

ATTACHMENTS
ORDINARY COUNCIL MEETING
27 JUNE 2017

Attachment No. 1

Ordinary Council Minutes of 23 May 2017

Attachment No. 2

Town of Bassendean Nomenclature Register

Attachment No. 3

Submissions - Proposed Amendment No. 17 to Town Planning Scheme No. 4A

Attachment No. 4

Submissions - Proposed Amendment No. 9 to Local Planning Scheme No. 10

Attachment No. 5

Proposed Concrete Batching Plant - Lot 105; 2 Clune Street, Bassendean - Letter from the Minister of Environment dated 12 June 2017 enclosing a copy of the works approval and the DER's decision report

Attachment No. 6

Third Party Appeal Rights in Planning – WALGA Discussion Paper

Attachment No. 7

Leadership and Governance amended Policies 6.1-6.25

Attachment No. 8

Bassendean Men's Shed - copy of the approved and proposed leasehold property plans and tilt-up building design and indicative design and costing.

Attachment No. 9

Timetable for 2017 Council Elections

Attachment No. 10

Minutes of Bassendean Youth Advisory Council Meetings - September 2016 to April 2017

Attachment No. 11

Minutes of Municipal Heritage Inventory Review Committee Meeting held on 6 June 2017, including Schedule of submissions endorsed by the Committee.

Attachment No. 12

Minutes of Bassendean Local Emergency Management Committee Meeting held on 7 June 2017

Attachment No. 13

Minutes of Audit & Risk Management Committee Meeting held on 7 June 2017

Attachment No. 14

Minutes of Liveable Town Advisory Committee Meeting held on 13 June 2017

Attachment No. 15

List of Accounts

Attachment No. 16

Financial Statements

Attachment No. 17

Photographs: Notice of Motion – Cr Brown

ATTACHMENT NO. 1

**TOWN OF BASSENDEAN
MINUTES
ORDINARY COUNCIL MEETING
23 MAY 2017**

TABLE OF CONTENTS

		Page No.
1.0	Declaration of Opening/Announcement of Visitors	1
2.0	Public Question Time and Address by Members of the Public	1
3.0	Attendances, Apologies and Applications for Leave of Absence	4
4.0	Deputations	4
5.0	Confirmation of Minutes	5
5.1	Ordinary Council Meeting held on 28 April 2017	5
5.2	Special Council Meeting held on 9 May 2017	5
6.0	Announcements by the Presiding Person Without Discussion	5
7.0	Petitions	6
8.0	Declarations of Interest	6
9.0	Business Deferred from Previous Meeting	6
10.0	Reports	6
10.1	Adoption of Recommendations en bloc	6
10.2	Town of Bassendean Glyphosate Usage for Weed Management	7
10.3	Joint Metropolitan Central Development Assessment Panel Application – Form 2 – Application for Amendment of a Development Assessment Panel Application for 22 Multiple Dwellings – Lot 54 (Nos. 72-74) Railway Parade, Bassendean	9
10.4	115B Anzac Terrace, Bassendean - Non-Compliant Verge Treatment	10
10.5	Water Corporation Drainage for Liveability Program	10
10.6	1 Surrey Street – Heritage Architects Detailed Design Options	11
10.7	Local Planning Strategy – Notional Planning Precincts	13
10.8	Community Events Sponsorship Application – Bassendean 55 Plus Association Inc.	14

10.9	Request for funding from Nella Fitzgerald Events to stage the Little Italy Street Festival Extravaganza Spring Sagra on Saturday 9 and Sunday 10 September 2017	14
10.10	Library Email Database	16
10.11	Alternatives to Single Use Plastic Bags – Proposal for the Town to provide free multi-use bags	16
10.12	2017-2027 Strategic Community Plan	17
10.13	Bassendean River Parks Management Committee Meeting held on 3 May 2017	18
10.14	Bassendean Local Studies Collection Management Committee Meeting held on 4 May 2017	19
10.15	Access and Inclusion Committee Meeting held on 10 May 2017	19
10.16	Determinations Made by the Principal Building Surveyor	20
10.17	Determinations Made by Development Services	20
10.18	Use of the Common Seal	20
10.19	Calendar for June 2017	21
10.20	Implementation of Council Resolutions	21
10.21	Accounts for Payment – April 2017	21
10.22	Financial Statements – April 2017	22
11.0	Motions of Which Previous Notice has Been Given	22
12.0	Announcements of Notices of Motion for the Next Meeting	23
13.0	Confidential Business	23
13.1	Registration of Interest for the Purchase and Development of Lot 5; No. 246 Morley Drive, Eden Hill	24
13.2	Sports Achievement Awards	25
14.0	Closure	25

TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

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

ON TUESDAY 23 MAY 2017 AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

2.1 Public Question Time

Ms Jane Bremmer, 47 Seventh Avenue, Bassendean

Ms Bremmer referred to Item 10.2 and stated that the second paragraph under the comment section, in her opinion, is incorrect.

The Director Operational Services responded that the information is correct and that the statement is an extract from the APVMA report.

Ms Bremmer asked how can Council justify that the steam weeding of Success Hill Reserve has not been successful.

The Director Operational Services responded that an assessment was carried out by an independent contractor to determine weeds present and the distribution of those weeds. Based on that information, there has not been any shift in the quality of bush.

Ms Bremmer asked if the Town of Bassendean currently holds any contracts with Turfmaster and whether it is intending to in the future.

The Mayor responded that we currently do not hold any contracts with Turfmaster. The question will be taken on notice and a further response provided in writing.

Ms Nonie Jekabsons, 6 Barton Parade, Bassendean

Ms Jekabsons referred to the recent cross country event held at Bindaring Park and asked that the Town contact the organisers and ask that they do not spray paint the trees.

The Mayor advised that the question would be taken on notice.

Ms Jeanette Maddison, 41 Harcourt Street, Bassendean

Ms Maddison referred to Item 10.6 and asked how many residents/community groups will benefit from this project; what will the facility be used for and will consideration be given to integrating a family and children's facility at 1 Surrey Street.

The Mayor commented that Council has been working on the Surrey Street project for a number of years. The facility is in a state of disrepair and it will be a great heritage asset to the Town, once it is returned to its former glory. The Mayor advised that there would not be enough room on this site to accommodate family and children's services.

Mrs Val Dreyer, 31 Naunton Crescent, Eden Hill

Mrs Dreyer asked if the Town could provide more bins at the proposed "Little Italy" festival.

The Mayor responded that the organiser will be required to provide sufficient bins for the event.

Mr Don Yates, 10 Thompson Road, Bassendean

Mr Yates referred to the Strategic Community Plan and asked if the Council is being open and inclusive by refusing to allow a powerpoint presentation.

Mr Yates asked if after tonight's meeting will it be possible for the public to ask questions at an Audit and Risk Management Committee meeting.

Mr Yates asked if the Town will examine the cost saving benefits of a GPS managed car fleet.

The Mayor advised that a written response to these questions will be provided to Mr Yates.

Mr Yates asked if the report on the Tonkin cell has been completed.

The Chief Executive Officer advised that the Town is currently in negotiations with the owner. A further response will be provided in writing.

Ms Kathryn Hamilton, 53 Broadway Street, Bassendean

Ms Hamilton referred to the Strategic Community Plan and asked whether the Plan should include targets for each measure of success.

The Director Corporate Services advised that the targets will be included in the Town's Corporate Business Plan, which will be presented in June 2017.

Ms Hamilton asked why the Little Italy event isn't being produced by the Town through its events staff, given the amount of money being contributed.

The Mayor advised that this event is owned by an individual person and has been very successful. The cost of running the event is significantly more than the funds being contributed by the Town.

2.2 Address by Members of the Public

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

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr John Gangell, Mayor
Cr Mike Lewis, Deputy Mayor
Cr Gerry Pule
Cr Paul Bridges
Cr Bob Brown
Cr Renee McLennan

Officers

Mr Bob Jarvis, Chief Executive Officer
Mr Michael Costarella, Director Corporate Services
Mr Graeme Haggart, Director Community Development
Mr Simon Stewert-Dawkins, Director Operational Services
Mr Anthony Dowling, Director Strategic Planning
Mr Christian Buttle, Acting Manager Development Services
Mrs Amy Holmes, Minute Secretary

Public

Approximately 17 members of the public were in attendance.

Press

One member of the press was in attendance.

Leave of Absence

Cr McLennan requested a Leave of Absence for 24 May to 20 July 2017.

COUNCIL RESOLUTION – ITEM 3.0

OCM – 1/05/17 MOVED Cr Bridges, Seconded Cr Pule, that Cr McLennan be granted a Leave of Absence for 24 May to 20 July 2017.
CARRIED UNANIMOUSLY 6/0

4.0 DEPUTATIONS

4.1 Ms Nonie Jekabsons addressed Council on Item 10.2.

- 4.2 Mr Don Yates addressed Council on Item 10.2 and stormwater management.
- 4.3 Representatives of Suez Recycling & Recovery (Perth) Pty Ltd provided a presentation.

The Director Corporate Services left the Chamber at 7.48pm.

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 26 April 2017

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 5.1(a)

- OCM – 2/05/17** MOVED Cr Pule, Seconded Cr Lewis, that the minutes of the Ordinary Council Meeting held on 26 April 2017, be received.
CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 5.1(b)

- OCM – 3/05/17** MOVED Cr Lewis, Seconded Cr Pule, that the minutes of the Ordinary Council Meeting held on 26 April 2017, be confirmed as a true record.
CARRIED UNANIMOUSLY 6/0

5.2 Special Council Meeting held on 9 May 2017

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 5.2(a)

- OCM – 4/05/17** MOVED Cr Pule, Seconded Cr McLennan, that the minutes of the Special Council Meeting held on 9 May 2017, be received.
CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 5.2(b)

- OCM – 5/05/17** MOVED Cr Pule, Seconded Cr Bridges, that the minutes of the Special Council Meeting held on 9 May 2017, be confirmed as a true record.
CARRIED UNANIMOUSLY 6/0

6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

7.0 PETITIONS

Nil

8.0 DECLARATIONS OF INTEREST

Nil

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

10.0 REPORTS

10.1 Adoption of Recommendations En Bloc

It was agreed that items 10.5 & 10.6 be removed from the en-bloc table and considered separately.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.1

OCM – 6/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda of 23 May 2017:

Item	Report
10.3	Joint Metropolitan Central Development Assessment Panel Application – Form 2 – Application for Amendment of a Development Assessment Panel Application for 22 Multiple Dwellings – Lot 54 (Nos. 72-74) Railway Parade, Bassendean
10.4	115B Anzac Terrace, Bassendean - Non-Compliant Verge Treatment
10.7	Local Planning Strategy – Notional Planning Precincts
10.10	Library Email Database
10.11	Alternatives to Single Use Plastic Bags – Proposal for the Town to provide free multi-use bags
10.13	Bassendean River Parks Management Committee Meeting held on 3 May 2017
10.14	Bassendean Local Studies Collection Management Committee Meeting held on 4 May 2017
10.15	Access and Inclusion Committee Meeting held on 10 May 2017
10.16	Determinations Made by the Principal Building Surveyor
10.17	Determinations Made by Development Services

10.18	Use of the Common Seal
10.19	Calendar for June 2017
10.20	Implementation of Council Resolutions
10.21	Accounts for Payment – April 2017

CARRIED UNANIMOUSLY 6/0

The Director Corporate Services returned to the Chamber at 7.51pm.

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

Item	Report
10.2	Town of Bassendean Glyphosate Usage for Weed Management
10.5	Water Corporation Drainage for Liveability Program
10.6	1 Surrey Street – Heritage Architects Detailed Design Options
10.8	Community Events Sponsorship Application – Bassendean 55 Plus Association Inc.
10.9	Request for funding from Nella Fitzgerald Events to stage the Little Italy Street Festival Extravaganza Spring Sagra on Saturday 9 and Sunday 10 September 2017
10.12	2017-2027 Strategic Community Plan
10.22	Financial Statements – April 2017
13.1	Registration of Interest for the Purchase and Development of Lot 5; No. 246 Morley Drive, Eden Hill
13.2	Sports Achievement Awards

10.2 Town of Bassendean Glyphosate Usage for Weed Management (Ref: PARE/MAINT/3 - Jeremy Walker, Senior Environmental Officer and Simon Stewart-Dawkins Director Operational Services)

APPLICATION

The purpose of this report was to provide a follow up report after the December 2016 Councillors' Information Workshop and the January 2017 Council (OCM – 12/01/17) resolution to defer the Weed Management report until receipt of a weed treatment trial report from the Eastern Metropolitan Regional Council, in May 2017.

Cr Brown foreshadowed an alternative motion.

Cr Lewis moved the Officer Recommendation.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.2

OCM – 7/05/17 MOVED Cr Lewis, Seconded Cr Bridges, that Council:

1. Rescinds Council resolution OCM – 12/04/16, Part 3 which reads:

“Suspends the use of Glyphosate on hard surfaces in the urban environment”;

2. Notes the Australian Pesticides and Veterinary Medicines Authority (APVMA) report attached to the 23rd May 2017 Ordinary Council Meeting Agenda, and that the APVMA has completed its assessment of the IARC report and other recent assessments of Glyphosate and has concluded that Glyphosate does not pose a cancer risk to humans;
3. Initiates the use of the Australian Pesticides and Veterinary Medicines Authority (APVMA) registered Glyphosate products to weeds which emerge and grow over footpath edges, within expansion joints, between asphalt and kerb lines and road islands, in accordance with legislative requirements and best management practices in order to control weeds; and
4. Amends Account No. 211503 - “Steam Weeding of Roads” to “Weed Treatment within Road Reserve” and initiates the clean-up of the weeds which have grown in the paving expansion joints, edges of all footpaths, road kerbs lines, expansion joints of road islands throughout the Town.

LOST 3/3

Crs Gangell, Lewis & Bridges voted in favour of the motion. Crs Pule, Brown & McLennan voted against the motion.

Cr Brown moved his foreshadowed motion.

COUNCIL RESOLUTION – ITEM 10.2(a)

OCM – 8/05/17 MOVED Cr Brown, Seconded Cr Pule, that Council:

1. Upholds the suspension of the use of glyphosate on hard surfaces in the urban environment as per the Council resolution OCM-12/4/16;

2. Allocates funds from account no. 211503 "steam weeding of roads" to initiate the clean-up of weeds that have grown in the paving expansion joints, edges of all footpaths, road kerb lines and expansion joints of road islands, using non-chemical means;
3. Allocates funds of \$130,000 in the 2017/2018 budget for non-chemical steam weed treatment of hard surfaces.

CARRIED 4/2

Crs Brown, Pule, McLennan & Bridges voted in favour of the motion. Crs Gangell & Lewis voted against the motion.

10.3 Joint Metropolitan Central Development Assessment Panel Application – Form 2 – Application for Amendment of a Development Assessment Panel Application for 22 Multiple Dwellings – Lot 54 (Nos. 72-74) Railway Parade, Bassendean, Owner: Mark Francis Hammond and Sandra Lee Hammond, Applicant: Joe Douglas of Urban and Rural Perspectives (Ref: DABC/BDVAPPS/2017 – 058, Christian Buttle, Senior Planning Officer)

APPLICATION

At its Ordinary Council Meeting held in May 2011, Council resolved to require that all Joint Development Assessment Panel (JDAP) applications be the subject of a report to Council in order that Council can make an alternative recommendation to the Metropolitan Central JDAP, should it see fit.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.3

OCM – 9/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council endorses the Planning Officer's Form 2 – Responsible Authority Report for the proposed 22 Multiple Dwellings at Lot 54 (Nos. 72-74) Railway Parade, Bassendean.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

10.4 115B Anzac Terrace, Bassendean - Non-Compliant Verge Treatment (Ref: PARE/MAINT/1 – Andreea Balica, Engineering Technical Assistant/Compliance Officer)

APPLICATION

The purpose of this report was to bring to Council's attention the non-compliant verge treatment that was installed on the verge adjacent to 115B Anzac Terrace, Bassendean.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.4

OCM – 10/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council:

1. Acknowledges the request made by Mr Dennis for an exemption from the Town's Verge Treatment and Maintenance Policy; and
2. Enforces compliance with the Town's Verge Treatment and Maintenance Policy for the verge at 115B Anzac Terrace, Bassendean.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

10.5 Water Corporation Drainage for Liveability Program (Ref: WATR/MAINT/2 - Jeremy Walker, Senior Environmental Officer)

APPLICATION

Council was requested to consider submitting an application to the Water Corporation, based on public feedback, in regards to the WA Water Corporation's Drainage for Liveability Program.

Cr Bridges moved the officer recommendation with amendments as shown in bold.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.5

OCM – 11/05/17 MOVED Cr Bridges, Seconded Cr McLennan, that Council:

1. Notes the public submissions for the Drainage for Liveability Program, attached to the Ordinary Council Meeting agenda of 23 May 2017;

2. Endorses submitting to the Water Corporation, applications for inclusion in the Drainage for Liveability Program, based on submissions received, for Water Corporation drainage sites:
 - 9994 (Second Avenue and Third Avenue);
 - 9984 (Third Avenue and Fourth Avenue);
 - 9982 (Reid Street, Clarke Way, Hamilton Street);
 - Railway Museum East Compensating Basin;
 - **9983 (Iveson, Hamilton & Reid Streets);** and

3. **Seeks a meeting with the Minister for Water, Mr Dave Kelly MLA, with the aim of acquiring vacant block 39/7 Fourth Avenue (zoned drainage and adjacent to drain 9984) as a pocket park as this is an area destined for higher residential development and devoid of public open space.**

CARRIED UNANIMOUSLY 6/0

10.6 1 Surrey Street – Heritage Architects Detailed Design Options (Ref: COUP/PROGM/1 – Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report was to advise Council of the order of magnitude of costs to commence the Option 1 design for the reconstruction and refurbishment of No. 1 Surrey Street project in accordance with the April 2017 Council (OCM–3/04/17) resolution and to seek direction.

Cr Bridges foreshadowed an alternative motion.

Cr Gangell moved the Officer Recommendation. The motion lapsed for want of a seconder.

OFFICER RECOMMENDATION – ITEM 10.6

That Council:

1. Lists for consideration in the draft 2017/2018 budget \$114,245 for the 1 Surrey Street Option 1 design process;
2. Lists for consideration in the draft 2018/2019 budget \$10,000 to engage to suitable consultant to develop a schools' curriculum program in relation to the proposed Pensioner Guard Cottage museum;

3. Lists for consideration in the draft 2018/2019 Capital Works budget \$980,000 for the restoration and construction works to the Residence, Pensioner Guard Cottage and associated community facilities at 1 Surrey Street, Bassendean; and
4. Requests the CEO write to Lotterywest and request a two year extension until 28 April 2019 for the initial draw down of grant funding for 1 Surrey Street - Lotterywest Application No. 421010236.

Cr Bridges moved his foreshadowed motion.

COUNCIL RESOLUTION – ITEM 10.6

OCM – 12/05/17 MOVED Cr Bridges, Seconded Cr Brown, that Council:

1. Lists for consideration in the draft 2017/2018 budget \$114,245 for the 1 Surrey Street Option 1 **to tender separately for:**
 - i) **A heritage architect to project manage the consultation, design and construction; and**
 - ii) **A museum consultant to design the interpretation of the museum component.**
2. Lists for consideration in the draft 2018/2019 budget \$10,000 to engage to suitable consultant to develop a schools' curriculum program in relation to the proposed Pensioner Guard Cottage museum;
3. Lists for consideration in the draft 2018/2019 Capital Works budget \$980,000 for the restoration and construction works to the residence, pensioner guard cottage, associated community facilities **and museum interpretation** at 1 Surrey Street, Bassendean; and
4. Requests the CEO write to Lotterywest and **request a negotiated extension** for the initial draw down of grant funding for 1 Surrey Street - Lotterywest Application No. 421010236.

CARRIED 4/2

Crs Bridges, Brown, Lewis & Gangell voted in favour of the motion. Crs Pule & McLennan voted against the motion.

**10.7 Local Planning Strategy – Notional Planning Precincts
(Ref: LUAP/Bassendean LPS 2017-2030 - Anthony Dowling,
Director Strategic Planning)**

APPLICATION

Council was requested to endorse the Notional Planning Precincts map (LUAP/PLANNING/18_NPP002 dated May 2017) provided as an attachment for the purpose of initially defining and shaping Bassendean's activity centres, neighbourhoods and precincts as part of the review of the 2015 Local Planning Strategy (LPS).

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 10.7**

OCM – 13/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council:

1. Endorses the Notional Planning Precincts Map (LUAP/PLANNING/18_NPP002 May 2017) for the purpose of initially defining and shaping the Bassendean Town Centre and the Town's neighbourhoods and precincts, as part of the review of the current *2015 Local Planning Strategy*;
2. Approves a 6 week public consultation period to provide for public comment/feedback on the aforementioned Notional Planning Precincts Map; and
3. Following the conclusion of the public consultation period, a report be prepared by staff on any submissions received to the aforementioned Notional Planning Precincts Map together with any recommended changes to the map as a consequence of the submissions, and be presented to Council for its consideration and determination.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0**

10.8 Community Events Sponsorship Application – Bassendean 55 Plus Association Inc. (Ref: RECC/ARMNT/1) Salvatore Siciliano, Manager Recreation and Culture)

APPLICATION

For Council to consider an application for assistance via the Community Events Sponsorship Scheme by the Bassendean 55 Plus Association Inc. (formerly known as the Bassendean Seniors Citizens' Association Inc.) to stage an event for the launch of its new name, logo and website on Wednesday 31 May 2017.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.8

OCM – 14/05/17 MOVED Cr McLennan, Seconded Cr Brown, that Council:

1. Approves sponsorship of \$1,000 under the Community Events Sponsorship Program to the Bassendean 55 Plus Association Inc. to assist with the staging of its launch; and
2. Prepares a sponsorship agreement between the Town and the Bassendean 55 Plus Association Inc. to outline the conditions of the sponsorship.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.9 Request for funding from Nella Fitzgerald Events to stage the Little Italy Street Festival Extravaganza Spring Sagra on Saturday 9 and Sunday 10 September 2017 (Ref: RECC/EVMNGT/3 - Salvatore Siciliano, Manager Recreation and Culture)

APPLICATION

For Council to consider a request for funding from Nella Fitzgerald Events to assist with staging the Little Italy Street Festival Extravaganza Spring Sagra on Saturday 9 and Sunday 10 September 2017 at the Town's Administration Centre gardens and Community Hall.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 10.9

OCM – 15/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council approves the staging of the Spring Sagra on Saturday 9 and Sunday 10 September 2017 subject to:

- a) \$5,000 being considered for inclusion in the 2017/2018 budget;
- b) Waiving all prescribed fees and charges valued at \$800 relating to the hire of the Bassendean Community Hall and Council gardens and use of banner poles valued at \$225;
- c) Provision of fixed utilities such as power and water with the exclusion of portable power units;
- d) Utilising within reason the Town's various communication mediums at no cost to promote the event;
- e) Other operational and statutory costs associated with the staging of the Spring Sagra as outlined in the proposed budget will be at the expense of Nella Fitzgerald Events;
- f) Approval for staging the Spring Sagra be given subject to all conditions being met in accordance with the Health Act;
- g) A formal contract be entered into between the Town and Nella Fitzgerald Events regarding the following:
 - Terms and conditions of Council supporting the Spring Sagra as a Town centre activation;
 - Clearly outlining the roles and responsibilities of the Town and Nella Fitzgerald Events in regards to staging the event;
 - The Town's logo be displayed in all promotional material;
 - Funds are duly acquitted with proof of expenditure and a profit and loss statement and an event evaluation also being submitted; and
- h) The CEO be given delegated authority to sign a contract agreement between Nella Fitzgerald Events and the Town of Bassendean.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.10 Library Email Database (Ref: CORM/CIRCLS/1 - Graeme Haggart, Director Community Development)

APPLICATION

This report was to advise Council on privacy provisions in relation to the use of the Bassendean Memorial Library email database for other than Library purposes.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 10.10

OCM – 16/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council notes the owners of the Library email database will be consulted by the Library staff with an offer to provide an opt-in basis for future editions of the Bassendean Briefings and other official communications from the Town by email.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0

10.11 Alternatives to Single Use Plastic Bags – Proposal for the Town to provide free multi-use bags from the Customer Service Centre and Library as a trial in support of a West Australian Local Government Association’s (WALGA’s) campaign to have single use bags banned by the State Government (Ref: Bob Jarvis, Chief Executive Officer – ENVM/PROGM/1)

APPLICATION

Council’s consideration of a proposal to provide free reusable shopping bags to the public as a trial, and an awareness raising exercise in support of a proposed campaign by WALGA to have single use plastic shopping bags banned by the State Government.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.11

OCM – 17/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council:

1. Supports WALGA in seeking a State wide ban on single use shopping bags being available in large supermarkets;
2. Actively lobbies the State Government as part of a WALGA campaign to eradicate single use shopping bags;

3. Develops and implements a simple local campaign to support the eradication of single use shopping bags including; 1,000 give-away reusable shopping bags containing educational material being made available at the Town's Customer Service Centre, the Bassendean Memorial Library and a Facebook and website campaign which promotes the Town's views and supports a WALGA state-wide campaign to have single use shopping bags banned in Western Australia; and
4. Makes provision of \$5,000 in the draft 2017/2018 Budget and \$1,200 in sponsorship, to meet the cost of bags and local campaign referred to Point 3 above.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0

10.12 2017-2027 Strategic Community Plan (Ref: CORM/POLCY/1- Bob Jarvis, CEO and the Corporate Management Team)

APPLICATION

The purpose of the report was for Council to adopt the 2017-2027 Strategic Community Plan following the community surveys and workshops, as well as Councillor workshops held in March April and May 2017.

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.12

OCM – 18/05/17 MOVED Cr Bridges, Seconded Cr McLennan, that:

1. Council adopts the 2017-2027 Strategic Community Plan, attached to the Ordinary Council Agenda of 23 May 2017, **acknowledging that the measures of success are notional and that measurable targets will be included in the Corporate Business Plan against projects;**
2. In accordance with Section 5.56 of Local Government Act and Administration Regulation 19D, Council give local, public notice of the adoption of the 2017-2027 Strategic Community Plan;

3. **Future community strategic planning process timelines include a public comment period on the draft document before it is adopted by Council;**

4. **Council add an objective under point 2.3 that areas of open space in the Town as a measure of success.**

CARRIED BY AN ABSOLUTE MAJORITY 5/1

Crs Bridges, McLennan, Gangell, Pule & Brown voted in favour of the motion. Cr Lewis voted against the motion.

10.13 Bassendean River Parks Management Committee Meeting held on 3 May 2017 (Ref: GOVN/CCL/MEET/34 – Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of the report was for Council to receive the report on a meeting of the Bassendean River Parks Management Committee held on 3 May 2017.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.13

OCM – 19/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council:

1. Receives the report on the meeting of the Bassendean River Parks Management Committee held on 3 May 2017;
2. Requests the Department of Planning to reconsider contributing funds to an Ashfield Flats Reserve Management Plan, given the likely end manager will be the new Department of Biodiversity, Conservation and Attractions;
3. The Town of Bassendean considers the offer from the WAPC to transfer ownership **of the fenced top area only, being part** of Lot 821/52 Villiers Street to the Town, following the investigation and remediation of the contaminated portion of the site by the WAPC, in order to facilitate the development of the proposed contemplative park and wildlife observatory overlooking Ashfield Flats.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

10.14 Bassendean Local Studies Collection Management Committee Meeting held on 4 May 2017 (ref: GOVN/CCLMEET/ - Renata Pietracatella, Manager Library and Information Services)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Bassendean Local Studies Collection Management Committee held on 4 May 2017.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.14

OCM – 20/05/17 MOVED Cr Pule, Seconded Cr Brown, that the report on a meeting of the Bassendean Local Studies Collection Management Committee held on 4 May 2017, be received.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

10.15 Access and Inclusion Committee Meeting held on 10 May 2017 (Ref: GOVN/CCLMEET/16 – Graeme Haggart, Director Community Development)

APPLICATION

The purpose of the report was for Council to receive the report on a meeting of the Access and Inclusion Committee held on 10 May 2017.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.15

OCM – 21/05/17 MOVED Cr Pule, Seconded Cr Brown, that the report on a meeting of the Access and Inclusion Committee held on 10 May 2017, be received.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

**10.16 Determinations Made by the Principal Building Surveyor
Ref: LUAP/PROCED/1 – Kallan Short, Principal Building
Surveyor)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.16

OCM – 22/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council notes the decisions made under delegated authority by the Principal Building Surveyor.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0

**10.17 Determinations Made by Development Services (Ref:
LUAP/PROCED/1 – Brian Reed, Manager Development
Services)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.17

OCM – 23/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council notes the decisions made under delegated authority by the Manager Development Services.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0

**10.18 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue
Perkins, Executive Assistant to the CEO)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.18

OCM – 24/05/17 MOVED Cr Pule, Seconded Cr Brown, that Council notes that the Common Seal was not attached to any documents during the reporting period.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0

10.19 Calendar for June 2017 (Ref: Sue Perkins, Executive Assistant)

An addition was included to the Calendar to include the following:

6:00pm 6 June 2017 Municipal Heritage Inventory Review Committee (Crs Pule, Bridges and Brown)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION - ITEM 10.19

OCM – 25/05/17 MOVED Cr Pule, Seconded Cr Brown, that the Calendar for June 2017, as amended, be adopted.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

10.20 Implementation of Council Resolutions (Ref: Sue Perkins, Executive Assistant)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.20

OCM – 26/05/17 MOVED Cr Pule, Seconded Cr Brown, that the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 23 May 2017 be deleted from the Implementation of Council Resolutions list.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/05/17 6/0

10.21 Accounts for Payment – April 2017 (Ref: FINM/CREDTS/4 – Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report was for Council to receive the Accounts for Payment in accordance with Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION -
ITEM 10.21

- OCM – 27/05/17** MOVED Cr Pule, Seconded Cr Brown, that Council receives the List of Accounts paid for April 2017, as attached to the Ordinary Council Agenda of 23 May 2017.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/05/17 6/0

10.22 Financial Statements – April 2017 (Ref: FINM/AUD/1 – Ken Lapham, Manager Corporate Services)

APPLICATION

The Local Government Financial Management Regulations, Clause 34(1) requires that a monthly financial report be presented to Council. A Local Government is to prepare each month a statement of financial activity that clearly shows a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.22

- OCM – 28/05/17** MOVED Cr Brown, Seconded Cr Pule, that the:

1. Financial Report for the period ending 30 April 2017, as attached to the Ordinary Council Agenda of 23 May 2017, be received; and
2. Budget amendments listed for adoption in the Financial Statements as attached to the Ordinary Council Agenda of 23 May 2017, be approved.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion – Cr Lewis: Potential Change of the Management Reserve No. 31252-A Class Reserve

COUNCIL RESOLUTION – ITEM 11.1

- OCM – 29/05/17** MOVED Cr Lewis, Seconded Cr Pule, that a report be brought back to Council on the potential change of the Management Reserve no 31252-A Class Reserve for 48 Old Perth Road Bassendean to a C Class Reserve and/or the potential purchase of the land from the State Government.

LOST 2/4

Crs Lewis & Pule voted in favour of the motion. Crs Gangell, Bridges, Brown & McLennan voted against the motion.

11.2 Notice of Motion – Cr Lewis: Employment of a Marketing Company or Employee

“That a report be brought back to Council on the employment of a marketing company or employee to prepare appropriate marketing and promotions of the functions and services of the Town that provide a more positive and effective community communications.”

This motion was withdrawn by Cr Lewis.

11.3 Notice of Motion – Cr Pule: Urgent Development of Rights of Way Policy/Strategy including Laneways

MOVED Cr Pule that the Town of Bassendean urgently develop a Right of Ways Policy/Strategy, including laneways that comprehensively addresses:

- a) Analysis and mapping of Right of Ways and Laneways;
- b) Acquisition of Right of Ways;
- c) Rationalisations and disposals of Laneways;
- d) Best uses of Right of Ways and Laneways;
- e) Fair and equitable costs, charges and uses of Right of Ways and Laneways;
- f) A holistic and strategic planning approach;
- g) Issues of recompense; and
- h) Any other related matters.

LAPSED FOR WANT OF A SECONDER.

12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

13.0 CONFIDENTIAL BUSINESS

COUNCIL RESOLUTION – ITEM 13.0(a)

OCM – 30/05/17 MOVED Cr Bridges, Seconded Cr McLennan, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 8.45pm.

CARRIED UNANIMOUSLY 6/0

All members of the public vacated the Chamber, the time being 8.45pm.

13.1 Registration of Interest for the Purchase and Development of Lot 5; No. 246 Morley Drive, Eden Hill (Ref: A3693, Brian Reed Manager Development Services)

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (c) and (d) of the Local Government Act 1995, as the Officer report discusses details of a proposed contract to be entered into.

Cr Gangell left the Chamber, the time being 8.49pm.

Cr Gangell returned to the Chamber, the time being 8.50pm.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 13.1

OCM – 31/05/17 MOVED Cr Pule, Seconded Cr Lewis, that:

1. Council acknowledges the valuation of Lot 5 Morley Drive, Eden Hill; dated 9 May 2017 as the basis of the valuation of any proposal to dispose of the land by private treaty, providing the land is disposed of under section 3.58 of the Local Government Act by 8 November 2017;
2. Subject to a further report being brought back to Council, that Council endorses the purchase price being reduced by the costs of any contamination evaluation to be carried out and the cost of any remediation to lot 5 No 246 Morley Drive;
3. Prior to the matter being considered further by Council, the applicant be invited to prepare for Council approval, concept plans showing the ultimate development of Lots 4 and 5 Morley Drive, including staging of the whole development; and
4. Council advises the applicant that the resolution 1 and 2 deal with the valuation of the land, and acknowledgment of the impact of potential contamination to Lot 5 Morley Drive, and does not endorse the conditions to any sale of the land, which will require further consideration by Council.

CARRIED UNANIMOUSLY 6/0

13.2 Sports Achievement Awards (Ref: COMR/AWADP/4 –Tim Dayman, Recreation Development Officer)

In order to maintain the confidentiality of the names of the nominees, this report was discussed with members of the public excluded under Section 5.23 (2) (b) of the Local Government Act.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 13.2

OCM – 32/05/17 MOVED Cr Bridges, Seconded Cr Brown, that:

1. Council awards \$250 each under the Junior Sport Achievement Award to those recipients shown in the Confidential Officer's Report attached to the Ordinary Council Agenda of 23 May 2017;
2. Council presents the Sports Achievement Awards at 27 June 2017 Ordinary Council Meeting; and
3. The report and names of the recipients of the Awards remain confidential until after the Awards are presented.

CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION – ITEM 13.0(b)

OCM – 33/05/17 MOVED Cr McLennan, Seconded Cr Bridges, that the meeting proceed with open doors, the time being 8.56pm.

CARRIED UNANIMOUSLY 6/0

As no members of the public returned to the Chamber, the reading aloud of the motions passed behind closed doors was dispensed with.

14.0 CLOSURE

The next Ordinary Council Meeting will be held Tuesday 27 June 2017.

There being no further business, the Presiding Member declared the meeting closed, the time being 8.56pm.

ATTACHMENT NO. 2

**TOWN OF BASSENDEAN
NOMENCLATURE REGISTER**

PROPOSED NAME	REASON FOR SUBMISSION – BACKGROUND NOTES	LOCATION OF CORROBORATING EVIDENCE	COMMENTS	ACTION
FORD, George John b. 13/10/1874 d. 6/5/1961	Father built Troy Street home in 1913. Original canvas house (sand floor), house still standing, raised 6 children in the house.	President of Painters' & Decorators' Union, RSL associations, worked on BIC		
CARRICK, Kathleen b. 29/9/1911	Lived in Bassendean all her life. Now (1997) living at Unit 10, Hyde Retirement Village, James Street, Bassendean. Children – Dennis David b. 19/5/33, Swans footballer, Marion Ahern b. 21/2/36, ex-Councillor's wife		Depression days	Ph: 9279 6077 at Unit.
FORD, Rosanna b. 1/6/1883 d. 13/11/1968	Ruby Smith is sister. NB: David Carrick family in Bassendean for 60 years.			
PATTERSON, James	Long service to district – see photocopies	Town News, April 1982 Town News, April 1983	Received 11/5/1989	
McDONALD, R A	Chairman & President of Bassendean Council for 34 years	Letter in Bassendean Local History Collection Refer to index in "Bassendean – A Social History"	Very important figure in Bassendean's history	McDonald Bassendean Cres,
KATOOPS, Percy	Lived in Rosetta Street	No item discovered, letter on file	No significance to Bassendean's history	
SALEEBA, K				

WONG NOON, S	The major commercial market gardens in West Guildford (Bassendean) belonged to Chinese syndicates. Wong Noon Sack established a market garden on the corner of Railway and First Avenue. He lived in the area between 1894 – 1920.			
HYDE, John				
JENKINSON, Fredrich John				
MACKINLAY, Janet	Janet McKinlay and Family had their recently built house in Perth, dismantled and relocated to Bassendean in 1896. The house was named 'Royston' after a district near Edinburgh. Janet and husband Robert established orchards and gardens on their land, but the water soon became too brackish for use forcing them to cast around for an alternative water supply. When the Bindaring Park subdivision came up for sale, Janet McKinlay and Georgina Piaggio bought two lots either side of Devon Road, constructed windmills and piped water from their properties on North Road.			
ATKINS, Percy	In 1909 the entire Road Board was forced into dissolution after only three months in office by the resignation of Chairman Percy Atkins and three other members, ostensibly as a protest against pressure from ratepayers to divide the district into three wards that would each return three members apiece. Percy Atkins did not stand for re-election.	Local History Book – Pages 103		Atkins Way, Eden Hill
BALLINGHAM, George				
SANDS, Fanny Mercy				
REARDON, Elizabeth	The Reardon family owned a wood yard in West Guildford.	Local History Book – Pages 124		

PADBURY, William	William Padbury was one of the original trustees of the Bassendean Improvement Committee (BIC).	Local History Book Pages 121 and 133	Padbury Court, Eden Hill. Padbury Place, Eden Hill. Padbury Way, Eden Hill.
PURSER, George/Richard	Richard Purser In 1912, he erected an agricultural implementation factory on a tract of land fronting Railway Avenue adjacent to the site occupied by Cumming Smith's superphosphate works. Believed to be the person referred to in the Local History book on page 117. It is believed that Deshon was the local real estate agent.	Local History Book Pages 121,145 - 147, 149,198	Purser Loop, Bassendean
DESHON, Shev	Believed to be the person referred to in the Local History book on page 117. It is believed that Deshon was the local real estate agent.	Local History book	
SUTHERLAND Family	Migrated from Scotland in 1912. Referred to in Bassendean History book. Grandfather - James was a member of the Masonic Lodge.		
PHILLIPS, John and Elizabeth	Built home in Scaddan Street, West Guildford in 1912. John Phillips married Elizabeth Butler in 1893 in England. They came to Western Australia with some children and had more here. Phillips children were Frederick William Winnifred and Alfred Phillips. The Phillips family were early residents of West Guildford living in Scaddan Street in 1912. Mr John Phillips died in 1948 aged 78 years old. Mrs Elizabeth Phillips died in 1952 aged 82 years old. Frederick Lawrence Phillips was born in 1895 in Devon and enlisted in World War I (3102). William John Phillips was born in 1898 and died in 1960. He enlisted in World War I	Biographical File, Bassendean Local Studies Collection	

	(6135). He married Evalyn Paterson. Mrs E. Phillips died in 1967 aged 62 years old. Winnifred Amy Phillips married Thomas Tetterington in 1925. Mrs Winnifred Tetterington died in 1975 aged 78 and Mr Thomas Tetterington died in 1966 aged 79 years old. Alfred George Butler Phillips was born in 1909. He died in 1985 aged 76 years old. Resided at 27 Kathleen Street from the 1930's to 1970's. Employee of Hadfields Foundry. Social Secretary for the RSL.			
MATTHEWS, W.J.				
BLANCH, William Gary				Name used for park in Pearson Street Ashfield
ERRINGTON, William Humphrey b. England 1888 d. WA 1968	Originally of 61 Ida Street. Came to Bassendean in 1923 with 3 daughters and 1 son. Employed at Hatfields, Bassendean from 1923 – 1958. Was a member of the Bassendean Primary P & C, St John Ambulance. First Aid Officer and Air Raid Warden during War years.			
EVERINGHAM, Percy and Dorothy				
BATHOLS, Phillip				
CRESSWELL, Annie and Samuel	Migrated to Australia in 1911 from England. Served in the 15 Regiment Australia Light Horse. His name is on the Bassendean Memorial. He was a builder and he was the contractor who rebuilt the old Bassendean Town Hall in 1922. His name is on the foundation stone.			
HARDMANS, William	Mentioned in the Bassendean History book.			
CALLEJA, Tony and Carmen	First Maltese family to purchase property in Bassendean. Calleja Family have had a member of their family attend the St Michael's			

CALLEJA Family	Primary School for 40 consecutive years. First Maltese family to purchase property in Bassendean. Calleja Family have had a member of their family attend the St Michael's Primary School for 40 consecutive years.				
FORBES, Hugh b. 15/1/1912 d. 23/1/1965	Played football for Swans in their inaugural game in 1934. He was Swans first representative to play in a State team (against SA) during the first year.				
HARMAN, Frances	Settled in Bassendean with Husband in 1903. Frances was a midwife with over 400 births to her credit. She was a member of Red Cross, the Women's Auxiliary, the Ugly Men's Association, BIC and Swan District Football Club.				Harman Court, Ashfield
PINZONE Family	Pinzone's donated public open space in Hatton Court to the people of Bassendean and lived in the area for many years. This land was previously part of the market garden the family owned.				Pinzone park
LETHBRIDGE, Alfred Francis b. 29/10/1877 d. 22/3/1973	Came to Bassendean in 1913 from SA and lived at 2 Fisher Street				Lethbridge Court, Ashfield
LETHBRIDGE, Sarah Florence b. 9/1/1881 d. 23/6/1968 Dr Constable Mae McSwain	Came to Bassendean in 1913 from SA and lived at 2 Fisher Street. Lived at 173 Perth Road as it was known then.				Lethbridge Court, Ashfield
COLTHAM Family	Built and lived in Fifth Avenue from 1912 - 1950's.				
TROTT, John	As West Guildford continued to grow in 1910, the Road board members cast about for a fully qualified and experienced secretary to handle all the extra duties now required.			Bassendean Local History Book - Pages 105 & 116	

	<p>Trott was an extremely able secretary and during most of his administration the suburb ran smoothly, but towards the end of his tenure he suffered a nervous breakdown; doubtless brought on by overwork. He was committed to the mental asylum and died shortly before his 42nd birthday in 1919.</p> <p>Trott was also one of the prime movers for the establishment of a Volunteer Fire Brigade in the district and at the inaugural meeting of the Brigade held in the Road Board office on 31st January, 1911, he was elected the Brigade's first secretary.</p>			
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<p>TILBEE, Claire</p>	<p>Nominated for fundraising efforts in assisting to establish the Rolf Harris Water Playground. (fgsca 18 August 1998)</p>	<p>Plaque referring to the efforts of the fundraising group was formerly located at the playground. This will be reinstated within three months during the upgrading works currently being undertaken. (19.9.98)</p>		<p>Tilbee Bassendean Court,</p>
<p>WEATHERBURN, James (10.11.1892 – 05.01.1960)</p>	<p>Jim Weatherburn was born in Adamstown NSW, then as a teenager came to live in WA with his sister and brother-in-law. He enlisted in the 1st Battalion. Whilst serving in the Dardanelles, Jim became ill with rheumatic fever and was discharged in 1915.</p> <p>Jim married Sarah Ella Charlotte Prettijohn in 1916 and took up residence in Whitfield St, where their two eldest children were born. It was about this time that Jim became Scout Master & gave several years' service to the movement. During 1916, Jim joined the West Guildford</p>			

	<p>Volunteer Fire Brigade and later received his 15-year service medal.</p> <p>After returning from the war, Jim found it difficult to get permanent employment – no doubt partly due to the effects of rheumatics – for a time he was working as a carter. Then the family moved to York, Subiaco & Maylands.</p> <p>In 1924, Jim found permanent employment with WAGR Midland Workshops, and much later received a medal for over 30 years' service. Jim & Ella had nine children – seven of them attended West Road Primary School, and some went on to Midland High School.</p> <p>The family moved house again to 73 Wilson St, which was to remain the family home until Ella sold the property prior to moving into Bassendean Nursing Homes, about 1970. Jim passed away on 05 January 1960.</p>			
O'HERN George	<p>My family lived at 62 Ivanhoe Street. He died on 27/10/85. Back in the 50's he had the Broadway Garage. He was the only person in the area at the time with a tow truck. He taught many Bassendean children how to play tennis, ran the Bassendean Youth Centre at the Bassendean School in the early 50's and 60's. He was a member of the Bassendean Fire Brigade and Bassendean Daffodil and Horticultural Society (won many prizes). He did a lot of work for people in the area just to give a helping hand.</p> <p>He was involved in the 1st Bassendean Swan Scouts in the early 60's.</p> <p>On Sunday mornings for years he would drive children from the Bassendean, Ashfield and Eden Hill to Sunday School.</p>			

	<p>Many a "Basso" person got a helping hand from him.</p> <p>Bassendean holds great memories for me and I'd love to have the name O'Hern live in the Town of Bassendean.</p> <p>My mother did a lot of charity work in her time but unfortunately died of cancer back in 1958 (I was 15, my brother was 11) but my father carried on looking after us both and got involved with his charity work plus held down a job.</p>			
<p>SWINBOURN</p>	<p>Hilary Barrett (nee Swinbourn) is the fourth generation of the Swinbourn name and lifelong resident of Bassendean. May Cruttendean (Nee Swinbourn) is a lifelong resident of the third generation of Swinbourn's in Bassendean. James Swinbourn moved to the then West Guildford around 1900 and was Road Board Secretary from 1906 – 1910. His son William Swinbourn was one of the very first settlers and served as a Cr and Secretary on the Road Board from 1911-1912 and 1914-1916. William Swinbourn together with R Anderson won the contract to build the first Road Board – Community Hall in 1912. William and his wife Sarah Swinbourn's signatures are on a petition in the Railway Museum in Bassendean to have the railway put through. In fact it was Sarah and Mrs Garnsworthy who held the blue velvet ribbon for the steam engine to break through, at the post where the Bassendean station would be built.</p> <p>William Swinbourn and his son Henry Swinbourn became quite noted builders in the district and also in Rockingham. Henry was one of the first students in 1906 of the</p>			

	now Bassendean Primary School. His children, grandchildren and great grandchildren have also attended Bassendean Primary.			
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<p>SWINBOURN Cont</p>	<p>The original homestead at 63 Parker St was built and gradually extended by William Swinbourne soon after 1900 and is still somebody's home.</p> <p>I am hoping you will consider this application for a street or park to be given the Swinbourne name.</p>			
<p>Swinbourn</p>	<p>James Henshaw Swinbourn was the Secretary of the West Guildford Road Board from 1906-1910.</p> <p>He married Thurza Poolman in 1866 and they had two sons James Main Swinbourn and William Arthur Swinbourn.</p> <p>Son James Main Swinbourn married Mary Ann Thomas in 1897. He was born in 1868 and died in 1946.</p> <p>Son William Arthur Swinbourn was an elected a member of the West Guildford Road Board from 1911-1912 and from 1914-16.</p> <p>Mr William Arthur Swinbourn married Sara Elizabeth Blackwell in 1897. Mr WA Wicks died in 1934 aged 63 years old. Mrs Swinbourn died in 1966.</p> <p>Mr and Mrs William Arthur Swinbourn had three children Herbert Arthur, Henry Theodore Blackwell and Daphne Edith.</p> <p>Son Herbert Arthur Swinbourn married Myrle McCall in 1921. Mr Herbert A. Swinbourn died in 1960 aged 62 years old.</p> <p>Herbert's son Henry Theodore Blackwell Swinbourn who married twice, first to Blanch C. Frizell in 1924 (who died in 1930) and second to Emily Long in 1932. (Mrs Emily Swinbourn died in 1979 aged 70 years old)</p>			

<p>James McKinlay</p>	<p>Daughter Daphne Emily Swinbourn married Andrew Devereux in 1927. Mrs Daphne Devereux died in 1978 aged 74 years old. Mr Devereux died in 1961 aged 64 years old.</p> <p>The Swinbourn family is related to other local families including the Cruttenden, Yardley and Devereux families.</p>		
<p>James Lumsden</p>	<p>James Lumsden McKinlay served the Australian Army from 1914 to 1964. These recollections reveal much about devotion to duty and comradeship amongst those who fought selflessly to guard Australia's freedom. In World War I, Signals support was vital for the young men plunged into a murderous battle half a world away- places like Gallipoli and the Western Front. In World War II the threat reached our shores and the theatres in which Colonel McKinlay served were at the forefront of the nation's defence. This decorated soldier dedicated most of his working life to the Australian Signals Corps and his humour, fairness and humility permeate these memoirs.</p> <p>Chapter One Outbreak of War 1914 Early Life- War Declared- Training- Sailing to War- Egypt "My parents had lived in South Australia for some years after they were married, both having migrated from Scotland. They had come to Western Australia about 1893 where my father had a jeweller's shop in Hay Street,</p>	<p>"Bring Decent Signallers : The Memoirs of James Lumsden McKinlay OBE, MM., ED" Edited by Neil Churches and Margaret Ely. Published in 1995 by the Royal Australian Corps of Signals Committee.</p>	

Perth, and I when old enough became his apprentice. They made their home in West Guildford (now Bassendean) some nine miles away by train. My father had pioneered, in 1894, the half acre of tall gum trees into an orchard which he cultivated in his spare time. We had all kinds of fruit; oranges, apricots and peaches plus two Jersey cows and dozens of fowls. When I think of those days we were self contained and happy. My mother, being a true Scot, believed that her two boys could do no wrong, and both my brother and I respected our parents. What they said was right! There were no air polluting cars in those days and when we went anywhere we relied on our own two feet. The air was as pure as it could be and our neighbours, whom we visited when time permitted, were always willing to offer a helping hand when necessary.

Both settled contentedly there for the rest of their lives in our home by the river. Music was their hobby; Mother a pianist and Father a vocalist. My father was lame through a fall while skating in Scotland which hampered him to some extent. Both were Scotch in their dialect and expression. Father told someone once who commented that he should spell his name "Mackinlay" that what was good enough for his parents was good enough for him. My brother Daniel was nine years older than I. He attended Scotch College then situated in Beaufort Street where the Trades Hall now stands. On leaving college he entered the Civil Service but the difference in our age group was not felt by "little brother" because I could always rely on his interest in my sport (swimming) and my school work. Each night I could leave my homework to be corrected

when I retired to bed at 9pm and he never failed me. Such was the happy home I left to seek adventure overseas. P.1

.....

I had won the first swim through Guildford at the age of 15 and had been amongst the first six in the swim through Perth in 1912." P.40

Epilogue

"When 109 Signals Squadron in Perth re-named its lines after Colonel McKinlay, it was a fitting tribute to this distinguished West Australian officer. It was particularly appropriate since it was the Officer Commanding 109 Squadron who set the McKinlay memoirs on the road to publication. Further, it is clear that Colonel McKinlay had a keen sense of the desirability of preserving for posterity records of those people and events which shape our future by linking us to the past.

The flag of the Royal Australian Corps of Signals flew from the McKinlay home overlooking the river in Perth. In his twilight years, many happy hours were spent on the verandah of the house where he was born, enjoying talking with friends and watching the river traffic. As a younger man, sitting still was not his style; the lively account of his Service career illustrates this clearly. The Signal Corps was his life's interest.

...

There can be no doubt that James Lumsden McKinlay's life of service has been an example to many and his contribution to the Signal Corps is inestimable. His recollections are laced with humility, dedication and pride and

he is deservedly and affectionately known in Western Australia as the "Father of Signals". On 26th June 1984 Colonel James McKinlay passed away peacefully in his sleep. As was his wish he died in the home in which he was born 89 years before. (p.143)"

Citation for the Award of the Military Medal
[McKinlay was recommended for the award of the Distinguished Conduct Medal but subsequently received the Military Medal.]

During the night of the 25/26th September 1917 at WESTHOEK RIDGE while there was a great deal of hostile shelling, Sergt. McKinlay went out on several occasions and repaired telephone lines which had been broken in many places by shells. He also established the Advanced Bde. Headquarters and Runner Relay Posts, and assisted greatly in getting the Signal traffic through quickly. By his courage and untiring efforts to maintain communications under very trying circumstances, he set a fine example to the men of his Section.

Major- General E. G. Sinclair MacLagan Commanding 4th Australian Division, congratulates 151 Sergeant J. McKinlay AIF on his courage and untiring devotion to duty at WEST HOEK on 25/26 September 1917.

Place B.E.F. France

Date 19th October 1917

Signed E.G. Sinclair MacLagan Major- General

Mentioned in Dispatches

During the 13th, 14th, 15th and 16th August Cpl McKinlay was stationed at CHALK PIT and during that period he showed great devotion to duty in assisting to maintain and lay telephone

lines. It is greatly owing to Cpl McKinlay's efforts that the Brigade was able to keep in touch with battalions.

Major -General Sir H. V. Cox KCMG CB CST
Commanding the 4th Australian Division
congratulates, No. 151 Corporal J. McKinlay,
4th Division Signal Company on his courage
and devotion to duty in maintaining telephone
lines under fire August 13th-16th at Chalk Pit
near Pozieires.
Place B.E.F. France
Date 24 August 1916
Signed H. V. Cox Major-General

For exceptionally good work and devotion to duty under fire. During operations at NOREUIL on 2nd April 1917, Sgt. McKinlay was in charge of Bde Signal office and it was mainly due to his skilful handling, efficient knowledge of the work and close attention to duty that the comms went continuously without a hitch. His work has been excellent throughout, and his ready knowledge, application and willingness has been mainly the cause of his Brigade Section's communications being so satisfactory.

Lt. J. L. McKinlay MM 4.D.S. Coy ENGRS AIF was mentioned in a dispatch from Field Marshal Sir Douglas Haig K.T. GCB GCVO dated 8th November 1918 for gallant and distinguished services in the field. I have it in command from the King to record His Majesty's high appreciation of the services rendered.

Signed Winston S. Churchill
Secretary of State of War
WAR OFFICE

WHITEHALL S.W.
1st March 1919

Citation for the Award of Officer of the Order of the British Empire

For distinguished service and devotion to duty. In July 1950 T/Cpl. McKinlay was appointed 2 IC 8 Aust Div Sigs and in January 1941 embarked for the Middle East at CO 9 Aust Div Sigs. During his service in the Middle East, embracing Palestine and Syria, this officer held various appointments including A.CSO HQ1 Aust Corps and A.CSO HQ AIF (ME) in all of which he rendered outstanding and invaluable service under trying circumstances. Returning to Australia in March 1942 T/Cp. McKinlay was appointed CHO HQ3 Aust Corps at a time when Western Australia was under direct threat of enemy invasion. He was in January 1944 appointed CSO HQ Northern Territory Forces and in this appointment his organising ability was of such a uniformly high standard that in January 1945 he was appointed Asst SO-in C, Adv LHQ. He thereupon proceeded to Dutch New Guineas and subsequently to Morotai and was responsible for the Signals planning associated with the operations of the AIF in Borneo, the success of which has in large degree been due to his thorough planning and supervision, coupled with his tireless energy, organising ability and capacity to obtain loyal and efficient service from his subordinates. His courtesy and cheerfulness at all times have made him an inspiration to his staff and provided a stimulus to all ranks of the Aust Corps of Sigs.

Record of Service
WX3379 Honorary Colonel James Lumsden

	<p>McKinlay</p> <p>Enlisted in the 1st AIF at Blackboy Hill 25 August 1914.</p> <p>Embarked at Melbourne for service in the Middle East, Gallipoli and France with 1 Division Signal Company on HMAT Karroo 20 October 1914.</p> <p>Wounded 9 May 1915</p> <p>Promoted LCpl 18 November 1915</p> <p>Transferred to 4 Division Signal Company 9 March 1916</p> <p>Promoted Cpl 9 March 1916</p> <p>Promoted Sgt 9 March 1917</p> <p>Commissioned in the field 2 Lt 6 November 1917</p> <p>Promoted Lt 6 February 1918</p> <p>Returned to Australia on Czar/Dongala 23 March 1919</p> <p>Appointment terminated 14 July 1919</p> <p>Commissioned Lt (Militia) 1 July 1920 with service in Engineers, Signals and Infantry (44th Infantry Battalion)</p> <p>Called up for full time duty and appointed Chief Instructor W. Comd Training School 1 May 1940</p> <p>Promoted Maj 1 July 1940</p> <p>Appointed to 2nd AIF as 2IC Signals 8 Division 16 July 1940</p> <p>Promoted Lt Col 22 January 1941</p> <p>Embarked at Fremantle for service in the Middle East with Signals 9 Division 16 April 1941</p> <p>Transferred to 1 Aust Corps Sigs 26 May 1941</p> <p>Returned to Australia 17 February 1942 for service with the 3 Aust Corps as CSO 6 April 1942</p> <p>Promoted T Col 6 April 1942</p>		
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<p>Mary McKinlay</p>	<p>Transferred to HQ Norforce 19 April 1944 as CSO Service overseas in SWPA 17 February 1945 to 24 February 1946 with Adv LHQ and HQ Morotai Force as Asst So-in-C Transferred to Reserve Officers 22 March 1946 as Hon Col Placed on Retired List 14 June 1949 Appointed Col Comd W. Comd 5 July 1959 to 5 July 1964</p> <p>Decorations, Awards and Medals First World War Military Med 1914/15 Star British War Medal Victory Medal Anzac Commemorative Medallion Mentioned in Despatches</p> <p>Second World War Officer of the Order of the British Empire 1939/45 Star Africa Star Pacific Star Defence Medal Australian Service Medal</p> <p>CMF Efficiency Decoration</p> <p>Mary McKinlay, MBE (1921-1977) Mrs Mary McKinlay was a founding member of the Bassendean RSL Sub Branch Ladies Auxiliary and State President of the RSL Ladies Auxiliary for fifteen years. She received her MBE in 1948 and was married to Col. James McKinlay, OBE, MM and ED. She died in 1977 aged 82 years old.</p>			
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<p>Prime Ministers.</p>	<p>Suggested that the streets created in Lot 3 Morley Drive be named after the sixth and subsequent prime ministers – the first 5 names have been used.</p>		
<p>ROBINSON, Dudley</p>	<p>Former Deputy Mayor of Bassendean.</p> <p>Had two sons, Bruce and Ian, and one daughter.</p> <p>His son, the Rev Dr. Ian Robinson writes:</p> <p>Dad's parents were Stanley Fortescue and Dorothy Maude, further details elude my memory at the mo. My sister had it all at here fingertips and now it is in boxes.</p> <p>Robinson Road in Eden Hill was not named after the family, as it was there already when we were small. There are many 'Robinson Road' throughout WA, some I believe named after Governor Robinson (no relation) and some possible named after many and various of my forebears who were very early settlers and the first to pioneer in Brookton, then Roebourne, Bellevue and Yealering (to my knowledge).</p> <p>My father's contribution to Bassendean was simply enormous, though the shire/town councils and RSL, Senior Citizens and the sporting clubs but he has never been honoured by the town with a plaque or a naming. We would be happy to see that addressed please.</p>		

ATTACHMENT NO. 3

AMENDMENT NO. 17 TO TOWN PLANNING SCHEME NO. 4A— SCHEDULE OF SUBMISSIONS

Proposal	Name and Address	Submission	Summary
<p>d) Deleting Lots 162 and 163 Anstey Road from area 'C' and include the land within area 'B'. (Residential to Open Space)</p> <p>e) Deleting a portion of Lot 271 Hamilton Street from area 'C' and include the land within area 'B'. (Residential to Open Space)</p>	<p>Bruce Keay Earlsferry Court</p>	<p>I <u>strongly oppose</u> the proposed movement of Lots 162 and 163 Anstey Street, and Lot 271 Hamilton Street being items 1 d) and 1 e) in the Amendment from a residential land use. I request that these items be withdrawn from the proposed amendment so that their <u>land use zoning remains residential.</u></p> <p>As a concerned resident I have for several years sought the closure of Scheme 4A as its major objectives have been achieved and it is a continuing administrative blight. The recent advice from Council Officers is that the Scheme is some \$800,000 in debt and if this land is rezoned to recreation the potential income will be forgone and the debt will need to be met from general Council revenue. These lands were originally envisaged as being residential, and are entirely suitable with minor remediation for residential, and sold to meet other scheme costs along with the lot contributions.</p> <p>I support the other parts of the amendment as they facilitate the closure of the scheme</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No 4A</p>
<p>d) Deleting Lots 162 and 163 Anstey Road from area 'C' and include the land within area 'B'. (Residential to Open Space)</p> <p>e) Deleting a portion of Lot 271 Hamilton Street from area 'C' and include the land within area 'B'. (Residential to Open Space)</p>	<p>I L Veale Bassendean Parade</p>	<p>I <u>strongly oppose</u> the proposed movement of Lots 162 and 163 Anstey Street and Lot 271 Hamilton Street, being items "1d)" and 1e)" in the Amendment, from residential land use zoning. I request that these items be withdrawn from the proposed Amendment so that their <u>land use zoning remains residential.</u></p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No 4A</p>

AMENDMENT NO. 17 TO TOWN PLANNING SCHEME NO. 4A— SCHEDULE OF SUBMISSIONS

		<p>As a concerned resident I have for many years sought the sale of land to eliminate its debts and the closure of Scheme 4A as its major objectives have been achieved and because it was an administrative blight.</p> <p>I am told that Scheme 4A is still some \$800,000 in debt and if this land is rezoned to Recreation the potential income (approximating the above amount) will be foregone and the debt will need to be met from general Council revenue; a hefty financial impost upon the Town of Bassendean. The original Scheme envisioned this land as residential lots able to be sold to recover the Scheme's debt. The land is entirely suitable for residential use (with minor remediation) and it stands to reason that if the residential zoning is retained the lots will be able to be sold to recover Scheme costs (the purpose for retaining the land as residential lots).</p>	
<p>d) Deleting Lots 162 and 163 Anstey Road from area 'C' and include the land within area 'B'. (Residential to Open Space)</p>	<p>Colin and Donna Chapman West Road Bassendean,</p>	<p>I wish to submit our opposition, as ratepayers in Bassendean, to the proposed rezoning of Lots 162 and 163 Anstey Street from residential to, we understand, Parks and Recreation as is proposed under Schemes 4a and 10, points 17 and 9 respectively.</p> <p>While we support having sufficient parks in the town, we believe it is more important to draw more people to the Town as residents and also remediate the current situation of having Scheme 4a in \$800,000 of debt, (as I am told).</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No 4A</p>

AMENDMENT NO. 17 TO TOWN PLANNING SCHEME NO. 4A— SCHEDULE OF SUBMISSIONS

		<p>The land can be sold to pay off this debt and retain some surplus funds rather than the debt burden, we assume, fall on the Town ratepayers.</p> <p>Please be advised that we the owners and ratepayers of 161 West Road Bassendean oppose the proposed amendments.</p> <p>We support the sale of lots 160, 161,162 and 163 Anstey Road as residential building land to remove the current debt incurred by the Town of Bassendean in Town Planning Scheme No 4A.</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No 4A</p>
<p>d) Deleting Lots 162 and 163 Anstey Road from area 'C' and include the land within area 'B'. (Residential to Open Space)</p>	<p>Bryan and Dorothy Magee West Road Bassendean</p>	<p>I oppose strongly the proposed zoning change from residential land use to Parks and Recreation of Lots 162 and 163 Anstey Street and Lot 271 Hamilton Street, per items "Id" and "If in the proposed Amendment. I support the submission of 12 June 2017 of Mr Ian Veale and request that items "Id" and "If be withdrawn from the proposed Amendment so that their land use zoning remains residential, for the reasons stated in Mr Veale's letter.</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No 4A</p>
<p>e) Deleting a portion of Lot 271 Hamilton Street from area 'C' and include the land within area 'B'. (Residential to Open Space)</p>	<p>L J Bawden West Road Bassendean</p>		

ATTACHMENT NO. 4

AMENDMENT NO. 9 TO LOCAL PLANNING SCHEME NO. 10 — SCHEDULE OF SUBMISSIONS

Proposal	Name and Address	Submission	Summary
<p>Proposal 4 - Rezoning Reserve 32920 Hamilton Street and the adjoining drainage reserves 178279, 29953 Reid Street from "Residential with a density code of R20" to "Parks and Recreation"</p>	<p>Assets Planning Group - Development Services Water Corporation</p>	<p>The Corporation advises the City that if the drain corridor must be rezoned, our preference is that it went to "Public Purposes - Drainage", as opposed to "Local Parks and Recreation". The Public Purpose reservation better reflects the drains primary purpose and operational value.</p> <p>A Local "Public Purposes" reservation is also consistent with the drainage corridor south of Reid St.</p>	<p>The Water Corporation would prefer that drainage reserves 178279, 29953 Reid Street be reserved for public Purposes Drainage as opposed to Local parks and recreation.</p>
<p>Proposal 6 - Lots 162 and 163 Anstey Road from "Residential with a density code of R25" to "Parks and Recreation"</p> <p>Proposal 10.-Rezoning Part Lot 271 Hamilton Street from "Residential with a density code of R20 and R25" to "Parks and Recreation</p>	<p>Bruce Keay Earlsferry Court</p>	<p>I strongly oppose the proposed movement of Lots 162 and 163 Anstey Street, and Lot 271 Hamilton Street being dot points 6 and 10 in the Amendment, from a residential land use zoning. I request that these items be withdrawn from the proposed amendment so that their land use zoning remains residential.</p> <p>This part of Amendment 9 is the carrying through of the proposed amendment to Local Planning Scheme 4A to which I have made a submission. As a concerned resident I have for several years sought the closure of Scheme 4A as its major objectives have been achieved and it is a continuing administrative blight.</p> <p>The retention of these lots as residential use will create lots for the new residents. Bassendean is required by the State Government for environmental reasons, and as an inner city municipality, to accommodate some 2,500 additional people and this land should be created towards meeting this requirement.</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No. 4A.</p>

AMENDMENT NO. 9 TO LOCAL PLANNING SCHEME NO. 10 — SCHEDULE OF SUBMISSIONS

<p>Proposal 6 - Lots 162 and 163 Anstey Road from "Residential with a density code of R25" to "Parks and Recreation"</p>	<p>Bryan and Dorothy Magee West Road Bassendean</p>	<p>The recent advice from Council Officers is that Scheme 4A is some \$800,000 in debt and if this land is rezoned to recreation the potential income will be forgone and the debt will need to be met from general Council revenue. These lands were originally envisaged as being residential, and are entirely suitable with minor remediation for residential, and sold to meet scheme costs. I support the other parts of the amendment as they tidy up many small issues prior to the coming major amendments.</p> <p>Please be advised that we the owners and ratepayers of 161 West Road Bassendean oppose the proposed amendments.</p> <p>We support the sale of lots 160, 161, 162 and 163 Anstey Road as residential building land to remove the current debt incurred by the Town of Bassendean in Town Planning Scheme No 4A</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No. 4A.</p>
<p>Proposal 6 - Lots 162 and 163 Anstey Road from "Residential with a density code of R25" to "Parks and Recreation"</p> <p>Proposal 10.-Rezoning Part Lot 271 Hamilton Street from "Residential with a density code of R20 and R25" to "Parks and Recreation</p>	<p>I L Veale Bassendean Parade</p>	<p>I strongly oppose the proposed movement of Lots 162 and 163 Anstey Street and Lot 271 Hamilton Street, being dot points "6" and "10" in the Amendment, from residential land use zoning. I request that these items be withdrawn from the proposed Amendment so that their <u>land use zoning remains residential.</u></p> <p>This part of the Amendment 9 is the carrying through of the proposed amendment to Local Planning Scheme 4A, to which I have made submission variously from time to time.</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No. 4A.</p>

AMENDMENT NO. 9 TO LOCAL PLANNING SCHEME NO. 10 — SCHEDULE OF SUBMISSIONS

<p>Proposal 6 - Lots 162 and 163 Anstey Road from "Residential with a density code of R25" to "Parks and Recreation</p>	<p>Colin and Donna Chapman West Road Bassendean,</p>	<p>As a concerned resident I have for many years sought the closure of Scheme 4A as its major objectives have been achieved and it is a continuing administrative blight.</p> <p>The retention of these lots as residential use will create lots for new residents to live in the Bindaring Park environment rather than restricting it just for those who have had previous Council involvement in this area. Bassendean is required by State Government, for environmental reasons, as an inner city municipality to accommodate some 2,500 additional people and this land should be created towards advancing this requirement.</p> <p>I am informed that Scheme 4A is still some \$800,000 in debt and if this land is rezoned to Recreation the potential income (approximating the above amount) will be foregone and the debt will need to be met from general Council revenue a hefty impost upon the Town of Bassendean. The original Scheme incorporated this land for residential use; the land being entirely suitable with minor remediation and able then to sold to recover Scheme costs.</p>	
		<p>I wish to submit our opposition, as ratepayers in Bassendean, to the proposed rezoning of Lots 162 and 163 Anstey Street from residential to, we understand, Parks and Recreation as is proposed under Schemes 4a and 10, points 17 and 9 respectively.</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No. 4A.</p>

AMENDMENT NO. 9 TO LOCAL PLANNING SCHEME NO. 10 — SCHEDULE OF SUBMISSIONS

		<p>While we support having sufficient parks in the town, we believe it is more important to draw more people to the Town as residents and also remediate the current situation of having Scheme 4a in \$800,000 of debt, (as I am told). The land can be sold to pay off this debt and retain some surplus funds rather than the debt burden, we assume, fall on the Town ratepayers.</p>	
<p>Proposal 6 - Lots 162 and 163 Anstey Road from "Residential with a density code of R25" to "Parks and Recreation" Proposal 10 - Rezoning Part Lot 271 Hamilton Street from "Residential with a density code of R20 and R25" to "Parks and Recreation"</p>	<p>L J Bawden West Road Bassendean</p>	<p>I <u>oppose strongly</u> the proposed zoning change from residential land use to Recreation of Lots 162 and 163 Anstey Street and Lot 271 Hamilton Street, per dot points "6" and "10" in the Amendment. I support the submission of 12 June 2017 of Mr Ian Veale and request that the items "6" and "10" be withdrawn from the proposed Amendment so that their land use zoning remains residential for the reasons stated in Mr Veale's letter.</p>	<p>Objection to the loss of residentially zoned land which could be sold by the Town to reduce the losses of the Town Planning Scheme No. 4A.</p>

ATTACHMENT NO. 5



Minister for Environment; Disability Services
Deputy Leader of the Legislative Council

Your Ref: DABC/BDVAPPS/2015-246; OLET-6649217
Our Ref: 62-01190

Mr Bob Jarvis
Chief Executive Officer
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

Document #: ILET-12202017
Date: 12.06.2017
Officer: BRIAN REED
File: DABC/BDVAPPS/2015-246



Dear Mr Jarvis

Thank you for your letter dated 1 May 2017 regarding the approval for the construction of a concrete batching plant at Clune Street in Bassendean.

I understand that you are seeking a review of the works approval granted by the Department of Environment Regulation (DER) to BGC (Australia) Pty Ltd on 19 January 2017.

Concrete batching plants can be a source of significant public concern, due to the possibility of health and amenity impacts from dust and noise emissions if not properly managed. On receipt of your letter I asked DER to provide me with an explanation of the decision-making that led to the grant of the works approval.

I am advised that the proposed premises at Clune Street have been the subject of a risk-based assessment carried out by DER. The assessment included consideration of the risks associated with noise and dust emissions from the premises, and concluded that those emissions could be acceptably managed with design and operation requirements and given the location of the premises within an industrial area, separated from residences by other industrial sites and a road and rail corridor. I have attached a copy of the works approval and DER's decision report for your information.

I am also advised that the operator of the premises will be required to construct and operate the facility in accordance with the requirements of the works approval and the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998* (Concrete Batching Regulations). Those regulations contain a number of requirements for the control of dust emissions, including a requirement that the plant must be operated in such a way that no visible dust escapes from the premises.

I am further advised that DER will continue to monitor the premises to ensure compliance with the works approval and the Concrete Batching Regulations.

I recognise the level of concern in the community around concrete batching plants. In this instance, in considering the works approval application by BGC (Australia) Pty Ltd, the Department did assess the risk associated with dust emissions, which I understand to be the principal concern of your constituents, and found that the risk can be acceptably managed. In the circumstances, it would not be appropriate for me to intervene in DER's regulatory functions.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Stephen Dawson', with a large circular flourish at the beginning and a horizontal line extending to the right.

Hon Stephen Dawson MLC
MINISTER FOR ENVIRONMENT

Att.

12 JUN 2017



Works Approval Number	W5986/2016/1	
Works Approval Holder	BGC (Australia) Pty Ltd	
Works Approval Holder ACN	005 736 005	
Registered business address	18 Mount Street PERTH WA 6000	
Address for notifications	PO Box 7223 CLOISTER SQUARE WA 6850	
Duration	Commencement date	Expiry Date
	23/01/2017	22/01/2020
Prescribed Premises	Category 77 – Concrete batching or cement products manufacturing	
Premises	BGC Clune Street 2 Clune Street BASSENDEAN WA 6054 Being Lot 105 on Diagram 62913 Certificate of Title Volume 2110 Folio 480	

This Works Approval is granted to the Works Approval Holder, subject to the following conditions, on 19/01/2017, by:

Date Signed: 19 January 2017

Danielle Eyre

Senior Manager – Industry Regulation (Resource Industries)

an officer delegated under section 20 of the Environmental Protection Act 1986 (WA)

Premises Description

The **Works Approval Holder** is proposing to construct a concrete batching plant at 2 Clune Street, Bassendean.

The **Works Approval Holder** will be carrying out activities at the Premises which fall within *Category 77 – Concrete batching or cement products manufacturing*, and as such the **Premises** are deemed Prescribed Premises under the **EP Act**.

Conditions

Environmental compliance

1. The **Works Approval Holder** must comply with the EP Act and all regulations prescribed under the EP Act applicable to the Premises including:
 - (a) The duties of an occupier under s 61;
 - (b) The duty to notify the CEO of discharges of waste under s 72; and
 - (c) Not causing, or doing anything that is likely to cause, an offence under the EP Act,except where the **Works Approval Holder** does something in accordance with a **Condition** which expressly states that a defence under s 74A of the **EP Act** may be available.

Premises

2. The **Works Approval Holder** must carry out the Works within the **Premises** in accordance with the requirements set out in Schedule 2.
3. This **Works Approval** applies to the **Premises** defined in the *Premises Description Table*, and as depicted in the Premises Map in Schedule 1.

Premises Description	
General Location	Legal land description, reserve or tenement
2 Clune Street Bassendean WA 6054	Lot 105 on Diagram 62913 Vol 2110 Folio 480

Location of Works

4. The **Works Approval Holder** must locate the Works generally in accordance with the Site Plan in Schedule 3 and the Stormwater Management Plan in Schedule 4.

Infrastructure and Equipment

5. Subject to Condition 7, at least 10 business days prior to the commencement of the Works, The **Works Approval Holder** must provide to the **CEO** engineering or building certification from a suitable qualified professional confirming that the detailed construction drawings and plans for the Works include each item of infrastructure or component of infrastructure specified in column 1 with the requirements specified in column 2, as set out in the Infrastructure Requirements Table below.
6. Subject to Condition 7, on completion of the Works, the **Works Approval Holder** must provide to the **CEO** engineering or building certification from a suitably qualified professional confirming each item of infrastructure or component of

infrastructure specified in column 1 with the requirements specified in column 2, as set out in the Infrastructure Requirements Table below have been constructed with no material defects.

7. The **Works Approval Holder** must not depart from the requirements specified in column 2 of the Infrastructure Requirements Table except:
- (a) where such departure does is minor in nature and does not materially change or affect the infrastructure; or
 - (b) where such departure improves the functionality of the infrastructure and does not increase risks to public health, public amenity or the environment;
- and all other Conditions in this **Works Approval** are still satisfied.
8. If Condition 7 applies, then the **Works Approval Holder** must provide the **CEO** with a list of departures which are certified as complying with Condition 7 at the same times, and from the same professional, as the certifications under Conditions 5 and 6.

Infrastructure Requirements Table	
Column 1	Column 2
Infrastructure	Requirements (Design and Construction)
Trafficable areas	Bitumised or paved yard with designated parking, buildings and equipment areas. Paved areas graded to direct water to stormwater and wastewater management systems.
Material Bins for the storage of sand and aggregate	Material Bins: <ul style="list-style-type: none"> - Four concrete above-ground bins, one each for 20mm aggregates, 10mm aggregates, 2mm aggregates and sand. - Three sided; dimensions of 3m high x 8.25m width each; and - Each fitted with a sprinkler system.
Feed Hopper	With an enclosed transfer point to conveyor.
Radial conveyor	Fully covered radial conveyor used to transport raw material from the Feed Hopper to the Overhead Feed Bins.
Overhead Feed Bins	Overhead Feed Bins equipped with a raised wind shield for dust control.
Cement Silos	Cement Silos: <ul style="list-style-type: none"> - Two 45 tonne cement silos integrated within the Batch Plant Body. - Designed in accordance with Regulation 8 of the <i>Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998</i>, including: <ul style="list-style-type: none"> • High and low level alarms for filling; • Overflow pressure relief valve; and • Visual instrumental monitoring cement filling operating from control room/office.

Infrastructure Requirements Table	
Column 1	Column 2
Infrastructure	Requirements (Design and Construction)
Baghouse	Designed in accordance with Regulation 7 of the <i>Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998</i> . Dust emissions concentration to be less than 50 mg/m ³ .
Concrete batching plant with incorporated computer system to control and monitor flow	Steelfields Major 60 design standalone mobile plant.
Slurry Waste Bins	Two below ground level Slurry Waste Bins: <ul style="list-style-type: none"> - Graded to allow collection of storm water and wash water ; - Concrete lined to ensure no discharge to the environment occurs; and - Total volume of approximately 60m³. Pipework and associated fittings to allow wastewater from the Slurry Waste Bins to be transported to the Water Tank.
Wet Waste Bins	Two above ground Wet Waste Bins: <ul style="list-style-type: none"> - Volume of approximately 90m³ combined; - Concrete walls and floor; and - Containing weir to allow overflow into Slurry Waste Bins.
Dry Waste Bin	One above ground Dry Waste Bin: <ul style="list-style-type: none"> - Volume of approximately 40m³; and - Concrete walls and floor.
Water Tank	A 50 000L tank used to store returned waste water from the Slurry Waste Bins.
Stormwater System	Designed in accordance with <i>Schedule 4 Storm Water Plan</i> including: <ul style="list-style-type: none"> • Settlement Chamber: <ul style="list-style-type: none"> - Located to collect stormwater runoff from the materials storage and handling area; - Concrete-lined and designed to remove suspended solids by sedimentation; - Have a treatment chamber designed for storage requirements based on a 1 in 1 year, 1-hour average recurrence interval (ARI) storm event; and - Designed to allow access by machinery to facilitate the removal of suspended solids. • Soakwells • Associated piping.

Records and Information

9. The **Works Approval Holder** must maintain accurate records including information, reports and data in relation to the Works.
10. All information and records required under this **Works Approval** must:
 - (a) be legible;
 - (b) if amended, be amended in such a way that the original and subsequent amendments remain legible or are capable of retrieval; and
 - (c) be retained for 6 years after the expiry of this **Works Approval**.

Reports

11. If requested by the **CEO** from time to time, the **Works Approval Holder** must provide the **CEO** with reports or information relating to the Works, the Premises or any condition in this **Works Approval** (including data from any monitoring conditions or environmental risk assessment studies).
12. Reports or information must be in such form as the **CEO** may require in a **CEO Request**.

Requests for Information

13. The **Works Approval Holder** must comply with a **CEO Request**, within 7 days from the date of the **CEO Request** or such other period specified in the **CEO Request**.

Definitions and Interpretation

Definitions

In this Works Approval, the following terms have the following meanings:

CEO Request means a request made by the CEO to the Works Approval Holder in writing, sent to the Works Approval Holder's address for notifications, as described at the front of this Works Approval, in relation to:

- (a) information, records or reports in relation to specific matters in connection with this Works Approval including in relation to compliance with any conditions and the calculation of fees (whether or not a breach of condition or the EP Act is suspected); or
- (b) reporting, records or administrative matters:
 - (i) which apply to all Works Approvals granted under the EP Act; or
 - (ii) which apply to specified categories of Works Approvals within which this Works Approval falls.

Condition means a condition to which this Works Approval is subject under s 62 of the EP Act.

discharge has the same meaning given to that term under the EP Act and, in relation to waste or other matter, includes deposit it or allow it to escape, or cause or permit it to be, or fail to prevent it from being, discharged, deposited or allowed to escape.

EP Act means the *Environmental Protection Act 1986 (WA)*.

EP Regulations means the *Environmental Protection Regulations 1987 (WA)*.

Premises refers to the premises to which this Works Approval applies, as specified at the front of this Works Approval and as shown on the map in Schedule 1 to this Works Approval.

Works Approval refers to this document, which evidences the grant of Works Approval by the CEO under s 57 of the EP Act, subject to the conditions.

Works Approval Holder refers to the occupier of the Premises being the person to whom this Works Approval has been granted, as specified at the front of this Works Approval.

Interpretation

In this Works Approval:

- (a) the words 'including', 'includes' and 'include' will be read as if followed by the words 'without limitation';
- (b) where any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
- (c) where tables are used in a Condition, each row in a table constitutes a separate Condition; and
- (d) any reference to an Australian or other standard, guideline or code of practice in this Works Approval means the version of the standard, guideline or code of practice in force at the time of granting of this Works Approval and includes any amendments to the standard, guideline or code of practice which may occur from time to time during the course of the Works Approval.

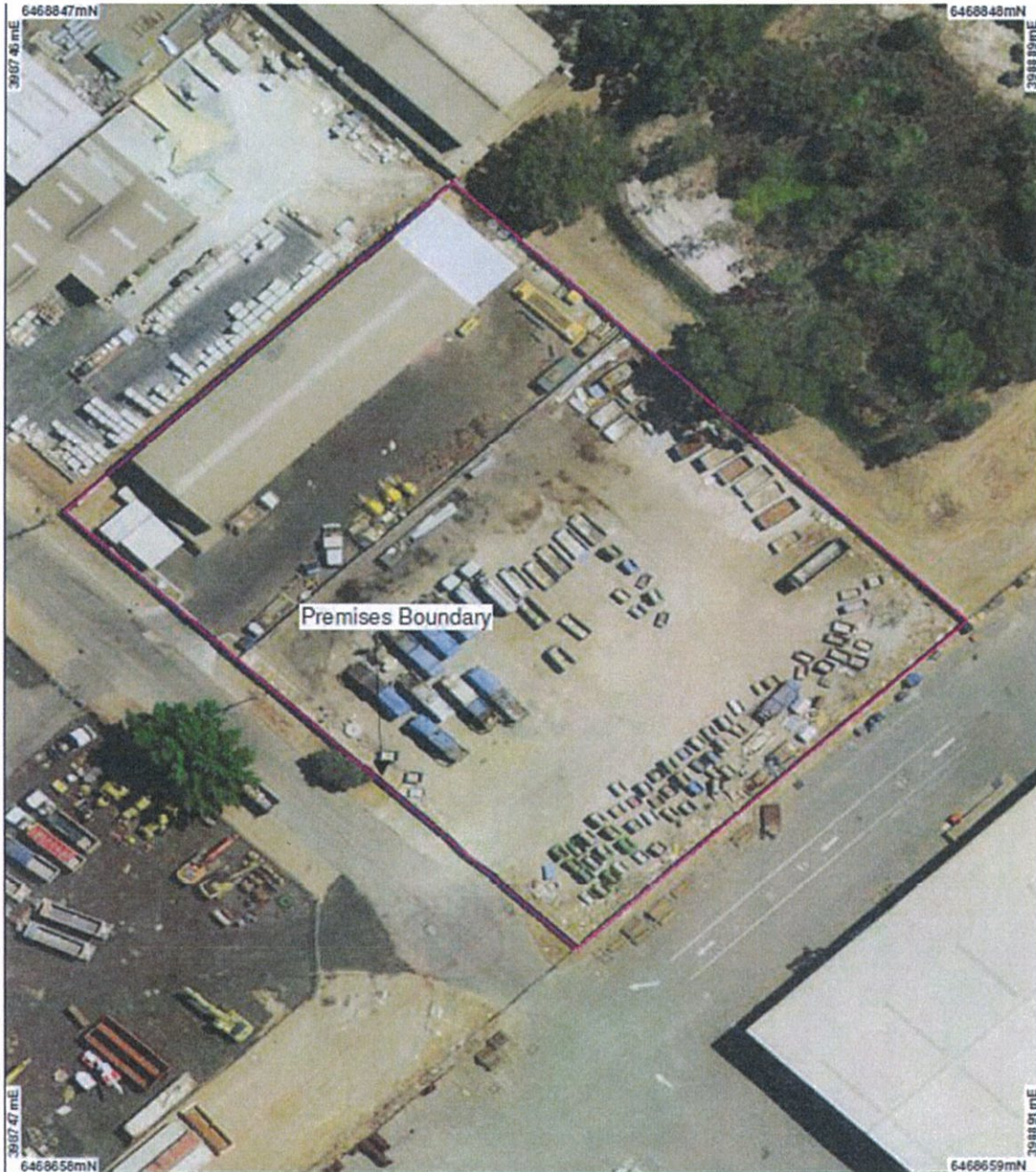
Schedule 1: Maps

Site Location Map



Premises Map

The *Premises* are shown in the map below. The pink line depicts the boundary to the *Premises*.

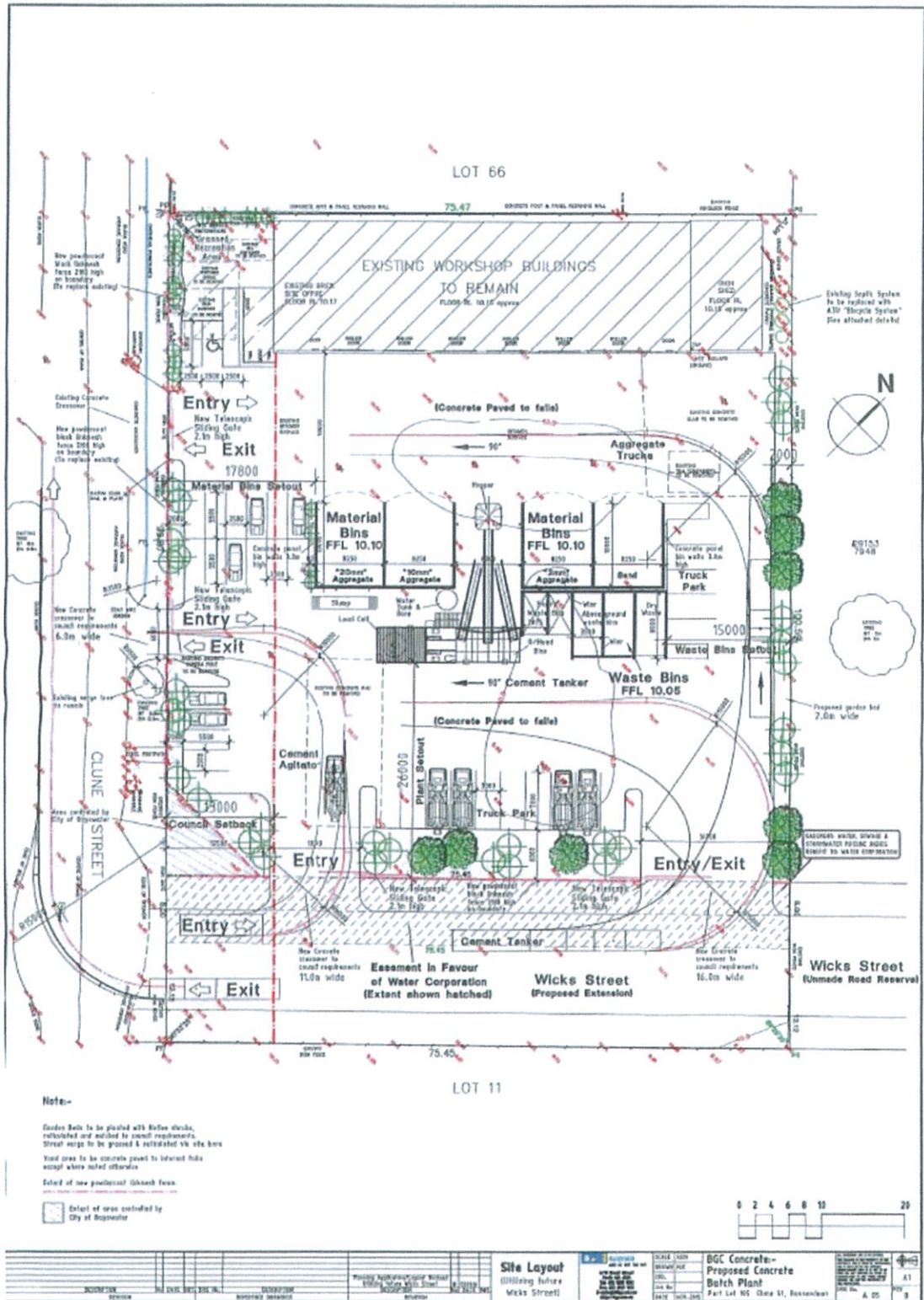


Schedule 2: Works

The Works to be carried out on the Premises are specified in the table below:

Item	Works	Specifications/Drawings
1	Site works and construction of remaining paving.	BGC (Australia) Pty Ltd works approval application and supporting documentation received 26 August 2016 and supporting documentation received 30 September 2016. Site Stormwater Management Plan from David Wills and Associates Consulting Engineers date 18 November 2016.
2	Delivery and positioning of mobile concrete batching plant including overhead feed bins, cement silos, feed hopper and radial conveyor.	
3	Construction of stormwater management system including Settlement Chamber, soak wells and associated piping.	
4	Construction of concrete below ground Slurry Waste Bins, and above ground Wet Waste Bins and Dry Waste Bins.	

Schedule 3: Site Plan





Application for Works Approval

Division 3, Part V *Environmental Protection Act 1986*

Applicant:	BGC (Australia) Pty Ltd
ACN:	005 736 005
Works Approval Number:	W5986/2016/1
File Number:	DER2016/001753
Premises:	BGC Concrete (Bassendean) Lot 105 on Diagram 62913 Certificate of Title Volume 2110 Folio 480 Being 2 Clune Street BASSENDEAN WA 6054
Date of report:	19 January 2017
Status of Report	Final

Table of Contents

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Definitions of terms and acronyms	v
1. Purpose and Scope of Assessment	1
2. Background	1
3. Overview of premises	1
3.1 Infrastructure	1
3.2 Operational Aspects	2
3.2.1 Overview	2
3.2.2 Raw material delivery	3
3.2.3 Hopper and material feeding	3
3.2.4 Cement storage	3
3.2.5 Concrete manufacture	1
3.2.6 Waste management	1
3.2.7 Water management	1
4. Legislative Context	2
4.1 Part IV of the EP Act	2
4.1.1 Background	2
4.2 Contaminated Sites	2
4.3 Planning	2
4.4 Department of Water	2
4.5 Applicable Regulations, Standards and Guidelines	2
4.6 Part V of the EP Act	3
4.7 Assessment of operator	3
5. Consultation	3
6. Location and Siting	3
6.1 Siting Context	3
6.2 Residential and Sensitive Premises	4
6.3 Specified Ecosystems	4
6.4 Groundwater and water sources	5
6.5 Soil Type	5
6.6 Meteorology	5
6.6.1 Regional climatic aspects and temperature	5
6.6.2 Wind direction and strength	6
6.6.3 Rainfall	7
7. Risk Assessment	1
7.1 Confirmation of potential impacts	1

7.2	Risk Criteria.....	4
7.3	Risk Treatment.....	5
7.4	Risk Assessment – Dust.....	5
7.4.1	General Hazard Characterisation and Impact.....	5
7.4.2	Criteria for Assessment - NEPM.....	5
7.4.3	Applicant Controls	6
7.4.4	Key findings.....	7
7.4.5	Consequence	7
7.4.6	Likelihood of Consequence	8
7.4.7	Overall rating.....	8
7.5	Risk Assessment - Noise.....	8
7.5.1	General Hazard Characterisation and Impact.....	8
7.5.2	Criteria for Assessment	8
7.5.3	Applicant Controls	8
7.5.4	Consequence	9
7.5.5	Likelihood of Consequence	9
7.5.6	Overall rating.....	9
7.6	Risk Assessment – Wastewater and Stormwater	9
7.6.1	General Hazard Characterisation and Impact.....	9
7.6.2	Criteria for Assessment	9
7.6.3	Applicant controls	9
7.6.4	Key Findings	11
7.6.5	Consequence	11
7.6.6	Likelihood of consequence	11
7.6.7	Overall rating.....	11
7.7	Summary of Risk Assessment and Acceptability	11
8.	Determined Regulatory Controls.....	12
8.1	Summary of Controls.....	12
8.2	Specified Infrastructure and Equipment Controls.....	13
8.2.1	Dust infrastructure and equipment.....	13
8.2.2	Wastewater infrastructure and equipment	14
8.3	Specified Actions.....	15
9.	Setting Conditions	15
10.	Applicant’s Comments on Risk Assessment	16
11.	Conclusion	16
	Appendix 1: Key Documents	
	Appendix 2: Summary of Applicant’s Comments on Risk Assessment and Draft Conditions	

Appendix 3: Site Location Map

Attachment 1: Issued Works Approval W5986/2016/1

Definitions of terms and acronyms

Term	Definition
Category/Categories (Cat.)	Categories of prescribed premises described in Schedule 1 of the EP Regs
DER	Department of Environment Regulation
EP Act	means the <i>Environmental Protection Act 1986</i>
EP Regs	means the <i>Environmental Protection Regulations 1987</i>
Premises	As defined in the EP Act. Means residential, industrial or other premises of any kind whatsoever and includes land, water, and equipment
Prescribed Premises	Premises of the types listed in Schedule 1 of the EP Regs.
ToB	Town of Bassendean
DoW	Department of Water
SAT	means the State Administrative Tribunal, Western Australia

1. Purpose and Scope of Assessment

BGC (Australia) Pty Ltd submitted a Works Approval application on 26 August 2016, to construct and operate a concrete batching plant at Lot 105 on Diagram 62913 being 2 Clune Street, Bassendean.

2. Background

BGC (Australia) Pty Ltd (BGC) is a Western Australian privately owned group of companies with interests in residential and commercial construction and product supply.

BGC proposes to operate a concrete batching plant for residential and commercial supply of concrete for a *Category 77: concrete batching or cement products manufacturing* under the *Environmental Protection Regulations 1987*. The proposed premises in Bayswater will be constructed on land leased by BGC from Keppel Holdings Pty Ltd. The term of the lease is 10 years with an option to renew for another 10 years.

Table 1 describes the prescribed premises category and the infrastructure that will be constructed. The existing workshop buildings will be used to conduct office and workshop activities for the new business.

Table 1: Prescribed Premises Categories

Classification of Premises	Description	Estimated annual production	Schedule 1 Category Threshold
Category 77	Concrete batching or cement products manufacturing: premises on which cement products or concrete are manufactured for use at places or premises other than those premises.	192, 000 tonnes per year	100 tonnes or more per year

3. Overview of premises

3.1 Infrastructure

The facility infrastructure, as it relates to Category 77 activities, is detailed in Table 2, with reference to the Site Plan (attached in the issued Works Approval).

Table 2: BGC Facility Category 77 Infrastructure

	Infrastructure
	Prescribed Activity Category 77
1	Graded hardstand
2	Four raw material bins to store 20mm aggregate, 10mm aggregate, 2mm aggregate and sand, with 3m high concrete panel walls and 8.25m width.
3	A hopper with a covered inclined conveyor to overhead material feed bins.
4	Two above ground waste bins with weirs to separate silt and water and a separate dry waste bin. All waste bins are 8m by 3.6m.
5	Two slurry waste bins 5m by 2.8m each, with a 2.5m concrete panel walls on sides.

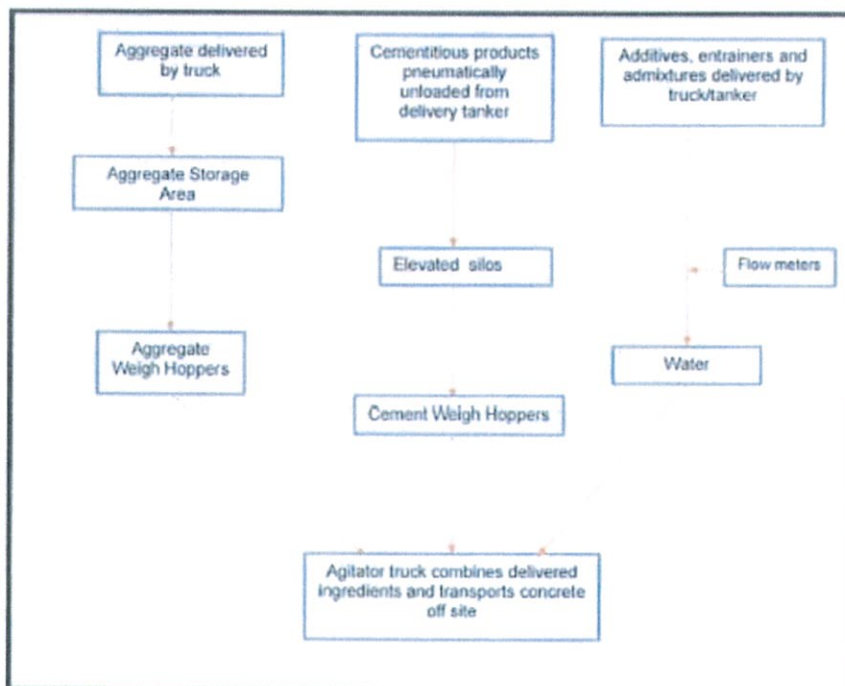
Infrastructure	
6	A slump area to suit 5m ³ and 7m ³ agitator trucks, with two-weekly clean out cycle.
7	Mobile Batching Plant
8	2 x 45 tonne cement storage silos integrated within the Mobile Batching Plant.
9	Additive storage tanks
10	Office/control room incorporated with a computer system to monitor production facility, cement silos levels, and storage bins and regulate admixture flow.
11	Site drainage including: <ul style="list-style-type: none"> • sedimentation chamber; • soakwells; • gullies; and • associated pipework.

3.2 Operational Aspects

3.2.1 Overview

The batching plant produces concrete and concrete products by mixing cement with sand, rock, aggregate and water. The mixture is combined in an agitator truck onsite and transported offsite for use. An overview of the process is presented in Figure 1. A site plan showing the layout of critical infrastructure is shown in Figure 3. The full site plan has been provided in Schedule 3 of the Works Approval document.

Figure 1: Schematic diagram of process



Source: BGC supporting documents – date 30 September 2016

3.2.2 Raw material delivery

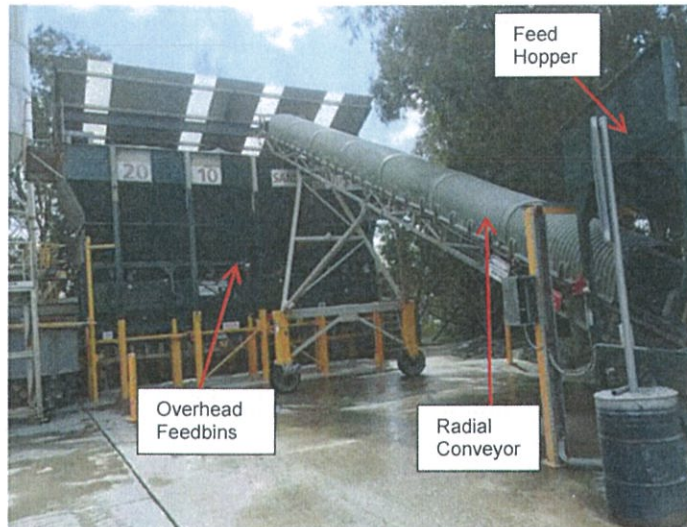
Raw materials (cement, sand, aggregate and various additives) are delivered to the premises by BGC Transport Service via the existing Clune Street entrance. The delivery trucks are fitted with tarpaulin covers that can be activated electrically or manually to cover the material to control dust emissions. In addition, aggregates and sand have been pre-moistened at source to further reduce dust emissions when unloading onsite.

The raw materials are tipped from the covered trucks directly into one of four Material Bins: 20mm aggregate, 10mm aggregate, 2mm aggregate and sand. Each three-sided material bin is fitted with a windshield and sprinklers to minimise fugitive dust emissions.

3.2.3 Hopper and material feeding

A front end loader is used to load pre-moistened aggregates and sand into the Feed Hopper. The Feed Hopper is connected to a Radial Conveyor which has the ability to be moved laterally and fill each Overhead Feed Bin individually (see Figure 2). The Radial Conveyor is fully enclosed and the Overhead Feed Bins are covered at the top.

Figure 2: A typical radial stacker and conveyor delivering to overhead feed bins



Source: BGC supporting documents – date 30 September 2016

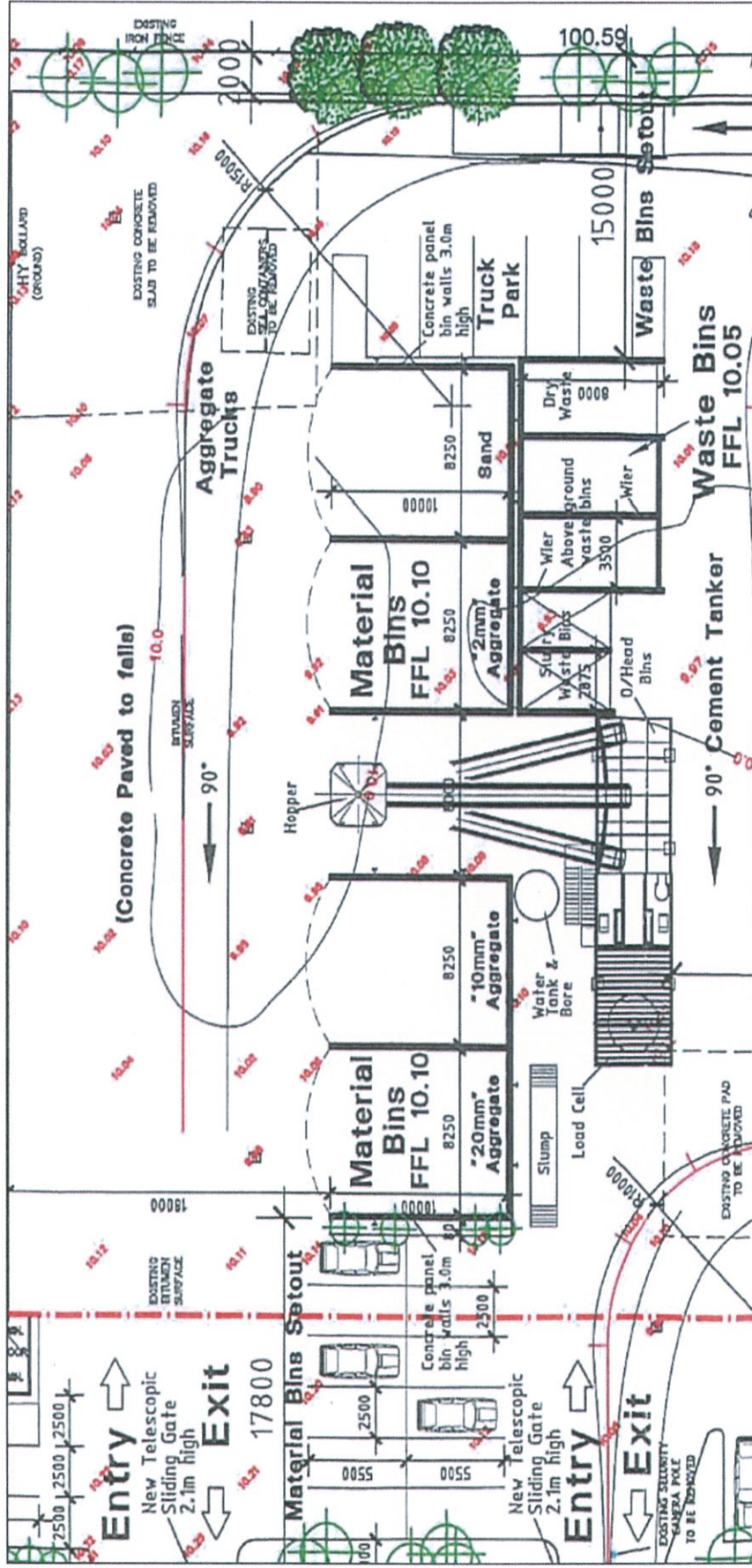
3.2.4 Cement storage

Cement used in the manufacturing process is delivered by cement tanker and stored in two 45-tonne Cement Silos housed within the batching plant body. The dry cement is pumped from the truck via a hose into the Cement Silo.

During filling of the Cement Silo, displaced air is passed through a baghouse to capture cement dust. For the proposal, cement silo filtration will use *Dustcotech* filters with an area of 34m² of filter medium. The operator will hold spare filter bags on site.

The cement silos will be fitted with high and low level alarms to prevent overfilling and visual instrumentation will be installed in the office/control room to inspect cement levels prior to filling.

Figure 3: Site layout showing critical infrastructure



Source: Site plan from BGC works approval application supporting documentation

3.2.5 Concrete manufacture

Agitator trucks will be used to prepare batches of concrete. As required, the concrete agitator trucks will reverse into the Load Cell and be loaded with weighed quantities of aggregate, sand, water and cement which have been dispensed using the automatic control system.

The concrete agitator trucks will then move to the Slump Area where water is added to adjust the workability of the concrete mixture; trucks are washed down before leaving the premises. The water used in the batching process is a mixture of bore water and partially cleaned process wastewater. The wastewater is stored in an above ground tank near the Slump Area. The additives are also stored in tanks which are connected to flow meters, enabling the batch water to be dosed for the correct amount of admixture prior to discharge to truck agitator.

A computer system is used to enable regulation of the automated production facility from the plant control room and office. The computer system is designed to monitor the operation of conveyors, material levels in silos, storage bins and admixture tanks.

3.2.6 Waste management

The Premises will use three types of bins to manage waste generated on site:

- 1) Two below ground Slurry Waste Bins to manage wash water and potentially contaminated stormwater;
- 2) Two above ground Wet Waste Bins to manage wet concrete waste; and
- 3) One above ground Dry Waste Bin to manage dry concrete waste.

Trucks are washed down in the Slump Area prior to leaving the premises. The wash water drains into two below ground Slurry Waste Bins, where concrete solids are allowed to settle. The partly clarified wastewater is pumped from the Slurry Waste Bins into the Water Tank for re-use in the process.

Saturated waste material collected from agitator trucks and sumps is temporarily stored in the above ground Wet Waste Bins. This waste material will be kept at 300mm below the top metal clad bin walls. The Wet Waste Bins are each equipped with a weir to allow water to overflow into the Slurry Waste Bins, prior to collection in the Water Tank and re-use in the concrete manufacturing process.

Dry solid concrete waste will be stored in the Dry Waste Bin. This material will be kept moist until it is disposed to licensed waste facilities.

3.2.7 Water management

Water for the concrete manufacturing process will be obtained from a combination of bore water and re-used process water. Recycled process water is contained in a Water Tank located near the Slump Area.

The site is fully paved and graded to ensure that stormwater is directed to the appropriate infrastructure based on its contamination risk. Specifically, the site is graded to separate stormwater as indicated below. (See Works Approval Schedule 4 for plan of stormwater disposal infrastructure).

1. Clean stormwater, including runoff from the roof of the existing building, is directed towards the Clune Street boundary where a series of soakwells are located.
2. Stormwater runoff from the central lot area is directed via drainage gullies to a Settlement Chamber prior to discharge to on-site soak wells. The Settlement Chamber has been sized to remove cement fine suspended solids. Flows up to a 1 in 1 year ARI storm event can be treated.
3. Stormwater potentially contaminated with cement dust and wash water generated in the

Slump Area is directed to the concrete-lined Slurry Waste Bins for recycling into the process.

4. Legislative Context

4.1 Part IV of the EP Act

4.1.1 Background

The proposal was referred by the Applicant to the EPA for consideration of potential environmental impact under Part IV of the EP Act. EPA determined that the environmental impact of the proposal was not so significant as to require assessment by the EPA and issued a notice under s39A93), dated 18 July 2016 (reference number CMS16122).

4.2 Contaminated Sites

The proposed site has not been classified under the *Contaminated Sites Act 2003*.

4.3 Planning

Development approval was granted by the State Administrative Tribunal (SAT) on 5 December 2016, subject to conditions. The Delegated Officer noted planning approval included the following conditions:

- Operation in accordance with the *Waste and Dust Management Plan* and the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*;
- Operating hours restricted to 6 am to 6pm Monday to Saturday (public holidays excluded), however no front end loader may operate prior to 7am;
- annual facility output limited to 105,300m³;
- Average daily production limit (350m³) and maximum daily production limit (375m³) including reporting to the Town of Bassendean;
- fugitive dust management controls; and
- wash down water management.

4.4 Department of Water

The premises was issued with licence GWL 182137(1) by Department of Water (DoW) on 20 January 2016 to allow abstraction of groundwater from the Swan superficial aquifer.

4.5 Applicable Regulations, Standards and Guidelines

- *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*
- Guidance Statement: Regulatory Principles (July 2015)
- *Guidance Statement: Environmental Standards* (September 2016)
- *Guidance Statement: Land Use Planning* (October 2015)
- *Guidance Statement: Licensing and Works Approvals Process* (August 2016)

- *Guidance Statement: Setting Conditions* (October 2015)
- *Regulatory Complaints Policy* (July 2013)
- *Enforcement and Prosecution Policy* (July 2013)
- *Environmental Protection (Noise) Regulations 1997*
- *Environmental Protection (Unauthorised Discharges) Regulations 2004*
- *Environmental Protection (Controlled Waste) Regulations 2004*

4.6 Part V of the EP Act

BGC has applied for a works approval to construct a concrete batching facility at 2 Clune Street, Bassendean. The facility is a Category 77 prescribed premises, as outlined in schedule 1 of the Environmental Protection Regulations 1987.

4.7 Assessment of operator

The applicant holds thirteen registrations for Category 77 premises in Western Australia. While there have been occasional complaints, there are no outstanding issues relating to concrete batching plants operated by the applicant in DER's Incidents and Complaints Management System (ICMS).

5. Consultation

The application was advertised in the *West Australian* on Monday 19 September 2016. Letters were sent to the Town of Bassendean and a neighbour with a direct interest who resides within 500m of the proposed premises.

The Town of Bassendean replied in a letter received on 13 October 2016 advising that the application would most likely be supported subject to compliance with the relevant regulations and final planning conditions. DER was advised that planning approval was to be the subject of a SAT hearing.

The Delegated Officer wrote to the Applicant on the 23 November 2016 advising of the intent to grant a works approval, subject to conditions, and provided draft copies of the works approval and Decision Report. The Delegated Officer advised the Applicant that in accordance with DER's *Guidance Statement: Land use planning*, the works approval would not be granted until the relevant planning approvals are in place and put the Application on hold. The SAT granted planning approval on 5 December 2016, subject to conditions.

6. Location and Siting

6.1 Siting Context

The Premises is located in Bassendean, approximately 10 kilometres east of Perth CBD. The Premises is situated within an industrial area. The Premises occupies a land area of 7563 m², of which 7514m² falls within the City of Bassendean and 49m² falls within City of Bayswater; there are no buildings proposed for the section of the Lot that falls within the City of Bayswater. The Premises is located in an area zoned "general industry" under the Local Planning Scheme 10.

The nearest residential properties are in the suburb of Ashfield, approximately 430m south-east and separated from the premises by Guildford Road, Railway Parade and Midland train line. A large parcel of land is located to the south of the Premises, at approximately 120m

distance. This parcel of land is subject to future development; at the time of this decision document the development status was unknown.

A map of the site location is provided in Figure 4.

Figure 4: Site location map



6.2 Residential and Sensitive Premises

The distance to residential and sensitive receptors is listed in Table 3.

Table 3: Receptors and distance from prescribed activity

Residential and Sensitive Premises	Distance from Prescribed Activity
Residential Premises	430 metres south-east of the Premises – suburb of Ashfield
Noise sensitive receptors	430 metres south-east of the Premises – suburb of Ashfield and other industries adjacent to the Premises

6.3 Specified Ecosystems

There are no surface water bodies or threatened ecological communities within 1 kilometre of the premises.

6.4 Groundwater and water sources

The premises is located over a superficial aquifer, with the depth to ground water being approximately 10m below ground level. The groundwater is considered to be marginally saline with 500-1000mg/L TDS. The information presented in Table 4 was extracted from the Groundwater Atlas (*Department of Water – 2016*).

Table 4: Groundwater and water sources

Groundwater and water sources	Distance from Premises	Environmental Value
Groundwater resource in the subject area is known as Perth-Superficial Swan.	Depth to groundwater encountered at approximately 10 metres. The Premises is licensed to construct a bore on the Premises as per Department of Water's Guidelines.	Groundwater is considered marginally saline and water is not potable. Groundwater system linked to Swan River.
A surface waterbody Swan River - managed in accordance with the <i>Swan and Canning Rivers Management Act 2006</i>	Swan River is located 1.2 kilometres east of the Premises.	The Swan River is ecologically important to Perth region for both its aesthetic and environmental benefits.

Groundwater licence GWL182137(1) from DoW allows the Premises to extract up to 45,000 kilolitres of groundwater per annum.

6.5 Soil Type

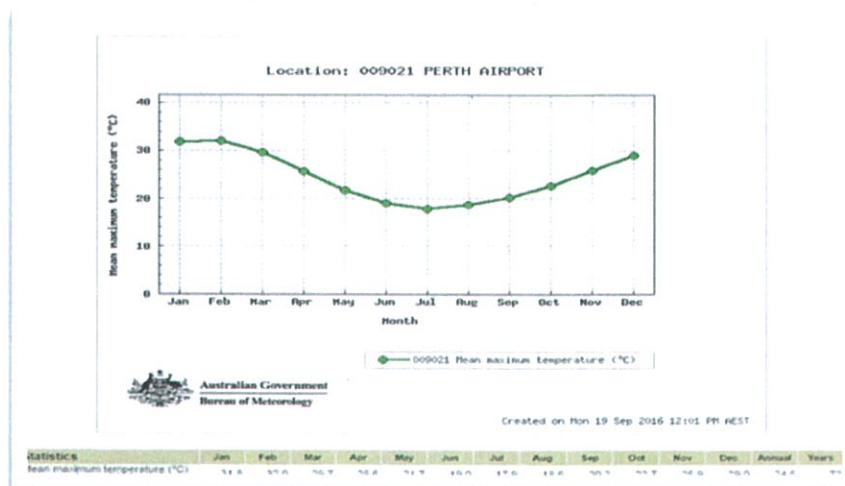
The soil type in the area is considered to be Bassendean sand which is mainly quartz sand with the poor water retention capacity. The soil type is thought to be mostly leached and infertile (*Earth Science Western Australia accessed 19 September 2016*).

6.6 Meteorology

6.6.1 Regional climatic aspects and temperature

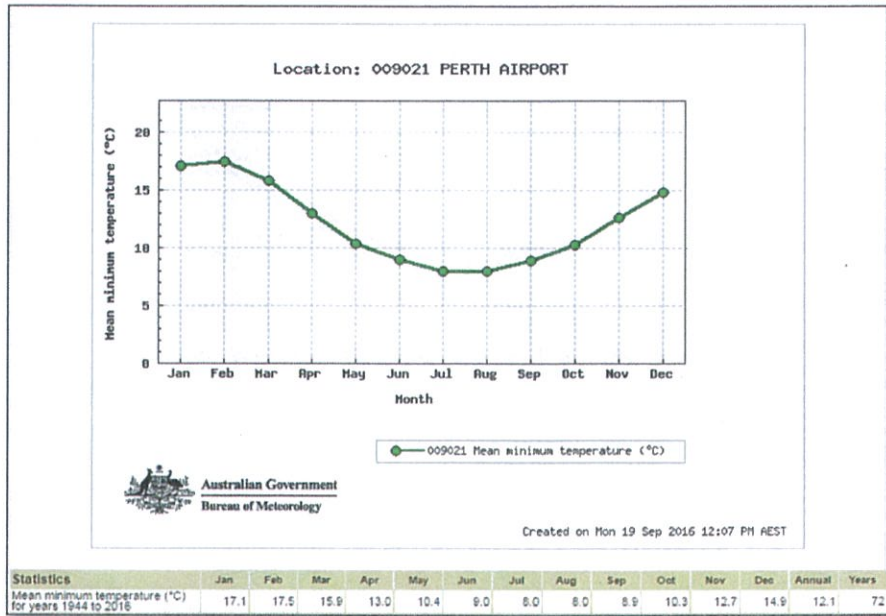
The nearest weather station is located at Perth Airport and the mean maximum and minimum day time temperature data is presented in Figure 5 and Figure 6.

Figure 5: Mean Monthly Maximum Temperatures



Source: Bureau of Meteorology accessed 19 September 2016.

Figure 6: Mean Monthly Minimum Temperatures

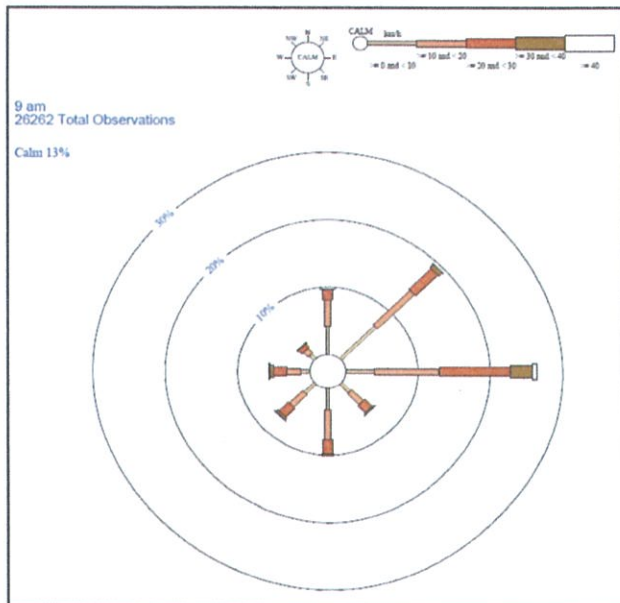


Source: Bureau of Meteorology accessed 19 September 2016.

6.6.2 Wind direction and strength

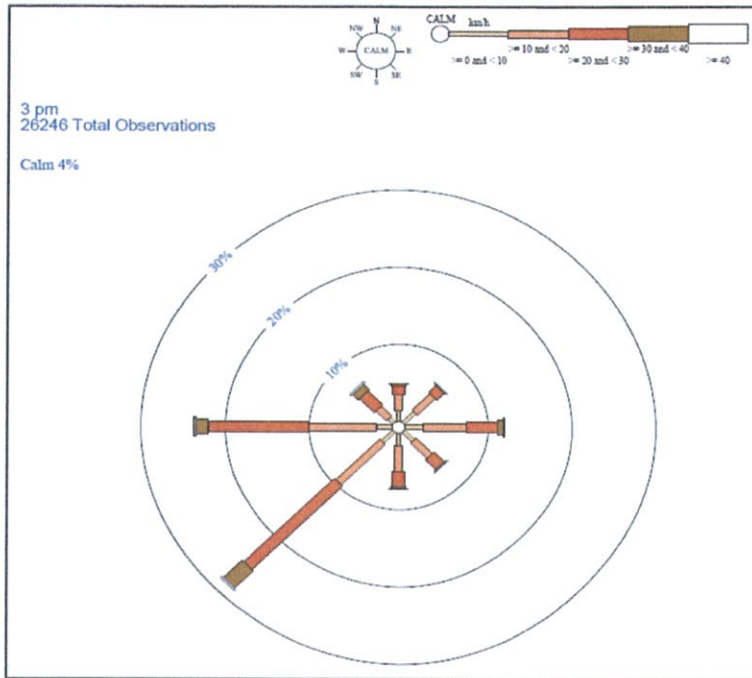
The 9am annual wind rose for Perth is shown in Figure 7 and the 3pm wind rose is depicted in Figure 8.

Figure 7: 9am Wind Rose based on Perth Airport data



(Sourced: Bureau of Meteorology – Australian Government: accessed 19 September 2016)

Figure 8: 3 pm Wind Rose based on Perth Airport data

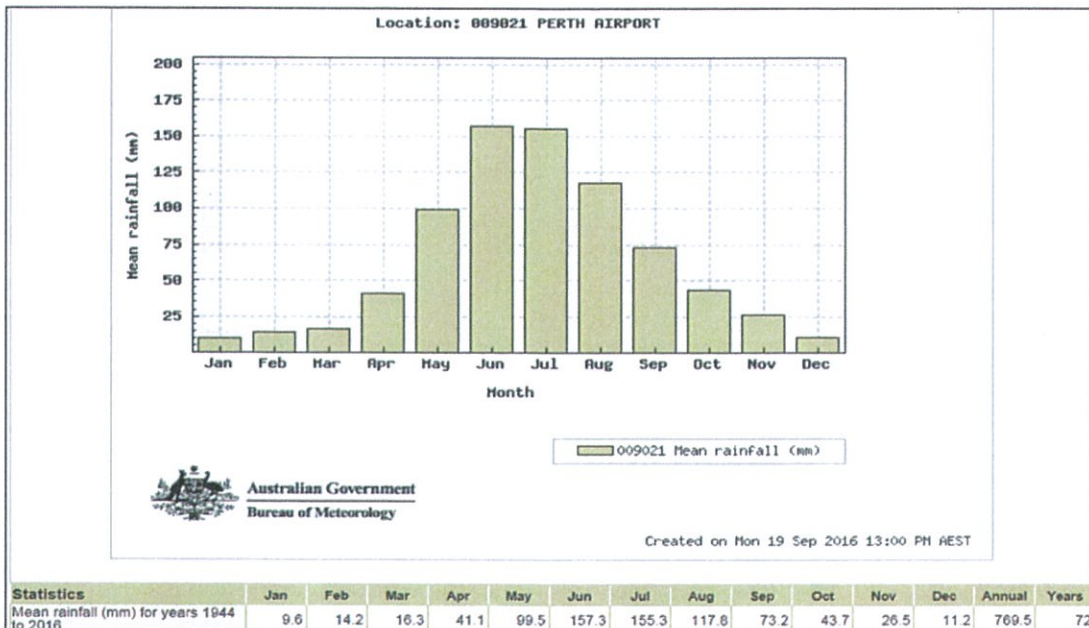


(Sourced: Bureau of Meteorology – Australian Government: accessed 19 September 2016)

6.6.3 Rainfall

The mean monthly rainfall data generated from the Perth Airport station is presented in Figure 9.

Figure 9: Perth Airport monthly average rainfall



Source: Bureau of Meteorology – Australian Government: accessed 19 September 2016

7. Risk Assessment

7.1 Confirmation of potential impacts

Identification of key potential emissions, pathways, receptors and confirmation of potential impacts are set out in Table 5 and Table 6.

Table 5: Identification of key emissions during construction

Source (see Section 3.1 for infrastructure references)		Potential Emissions	Potential Receptors	Potential Pathway	Potential Impacts	Continued to detailed risk assessment?	Reasoning
Construction, mobilisation and positioning of infrastructure	Vehicle movements on unsealed access roads	Noise	Residential receptors approximately 430m south-east	Air / wind dispersion	Amenity impacts	No	The Delegated Officer considers that the separation distance between the source and potential receptors is sufficient and the activity will be carried out in an established industrial area. Construction will occur over a short period.
		Dust			Amenity/health impacts	No	The premises is located within an industrial area and most of the existing site is paved or bituminised. The Delegated Officer considers that dust impacts will be minimal and short-term in duration.
	Construction of new buildings, plant and infrastructure	Noise	Residential receptors approximately 430m south-east	Air / wind dispersion	Amenity impacts	No	The premises is located in an industrial area. The Delegated Officer considers that Railway Parade, Guildford Road and Midland Train line provide a physical barrier between the premises and the nearest residential receptors.
		Dust			Amenity/health impacts	No	The premises is located within an industrial area and most of the existing site is paved or bituminised. The Delegated Officer considers that dust impacts will be minimal and short-term in duration.

Table 6: Identification of key emissions during operation

Source (see Section 3.2 for infrastructure references)		Potential Emissions	Potential Receptors	Potential Pathway	Potential Impacts	Continued to detailed risk assessment?	Reasoning
Delivery and storage of raw materials	Transportation/delivery of raw material by trucks	Noise	Residential receptors approximately 430m south-east	Air / wind dispersion and the use of common access designated roads	Potential amenity/ health impacts	No	The premises is located within an industrial area. The nearest residential receptors are separated from the premises by Railway Parade, Guildford Road and Midland Train line. The Delegated Officer considers that this provides a physical barrier for noise impacts.
	Storage of raw material includes sand, aggregates and cement	Dust	Residential receptors approximately 430m south-east	Air / wind dispersion	Potential amenity/ health impacts	Yes	See section 7.4.
Concrete batching plant	Raw material feed and mixing includes sand, aggregates, cement and water	Dust	Residential receptors approximately 430m south-east	Air / wind dispersion	Potential amenity/ health impacts	Yes	See section 7.4
		Noise	Residential receptors approximately 430m south-east	Air / wind dispersion	Potential amenity/ health impacts	Yes	See section 7.5
	Mixing of cement products in agitator trucks	Dust	Residential receptors approximately 430m south-east	Air / wind dispersion	Potential amenity/ health impacts	No	The finished final product is moist/wet and in slurry form and loaded onto agitator trucks. The Delegated Officer considers dust impacts to be negligible.
		Noise	Residential receptors approximately 430m south-east	Air / wind dispersion	Potential amenity/ health impacts	Yes	See section 7.5

	Potential Emissions	Potential Receptors	Potential Pathway	Potential Impacts	Continued to detailed risk assessment?	Reasoning
Waste water run off	Contaminated wastewater runoff	Groundwater and surface water	Land contour and through soil profile into groundwater	Contamination due to alkaline material such as cement or other substances (eg. Hydrocarbons from truck washdown).	Yes	See section 7.6
Stormwater	Stormwater runoff contaminated with cement and other substances	Groundwater and surface water	Land contour and through soil profile into groundwater	Contamination due to alkaline material such as cement	Yes	See section 7.6

7.2 Risk Criteria

During the assessment the risk criteria in Table 7 below will be applied to determine a risk rating set out in Section 7.4 and Section 7.6.

Table 7: Risk Criteria

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	High

Likelihood		Consequence		
The following criteria has been used to determine the likelihood of the risk / opportunity occurring.		The following criteria has been used to determine the consequences of a risk occurring:		
			Public Health	Ecosystem/ Environmental
Almost Certain	The event is expected to occur in most circumstances	Severe	<ul style="list-style-type: none"> Loss of life Exposure to hazard with permanent prolonged adverse health effects expected to large population Health criteria is significantly exceeded 	<ul style="list-style-type: none"> Irreversible impact to significant high value or sensitive ecosystem expected Irreversible and significant impact on a wide scale Total loss of a threatened species expected Ecosystem criteria is significantly exceeded
Likely	The event will probably occur in most circumstances	Major	<ul style="list-style-type: none"> Exposure to hazard with permanent prolonged adverse health effects expected to small population Significant impact to amenity for extended periods expected to large population Health criteria is exceeded 	<ul style="list-style-type: none"> Long-term impact to significant high value or sensitive ecosystem expected Long-term impact on a wide scale Adverse impact to a listed species expected Ecosystem criteria is exceeded
Possible	The event could occur at some time	Moderate	<ul style="list-style-type: none"> Exposure to hazard with short-term adverse health effects expected requiring treatment Impact to amenity expected for short periods to large population Health criteria is at risk of not being met 	<ul style="list-style-type: none"> Minor and short-term impact to high value or sensitive ecosystem expected Off-site impacts at a local scale Ecosystem criteria is at risk of not being met
Unlikely	The event is unlikely to occur	Minor	<ul style="list-style-type: none"> Exposure to hazard with short-term adverse health effects expected Impact to amenity expected for short periods to small population Health criteria are likely to be met 	<ul style="list-style-type: none"> Moderate to minor impact to ecosystem component (physical, chemical or biological) Minor off-site impacts at a local scale Ecosystem criteria are likely to be met
Rare	The event may only occur in exceptional circumstances	Insignificant	<ul style="list-style-type: none"> No detectable impacts to health No detectable impacts to amenity Health criteria met 	<ul style="list-style-type: none"> None or insignificant impact to ecosystem component (physical, chemical or biological) expected with no effect on ecosystem function Ecosystem criteria met

7.3 Risk Treatment

DER will treat risks in accordance with the Risk Treatment Matrix below:

Table 8: Risk Treatment

Risk Rating	Acceptability	Treatment
Extreme	Unacceptable.	Risks will not be tolerated. DER will refuse proposals.
High	Acceptable subject to primary and secondary controls.	Risks will be subject to multiple regulatory controls including primary and secondary controls. This will include both outcome-based and management conditions.
Moderate	Acceptable, generally subject to primary controls.	Risks will be subject to regulatory controls with a preference for outcome-based conditions where practical and appropriate.
Low	Acceptable, generally not requiring controls beyond the proponents controls.	Risks are acceptable and will generally not be subject to regulatory controls.

7.4 Risk Assessment – Dust

7.4.1 General Hazard Characterisation and Impact

Dust may be generated by activities associated with the Material Bins, Cement Silos and Feed Hopper. Dust may be generated when raw materials (aggregates and sand) are transferred from the delivery trucks to the Material Bins, or when cement is transferred from the cement tanker to the Cement Silos. Further fugitive dust emissions may occur during storage.

Dust can be carried by the wind, uplifted by wind gust and vehicle movements. Dust generation can potentially affect the nearest /sensitive receptors. The sensitive receptors are located in the suburb of Ashfield along Guildford Road.

Exposure to dust can cause irritation, visibility issues, and deposition on neighbouring infrastructure causing amenity impacts.

7.4.2 Criteria for Assessment - NEPM

The Australian *National Environmental Protection Council* has developed national ambient air quality standards as per National Environmental Protection Measures (NEPM) for ambient air quality. The NEPM standard includes six key air pollutants to which most Australians can potentially be exposed. The six pollutants described in the NEPM standards are carbon monoxide, ozone, sulfur dioxide, nitrogen dioxide, lead and particulate matter.

Accordingly, NEMP air quality criteria is applicable to assess/determine air quality within the subject area in reference to dust/particulate matter. The NEPM sets ambient particles as PM₁₀ being 50µg/m³ over one day averaging period with the maximum allowable exceedance not more than 5 days a year.

7.4.3 Applicant Controls

The Applicant has proposed a range of controls for dust management which have been included in the Dust Management Plan provided as supporting information for their works approval application. Key controls are presented in Table 9 below.

Table 9: Applicant infrastructure controls for fugitive dust emissions

Infrastructure/Activity	Infrastructure Details	Operational Details	Reference to Works Approval Plan (Schedule 3)
Trafficable areas	Sealed /paved roads.	Maximum speed of at 20 km per hour is to be observed.	Site Plan
Delivery trucks	Trucks to be fitted with tarpaulins	Raw materials are pre-moistened at the quarry. Tarpaulins will be lowered during tipping.	Site Plan
Storage area for raw materials	<p>Sand and Aggregate:</p> <p>Three sided bins with wind shields will be used.</p>	<p>Bins are not filled beyond the height of the walls and materials is sprayed with sprinklers for dust suppression</p> <p>Additional water truck to wet the grounds.</p>	Site Plan
	<p>Cement Silos:</p> <p>Two 45-tonne cement storage silos to be installed in an enclosed building.</p> <p>Visual instrumentation such as cameras to be installed for inspection prior to silo filling.</p> <p>Dustotech vacuum system at the point of cement loading to direct cement fines back to silos, relief valves on the filters.</p> <p>Silos to be equipped with reverse pulse baghouse system with a 28 filter cartridge dust extractor unit.</p> <p>High level alarms to be installed to prevent overfilling.</p> <p>Overflow pipes to be installed and directed within 1m of the ground.</p>	<p>Replacement of cement filters on six monthly basis.</p> <p>Collected dust from the unit is returned to silos for re-use.</p>	The silos are within the Batching Plant on the Site Plan.

Infrastructure/Activity	Infrastructure Details	Operational Details	Reference to Works Approval Plan (Schedule 3)
Transfer and weighing of raw materials	Feed Hopper	Aggregates loaded into the feed hopper are pre-moistened at the quarry	Site Plan
	Movable Radial Conveyor is enclosed. Transfer point between Feed Hopper and Radial Conveyor is enclosed.	--	Site Plan
	Overhead Feed Bins are covered to prevent dust emissions when transferring material into bins at height.	--	Site Plan
Concrete agitator trucks	Concrete agitator trucks are fully enclosed.	Agitator trucks are loaded in enclosed load cell.	Load Cell on Site Plan
Waste Bins	Two Wet Waste Bins and one Dry Waste Bin, with a total volume of 130m ³ . Wet Waste Bins each equipped with a weir to allow overflow of water from Wet Waste Bins to Slurry Waste Bins.	Material in Dry Waste Bin will be kept moist until removed from the premises. Overfilling prevented by maintaining waste level at least 300mm below the top of the bin.	Site Plan

7.4.4 Key findings

The Delegated Officer has reviewed the information regarding the dust emission impacts from the premises and has found:

1. Dust emissions from the premises have the potential to cause limited impact;
2. Operational controls implemented by the Applicant are satisfactory; and
3. Premises is subject to the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*.

7.4.5 Consequence

Based upon operational controls at the premises, proximity of receptors, and surrounding land use, the Delegated Officer has determined that dust may cause off-site impacts at a local scale.

Therefore, the Delegated Officer considers the consequence to be **Moderate**.

7.4.6 Likelihood of Consequence

Based upon information provided in the application and operator controls, the Delegated Officer has determined that consequence is unlikely to occur considering operator controls.

Therefore, the Delegated Officer considers the likelihood to be **Unlikely**.

7.4.7 Overall rating

The Delegated Officer has compared the consequence and likelihood ratings described above to the Risk Matrix (Table 7) and determined that the overall risk rating for dust emissions impact on sensitive receptors during operation is **Moderate**.

7.5 Risk Assessment - Noise

7.5.1 General Hazard Characterisation and Impact

Generation of noise from a concrete batching plant is expected due to movement of vehicles (80-100 vehicles per day transporting product offsite), mixing of material in concrete agitators, and the operation of other plant and equipment such as pumps, power equipment and material handling.

As discussed in Section 6.2, sensitive residential receptors are located approximately 430m south-east from the proposed premises. Railway Parade, Guildford Road and the Midland train line, all sources of noise themselves, separate the two areas, potentially providing a buffer against noise impacts from the proposed premises.

7.5.2 Criteria for Assessment

The applicant has not undertaken noise modelling or demonstrated that total sound power level for all sources on site during daytime at sensitive receptors would be acceptable. The Delegated Officer has determined that assigned noise levels as specified in *the Environmental Protection (Noise) Regulations 1997* (EP (Noise) Regulations) are the applicable criteria for assessment.

7.5.3 Applicant Controls

The controls proposed by the applicant to reduce and manage noise emissions are presented in Table 10.

Table 10: Proponent controls for noise

Control	Description
Siting	The premises is located within an existing industrial area. A physical barrier (Railway Parade, Guildford Road and Midland train line) exists between the premises and the noise sensitive residential receptors within the suburb of Ashfield.
Engineering – Fixed Plant	Implementation of engineering designs and controls to reduce operational noise including enclosure of equipment
Engineering - Mobile Plant	Equipment and machinery will be enclosed to minimise noise emissions.

7.5.4 Consequence

The Delegated Officer has had regard to the noise levels within the industrial estate vicinity, the proposed infrastructure controls, the distance to sensitive receptors and the presence of Railway Parade, Guildford Road and the Midland train line, and has determined that noise impacts will be minor and local in scale. Therefore, the Delegated Officer considers the consequence to be *minor*.

7.5.5 Likelihood of Consequence

The Delegated Officer has determined that the impacts from noise will be *unlikely* to occur.

7.5.6 Overall rating

The Delegated Officer has compared the consequence and likelihood ratings described above against the risk criteria and have determined that the overall rating for the risk of noise emissions on sensitive receptors during operation is **Low**.

7.6 Risk Assessment – Wastewater and Stormwater

7.6.1 General Hazard Characterisation and Impact

Water is used on the premises for mixing with cement and aggregates, washing and cleaning of plant and equipment, and for dust suppression. Wastewater generated from these activities will contain cement and could potentially contain traces of hydrocarbons from vehicle wash and runoff water from the dust suppression and cleaning equipment containing cement.

7.6.2 Criteria for Assessment

Australian and New Zealand (ANZECC) Guidelines for Fresh and Marine Water Quality are considered appropriate assessment criteria to assess the potential impact on groundwater or surface water quality.

7.6.3 Applicant controls

The Applicant's controls to reduce and manage stormwater runoff and wastewater generated from premises operations are set out in Table 11.

Table 11: Applicant controls for contaminated runoff

	Infrastructure Details	Operation Details	Reference to Issued Works Approval Plan (Schedule 3)
Site Surface	Graded hardstand, either paved, bituminised or concreted.	All operations are conducted on hardstand.	Supporting information received on 30 September 2016
Drainage systems for potentially contaminated stormwater and wastewater from the plant and truck wash	Hardstand areas are graded to direct stormwater, according to its risk of contamination, to either the Slurry Waste Bins or Settlement Chamber. Two concrete-lined Slurry Waste Bins. A single Settlement	Stormwater runoff potentially impacted by the materials storage and handling area is directed to a Settlement Chamber prior to discharge to the soakwells. Stormwater from the area of the batching plant, overhead feed bins and	Application document received 26 August 2016

	Infrastructure Details	Operation Details	Reference to Issued Works Approval Plan (Schedule 3)
	<p>Chamber.</p> <p>Water Storage Tank holds excess runoff water and wash water which is supplemented with bore water for the plant use.</p>	<p>slump area is directed to the concrete-lined Slurry Waste Bins.</p> <p>Water collected in the Slurry Waste Bins is recycled back into the plant and used for truck washing.</p> <p>The water system is automatically controlled via floats and shut off valves.</p> <p>Transfer of material outside the plant does not occur. No fuel will be held on site and local fuel station will be used for refuelling.</p>	
Drainage systems for uncontaminated stormwater	<p>Stormwater from areas that are considered uncontaminated is disposed to a series of soak wells.</p> <p>Note: Uncontaminated stormwater areas are those not impacted by the concrete batching process including materials delivery and despatch.</p>	<p>Clean stormwater from the roof of the existing building is directed to the soakwells on site.</p> <p>Should the capacity of the soakwells be exceeded in an extreme stormwater event, there will be a discharge to the Water Corporation drainage system. David Wills and Associates advise that this has been approved in principle by the Water Corporation.</p>	
Material storage	<p>Raw material is stored within concreted areas with the concrete cladding walls on three sides.</p>	<p>Sprinkler water from this area is captured in the Slurry Waste Bins.</p>	
Concrete waste	<p>Concrete waste from the plant includes solids from unused product and sediments captured in the sedimentation sumps.</p>	<p>This waste will be taken off site by a road train on fortnightly basis.</p>	

7.6.4 Key Findings

The Delegated Officer has reviewed the information regarding impacts from stormwater and runoff wastewater and has found:

1. Site activities will take place on concrete hardstand;
2. The proposed Stormwater Management Plan indicates that potentially contaminated stormwater will be treated in either the Slurry Waste Bins or the Settlement Chamber to remove sediment; and
3. Only uncontaminated stormwater will be directed to the soakwells.

7.6.5 Consequence

The Delegated Officer has had regard to the management of process waste water and the infrastructure controls in place, and has determined that contaminated material and stormwater may impact on ground, groundwater and surface water on a minor and local scale. Therefore, the Delegated Officer considers the consequence to be **Minor**.

7.6.6 Likelihood of consequence

Based upon the proponent control and the key findings, the Delegated Officer has determined that that the impacts from contaminated material and stormwater will be **unlikely** to occur.

7.6.7 Overall rating

The Delegated Officer has compared the consequence and likelihood ratings described above against the risk criteria (Table 7) and has determined that the overall rating for the risk of hazardous liquids and contaminated stormwater on sensitive receptors during operation is **Moderate**.

7.7 Summary of Risk Assessment and Acceptability

The risk items identified in section 7.8 including the application of risk criteria and the acceptability with treatment are summarised in Table 12 below.

Table 12: Risk rating of emissions

	Emission		Pathway Receptor	and Proponent controls	Impact	Risk Rating	Acceptability with treatment (conditions on instrument)
	Type	Source					
1.	Dust	Aggregates, sand and cement	Air/ wind dispersion.	Infrastructure and management controls.	Visibility Amenity	Moderate	Acceptable subject to proponent controls and regulations
2	Noise	Plant and equipment Vehicles Agitator truck	Air/ wind dispersion	Infrastructure and management controls	Amenity	Low	Acceptable and subject to Environmental Protection (Noise) Regulations 1998

	Emission		Pathway Receptor and	Proponent controls	Impact	Risk Rating	Acceptability with treatment (conditions on instrument)
	Type	Source					
3	Wastewater and Stormwater	Runoff from storage bins, vehicle wash.	Seepage through soil Receptors: • Groundwater • Surface water	Infrastructure and management controls	Water quality	Moderate	Acceptable subject to proponent controls and regulations

8. Determined Regulatory Controls

8.1 Summary of Controls

The regulatory controls within Table 13 will be applied through Works Approvals conditions.

Table 13: Summary of determined regulatory control

		Controls	
		8.2 Specified infrastructure and equipment	8.3 Specified Action
Risk Items (see section 7)	1. Dust from aggregates and cement	•	•
	2. Noise from infrastructure and operations	Low risk. Subject to the Environmental Protection (Noise) Regulations 1997	
	3. Wastewater and stormwater control	•	•

8.2 Specified Infrastructure and Equipment Controls

8.2.1 Dust infrastructure and equipment

The following infrastructure and equipment should be maintained and operated onsite for the control of dust on the premises.

Table 14: Infrastructure requirement for dust control

Infrastructure Requirements	
Infrastructure	Requirements (Design and Construction)
Trafficable areas	Bitumised or paved yard with designated parking, buildings and equipment areas. Paved areas graded to direct water to stormwater and wastewater management systems.
Material Bins for the storage of sand and aggregate	Material Bins: Four concrete above-ground bins, one each for 20mm aggregates, 10mm aggregates, 2mm aggregates and sand. Three sided; dimensions of 3m high x 8.25m width each; and Each fitted with a sprinkler system.
Feed Hopper	With an enclosed transfer point to conveyor.
Radial conveyor	Fully covered radial conveyor used to transport raw material from the Feed Hopper to the Overhead Feed Bins.
Overhead Feed Bins	Overhead Feed Bins equipped with a raised wind shield for dust control.
Cement Silos	Cement Silos: <ul style="list-style-type: none"> - Two 45 tonne cement silos integrated within the Batch Plant Body. - Designed in accordance with Regulation 8 of the <i>Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998</i>, including: <ul style="list-style-type: none"> - High and low level alarms for filling; - Overflow pressure relief valve; and - Visual instrumental monitoring cement filling operating from control room/office.
Baghouse	Designed in accordance with Regulation 7 of the <i>Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998</i> . Dust emissions concentration to be less than 50 mg/m ³ .
Concrete batching plant with incorporated computer system to control and monitor flow	Steelfields Major 60 design standalone mobile plant.

Infrastructure Requirements	
Infrastructure	Requirements (Design and Construction)
Dry Waste Bin	One above ground Dry Waste Bin: - Volume of approximately 40m ³ ; and - Concrete walls and floor.
Water Tank	A 50 000L tank used to store returned waste water from the Slurry Waste Bins.

8.2.2 Wastewater infrastructure and equipment

The following infrastructure and equipment should be maintained and operated onsite for the control of waste water and storm water on the premises.

Table 15: Infrastructure requirements for management of wastewater and stormwater

Infrastructure Requirements (Waste Water and Storm Water)	
Infrastructure	Requirements (Design and Construction)
Trafficable areas	Bitumised or paved yard with designated parking, buildings and equipment areas. Paved areas graded to direct water to stormwater and wastewater management systems.
Slurry Waste Bins	Two below ground level Slurry Waste Bins: - Graded to allow collection of storm water and wash water ; - Concrete lined to ensure no discharge to the environment occurs; and - Total volume of approximately 60m ³ . Pipework and associated fittings to allow wastewater from the Slurry Waste Bins to be transported to the Water Tank.
Wet Waste Bins	Two above ground Wet Waste Bins: - Volume of approximately 90m ³ combined; - Concrete walls and floor; and - Containing weir to allow overflow into Slurry Waste Bins.
Dry Waste Bin	One above ground Dry Waste Bin: - Volume of approximately 40m ³ ; and - Concrete walls and floor.
Water Tank	A 50 000L tank used to store returned waste water from the Slurry Waste Bins.
Stormwater System	Designed in accordance with Schedule 4 Storm Water Plan including: <ul style="list-style-type: none"> • Settlement Chamber:

Infrastructure Requirements (Waste Water and Storm Water)	
Infrastructure	Requirements (Design and Construction)
	<ul style="list-style-type: none"> - Located to collect stormwater runoff from the materials storage and handling area; - Concrete-lined and designed to remove suspended solids by sedimentation; - Have a treatment chamber designed for storage requirements based on a 1 in 1 year, 1-hour average recurrence interval (ARI) storm event; and - Designed to allow access by machinery to facilitate the removal of suspended solids. <ul style="list-style-type: none"> • Soakwells • Associated piping.

Note: The Applicant specified a 1 in 1 year ARI design specification for the settlement treatment chamber but did not specify the storm duration. The Delegated Officer specified a 1 hour average which is expected to be reasonable based on the consideration of the contaminated (suspended solids) and the Department of Water published guidance in *Water sensitive urban design, Stormwater design considerations*, Department of Water, June 2011.

8.3 Specified Actions

The specified actions are set out in the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998*.

9. Setting Conditions

The conditions in the Issued Works Approval have been determined in accordance with DER's *Guidance Statement on Setting Conditions*.

Condition Ref	Grounds
Environmental Compliance Conditions 1, 2, 3 and 6	Environmental compliance is a valid, risk-based condition to ensure appropriate linkage between the works approval and the EP Act.
Infrastructure and Equipment Conditions 4 and 5	These conditions are valid, risk-based and contain appropriate controls.
Departure from specified works Condition 7	This condition is valid, risk-based and enables flexibility in operations
Information Conditions 8,9,10, 11, 12 and 13	These conditions are valid and are necessary administration and reporting requirements to ensure compliance.

10. Applicant's Comments on Risk Assessment

The applicant was provided with the draft decision report and draft works approval on 15 November 2016. The applicant provided comments on 16 November 2016 requesting minor changes relating to the name of certain equipment and confirming operational details as requested by DER. Further information regarding storm water management was received on 18 November and 21 November 2016. Full details are provided in Appendix 2 of this Decision Report.

11. Conclusion

This assessment of the risks of activities on the premises has been undertaken with due consideration of a number of factors, including the documents and policies specified in this decision report (summarised in Appendix 1).

Based on this assessment, it has been determined that the Issued Works Approval will be granted subject to conditions commensurate with the determined controls and necessary for administration and reporting requirements. The Applicant may apply for a registration instead of a licence with respect to the operational phase of the premises at the completion of works.

Danielle Eyre

Senior Manager – Industry Regulation (Resource Industries)

delegated Officer under section 20 of the *Environmental Protection Act 1986*

Appendix 1: Key Documents

	Document Title	Availability
1	BGC (Australia) Pty Ltd Works Approval Application Received 26 August 2016	der.wa.gov.au
2	BGC (Australia) Pty Ltd Supplementary information Works Approval Application Received 30 September 2016	der.wa.gov.au
3	Site Stormwater Management Plan by David Wills and Associates Consulting Engineers, 18 November 2016.	der.wa.gov.au
3	DER <i>Guidance Statement on Regulatory principles</i> (July 2015)	der.wa.gov.au
4	DER <i>Guidance Statement on Setting conditions</i> (September 2015)	
5	DER <i>Guidance Statement on Licence duration</i> (November 2014)	
6	DER <i>Guidance Statement on Licensing and works approvals processes</i> (September 2015)	
7	SAT citation DR:68/2016	www.sat.justice.wa.gov.au

Appendix 2: Summary of Applicant's Comments on Risk Assessment and Draft Conditions

Applicant Comments	Delegated Officer consideration of Applicant comments
Various clarifications regarding the activities on site were provided.	Decision Document was updated to accurately reflect activities on site.
Storm water plan was provided.	Based on this information, risk assessment of waste water and stormwater was reviewed.

Appendix 3: Site Location Map



Attachment 1: Issued Works Approval W5986/2016/1

ATTACHMENT NO. 6



Third Party Appeal Rights in Planning **Discussion Paper**

Contents

1.0	In Brief.....	3
2.0	Background.....	3
2.1	Background to WALGA Policy Position.....	3
2.2	Changes to the Planning Framework.....	4
3.0	Current Third Party Appeal Rights in Australia.....	5
3.1	Development Assessment Forum (DAF).....	5
3.2	Third Party Appeal Rights by State and Territory.....	6
3.3	Western Australia State Government Position.....	7
3.4	Judicial Review.....	8
4.0	Arguments For and Against Third Party Appeal Rights.....	8
4.1	Arguments Against Third Party Appeals.....	8
4.2	Arguments For Third Party Appeals.....	10
4.3	Competing Viewpoints.....	10
5.0	Issues to Consider.....	11
5.1	Criteria for Third Party Appeal Rights in other States.....	11
5.2	Implications for Local Government.....	12
6.0	Conclusion – What is right for Western Australia?.....	12
6.1	Feedback Sought.....	12
7.0	References.....	14

1.0 In Brief

At its December 2016 meeting, State Council requested a review of the WALGA Policy position in relation to Third Party Appeal Rights for planning decisions. The decision making environment has changed since the WALGA made its policy position in 2008, and therefore a review of the current position is warranted.

This paper provides background on the development of WALGA's current policy position and a review of the arguments both for and against third party appeals. A literature review was carried out to establish the basis of each argument.

2.0 Background

2.1 Background to WALGA Policy Position

Unlike most of the other jurisdictions in Australia, Western Australia is unique in that no Third Party Appeal Rights exist under the *Planning and Development Act 2005*, although in the past some Local Government planning schemes allowed them. The last Local Government to allow Third Party Appeals was the City of Albany, however with the introduction of the City's new local planning scheme in 2014, which removed Third Party Appeal Rights, there is no longer any Third Party Appeal Rights for planning in Western Australia.

The introduction of Third Party Appeal Rights has been considered by member Councils on several occasions over the last few decades. For instance, Third Party Appeal Rights were considered in 2001 during debate on the new planning appeal system and again the following year during the State Government's consolidation and development of the new *Planning and Development Legislation*.

In 2007, a Private Member's Bill was proposed by Dr Janet Woollard, MLA Member for Alfred Cove, which was modeled on Victoria's *Planning and Development Act 1987*. The justification for the introduction of the Bill was primarily based on Western Australia being the only state without third party appeals and failed to acknowledge that significant differences exist between the Victorian and Western Australian planning system.

At the February 2008 meeting of State Council, WALGA formed a Policy position against the introduction of Third Party Appeal Rights. The report noted that the main arguments against the proposal were:

1. The current strategic and statutory planning processes, and consideration of applications by Councils, already takes into account the views of affected parties and the community generally;
2. Third party appeals could be lodged because of vexatious or commercial interests, not because of genuine planning matters;
3. Such appeals would cause significant delays and additional costs for development, as even lodgment of an appeal would put a development on hold;

4. Additional planning appeals would place a further burden on already stretched Local Government resources. Local Governments would incur additional costs for new administrative steps in processing development applications, preparing for and responding to appeals lodged with the State Administrative Appeals Tribunal (SAT) and legal representation. This is particularly the case since the establishment of the State Administrative Tribunal which has seen planning appeals become more legalistic, costly and resource intensive for Local Governments.

Additionally, the existing State Administrative Tribunal (SAT) system was considered efficient at reconsidering the merits of planning applications and there are currently four ways in which a third party may participate in a planning matter being considered by SAT. These are:

- Being called as a witness by the respondent;
- Making a submission under section 242 of the *Planning and Development Act 2005*;
- Intervening under section 37(3) of the State Administrative Tribunal Act 2004, whereby the third party acquires rights and responsibilities as a party a party under the act; and
- Possible participation in mediation.
(SAT)

Subsequently, State Council resolved in February 2008 (326.1/2008), the following position:

That:

1. the member for Alfred Cove, Dr Janet Woollard MLA and the Minister for Planning and Development, Hon Alannah MacTiernan be advised of the inaccuracies and duplications contained in the proposed Planning and Development Amendment (Third Party Appeals) Bill 2007; and
2. as there is no justification for the proposed legislation and there are significant negative implications for Local Government, industry and the community, Local Government continues to be opposed to the introduction of third party appeal rights in Western Australia.

While the above arguments for WALGA's position remain, the decision making environment in WA has changed since the formation of the position in 2008 with changes to legislation arising from the State's planning reform 'Planning Makes it Happen: Phases 1 and 2', and the introduction of Development Assessment Panels (DAPs).

2.2 Changes to the Planning Framework

Historically Local Government in Western Australia has been the main authority tasked with decision-making for development applications, under delegation arrangements from the Western Australian Planning Commission (WAPC).

Since 2009 a number of changes have been implemented to the planning framework, directly impacting on the decision-making powers of Local Government, including:

- The establishment of the Metropolitan Redevelopment Authority (MRA);
- Changes to Structure Planning processes;
- Changes to section 76 of the *Planning and Development Act 2005* to give the Minister for Planning the power to order a Local Government to prepare or adopt an amendment to a local planning scheme;
- The introduction of Improvement Schemes and Plans; and
- The introduction Development Assessment Panels (DAPs).
- The introduction of ‘Deemed Provisions’ for local planning schemes in the *Planning and Development (Local Planning Schemes) Regulations 2015*;

Given the substantial changes that have occurred within the decision-making environment in Western Australia, and the recent community concerns over the creation of the DAP system to determine development applications in place of Local Governments, it is appropriate to initiate a discussion on the possible role of Third Party Appeal Rights in the Western Australian planning system.

3.0 Current Third Party Appeal Rights in Australia

Third party appeal rights vary by state, with no common ‘best practice’. Nationally, the Development Assessment Forum (DAF) a federal government advisory body, provides a Leading Practice Model, which sets out ‘tracks’ for different development assessment processes.

3.1 Development Assessment Forum (DAF)

The Development Assessment Forum (DAF) was formed in 1998 to bring key stakeholders together to reach agreement on ways to streamline the processes used for development approval while preserving high quality decision making. The DAF published its *Leading Practice Model for Development Assessment* in March 2005, which aims to provide a blueprint for jurisdictions to create a simpler, more effective approach to development assessment. The practice model achieves this by defining ten leading practices that a development assessment system should exhibit, and applying the ten leading practices to six development assessment pathways or tracks.

With regards to Third Party Appeal Rights, DAF’s Leading Practice Model states that “opportunities for third-party appeals should not be provided where applications are wholly assessed against objective rules and tests”, and that “opportunities for third-party appeals may be provided in limited other cases”. In this way, the DAF model hopes to avoid unnecessary review where objective criteria has already been established by a consultative process. Elements of DAF’s *Leading Practice Model for Development Assessment* are used in some jurisdictions.

3.2 Third Party Appeal Rights by State and Territory

State/Territory	Scope of Third Party Appeal Rights	Number & effects of Third Party Appeal Rights (cost, timeframes, etc.)
New South Wales	Appeal rights limited to uses such as major developments where the development is high impact and possibly of state significance'. A third party objector can bring a merit based appeal in the Land and Environmental Court against a decision to grant development consent only if the development is designated development (development listed as such in the EP & A Regulation).	Third parties have 28 days to lodge an appeal. Court cases can last several days, or weeks for complex cases.
South Australia	Appeal rights limited to 'Category 3' ⁱⁱⁱ developments. A third party who makes a written representation on a proposed Category 3 development has a right to appeal against that decision or any conditions attached to it. A person who disagrees with a decision of a relevant authority, but is a third party who has not taken the opportunity to lodge a written representation during the public comment period is not entitled to appeal.	The number of all appeals lodge with the ERD Court trends between 191-200 appeals per year, with 78% of appeals lodged withdrawn or resolved without going to a full hearing. (LGA SA 2014).
Queensland	DAF based - Appeal rights limited to 'impact assessable' ⁱⁱⁱ developments. The person making the third party appeal must have lodged a 'properly made submission' with the local council within the public notification period for the development application.	No information available.
Tasmania	Broad appeal rights, but third parties can only object to a planning application if it is a 'discretionary' application, which must be advertised. To appeal the third party must have lodged a representation (objection) to an application within the 14-day advertising period, and may lodge an appeal with the tribunal within 14-days of receiving notice of the council decision.	For the 2013-2014 year 117 appeals in total were lodged under the Land Use Planning and Approvals Act (RMPAT 2014) Cost to lodge an appeal with the Resource Management and Planning Appeal Tribunal is \$350, but if appeal proceeds to full hearing, cost for lawyers and expert witnesses may be incurred (RMPAT). RMPAT has 90 days to complete an appeal (RMPAT 2014).
Northern Territory	Appeal rights limited to developments in residential zones, unless the land is adjacent to or opposite a residential zone, in limited circumstances. Third party appeal rights apply only to those persons who made submissions on a Development Application.	No information available
Australian Capital Territory	DAF based - Appeal rights limited to available for those merit or impact track ^{iv} development applications that went through the major notification process, unless exempt by regulation.	Third party appellants must lodge appeals no later than four weeks after the decision was made.

		For the 2015-2016 year 22 applications were received in total for administrative review under Planning and Development. The cost to apply for review is \$325 and cases are subject to 120 day limit (ACAT 2016)
Victoria	Broad appeal rights. Provision of third party appeal rights cover most developments in Victoria. To appeal the third party must have lodged an objection to an application within the advertising period. Anyone who may be affected can make an objection, objectors do not have to show they will be personally affected and may object on broad public interest issues. If, for good reason, a person was unable to lodge an objection, may be able to apply for a review of the decision if VCAT ^v gives permission.	For the 2014/2015 year 4% (2,292) of development applications had a review lodged with VCAT. Hurley et al (2013) found appeals from third parties accounted for 19% of VCAT cases. An objector who lodged an objection in writing must make an application for review (appeal) within 21 days of decision to grant a permit.

i – Examples include chemical factories, large-scale breweries, resource projects such as coal mines and quarries, and turf farms.

ii - In *Category 3* development applications, notice must be given to adjacent owners and occupiers as well as those considered by the relevant authority to be significantly affected by the proposed development. Also, the general public must be notified by publication of a notice in a local or state-wide newspaper.

iii – Act or local planning instruments will dictate the category of a development.

iv – Assessment tracks which are to be followed for the assessment of different kinds of development proposals include; 'merit track' for development proposals that can be assessed using rules and criteria in the code that applies to the proposals, and 'impact track' for development proposals that can be assessed using rules and criteria in the code that to the proposals, relevant environmental impact statements and the statement of strategic directions.

v- Victoria Civil and Administrative Tribunal

3.3 Western Australia State Government Position

In its 2015 report on the review of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Western Australia Legislative Council noted that the State's position on Third Party Appeal Rights was set out on 3 June 2009, by the then Minister for Child Protection, representing the Minister for Planning, who advised the Legislative Council of the Government's position on third party appeals:

The Government does not currently have any plans to introduce third party appeal rights in Western Australia.

The Government does not believe that the introduction of third party appeal rights in Western Australia is consistent with current attempts to simplify and streamline the planning approvals process. The Planning and Development Act 2005 requires public consultation in relation to the planning framework established in local and regional areas, with public consultation mandated for local and region planning scheme amendments, as well as State Planning Policies, local planning policies and structure plans. As such, the Government believes that the current planning process provides sufficient opportunity for the local community to have a say in what happens in their neighbourhoods. (p.31)

The report states that this remains the Government's policy.

3.4 Judicial Review

The ability for third parties to appeal the process behind an administrative planning decision via judicial review is open in each jurisdiction in Australia, even where merit based Third Party Appeal Rights are present. Judicial reviews are heard by a Judge in a Court of Law, and are a review of the legality of the decisions under challenge, not a review of the merits of a development. This process has a much narrower focus than a planning review, in that the question that the Court is concerned with is about the process and manner in which the decision was made, as opposed to was the decision the correct or best outcome.

To date, the recourse for an affected party in Western Australia has been to pursue the matter through the Supreme Court as a matter of Judicial Review. Over the past two years, there appears to have been an increase in the number of individuals and Councils applying for Judicial Review, most notably *Nairn v Metro-Central JDAP* where the approval of a mixed use tower was disallowed. The continual perusal of such Judicial Reviews may not be in the long term best interest of communities, as they are prohibitively expensive and is focused on the decision making process, rather than the outcome.

4.0 Arguments For and Against Third Party Appeal Rights

A literature review was conducted to establish the most common arguments both for and against third party appeals as well as examine the issues and benefits that may arise from their use. Victoria has the broadest third party appeal rights, and therefore much of the current literature examining third party appeals is focused on that state's experience.

4.1 Arguments Against Third Party Appeals

Legitimate interest and third party appeals – Many authors note that the traditional view of appeal rights holds that the only parties with a direct interest in a development application are the applicant and the responsible authority; meaning property owners are the only ones who should have the right to appeal over their land and that they should be able to use their property with minimal external interference. Therefore, Third Party Appeal Rights, if not clearly defined, may allow individuals to take part in planning decisions in which they have no direct interest. This can lead to opposition on non planning grounds, rather than because of an issue with the merit or substance of the proposal (Ellis2006) (Willey 2006) (Hurley et al 2011).

Loss of representation – This arguments states that the appeals process shifts decision making for development applications away from Local Government and therefore away from the locally elected representation. This shift may reduce accountability and transparency in the planning decisions process for the local community. A large amount of decision making power has been removed from Local Government with the introduction of DAPs. It is argued that Third Party Appeal Rights further weaken the representative nature of Local Government decision making (Ellis 2006) (Willey 2006) (Hurley et al 2011).

Current planning processes provide opportunities to participate – A strong argument against Third Party Appeal Rights is that proactive public engagement, participation and collaboration in policy formation and strategic planning is preferable as these processes focus on higher order engagement which leads to better policy and greater certainty in the process and outcome. Third party appeals tend to encourage adversarial rather than collaborative debate on planning issues. The effect of Third Party Appeal Rights may be to promote short-term decision making and could create planning outcomes that are not in the longer term interest of the community (Ellis 2006) (Willey 2006) (Hurley et al 2011) (Cook et al 2012) (Hurley et al 2013).

Not representative of the broader community- The idea of equity of access to planning decisions is often cited in the literature as a justification for third party appeal rights, however some research reviewed found that the majority of people lodging third party appeals come from a well-organised, well-connected and well-resourced segment of the community, which raises the question of how representative these objections are of the wider community's views (Ellis 2006) (Willey 2006) (Cook et al 2012) (Hurley et al 2013). For example, in their review of Third Party Appeals against multi-unit developments in Victoria, Hurley et al (2013) found that the number of objections against applications increase in more socio-economically advantaged areas, which indicates that developments in these areas are facing more organised community resistance, either by greater propensity for individuals to object, or by effective resident mobilisation (Hurley et al (2013) p.4).

Impact on the decision making process – Researchers argue that the introduction of Third Party Appeal Rights will lead to increased cost and delays, and the possibility of appeals being lodged because of vexatious or commercial interests, not because of genuine planning matters. As a result, the planning approval processes will experience delays which will create inefficiency, uncertainty, increased costs, and could ultimately act as a brake on investment and economic growth (Ellis 2006) (Willey 2006) (Hurley et al 2011).

Failure to determine/Deemed Refusal – While researching multi-unit development in Victoria, Cook et al (2012) found that as the volume of objections to a development application increases, so too does the likelihood of appeal to VCAT. Additionally, failure to determine (where council fails to render a decision within the prescribed timeframes, equivalent to deemed refusal in Western Australia) cases are strongly related to high objection numbers. Therefore, applications which receive the highest number of objections are also the applications which are most likely to be appealed, and are also most likely to be the applications which Council fails to determine. While failures to determine may be instances where the local authority is unable to process applications due to resource constraints, the results and anecdotal evidence suggest that often these cases involve the authority declining to make a decision where there is significant resident opposition (Cook et al (2012) p.39).

Turning planning into a 'numbers game' – Some researchers noted the existence of third party appeals may lead members of the community to believe that the number of objections in and of itself is a way of engaging in the planning process and prevent developments they do not support (Planning Institute of Australia (NSW Division) 2012) (Hurley et al 2013). However, in order to be considered by the responsible authority, an objection needs to be about a valid planning concern. As a result the community's expectations about how it can influence the planning system may not be met.

4.2 Arguments For Third Party Appeals

Legitimate interest – A strong argument is made that neighbouring landowners, occupiers and members of the community often have a very legitimate interest in whether development occurs and the form of that development, as any new development has impacts on existing neighbourhood character, amenity, infrastructure and property values. Equity in the development process is also important, if an applicant has rights of appeal, the argument is that a third party should also have right of appeal to maintain equity. Without Third Party Appeal Rights the wider community is removed as a stakeholder (Ellis 2006) (Willey 2006) (Trenorden 2009).

Improved participation and decision making – It is often noted that planning is a communicative process which needs to embrace the public in meaningful ways. Third party appeals would have the potential to increase avenues for public engagement with planning, and may deliver better planning decisions as an empowered public, with increased opportunities for participation, can result in improved planning outcomes. Therefore, Third Party Appeal Rights affords the combination of a broader base of input, increased debate and the ability for ‘local knowledge’ to inform planning approvals which can lead to improved outcomes (Morris 2005) (Ellis 2006) (Willey 2006). As an example, Willey (2006) notes that it is comparatively rare in Victoria for an objector to completely succeed in overturning a decision, but often their involvement is considered to lead to a better planning decision.

Improved consultation – Third party appeal rights may encourage developers to deal with the local community in a more engaging manner and places pressure to concede or improve design elements where appropriate and reasonable to do so (Willey 2006).

Improved transparency – Applicant appeals are a means by which decision-making can be checked and provide property owners a recourse to an independent review body as a safeguard against inconsistent decisions. An argument for Third Party Appeal Rights is that they provide the same opportunity for third parties to scrutinise and challenge decision-making, thus keeping decision-makers accountable. Additionally, Third Party Appeal Rights are purported to discourage corrupt behaviour between developers and local government (Morris 2005) (Willey 2006) (Trenorden 2009).

4.3 Competing Viewpoints

There are strong arguments both for and against third party appeals. The research notes that which side of the argument one lands on often has a great deal to do with the planning culture in which they are operating (Willey 2006) (Trenorden 2009). In Victoria, where third party appeals have become an embedded practice, most stakeholders are supportive of the practice, even while acknowledging negative aspects may be associated with them.

In contrast in places such as Western Australia where third party appeal rights are not a part of the planning culture, views tend to focus predominately on the negative aspects of Third Party Appeal Rights. For example, a concern often expressed is that allowing third party appeals would lead to a ‘flood’ of appeals, however evidence from Victoria shows that Third Party Appeals account for only 19% of VCAT cases (Hurley et al 2013). So while allowing Third Party Appeals would lead to an increase in appeals, the effect may be overemphasized.

In a 2009 paper, Judge Christine Trenorden, Senior Judge of the Environment, Resources & Development Court in South Australia, argued that the issue of whether Third Party Appeal Rights are necessary may be resolved by the answers to the following questions:

1. *Does the community have confidence that the policy document for a particular area sufficiently describes the desired future character, and contains a comprehensive set of objectives and principles for development in the area, relevant to the local context including the environment?*
2. *Does the community have confidence in the decision-makers to make a decision in the best interests of the community now and in the future?*
3. *Is there a transparency about the decision-making?*
4. *Is there a guarantee that the decision-makers will assess the development in the context of the desired future character, objectives and principles of development for the area (assuming the adequacy of these policy statements)?*
(Trenorden, 2009 p. 13)

The questions put forward by Judge Trenorden speak not to the capability of the decision maker to determine an application, but the “community’s confidence” in their ability. These are not necessarily the same thing. When the decision-maker is appointed by an external body, the community’s confidence in them to make a decision in the best interests of the community now and in the future is diminished. Any lack of transparency around the decision-making process further erodes confidence.

5.0 Issues to Consider

5.1 Criteria for Third Party Appeal Rights in other States

After considering the arguments for and against Third Party Appeal Rights, as well as Judge Trenorden’s questions on determining the necessity of such rights, there may be further debate on what limitations, if any, should be placed on Third Party Appeal Rights were they to be introduced. For instance, it may be that Third Party Appeals be limited to only certain types of applications involving the use of discretionary powers, or instances where the decision-maker has advertised the development. If this were to be the case, then Third Party Appeal Rights would apply to determinations made by both Local Government and DAPs.

Based on the summary of Third Party Appeals processes that exist in other jurisdictions, the primary criteria for allowing Third Party Appeal Rights include:

- Excluding vexatious or commercial interests appeals, and any appeals made on none-genuine planning matters,
- Excluding appeals by those parties who did not previously make a submission.
- Excluding appeals where an application meets ‘deem-to-comply’ requirements, and no discretion has been excised.
- Excluding appeals for some cases of minor development.
- Having a short window in which to appeal (example 14 days).

5.2 Implications for Local Government

Whilst the introduction of third party appeal rights would give the community the ability to appeal decisions made by DAPs, it would also result in the majority of appeals being lodged against decisions made by Local Government. Staff would be impacted as officers would require additional time to prepare for and attend third party appeals, which would likely have an effect on the ability of Local Government officers to complete development application assessment within the required statutory timeframes.

Additional resources would likely be required to administer, resource and potentially engage legal counsel to defend these decisions and this would most likely create an additional financial burden for Local Government. Without proper resources, such a situation could lead to delays in making planning decisions, which in turn, would create inefficiency, uncertainty, increased costs, and could ultimately act as a brake on investment and economic growth.

While limitations could be placed on the type and scope of Third Party Appeal Rights, it is likely that any system which allows Third Party Appeals would result in increased workload and cost for Local Government.

6.0 Conclusion – What is right for Western Australia?

Since WALGA formulated its policy position on Third Party Appeal Rights in 2008, there have been significant changes to the planning system, including the introduction of DAPs as the decision-making body for a range of development applications. By removing the decision-making abilities of democratically elected Local Government representatives and placing it in the hands of appointed panel members, the general public's confidence that planning decisions are being made that are in the best interests of the community has been substantially reduced. This loss of confidence coincides with increased anxiety amongst the community over the changing amenity of suburbs due to increasing density and population pressures.

Third Party Appeal Rights are a complex issue, with strong arguments both for and against their implementation. Property rights must be balanced against the community's rights of participation, and the desire for transparency and accountability in government and decision-making bodies. Local Government must also consider the likely impacts in terms of cost, resourcing and the timely delivery of services.

6.1 Feedback Sought

In order to help WALGA review its position, feedback from the Local Government planning community and Elected members is sought. In light of the information presented, and considering the possible implications for Local Government if some form of Third Party Appeal Rights were to be adopted, WALGA welcomes any feedback or comments on the topic including:

- Would you be in favour of the introduction of some form of Third Party Appeal Rights in Western Australia? Why or Why not?
- Do you feel your Council is likely to support some form of Third Party Appeal Rights?
- Any other comments relating to Third Party Appeal Rights.

Feedback can be sent to planning@walga.asn.au or on 9213 2000 to discuss with one of the Planning and Development Team.

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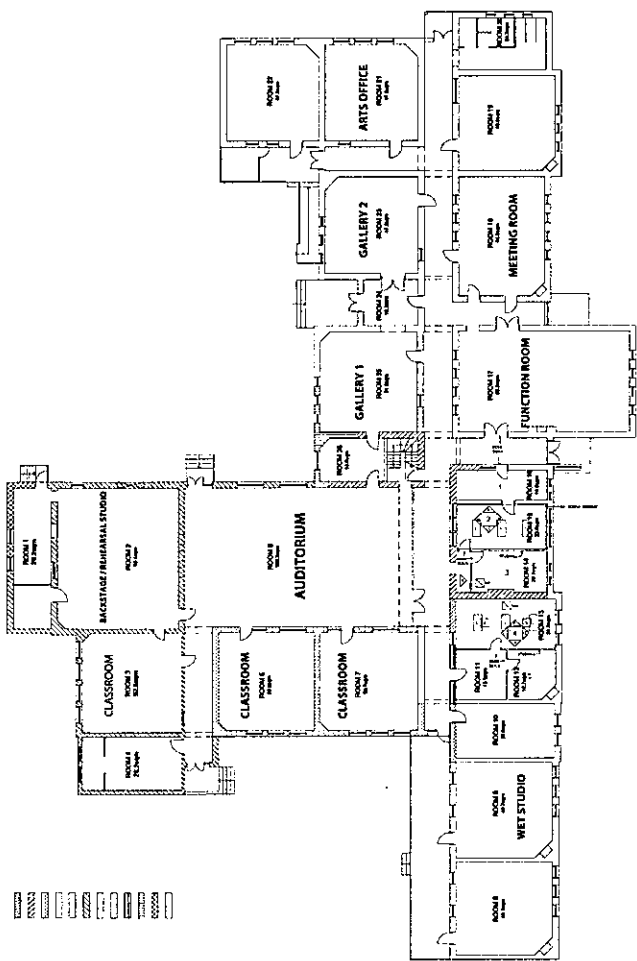
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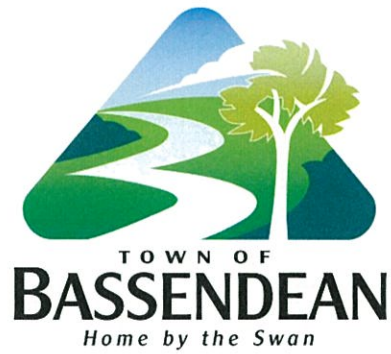
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ATTACHMENT NO. 7



TOWN OF BASSENDEAN

POLICY MANUAL

REVIEW 2017

Section 6: Leadership and Governance

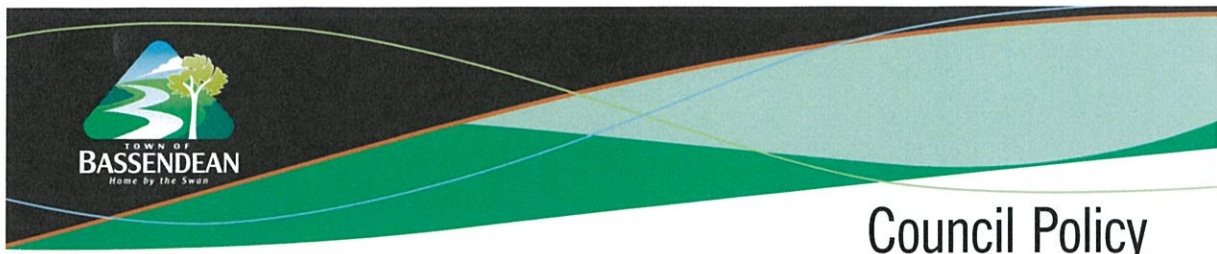
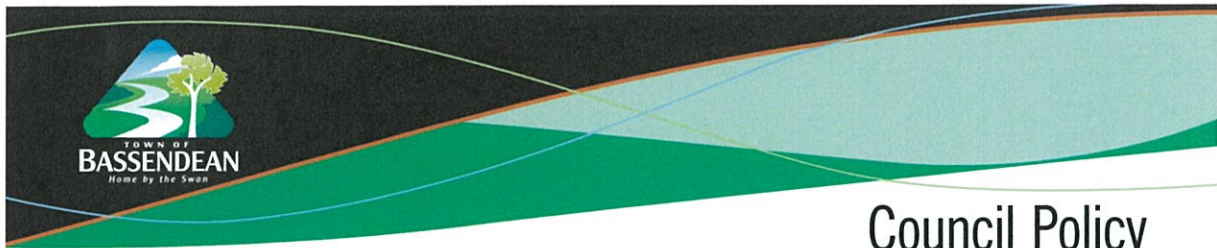


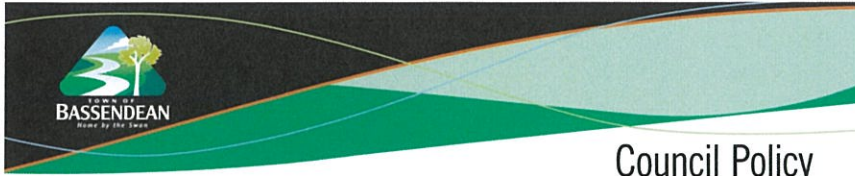
Table of Contents

6.1	Council Delegates	3
6.2	Council Meeting Schedule	6
6.3	Council Protocols	8
6.4	Councillor Allowances & Expenses	11
6.5	Councillor Professional Development	16
6.6	Gifts to Departing Councillors	19
6.7	Electronic Recording of Council Meetings	20
6.8	Notices of Motions	22
6.9	Publications by Individual Councillors	24
6.10	Recruiting Community Members on Council Committees	26
6.13	Donations – Financial Assistance	30
6.14	Festive Season Office (Administration) Closure	33
6.15	Financial Sustainability Policy	34
6.16	Purchasing Policy	37
6.17	Risk Management Policy	39



Council Policy

6.18 Investment Policy	41
6.19 Chief Executive Officer and Executive Officers Employment Policy	48
6.20 Employment Related Benefits with the Town of Bassendean Policy	50
6.21 Presentation to Staff Policy	52
6.22 Councillor Contact with Administration Policy	54
6.23 Record Keeping Policy	56
6.24 Asset Management Policy	61
6.25 Councillors' Contact with Developers	64



6.1 Council Delegates

Objective

A Council Delegate representing the Town of Bassendean is an important role and carries with it a high level of responsibility. It is important to ensure that the most appropriate person is appointed for a delegate position and that clear guidance is given as to the obligations of the role. This Policy will:

- Prescribe the manner by which delegates nominated by Council as members of external committees or organisations may fulfil their representative role;
- Provide guidance to Councillors and the CEO on the process to be used in selecting and appointing Councillors to committees and to external bodies; and
- Outline how appointments are to be made for some specific organisations.

Council will only consider the appointment of a delegate/s to another committee or group in the following circumstances:

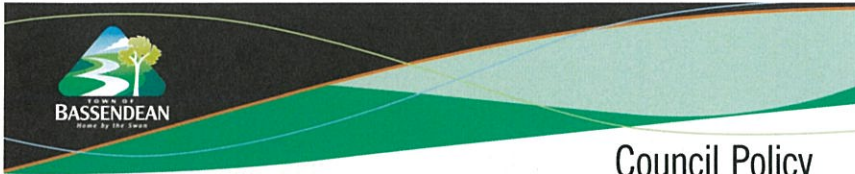
- Where the body/group/organisation represents state or regional interests that are likely to impact upon the Town of Bassendean;
- Where the body/group/organisation represents local interests and the Council has a direct financial interest in the affairs of that group; and
- Where the body/group/organisation represents local interests and the group occupies Council property.

Strategy

Delegate Role and Responsibilities

Where an officer or Councillor has been endorsed as Council's delegate for an external committee, body or organisation the delegate shall:

- Understand that their appointment / membership is as a representative of the Council and is by right of their position with Council; and
- Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member. The delegate must also provide timely notice of anticipated absences to any deputy delegate where one is appointed;
- Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position on matters before the external organisation;
- Perform the functions and duties of a delegate in accordance with the standards set out in the Town's Code of Conduct; and



- Keep Council informed of the activities and achievements of the external organisation in a timely manner.

Where a delegate has failed to attend three successive external organisation meetings, with or without apology, during a period where leave of absence has not been granted, the Council shall consider appointing a replacement delegate to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

If a delegate is unable to fulfil their commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation attended to.

Method for Appointing Delegates

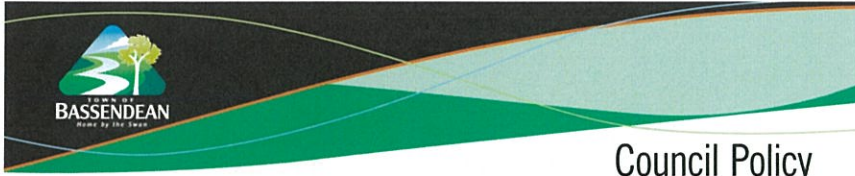
At a meeting of the Council where a Councillor is to be appointed to a committee or to an external body, (other than those positions specifically addressed in this policy) and there are more nominations than vacancies, the Chief Executive Officer is to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the Chief Executive Officer to determine the preferred delegate.

The Mayor or Presiding Member is then to call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant position and for the next preferred delegate to be appointed the deputy for the position to carry out the duties of the appointed Councillor in his or her absence when required.

Where a Councillor has indicated their desire to nominate for a delegate position and the time for acceptance of nominations closes prior to the next available Council meeting, the Chief Executive Officer is to forward the relevant nomination and subsequently advise Council of the nomination, so that it can be considered through the normal process. ~~Where the number of nominations from Councillors exceeds the number of vacant positions, the Chief Executive Officer will consult with the Mayor and nominated Councillors to determine an order of preference. DELETE~~

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Appointment as Delegate to Specific Organisations

Eastern Metropolitan Regional Council

In keeping with the spirit of the Eastern Metropolitan Regional Council (EMRC) Establishment Agreement (Clause 7.1-4) the Mayor is to be appointed as one of the Town's delegate to the EMRC. At the meeting of the Council where an appointment to the Eastern Metropolitan Regional Council is to be made the Mayor must inform Council of their desire to be a delegate to the EMRC. Should the Mayor waive his/her right to be an EMRC delegate, Council will appoint a suitable delegate for the position.

Appointments to the EMRC will normally be for a period expiring on the Friday prior to the Local Government election. Council has the right to change the delegates at any time should it not be satisfied with the performance of any delegate, or should it wish to provide another Councillor the opportunity to participate on the EMRC.

Where the Council appoints a Councillor to the EMRC, that Councillor will be entitled to the sitting fees as adopted annually by the EMRC.

Western Australian Local Government Association – Annual General Meeting: Voting Delegates

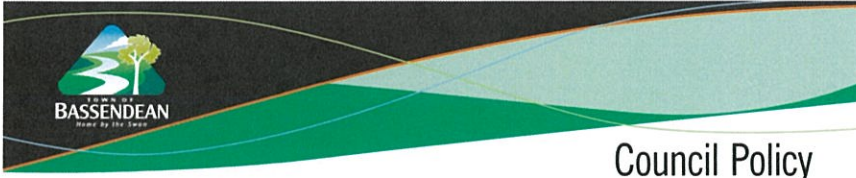
Council will appoint two voting delegates and a deputy delegate for the Annual General Meeting of the Western Australian Local Government Association (WALGA) when appointing the Town's three delegates to the Eastern Zone of WALGA.

The Chief Executive Officer is to bring items requiring a vote at the WALGA Annual General Meeting to the July round of Council meetings in order for Council to discuss the items affecting the Town of Bassendean and to give direction to its voting delegates attending the Annual General Meeting.

Application

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: April 2014 Version 32 Next Review due by: May 2020</p>



6.2 Council Meeting Schedule

Objective

The objective of this Policy is to establish the timing for Town of Bassendean Council meetings.

Strategy

To provide efficiency and timely effectiveness of the decision making process.

The Council agenda is to be made available in hard copy and electronically to Councillors and Staff only and on request to public members of the public and via the Town's website.

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The agenda be made available on a Thursday to Councillors prior to the Ordinary Council meeting. ~~to Councillors.~~

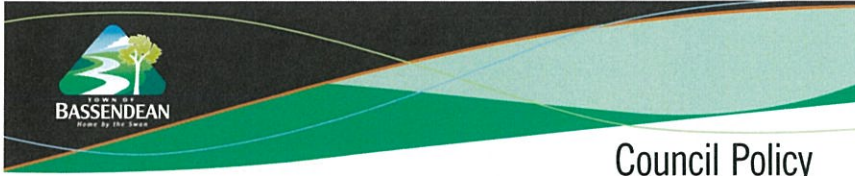
Council will hold a Council meeting on the fourth Tuesday of the month commencing at 7.00pm. Councillor Briefing Sessions will be held 2 hours prior to the Council meeting and will commence at 5.00pm.

The Councillor Briefing Session has no delegated powers and provides Councillors with the Chief Executive Officer the opportunity for Councillors to ask questions on: Matters included in the Ordinary Council Meeting Agenda (excluding Confidential items)

- Matters of strategic and important significance;
- Projects being progressed by the Town;
- Potential matters for future consideration by Council; and
- Matters in early development that need initial guidance.

Briefing Sessions are to be open for observation by members of the public (OCM 30/12/15).

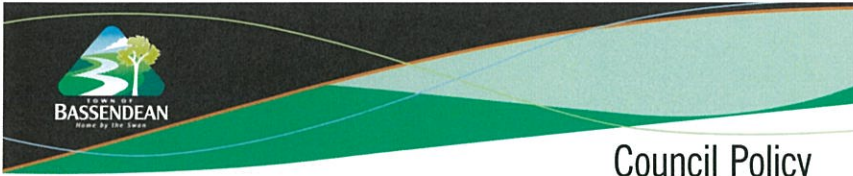
~~Where a public holiday falls on a Tuesday the respective Briefing Session/Meeting of Council will be held on the following working day.~~ Special Council Meetings will be scheduled pursuant to the provisions of the Local Government Act



Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: 24 May 2016 <i>Amended December 2016</i>
	Version 4
	Next Review due by: May 2020



6.3 Council Protocols

Objective

This Policy is to provide guidance in respect to matters of protocol pertaining to Council Official documentation, functions and regalia.

Strategy

Use of the Mayoral Chain

The Mayoral Chain may be worn to enhance the dignity of the office of Mayor of the Town of Bassendean to recognise the special position bestowed upon the incumbent.

Occasions upon which the Mayoral Chain may be worn are –

- At Council meetings and on civic occasions in the Administration Centre;
- On occasions when the Mayor is officiating at ceremonies within the municipality such as the official opening of a Council facility; and
- On other major civic occasions at the discretion of the Mayor in office.

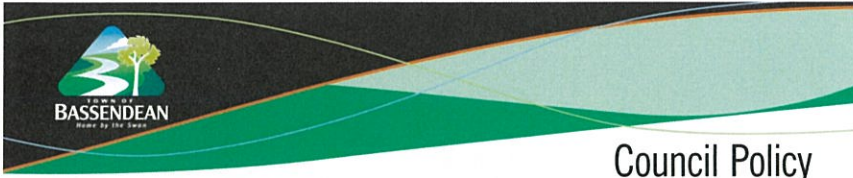
The Deputy Mayor may wear the Mayoral chain in accordance with this policy when acting on behalf of the Mayor.

The Mayor shall ensure the safe keeping of the Chain of Office and make it available to the Deputy Mayor under this policy.

Use of the Council Logo

The Council Logo is to be used for authorised purposes only. Council's logo is copyright and its use is restricted to bona fide Council situations. The logo is to be used in administrative situations as authorised by the Chief Executive Officer.

Candidates at elections are to be expressly advised that the Town's logo is not authorised to be used for electoral purposes.



Order of Councillors on Printed Material

To provide consistency in the presentation of printed Council material the following order is to be utilised –

- Mayor;
- Deputy Mayor; and
- All other Councillors in order of length of continuous service.

Where length of continuous service is the same, then by alphabetical sequence of surname.

Media Releases and Comments on Behalf of Council

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the Chief Executive Officer if the Mayor agrees.

The Mayor, or the Chief Executive Officer if the Mayor agrees, may respond to questions from journalists but media releases should only be issued with the prior approval of the Mayor or the Chief Executive Officer. If the Chief Executive Officer is authorised to speak on behalf of the Town by the Mayor, the Chief Executive Officer may on-delegate this power to other staff members as required by the situation.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

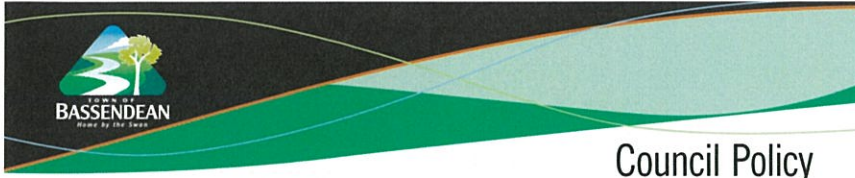
Citizenship Ceremonies

Council will present citizenship certificates to applicants in a way that recognises both the solemnity and celebratory aspects of the occasion, each person becoming a citizen will receive a small suitable gift from Council to commemorate the occasion. The type of gift to be at the discretion of the Mayor.

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Council will adopt the protocol outlined in the Australian Citizenship Ceremonies Code issued by the relevant Government Department, and invited guests will be allowed to speak in accordance with those guidelines, but the speeches are to be evenly distributed throughout the ceremony.

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Council Policy

Wherever practical Invite representatives of Federal and State Parliament, local religious groups as well as a representative of the local Police Emergency Service shall be invited to attend public citizenship ceremonies.

Civic Functions

Council will hold civic receptions during the year if suitable occasions are identified.

The number and size of major civic receptions to be held will be established during budget deliberations. Minor functions may be authorised by the Mayor during the year as part of the Mayor's ceremonial function under the Local Government Act.

Acknowledgement Functions

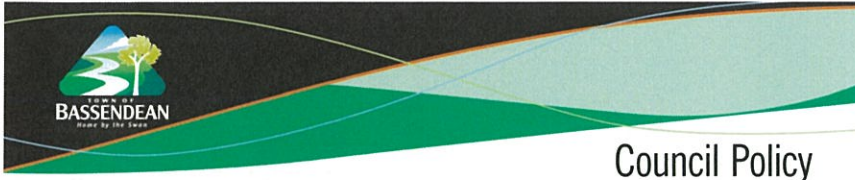
An appropriate function to acknowledge the contribution of Councillors, Executive Staff, Business Unit Managers and partners over the term of the Council prior to the Local Government Election will be held every two years immediately prior to the Local Government Election at a venue within or close to the Town of Bassendean.

The arrangements are to be finalised by the Chief Executive Officer in liaison with the Mayor, and sufficient funds included in the budget for the purpose.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p> <p>Last Review Date: April 2014 Version 2</p> <p>Next Review due by: May 2020</p>
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6.4 Councillor Allowances & Expenses

Objective

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

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

Strategy

Fees and Allowances

Mayoral Allowance

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

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

The Mayoral Allowance to be paid quarterly in arrears.

Mayoral Sitting Fee

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

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

Deputy Mayor Allowance

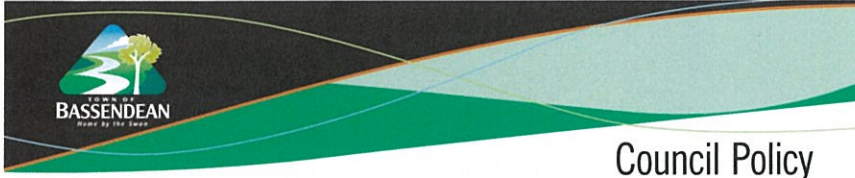
Section 5.98A of the Act and Administration Regulation 33A

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

Annual Fee in Lieu of Sitting Fees

Section 5.99 of the Act and Administration Regulation 34

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



Telecommunication/ Information Technology (ICT) Allowance

Section 5.99A of the Act and Administration Regulation 31

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

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

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

Information Technology for Councillors

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

The equipment will remain the property of the Town of Bassendean and will be maintained by the Town. Councillors must not install software that is not the property of the Town of Bassendean, unless the need for maintenance arises from the use of software or hardware that has not been installed by the Town.

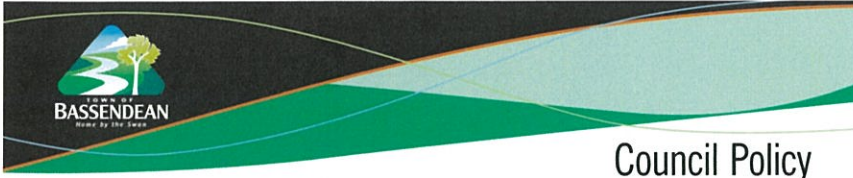
Information Technology Training for Councillors

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

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

Business Cards

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



Council Policy

Access to Council Chambers and Councillor Facilities

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

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

Handling of Councillor Addressed Correspondence

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

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

Reimbursement of Expenses

Reimbursement for Statutory Child Care Expenses

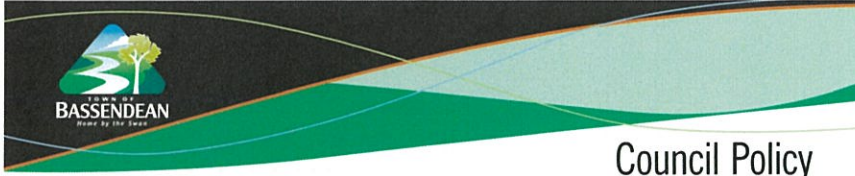
Section 5.98(2) of the Act and Administration Regulation 31

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

Reimbursement of Statutory Travel Expenses

Section 5.98(2) of the Act and Regulation 31

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



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

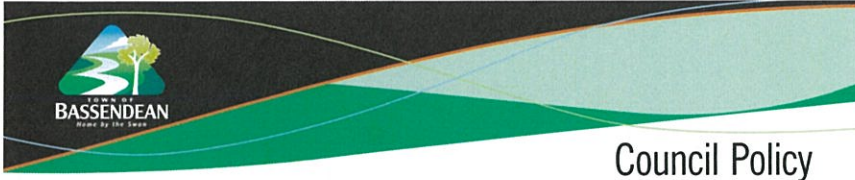
Reimbursement of Other Expenses

Section 5.98(3) of the Act and Regulation 32

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

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

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



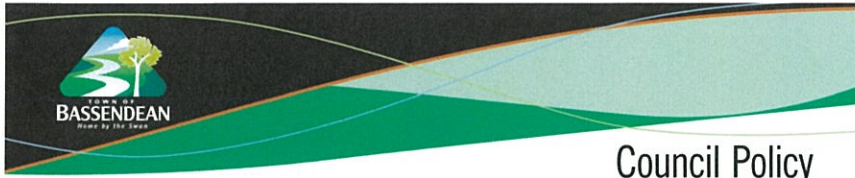
Payment of Councillor Expenses

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

Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: April 2014 Version 2
	Next Review due by: May 2020



6.5 Councillor Professional Development

Objective

To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as elected members and to provide good governance to the Town.

Strategy

Council shall ensure adequate resources are allocated annually in the Town's budget to provide the opportunity for Councillors to participate in appropriate training and development. Each Councillor shall be entitled to claim an amount each year for professional development ~~not exceeding the amount~~ included in the adopted annual budget. Councillors may, with the authority of another Councillor use funds unspent in the budget allocated for training that is not fully used by individual Councillors.

Authorised Training & Conferences

Councillors are encouraged to attend the following training and conferences (subject to funds being available in the individual Councillor's training budget) without requiring further Council authorisation:

- WALGA endorsed training courses;
- WALGA Annual Local Government Week Conference and associated training courses;
- Courses organized by the LGMA (WA Division); LG Professionals (WA) and
- Breakfast speakers identified by the Mayor in liaison with the CEO and advertised through the weekly Councillors' Bulletin.

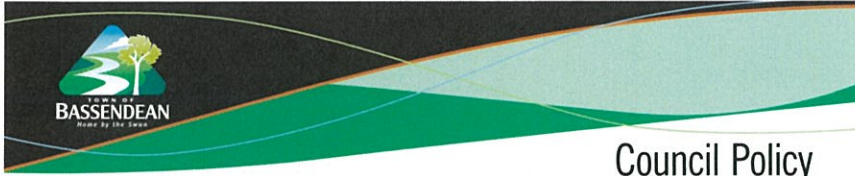
Town of Bassendean's New Councillor Induction Course

Newly elected Councillors are to receive a comprehensive induction training program involving the Mayor, CEO and key staff members based on the guidelines on the induction of newly elected members as distributed by the Department of Local Government and Communities.

ALGA National Conference: In addition to the above permitted training opportunities, the Mayor can choose, as Council's delegate, to attend the ALGA National Conference, or in the event that the Mayor is unable, or declines to attend, then Council be represented by the Deputy Mayor, or if the Deputy Mayor is unable, or declines to attend, then Council may appoints another Councillor, who is able to put forward the best case for attending.

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Interstate Training/Conference



Council Policy

Councillors wishing to attend interstate training and conferences will require the authority of Council and are required to provide written notice to the CEO with sufficient notice to allow consideration by Council prior to the close of registrations.

The following conference/training assessment matrix is to be completed by the Mayor and Deputy Mayor in consultation with the CEO and included in the report. A minimum of 18 points is required for the CEO to recommend that the Council approve Councillor attendance:

Conference/Training Assessment Matrix

Criteria	1	2	3	4	5
Relevance to Councillors' governance role under LGA, as opposed to officers' operational role					
Value for Money & Cost/Benefit					
Alignment with Council's Strategic Plan and Current Priorities					
Lack of alternative training opportunities to gain same skills					
Level of quality networking opportunities with peers					

Note: 1 equates to minimum relevance and 5 to maximum relevance

Councillors may be eligible to attend interstate conferences provided the costs are within individual Councillor budgets or where the Councillor is prepared to reimburse any additional costs in excess of the individual Councillor budget allocation.

Councillors will be required to meet the costs of any additional accommodation and expenses incurred as the Town will not meet any costs for private travel over and above the number of nights' accommodation and expenses required to attend the conference.

The cost of the Councillor's partner's attendance at the Conference dinner, associated functions and partners' programs will be met by the Town, excluding but not additional airfares, full conference registration, meals and travelling allowances.

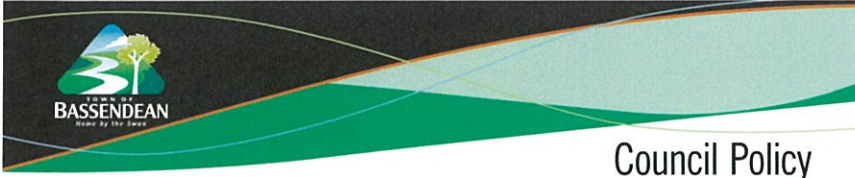
Other Matters

The CEO, in liaison with the Mayor, shall bring forward for Council consideration any proposals for "in-house" training and Councillor development opportunities to meet Council's strategic objectives and priorities or to meet perceived gaps in Councillor skill development.

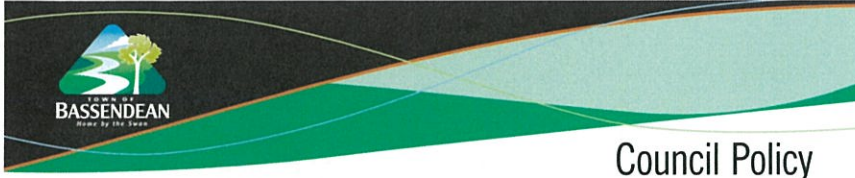
Council will determine whether a Councillor shall be permitted to attend a conference six months prior to their term of office expiring.

Application

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



Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: April 2014 Version 2
	Next Review due by: May 2020



6.6 Gifts to Departing Councillors

Objective

To establish a standard for Council recognition of the services of a retiring Councillor.

Strategy

On retirement a plaque with an inscription is to be presented to each Councillor who completes any term of office at the expiry of that term for which he or she is elected.

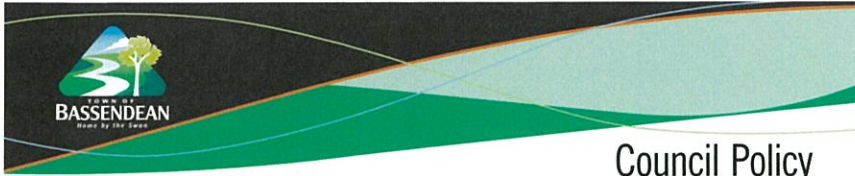
On retirement a plaque with an inscription and a gift with a value of up to \$350 is to be presented to each Councillor for continuous service of two terms of office.

On retirement a plaque with an inscription and a gift with a value of up to \$500 is to be presented to each Councillor for continuous service of 3 or more terms of office.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p> <p>Last Review Date: April 2014 Version 2</p> <p>Next Review due by: May 2020</p>
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6.7 Electronic Recording of Council Meetings

Objective

The objective of this Policy is to:

- Outline the manner in which Council meetings shall be recorded and broadcast;
- Ensure consistency in the availability of Council meeting minutes; and
- Provide a process in which a Councillor may question the accuracy of minutes.

Strategy

Electronic Recording and Broadcasting of Meetings

Meetings of Council are to be recorded electronically to assist with the preparation of minutes.

With the exception of those matters discussed behind closed doors in accordance with Clause 27 of the Standing Orders, copies of electronic recordings of meetings, where taken, shall be made available to the public and include a disclaimer that advises the public that the recordings are not the official record of a the Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.

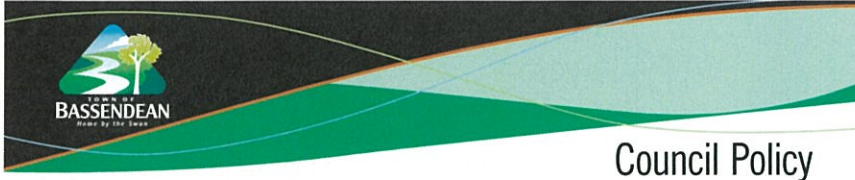
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Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.

Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.

Electronic recordings shall be in the custody of the Chief Executive Officer who may make recordings available to any Councillor or Officer in the course of Council business.

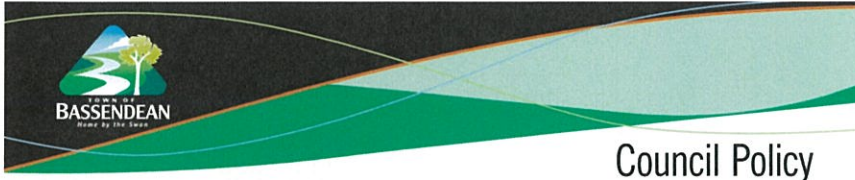
Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the State Records Act.



Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: April 2014 Version 2
	Next Review due by: May 2020



6.8 Notices of Motions

Objective

To establish standard procedures for dealing with Notices of Motion and any written report provided by a Councillor to support a Notice of Motion.

Strategy

The Standing Orders provide (in part) that "A Member may bring forward business in the form of a written motion to the Chief Executive Officer at least 7 clear working days before the meeting at which it is to be moved".

When a Notice of Motion is delivered to the CEO in accordance with the Standing Orders, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

The CEO will determine if an Officer comment will accompany the Notice of motion on the Agenda

The Notice of Motion will be considered under Motions of Which Previous Notice Has Been Given.

When a Notice of Motion is proposed and presented, a reasonable amount of supportive background information, including but not limited to drawings and/or pictures submitted by Councillors, be included with the Notice of Motion.

The maximum printed size of the motion and background material be limited to an A4 page document. Such supportive background information is not to be part of the body of the motion, unless so included.

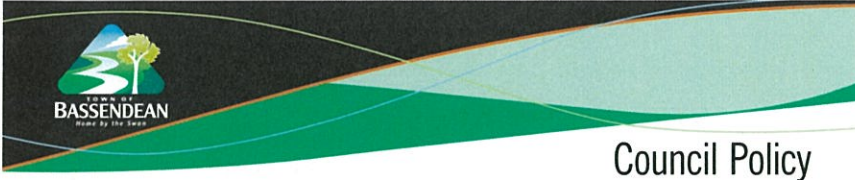
If a motion proceeds, Council will decide if a report is to be prepared and allocate a priority/or timeline taking into account officer workloads.

Notices of Motion for Consideration at the Following Meeting may be given at a meeting of Council, provided they are given in writing to the Presiding Member.

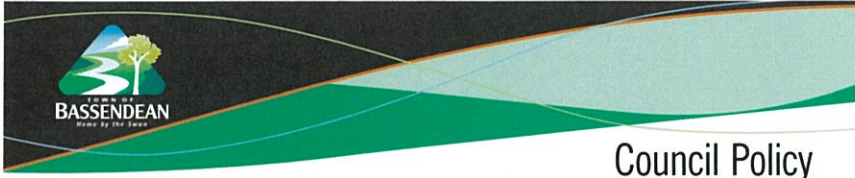
This policy does not apply to Notices of Motion to revoke a previous decision of the Council, as the procedure for dealing with such Notices is detailed in the Local Government Act and Standing Orders.

Application

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



Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: April 2014 Version 2
	Next Review due by: May 2020



6.9 Publications by Individual Councillors

Objective

Council recognises the right of an individual Councillor to hold an opinion that is different from that of the majority of the Council. Council also recognises that any Councillor has a right to publish information.

The objective of this policy is to ensure that any document, which can be construed as being an official Council publication, contains accurate information that represents Council's corporate stance on any given issue.

The policy also aims to ensure that where an individual Councillor, or Councillors, has a contrary opinion to Council's corporate stance, the publication clearly identifies this to be the case. The overriding objective is to ensure that public confidence is not lost in the Town of Bassendean or local government in general.

Strategy

The Mayor and Chief Executive Officer shall approve any publication that purports to represent the corporate view of Council prior to release. It is recognised that the Local Government Act 1995 specifically empowers the Mayor and the Chief Executive Officer to speak on behalf of the Council.

Should an individual Councillor or group of Councillors wish to release a document that expresses an opinion that does not represent that of the Council then the publication shall clearly and prominently state this to be the case.

At all times documents shall be clear, unambiguous and accurate in terms of facts used. Where statements are presented as facts the source of the facts shall be acknowledged.

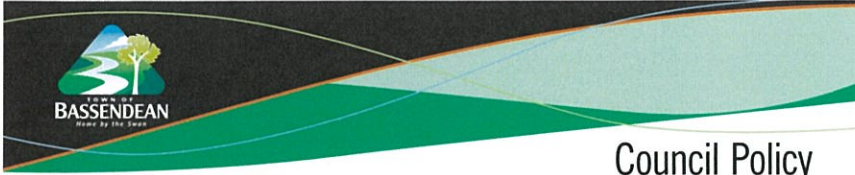
The document shall not reflect adversely on Council as a body corporate, an individual Councillor, an officer of Council, a member of the public or any other organisation.

Guidelines for Councillor Publications

All publications shall be duly authorised in accordance with the Local Government Act Electoral Provisions as though the publication were an election publication.

Publications shall not commit the Council to actions or obligations, which the Council as a body must decide.

All material distributed by a Councillor which seeks feedback from residents shall be directed to the private address of the Councillor unless authorised by the Chief Executive Officer to have responses forwarded to the Council Administration Office.



To ensure that there are no defamatory or libellous statements in the publications, Councillors shall provide a copy of any publication to the Chief Executive Officer, prior to distribution of the publication for review and retention as a Council record.

To exercise caution in using Social Media to ensure that in their communications they do not act contrary to the General Principles and Ethical Standards, or breach the Code of Conduct requirements.

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The misuse of information, or confidential information, gained as a council member or committee member, employee to cause detriment to the Town or another person or to gain directly or indirectly an advantage for another person, applies to communications by Social Media as well and could result in prosecution under Section 5.93 of the Local Government Act 1995 which carries penalties of \$10,000 or imprisonment for 2 years.

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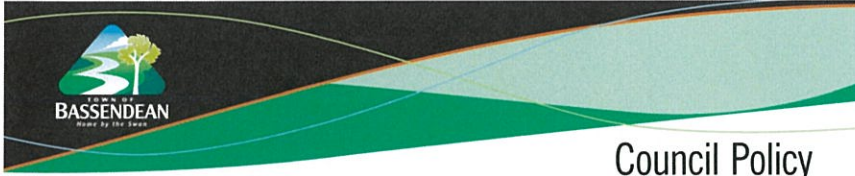
Application

This policy has no effect to any publication associated with an election, which is covered by the Local Government Act.

This policy applies to all other publications including, but not limited to, printed material, newspaper, radio and television publications, social media and verbal presentations to community groups or meetings.

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: April 2014 Version 2</p> <p>Next Review due by: May 2020</p>



6.10 Recruiting Community Members on Council Committees

Objective

To attract diversified and broadly representative community members and local community groups to Council Committees.

Council recognizes the value to the community of decision making involving representatives of the community the decisions impact.

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Strategy

The following principles will be adhered to in order to attract suitable nominations to Committees from community members and community groups:

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- Promotional strategies will be used that provide clear understanding and reasonable notice to all individuals or community groups who may wish to nominate for a vacancy on a Committee.
- Sufficient time will be provided to allow nominations to be made.
- Council will give preference to nominees who reside in the Town and all nominees will be required to complete a nomination form which will include the opportunity to provide details of appropriate expertise and knowledge that could be of benefit to the Committee.
- Where more than the required number of nominations is received, preference will be given to members of different local community groups.
- The process will be conducted fairly and without bias and Council will make appointments based on the quality of the nomination.
- In the event of a vacancy previous applicants will be invited to reapply.

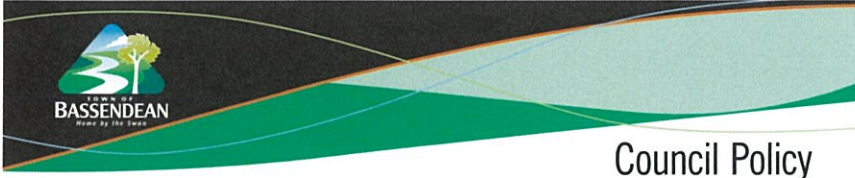
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Application

Responsibility for the implementation of this policy rests with all staff facilitating Committees of Council, Committee members who are recommending on appointments and Councillors. The policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p> <p>Last Review Date: April 2014</p> <p>Version</p>
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	Next Review due by: <u>May 2020</u>
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6.11 ~~Collection of Outstanding Rates and Charges~~

Objective

To provide guidance to the Chief Executive Officer in relation to his duty to collect rates on behalf of the Council.

Strategy

The collection of rates and charges is a responsibility vested in the Chief Executive Officer. The aim of the Council in relation to the collection of rates and charges is that they should be collected within the financial year they are levied. The Chief Executive Officer is requested to make necessary arrangements for procedures which will pursue this aim. An administration charge as adopted in the Annual Budget is to apply a penalty interest at Council's budgeted rate until the debt is cleared.

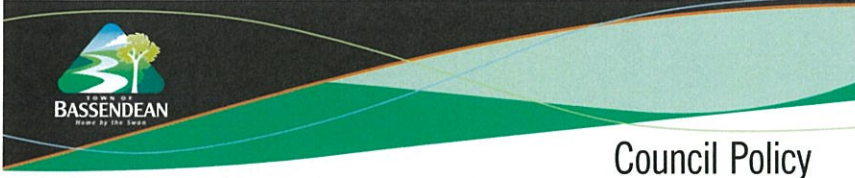
The Council supports the use of legal action where necessary.

Council approval shall be required prior to any action to sell property in order to recover unpaid rates noting that goods and land warrants can be initiated before three years rates are outstanding.

Where a ratepayer believes that a decision on the collection of their outstanding rates is unreasonable and in breach of legislation or Council policy, then the matter is to be referred to Council for consideration on receipt of a written request detailing the nature of their concern.

Due to privacy considerations, a ratepayer's or debtor written approval is required to enable Council officers to discuss any aspect of the ratepayer's or debtors account. This requirement applies to all queries relating to a specific account, including those made by a "partner/family member" contacting Council on behalf of a ratepayer or a body corporate.

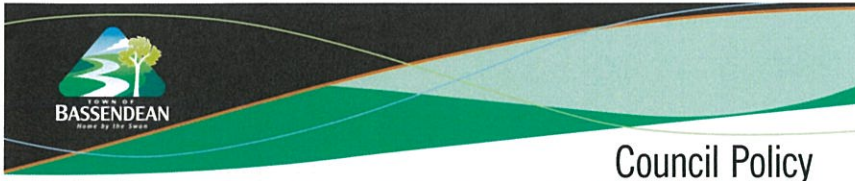
The Local Government Act prohibits the disclosure of any information relating to the Debtors and provides penalties in relation to the contravention of the Act.



Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: 7 July 2009 Version 2
	Next Review due by: December 2016



6.12 — Communication & Consultation, Community & Stakeholders

HELD OVER – MOTION 28/2/2017

This is a sample from the City of Swan (in part)

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Objective

The Town of Bassendean is committed to engaging with the community to better understand its needs and aspirations and to assist stakeholders to constructively participate in decision making.

Through a coordinated and consistent approach to community engagement the Town of Bassendean aims to:

- Enhance its reputation as open, accountable and willing to listen;
- Create opportunities to engage with difficult to reach sections of the community;
- Build community capacity for self reliance and contributions to the greater good;
- Foster a sense of belonging in the community;
- Make services to the community more effective and efficient;
- Ensure the outcomes of community engagement are considered and duly influence policy, strategy and partnership development;
- Assist in the resolution of conflict and tensions; and
- Provide an early sign of emerging issues, allowing the Town of Bassendean to deal with them proactively.

Strategy

The Town of Bassendean is committed to inclusive and comprehensive engagement with its community, recognising its obligations under the *Local Government Act 1995* as they pertain to participation, consultation and engagement.

It is intended this policy will clearly outline Council's commitment to community engagement, including the values and principles that underpin our work with the community. The Town of Bassendean anticipates the application of this policy and framework will contribute to achieving the vision outlined in Council's Strategic Community Plan 2017-2027.

2.1 Definitions and Application

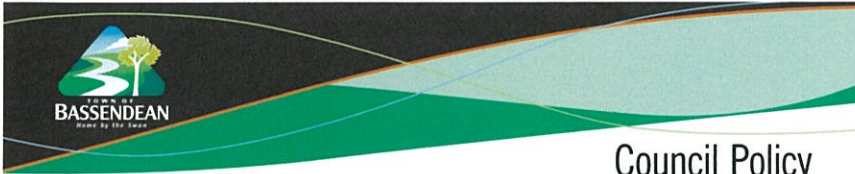
2.1.1 For the purposes of this policy:

- a) 'Community Engagement' is any process that involves the public in problem solving or decision making and uses public input to make decisions (International Association of Public Participation - IAP2); and

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b) 'Community' refers to individuals or groups associated with the Town of Bassendean Local Government Area (LGA).

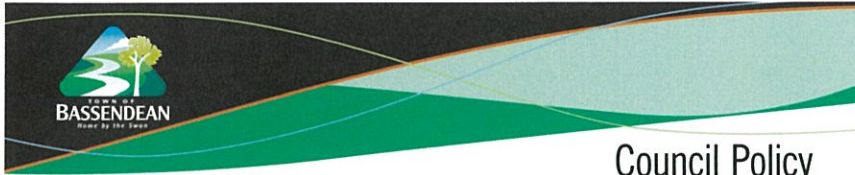
2.1.2 This policy applies to Council employees and to consultants engaged by Council. It also recognises the important role Councillors can play in facilitating robust dialogue and engagement with their constituents.

2.2 Community Engagement Planning

- a) To support its commitment to engagement the City will strive to build community engagement into work practices with community engagement being an integral part of Council's operations. The Town of Bassendean will apply community engagement methodologies appropriate to the circumstances and desired outcomes of any specific engagement.
- b) Council will work with local communities to identify the most appropriate and effective engagement methods in order to continually improve the relationship between all parties. Different community engagement techniques and communication mechanisms will be used depending upon the issue or project, its particular circumstance and the audience it needs to target.
- c) Deciding on the type of engagement will require an understanding of the:
 - i. **Complexity:** The degree of complexity of the decision that is under consideration;
 - ii. **Impact:** The extent to which the decision will impact on the community; and/or
 - iii. **Sensitivity:** The political sensitivity of the decision, or its capacity to be highly contentious.
- d) The need for, and type of community engagement to be undertaken will be determined at the project planning stage following an analysis of the desired project outcomes. The project plan will also identify the most appropriate communication tool to ensure that the particular target group(s) are well informed of both the issue and related engagement opportunities.

2.2.1 Community Engagement Plans

- a) Community Engagement Plans for specific projects or activities will ensure that:
 - i. Council clearly identifies the problem to be solved or opportunity to be addressed;



- ii. Council sets clear goals and objectives for the project, based on the City's community engagement goals
- iii. The roles and responsibilities of the project team are clearly identified;
- iv. The role of Councillors in the engagement process is explicitly addressed;
- v. Key stakeholders for the project are researched and identified;
- vi. Council clearly explains how community engagement will be integrated into the decision-making process for the project;
- vii. Planned engagement activities are guided by the Community Engagement Framework; and
- viii. The project is evaluated by internal and external

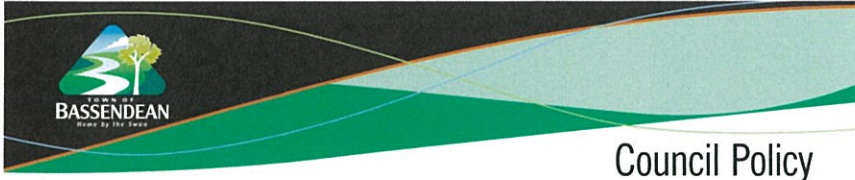
stakeholders.

2.3 Community Engagement Deployment

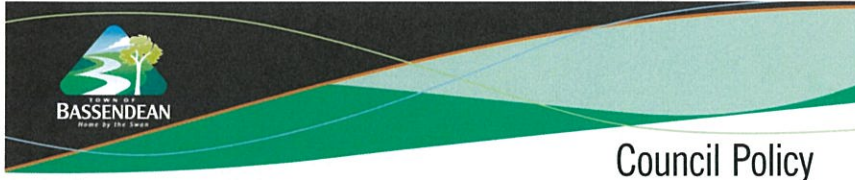
2.3.1 Whichever method of community engagement is chosen, the process needs to be open, responsive, inclusive, consistent and accountable.

2.3.2 To promote the deployment of inclusive and effective engagement mechanisms the Town of Bassendean will:

- a) make a concerted, regular effort to engage with parties for whom there are issues which may be of interest or concern;
- b) recognise that there may be a need to employ different methods to reach different groups or individuals, and for variations in circumstance;
- c) be mindful of the need to guard against the possibility of being unduly influenced by vocal minorities or those with vested interests;
- d) ensure the community is given adequate time and opportunity to respond during any consultation process; and
- e) meet its obligations giving prompt, effective feedback and follow through with any undertakings it gives or decisions made.



2.3.3 Whilst it is not possible to consult with the community on every issue, Council would like to ensure that the community is as well informed as it can be on major issues, plans and projects, and has opportunities through consultation to enhance Council's decision-making.



6.13 Donations – Financial Assistance

Objective

To set criteria for the provision of specific and non-specific donations and financial assistance for charitable organisations, assistance to local schools, sporting clubs, community groups and disaster relief appeals.

Strategy

The Town of Bassendean will consider applications for donations under one of the following two categories:

1. Individuals; and
2. Community non profit organisations and charities.

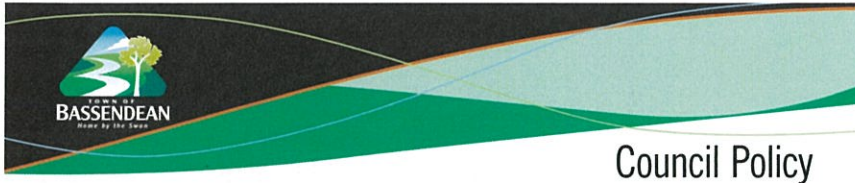
In considering all of the applications for funding, it needs to be clearly demonstrated that there is a direct benefit to the Town of Bassendean community.

Donations to Individuals

- a) Donations will only be considered on receipt of a formal written application;
- b) Donations may be made to individuals who have excelled in an activity or endeavour that the Town wishes to recognize or those that provide a service to the residents of the Town or who officially represent the Town of Bassendean and can demonstrate that the Town will be recognized in such an event;
- c) Be for a purpose/event in the future;
- d) Donation may be made to individuals to address disadvantage and ensure equity of access; and
- e) Contributions will be limited to \$200 per person per year.

Donations to not for profit organisations and local schools

- a) All donations will only be considered on receipt of a formal written application;
- b) Applications will only be considered from not for profit or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit provided to the Bassendean community;
- c) Be for a purpose/event in the future; and
- d) Contributions are limited to a maximum of \$500 per organisation per year.



Disaster relief assistance

- a) Council to consider the provision of funds towards appeals where natural disasters have occurred;
- b) Contributions in this area to be set at a maximum of \$1,000 to be determined by the extent of damage suffered; and
- c) The balance of funds available in the disaster relief section of the donations budget each year is to be transferred to a Disaster Relief Reserve Account for the purpose of funding larger contributions should the need arise.

Delegation to the Chief Executive Officer

The Chief Executive Officer is authorised to assess and approve donations in accordance with this policy and refuse applications for donations and financial assistance where they do not meet the requirements set down in this policy. [Council be informed of the use of the delegation.](#)

As part of the budgetary process, Council may approve annual donations. The donation may be paid within the financial year on the authorization of the Chief Executive Officer without further referral to Council.

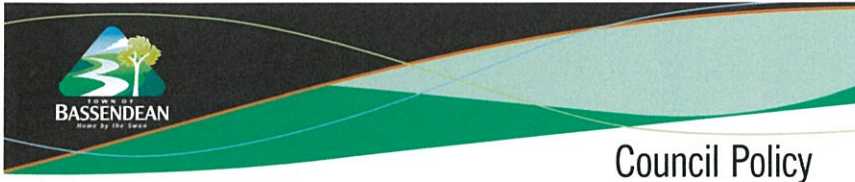
Applications requiring to be determined by Council

Any applications not meeting the requirements of this policy are to be referred to Council for consideration if deemed to be worthy of Council's support under "extraordinary" circumstances. This may include applications for a donation that exceeds any of the policy limits (notably amount and frequency) and for retrospective applications for funding where extenuating circumstances did not allow consideration prior to the event.

Promotional opportunities

Promotional opportunities for Council are to be considered in conjunction with all donations/ [sponsorship](#) where appropriate maximising exposure for Council's support. This [may](#) will be by the use of:

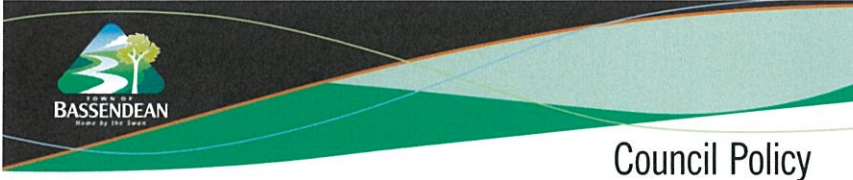
- Logos (on stickers, etc.);
- Banners;
- Signage;
- Merchandise;
- Press releases;
- Public relations opportunities for Mayor and Councillors; and
- The Town's Website.



Application

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

Policy Type: Strategic Policy	Responsible Officer: Director Community Development
Link to Strategic Community Plan: Arts, Heritage and Culture	Last Review Date: May 2015 Version 3
	Next Review due by: May 2020



6.14 Festive Season Office (Administration) Closure

Objective

To establish a Council Policy on the closure of the Administration Office during the Festive Season (Christmas to New Year).

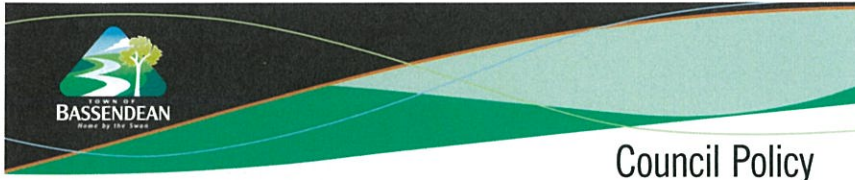
Strategy

As a family-friendly Council, the Administration Office will be closed during the Festive Season (Christmas to New Year). The Chief Executive Officer is required to advise staff of the dates of the office closure by 1 July that year and ensure that the Town is able to respond to emergencies or urgent issues.

Application

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: April 2014 Version 2</p> <p>Next Review due by: May 2020</p>



6.15 Financial Sustainability Policy

Objective

To strengthen the Town's financial sustainability by continuously improving the Town's financial performance and position both in the short term and long term.

Strategy

In carrying out its functions, the Town of Bassendean is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. (Section 1.3 of the Local Government Act). This requires prudent financial management to achieve sustainable outcomes for the community.

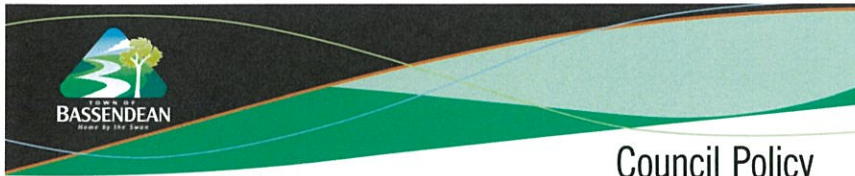
The Town of Bassendean's long term financial performance and position will be sustainable where:

1. continuation of the Council's present spending and funding policies;
2. likely developments in the Council's revenue raising capacity and in the demand for and costs of its services and infrastructure; and
- ~~3. normal financial risks and financial shocks; and~~
- ~~3.~~
- ~~4. altogether are unlikely to necessitate substantial increases in Council rates or alternatively disruptive service cuts. (Ref: SA Inquiry Report 2005).~~

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~~In accordance with the Intergovernmental Agreement on Cost Shifting (IGA) signed by the three tiers of government in 2006, the~~ Town of Bassendean commits to sound public governance through:

1. Good fiscal management by working towards:
 - a. prudent management of assets and liabilities;
 - b. ensuring that revenue and spending decisions have regard to their effect on future generations and ongoing financial sustainability;
2. Ensuring that its decisions on service delivery and the provision and maintenance of infrastructure are made with due regard to available, existing and anticipated future financial resources and competing priorities;

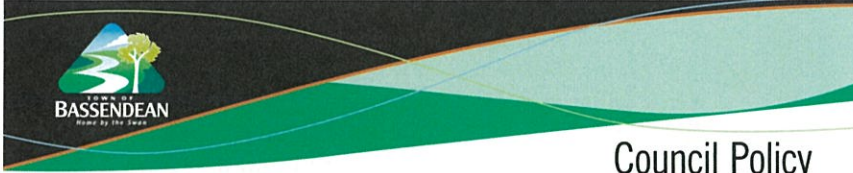


Council Policy

3. Improving its practices including strategic planning at local and regional levels, prudent borrowing and appropriate pricing regimes;
4. Being responsible for funding functions it chooses to undertake in an area of responsibility of other spheres of government, in addition to funding its existing core functions.

To achieve improved financial sustainability the following principles guiding financial management are to be followed:

- ~~1. Undertake long term planning and funding of infrastructure, services and land use in close in accordance with the adopted Strategic Community Plan and Corporate Business plan, consultation with the community so as to prioritise Council spending, manage public expectations and achieve financial viability.~~
- ~~2.1. Implement and maintain asset management systems to achieve "whole of life" planning for asset and infrastructure maintenance and renewal.~~
- ~~3. Develop and maintain a "Plan for the Future" based on a ten year time frame and underpinned by a Strategic Financial Management Plan as well as a longer term Vision 2030 Plan.~~
- ~~4.2. Avoid taking on additional responsibilities for asset maintenance and infrastructure renewal and expansion from the State Governments without a commensurate allocation of capital and recurrent funding, eg, Swan River foreshore and wetlands;~~
5. Seek to provide fewer and better quality facilities by rationalising its assets and infrastructure through the sale of surplus land, ~~closing ageing facilities where appropriate and not duplicating facilities and services provided by the private sector and other non-profit bodies.~~
6. Maximise external funding opportunities for capital projects and where possible services provided to the residents of the Town of Bassendean.
7. Not undertake new services or functions, which duplicate ~~to the extent considered inappropriate~~ those provided by other tiers of government, the private or non-profit sector.
8. Conduct rolling reviews of services based on a sustainable best value analysis to ensure that services continue to meet community needs as strategic priorities for the Town, are run effectively and efficiently and do not duplicate services provided by other providers.
9. Adopt appropriate industry standards for all services and functions undertaken, benchmark services to the community against other local governments and the private sector to ensure that they are competitive and use resource sharing where efficiencies and/or service delivery improvements can be made.



Council Policy

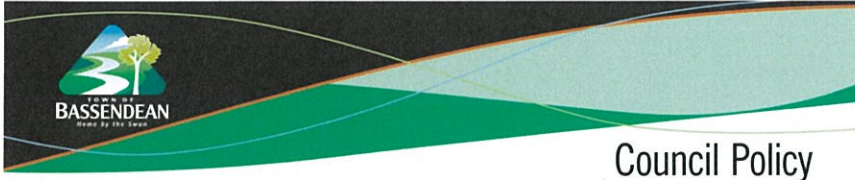
40. Ensure that any functions undertaken by local government on behalf of other tiers of government are appropriately funded to meet increasing compliance costs such as industry accreditation. Additionally where the nature of the Function precludes the Local Government from recouping the cost, the Town will make every effort to identify it as cost shifting or an unfunded mandate.
- ~~11.10. Use the Internal audit process and the Australian Business Excellence Framework to identify process improvements.~~
- 12.11. Improve its collection of data on Key Performance Indicators and report on the achievement of financial performance targets through the quarterly reports and Annual Report.
- 13.12. Develop an acceptable and sustainable borrowing and debt management program to fund infrastructure needs on an intergenerational basis.
- 14.13. Support WALGA efforts to obtain developer contributions for new development infrastructure in a similar fashion as in NSW and Victoria.
- 15.14. Support WALGA efforts to claw back rate exemptions to charitable and non-profit organizations and resist any moves to expand the scope of exemptions.
- 16.15. Work with the Western Australian Local Government Association and other Local Governments to levy income from Commercial Government Enterprises infrastructure on Local Government land.
- 17.16. Ensure the comprehensive induction and ongoing training for Councillors and staff to increase the understanding of sustainability principles and increase financial and asset management skills.

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Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: April 2014 Version 2
	Next Review due by: May 2020



6.16 Purchasing Policy

Objective – difference between RFT RFQ

This policy:

1. Meets the requirements of the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996 to establish a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services;
3. Is designed to ensure that the Town receives value for money as a result of its purchasing activities; and
4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework.

Strategy

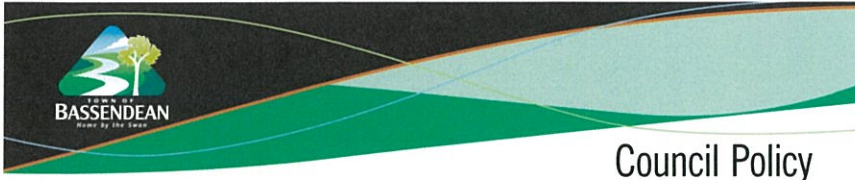
Staff have developed a procurement manual that provides an effective 'how to' framework for Town of Bassendean contracting for goods and services. Understanding and adhering to the procedures within the manual, will help ensure good purchasing outcomes.

The Manual and associated Council policies provide a purchasing and contracting framework that reflects the principles and arrangements fundamental to efficient and effective purchasing and contracting.

These procedures apply to all methods of procurement, including e-commerce methods.

In undertaking any procurement activity, authorized Council purchasing officers, and any private sector organisations purchasing on the Town's behalf, must understand and comply with the policy requirements outlined in Council policies.

In the event of any inconsistency between these Procedures and Council policies, compliance with the policies takes precedence.



Key outcomes that Council wishes to achieve are:

- ensuring value for money in Town of Bassendean contracting and purchasing;
- ensuring there is transparency in Town of Bassendean contracting and purchasing;
- minimising the risk to the Town of Bassendean from purchasing and contracting through the application of a robust risk management mechanism ensuring that the products and services it purchases are in line with the Town's objectives for a sustainable future and that can support markets for environmentally preferred products and services, support products with minimum packaging and contribute to improved environmental quality and progress towards sustainability
- Ensure that the purchasing framework promotes the sustainable use of resources and reduce negative impacts.
- To efficiently manage the replacement of the Town of Bassendean's vehicle fleet

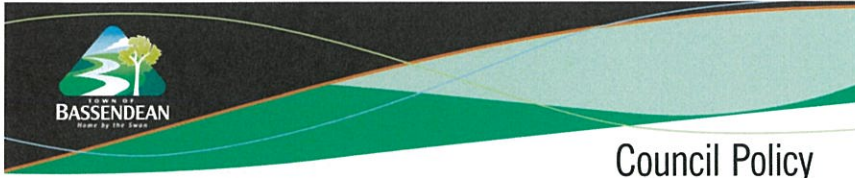
Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer</p> <p>Last Review Date: April 2014 Version 2</p> <p>Next Review due by: May 2020</p>
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6.17 Risk Management Policy

Objective

To develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the Town and to reduce the potential costs of risk through the implementation of an organisation wide risk management framework.

Strategy

The Town of Bassendean is committed to managing risk and will do so by maintaining a Risk Management framework in accordance with the Risk Management Standard AS/NZS [31000:2009](#) and [4360:2004](#). The framework will include systems to identify, evaluate, treat, monitor, review and report risks. [Regulation 17 of the Local Government Act \(Audit\) Regulations 1996 provides for a review of the Risk Management of the organisation every 2 years.](#)

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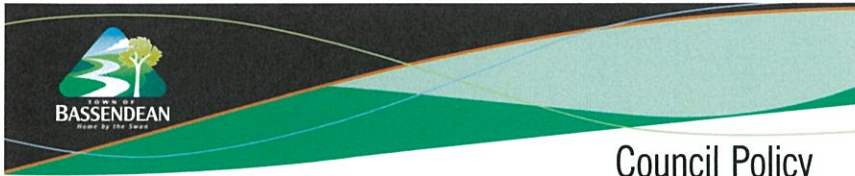
Policy Aims

- To implement Risk Management across the Council in accordance with the Standard AS/NZS [31000:2009](#) and [4360:2004](#); and
- To develop a risk management plan which is owned and managed by the Town of Bassendean staff and is aligned to the strategic planning process and the achievement of the Town's vision and values.

Policy Scope

This policy covers:

- All activities of the Town from Strategic Planning and Corporate Governance to operational activities and specific projects;
- Employees identifying and assessing potential risks in all areas of responsibility;
- The development of risk mitigation plans and the implementation of risk reduction strategies; and
- Ensuring that potential and existing risks are reported to the Management and allocating of risk management responsibilities to staff.



Council Policy

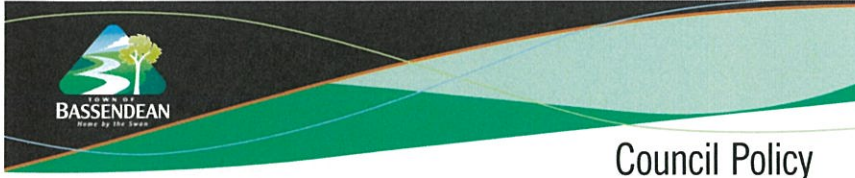
The Risk Management Manual covers risk control as well as some risk financing requirements. These guidelines can be applied to various risk/loss exposures, including those relating to:

- The community;
- The workforce;
- Vehicles and plant;
- Buildings and similar property;
- Revenue streams;
- Legal liability;
- Electronically stored information;
- Intellectual property;
- Environmental damage;
- Contractors;
- Fraud; and
- Reputation.

Application

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Director Operational Services</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: April 2014 Version 2</p> <p>Next Review due by: May 2020</p>



6.18 Investment Policy

Objective

To invest funds to ensure the maximisation of returns with due consideration of the associated risks, whilst protecting the initial capital investment and future cash flows.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

Investments are to be made in accordance with legislative requirements of the Local Government Act and the associated Regulations.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be undertaken and in a manner that ensures security and safeguard the Town's Investment Portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a yield that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- Preference will be given to invest in financial institutions who do not invest in or finance the fossil fuel industry.

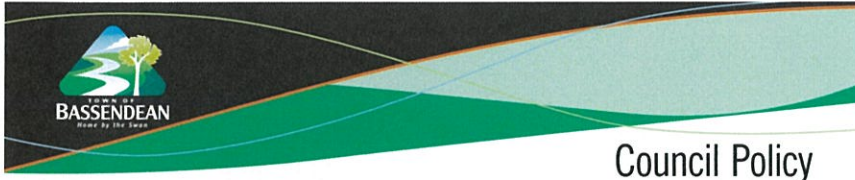
Legislative Requirements

All investments are to comply with the following:

- Local Government Act (WA) 1995 (As Amended as at November 2015)
- Trustees Act (WA)1962 (As amended as at the 16 January 2013)
- Local Government (Financial Management) Regulations 1996 (As amended as at June 2013)

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer (CEO) in accordance with the Local Government Act 1995. (*Section 6.14*)



of the Local Government Act 1995 & Section 19 of the Local Government (Financial Management) Regulations 1996).

Ethics and Conflicts of Interest

In accordance with the Town's Code of Conduct, Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. All disclosures are to be in accordance with the Town's Code of Conduct.

A local government officer must act with the care, prudence, skill and diligence that a prudent person acting in like capacity under similar circumstances would act.

Authorised Institution Investments

This policy authorises investment of the Town's funds, including surplus funds, with an Authorised Deposit-taking Institution as defined in the *Banking Act 1959* (Commonwealth) section 5.

Investments are limited in accordance with the requirements of the Local Government Act (Financial Management) Regulations 19C which provides:

19C. Investment of money — Restrictions on Act S6.14(2)(a)

(1) *In this regulation —*

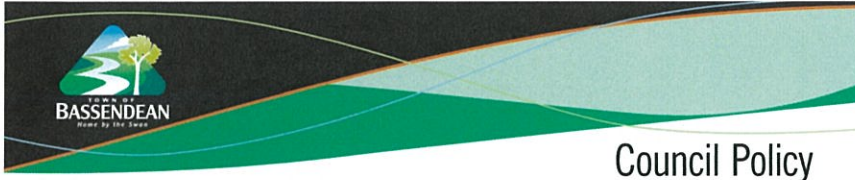
authorised institution means —

- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

foreign currency means a currency except the currency of Australia.

(2) *When investing money under section 6.14(1), a local government may not do any of the following —*

- (a) *deposit with an institution except an authorised institution;*
- (b) *deposit for a fixed term of more than 12 months;*
- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (d) *invest in bonds with a term to maturity of more than 3 years;*
- (e) *invest in a foreign currency.*



Overall Portfolio Limits

To control the Credit quality on the entire portfolio, a global credit framework will apply to limit the percentage of the portfolio exposed to any particular rating category as outlined below.

The maximum available limits in each category are as follows:

S & P Short Term Rating	Direct Investment Maximum %
A-1	100%
A-2	60%

Counterparty Credit Limit

All investments made on behalf of the Town of Bassendean will comply where applicable, with the credit guidelines based on the S&P ratings for each institution. Exposure to an individual institution will be restricted, where applicable, by their S&P rating so that single entity exposure is limited, as detailed in the table below:

S & P Short Term Rating	Direct Investment Maximum %
A-1	50%
A-2	30%

Investment Advisor

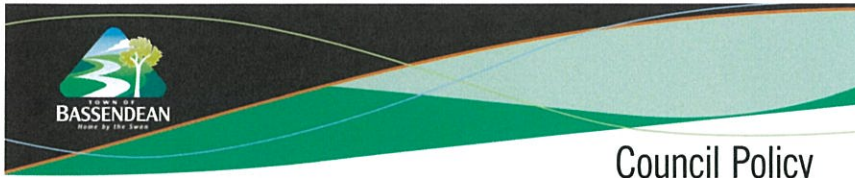
The Town may appoint an investment advisor who must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended in accordance with the terms and conditions of this policy.

Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio and maturity date.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

For Audit purposes, certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.



Council Policy

GLOSSARY OF TERMS

Local Government Act 1995

Section 6.14 of the Local Government Act 1995 provides that “subject to regulations, money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by a local government for any other purpose may be invested in accordance with “Part III of the Trustees Act 1962” (Trustees Act)”

Local Government (Financial Management) Regulations 1996

Regulation 19 of the Local Government (Financial Management) Regulations 1996 states a local government is to “establish and document internal control; procedures to be followed by employees to ensure control over investments”

Regulation 19C provides for the definition of the authorised institution, and the limitation of the investment funds.

Regulation 28 and 49 prescribe the disclosure requirements for investment in the Annual Budget and Annual Financial Report respectively. Additional disclosure requirements are also provided under the Australian Accounting Standards.

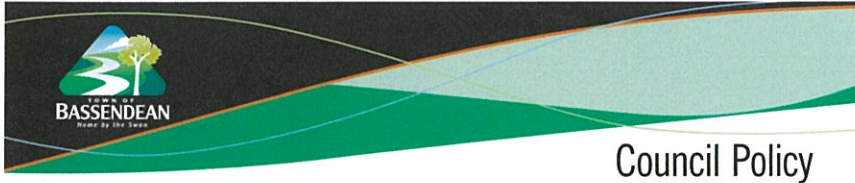
As part of the reporting requirement under Regulation 34 Financial Activity Statement Report, each local government is to include in its monthly statement of financial activity any supporting information considered relevant by the local government. This should include a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the investment policy.

Preservation of Capital

Preservation of capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio’s total value.

Prudent Person Rule

Investments will be managed with the care, diligence and skill that a prudent person will exercise. Delegated Officers are to manage the Investment Portfolio to safeguard the portfolios in accordance with the spirit of this investment policy, and not for speculative purposes.



Trustees Act 1962

Section 17 of the Trustees Act 1962, states “a trustee may, unless expressly prohibited by the instrument creating the trust -

- (a) invest trust funds in any form of investment; and
- (b) at any time, vary an investment or realise an investment of trust funds and reinvest money resulting from the realisation on any form of investment”.

INVESTMENT DEFINITIONS

Authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

Foreign currency means a currency except the currency of Australia.

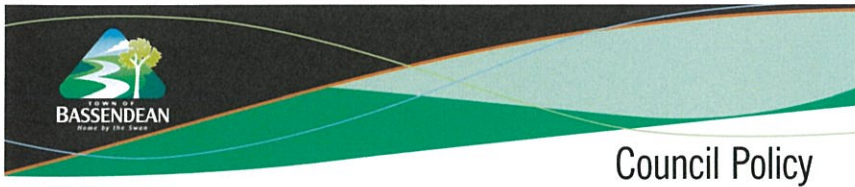
Reference – Local Government Act (Financial Management) Regulations

Bonds

Bonds are financial securities issued by the Commonwealth, State or Territory government authorities as a means of raising funds. These securities are restricted to maturity of less than 3 years.

Security investments

Security investments (also known as ‘negotiable certificates of deposit’ or ‘bills of exchange’ accepted or endorsed by Australian banks) are ‘discount securities’ because they are sold at a discount to their face value. The difference between the purchase price (amount invested) and the face value (amount at maturity) represents the interest earned.



Term deposit

A Term Deposit is an investment where the interest rate is guaranteed not to change for the whole of the nominated term. It provides the security of knowing that interest income is protected from fluctuations in investment markets.

S&P Credit Ratings

S&P stands for Standard and Poors, which is a globally accredited professional organisation that provides analytical services. An S&P credit rating is an opinion of the general creditworthiness of an obligor with respect to particular debt security or other financial obligation based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment;
- Nature and provisions of the obligation; and
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganization or other laws affecting creditors' rights.

The issue rating definitions are expressed in terms of default risk.

S&P Short Term Credit Rating A-1

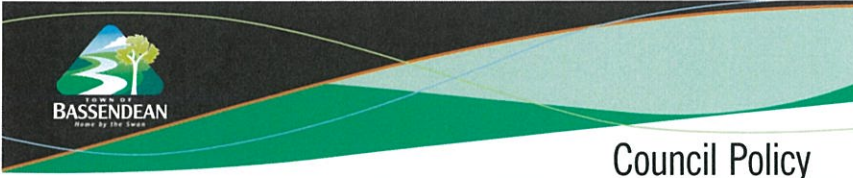
This is the highest short term category used by S&P. The institutions capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

S&P Short Term Credit Rating A-2

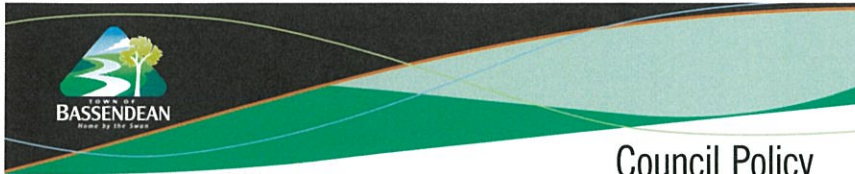
A short term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the institutions capacity to meet its financial commitment on the obligation is satisfactory.

Application

Responsibility for the implementation of this policy rest with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years or as required in the event of legislative changes.



<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer</p> <p>Delegated Authority: Director Corporate Services Manager Corporate Services</p> <p>Last Review Date: March 2016</p> <p>Next Review due by: March 2019</p>
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Council Policy

6.19 Chief Executive Officer and Executive Officers Employment Policy

Objective

To establish Executive Officers of the Council under a corporate management structure who can efficiently and effectively carry out their duties on behalf of the Town

Strategy

Chief Executive Officer

The Chief Executive Officer is the chief non-elected executive officer of the Council appointed by Council in accordance with the Local Government Act.

Executive Officers

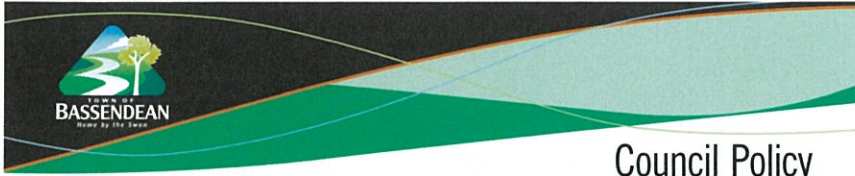
Under the corporate structure other Executive Officers are the Director Operational Services, Director of Corporate Services, Director of Strategic Planner and the Director Community Development .

Acting Chief Executive Officer

The Council will appoint an Acting Chief Executive Officer to fulfil the duties and exercise the powers of the Chief Executive Officer in periods of annual leave and during periods of unforeseen prolonged absence (exceeding 5 working days) of the Chief Executive Officer. The appointment will be made from the Executive Officers of the Council on a rotational basis.

Setting Executive Salaries

It is Council policy that guidelines are provided for the CEO in setting executive salaries to ensure that executive salaries are fair and reasonable, are competitive with local governments of a similar size and complexity and are financially sustainable in the context of the Town's rate base.



Annual Director salary negotiations are to be entered into by the CEO based on the following framework:

SALARY INCREASE	JUSTIFICATION
Maximum of 6% pa up to a ceiling of 80% of the Salaries and Allowances Tribunal midpoint in the range for CEO's salaries of level 5 Councils.	Any increases over and above the CPI needs to be justified to the CEO's satisfaction on completion of the Director's agreed KPIs and in particular the overall contribution to the Town, acknowledgement of any additional outstanding contributions, comparisons with industry benchmarks with other local governments and advice from WALGA's Workplace Solutions Unit.
CPI Increase	An automatic CPI increase will apply for satisfactory performance over the reporting year. CPI will be calculated on the previous 12 months' figures.
No increase	An increase will not automatically flow in the event of unsatisfactory performance.

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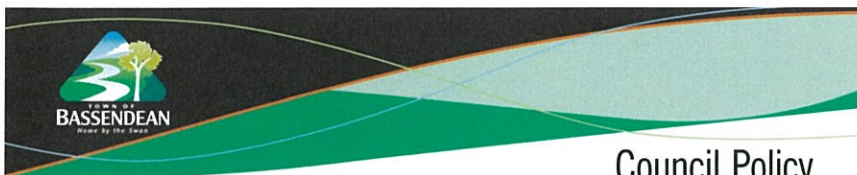
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Application

This policy is to be applied by the CEO following the completion of the annual performance review of the Directors.

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: April 2014 Version 2
	Next Review due by: May 2020



Council Policy

6.20 Employment Related Benefits with the Town of Bassendean Policy

Objective

To establish a policy on the employment benefits provided to employees in accordance with the Enterprise Bargaining Agreements and with regards to the following:

- Superannuation and Salary Sacrifice;
- Education and Study Assistance;
- Employment Training and Development; and
- Use of Council Equipment for private purposes.

Strategy

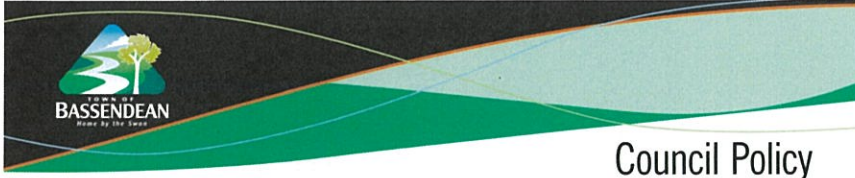
1. Superannuation and Salary Sacrifice

Council will provide employees the option of salary sacrifice of their superannuation and in addition to the Superannuation Guarantee Contribution (SGC), a superannuation co-contribution scheme is accessible to all employees based on the agreed Enterprise Bargaining Agreement but no less than the following table:

Employee Contribution	Employer Contribution	Total (not including SGC)
1%	1%	2%
2%	2%	4%
3%	3%	6%
3.5%	3.5%	7%
4%	4%	8%
4.5%	4.5%	9%
5%	5%	10%

Employees' contributions are unlimited to a superannuation fund of choice.

Procedures have been established to provide guidance to all employees wishing to access the superannuation co-contribution scheme. Employees will be required to adhere to the procedures to qualify for the superannuation scheme contributions.



2. Education and Study Assistance

Council will provide employees with the opportunity to pursue studies relevant to their position and to local government in accordance with the relevant clauses in the Enterprise Bargaining Agreements.

Employees may be assisted to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited Local Governments and private companies.

The pre-requisites for assistance are:

- That the course(s) complement the Local Government's goals and strategies; and
- Are relevant to the work of the employee.

Procedures have been established to provide guidance to all employees wishing to access the Education and Study Assistance. Employees will be required to adhere to the procedures to qualify for the Education and Study Assistance.

3. Employment Training and Development

Council will provide all employees with the opportunity to participate in training and development programs at the Local Government's expense where training/development complements the Town of Bassendean's goals and strategies, and is consistent with the skills identified at the staff development process.

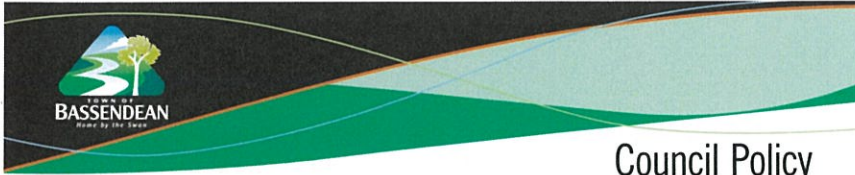
Procedures have been established to provide guidance to all employees on the Town of Bassendean's training and development processes. Employees will be required to adhere to the procedures to qualify for the training and development process.

4. Use of Council Equipment for Private Purposes

~~Employees may only use Council equipment for private purposes on an employee's own residential property for non-commercial and non-routine reasons.~~

~~Equipment excluded from loan is:~~

- ~~a) Chainsaws, workshop tools, major plant such as skidsteer loader, four wheel drive loader, trucks, tractors, backhoe and wood chipper, welding equipment, 5KVA generators and above, power tools, other than drills, grinders and cutters.~~
- ~~b) Equipment that is felt to be unsafe when used by an inexperienced operator.~~
- ~~c) Any equipment, the removal of which, will cause disruption to Council's operations.~~



Council Policy

~~Equipment loaned must be returned the following working day.~~

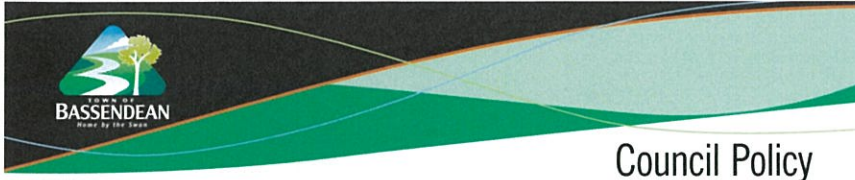
~~Any costs related to loss or damage to items that are borrowed will be charged to the employee concerned. Employees are to complete a disclaimer form exonerating Council of liability in case of accident with the equipment.~~

~~The Depot Manager/Manager of Asset Services must approve all borrowing of equipment, or in his absence the Director Operational Services.~~

Application

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: 16 June 2012 Version 2</p> <p>Next Review due by: May 2020</p>



6.21 Presentation to Staff Policy

Objective

The aim is to have a policy in place, to formally recognise and thank commendable employees for their service and contribution during their employment with the Town of Bassendean.

To have in place a policy, in accordance with Section 5.50 of the Local Government Act 1995 and Local Government (Administration) Regulation 1996, in particular Clause 19A (1) & (2), in relation to employees whose employment with the Town of Bassendean is finishing, setting out the circumstances in which the Council will pay an employee any amounts in addition to those which the employee is entitled under the terms of a contract or industrial award.

Benefits provided in accordance with this policy shall not apply where:

- Employment is terminated as a consequence of conduct that justifies dismissal, including misconduct, inefficiency or neglect of duty; or
- An employee is appointed as a casual, temporary employee or who was engaged for a specific time period or for a specific reason, task, project or program.

Strategy

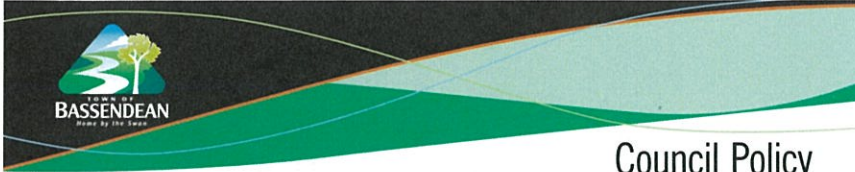
Resignation or Retirement

Council authorises a gift to the value of \$100 and a farewell function for employees who retire or resign from the Town of Bassendean after a period of employment of five years or more of continuous service. Where employees have served for ten or more years, the gift authorised is \$350.

Continuous Service Awards

Staff who work with the Town of Bassendean for a significant period of time will be recognised with a Service Award.

An employee is eligible for a gift in the form of a gift voucher - a payment can only be made directly to a retailer.



After 5, 10, 15, 20 and then every 5 years after 20 years of continuous service, the Employee will be recognised as follows:

- 5 Years Service - Certificate of Service and \$100 gift/voucher;
- 10 Years Service - Certificate of Service and \$250 gift/voucher & Bottle of Wine;
- 15 Years Service - Certificate of Service and \$400 gift/voucher & Bottle of Wine;
- 20 Years Service – Certificate of Service and a gift/voucher (maximum value \$550) & Bottle of Wine; and
- Every 5 years after 20 years – Certificate of Service + gift/voucher (maximum value of \$750) + dinner for two. Certificates for 5 years service will be presented to employees by the Director of the Directorate. Where this is impractical the Supervisor may make the presentation.

Certificates for 10, 15, 20 and then every 5 years after 20 years of continuous service will be presented by the Chief Executive Officer at the following nominated functions, End of Financial Year and Christmas functions.

All certificates will be signed by the Chief Executive Officer and the Mayor.

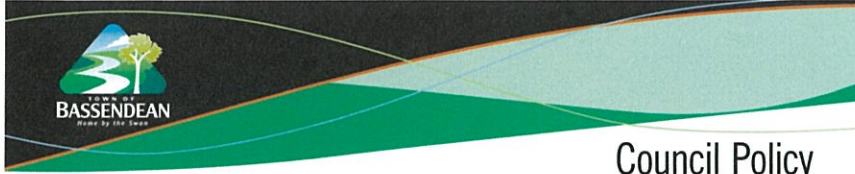
Local Government Structural Reform

~~If an employee's position is made redundant as a result of an order given by the Governor in accordance with Section 2.1 of the Local Government Act, that employee shall be entitled to the redundancy entitlements as provided by Schedule 2.1, Clause 11 (4) and (5) of the Local Government Act.~~

Application

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: April 2014 Version 2 Next Review due by: May 2020</p>



Council Policy

6.22 Councillor Contact with Administration Policy

Objective

To enable honest and open communication between the Councillors and the Chief Executive Officer, underpinned by the operational responsibility of the Chief Executive Officer and avoid potential conflict by recognising the respective roles of Councillors and the Chief Executive Officer.

Strategy

In line with the separation of roles in the Local Government Act 1995, it is not the role of Councillors to approach employees to discuss operational or other staff matters with them. Councillors are to limit their direct contact to the Chief Executive Officer or the Town's Directors. Any staff concerns should however, be directed to the Chief Executive Officer only.

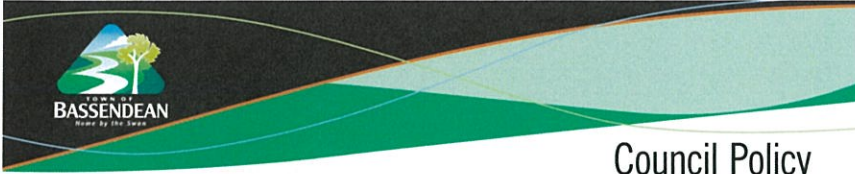
The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis and is also available to Councillors during the day other than when prior commitments make this impossible. Where Councillors have a particular need to see the Chief Executive Officer or a Director then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the emails of Councillors are passed on to other Councillors and the Corporate Management Team.

Other than as mentioned above, employees are not to approach Councillors directly about operational or staff related matters and the Chief Executive Officer is to take steps to ensure that all staff know the correct grievance procedure to follow.

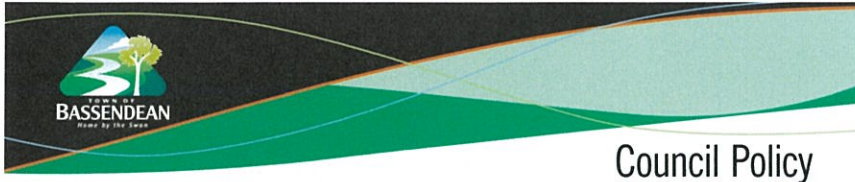
If a Councillor is approached by an employee who wishes to raise a staff matter, then the Councillor should point out that the employee's concerns will be referred to the Chief Executive Officer and the Councillor will as soon as practicable advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

Application

Responsibility for the implementation of this policy rest with all Councillors and staff of the Town of Bassendean. The Policy is to be reviewed every three years.



Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: 8 November 2009 Version 2
	Next Review due by: May 2020



6.23 Record Keeping Policy

Objectives

To ensure compliance with the requirements of the State Records Act 2000 and the Local Government Act 1995. To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations' stakeholders.

Scope

This policy is relevant to the whole organisation of the Town of Bassendean, including Councillors, those officers in other remote locations, and all contractors employed by the Town of Bassendean to fulfil specific business functions.

Definitions

Government records – are records created or received by a government organisation or a government organisation employee or contractor in the course of work for the organisation.

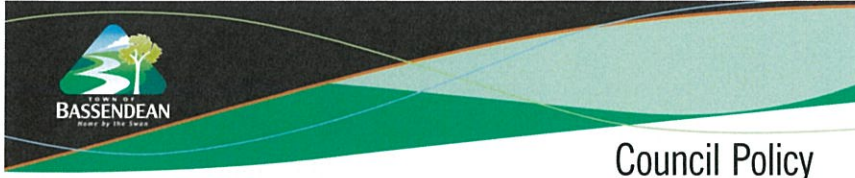
Record – means any record of information however recorded and includes:

- Anything on which there is writing or Braille;
- A map, plan diagram or graph;
- A drawing, pictorial, or graphic work, or photograph;
- Anything on which there are figures, marks, perforations, or symbols
Having meaning for persons qualified to interpret them;
- Anything from which images, sounds or writing can be reproduced
With or without the aid of anything else; and
- Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Source:

State Records Act 2000

State Records Commission Standard 1 – Government Recordkeeping.



Relevant Laws and Publications

- State Records Act 2000;
- Local Government Act 1995;
- State Archives of Western Australia Policies & Standards Manual for Records Management;
- State Records Office of Western Australia General Disposal Authority for Local Government Records;
- AS ISO 15489; and
- Freedom of Information Act 1992.

Delegation

It is the function of the Chief Executive Officer, under the Local Government Act, to “ensure that records and documents of the local Government are properly kept for the purposes of this Act and any other written law”

The Act also states that “A CEO may delegate to any employee of the Local government the exercise of any of the CEO’s duties under this Act other than this power of delegation”.

Under legislation, the Chief Executive Officer delegates to the Records Management the authority to carry out his function as it relates to recordkeeping, under the Local Government Act, and in line with the requirements of the State Records Act 2000.

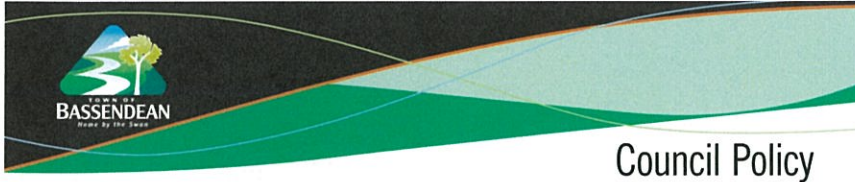
Asset and Disclosure

~~All records received by Council employees in the course of business, regardless of format, are considered to be an asset of the Town.~~

~~All records received that are an indication of the Town’s business activities must be either registered in the Central records System or sent to Records Management for processing in the appropriate manner~~

Capture & Creation

All records received by the Town’s employees are to be registered in the Records Management system. All records created by officers on behalf of the Town are to be captured at the point of creation regardless of format within the electronic recordkeeping system. No officer, excepting the Records Management staff, will undertake the storage of any record, regardless of perceived importance or content, . No officer, excepting the Records Management staff, will undertake the disposal of any record, regardless of content and perceived importance.



Disposal will at all times be undertaken in accordance with the requirements of the State Records Office of Western Australia General Disposal Authority for Local Government (1999).

Control, Security & Protection

All files/records are assigned a designated security level at the point of creation subject to their sensitivity and adequately secured and protected from violation, unauthorised access or destruction.

Any file/record checked out from records is to remain within the Town's offices.

No officer may remove files/records from the Town's offices without authority from the CEO

Access to the Town's records will be in accordance with designated and approved access and security classifications.

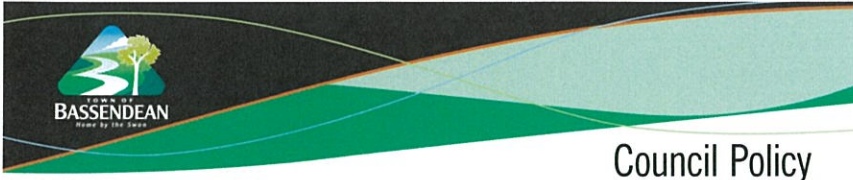
General Public access to the Town's records will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.

Appraisal, Retention and Disposal of Records

All records maintained by the Town of Bassendean are to be disposed of in accordance with the State Records Office's General Disposal Authority (GDA) for Local Government Records.

All records retained for more than 20 years and Retain Permanent State Records with exception of Human Resources are stored in acid free boxes and are to be stored in the Town's approved off site storage facility.

All temporary records retained for less than 20 years are to be stored in years of destruction in acid free boxes within the Town's on site archive facility and destroyed at the end of the destruction year.



Roles and Responsibilities

Chief Executive Officer:

The Chief Executive Officer is to ensure that there is a system for the maintenance and management of records that is compliant with relevant legislation, including but not limited to State Records Act 2000, this Policy and Best Practice Standards.

Directors and Managers:

Directors and Managers have a responsibility to ensure all new employees are inducted and trained as to their record keeping responsibilities. They must ensure records created under their control and direction is recorded in the Town's corporate record keeping systems.

All Employees and Contractors:

All employees, including contractors to the Town, are to create, collect and retain records relating to the business activities they perform. They are to identify records, ensuring records are captured into the record keeping system and that all records are handled in a manner commensurate with statutory requirements and the Town's policies and procedures for record keeping.

Elected Members:

Elected members **must** create and keep records of communications or transactions, which convey information relating to the Town of Bassendean's functions. These records should be forwarded to the Chief Executive Officer for capture into the official recordkeeping system.

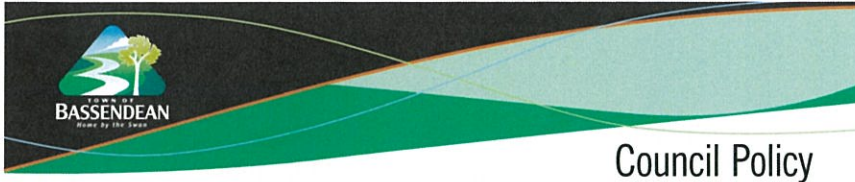
The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business." This policy applies regardless of a record's format or where it was received.

See table below for definitions of Elected Member Records.

Which records should be captured?

Yes – Forward to Chief Executive Officer: Communication from Ratepayers	No – Do not forward to Chief Executive Officer
Such as: <ul style="list-style-type: none"> • Complaints & compliments; • Correspondence concerning corporate matters; • Submissions, petitions & lobbying; • Information for Council's interest relating to local government business activity & functions. 	Duplicate copies – of Council Meeting agenda, minutes & papers. Draft documents or working papers - which are already captured by records management



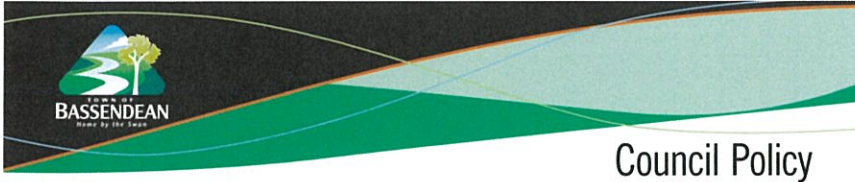
<p>Telephone, meetings & other verbal Conversations – between an elected member and another party, regarding Town of Bassendean projects or business activities.</p>	<p>Publications – such as newsletters circulars and journals.</p>
<p>Work diaries – containing information that may be significant to the conduct of the elected member on behalf of the Town of Bassendean.</p>	<p>Invitations – to community events where an elected member is <u>not</u> representing Council or the Town of Bassendean.</p>
<p>Presentations and Speeches Delivered as part of an elected members' official duties.</p>	<p>Telephone, meetings & other verbal conversations which: convey routine information only; or do not relate to the Town of Bassendean's business or functions</p>
	<p>Electioneering – or party political information.</p>
	<p>Personal records – not related to an elected members' official duties.</p>

Destruction of Records: all records are to be returned to the Town of Bassendean for authorised and legal destruction.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer and Director Corporate Services</p> <p>Last Review Date: 8 November 2009 Version 2</p> <p>Next Review due by: May 2020</p>
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6.24 Asset Management Policy

Objective

The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.

Strategy

Council recognises the strategic importance of maintaining and replacing assets in a sustainable manner in order to achieve our vision as a highly accessible, cohesive, vibrant and diverse community within a high quality built and natural environment.

~~In order to achieve the vision within the Strategic Community Plan, the Town will provide and manage assets that support the delivery of services inline with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Town will develop and implement a Vision, a Strategy and Plans.~~

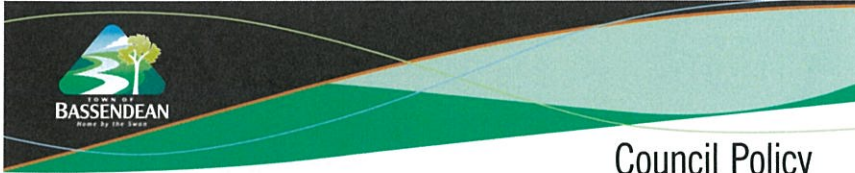
The Town will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner.

Asset management decisions will consider other key Town policies and priority will be given to existing assets and services to ensure that the Town's existing assets are maintained in order to maximise the whole-of-life opportunity before embarking on additional or expanded services or the acquisition of new assets.

SCOPE

The Town considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

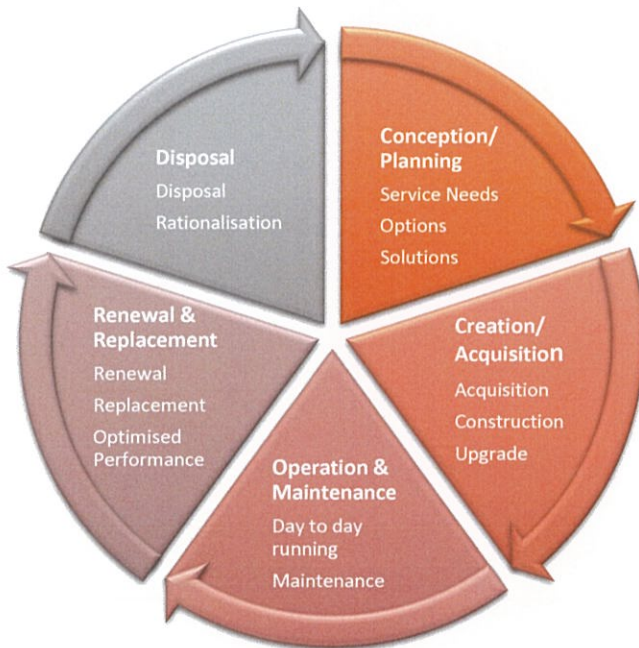
- Property;
- Recreation;
- Transport;
- Plant & Equipment; and
- Information Technology.



This Policy applies to all assets which are required to be managed by the Town, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

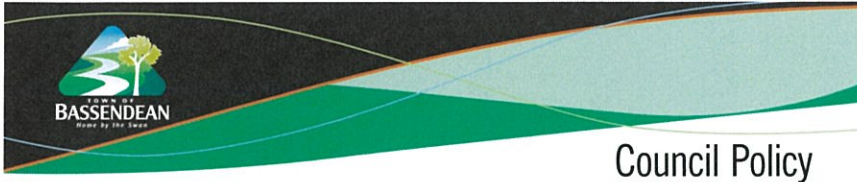
ASSET LIFE CYCLE (Whole of Life)

For clarity, the following describes the Town's definition of its Assets' Lifecycles. Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.

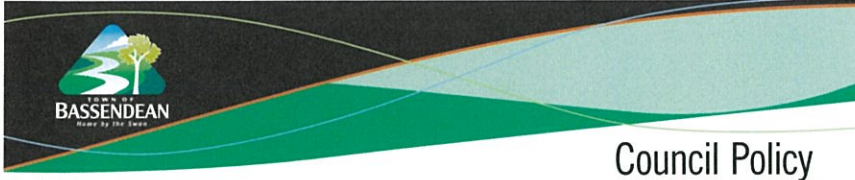


Application

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



Policy Type: Strategic Policy	Policy Owner: Director Operational Services
Link to Strategic Community Plan: Leadership and Governance	First Adopted: OCM-27/06/05
	Last Reviewed: March 2014 Version 2
	Next Review due by: May 2020



6.25 Councillors' Contact with Developers

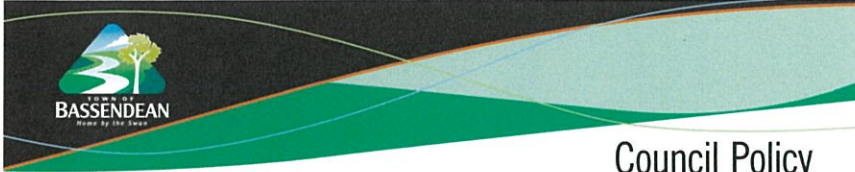
Objective

This Policy provides guidance on the recording of prescribed contact between Council Members and developers

Strategy

The role of Council in Town Planning is a vital one and the community and applicants should expect the highest standards of objectivity and transparency from all Councillors when dealing with development applications. The Department of Local Government and Communities provides a Guideline to Councillors with respect to their dealings with developers and it is expected that all councillors will familiarise themselves with this document. The following expectations of Councillors' behaviour in support of this policy have been extracted from that Guideline:

- *Any involvement that an elected member has with a development application during its assessment has the potential to damage the integrity of the final determination. It is therefore important that elected members refrain from public comments that could be construed as support or opposition of an application. Similarly, during the public comment period of a development application, elected members should not be seen to be trying to influence the public by commenting on the application or signing petitions.*
- *Lobbying on the merits and benefits of a proposal are all part of the healthy democratic process. However, problems arise when an elected member is lobbied to consider factors other than the relevant factors they should appropriately consider when determining the application as a decision-maker. Elected members need to understand the difference between appropriate and inappropriate lobbying and the risks associated if they fail to resist inappropriate lobbying.*
- *Elected members must not, when lobbied, commit their vote on the proposal. Members may offer support or otherwise but as decision-makers they are obliged to consider all relevant facts, including the debate at the meeting, prior to making their decision. Elected members who commit their vote may be faced with claims of perceived bias.*
- *The occasion may arise when two or more elected members are approached by a developer or applicant to meet in an informal manner to discuss the proposal and gauge their reaction to certain aspects of the development. Such meetings risk the independence of those elected members as impartial decision-makers and can lead to the developer or applicant adopting the view that what was agreed at the meeting had the approval of council. Modifications "agreed" to at such meetings can form part of the process for determining the application thus allowing for the impartiality of the elected members at the meeting to be questioned and hence the integrity of the final*



Council Policy

determination of council to be challenged. Information gained by the elected members at such meetings should be made available to the professional staff and other members as soon as practicable. To use such information in a way designed to compromise the debate or contradict staff reports would be improper and could jeopardise the eventual decision.

- *Elected members may wish to attend meetings between professional staff and developers. Attendance by members at such meetings could be considered highly inappropriate and entail an improper incursion by the elected members into the role of the Chief Executive Officer (CEO) and his or her professional staff. Approval of elected members attending such meetings needs to be at the discretion of the CEO as the CEO is best placed to determine whether their attendance compromises his or her legislative role of providing advice and information to council.*
- *Elected members should refuse an invitation they receive from developers to attend meetings between professional staff and the developer. Although the developer may suggest that it is an opportunity for them to see what the issues are and they may say little or nothing, the mere presence of an elected member puts implied pressure on staff and otherwise inhibits a free and frank discussion with the developer. The presence of elected members at such meetings may raise expectations on the part of the developer for approval and result in unnecessary later conflicts.*
- *The integrity of a local government will be improved where the role of the professional staff in assessing an application is clearly separated from the council's role of determining the application.*

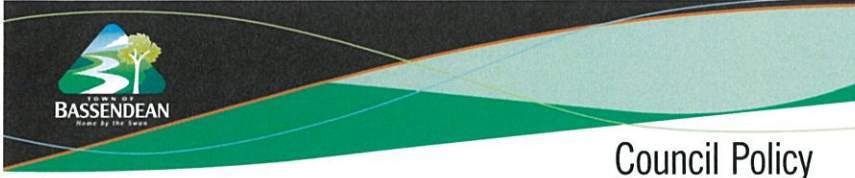
(Source: Local Government Operational Guidelines No. 12 – Elected Members' Relationship with Developers).

Definitions

Contact: Means any communication or conversation between a Council Member and Developer, regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following methods of communication – telephone, electronic mail (e-mail), short message service (SMS), multimedia messaging service (MMS), web-based networking platform, written mail, face-to-face and the like.

Developer: Means an individual, body corporate or company engaged in a business that:

- (a) regularly involves the making of relevant planning applications in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit; and
- (b) includes any consultant, lobbyist, advisor, agent, representative or person closely associated with a Developer and who is appointed to promote or advocate for the Developer's interests or proposal.



(Derived from: *Election Funding, Expenditure and Disclosures Act 1981 (NSW), s.96GB*)

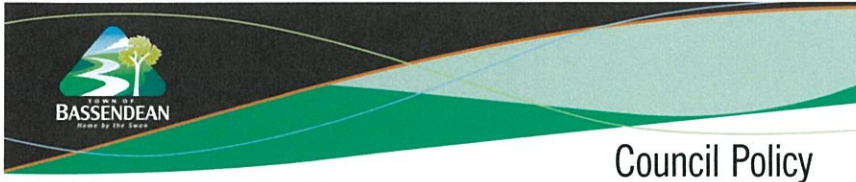
Exempt Contact: Means any contact which:

- (i) is in the form of a public statement made at a Council Forum, Council Briefing or Council Meeting; or
- (ii) does not involve the Council Member engaging in any discussion or communication with the developer on the planning or development proposal.

Planning or Development Proposal: Means and includes:

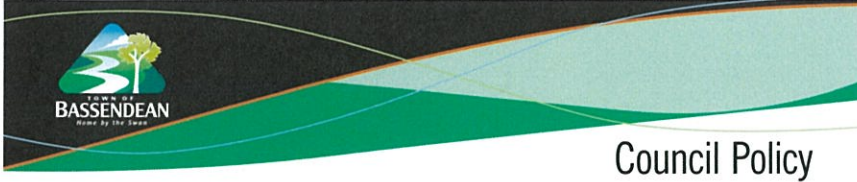
- (i) a proposed Local Planning Policy or amendment to a Local Planning Policy under the Town's operative Town Planning Scheme;
- (ii) a proposed amendment to the Town's operative Town Planning Scheme;
- (iii) an application under the Town's operative Town Planning Scheme or the Metropolitan Region Scheme for approval of the use or development of land and which is currently before or at the time of contact known to require determination by Council or the Joint Development Assessment Panel.

Prescribed Contact: Means any contact relating to a planning or development proposal, excluding any exempt contact.



Scope

1. Subject to clause 2 below, Council Members shall:
 - (a) In writing, record every instance of Prescribed Contact with a developer by noting the:
 - Developer's name
 - Date and time of contact
 - Type of contact
 - Property or properties within the Town of Bassendean to which the contact related
 - Nature of the issue covered in the contact
 - Council Member response
 - (b) Subject to sub-clause (c) below, not more than 7 days after contact with the Developer, provide to the Town's Chief Executive Officer the details referred to in sub-clause (a) above.
 - (c) Where the Prescribed Contact occurs with a Council Member while he/she is on Approved Leave of Absence, then that Council Member shall provide the information referred to in sub-clause (a) above to the Town's Chief Executive Officer within 7 days of the last day of their Approved Leave of Absence.
 - (d) Where Prescribed Contact occurs in the form of a group email or other correspondence to all Council Members, then the Office of the Mayor shall provide a copy of the same to the Chief Executive Officer for the purpose of compliance with clauses 2 and 3 below.
2. This Policy does not require Council Members to record contact defined as Exempt Contact. Notwithstanding, all written communication to and from Council Members relating to Council business is deemed to be a corporate record which may be accessible under the *Local Government Act 1995* and *Freedom of Information Act 1992*.
3. The Chief Executive Officer shall create and thereafter maintain a register of all Council Member contact with Developers, incorporating the details referred to in sub-clauses 1(a) and (d) above. Such register shall be made publicly available in an electronic format on the Town's website.
4. The Chief Executive Officer shall ensure the public register referred to in 3 above is updated on a monthly basis.



Application

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

(The Town acknowledges the use of content from the policy developed by the City of Vincent.)

Policy Type: Strategic Policy Link to Strategic Community Plan: Leadership and Governance	Responsible Officer: Chief Executive Officer a Last Review Date: Version 1 Next Review due by: May 2020
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ATTACHMENT NO. 8



WILL YOUR SHED BE COVERED BY YOUR INSURER?

Your new shed will protect things you value. Your family or mates will spend time inside your shed. Perhaps your shed is in close proximity to your house? You need peace of mind that it will be designed and engineered correctly for your site and your needs.

It is important to note that many insurance agreements refer to payout exclusions clauses such as "of a faulty design" or "do not comply with the National Construction Code (BCA)". Don't get caught out with a non-compliant shed.

ShedSafe® is a well-established industry accreditation scheme for cold form shed suppliers that provides peace of mind:

- ✓ **Designed Right:** To become **ShedSafe®** accredited, consulting engineers submit their engineering principles, plans and structural calculations to be reviewed by a panel of independent third party engineers.
- ✓ **Fit for Purpose:** Consulting engineers carry out site-specific analysis to ensure your shed is designed to handle the unique conditions at your site, such as wind, snow or earthquake, and importantly in accordance with the relevant Australian Standards and Codes.
- ✓ **Trained Suppliers:** **ShedSafe®** accredited members complete training and assessment so you can be confident the shed they sell you will protect your investments and those who use them.

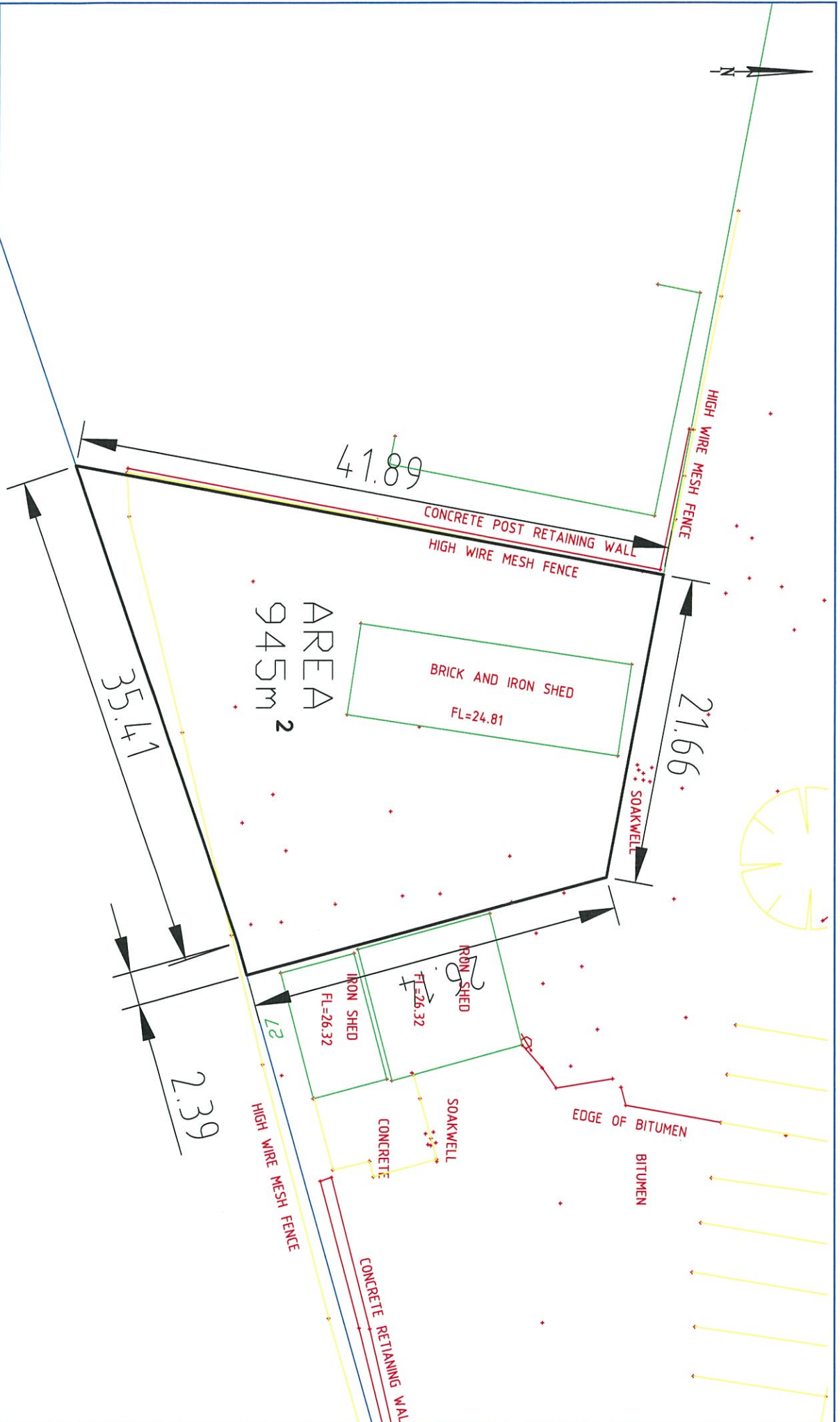
So before you decide on buying a shed, ask yourself two questions:

- **Is your shed seller ShedSafe® accredited?**
- **If not, is it really worth the risk?**

WHATEVER'S IN YOUR SHED, MAKE SURE IT'S SHEDSAFE®



www.shedsafe.com.au



REVISIONS	NO	DATE	DRN	CHK	DES	APP	DRAWN	N.B	DATE

TITLE
 TOWN OF BASSENDEAN
 DEPOT 69 SCADDAN STREET

TOWN OF BASSENDEAN
 ASSET SERVICES

48 OLD PERTH RD
 BASSENDEAN WA
 6054
 ABN 60 347 409 108

Telephone: (08) 9377 9000
 Facsimile: (08) 9279 5416
 Email: mail@bassenden.wa.gov.au
 www.bassenden.wa.gov.au

SCALE: 1:250
 DRG. NO. TOB 9-2015
 A3



16/06/2017

Scale: 1:500

MEN'S SHED - ADDITIONAL LAND

Disclaimer: The Town Of Bassendean accepts no responsibility for the accuracy of this image or the results of any actions taken when using this image. This map is based on information provided by and with the permission of the Western Australian Land Information Authority.

Town of Bassendean
 35 Old Perth Road
 Bassendean WA 6054
 Phone: 9377 8000
 Fax: 9279 4257
 Email: mail@bassendean.wa.gov.au



slattery

Ref: 16322 - AG

10 April 2017

Town of Bassendean
48 Old Perth Road
Bassendean WA 6054

Via email ghaggart@bassendean.wa.gov.au

Attention Mr. Graeme Haggart

Dear Graham,

**Bassendean Men's Shed
Cost Plan Report - LotteryWest Funding Cost Plan**

Please find enclosed the Cost Plan Report for the above project.

We trust the enclosed meets with your requirements. Should you require any clarifications or further information please do not hesitate to contact us.

Yours faithfully,



Slattery Australia Pty Ltd

Shaun Cugley
Director & State Lead - WA
encl.

slattery

Town of Bassendean,
Men's Shed
LotteryWest Funding
Cost Plan Report
10 April 2017

Town of Bassendean, Men's Shed LotteryWest Funding Cost Plan Report

Contents

1. Introduction.....	4
2. Cost Plan Summary	4
3. Scope of Works	5
4. Contingency	5
5. Cost Escalation	6
6. Other Development Costs.....	6
7. Clarifications.....	6
8. Exclusions	6
9. Main Risk Areas.....	6
10. Purpose of this Document	7
11. Limitations.....	7
12. Appendices.....	7

Town of Bassendean, Men's Shed

LotteryWest Funding Cost Plan Report

1. Introduction

This cost plan has been prepared to provide an independent assessment of the project costs associated with the new development – Men's Shed, Town of Bassendean W.A.

The development consists of a workshop, mezzanine storage area, office, meeting room and associated amenities.

This cost plan has been based on DPS drawings dated June 2016.

The cost plan attached aims to set out budgets for each building element to enable establishment of the initial budget and further cost planning and control.

2. Cost Plan Summary

Our office has completed a detailed elemental cost plan which is appended to this report.

Our cost plan can be summarised as follows:

Building Works	\$1,052,000
Design Contingency	\$32,000
Construction Contingency	\$27,000
Professional Fees	\$111,000
Loose Furniture and Equipment	<u>\$50,000</u>
Total Project Cost excluding GST	\$1,272,000

Area Schedule

TOTAL FULLY ENCLOSED COVERED AREA (F.E.C.A) 560m²

The estimated construction cost is in the order of \$1,879 / m² F.E.C.A

Town of Bassendean, Men's Shed

LotteryWest Funding Cost Plan Report

3. Scope of Works

We note the Cost Plan is based on preliminary architectural drawings only and it is therefore only indicative of cost. All components of the Cost Plan will require confirmation during the contract documentation stage.

The following documentation formed the basis for the Cost Plan:

- Architectural – drawings 1-6 inclusive dated June 2016, as prepared by DPS (Drafting Planning Services).

a. Architectural

The areas included in the Cost Plan are based on drawings prepared by DPS as noted above

b. Structural / Civil

No Structural/Civil information has been received to date; the appropriate allowances are included within this Cost Plan.

c. Engineering Services

No services information has been received to date; the appropriate allowances are incorporated into the cost plan.

d. External Works

External works included in the Cost Plan are based on drawings prepared by DPS.

4. Contingency

The Cost Plan includes a design contingency of \$32,000 for resolution of design items prior to tender. We have also included a construction contingency of \$27,000. These contingencies are intended for design documentation issues and are not for changes in scope.

Town of Bassendean, Men's Shed

LotteryWest Funding Cost Plan Report

5. Cost Escalation

The Cost Plan is based on costs current as at February 2017. The Cost Plan excludes a provisional allowance for cost escalation. It is assumed the project will be tendered in the next 12 months..

6. Other Development Costs

Other development cost allowances including land cost, fees, public art, client direct costs etc. have been excluded from this Cost Plan.

7. Clarifications

Costs are based on the assumption that the project will be competitively tendered to a select list of appropriate and interested builders. No allowance has been made for other forms of procurement.

The Cost Plan assumes that a structured cost planning / value engineering process will be followed throughout the design process and that the project will be appropriately documented prior to tender.

8. Exclusions

Please note that the Cost Plan specifically excludes any allowances for the following:

- Goods and Services Tax
- Soil remediation
- Dewatering
- Authorities fees and charges
- Cleaners sink and associated plumbing
- Gas Service
- Boundary fencing

9. Main Risk Areas

The main risk areas associated with cost are:

- Scope creep
- Programme creep
- Asbestos and hazardous material removal
- Capacity of existing services and infrastructure
- Abnormal ground conditions, site decontamination and remediation (i.e. rock, contaminated soil, etc.)
- Resolution of other development costs (FF&E, etc.)

Town of Bassendean, Men's Shed

LotteryWest Funding Cost Plan Report

10. Purpose of this Document

Please note, this is a Cost Plan for project purposes and is not intended, and should not be used in any format, as a tender document. The item descriptions and quantities are not intended for the use by others.

11. Limitations

The conclusions presented herein are based on the information made available to us and may be subject to change should the information upon which they are based is determined to be false, inaccurate or incomplete.

The purpose and contents of this document are intended solely for the recipient. If you are not the intended recipient, you are hereby notified that you must not disseminate, copy or take any action in reliance on it.

12. Appendices

- Appendix A – Cost Plan

Summary

**Mens Shed for Bassendean Lions Club
Cost Plan No. A**

slattery

10 April, 2017

Description	Unit	Area (m2)	Rate (\$)	Total (\$)
<u>Building Works</u>				
Mens Shed	m2	560	1,521	851,796
External Services	m2	955	210	200,646
<u>Total Building Works</u>				<u>1,052,442</u>
Design Contingency			3	31,573
Construction Contingency			3	27,100
Escalation (assumed tender is in next 12 month) - EXCLUDED				
Professional fees			10	111,112
Loose Furniture and Equipment	Item	1	50,000	50,000
Authorities fees and charges - EXCLUDED	Note	1		
<u>Total Project Cost excluding GST</u>				<u>1,272,227</u>
GST			10	127,223
<u>Total Project Cost including GST</u>				<u>1,399,450</u>
<u>EXCLUSIONS:</u>				
Dewatering				
Authorities fees and charges - It is assumed the existing services are available on site; no allowance is made for connection				
Cleaners sink and associated plumbing				
Gas services				
Boundary fencing				
Escalation				
TOTAL				1,399,450

Elemental Summary - Mens Shed

**Mens Shed for Bassendean Lions Club
Cost Plan No. A**

slattery

10 April, 2017

Description	Cost/m2	Total
Preliminaries	138	77,436
Substructure	128	71,745
Columns	27	15,000
Upper Floors	82	46,055
Staircases	35	19,400
Roof	227	127,355
External Walls	242	135,680
Windows	22	12,500
External Doors	25	14,150
Internal Walls	96	53,860
Internal Screens	3	1,800
Internal Doors	29	16,050
Wall Finishes	44	24,895
Floor Finishes	46	25,695
Ceiling Finishes	38	21,190
Fitments	23	12,650
Special Equipment	4	2,500
Sanitary Fixtures	11	5,950
Sanitary Plumbing	16	8,850
Water Supply	11	6,000
Gas Service		
Space Heating		
Ventilation	5	3,000
Evaporative Cooling		
Air Conditioning	39	21,870
Fire Protection	24	13,400
Light and Power	85	47,600
Communications	10	5,600
Transportation Systems		
Special Services	27	15,000
Centralised Energy Systems		
Alterations and Renovations		
Site Preparation		
Roads, Footpaths and Paved Areas	65	36,315

Elemental Summary - Mens Shed

**Mens Shed for Bassendean Lions Club
Cost Plan No. A**

slattery

10 April, 2017

Description	Cost/m2	Total
Boundary Walls, Fencing and Gates	7	3,650
Outbuildings and Covered Ways		
Landscaping and Improvements	12	6,600
Total for Mens Shed	1,521	851,796

Detailed Cost Plan - Mens Shed

Mens Shed for Bassendean Lions Club
 Cost Plan No. A

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
Substructure					
1	Reinforced concrete ground slab including waterproofing and termite treatment	m2	434	65	28,210
2	Strip and pad footing including reinforcement, waterproofing and additional excavation (it is assumed internal structural columns and associated footings)	m3	63	500	31,500
3	Formwork to strip and pad footings	m2	201	35	7,035
4	Form ramp including imported filling and compaction (approx 150m2)	Item	1	5,000	5,000
Total for Substructure					71,745
Columns					
5	Structural steel columns (assumed 200UC46 and 150UC23)	t	2.0	7,500	15,000
Total for Columns					15,000
Upper Floors					
6	Suspended concrete slab including formwork and finish (110kg/m2)	m2	34	255	8,670
7	Structural steel floor to mezzanine floor storage area	m2	111	300	33,300
8	Balustrade to void complete	m	9	165	1,485
9	Removable balustrade to mezzanine storage area	m	13	200	2,600
Total for Upper Floors					46,055
Staircases					
10	Internal staircase including balustrade, handrails and finishes (quantity in m rise)	m	4	1,100	4,400
11	Allowance for roof access stairs/ladders	Item	1	15,000	15,000
Total for Staircases					19,400
Roof					
12	Zincalumn Trimdeck or similar metal deck roof sheeting on and including roof framing (20kg/m2), roof plumbing and insulation	m2	415	235	97,525
13	Zincalumn Custom Orb metal deck roof sheeting on and including roof framing (20kg/m2) and roof plumbing (Porch and Patio)	m2	43	225	9,675
14	Villaboard/CFC lining including support system and paint finish (Porch and Patio)	m2	43	85	3,655
15	Allowance for paint finish to exposed steel structures	Item	1	1,500	1,500
16	Allowance for sundries including roof skylights, roof safety system and similar	Item	1	15,000	15,000

Detailed Cost Plan - Mens Shed

Mens Shed for Bassendean Lions Club
Cost Plan No. A

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
Total for Roof					127,355
External Walls					
17	Tilt up concrete walls complete	m2	601	200	120,200
18	Texture finish to Collier Rd elevation only	m2	227	40	9,080
19	Feature hardwood cladding to porch	m2	11	200	2,200
20	Feature fascia to porch	m2	4	300	1,200
21	Allowance for sundries finishes and fixtures including finishes to feature blade wall	Item	1	3,000	3,000
Total for External Walls					135,680
Windows					
22	Aluminium framed windows including flyscreen complete	m2	25	500	12,500
Total for Windows					12,500
External Doors					
23	Aluminium framed and fully glazed hinged door including hardware (Entry)	No	1	2,400	2,400
24	Extra over aluminium glazed windows for double leaf sliding door (Meeting room)	No	1	500	500
25	Extra over aluminium glazed windows for single leaf sliding door (Entry)	No	1	300	300
26	4000 wide x 4500 high roller doors complete	No	2	5,000	10,000
27	Single leaf solid core door including frame, hardware and paint	No	1	950	950
Total for External Doors					14,150
Internal Walls					
28	Internal walls to staircase and workshop (assumed fire rated walls)	m2	166	200	33,200
29	Internal walls to amenities (assumed metal stud walls)	m2	104	140	14,560
30	Internal wall built against tilt up concrete wall internally (assumed metal stud wall with lining to one side)	m2	61	100	6,100
Total for Internal Walls					53,860
Internal Screens					
31	Mesh enclosure to bin store area including gate and hardware	m2	6	300	1,800
Total for Internal Screens					1,800

Detailed Cost Plan - Mens Shed

Mens Shed for Bassendean Lions Club
 Cost Plan No. A

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
Internal Doors					
32	Single leaf fire rated door including frame, hardware and paint	No	2	1,500	3,000
33	Double leaf fire rated door including frame, hardware and paint	No	2	2,400	4,800
34	Single leaf hollow core door including door frame, hardware and paint finish	No	9	650	5,850
35	Double leaf glazed door including door frame and hardware (Meeting room)	No	1	2,400	2,400
Total for Internal Doors					16,050
Wall Finishes					
36	Skim coat and paint finish to concrete walls (Lift and staircase)	m2	332	40	13,280
37	Paint finish to plasterboard	m2	226	10	2,260
38	Paint finish to concrete walls internally (Meeting room, office)	m2	140	10	1,400
39	Tile wall finish including splashback (PC \$50/m2)	m2	43	185	7,955
Total for Wall Finishes					24,895
Floor Finishes					
40	No allowance is made for floor finish to Mezzanine storage area	Note	1		
41	Seal finish to concrete floor (Workshop)	m2	247	25	6,175
42	Non-slip vinyl floor finish (Mezzanine office, meeting room and kitchen)	m2	176	70	12,320
43	Tiled floor finish (PC \$65/m2)	m2	26	200	5,200
44	Allowance for sundries including division strips, tactile indicators, noising, entrance mats and similar	Item	1	2,000	2,000
Total for Floor Finishes					25,695
Ceiling Finishes					
45	Flush plasterboard suspended ceiling including insulation paint finish	m2	202	95	19,190
46	Allowance for sundries including cornices and bulkhead	Item	1	2,000	2,000
Total for Ceiling Finishes					21,190
Fitments					
47	Kitchen bench cupboard	m	9	550	4,950
48	Overhead cupboard	m	3	450	1,350

Detailed Cost Plan - Mens Shed

Mens Shed for Bassendean Lions Club
Cost Plan No. A

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
49	Vanity benchtop	m	3	400	1,200
50	Fit-out to amenities including toilet roll holders, soap dispensers, towel paper dispensers, grab rails, mirrors, hooks etc	Item	1	3,150	3,150
51	Allowance for sundries including internal signage and similar	Item	1	2,000	2,000
	Total for Fitments				12,650
	Special Equipment				
52	No allowance is made for audio/visual equipment to meeting room or office room	Note			
53	HWU to kitchen	No	1	2,500	2,500
	Total for Special Equipment				2,500
	Sanitary Fixtures				
54	WC	No	3	950	2,850
55	Disable WC	No	1	1,150	1,150
56	Handbasin/vanity basin	No	3	350	1,050
57	Kitchen sink	No	1	550	550
58	Dishwasher outlet	No	1	100	100
59	Shower	No	1	250	250
	Total for Sanitary Fixtures				5,950
	Sanitary Plumbing				
60	Soil, waste and vents (quantity in FU)	No	59	150	8,850
	Total for Sanitary Plumbing				8,850
	Water Supply				
61	Cold water services	No	10	300	3,000
62	Hot water services	No	6	500	3,000
	Total for Water Supply				6,000
	Gas Service				
63	Gas reticulation services - EXCLUDED (assume not required)	Note			
	Total for Gas Service				0
	Ventilation				
64	Ventilation to wet areas (No 3 location, 25m2 approx)	Item	1	2,000	2,000
65	Ventilation to kitchen	Item	1	1,000	1,000

Detailed Cost Plan - Mens Shed

Mens Shed for Bassendean Lions Club
Cost Plan No. A

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
	Total for Ventilation				3,000
	Air Conditioning				
66	Allowance for air-conditioning services (quantity in serviced area)	m2	162	135	21,870
	Total for Air Conditioning				21,870
	Fire Protection				
67	Smoke detection system	m2	560	15	8,400
68	Allowance for fire extinguishers, blankets, fire hose reels and similar	Item	1	5,000	5,000
	Total for Fire Protection				13,400
	Light and Power				
69	Light and power services	m2	560	85	47,600
	Total for Light and Power				47,600
	Communications				
70	Allowance for data and communication services	m2	560	10	5,600
	Total for Communications				5,600
	Special Services				
71	Allowance for security services	Item	1	15,000	15,000
	Total for Special Services				15,000
	Roads, Footpaths and Paved Areas				
72	Bitumen carpark and driveway	m2	421	65	27,365
73	Conctere pavings to Patio and outdoor area	m2	37	60	2,220
74	Linemarking carparks	m2	421	5	2,105
75	Concrete kerbing to planters	m	75	35	2,625
76	Allowance for connection between new and existing roads, kerbing etc and make good on completion	Item	1	2,000	2,000
	Total for Roads, Footpaths and Paved Areas				36,315
	Boundary Walls, Fencing and Gates				
77	1800 high masonry fence to Patio and outdoor area	m	10	300	3,000
78	Single leaf gate to outdoor area including hardware	No	1	650	650

Detailed Cost Plan - Mens Shed

Mens Shed for Bassendean Lions Club
Cost Plan No. A

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
	Total for Boundary Walls, Fencing and Gates				3,650
	Landscaping and Improvements				
79	Allowance for soft landscaping and reticulation (approx 100m2)	Item	1	6,000	6,000
80	Bicycle rakes	No	4	150	600
	Total for Landscaping and Improvements				6,600

Elemental Summary - External Services

**Mens Shed for Bassendean Lions Club
Cost Plan No. A**

slattery

10 April, 2017

Description	Cost/m2	Total
Preliminaries	19	18,240
Site Preparation	86	82,405
External Stormwater Drainage	26	25,000
External Sewer Drainage	16	15,000
External Water Supply	26	25,000
External Gas		
External Fire Protection	5	5,000
External Light and Power	16	15,000
External Communications		
External Special Services	16	15,000
External Alterations and Renovations		
Special Provisions		
Total for External Services	210	200,645

Detailed Cost Plan - External Services

Mens Shed for Bassendean Lions Club
 Cost Plan No. A



10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
Site Preparation					
81	Site clearance	m2	955	20	19,100
82	Demolition of existing structures including brick and iron building approx 945m2	Item	1	20,000	20,000
83	Bulk excavation to form level	m3	601	25	15,025
84	Filling and compaction with and including imported fill (Building footprint only)	m3	46	55	2,530
85	Twinside retaining wall complete	m2	55	350	19,250
86	New sloping retaining wall to new ramp up bitumen driveway complete (approx 4m long)	Item	1	1,500	1,500
87	Allowance for re-alignment of existing wire mesh fence along front boundary as required (approx 40m)	Item	1	5,000	5,000
Total for Site Preparation					82,405
External Stormwater Drainage					
88	Allowance for stormwater services (including No 5 soakwells and associated pipework approx 150m)	Item	1	25,000	25,000
Total for External Stormwater Drainage					25,000
External Sewer Drainage					
89	Allowance for existing sewer services relocation and connection (approx 100m)	Item	1	15,000	15,000
Total for External Sewer Drainage					15,000
External Water Supply					
90	Allowance for water supply services	Item	1	25,000	25,000
Total for External Water Supply					25,000
External Gas					
91	Allowance for external gas connection - EXCLUDED (assumed not required)	Note			
Total for External Gas					0
External Fire Protection					
92	Allowance for external fire protection services (assume No 1 hydraunt)	Item	1	5,000	5,000
Total for External Fire Protection					5,000

Detailed Cost Plan - External Services

**Mens Shed for Bassendean Lions Club
Cost Plan No. A**

slattery

10 April, 2017

No.	Description	Unit	Quantity	Rate	Total
External Light and Power					
93	External light to carpark and outdoor play areas (approx 525m2)	Item	1	15,000	15,000
	Total for External Light and Power				15,000
External Special Services					
94	Allowance for external security services	Item	1	15,000	15,000
	Total for External Special Services				15,000

ATTACHMENT NO. 9



POSTAL ELECTION TIMETABLE 2017 Local Government Ordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
80	Last day for declaration to have the Electoral Commissioner conduct a postal election.	LGA 4.20 (2)(3)(4)	Wed	2/08/2017
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.61(5)	Wed	2/08/2017
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Sat	12/08/2017
70 to 56	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments. Preferred date Wednesday 16 August 2017	LGA 4.39(2)	Sat to Sat	12/08/2017 to 26/08/2017
56	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.	LGA 4.40(1)		26/08/2017
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. Preferred date Wednesday 30 August 2017	LGA 4.47(1)	Sat	26/08/2017
50	Close roll 5.00 pm	LGA 4.39(1)	Fri	1/09/2017
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Wed	6/09/2017
44	Nominations Open First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Thu	7/09/2017
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Wed	13/09/2017
37	Close of Nominations 4.00 pm on the 37th day before election day.	LGA 4.49(a)	Thu	14/09/2017
36	Last day for the CEO to prepare & certify an owners & occupiers roll for the election. Last day for the Electoral Commissioner to prepare & certify a residents roll.	LGA 4.41(1) LGA 4.40(2)	Fri	15/09/2017
29	Commencement of lodgement of Country Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.		Fri	22/09/2017
26	Public Holiday		Mon	25/09/2017
24	Commencement of lodgement of Metropolitan Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.		Wed	27/09/2017
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Fri	29/09/2017
19	Last day for the Returning Officer to give Statewide public notice of the election. Preferred date Wednesday 20 September 2017	LGA 4.64(1)	Mon	2/10/2017
19	Commence processing returned election packages		Mon	2/10/2017
0	Election Day Close of poll 6.00 pm	LGA 4.7	Sat	21/10/2017

Post Election Day	Post Declaration	References to Act/Regs	Day	Date
5	Election result advertisement.	LGA 4.77	Thu	26/10/2017
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg.81	Sat	4/11/2017
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Sat	18/11/2017

