUS	Dryer Service - Wind in the Willows	\$ 189.87
	TOTAL:		\$ 13,862.14



Drawing Schedule	
A/01	Site Plan
A/02	Engineering Note
A/03	Flat Carport Plan

Note:

- Existing NGL not distrub for proposed flat carport patio work.



DRAWING TITLE: Site Plan	
DRAWN: Leon Lim	JOB NO: JB00285
SCALE: 1:200	DATE: 14/02/23

PROJECT:
Proposed Flat Carport at 104 Ivanhoe Street, Eden Hill, WA 6054.

Attachment 12.8.1

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Chong S. Liew, Steve
M.Sc(stuc)MIEAust CPEng NER RPEQ
Signature: *Chong S. Liew* Date: 17-2-23
Registered on NER in the area(s) of Civil and Structural Engineering
Membership No: 4512871

	AMENDMENTS:	
	DWG. 16501	TOTAL DWG. 03

SITE PREPARATION

- DO NOT USE COMPACTION METHODS THAT WILL CAUSE DAMAGE TO ADJACENT STRUCTURES. SELECTION OF METHODS SHALL BE BUILDER'S RESPONSIBILITY
- ENSURE THAT THE SOIL STRATA BELOW PAD FOOTING FOR A DEPTH OF AT LEAST 750mm IS COMPACTED SAND WITHOUT ROOT, ROCK, ETC.
- SAND PAD SHALL BE CLEAN, WELL GRADED FILL SAND, COMPACTED IN LAYERS NOT THICKER THAN 300mm.
- FOOTING SHALL BE LOCATED CENTRALLY BENEATH WALLS AND COLUMNS UNLESS BATED OTHERWISE.
- THE BOTTOM OF ALL FOOTING EXCAVATION SHALL BE CLEANED OUT, COMPACTED AND TESTED PRIOR TO PLACING REINFORCEMENT.
- IF APPLICABLE, ADEQUATELY DEWATER CUT BASE OR FOUNDATIONS TO ACHIEVE AND MAINTAIN COMPACTION.
- COHESIONLESS SOIL UNDER FOOTINGS AND SLABS ON GROUND SHALL BE COMPACTED TO A MINIMUM DEPTH 300mm IN UNDISTURBED IN SITU SOIL AND FOR THE FULL DEPTH OF ALL FILLING SAND TO GIVE A PENETRATION RESISTANCE OF 8 BLOWS MIN PER 300mm USING A STANDARD FALLING WEIGHT PENETROMETER OR ACHIEVE 95% MODIFIED MAXIMUM DRY DENSITY AS MEASURED BY FIELD TEST 5.3.1 AND LABORATORY TEST 5.5.1 OF AS 1289 FOR SANDS AND LABORATORY TEST 5.2.1 OF AS 1289.
- COHESIVE SOIL UNDER FOOTING AND SLABS ON GROUND SHALL BE COMPACTED TO A MINIMUM DEPTH OF 300mm IN UNDISTURBED IN SITU SOIL TO ACHIEVE 95% MODIFIED MAXIMUM DENSITY AS MEASURED BY FIELD TEST 5.3.1 AND LABORATORY TEST 5.5.1 OF AS 1289.

CONCRETE / REINFORCEMENT

- FOOTING CONCRETE TO BE OF 20MPa GRADE; REINFO. COVER OF 65(BOTTOM).
- CONCRETE TO CONFORM WITH AS3600.
- LAP ALL MESH AT LEAST ONE TRANSVERSE WIRE PLUS 25mm OR TO MANUFACTURE'S SPECIFICATION UNLESS OTHERWISE NOTED.
- 0.2mm THICK WATERPROOF MEMBRANE TO BE PLACED UNDER ALL REINFORCED SLABS AND FOUNDATIONS, THE MEMBRANE TO BE LAPPED AND SEALED TO ENSURE MOISTURE BARRIER.
- CONCRETE IS TO BE COMPLETED USING MECHANICAL VIBRATORS.
- CONCRETE SHALL BE CONTINUOUSLY WATER CURED FOR 3 DAY AFTER POURING AND KEPT DAMP FOR NOT LESS THAN A FURTHER 4 DAYS A THEREAFTER.
- FORMWORK AND ITS REMOVAL TO BE IN ACCORDANCE WITH AS. 3610.
- DO NOT USE ADMIXTURES TO CONCRETE UNLESS SPECIFIED OR PRIOR APPROVER BY THE ENGINEER.
- CONSTRUCTION TOLERANCES TO BE IN ACCORDANCE WITH AS3600 CL. 17.5.
- SURFACE FINISHES TO BE IN ACCORDANCE WITH AS 3610.
- CURING OF CONCRETE SHALL BE COMMENCED AS SOON AS POSSIBLE AFTER PLACING OR STRIPPING. REFER TO CLAUSE 19.1.5 AS3600.

REFERENCES

- AS 2870 - RESIDENTIAL SLABS AND FOOTINGS AND SITE CLASSIFICATION.
- AS 3972 - GENERAL PURPOSE AND BLENDED CEMENTS.
- AS 1170 - LOADING CODE.
- AS 4055 - WIND LOAD FOR HOUSING.
- AS/NZS 4671 - REINFORCEMENT.
- AS4100 - STEEL STRUCTURES
- AS4600 - COLD FORMED STEEL STRUCTURES
- AS3600 - CONCRETE STRUCTURES

FABRICATION AND ERECTION

- ALL STEELWORK TO AS4100
- REPAIR ALL WELDS WITH COLD GALVANISED PAINT
- SEAL ALL ENDS OF RHS AND SHS.
- ROOF CLADDING TO BE FIXED TO PURLINS WITH #12-10x39 TEKS @ EVERY CREST.

DESIGN CRITERIA	
WIND CLASSIFICATION	N2
REGION	A1
COMMON NOTATION	W33
TERRAIN CATEGORY	2
SITE CLASSIFICATION DESIGN BASIS(AS2870)	A / S

Local Authority: Town of Bassedean

CONCRETE DETAIL				
ELEMENT	CONCRETE STRENGTH f _c (Mpa)	CEMENT TYPE	REINFORCEMENT	CURING TIME DAYS
FOOTING	20	GB OR GP	NIL	3

DRAWING TITLE: Engineering Note	
DRAWN: Leon Lim	JOB NO: JB00285
SCALE: -	DATE: 14/02/23

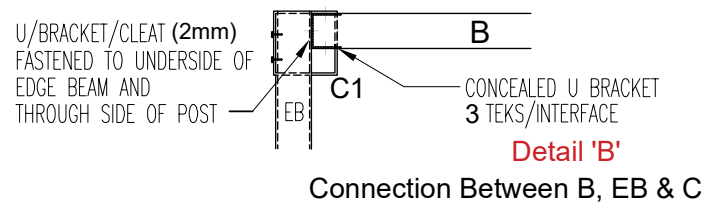
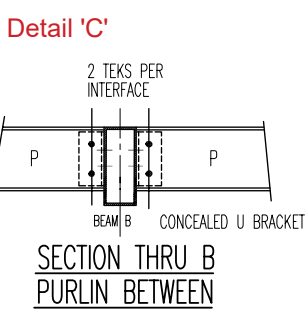
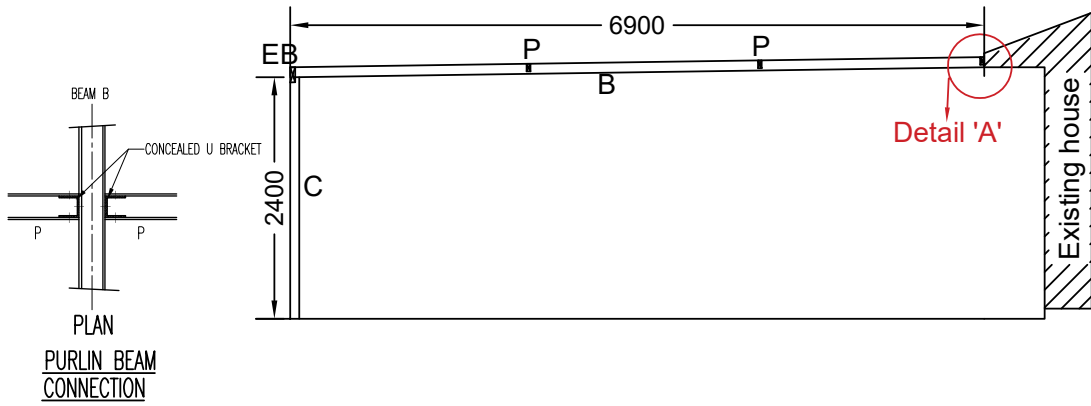
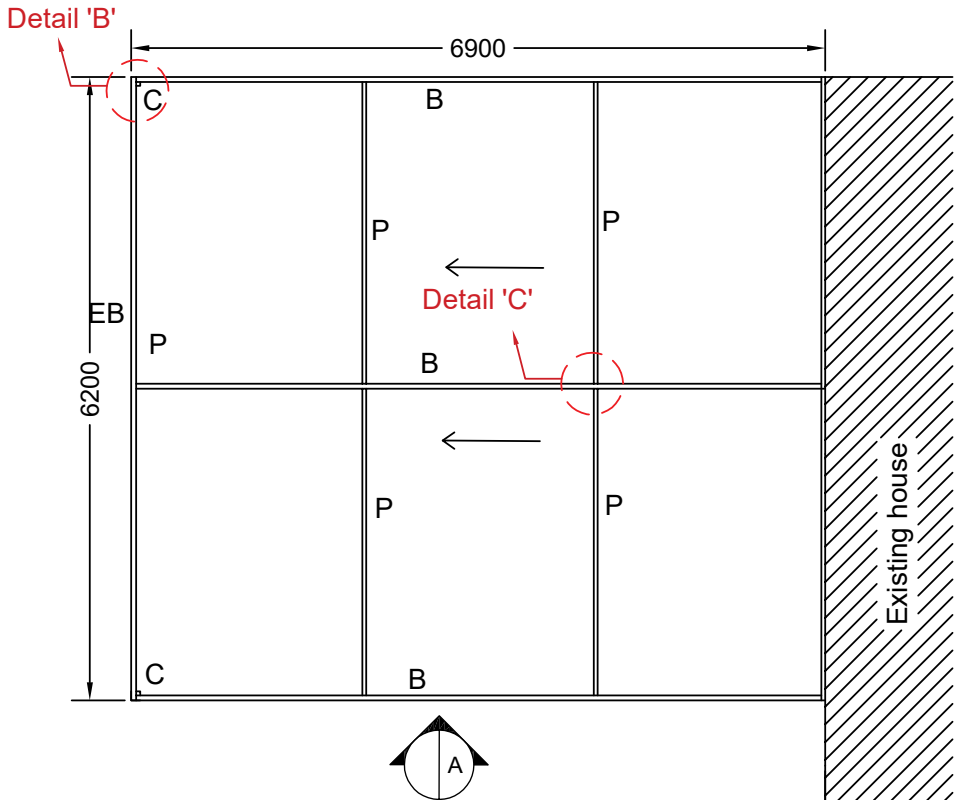
PROJECT: Proposed Flat Carport at 104 Ivanhoe Street, Eden Hill, WA 6054.
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Chong S. Liew, Steve
 M.Sc(Struct)MIEAust CPEng NER RPEQ
 ENGINEERS AUSTRALIA
 Signature: *Chong S. Liew* Date: 17-2-23
 Registered on NER in the area(s) of Civil and Structural Engineering
 Membership No: 4512871

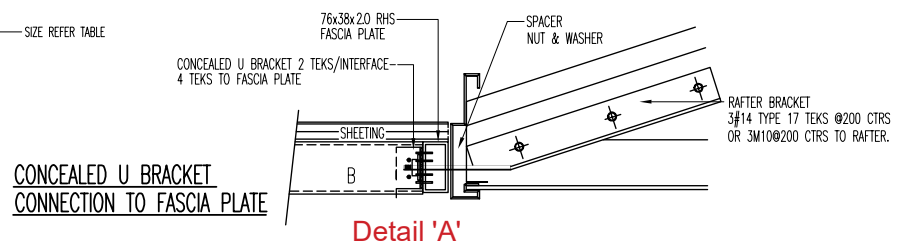
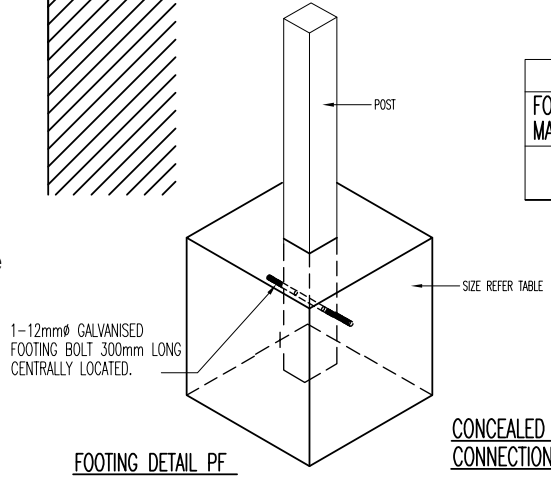
National Engineering Register

ENGINEERING On Demand
 150 of 165
 DWG. TOTAL DWG. 03
 AMENDMENTS:



Flat Carport Specification
 Column (C): SHS 90x90x3.0mm
 Beam (B): RHS 100x50x3.0mm (camber upward +10mm at mid span)
 Edge Beam (EB): RHS150x50x2.0mm
 Purlin (P): RHS 76x38x1.6mm
 Post Footing (PF): 550 x 550 x 600H mass concrete
 Roof Sheeting: CGI Corrugated Colorbond

FOOTING SCHEDULE		
FOOTING MARK	FOOTING SIZE	REMARK
PF	550 X 550 X 600H	a) BITUMEN PAINT FOR POST BELOW GROUND b) 1 x 12Ø ANCHOR ROD



DRAWING TITLE:
Flat Carport Plan

DRAWN:
Leon Lim

SCALE:
1:200

PROJECT:
Proposed Flat Carport at 104 Ivanhoe Street, Eden Hill, WA 6054.

Attachment 12.8.1

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Chong S. Liew, Steve
 M.Sc(Struct) MIEAust CPEng NER RPEQ
 Signature: *Chong S. Liew* Date: 17-2-23
 Registered on NER in the area(s) of Civil and Structural Engineering
 Membership No: 4512871

ENGINEERING On Demand

AMENDMENTS:

DWG. 03	TOTAL DWG. 03
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Page 151 of 165

LOCAL PLANNING POLICY NO. 2 – SUSTAINABLE DEVELOPMENT

Citation

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

Policy Statement

The Town recognises the increasing importance of sustainable development and its benefits including reduced greenhouse gas emissions, reduced utility bills and an increased natural comfort level for occupants.

Simple yet effective measures can be implemented to minimise energy and water use, enabling the Town to create a more sustainable future.

Policy Objectives

- (a) To enact Clause 4.3.1.2 of Local Planning Scheme No. 10 (LPS 10), which relates to development of land designated with a split residential density code on the scheme map.
- (b) To clearly outline the criteria and design standards for the sustainable design of residential development; providing a framework for assessing whether residential developments have adopted sustainable design principles.
- (c) To encourage and facilitate sustainable built form development throughout the district.

Application

Section 1 of the Policy applies to those applications for development approval for land that is designated with a split residential density code under LPS 10 and seeks approval at the middle or higher residential coding.

Section 2 of the Policy applies to all applications for development approval involving new dwellings requiring assessment against *State Planning Policy 7.3 – Residential Design Codes – Volume 1 (Part B) – Low Density* and *(Part C) – Medium Density*, including alterations/additions that may or will impact the energy efficient performance of an existing dwelling.

Note: The requirements do not extend to applications requiring assessment against *State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments*.

Definitions

NatHERS: the Nationwide House Energy Rating Scheme which measures a home's energy efficiency to generate a star rating. It is one option to demonstrate compliance with the minimum energy efficiency standards for new buildings outlined in the Building Code of Australia. For further information, see www.nathers.gov.au

Rain Garden: a garden comprising native shrubs, perennials and flowers planted in a small depression to filter and treat stormwater runoff.

Policy Requirements

1. Split Density Coded Sites

1.1 New Dwellings

Each new dwelling shall demonstrate an individual NatHERS star rating (or other comparable star rating measurement tool which is accredited by the National Construction Code / Building Code of Australia) which is one star in excess of the current energy efficiency requirement of the Building Code of Australia specified for a class 1A building.

The NatHERS (or other accredited equivalent) star rating for the dwelling shall be certified by a NatHERS (or other accredited equivalent) energy assessor using the NatHERS (or other accredited equivalent) software and shall be provided as part of the application for development approval.

1.2 Retained Dwellings

Where an existing dwelling is proposed to be retained as part of a development, the retained dwelling must be upgraded to incorporate all of the following:

- (a) A minimum 3kw photovoltaic solar panel system.
- (b) A minimum 3,000L capacity rainwater tank that is plumbed to either a toilet or laundry within the dwelling; or alternatively an approved grey-water reuse system that collects grey water from the laundry and bathrooms and re-directs it for garden irrigation / ground water recharge.

- (c) Installation of electric vehicle charging points (3-phase power) or the capacity for electric vehicle charging points to be installed at a later time. *See note below.*
- (d) A rain garden with an area no less than 2% of the roof cover. For example, a dwelling with 100m² of roof cover will require a rain garden of at least 2m².

2. All New Dwellings (Single and Split Density Coded Sites)

Each new dwelling shall comply with all of the following requirements:

- (a) Each dwelling shall be provided with a minimum 3kw photovoltaic solar panel system.
- (b) Each dwelling shall be provided with a minimum 3,000L capacity rainwater tank that is plumbed to either a toilet or laundry within the dwelling; or alternatively an approved grey-water reuse system that collects grey water from the laundry and bathrooms and re-directs it for garden irrigation / ground water recharge.
- (c) Installation of electric vehicle charging points (3-phase power) or the capacity for electric vehicle charging points to be installed at a later time. *See note below.*
- (d) A rain garden with an area no less than 2% of the roof cover. For example, a dwelling with 100m² of roof cover will require a rain garden of at least 2m².
- (e) Roof structures are to have the following maximum solar absorptance ratings:
 - (i) Flat roof structures that are not visible from the street or adjacent properties – 0.4.
 - (ii) Pitched roof structures or roof structures that are visible from the street or adjacent properties – 0.5, unless otherwise required by Local Planning Policy – Heritage and Character, a Conservation Management Plan and/or a Heritage Assessment.

Note: the installation of charging equipment (charging cable and/or unit) should be undertaken by a qualified electrician in accordance with AS/NZS 3000 Electrical Installations (known as the Australian/New Zealand Wiring Rules), particularly Appendix P (Guidance for Installation and Location of Electrical Vehicle Socket-Outlets and Charging Stations). It is recommended that a smoke alarm or a heat alarm is installed in garages where an Electric Vehicle is regularly parked or charged.

Document Control box			
Document Responsibilities:			
Owner:	Community Planning	Owner Business Unit:	Planning and Regulation
Inception Date:	24 May 2022	Decision Maker:	Council
Review Date:	27 June 2023	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Planning and Development Act 2005 Planning and Development (Local Planning Scheme) Regulations 2015</i>		

LOCAL PLANNING POLICY NO. 2 – SUSTAINABLE DEVELOPMENT

Citation

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

Policy Statement

The Town recognises the increasing importance of sustainable development and its benefits including reduced greenhouse gas emissions, reduced utility bills and an increased natural comfort level for occupants.

Simple yet effective measures can be implemented to minimise energy and water use, enabling the Town to create a more sustainable future.

Policy Objectives

- (a) To clearly outline the criteria and design standards for the sustainable design of residential development; providing a framework for assessing whether residential developments have adopted sustainable design principles.
- (b) To encourage and facilitate sustainable built form development throughout the district.

Application

Section 1 of the Policy applies to those applications for development approval for land that is designated with a split residential density code under the operative Local Planning Scheme and seeks approval at the middle or higher residential coding.

Section 2 of the Policy applies to all applications for development approval involving new dwellings requiring assessment against *State Planning Policy 7.3 – Residential Design Codes – Volume 1* and may include applications for one or more new dwellings that involve the retention of one or more existing dwellings. It applies to applications involving alterations/additions that may or will impact the energy efficient performance of an existing dwelling.

Note: The requirements do not extend to applications requiring assessment against *State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments*.

Definitions

NatHERS: the Nationwide House Energy Rating Scheme which measures a home's energy efficiency to generate a star rating. It is one option to demonstrate compliance with the minimum energy efficiency standards for new buildings outlined in the Building Code of Australia. For further information, see www.nathers.gov.au

Rain Garden: a garden comprising native shrubs, perennials and flowers planted in a small depression to filter and treat stormwater runoff.

Policy Requirements

1. Split Density Coded Sites

1.1 New Dwellings

Each new dwelling shall comply with one of the following:

- (a) achieve a minimum 70 efficiency points as assessed against the checklist contained as Attachment A; or
- (b) demonstrate an individual NatHERS star rating (or other comparable star rating measurement tool which is accredited by the National Construction Code / Building Code of Australia) which is one star in excess of the current energy efficiency requirement of the Building Code of Australia specified for a class 1A building.

The NatHERS (or other accredited equivalent) star rating for the dwelling shall be certified by a NatHERS (or other accredited equivalent) energy assessor using the NatHERS (or other accredited equivalent) software and shall be provided as part of the application for development approval.

1.2 Retained Dwellings

Where an existing dwelling is proposed to be retained as part of a development, the retained dwelling must be upgraded to incorporate all of the following:

- (a) A minimum 3kw photovoltaic solar panel system.
- (b) A minimum 3,000L capacity rainwater tank that is plumbed to either a toilet or laundry within the dwelling; or alternatively an approved grey-water reuse system that collects grey water from the laundry and bathrooms and re-directs it for garden irrigation / ground water recharge.

- (c) Installation of electric vehicle charging points (3-phase power) or the capacity for electric vehicle charging points to be installed at a later time. *See note below.*
- (d) A rain garden with an area no less than 2% of the roof cover. For example, a dwelling with 100m² of roof cover will require a rain garden of at least 2m².

2. All New Dwellings (Single and Split Density Coded Sites)

Each new dwelling shall comply with all of the following requirements:

- (a) Each dwelling shall be provided with a minimum 3kw photovoltaic solar panel system.
- (b) Each dwelling shall be provided with a minimum 3,000L capacity rainwater tank that is plumbed to either a toilet or laundry within the dwelling; or alternatively an approved grey-water reuse system that collects grey water from the laundry and bathrooms and re-directs it for garden irrigation / ground water recharge.
- (c) Installation of electric vehicle charging points (3-phase power) or the capacity for electric vehicle charging points to be installed at a later time. *See note below.*
- (d) A rain garden with an area no less than 2% of the roof cover. For example, a dwelling with 100m² of roof cover will require a rain garden of at least 2m².
- (e) Roof structures are to have the following maximum solar absorptance ratings:
 - (i) Flat roof structures that are not visible from the street or adjacent properties – 0.4.
 - (ii) Pitched roof structures or roof structures that are visible from the street or adjacent properties – 0.5, unless otherwise required by *Local Planning Policy 4 – Heritage and Character*, a Conservation Management Plan and/or a Heritage Assessment.

Note: the installation of charging equipment (charging cable and/or unit) should be undertaken by a qualified electrician in accordance with AS/NZS 3000 Electrical Installations (known as the Australian/New Zealand Wiring Rules), particularly Appendix P (Guidance for Installation and Location of Electrical Vehicle Socket-Outlets and Charging Stations). It is recommended that a smoke alarm or a heat alarm is installed in garages where an Electric Vehicle is regularly parked or charged.

Attachment A: Sustainable Development Policy Credit Point Checklist

Proposed Development: _____

Address: _____

	Design Element	Credit Point Available	Credit Points Claimed	Comments
Section 1: Planning and Orientation				
1.	Orientation - longest axis east west.	10		
	<i>Orientation of dwelling excluding garage and any associated storage area.</i>			
2.	North facing courtyard (or balcony for upper floor apartments), and main living areas. Windows to living areas occupying a min 50% of the north facing wall.	12.5 12.5		
	<i>A roof overhang is to be provided beyond the main living area windows which is of a sufficient depth to provide shading to these openings during summer but which does not project to an extent so as to unreasonably block direct solar access during the winter months (e.g. for full height sliding doors, solid roofing is not to extend more than 2.4m beyond the sliding doors).</i>			
3.	Windows to bedrooms minimised in area and south facing. One bedroom window is permitted to face north.	15		
	<i>A standard bedroom window (i.e. 1.2m²) is permitted and will not be penalised. The available points are apportioned between the number of bedrooms that are contained within each respective dwelling. For example, a 3 bedroom dwelling which incorporates two bedrooms each with south facing windows (minimised in area – 1.2m² or below) and a third bedroom with a window facing east or west would achieve a score of 10 points.</i>			
4.	Eastern and western walls are either blank or only have openings to non-habitable utility rooms.	10 (east) 10 (west)		
	<i>It is acknowledged that windows may need to be located on eastern or western facing walls for the purpose of cross ventilation. Where a secondary window to a habitable room is located on an eastern or western wall and is kept beneath 1 square metre in area, points will not be deducted for such windows. Where the only window to a habitable room is located on an eastern or western facing wall, 5 points will be deducted for each opening, irrespective of size. Where a patio or verandah roof projects a minimum of 3m beyond an east or west facing opening to a habitable room, points will not be deducted in relation to that opening.</i>			

5.	60% of all habitable rooms shall be cross ventilated through the provision of windows on walls that have opposing orientations. (i.e. a bedroom with a south facing window and a secondary window of under 1 square metre on a western or eastern facing wall)	10		
<p><i>Part credit points are not allocated for this criterion.</i></p> <p><i>An open plan living / dining / kitchen area is treated as one room.</i></p>				
Section 2: Sustainability Features				
6.	The provision of either a solar pergola or solar hot water heating system or photovoltaic solar panel system.	15		
<p><i>Where a solar pergola is to be provided, it is to be positioned to the northern side of the main windows of the main living area of the dwelling and the louvres are to be fixed and positioned at 34 degrees to north.</i></p>				
Section 3: Landscaping and Water Use				
7.	Landscaping design and plant selection to demonstrate compliance with low water use gardening principals.	5		
<p><i>A landscape plan is to be prepared by a relevant industry professional and is to be submitted in conjunction with the application for development approval.</i></p>				
TOTAL		100		Score ≥ 70 Yes / No

Document Control box			
Document Responsibilities:			
Owner:	Community Planning	Owner Business Unit:	Planning and Regulation
Inception Date:	24 May 2022	Decision Maker:	Council
Review Date:	27 June 2023 28 November 2023	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Planning and Development Act 2005 Planning and Development (Local Planning Scheme) Regulations 2015</i>		



TOWN OF
Bassendean

MINUTES

Bassendean Local Emergency Management Committee

Wednesday 14 November 2023

in the Council Chamber
Administration Building
48 Old Perth Road, Bassendean WA 6054,

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

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2 Election of Presiding Member

As this was the first Committee meeting since the Local Government Elections, the position for Presiding Member was to be decided. Clause 3.5 of the Bassendean Local Emergency Management Committee's Terms of Reference document states:

“At the first meeting following the local government elections, the BLEMC will appoint a Town councillor as the Presiding Member or Chair. The Local Emergency Coordinator (Officer in Charge – Kiara Police Station) will be appointed as the Deputy Presiding Member or Deputy Chair.”

If there is more than one nomination for the position, the Director Community Planning, Mr Luke Gibson, would conduct the election of the Presiding Member by way of a secret ballot. Cr Poliwka and Cr Carter agreed that Cr Poliwka would be Presiding Member and a ballot was not required.

3 Announcements by the Presiding Member without Discussion

4 Attendances, Apologies and Leave of Absence

Present

Members

Cr Paul Poliwka, Presiding Member, Town of Bassendean
Cr Jennie Carter, Town of Bassendean
Peter Sloan, Kiara Police Station (in lieu of Senior Sergeant Mollie Stevenson)
Luke Gibson, Town of Bassendean
Mark Melvin, Bassendean State Emergency Services
Ryan Hamblion, Department of Communities
David Radford, DFES

Officers

John Lane, Emergency Management Officer
Jeff Somes, A / Senior Environmental Health Officer
Sharna Merritt, Senior Ranger

Apologies

Quinta La Rosa, District Emergency Management Advisor
 Senior Sergeant Mollie Stevenson, Kiara Police Station
 Jo-Anne Bennett, Department of Communities
 Stephen Blackford, Bassendean State Emergency Services
 Chris Kin-Maung, DFES, Metropolitan North East Metropolitan Operations
 Kieran Hutchinson, St John Ambulance

5 Declarations of Interest

Nil.

6 Presentations or Deputations

Nil.

7 Confirmation of Minutes

7.1 Confirmation of Minutes	
Attachments	1. BLEMC Minutes 30 August 2023

On 26 September 2023, Council resolved to receive the minutes of the Bassendean Local Emergency Management Committee meeting of 30 August 2023.

Officer Recommendation / Committee Resolution – Item 7.1

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 30 August 2023, be received.

8 Reports

8.1 Local Emergency Management Arrangements	
Attachments	1. ToB LEMA (July 2023) 2. SEMC correspondence

In October 2023, the Executive Officer of the State Emergency Management Committee confirmed that the Town's LEMA meets the requirements of the Emergency Management Act 2005. The officer further remarked that *"It is commendable that you have worked with a broad range of stakeholders to achieve this milestone. Congratulations. Please pass on my thanks to your Local Emergency Management Committee for their contribution to the arrangements."*

Officer Recommendation / Committee Resolution – Item 8.1

That the Committee notes that the State Emergency Management Committee has confirmed that the Town's LEMA meets the requirements of the *Emergency Management Act 2005*.

8.2	DFES Update
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Attachments	District Emergency Management Advisor Report
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John Lane provided a DFES update to the Committee, on behalf of Ms Quinta La Rosa who was an apology.

Officer Recommendation / Committee Resolution – Item 8.2

That the District Emergency Management Advisor Report be noted.

8.3	2023/24 Fire Season Preparedness
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Attachments	Nil
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Senior Ranger Sharna Merritt provided an update of the Town's preparation for the upcoming fire season, including the following:

- Provision of Fuel Load Notice to all ratepayers with the 2023/24 Rates Notice
- Gazettal and newspaper advertisement of Fuel Load Notice
- Town website updated with current Fuel Load Notice and relevant Gazettal references
- Corflute signs placed in strategic locations throughout the district advising of Fire Season deadline (31 October 2023)
- As of 7 November 2023, an additional 269 notices issued direct to landowners to comply with requirements.
- Final inspections of properties being undertaken 7 November 2023 to identify non-compliant properties for infringement and potential Town rectification.

Officer Recommendation / Committee Resolution – Item 8.3

That the information be noted.

8.4	Post Incident Reports and Post Exercise Reports
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Attachments	Nil
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The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC. Any relevant post incident and post exercise reports are to be tabled at the meeting.

It was noted that there were no post incident and post exercise reports to be received.

8.5 Agency Members Reports (Round Table)

Attachments

Nil

Agency members present a report on significant incidents, developments and emergency arrangements etc that may impact Town of Bassendean Local Emergency Management Arrangements (LEMA), or be of interest to the LEMC.

- WAPOL gave an update on a various search and rescue activities and discussed the “Safe and Found” initiative.
- Department of Communities provided the following updates:
 - The Department is undertaking an audit of all evacuation centres and will organise with the LRC to inspect the Town’s premises.
 - The “State Support Plan” has been approved.
- DFES gave an update on fire management activities; with NSW fire fighters being deployed to the Pilbara so as to allow WA fire fighters to return to the south of the state in preparation for the summer bushfire season which is expected to commence earlier than normal.
- SES advised of its recent activities, including dealing with wind damage from the storm last month, fires in the south-west and three missing persons searches.

Officer Recommendation / Committee Resolution – Item 8.5

That the updates be received.

9 Motions of Which Previous Notice Has Been Given

Nil.

10 Announcements of Notices of Motion for the Next Meeting

Nil.

11 Closure

The next Bassendean Local Emergency Management Committee will be held in February 2024, with the exact date and time to be confirmed.

There being no further business, the Presiding Member declared the meeting closed, the time being 12.42pm.