

# **ATTACHMENTS**

## **BRIEFING SESSION AGENDA**

### **18 AUGUST 2020**

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

10 (Lot 4) Anzac Terrace, Bassendean - Arboricultural Assessment

#### **Attachment No. 2**

40 (Lot 2) and 42 (Lot 3) North Road, Bassendean

- Consultation Plan
- Submission – 40 North Road
- Landowner Comment – 40 North Road
- Arboricultural Assessment

#### **Attachment No. 3**

- Council Policy 1.16 - Administrative Policy for Dealing With Unregistered Home Occupations
- Council Policy 3.1 – Home Based Business Policy
- Draft Local Planning Policy – Home Based Businesses

#### **Attachment No. 4**

- Local Planning Policy No.18 – Landscaping with Local Plants
- Draft Landscaping Information Sheet

#### **Attachment No. 5**

- Local Planning Policy No. 6 – Industrial Zones Design Guidelines
- Draft Local Planning Policy No. 6 – Industrial Development

#### **Attachment No. 6**

- Existing Local Planning Policy No. 4 – Floodplain Management and Development
- Draft amended Local Planning Policy No. 4 – Floodplain Management and Development

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

Festive Season Office (Administration) Closure Policy

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

Minutes of the Audit and Governance Committee meeting held on 5 August 2020

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

Audit Risk Register – High Level Report

Internal Network Audit – Executive Summary Report (Redacted)

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

List of Payments

# **ATTACHMENT NO. 1**

26<sup>th</sup> June 2020

Cameron Hartley  
Planning Officer  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934



Dear Cameron,

***ARBORICULTURAL ASSESSMENT AT 10 ANZAC TERRACE BASSENDEAN***

Please find enclosed the results of the arboricultural assessment undertaken recently for the lemon-scented gum tree located at 10 Anzac Terrace, Bassendean.

Where recommendations for remedial arboricultural work have been made, it is imperative that it is undertaken as outlined in the Australian Standard 4373-2007: Pruning of Amenity Trees and/ or Australian Standard 4970-2009: Protection of Trees on Development Sites. It is also strongly advised that any remedial pruning works be undertaken by, or supervised by, a qualified arborist (AQF Level 3 in Arboriculture).

If you have any questions regarding the assessment or if I can be of service to you again in the future, please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'BB' followed by a stylized flourish.

Brad Bowden  
Principal  
Bowden Tree Consultancy®

B.Sc. Sustainable Forestry  
Dip. Arboriculture & Parks Management  
ISA Certified Arborist – Municipal Specialist AU-0020AM & Tree Risk Assessment Qualified (TRAQ)

## **1.0 Introduction**

### **1.1 Scope of Report**

- 1.2 The purpose of this report is to summarise the results of the arboricultural assessment of the mature lemon-scented gum tree (*Corymbia citriodora*) located within the vacant residential lot known as 10 Anzac Terrace, Bassendean. The site visit and visual tree assessment was undertaken from ground level on the 15<sup>th</sup> June 2020 at 1000hrs and were accurate at the time of inspection. No soil excavation, below ground inspection or detailed tree assessment was undertaken unless specified. Viewing conditions were fine. Concern has been raised regarding tree condition and the potential for a Tree Preservation Order as per Town of Bassendean Local Planning Scheme No. 10.

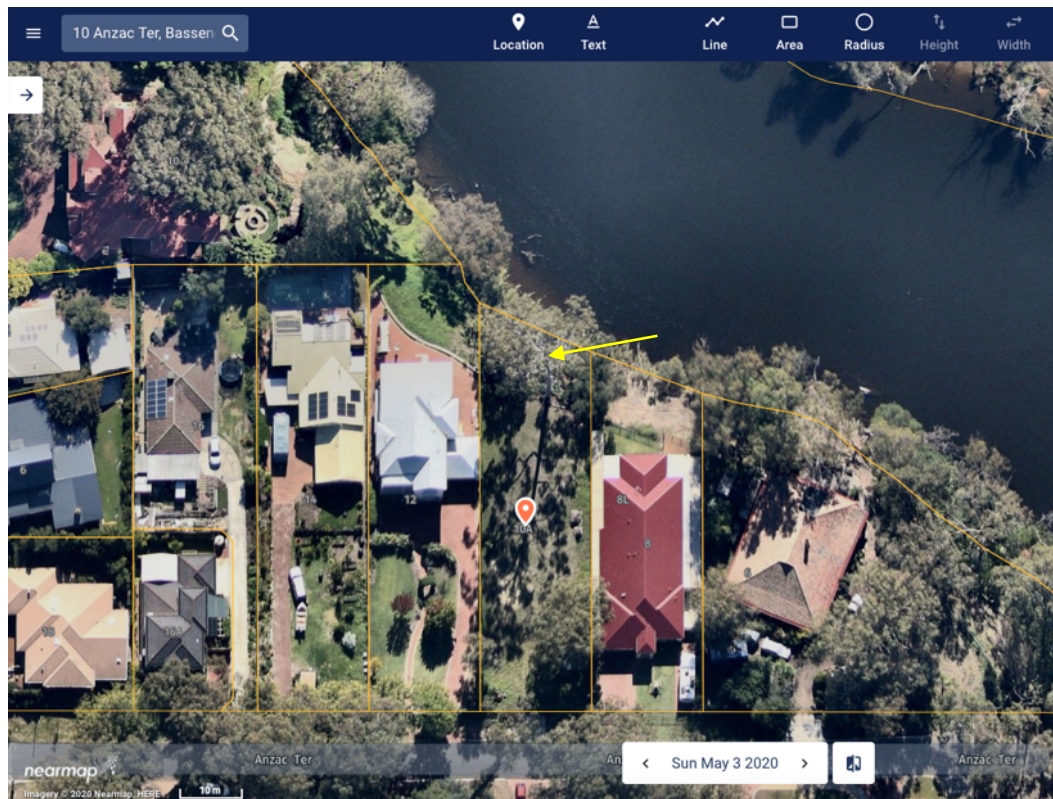
### **1.3 Executive Summary**

- 1.4 The Australian-native tree identified within this report provides a range of benefits to the ecosystem, to human beings for environmental and health reasons, and to the climate. The assessment has identified a satisfactory structural condition for the assessed tree whilst tree vitality (health condition) was assessed as high, indicative of the capacity of the tree to maintain and/ or improve the current condition through self-optimization and the production of response growth to maintain strength. Subsequently, a long useful life expectancy is deduced (40yrs+).
- 1.5 No urgent remedial pruning or other arboricultural works are recommended at present. Consideration could be given however to minor selective pruning in the short term to remove the subordinate or most damaged branch at a rubbing branch conflict within the upper crown. Based on my site visit and observations, and due to the tree species being common throughout Perth, I do not believe the tree to have any outstanding significance. The Australian-native tree however does provide a wide range of benefits to the urban environment and consideration could be given to a tree preservation order due to aesthetic quality and/ or the size (height) of the tree.



## 2.0 Site Investigation

### 2.1 Tree Location



**Figure 1.** Aerial photo of site and location of the assessed tree (see arrow) within the vacant lot known as 10 Anzac Terrace, Bassendean.



**Figure 2.** Assessed tree (see arrow); looking towards the north.

<b>Assessed Tree:</b>	<b>Botanical Name:</b> <i>Corymbia citriodora</i>
<b>Common Name:</b>	lemon-scented gum
<b>Location:</b>	Adjacent north boundary
<b>Height:</b>	36m
<b>DBH:</b>	86cm
<b>Crown Spread (NS/EW):</b>	16 /15m
<b>Structure:</b>	Good
<b>Health:</b>	High
<b>Comments:</b>	Adequate trunk basal flare was evident with buttressing visible, rootplate development is likely to be predominantly on the south side due to the slope and whilst adequate stability was deduced further investigation would be required to confirm, no significant trunk defects or decay observed, no compromised stem/ branch unions evident throughout the lower crown, naturally occurring dead branches to approximately 50mm diameter observed, no excessive branch elongation or end weight evident, a minor rubbing branch conflict was evident with the upper crown on the east side – with the friction damage likely to result in branch failure as (force) weight of the branch exceeds the strength of the damaged part
<b>Recommendations:</b>	Undertake selective pruning to remove the subordinate or most damaged branch at the rubbing branch conflict within the upper crown on the east side





**Figure 3.** Rootplate development is likely to be predominantly on the south side of the tree due to the slope and whilst adequate stability was deduced further investigation would be required to confirm; looking towards the west.



**Figure 4.** Adequate trunk basal flare was evident with buttressing visible and no significant trunk defects or decay was observed; looking towards the northwest.





**Figure 5.** No compromised stem/ branch unions were evident throughout the lower crown and naturally occurring dead branches to approximately 50mm diameter were observed; looking towards the northwest.



**Figure 6.** A minor rubbing branch conflict was evident with the upper crown on the east side (see dashed line) – with the friction damage likely to result in branch failure as force/ weight of the branch exceeds the strength of the damaged part; looking towards the northwest.

## 2.2 Tree Valuation

2.3 Tree appraisal using the "*The (Revised) Burnley Method of Amenity Tree Evaluation*" (Moore, 2006) was undertaken. The formula has been developed for Australian trees and is as follows:

Appraised value = base value × tree volume × life expectancy × form and vigour × location.

- \$79 (base value)
- 2242m<sup>3</sup> (tree volume)
- 0.9 (life expectancy: 40-49yrs)
- 0.75 (form and vigour: good vigour with good form)
- 0.9 (location: no major problems)

Amenity tree value: \$105,599

### 3.0 Discussion and Recommendations

#### 3.1 Discussion

**3.2 Tree benefits:** Mature urban trees confer many benefits including shade and cooler air temperatures, screening (privacy) and noise reduction, built form aesthetic amelioration, energy conservation, mitigation of the urban heat island effect, air quality improvement and oxygen production, carbon uptake/storage and greenhouse gas reduction, minimisation of storm water run-off and improvement of water quality, fauna habitat and food source. In general, they enhance our built and natural environments with larger trees providing more benefits.

**3.3 Tree risk:** Tree failure is an infrequent occurrence and serious damage, injury or death from tree failure is rare (Lilly *et al*, 2011). Research finds that for Britain, with a population of 60 million people, the risk of any tree causing a fatality is exceedingly small (Ball & Ball-King, 2011). It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits.

#### 3.4 Recommendations (Pruning Options)

**3.5** No urgent remedial pruning or other arboricultural works are recommended at present. Consideration could be given however to minor selective pruning in the short term (within 12 months) to remove the subordinate or most damaged branch at a rubbing branch conflict within the upper crown on the east side – see figure 6.

## **4.0 Appendix I**

### **4.1 Arboricultural Terminology**

- 4.2 Crown – the leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree, whilst crown lifting involves pruning of the lower branches to improve clearance for buildings, pedestrians, vehicles etc.
- 4.3 DBH - diameter of the main trunk, measured at breast height approximately 1.4m above ground level for urban trees.
- 4.4 Deadwooding – the removal of dead, diseased or damaged branch wood from the crown of the tree.
- 4.5 Dripline – the width of the crown of the tree, measured by the lateral extent of the foliage.
- 4.6 Fall zone – is the area in which the tree or tree part is likely to fall when it fails, often calculated as 1.5 times the tree height where brittle dead branches etc. may break up and scatter debris.
- 4.7 First order structural branch – the large branches arising from the trunk that form the main structure of the crown.
- 4.8 Reduction prune – pruning to reduce the extension of a branch, back to a lateral branch that is at least one-third the diameter of the branch being removed.
- 4.9 Root collar – area at the base of the tree where the roots and trunk merge.
- 4.10 Targets – an object, person or structure that would be damaged or injured in the event of tree or branch failure is referred to as the target or target area. The hazard evaluation of the target area is relative to the expected use and occupancy of that area.
- 4.11 Topping and Lopping – deleterious tree height and branch reduction work often at indiscriminate points and generally resulting in weakly-attached regrowth branches prone to failure as subsequent growth occurs.
- 4.12 Tree Protection Zone (TPZ) – the zone of the root plate most likely to contain roots that are critical for anchorage and stability (large roots in the structural root zone – SRZ, generally calculated as trunk diameter x 5) and the absorbing roots further out responsible for the uptake of water and nutrients collectively; calculated as trunk diameter (DBH) x 12.
- 4.13 V-shaped union – ingrown bark from adjacent parts of the tree that are in contact with each other; usually branch forks, acutely-angled branch attachments or basal stems – often a high failure potential.

#### **4.15 Tree Structure and Health**

4.16 The structural condition ('Structure') for each tree or group of trees has been assessed using the following qualitative criteria:

- Good – generally free of structural defects
- Fair – defects evident that may be typical for the species and age class, and which could be corrected through remedial pruning works
- Poor – significant defects that are not likely to be corrected through remedial pruning or arboricultural works
- TBA – to be assessed, requiring further investigation/ time to evaluate tree structural condition

4.17 The vitality ('Health') for each tree or group of trees has been assessed using the following qualitative criteria:

- High – consistent crown density and foliage colour, good shoot extension and an insignificant number of naturally-occurring internal dead branches
- Average – crown condition that may be representative for the species and/or seasonal, possessing satisfactory shoot extension and/or minimal decline and dead branches
- Low – poor shoot extension, sparse crown density and not likely to be corrected through improvement of site resources and plant nutrition
- Moribund – final stages of a decline spiral



## **5.0 Appendix II**

### **5.1 Author Formal Qualifications**

- 5.2 Bachelor of Science (Sustainable Forestry) – 2012  
Edith Cowan University, Joondalup & Murdoch University, Murdoch, WA.
- 5.3 Diploma of Applied Science (Horticulture) – 2000  
Major studies Arboriculture and Parks/ Gardens management  
University of Melbourne, Burnley campus, VIC.
- 5.4 Certificate IV (TAE40110) in Training & Assessment – 2014  
Plenty Training, Robina, QLD.
- 5.5 Certificate of Horticultural Practice – 1994  
Challenger TAFE, Murdoch campus, WA.

### **5.6 Additional Certifications**

- 5.7 ISA Certified Arborist Municipal Specialist (AU-0020AM) – 2012 (recertified 2018)  
International Society of Arboriculture  
[www.isa-arbor.com/certification/benefits/credentialsExplained.aspx](http://www.isa-arbor.com/certification/benefits/credentialsExplained.aspx)
- 5.8 ISA Tree Risk Assessment Qualification (TRAQ) – 2013 (recertified 2018)  
International Society of Arboriculture  
<http://www.isa-arbor.com/certification/becomequalified/becomequalified.aspx>

### **5.9 Limitation of Liability**

- 5.10 Bowden Tree Consultancy are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.
- 5.11 Bowden Tree Consultancy cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways that the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been visually assessed from ground level. Bowden Tree Consultancy cannot guarantee that a tree will be healthy or a low risk of harm under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.
- 5.12 Treatment, pruning and removal of trees may involve considerations beyond the scope of Bowden Tree Consultancy's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. Bowden Tree

Consultancy cannot take such issues into account unless complete and accurate information is given prior or at the time of the site inspection. Likewise, Bowden Tree Consultancy cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

- 5.13 In the event that Bowden Tree Consultancy recommends retesting or inspection of trees at stated intervals, or installs any cable/s, bracing systems and support systems, Bowden Tree Consultancy must inspect the system installed at intervals of not greater than 12 months, unless otherwise specified in written reports. It is the client's responsibility to make arrangements with Bowden Tree Consultancy to conduct the re-inspection.
- 5.14 Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. All written reports must be read in their entirety; at no time shall part of the written assessment be referred to unless taken in full context with the whole written report. If this written report is to be used in a court of law, or any other legal situation, Bowden Tree Consultancy must be advised in writing prior to the written assessment being presented in any form to any other party.

#### **5.15 Business Details**

- 5.16 Bowden Tree Consultancy®  
ABN: 51925884945  
Post Office Box 104 DARLINGTON W.A. 6070  
M: 0438 936 679  
E: [info@bowdentree.com.au](mailto:info@bowdentree.com.au)  
W: [www.bowdentree.com.au](http://www.bowdentree.com.au)

#### **5.17 Literature Cited**

- 5.18 Ball, D.J. & Ball-King, L. (2011). *Public Safety and Risk Assessment*. Great Britain: Earthscan
- 5.19 Lilly, S., Matheny, N. & Smiley, E., (2011). *Best Management Practices - Tree Risk Assessment*, Champaign, IL: International Society of Arboriculture
- 5.20 Mattheck, C., & Breloer, H. (1994). *The Body Language of Trees - A Handbook for Failure Analysis*. London, England: The Stationery Office.
- 5.20 Moore, G.M. (2006). *Revised Burnley Method of Urban Tree Valuation*. Sourced: <http://tinyurl.com/gnspd66>
- 5.21 Standards Australia, (2007). *AS4373-2007 Pruning of Amenity Trees*, Sydney: SAI Global

# **ATTACHMENT NO. 2**





Advertised  
landowner/occupiers

This aerial map shows a residential neighborhood. Three specific lots are highlighted with green borders. The central lot, which is the largest, is outlined with a red border and contains red text. The two adjacent lots are outlined with green borders and contain green text. The surrounding area includes various houses, trees, and a road on the right side.

Subject site -  
(40 North Road  
Bassendean)

Advertised  
landowner/occupiers

Advertised  
landowner/occupiers



## Cameron Hartley

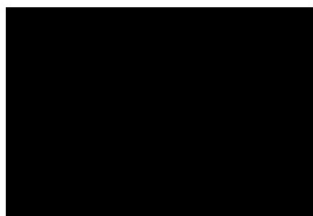
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**From:** [REDACTED]  
**Sent:** Thursday, 14 May 2020 12:35 PM  
**To:** Cameron Hartley  
**Subject:** IEM-17181020 - Proposed Tree Preservation Orders - 40 North Road Bassendean  
  
**SynergySoft:** IEM-17181020

Good morning Cameron

Further to our conversation I wish to comment that I have read with interest the Proposed Tree Preservation Orders on my neighbour's property. I shall be pleased to see deadwooding undertaken to remove the dead spiked fronds from palm trees as fronds frequently fall into my property and on occasions onto my roof. I often wonder if the amount of undergrowth dead or otherwise could be a fire hazard. It is interesting to me that there was no mention of the value of the large Port Jackson Fig tree towards the rear of the property on the northeast and planted on my fence line as the roots play havoc with my sewerage system and the width of the trunk has grown to such an extent that it is pushing my fence so that it leans inwards. Due to the extremely dry summer we have experienced the figs are falling at a rapid pace and it is very difficult to walk in my back garden without the figs sticking to the soles of my shoes making it imperative for me to scrape the soles before going inside to prevent me taking the mess inside. I have no problem with the tree preservation orders as the benefits of trees in suburbs and the environment as a whole are enormous and I do love trees as one can tell by the oak tree I have which is the result of an acorn being planted in 1973.

At your invitation I am summarising our conversation and I wish to thank you for giving me the opportunity to do so.



Your ref A3826  
11th May 2020

M/s Donna Shaw  
Manager Development and Place  
Bassendean Town Council  
BASSENDEAN W.A 6054

Dear M/s Shaw,

RE:- PROPOSED TREE PRESERVATION ORDERS - AT  
40 NORTH ROAD BASSENDEAN.

Thanking you for your letter dated the 23<sup>rd</sup> April '20,  
with a copy of the report by Mr Bradley Bowden  
(Arboriculturalist) of Bowden Tree Consultancy.

With regard to the trees, yes I would like them to  
be listed for preservation, however any remedial  
arboricultural work may have to be done sometime  
in the future. In the meantime, I shall leave  
them alone to grow in peace. The only exception  
being the two jacarandas in the front of the  
property, sometime need a prune, because of  
Western Power regulations. Also I shall keep  
Mr Bowden's report and your letter for future  
reference.

Again thanking you for your letter and the  
enclosed report.

Yours faithfully,  
Mildred Lewis (M/s)  
40 North Road  
BASSENDEAN W.A. 6054.



Document #: ILET-17178120  
Date: 11.05.2020  
Officer: DONNA SHAW  
File: ENVN/NOTIF/1

20<sup>th</sup> April 2020

Cameron Hartley  
Planning Officer  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934



Dear Cameron,

***ARBORICULTURAL ASSESSMENT AT 40 NORTH ROAD BASSENDEAN***

Please find enclosed the results of the arboricultural assessment undertaken recently for the seven trees located at 40 North Road, Bassendean.

Where recommendations for remedial arboricultural work have been made, it is imperative that it is undertaken as outlined in the Australian Standard 4373-2007: Pruning of Amenity Trees and/ or Australian Standard 4970-2009: Protection of Trees on Development Sites. It is also strongly advised that any remedial pruning works be undertaken by, or supervised by, a qualified arborist (AQF Level 3 in Arboriculture).

If you have any questions regarding the assessment or if I can be of service to you again in the future, please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'BB' followed by a stylized flourish.

Brad Bowden  
Principal  
Bowden Tree Consultancy®

B.Sc. Sustainable Forestry  
Dip. Arboriculture & Parks Management  
ISA Certified Arborist – Municipal Specialist AU-0020AM & Tree Risk Assessment Qualified (TRAQ)

## **1.0 Introduction**

### **1.1 Scope of Report**

- 1.2 The purpose of this report is to summarise the results of the walkby arboricultural assessment of seven mature trees (mixed species) located at 40 North Road, Bassendean. The site visit and visual tree assessments were undertaken from ground level on the 5<sup>th</sup> February 2020 and were accurate at the time of inspection. No soil excavation, below ground inspection or detailed tree assessment was undertaken unless specified. Viewing conditions were fine. Concern has been raised regarding tree condition and the potential for a Tree Preservation Order/s as per the Town of Bassendean Local Planning Scheme No. 10.

### **1.3 Executive Summary**

- 1.4 The local-native, Australian-native, and exotic trees identified within this report provide a range of benefits to the ecosystem, to human beings for environmental and health reasons, and to the climate. The assessment has identified a predominantly satisfactory structural condition for the assessed trees whilst tree vitality (health condition) was assessed as high, indicative of the capacity of the trees to maintain and/ or improve the current condition through self-optimization and the production of response growth (new wood) to maintain strength. Remedial pruning works recommended, where pedestrian frequency is expected to increase within the dripline of the trees, includes deadwooding to remove the large dead and broken branches, and crown lifting to improve clearance.
- 1.5 Based on my site visit and observations, I believe both tree number two and tree number three to be of outstanding size and subsequent significance. The additional five trees however also provide a wide range of benefits to the urban environment and consideration could be given to a tree preservation order to assist with tree retention for the long term.



## 2.0 Site Investigation

### 2.1 Tree Locations



**Figure 1.** Aerial photo of site with the tree numbering T1-7 allocated to the seven trees located within the residential property at 40 North Road, Bassendean.

<b>Tree Number:</b> 1	<b>Botanical Name:</b> <i>Brachychiton acerifolius</i>
<b>Common Name:</b>	Illawarra flame tree
<b>Location:</b>	Northeast corner of property
<b>Height:</b>	15m
<b>DBH:</b>	50cm
<b>Crown Spread (NS/EW):</b>	5/ 6m
<b>TPZ Radius:</b>	6m
<b>SRZ Radius:</b>	2.5m
<b>Structure:</b>	Fair
<b>Health:</b>	High
<b>Comments:</b>	Adequate trunk basal flare evident, no significant trunk defects or decay visible, two codominant stems observed with a structurally-compromised v-shaped stem union also evident, trunk lean was negligible, naturally occurring dead branches were nominal in size and amount, suppressed crown development visible due to close proximity of adjacent large trees, foliage size colour and density was normal
<b>Recommendations:</b>	Consider the installation of a cable brace at approximately 12m above ground level to provide supplementary support to the v-shaped stem union - to mitigate the potential for future stem failure





<b>Tree Number:</b>	2	<b>Botanical Name:</b>	<i>Phoenix canariensis</i>
<b>Common Name:</b>			Canary Islands date palm
<b>Location:</b>			Adjacent central northern property boundary
<b>Height:</b>	16m		
<b>DBH:</b>	80cm		
<b>Crown Spread (NS/EW):</b>	8/ 8m		
<b>TPZ Radius:</b>	6m		
<b>SRZ Radius:</b>	4m		
<b>Structure:</b>	Good		
<b>Health:</b>	High		
<b>Comments:</b>	Adequate trunk basal flare evident, no significant trunk defects or decay visible, naturally occurring dead spiked fronds were observed predominantly within the central/ lower part of the crown, very large example of the species, large spiked fronds produced and where shed from height may impact pedestrian occupancy/ safety within the fall zone – regular maintenance required where retention occurs, foliage size colour and density was normal		
<b>Recommendations:</b>	Undertake deadwooding to remove the dead spiked fronds		



<b>Tree Number:</b>	3	<b>Botanical Name:</b>	<i>Lophostemon confertus</i>
<b>Common Name:</b>	Queensland brush box		
<b>Location:</b>	12m south of northern boundary		
<b>Height:</b>	17m		
<b>DBH:</b>	80cm		
<b>Crown Spread (NS/EW):</b>	13/ 12m (approx.)		
<b>TPZ Radius:</b>	9.6m		
<b>SRZ Radius:</b>	4m		
<b>Structure:</b>	Good		
<b>Health:</b>	High		
<b>Comments:</b>	Adequate trunk basal flare evident, no significant trunk defects or decay visible, codominant stems observed however adequate space for normal secondary thickening evident, naturally occurring dead branches to approximately 50mm diameter were observed predominantly within the internal part of the crown, very large example of the species, regrowth crown structure evident and resulting from previous deleterious topping works undertaken to reduce tree height however branch attachments assessed as sound at present, foliage size colour and density was normal, long useful expectancy deduced (40yrs+)		
<b>Recommendations:</b>	Consider deadwooding to remove the dead branches where pedestrian frequency is expected to increase within the dripline, consider crown lifting to approximately 3m above ground level to improve clearance within the dripline - removing small diameter branches only where possible		





<b>Tree Number:</b>	4	<b>Botanical Name:</b>	<i>Jacaranda mimosifolia</i>
<b>Common Name:</b>	jacaranda		
<b>Location:</b>	3m (approx.) east of western boundary		
<b>Height:</b>	12m		
<b>DBH:</b>	40cm (approx.)		
<b>Crown Spread (NS/EW):</b>	9/ 9m (approx.)		
<b>TPZ Radius:</b>	4.8m		
<b>SRZ Radius:</b>	2m		
<b>Structure:</b>	TBA		
<b>Health:</b>	High		
<b>Comments:</b>	Adequate trunk basal flare as well as any trunk defects/ decay could not be determined due to creeper obscuring the lower section of the tree, additionally codominant stems observed however creeper obscuring the stem attachments, naturally occurring dead branches nominal in size and amount and predominantly within the internal part of the crown, vertically-oriented epicormic regrowth branches evident within the lower crown however branch attachments assessed as sound at present, foliage size colour and density was normal, common species throughout Perth and size typical		
<b>Recommendations:</b>	Remove creeper from trunk section and lower crown of tree to avoid further encroachment upwards and the subsequent shading of jacaranda foliage – which has the potential to result in mortality of individual branches		





<b>Tree Number:</b>	5	<b>Botanical Name:</b>	<i>Hymenosporum flavum</i>
<b>Common Name:</b>			native frangipani
<b>Location:</b>			Southwest corner of site
<b>Height:</b>	16m		
<b>DBH:</b>	40cm (approx.)		
<b>Crown Spread (NS/EW):</b>	6/ 6m		
<b>TPZ Radius:</b>	4.8m		
<b>SRZ Radius:</b>	2m		
<b>Structure:</b>	TBA		
<b>Health:</b>	High		
<b>Comments:</b>	Adequate trunk basal flare as well as any trunk defects/ decay could not be determined due to creeper obscuring the lower section of the tree, naturally occurring dead branches likely to be nominal in size and amount and predominantly within the internal part of the crown, foliage size colour and density was normal within the upper crown, relatively common species throughout Perth and size typical		
<b>Recommendations:</b>	Remove creeper from trunk section and lower crown of tree to avoid further encroachment upwards and the subsequent shading of native frangipani foliage – which has the potential to, or may have already, resulted in mortality of lower individual branches		



<b>Tree Number:</b>	6	<b>Botanical Name:</b>	<i>Melaleuca armillaris</i>
<b>Common Name:</b>			bracelet honey-myrtle
<b>Location:</b>			12m north of southern boundary
<b>Height:</b>	8m		
<b>DBH:</b>	35cm		
<b>Crown Spread (NS/EW):</b>	7/ 8m		
<b>TPZ Radius:</b>	4.2m		
<b>SRZ Radius:</b>	1.8m		
<b>Structure:</b>	Fair		
<b>Health:</b>	High		
<b>Comments:</b>	Adequate trunk basal flare evident, no significant trunk defects or decay visible, codominant stems observed however adequate space for normal secondary thickening evident and no compromised unions visible, naturally occurring dead branches nominal in size and amount, foliage size colour and density was normal		
<b>Recommendations:</b>	Consider crown lifting to approximately 3m above ground level to improve clearance within the dripline - removing small diameter branches only where possible		





<b>Tree Number:</b>	7	<b>Botanical Name:</b>	<i>Jacaranda mimosifolia</i>
<b>Common Name:</b>	jacaranda		
<b>Location:</b>	Southeast corner of site		
<b>Height:</b>	13m		
<b>DBH:</b>	50cm		
<b>Crown Spread (NS/EW):</b>	11/ 10m		
<b>TPZ Radius:</b>	6m		
<b>SRZ Radius:</b>	2.5m		
<b>Structure:</b>	Fair		
<b>Health:</b>	High		
<b>Comments:</b>	Adequate trunk basal flare evident with buttressing visible, no significant trunk defects or decay observed, codominant stems evident typical for the species however no compromised unions visible, naturally occurring dead branches to approximately 50mm diameter observed predominantly within the internal part of the crown, vertically-oriented epicormic regrowth branches evident within the lower crown however branch attachments assessed as sound at present, foliage size colour and density was normal, common species throughout Perth and size typical		
<b>Recommendations:</b>	Maintain line-clearance pruning on the east side of the tree to provide clearance from the high voltage powerlines		





## 2.2 Tree Valuation

2.3 Tree appraisal using the "*The (Revised) Burnley Method of Amenity Tree Evaluation*" (Moore, 2006) was undertaken. The formula has been developed for Australian trees and is as follows:

Appraised value = base value × tree volume × life expectancy × form and vigour × location.

### Tree number 1 – Illawarra flame tree

- \$79 (base value)
- 117m<sup>3</sup> (tree volume)
- 0.9 (life expectancy: 40-49yrs)
- 0.7 (form and vigour: good vigour with average form)
- 0.8 (location: minor problems)

Amenity tree value: \$4,658

### Tree number 2 - Canary Islands date palm

- \$79 (base value)
- 265m<sup>3</sup> (tree volume)
- 1 (life expectancy: 50yrs)
- 0.75 (form and vigour: good vigour with good form)
- 0.9 (location: no problems)

Amenity tree value: \$14,131

### Tree number 3 - Queensland brush box

- \$79 (base value)
- 688m<sup>3</sup> (tree volume)
- 1 (life expectancy: 50yrs)
- 0.9 (form and vigour: slight imperfections in form)
- 0.8 (location: minor problems)

Amenity tree value: \$39,133

### Tree number 4 - jacaranda

- \$79 (base value)
- 251m<sup>3</sup> (tree volume)
- 0.8 (life expectancy: 30-39yrs)
- 0.7 (form and vigour: good vigour with average form)
- 0.9 (location: no problems)

Amenity tree value: \$9,993

Tree number 5 - native frangipani

- \$79 (base value)
- 149m<sup>3</sup> (tree volume)
- 0.6 (life expectancy: 10-19yrs)
- 0.7 (form and vigour: good vigour with average form)
- 0.9 (location: no problems)

Amenity tree value: \$4,449

Tree number 6 - bracelet honey-myrtle

- \$79 (base value)
- 116m<sup>3</sup> (tree volume)
- 0.7 (life expectancy: 20-29yrs)
- 0.7 (form and vigour: good vigour with average form)
- 0.9 (location: no problems)

Amenity tree value: \$4,041

Tree number 7 - jacaranda

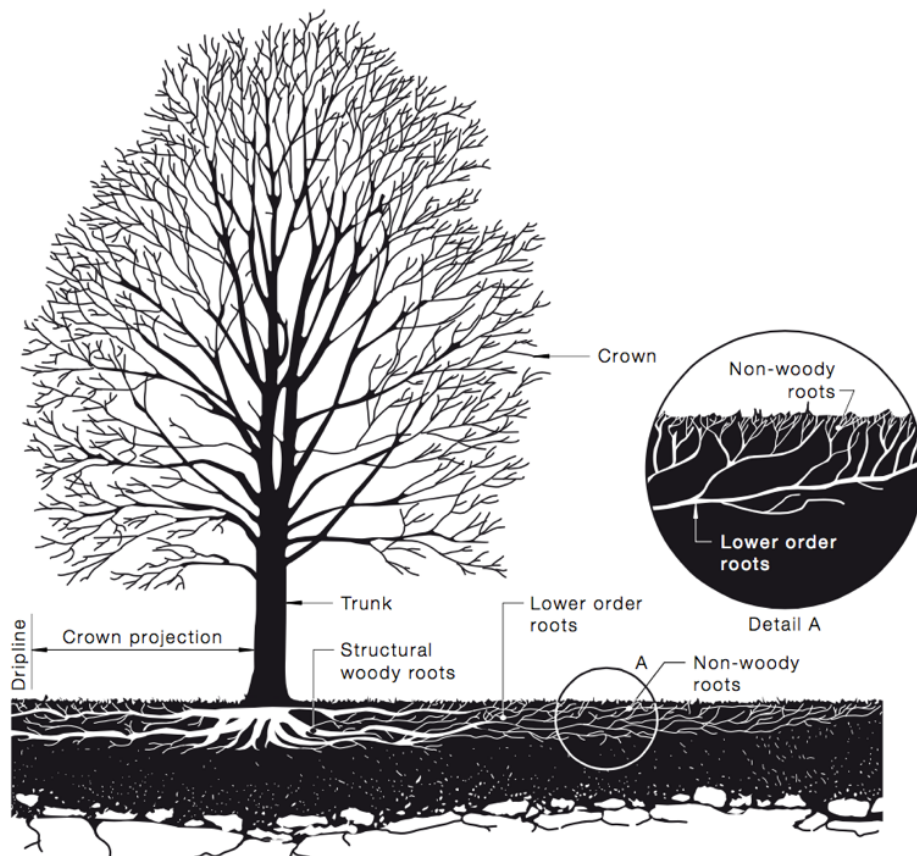
- \$79 (base value)
- 371m<sup>3</sup> (tree volume)
- 0.8 (life expectancy: 30-39yrs)
- 0.9 (form and vigour: slight imperfections in form)
- 0.9 (location: no problems)

Amenity tree value: \$18,992

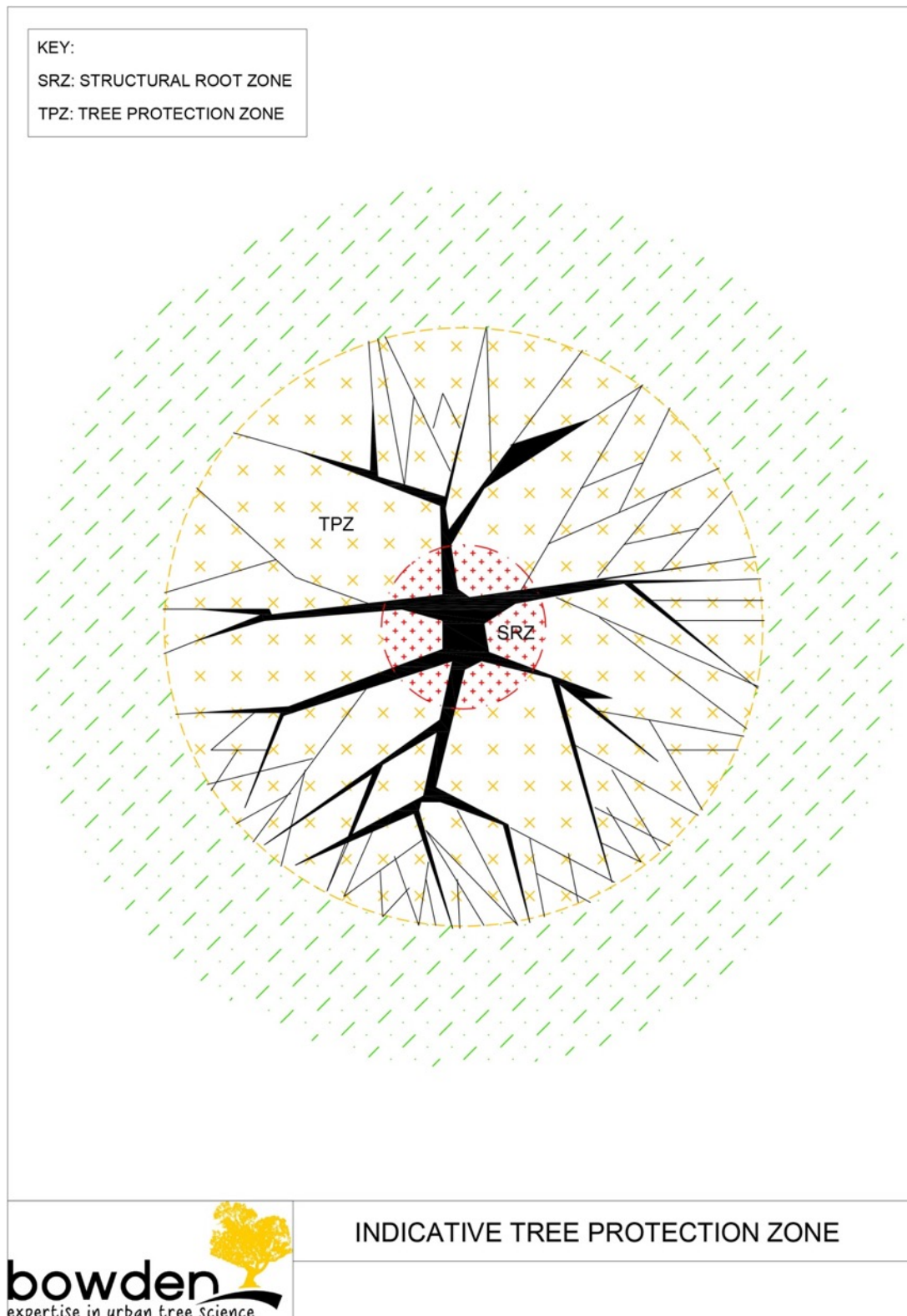
### 3.0 Discussion and Recommendations

#### 3.1 Discussion

- 3.2 Tree root plate:** Root plate composition for most tree species consists of a structural root zone and an absorbing root zone, responsible respectively for the support/ anchorage of the tree and the uptake of water/ mineral nutrients in solution. Severance of large diameter woody roots within the structural root zone (the root plate area immediately adjacent to the tree) can compromise tree stability and result in the loss of a significant proportion of the absorbing roots – roots that are responsible for the uptake of water and nutrients, subsequently placing considerable stress upon the tree in the short term. The severance of large diameter woody structural roots also provides an entry opportunity for infection by wood decay fungi, increasing the potential for the degradation of wood tissue at the root collar and trunk basal area which can compromise tree stability. The root plate development for most tree species generally occurs in the upper layers of the soil profile (0-1m depth) due to higher levels of organic matter and oxygen as required by the absorbing roots, and continuous open trenching within close proximity can negatively impact the health and structural condition of mature trees.



**Figure 2.** Typical tree structure above and below ground for cultivated urban trees, with naturally-occurring trees also often having vertically-orientated tap/ sinker roots beneath the trunk section. Source: AS4970-2009: Protection of Trees on Development Sites.



**Figure 3.** Plan view of tree protection zones that delineates the area of the large woody roots that are responsible for anchorage and tree stability (SRZ), and which taper into smaller diameter non-woody absorbing roots that take up water and nutrients. Beyond the TPZ periphery (green zone), preservation of tree roots is less critical.

**3.3 Tree preservation during development:** The most important goal of tree preservation on development sites or where construction activities occur within close proximity of mature trees is the long-term survival and stability of the tree/s. To achieve this goal, three core principles must be recognised and they include:

- To preserve existing trees, the planning/ design/ construction process must respect patterns of tree growth and development, both the above ground crown section and the below ground rootplate.
- Tree preservation must focus on preventing construction injury to trees which includes mitigating soil cut/ fill, restricting continuous open trenching and root damage, and avoiding collision injury to trunks and branches.
- Mature trees require an undisturbed space to retain a healthy root system and growth of the crown.

**3.4** Tree protection measures include a range of activities and structures should be in place prior to any site works including demolition (AS4970, 2009). Protective fencing comprised of 1.8m high chain-wire mesh panels should be erected, where possible, at the periphery of the Tree Protection Zone radius (trunk diameter x 12) for each tree desired for tree retention.



**Figure 4.** Example of protective fencing comprised of 1.8m high chain-wire mesh panels which should be erected at the TPZ periphery prior to the commencement of any construction activities that have the potential to collide with and damage the trunk and lower branches. Where site constraints restrict the erection of fencing at the TPZ periphery, the use of four panels (see above) should be considered the minimum tree protection requirement.



- 3.5 Root sensitive design and excavation:** Where construction activities cannot occur outside the tree protection zone radius of a tree, preservation of the rootplate and subsequent tree health can be achieved by utilising discontinuous footings and/ or minor fill soil atop the existing grade. A structural design incorporating methods such as cantilever, pier and beam (lintel), and/ or screw pile footings that spans a structure across the root plate of the tree can be used to limit root damage and loss. The design should specify a root sensitive excavation technique such as air spading, hand digging or soil vacuum to alleviate the potential for damage to tree roots during excavation, and/ or the use of horizontal directional drilling for underground service/ conduit/ irrigation installation.
- 3.6** Should minor roots (<30mm in diameter) be encountered outside the structural root zone during excavation they can be pruned cleanly with a handsaw on an angle that is perpendicular to the root edge, to limit the size of the pruning wound and to enable the fastest rate of wound occlusion and subsequent new root growth. Large woody structural tree roots should be retained to avoid compromising tree stability and the design modified where possible. Any design should be approved by a structural engineer or other competent person.



**Figure 5.** Where mechanical excavation is used outside the tree protection zone the selection of a toothless bucket (a) and use of a spotter can alleviate the extent of damage to the roots are they are revealed, compared with the toothed bucket (b) type which can significantly tear and damage roots.



**Figure 6.** Where hard surfacing is proposed adjacent to existing trees the use of permeable paving provides an option to maintain and/ or improve water/ nutrient infiltration and adequate soil aeration (oxygen) to the small absorbing roots.



**Figure 7.** Example of root-sensitive options to span a wall or fence structure across the root plate of a tree whilst limiting excavation to avoid severing large woody roots: (a) Post and palisade fencing; (b) Post and panel colourbond fence; (c) timber picket fence; (d) i-beam and sleeper low wall.

**3.7 Tree benefits:** Mature urban trees confer many benefits including shade and cooler air temperatures, screening (privacy) and noise reduction, built form aesthetic amelioration, energy conservation, mitigation of the urban heat island effect, air quality improvement and oxygen production, carbon uptake/storage and greenhouse gas reduction, minimisation of storm water run-off and improvement of water quality, fauna habitat and food source. In general, they enhance our built and natural environments with larger trees providing more benefits.

**3.8 Tree risk:** Tree failure is an infrequent occurrence and serious damage, injury or death from tree failure is rare (Lilly *et al*, 2011). Research finds that for Britain, with a population of 60 million people, the risk of any tree causing a fatality is exceedingly small (Ball & Ball-King, 2011). It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits.

### **3.9 Recommendations (Pruning Options)**

**3.10 Tree number 1**

- Undertake cable-brace installation

**3.11 Tree number 2**

- Undertake deadwooding

**3.12 Tree number 3**

- Consider deadwooding and crown lifting

**3.13 Tree number 4**

- Remove creeper

**3.14 Tree number 5**

- Remove creeper

**3.15 Tree number 6**

- Consider crown lifting

**3.16 Tree number 7**

- Maintain line clearance (high voltage powerlines)



## **4.0 Appendix I**

### **4.1 Arboricultural Terminology**

- 4.2 Crown – the leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree, whilst crown lifting involves pruning of the lower branches to improve clearance for buildings, pedestrians, vehicles etc.
- 4.3 DBH - diameter of the main trunk, measured at breast height approximately 1.4m above ground level for urban trees.
- 4.4 Deadwooding – the removal of dead, diseased or damaged branch wood from the crown of the tree.
- 4.5 Dripline – the width of the crown of the tree, measured by the lateral extent of the foliage.
- 4.6 Fall zone – is the area in which the tree or tree part is likely to fall when it fails, often calculated as 1.5 times the tree height where brittle dead branches etc. may break up and scatter debris.
- 4.7 First order structural branch – the large branches arising from the trunk that form the main structure of the crown.
- 4.8 Reduction prune – pruning to reduce the extension of a branch, back to a lateral branch that is at least one-third the diameter of the branch being removed.
- 4.9 Root collar – area at the base of the tree where the roots and trunk merge.
- 4.10 Targets – an object, person or structure that would be damaged or injured in the event of tree or branch failure is referred to as the target or target area. The hazard evaluation of the target area is relative to the expected use and occupancy of that area.
- 4.11 Topping and Lopping – deleterious tree height and branch reduction work often at indiscriminate points and generally resulting in weakly-attached regrowth branches prone to failure as subsequent growth occurs.
- 4.12 Tree Protection Zone (TPZ) – the zone of the root plate most likely to contain roots that are critical for anchorage and stability (structural root zone – SRZ, generally calculated as trunk diameter x 5) and the absorbing roots responsible for the uptake of water and nutrients collectively; calculated as trunk diameter (DBH) x 12.
- 4.13 V-shaped union – ingrown bark from adjacent parts of the tree that are in contact with each other; usually branch forks, acutely-angled branch attachments or basal stems – often a high failure potential.

#### **4.15 Tree Structure and Health**

4.16 The structural condition ('Structure') for each tree or group of trees has been assessed using the following qualitative criteria:

- Good – generally free of structural defects
- Fair – defects evident that may be typical for the species and age class, and which could be corrected through remedial pruning works
- Poor – significant defects that are not likely to be corrected through remedial pruning or arboricultural works
- TBA – to be assessed, requiring further investigation/ time to evaluate tree structural condition

4.17 The vitality ('Health') for each tree or group of trees has been assessed using the following qualitative criteria:

- High – consistent crown density and foliage colour, good shoot extension and an insignificant number of naturally-occurring internal dead branches
- Average – crown condition that may be representative for the species and/ or seasonal, possessing satisfactory shoot extension and/ or minimal decline and dead branches
- Low – poor shoot extension, sparse crown density and not likely to be corrected through improvement of site resources and plant nutrition
- Moribund – final stages of a decline spiral

## **5.0 Appendix II**

### **5.1 Author Formal Qualifications**

- 5.2 Bachelor of Science (Sustainable Forestry) – 2012  
Edith Cowan University, Joondalup & Murdoch University, Murdoch, WA.
- 5.3 Diploma of Applied Science (Horticulture) – 2000  
Major studies Arboriculture and Parks/ Gardens management  
University of Melbourne, Burnley campus, VIC.
- 5.4 Certificate IV (TAE40110) in Training & Assessment – 2014  
Plenty Training, Robina, QLD.
- 5.5 Certificate of Horticultural Practice – 1994  
Challenger TAFE, Murdoch campus, WA.

### **5.6 Additional Certifications**

- 5.7 ISA Certified Arborist Municipal Specialist (AU-0020AM) – 2012 (recertified 2018)  
International Society of Arboriculture  
[www.isa-arbor.com/certification/benefits/credentialsExplained.aspx](http://www.isa-arbor.com/certification/benefits/credentialsExplained.aspx)
- 5.8 ISA Tree Risk Assessment Qualification (TRAQ) – 2013 (recertified 2018)  
International Society of Arboriculture  
<http://www.isa-arbor.com/certification/becomequalified/becomequalified.aspx>

### **5.9 Limitation of Liability**

- 5.10 Bowden Tree Consultancy are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.
- 5.11 Bowden Tree Consultancy cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways that the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been visually assessed from ground level. Bowden Tree Consultancy cannot guarantee that a tree will be healthy or a low risk of harm under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.
- 5.12 Treatment, pruning and removal of trees may involve considerations beyond the scope of Bowden Tree Consultancy's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. Bowden Tree



Consultancy cannot take such issues into account unless complete and accurate information is given prior or at the time of the site inspection. Likewise, Bowden Tree Consultancy cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

- 5.13 In the event that Bowden Tree Consultancy recommends retesting or inspection of trees at stated intervals, or installs any cable/s, bracing systems and support systems, Bowden Tree Consultancy must inspect the system installed at intervals of not greater than 12 months, unless otherwise specified in written reports. It is the client's responsibility to make arrangements with Bowden Tree Consultancy to conduct the re-inspection.
- 5.14 Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. All written reports must be read in their entirety; at no time shall part of the written assessment be referred to unless taken in full context with the whole written report. If this written report is to be used in a court of law, or any other legal situation, Bowden Tree Consultancy must be advised in writing prior to the written assessment being presented in any form to any other party.

#### **5.15 Business Details**

- 5.16 Bowden Tree Consultancy®  
ABN: 51925884945  
Post Office Box 104 DARLINGTON W.A. 6070  
M: 0438 936 679  
E: [info@bowdentree.com.au](mailto:info@bowdentree.com.au)  
W: [www.bowdentree.com.au](http://www.bowdentree.com.au)

#### **5.17 Literature Cited**

- 5.18 Ball, D.J. & Ball-King, L. (2011). *Public Safety and Risk Assessment*. Great Britain: Earthscan
- 5.19 Lilly, S., Matheny, N. & Smiley, E., (2011). *Best Management Practices - Tree Risk Assessment*, Champaign, IL: International Society of Arboriculture
- 5.20 Mattheck, C., & Breloer, H. (1994). *The Body Language of Trees - A Handbook for Failure Analysis*. London, England: The Stationery Office.
- 5.20 Moore, G.M. (2006). *Revised Burnley Method of Urban Tree Valuation*. Sourced: <http://tinyurl.com/gnspd66>
- 5.21 Standards Australia, (2007). *AS4373-2007 Pruning of Amenity Trees*, Sydney: SAI Global
- 5.22 Standards Australia, (2009). *AS4970-2009 Protection of Trees on Development Sites*, Sydney: SAI Global

# **ATTACHMENT NO. 3**

## **1.16 Administrative Policy for Dealing With Unregistered Home Occupations**

### **Purpose Of Policy**

The purpose of this policy is to lay out an administrative procedure for dealing with unauthorised home occupations

### **Background**

Any person who wishes to run a business from home must first be granted an approval under the Town of Bassendean Local Planning Scheme No. 10 for a Home Occupation. This approval is required to ensure that the home occupation is appropriate for its surroundings and will not have a detrimental affect on the general amenity of the area in terms of any negative impacts on surrounding properties.

The Town through its Strategic Plan wishes to encourage businesses and home occupations because of their economic benefit to the Town, through the employment they generate and their contribution to the development of the local economy.

Home occupations also have the advantage of allowing people to balance home and work life, and have the potential to create a safer community by allowing people to be at their homes in the daytime and to draw a limited number of clients, which increases passive surveillance of neighbourhoods.

This policy attempts to balance the obligations of the Council to administer its Local Planning Scheme, and to foster economic development in line with its Strategic Plan.

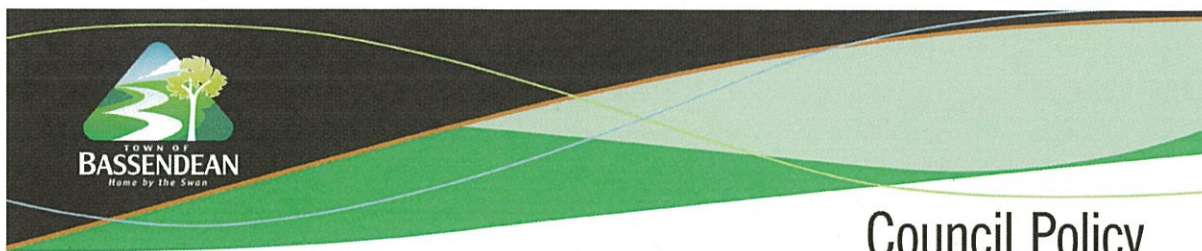
### **Application Of This Policy**

This policy applies to any home occupation or business being run form home without the necessary approval of the Town.

### **Relationship with Local Planning Scheme No. 10, Strategic Plan and Council Policies**

This policy is considered to be consistent with the Local Planning Scheme, the Strategic Plan ,and Council policy 5.2.3 which deals with home occupations.





## Procedure

1. On Council Officers becoming aware of a home occupation operating without the necessary approval, Officers are required write to the occupier and owner seeking an application for planning approval within 21 days;
2. If no application is lodged within the 21 day period, Officers are to again write to the owner and or occupier, advising that the use is in breach of the Scheme and unless an application is lodged, within a further 14 day period, or some other period as agreed by the Manager Development Services, that a report will be presented to Council recommending that either a Notice be served under section 214 of the Planning and Development Act 2005, or to initiate legal action under the Scheme; and
3. Where in the opinion of the Manager Development Services that the operation of the home occupation is having a detrimental effect on the amenity of surrounding residents or on the area generally, Council authorises Officers to vary the above timeframes and to commence legal action immediately.

## 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.

<b>Policy Type:</b> Strategic Policy	<b>Responsible Officer:</b> Chief Executive Officer and Manager Development Services
<b>Link to Strategic Community Plan:</b> Town Planning and Built Environment	<b>Last Reviewed:</b> March 2014 <b>Version 2</b> <b>Next Review due by:</b> December 2016

## 3.1 Home Based Businesses Policy

### Objective

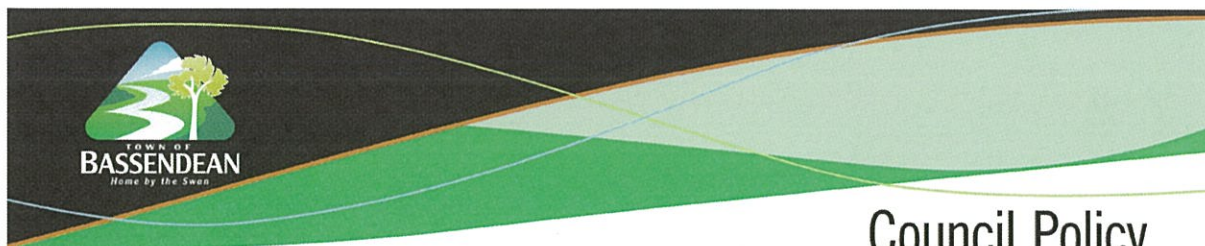
To strengthen the Town of Bassendean's reputation as an attractive location for home based businesses, and to encourage their registration, by creating awareness of the Town's welcoming attitude and by providing them with appropriate information and assistance.

### Strategy

The Town of Bassendean is committed to:

- Adopting a welcoming stance and attitude to home based businesses;
- Making special mention of home based businesses in appropriate Town publications;
- Stating appreciation of their value to the Town and its residents;
- Creating a database/directory of home based businesses including (where feasible) home based businesses that are not registered; for instance, by identifying Bassendean located businesses from a combination of other business databases eg, local industry associations, Small Business Development Corporation and Small Business Centres (SBCs) Periodically contacting home based businesses to inform them of the Town's range of services and contact points/officers, and the obligations and responsibilities of home based businesses (eg, to register their home based business) Encouraging home based businesses to agree to be listed in the business directory on the Town's website;
- Keeping home based businesses informed, via website and the *Bassendean Briefings* newsletters, of business-relevant local economic and social opportunities, issues and regulatory requirements;
- Promoting, through the *Bassendean Briefings* newsletter, the availability of opportunities for business training and networking through SBCs. Ideally, SBCs will offer information sessions and training regarding the basics of operating home based businesses. The Town's officers could also participate in these courses by offering advice on planning and regulation issues specific to local government;
- Promotion, in the Town's *Bassendean Briefings* newsletter, of the location of business incubators in the EMRC region, as a potential next step for those home based businesses that have plans/aspirations to move out of home;
- Encouraging the local chambers of commerce and business associations to embrace home based businesses, perhaps creating a special membership category with reduced services and a nominal membership fees membership fee;





## Council Policy

- Adopting the provisions for home based businesses in Town Planning Scheme No. 10, which will allow more flexibility in terms of the businesses that may be run from home, including the size of space occupied by the business and the number of employees; and
- Investigating the feasibility of providing an online local information forum/database, so that home based business proprietors can, for example, provide and seek online information and advice from other businesses in the Town, update their contact details and register their business.

### 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><b>Policy Type:</b> Council Policy</p> <p><b>Link to Strategic Community Plan:</b> Economic Wellbeing and Prosperity</p>	<p><b>Policy Owner:</b> CEO</p> <p><b>Adopted:</b> OCM – 8/11/06</p> <p><b>Last Review Date:</b> March 2014</p> <p><b>Version 1</b></p> <p><b>Next Review due by:</b> December 2016</p>
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**Policy Number: Local Planning Policy No xx**  
**Policy Title: Home Based Businesses**

**1. Citation**

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

**2. Policy Statement**

The Town recognises the economic and social benefits associated with home based businesses, and also acknowledges that working from home is an expanding area of employment.

The facilitation of home based businesses needs to be balanced against the need to protect the amenity and character of residential areas, and any impacts associated with home based businesses such as the scale of the operation, noise, odour, emissions, traffic generation and car parking requirements.

**3. Policy Objectives**

- (a) To provide guidance for the assessment of applications for home based businesses.
- (b) To ensure that home based businesses will not compromise the character and amenity of the surrounding residential area or nearby residents.
- (c) To provide for economic growth and employment opportunities by facilitating the development of home based businesses.

**4. Application**

This policy applies to applications for home based businesses including Family Day Cares, Home Businesses and Home Occupations.

This Policy does not apply to applications for a Home Office, which are exempt from requiring Development Approval under Local Planning Scheme No. 10.

**5. Definitions**

Family Day Care: *means premises where a family day care service as defined in the Education and Care Services National Law (Western Australia) is provided.*

Home Business: *means a business, service or profession carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:*

- (a) *does not employ more than 2 people not members of the occupier's household;*
- (b) *will not cause injury to or adversely affect the amenity of the neighbourhood;*
- (c) *does not occupy an area greater than 50 square metres;*
- (d) *does not involve the retail sale, display or hire of goods of any nature;*
- (e) *in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and*
- (f) *does not involve the use of an essential service of greater capacity than normally required in the zone.*

**Home Occupation:**

*means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:*

- (a) *does not employ any person not a member of the occupier's household;*
- (b) *will not cause injury to or adversely affect the amenity of the neighbourhood;*
- (c) *does not occupy an area greater than 20 square metres;*
- (d) *does not display a sign exceeding 0.2 square metres;*
- (e) *does not involve the retail sale, display or hire of goods of any nature;*
- (f) *in relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use or calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and*
- (g) *does not involve the use of an essential service of greater capacity than normally required in the zone.*

**Home Office:**

*means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not:*

- (a) *entail clients or customers travelling to and from the dwelling;*
- (b) *involve any advertising signs on the premises; or*
- (c) *require any external change to the appearance of the dwelling.*

## **6. Policy Requirements**

### **6.1 Information Requirements**

An application for development approval for any Home Based Business is to include the following:

- (a) A written submission detailing:
  - (i) The nature of the home based business;
  - (ii) Confirmation that the home based business will be conducted by an occupier of the dwelling, and the number of persons to be employed and their relationship to the applicant;
  - (iii) Hours and days of operation;
  - (iv) The number of customers/clients and the frequency of visits, or for Family Day Cares, the number of children; and
  - (iv) Details of any signage proposed.
- (b) Scaled plans detailing:
  - (i) The area which the home based business will be occupied;
  - (ii) The location of proposed car parking and access; and
  - (iii) The location of any storage area associated with the home based business.
- (c) Payment of fees in accordance with Council's adopted Schedule of Fees and Charges.

### **6.2 Consultation**

- (a) Applications for a Family Day Care and Home Occupations that comply with the requirements of this Policy will not require advertising. Applications that seek a variation to the policy will require community consultation.
- (b) Applications for Home Businesses (compliant or not) will require community consultation in accordance with clause 64 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### **6.3 General**

- 6.3.1 All home based businesses must comply with the *Environmental Protection (Noise) Regulations 1997* and Food Safety Standards (if applicable) at all times.
- 6.3.2 Applications for home based businesses on strata lot sites that involve visitations will only be supported where consent from the strata body or all landowners within the strata complex has been received.
- 6.3.3 Advertising signs shall not exceed 0.2m<sup>2</sup> in area.



## 6.4 Family Day Care

- (a) A Family Day Care must operate within the requirements of the *Child Care Services Act 2007*.
- (b) A Family Day Care shall only operate between 6am and 7pm, Monday to Friday and between 7am and 6pm on Saturdays unless it can be demonstrated that the use will not impact on the amenity of surrounding properties.
- (c) The maximum number of children accommodated by a Family Day Care operation (including the applicant's children) shall be determined as follows:

Lot Size	Maximum Number of Children
0-350m <sup>2</sup>	Proposal not supported
351m <sup>2</sup> -500m <sup>2</sup>	4
551m <sup>2</sup> -649m <sup>2</sup>	6
650m <sup>2</sup> +	7

- (d) With the exception of member(s) of the occupier's household, employees are not permitted.

## 6.5 Home Businesses and Home Occupations

### 6.5.1 Operation

- (a) In determining the appropriateness of a Home Business or Home Occupation, the nature and scale of the business, noise, odour, emissions, traffic generation, car parking requirements and hours of operation will be taken into consideration.
- (b) A Home Business or Home Occupation shall only be permitted to operate between the hours of:
  - (i) 8:00am and 5:00pm Mondays to Saturdays; and
  - (ii) Not at all on Sundays and Public Holidays.
- (c) The retail display, direct, in-person sale or hire of goods is not permitted on-site. Retail sales are permitted so long as the goods are ordered by customers via telephone or internet and are dispatched by post.

### 6.5.2 Customers and Clients

- (a) The number of customers/clients permitted to attend the premises shall be determined having regard to the amenity of the surrounding locality.
- (b) All customer/client visits must be made with 15 minute appointment intervals, unless there is adequate car parking.

### 6.5.3 Traffic and Car Parking

- (a) In addition to the car parking bays required for the dwelling, a minimum of two car parking bays shall be provided that adequately cater for the expected number of customers/clients and/or employees attending the site at any one time. Car parking in the driveway is not to obstruct footpaths.
- (b) The use of on-street car parking may be considered for the use of customers/clients and/or employees where the safety and functionality of the road network is not compromised.

### 6.6 Approval Period

The Town may grant approval for an initial period of twelve months, where it has concerns regarding the potential operation of the use on the amenity of the locality. In such cases, the applicant will be required to seek a renewal of approval to continue to operate the home based business after the initial 12 month period.

### 6.7 Garage Sales

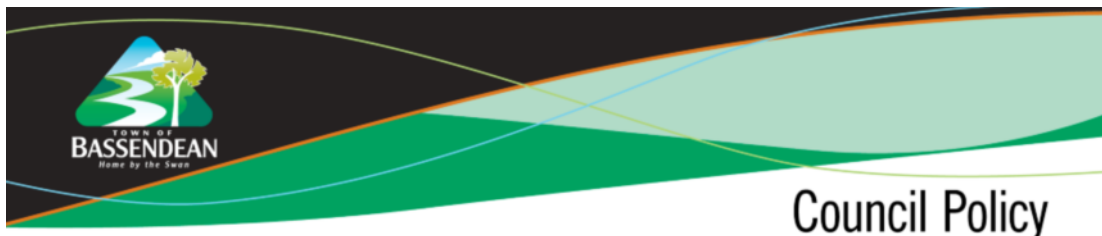
Garage sales generally will not require Development Approval, however, in the event that a property accommodates more than one garage sale in any 30 day period, it shall be considered a Home Store and require Development Approval under Local Planning Scheme No. 10.

#### Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	Development and Place
<b>Inception Date</b>	[Insert OCM RESOLUTION NO & DATE]
<b>Version</b>	
<b>Next Review Date</b>	[Insert date – maximum 2 years generally is considered good practice]

# **ATTACHMENT NO. 4**





## **LOCAL PLANNING POLICY NO. 18      LANDSCAPING WITH LOCAL PLANTS**

### **Background**

Landscaping is the term used to describe any vegetation and associated structures such as rockeries, ponds, sleepers and walls. It includes turf and grasses. Landscaping can enhance privacy, act as a natural cooling system for homes, soften the built form, create visual relief and generally improve the aesthetic appeal of new and existing developments. In addition to this, landscaping with local native vegetation can help to protect biodiversity and natural heritage values and contribute to a 'sense of place' for the area.

Landscaping can be a major component of urban renewal programs providing a boost for the local economy by stimulating business. Local plant themes can be incorporated into the landscaping of major roads, shopping centres, public transport routes, civic buildings and new developments.

The replacement of local native vegetation with exotic landscaping, coupled with the associated increase in water and fertiliser use, has an impact on water quality and the health of the Swan-Canning catchment.

### **1.1 Citation**

This policy is adopted by the Town of Bassendean as a Planning Policy pursuant to Section 2.4 of Local Planning Scheme No. 10.

### **1.2 Purpose**

The purpose of this policy is to assist the Town of Bassendean to promote the protection and enhancement of natural resources within the region by prescribing minimum standards for landscaping with local native plants.

### **1.3 Application of this policy**

This policy applies to all applications that require planning consent under the Local Planning Scheme and require landscaping to be provided.

This policy has limited effect to applications based on Council's Energy Efficient Design Policy which encourages deciduous trees and plants to be provided in certain circumstances to aid summer shading.

## 1.4 Objectives

The objectives of the Town of Bassendean's 'Landscaping with Local Plants Policy' are to:

- provide development applicants with guidance as to the standard of landscaping expected by Council;
- build pride in the Town of Bassendean's natural environment and foster a 'sense of place' in the community through appropriate landscaping;
- Reduce threats to biodiversity by avoiding plant selection that may lead to future environmental weed problems;
- create visual stimulus and contrast between natural and built features;
- soften the impact of the built form;
- maintain and further promote the amenity and resultant quality of life provided for residents of the Town of Bassendean;
- promote better utilisation of water resources and the development of practices which conserve water; and
- minimise the extent of fertilisers leaching into drains and waterways, and in turn maintaining water quality within the Town.

## 1.5 Requirements

Landscape plans illustrating all landscaped areas must be prepared ideally by a professional landscape designer or qualified horticulturalist or landscape architect and submitted for Council's approval. Plans must focus on the use of local species and are to be prepared to a scale of not less than 1:200 and should show:

- street frontages, neighbouring buildings and fence lines;
- contours – both within the site and for the adjoining verge;
- reticulation details (type and method of operation);
- details of ground treatment for all common areas (for example; grass, paving, ground covers, mulch);
- plant legend, including the number of plants and species name including pot-size of plants at the time of planting; and
- accurate details of existing tree positions, with further detail for trees over 2m in height (species, trunk diameter, drip line and crown height).

Vegetation should be of sufficient size and spacing to meet the objectives of the policy within two years and landscaped areas must be developed in accordance with the approved plan and maintained thereafter for a period of twenty-four months

The following web site is one useful resource that shows local plants that are endemic to the area <http://www.apacewa.org.au/nursery>.

## **1.6 Relationship to LPS**

This policy complements the Local Planning Scheme No. 10, the Residential Design Codes of Western Australia. This policy should be read in connection with:

1. Council's Street Tree Removal and Replacement Policy, Amenity Tree Evaluation Policy which controls trees within the verge area adjoining development sites;
2. Council's Verge treatment policy; and
3. Council's policy on the Retention of Trees on Development Sites.

Under the Local Planning Scheme No. 10, each application for planning approval is to be accompanied by:

1. The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and both the structures and vegetation proposed to be removed; and
2. The nature and extent of any open space and landscaping proposed for the site.

Under the Residential Design Codes each application for planning approval is required to be accompanied by an existing site analysis plan showing:

1. The position, type and size of any tree exceeding 3m in height; and
2. The street verge, including footpaths, street trees, crossovers, power poles and any service such as telephone, gas, water and sewerage in the verge.

## Landscape Plan Information Sheet

### General

Landscaping can enhance privacy, act as a natural cooling system for homes, soften the built form, create visual relief and generally improve the aesthetic appeal of new and existing developments. In addition to this, landscaping with local native vegetation can help to protect biodiversity and natural heritage values and contribute to a 'sense of place' for the area.

The use of local native species, low water use plants and hydrozoning is encouraged.

Landscaping is often required as a condition of development approval to ensure the establishment of acceptable standards of landscaping and on-going maintenance.

### Information Requirements

Landscape plans illustrating all landscaped areas shall be prepared and submitted for approval, and include the following details:

- A site plan with a scale of not less than 1:200 illustrating all landscaped areas, including the verge;
- Details of the location and type of proposed trees and shrubs, including a plant legend showing:
  - botanical names of the proposed vegetation types of quantity of each species; and
  - pot sizes of plants at the time of planting. Shrubs are to be semi-advanced from pot sizes no less than 175mm.
- Details of ground treatment such as paving, turf, mulched garden beds (mulch is to be applied to a depth of 100mm);
- Landscaping of the verge area adjacent to the development site, including details of the existing and proposed street trees, and the provision of substantial street trees in accordance with the Town's adopted Street Tree Master Plan;
- Details of the proposed watering system to ensure the establishment of species and their survival during the hot, dry summer months. Turf and garden bed areas are to be irrigated. The plan is to provide information on the water source (scheme or bore water); and
- Contours – both within the site and for the adjoining verge.

### Species and Planting

A list of recommended species is attached.

- Plant species shall be planted at a rate of approximately four small plants per square metre of landscaped area. Larger plant species may vary this amount.



- Vegetation should be of sufficient size and spacing. Tube stock can be considered where a mix of larger plants are proposed.

The Town recommends the use of a professional landscape designer, qualified horticulturalist or landscape architect in the preparation of landscape plans.

## Street Trees

Further information relating to street trees is available in Council Policy – Street Trees.

- All existing and proposed street trees are to be shown on the site plan / landscape plan.
- No street trees shall be removed without written approval. If approved, the Town will arrange the tree removal following the payment of the amenity valuation of the tree and removal costs, as per the Burnley Method (Moore, 1991).
- The Town will determine the appropriate species of street tree to be planted.

## Maintenance

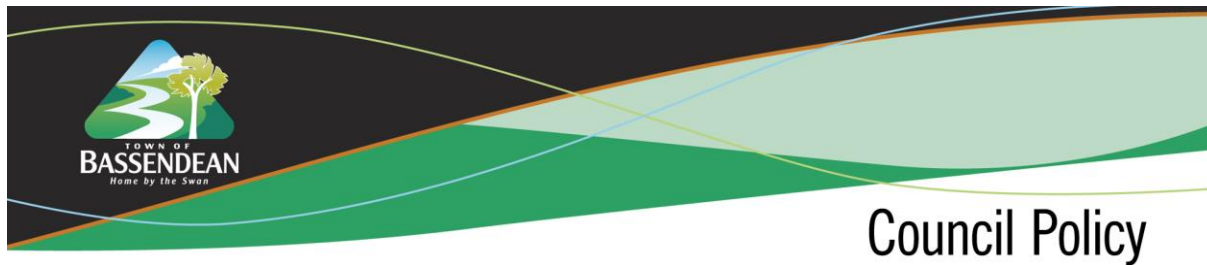
Landscaped areas must be developed in accordance with the approved plan and maintained thereafter for a period of twenty-four months.

Ongoing maintenance should minimise the extent of fertilisers leaching into drains and waterways, and in turn maintaining water quality within the Town.

Recommended Species List		
Annuals/Herbaceous Perennials/Perennial Herbs		
<i>Brachyscome iberidifolia</i> (annual)	<i>Burchardia congesta</i> (herbaceous perennial)	<i>Burchardia multiflora</i> (herbaceous perennial)
<i>Dichopogon capillipes</i> (herbaceous perennial)	<i>Rhodanthe chlorocephala</i> (annual)	<i>Ptilotis drummondii</i> (perennial herb)
<i>Ptilotis drummondii</i> (perennial herb)	<i>Trachymene coerulea</i> (annual/biennial)	<i>Watizia suaveloens</i> (annual)
Grasses, Sedges and 'Strappy' Plants		
<i>Anigozanthos humilis</i>	<i>Anigozanthos manglesii</i>	<i>Anigozanthos viridis</i>
<i>Austrostipa variabilis</i>	<i>Conostylis aculeata</i>	<i>Conostylis candicans</i>
<i>Cycnogeton (Triglochin) huegelii</i>	<i>Dianella revoluta</i>	<i>Dielsia stenostachya</i>
<i>Ficinia nodosa</i>	<i>Isolepis cernua</i>	<i>Lepidosperma longitundale</i>
<i>Neurachne alopecuroidea</i>	<i>Patersonia occidentalis</i>	<i>Rytidosperma caespitosum</i>
Groundcover/Low plants up to 1m		
<i>Acacia sessilis</i>	<i>Aotus procumbens</i>	<i>Banksia nivea</i>
<i>Bossiaea eriocarpa</i>	<i>Calytrix angulata</i>	<i>Calytrix flavescens</i>
<i>Centella asiatica</i>	<i>Dampiera linearis</i>	<i>Dampiera trigona</i>
<i>Daviesia decurrens</i>	<i>Daviesia pedunculata</i>	<i>Daviesia triflora</i>

Recommended Species List		
<i>Euchilopsis linearis</i>	<i>Gastrolobium capitatum</i>	<i>Gastrolobium nervosum</i>
<i>Gompholobium tomentosum</i>	<i>Gompholobium confertum</i>	<i>Hemiandra pungens</i>
<i>Jacksonia sericea</i>	<i>Kennedia prostrata</i>	<i>Melaleuca seriata</i>
<i>Melaleuca trichophylla</i>	<i>Petrophile linearis</i>	<i>Philotheca spicata</i>
<i>Scaevola repens</i>	<i>Strilingia latifolia</i>	<i>Synaphea gracillima</i>
<i>Thomasia grandiflora</i>	<i>Tricoryne elatior</i>	<i>Verticordia lindleyi</i>
Small Shrubs 1-3m high		
<i>Acacia dentifera</i>	<i>Adenanthos obovatus</i>	<i>Allocasuarina humilis</i>
<i>Aotus gracillima</i>	<i>Astartea scoparia</i>	<i>Astartea affinis</i>
<i>Banksia armata</i>	<i>Banksia telmatiaea</i>	<i>Billardiera fraseri</i>
<i>Beaufortia elegans</i>	<i>Calothamnus lateralis</i>	<i>Calothamnus quadrifidus</i>
<i>Calytrix fraseri</i>	<i>Gompholobium scabrum</i>	<i>Hakea ruscifolia</i>
<i>Hypocalymma angustifolium</i>	<i>Hypocalymma robustum</i>	<i>Leptospermum spinescens</i>
<i>Melaleuca lateritia</i>	<i>Pericalymma ellipticum</i>	<i>Pultenaea reticulata</i>
<i>Regelia ciliata</i>	<i>Regelia inops</i>	<i>Verticordia drummondii</i>
Medium Shrubs 2-6m		
<i>Acacia saligna</i>	<i>Daviesia divaricata</i>	<i>Dodonaea hackettiana</i>
<i>Eremaea pauciflora</i>	<i>Gastrolobium ebracteolatum</i>	<i>Hakea varia</i>
<i>Jacksonia furcellata</i>	<i>Jacksonia sternbergiana</i>	<i>Kunzea glabrescens</i>
<i>Melaleuca teretifolia</i>	<i>Melaleuca viminea</i>	<i>Taxandria linearifolia</i>
Trees		
<i>Allocasuarina fraseriana</i>	<i>Banksia grandis</i>	<i>Banksia illicifolia</i>
<i>Banksia menziesii</i>	<i>Casuarina obesa</i>	<i>Corymbia calophylla</i>
<i>Eucalyptus marginata</i>	<i>Eucalyptus rudis</i>	<i>Eucalyptus tottiana</i>
<i>Melaleuca cuticulatis</i>	<i>Melaleuca preissiana</i>	<i>Melaleuca raphiophylla</i>
<i>Melaleuca teretifolia</i>	<i>Paraserianthe lophanthna</i>	<i>Xanthorrhoea preissii</i>
<i>Xylomelum occidentale</i>		

# **ATTACHMENT NO. 5**



## **LOCAL PLANNING SCHEME NO. 10**

# **LOCAL PLANNING POLICY NO. 6 - INDUSTRIAL ZONES DEVELOPMENT DESIGN GUIDELINES**

### **OBJECTIVE**

To ensure a high standard of industrial development, in terms of appearance, landscaping, provision of parking and access.

### **APPLICATION**

This policy applies to all the land zoned 'Light Industrial' and 'General Industrial' under Local Planning Scheme No. 10.

### **POLICY**

All development within the 'Light Industrial' and 'General Industrial' zones shall comply with the following requirements:

#### **Building Setbacks**

The minimum setback requirements for all buildings within these zones shall be in accordance with those prescribed as follows:

Front	13-00m
Rear	Nil
Side	4.50m one side
Secondary Street	6.00m

#### **Plot Ratio Limit and Definition**

The maximum plot ratio for a site is 0.75.



Plot ratio is defined as the ratio of the gross total of the areas of all the floor to the land within the site boundaries. In calculating the gross total of the areas of all floors the areas shall be measured over any walls provided that lift shafts, stairs, toilets and amenities, external wall thicknesses, plant rooms and the gross floor area of any floor space used for the parking of wheeled vehicles, including access to and from that space within the building, shall not be included.

#### Site Cover

The maximum site coverage permitted to any development excluding loading bay awnings is 50%.

#### Vehicle parking

Car parking spaces shall be provided, constructed and maintained in accordance with the provisions of Part 5 of the Scheme, Local Planning Policy No. 8 (Parking Specifications) and the approved plan relating thereto.

#### Landscaping

All development within these zones shall be landscaped in accordance with the following requirements

- a) the minimum width of front boundary landscaping shall be 2 metres, except in the case of a corner lot, in which case the minimum shall be 1.0 metres on the secondary street as nominated by Council;
- b) the minimum width of side boundary landscaping (excluding side street boundaries) shall be 1 metre, to be provided from the front boundary to the setback line;
- c) landscaping is to be provided in accordance with Councils landscaping policy as amended from time to time, and shall be maintained by the owner of the lot thereafter.
- d) Shade trees in car parking areas shall be provided at a ratio of one tree per four car parking bays with all tree planting to comply with the Town's specifications.

#### Security Fencing

Where a security fence is proposed on a street lot boundary, it shall be of an open style either mesh fencing or palisade style fencing and setback 2-metres behind the street alignment.

Solid screen fences on industrial sites are only acceptable where located at or behind the 13-metre building line to the front setback area. In the case of corner lots solid screen fencing must be setback 6-metres from the secondary street.

### Service Access

Provision shall be made for service access in the following manner:

- a) a paved accessway shall be provided for vehicles from the street to the rear of and to any other part of the building where provision is made in the external walls of the building for the entry of or the loading or unloading of vehicles;
- b) the access way shall be so constructed that all vehicles using it can enter from and return to a street in forward gear without reversing any part of the vehicle onto a street; and
- c) except as hereinafter mentioned, the access way shall not be less than 4.5 metres in width, unless the size of the lot makes the provision of such an access way impracticable or unreasonable the Council may permit an access way of a narrower width but in no case less than 3.0 metres in width.
- d) the provision of on-site delivery manoeuvring areas where large single axle commercial vehicles can enter and leave the site in forward gear. The manoeuvring area shall be exclusive of car parking bays and the interior of the building.

### Storage and Refuse areas

The Council may require the provision of one or more areas for the storage of refuse in a development. This area shall be:

- a) screened from view from any public street, and enclosed by a wall of masonry or other approved building material, and being of not less than 1.8 metres in height; and
- b) accessible to service vehicles.

Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Council.

### Building Materials

The facades of all buildings facing public streets shall be constructed of brick, glass, stone, masonry or concrete in respect of the ground floor level. The second floor level, or its equivalent, may be constructed of other material in accordance with the Building Code of Australia.

The use of Zinalume sheeting for construction of Industrial buildings is prohibited, unless such buildings or parts of buildings are not visible from any public street, or Council approval is granted to vary this requirement.

### Floor Area

A factory or factory unit shall have a floor area of not less than 100m<sup>2</sup> and each the length and width shall not be less than 6 metres clear between the internal wall surfaces.

### Factory Units

Multiple factory units on one lot shall not be permitted unless the following requirements are complied with:

- a) each factory unit shall have a visually screened service yard of not less than 16m<sup>2</sup> with a minimum depth of 2m adjoining and having connecting access to each unit; and
- b) the internal partition walls between factory units shall be constructed of brick, stone or concrete or other material approved by Council.

**Policy Number:                      Local Planning Policy No. 6**  
**Policy Title:                         Industrial Development**

**1.        Citation**

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 6 – Industrial Development.

**2.        Policy Statement**

The Town recognises the importance of its industrial areas in contributing towards employment self-sufficiency. The purpose of this Policy is to provide clear and comprehensive design criteria for development within the Town's industrial zones.

**3.        Policy Objectives**

- (a) To ensure a high standard of industrial development, in terms of appearance, landscaping, provision of parking and access.
- (b) To encourage attractive developments that are well designed, with functional and efficient buildings and site layouts.
- (c) To achieve a degree of consistency and compatibility in the built form and landscaping.
- (d) To ensure that industrial areas are developed in a manner which has due regard to potential industries and their infrastructure needs, and that adjacent urban areas are not subjected to pollution and hazards.

**4.        Application**

This Policy applies to all land zoned 'Light Industry' or 'General Industry' under Local Planning Scheme No. 10.

**5.        Definitions**

- Industrial Unit:                      *means a building or group of buildings on Industrial zoned land that may have separate tenancies and/or uses in operation.*
- Primary Street:                      *means, unless otherwise designated by the local government, the sole or principal public road that provides access to the major entry (front door) of the building.*
- Secondary Street:                      *means, in the case of a site that has access from more than one public road, a road that is not the primary street but which intersects with or adjoins that road.*



## **6. Policy Requirements**

### **6.1 Built Form**

- (a) The facades of all buildings facing public streets shall be articulated and use a variety of materials to avoid a rigid, uniform outcome.
- (b) The ground floor level facades of all buildings facing public streets shall be constructed of brick, glass, stone, masonry or concrete in respect of the ground floor level.
- (c) The use of zincalume sheeting for construction of industrial buildings is only permitted where such buildings or parts of buildings are not visible from any public street.
- (d) The main entrance is to be on the front elevation or close to the front of the building, clearly visible from the street.

### **6.2 Building Setbacks**

Buildings are to be setback a minimum of:

- (a) 13 metres from the primary street;
- (b) 6 metres from the secondary street;
- (c) Side and rear setbacks are to be determined having regard to vehicle access, manoeuvring, loading and unloading arrangements and the requirements of the Building Code of Australia.

### **6.3 Access and Car Parking**

- (a) On-site car parking is to be in accordance with the requirements of Local Planning Scheme No. 10 and any relevant Local Planning Policy.
- (b) Where access is required to the rear or any other part of the building, the access way shall be paved and have a minimum width of 4.5 metres, unless otherwise approved by the Town.
- (c) Access ways shall be constructed so that all vehicles can enter and exit the street in forward gear without reversing any part of the vehicle onto a street.
- (d) Manoeuvring areas shall be exclusive of car parking bays and the interior of the building.
- (e) The development is to incorporate clear pedestrian paths that are separate to areas for vehicle access and car parking.

### **6.4 Fencing**

- (a) Any security fence on a front lot boundary (including to a secondary street) shall be open-style palisade fencing.
- (b) Solid fencing is to be setback as if it were a building.

## **6.5 Landscaping**

Provision shall be made for a minimum area of landscaping as follows:

- (a) A minimum width of 3 metres abutting the primary street and 2 metres abutting the secondary street;
- (b) Landscaped areas and the street verge are to be landscaped, irrigated and maintained to the satisfaction of the Town, including the provision of appropriate shade trees; and
- (c) Shade trees in car parking areas shall be provided at a ratio of 1 per 4 car parking bays.

## **6.6 Industrial Units**

- (a) The floor area of any industrial unit shall not be less than 100m<sup>2</sup> and the minimum dimensions between the internal wall surfaces is not less than 6 metres; and
- (b) Each unit is provided with a visually screened service yard of an area not less than 16m<sup>2</sup> and a minimum dimension of not less than 2 metres. The service yard is to be located to allow for vehicles to have direct access via a paved internal service road, adjoining and having connecting access to each unit.

## **6.7 Storage**

- (a) The area between the street alignment and the prescribed building setback line shall not be used for storage.
- (b) Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Town.

## **6.8 Servicing**

- (a) Where areas for the storage of refuse are required, this area shall be:
  - (i) Screened from view from any public street;
  - (ii) Enclosed by a wall of masonry or other approved building material being of not less than 1.8 metres in height; and
  - (iii) Accessible to service vehicles.
- (b) Should any portion of the development be used for vehicle or equipment servicing, an approved bunded wash down area with a petrol and oil trap shall be provided in accordance with the requirements of the Water Corporation.

## **6.9 Signage**

- (a) Signs attached to the buildings shall be designed to be an integrated part of the building, e.g. recessed into the facade, fascia or awning.
- (b) Signage on fencing is not permitted.

## 6.10 Environmentally Sustainable Design

The incorporation of environmentally sustainable design elements into industrial development proposals will be positively considered when assessing any application that seeks to vary any aspect of this Local Planning Policy.

### Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	Development and Place
<b>Inception Date</b>	[Insert OCM RESOLUTION NO & DATE]
<b>Version</b>	
<b>Next Review Date</b>	2023

# **ATTACHMENT NO. 6**



## LOCAL PLANNING SCHEME NO. 10

# LOCAL PLANNING POLICY NO. 4 - FLOODPLAIN MANAGEMENT & DEVELOPMENT

### BACKGROUND

This policy has been prepared with the primary objective of establishing a framework for floodplain management. The framework will be used to guide the decision-making process and for identifying where responsibilities lie with respect to the development and management of land that has identified flood potential.

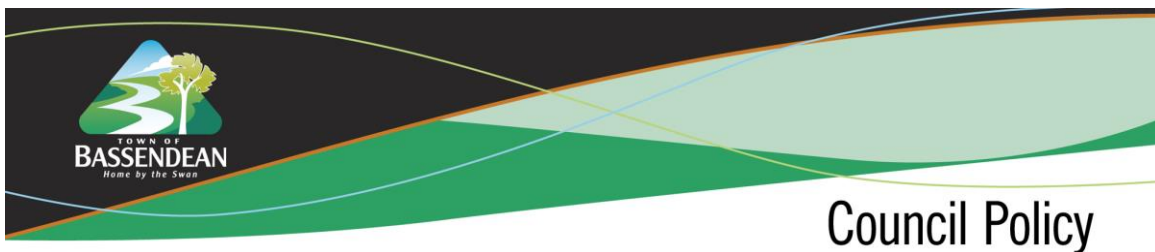
The criteria outlined in this policy is based on information obtained from the Department of Water and the Swan River Trust.

The Department of Water has 100 year ARI floodplain mapping of the Swan River with an associated floodplain development strategy. The floodplain development strategy is based on two guiding principles, ie:

- proposed development has adequate protection from 100 year ARI flooding, and
- proposed development does not detrimentally impact on the existing 100 year ARI flooding regime of the general area.

The 100 year ARI floodplain mapping shows the extent and level of flooding in a 100 year ARI flood event. The 100 year ARI floodplain is delineated into flood fringe and floodway areas where:

- proposed development (ie, filling, building, etc) that is located outside of the floodway is considered acceptable with respect to major flooding. However, a minimum habitable floor level of 0.50 metre above the adjacent 100 year ARI flood level is recommended to ensure adequate flood protection.
- proposed development (ie, filling, building, etc) that is located within the floodway and is considered obstructive to major flows is not acceptable as it would increase flood levels upstream. No new buildings are acceptable in the floodway.



## PURPOSE

The purpose of this policy is:

- \* to reduce loss of life and property due to floods;
- \* to conserve the floodplain environment;
- \* to guide residential development which permits access to residences in times of flooding;
- \* to ensure that proposed development is compatible with flood hazard in order to minimise the risks of damage and impacts of flooding;
- \* to encourage development which maintains or enhances the physical and visual amenity of the floodplain; and
- \* to provide guidelines for the use and development of the floodplain.

## DEFINITIONS

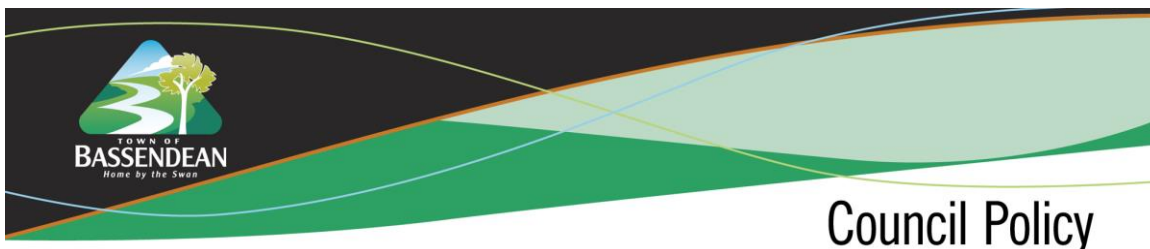
*Average Recurrence Interval (ARI):* A statistical estimate of the average period in years between the occurrence of a flood of a given size or larger.

*100 Year ARI Flood:* A major river flow which has a one per cent average probability of occurring in any one year. This flood is expected to occur on average once every 100 years. The 100 year flood has been generally adopted in Australia and overseas as the basis for floodplain management and planning.

*100 Year ARI Floodplain:* The area which is affected by flooding in a 100 year ARI flood event as shown on the Department of Water's floodplain mapping.

*Floodway:* The part of the floodplain which contains the river channel and portion of the floodplain and forms the main flow path for floodwaters once the main channel has overflowed. Proposed development in the floodway should be avoided wherever possible as obstructive developments would increase flood levels upstream.

*Flood Fringe:* The part of the floodplain where proposed development is considered hydraulically acceptable but is subject to appropriate building conditions that will achieve adequate flood protection.



*Designated 100 Year ARI Flood Level:* The 100 year ARI flood level assuming all flood fringe areas have been filled and developed. This level is used as a basis for determining minimum habitable building floor levels.

*Minimum Habitable Building Floor Level:* A minimum habitable building floor level of 0.50 metre above the designated 100 year ARI flood level is set to achieve adequate flood protection to proposed development.

## **POLICY**

### **1. Planning Proposals**

- 1.1 Council will determine planning proposals for floodprone land according to the guidelines in this policy, and may seek and have regard to the comments of the Department of Water, the Swan River Trust and the WA Planning Commission.
- 1.2 Within the flood fringe areas defined on the floodplain mapping, Council will consider each planning application on its merits and will determine the development standards or refuse approval for that development after taking into account:
  - a) the specific site characteristics of the development site and the surrounding areas including natural surface or fill levels and existing floor levels;
  - b) areas of environmental significance;
  - c) potential impacts of the proposal on the hydrology, ecology and amenity of the floodplain; and
  - d) any positive aspects of the development.
- 1.3 Council, in permitting any development on floodprone land, should:
  - a) advise the applicant of the flood hazard to the development; and
  - b) require the applicant to lodge a notification under Section 70A of the Transfer of Land Act 1893, at the applicant's expense, advising registered and prospective purchasers that the property is located in the floodplain of the Swan River and is liable to be affected by flooding. The notification shall also advise of any restrictions on the use of the premises, as contained in the conditions of any planning consent that may be granted. The notification shall be registered on the Certificate of Title prior to the issue of a building permit.

## **2. Environmental Conservation**

- 2.1 Council will have regard to the impact of development on areas within the floodplain which it considers to be of environmental significance. These areas may include Aboriginal sites, river banks, wetlands and stands of vegetation. The retention, protection or rehabilitation of these areas by fencing, replanting, and other measures may be required as condition of planning approval.
- 2.2 Council may seek the advice of the relevant government departments in determining the significance and treatment of such area within or adjoining development sites.

## **3. Proposed Development in the Floodway**

- 3.1 The topography of the floodway should remain in its natural state to ensure the effective discharge of floodwaters. Preferably, rural and recreational uses which will not impede flood flow should be developed.
- 3.2 Further subdivision of land wholly within the floodway will not be supported.
- 3.3 The following conditions will apply for proposed development within the floodway:
  - a) planning consent will not be granted for the construction of a dwelling within a floodway unless it is to replace an existing dwelling and the applicant can demonstrate that the dwelling can be constructed to be protected from a 100 year ARI flood;
  - b) the obstruction of the new dwelling to the floodway should be no greater than the obstruction of the existing dwelling;
  - c) a detailed Engineer's report will be required in support of the application and Council will take into consideration comments from the Department of Water in making a decision;
  - d) site access shall be designed to be functional at all times;
  - e) minor additions to existing dwellings will be supported subject to confirmation from the Department of Water that the new development will not adversely affect the existing flooding regime;



- f) any urban or rural development, including associated tree clearing, site works, fencing and landfill, which will detrimentally impact on the free flow of floodwaters and the moderating influence of wetland vegetation will be prohibited; and
- g) where planning consent is granted for a structure to be established within a floodway the proponent will be required to enter into a flood damage indemnity agreement with Council.

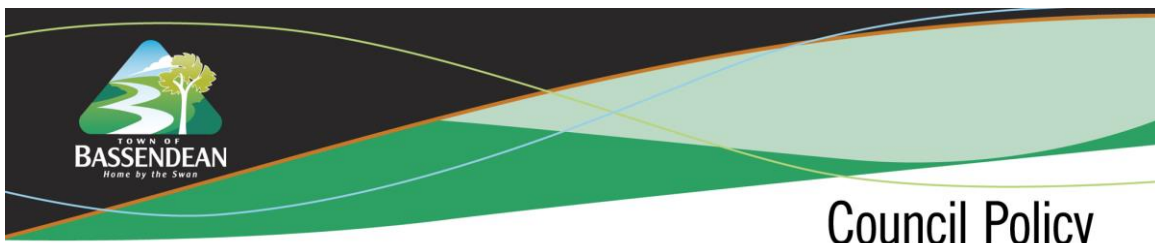
## 4. Proposed Development in the Flood Fringe

The following guidelines will apply to proposed development in the flood fringe:

- 4.1 Habitable floor levels and all electrical installations should be a minimum of 0.50 metre above the 100 year ARI flood level, except depending on the circumstances in each case, Council may consider the granting of building licenses for the following:
  - a) alternative housing forms to achieve the required habitable floor level, such as two storey developments with non-habitable rooms on the ground floor, stumped houses or raised pads, should be flood proofed (electrical/structural) and designed to ensure the building drains in the event of a flood. The minimum floor level of these non-habitable areas should be a maximum of 1.8 metres below the 100 year ARI flood level as determined by the Department of Water;
  - b) minor non-habitable outbuildings including sheds, which will not be used to store hazardous chemicals, may be exempt from the minimal floor level requirement, but should be flood proofed (electrical/structural) and designed to ensure the building drains in the event of a flood. Council may identify a lower flood level below which development will not be approved.

The granting of building licences under the special conditions of this clause will be subject to normal setback distances from the river or boundaries adjacent to reserves for the main building and a certificate from a competent structural engineer that the structure would be safe under severe flood conditions.

- 4.2 A licensed surveyor will be required to check and certify habitable floor levels following completion of any building on floodprone land.
- 4.3 The following conditions will apply for the construction of non-habitable undercroft areas on floodprone land:
  - a) the proposed floor level of the undercroft area shall be a maximum of 1.8 metres below the 100 year ARI flood level as determined by the



## Council Policy

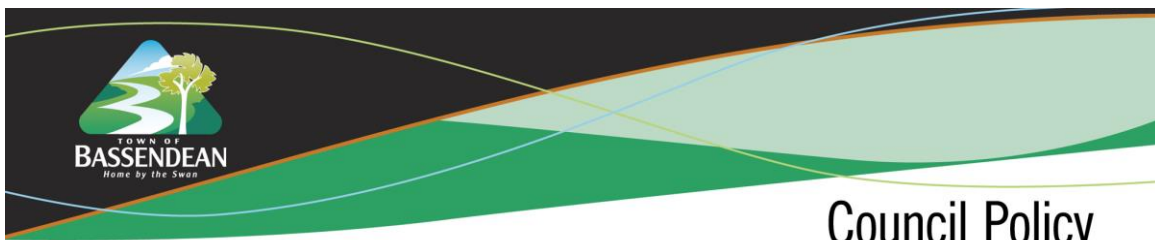
Department of Water. The minimum habitable floor level shall be determined on the advice of the Department of Water as being 0.50 metre above the 100 year ARI flood level;

- b) unless otherwise specified in the building code for non-habitable areas, the minimum clearance height (headroom) shall be 2.1 metres above the finished floor level;
  - c) the undercroft floor area shall be flood proofed (electrical/structural) and designed to ensure it drains in the event of a flood;
  - d) the granting of building licences for undercroft development will be subject to:
    - i. normal setback distances from the river or boundaries adjacent to reserves for the main building; and
    - ii. a certificate from a certified structural engineer that the structure would be structurally sound in severe flood conditions.
- 4.4 Land filling should not encroach into the floodway and the height and location of fill will be determined by Council having regard to the advice of the Department of Water. Subject to site conditions, the following standard generally apply:
- a) grassed embankments with fill batters at a slope of no steeper than 1:4 (vertical: horizontal) and the toe of the batter to not extend beyond the floodway limit; or
  - b) where fill is prone to flood impact due either to its proximity to the mainstream of the river or its exposure to the increased velocity of flood waters, the fill to be protected from erosion by a retaining wall which is designed to the engineering standards specified by Council and maintained by the applicant.

## 5. Landscape Amenity

- 5.1 Council, in considering planning proposals in or abutting the floodplain, will have regard to the visual and physical relationship of the proposals to the character and landscape amenity of the floodplain.
- 5.2 The following guidelines will apply to development in the flood fringe areas:
- a) Building bulk and design should be integrated with the floodplain landscape using the following design features:





## Council Policy

- i. where possible, building should occur outside the floodplain and the floodplain areas of a development site should be integrated with the development as open space;
  - ii. building materials and finishes should be sympathetic to adjoining development;
  - iii. the tree canopy line should not be exceeded; and
  - iv. where necessary, the building bulk should be modified by supplementary landscaping.
- b) Fences which are visible from the floodplain should be unobtrusive:
  - i. post and rail fences are preferable, particularly in the floodway;
  - ii. cyclone fences are acceptable in most areas but should be of a suitable colour to merge with the floodplain landscape; and
  - iii. solid screen walls, including fibro-cement fences, are not appropriate in the floodplain landscape, but may be permitted if the materials and colours are not visually intrusive are adequately screened by landscaping.
- c) Land fill height and location will be determined on the basis of the following guidelines:
  - i. as far as practicable, land fill within the floodplain should be minimised and the floodplain left intact to preserve its integrity and amenity;
  - ii. for aesthetic reasons, the maximum height of fill should not exceed the existing surface level of adjoining development except for reasons of flood mitigation;
  - iii. land fill should preferably reflect the natural topography;
  - iv. slopes steeper than 1:4 (vertical: horizontal) should be retained using either:
    - materials and colours prevalent in the locality; or
    - stone pitching, Humes crib blocks or equivalent which should be planted with creepers and groundcovers and adequately reticulated.

- v. Retaining walls higher than 1.5 metres are visually intrusive and restrict access to the floodplain and will only be permitted if:
  - there is no other practical alternative; or
  - the Department of Water advises Council that the height of a retaining wall is required to protect the development from flood damage.
- vi. High retaining walls, where permitted, should have a setback of at least 1 metre for every interval of a maximum 1.5 metres in height. The setback area should be planted with shrubs and creepers to provide relief to the visual height of the wall.

5.3 Landscaping may be used to supplement existing vegetation or to minimise visual impact of development on the floodplain landscape. In either case, the landscaping should be consistent with the species and density of natural vegetation occurring in the floodplain and should incorporate the environmentally significant areas wherever possible.

5.4 A landscaping plan for the development of sites may be required to be submitted with development applications showing the extent of clearing, the environmental areas and the proposed type and layout of landscaping. Council may require the landscaping plan to be prepared by a qualified landscape architect/planner.

5.5 Council may impose the following as conditions of development approval:

- a) the carrying out of landscaping according to a plan approved by Council;
- b) the rehabilitation of existing vegetation;
- c) the retention of areas which it considers to be of environmental significance; and
- d) the installation of reticulation in landscaped areas.

## 6. Requirements of the Swan River Trust

Much of the floodplain in Bassendean either falls within the Development Control Area (DCA) or adjoins the DCA of the Swan River Trust. In accordance with Clause 30A of the Metropolitan Region Scheme, all developments that are on land:



- abutting other land in the Trust Development Control Area (DCA);
- abutting water in the DCA;
- partially in the DCA; or
- that may otherwise affect waters in the DCA

must be referred to the Trust for comment and will therefore be subject to the Trust's policies.

The Swan River Trust will assess any application against its own policies including:

*Development Setback Requirements (SRT/D3):*

- Development must be set back a minimum of 10 metres or 20 % the depth of the lot (whichever is the lesser) from the boundary of the Parks and Recreation reservation.
- Retaining walls in the development setback area must be located at least 5 metres from the boundary of the Parks and Recreation reserve and must not exceed an individual height of 1 metre and a total combined height of 3 metres.
- Depending on site circumstances, the Trust may allow the lower portion of a boundary fence to include a small solid retaining wall component, provided it is no higher than 1 metre and the entire fence height does not exceed 1.8 metres.

**Policy Number: Local Planning Policy No. 4**  
**Policy Title: Floodplain Management and Development**

**1. Citation**

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 4 – Floodplain Management and Development.

**2. Policy Statement**

The purpose of this Policy is to provide guidance in relation to acceptable forms of development or subdivision of land which is situated within the Swan River floodplain.

**3. Policy Objectives**

- (a) To provide guidance on the permissible forms of development on flood affected land within the Town.
- (b) To minimise the potential for loss of life and property damage due to floods.
- (c) To conserve the floodplain environment and ensure that proposed development within the floodplain is compatible with the locality.

**4. Application**

This Policy applies to any form of development or subdivision that is proposed to be undertaken on land within the district which is designated as flood prone by the Department of Water and Environmental Regulation (DWER): <https://www.water.wa.gov.au/maps-and-data/maps/flood-maps>

**5. Definitions**

Average Recurrence Interval (ARI):	<i>means a statistical estimate of the average period in years between the occurrences of a flood of a given size or larger.</i>
Designated 100 Year ARI Flood Level:	<i>means the vertical water level that would potentially occur as part of a 100 year ARI flood event, as prescribed by the Department of Water and Environmental Regulation.</i>
Floodway:	<i>means the part of the floodplain which contains the river channel and portion of the floodplain that forms the main flow path for floodwaters once the main channel has overflowed.</i>



Flood Fringe:	<i>means the part of the floodplain where proposed development is considered hydrologically acceptable but is subject to appropriate building conditions that will achieve adequate flood protection.</i>
Minor Addition/Alteration:	<i>means an addition/alteration that does not involve the creation of more than a single room which has the potential to be used for habitable purposes.</i>
Development Control Area	<i>means the land and waters referred to in section 10 of the Swan and Canning Rivers Management Act 2006, and includes any land the subject of an agreement under section 28 for management as if the land were part of the development control area.</i>
100 Year ARI Floodplain:	<i>means the spatial area which will be affected by flooding in a 100 year ARI flood event, as prescribed by the Department of Water and Environmental Regulation.</i>

## **6. Policy Requirements**

### **6.1 General Subdivision and Development requirements for land within the Flood Fringe and Floodway**

- (a) Electrical installations shall be installed so as to achieve a minimum 500mm clearance above the designated 100 year ARI flood level.
- (b) Minor additions and alterations to an existing dwelling where existing floor levels do not achieve a minimum of 500mm above the designated 100 year ARI flood level may be considered subject to consideration of any comments received from State Government agencies consulted in relation to the proposed development, including potential impact on river flows and emergency management.
- (c) Non-habitable outbuildings may be supported with a floor level of less than 500mm above the designated 100 year ARI flood level, subject to it being flood-proofed (electrical and structural) and designed to drain in the event of a flood.

### **6.2 Subdivision and Development requirements for land designated Flood Fringe**

- (a) Subdivision and development may be supported where it is accordance with the density specified by Local Planning Scheme No. 10, the requirements of this Local Planning Policy and any requirements of State Government agencies.
- (b) Development and subdivision for land which is situated within the flood fringe is generally acceptable provided that the finished floor level of habitable floor space of a new dwelling achieves a minimum of 500mm above the designated 100 year ARI flood level as determined by DWER.

### 6.3 Subdivision and Development requirements for land designated Floodway

- (a) Subdivision and development that increases the number of lots or dwellings within the floodway is not supported. In applying this provision, it is noted that existing, vacant sites are permitted to accommodate a Single House.
- (b) The construction of a new dwelling within the floodway will only be supported where:
  - (i) the finished floor level of habitable floor space of the new dwelling achieves a minimum of 500mm above the designated 100 year ARI flood level as determined by DWER.; and
  - (ii) in the case of a new dwelling to replace an existing dwelling, the obstruction of the floodway caused by the new dwelling is no greater than the obstruction caused by the existing dwelling.
- (c) In determining an application development within the floodway, consideration will be given to various emergency management issues, including, the likely depth of flood water, the likely velocity of flood water, the distance to higher ground, the potential for damage to property and infrastructure and the potential need for evacuation.

### 6.4 Conditions on Subdivision and Development approvals

- (a) In granting development approval or providing a recommendation to the WAPC on any application for development or subdivision, the Town will impose a condition (or recommend a condition be imposed) requiring the applicant to lodge a notification under Section 70A of the *Transfer of Land Act 1893*, at the applicant's expense, advising registered and prospective purchasers that the property is located in the floodplain of the Swan River and is liable to be affected by flooding.

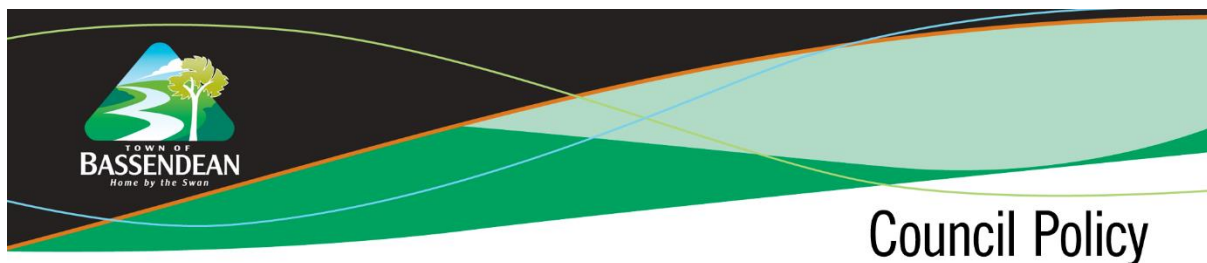
The notification shall also advise of any restrictions on the use of the premises, as contained in the conditions of any development approval that may be granted. The notification shall be registered on the Certificate of Title prior to the issue of a Building Permit.

### Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	Development and Place
<b>Inception Date</b>	[Insert OCM RESOLUTION NO & DATE]
<b>Version</b>	
<b>Next Review Date</b>	[Insert date – maximum 2 years generally is considered good practice]



# **ATTACHMENT NO. 7**



## 6.12 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.

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



# **ATTACHMENT NO. 8**

**TOWN OF BASSENDEAN**  
**MINUTES**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**WEDNESDAY 5 AUGUST 2020, 5.35PM**

In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, that due to the public health emergency arising from the COVID-19 Pandemic, the Audit and Governance Committee was held by electronic means.

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**1.0**                      **DECLARATION OF OPENING; ANNOUNCEMENT OF VISITORS; ACKNOWLEDGEMENT OF COUNTRY**

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

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

Nil

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

**Present**

**Members**

Cr Hilary MacWilliam, Presiding Member  
Cr Renee McLennan (until 6.31pm)  
Cr Kathryn Hamilton  
Cr Chris Barty  
Elliott Brannen, Community Rep  
Martin Le Tessier, Community Rep

**Staff/Consultants**

Paul White, Director Corporate Services  
Alex Evans, Manager Information & Technology  
Elizabeth Kania, Manager Governance & Strategy  
Diane Depiazz, Manager Finance  
Liang Wong, Office of the Auditor General



Ron Back, Financial Advisor  
Amy Holmes, Minute Secretary

**Apologies**

Peta Mabbs, CEO  
Luke Gibson, Acting CEO  
Tom Klaassen, Community Representative

**4.0 DECLARATIONS OF INTEREST**

Nil

**5.0 PRESENTATIONS OR DEPUTATIONS**

Nil

**6.0 CONFIRMATION OF MINUTES**

**6.1 Audit and Governance Meeting held on 3 June 2020**

**Committee/Officer Recommendation – Item 6.1**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that the minutes of the Audit and Governance Committee meeting held on 3 June 2020, be confirmed as a true record.

**CARRIED UNANIMOUSLY** 6/0

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**8.0 REPORTS**

**Committee Recommendation – Item 8.0**  
**AGC-1/07/20**

MOVED Cr MacWilliam, Seconded Martin Le Tessier, that Items 8.1 and 8.2, be considered behind closed doors, under Confidential Items.

**CARRIED UNANIMOUSLY** 6/0

<b>Item 8.3</b>	OAG Audit Committees Better Practice Guide
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GOVN/CCLMEET/18
<b>Directorate</b>	Corporate Services
<b>Attachment No. 1</b>	<ul style="list-style-type: none"><li>• Western Australian Public Sector Audit Committees – Better Practice Guide, Western Australian Auditor General, 25 June 2020</li><li>• Town of Bassendean Audit and Governance Committee Instrument of Appointment and Delegation</li><li>• Town of Bassendean Audit and Governance Committee Charter – Discussion draft</li></ul>

## Purpose

The purpose of this report was to provide the Committee with:

1. The Western Australian Public Sector Audit Committees – Better Practice Guide, tabled in Parliament by the Western Australian Auditor General on 25 June 2020; and
2. A draft Charter for the Town's Audit and Governance Committee to replace the current Instrument of Appointment and Delegation, for discussion.

## Background

The Western Australian Auditor General has prepared a Better Practice Guide for Audit Committees in Western Australia ("the Guide"). The purpose of the Guide is to provide better practice principles and guidance to accountable authorities, audit committee members and senior managers with responsibility for audit committee activities. For local governments, the accountable authority is Council.

The Guide is intended for use by members of audit committees, accountable authorities, CEOs, chief audit executives and senior managers with responsibility for audit committee activities, as well as those who are accountable to an audit committee.

The Guide was prepared in consultation with the Institute of Internal Auditors - Australia (and Global) and the Australian National Audit Office.



## Strategic Implications

### Strategic Priority 5: Good Governance

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)  Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

## Comment

The Guide outlines six core better practice principles for audit committees:

1. **Membership:** Members have the right experience and leadership skills to be trusted independent advisors.
2. **Role and Responsibilities:** The roles and responsibilities of the audit committee allow for wholesome oversight of internal audit, governance, risk management and internal control practices.
3. **Professional Practices:** The audit committee conducts itself professionally to provide independent, sound and valuable advice to the accountable authority.
4. **Performance and Accountability:** The audit committee is aligned with the entity's strategic outcomes and is accountable for its performance.
5. **Entity Relationships:** The audit committee is a trusted, independent partner.
6. **Governance and Reporting:** The audit committee is governed effectively to enable transparent, objective and timely reporting.

The Guide includes a detailed and comprehensive example Audit Committee Charter that covers the role, authority, membership and responsibilities for:

- Risk management, fraud and internal control;
- Internal audit;
- Compliance and ethics;
- Financial and performance reporting; and
- External audit.

The Guide recommends that an audit committee review its charter annually.

The Town's Audit and Governance Committee's Instrument of Appointment and Delegation was adopted in May 2018 and amended in February 2019 and again in February 2020 (to account for expanded Committee membership).

Staff have modified the example Charter from the Guide to suit the Town's purposes and the resulting discussion draft for the Committee's consideration is attached to this report.

### **Statutory Requirements**

The Local Government Act 1995, section 7.1A, requires a local government to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

*Local Government (Audit) Regulations 1996*, Regulation 16, specifies the functions of an audit committee.

### **Financial Considerations**

No financial considerations arise from this report.

*Town staff tabled the draft Audit & Governance Committee Charter for perusal and feedback by committee members, to Paul White by the end of August.*

#### **Committee/Officer Recommendation – Item 8.3(a)** **AGC-2/07/20**

MOVED Cr MacWilliam, Seconded Cr Barty, that the Audit and Governance Committee receives the Western Australian Public Sector Audit Committees – Better Practice Guide, Western Australian Auditor General, 25 June 2020, attached to this report.

CARRIED UNANIMOUSLY 6/0

#### **Committee/Officer Recommendation – Item 8.3(b)** **AGC-3/07/20**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Committee reviews and provides feedback, on the draft Town of Bassendean Audit and Governance Committee Charter attached to this report, **to Paul White, via email, by the end of August.**

CARRIED UNANIMOUSLY 6/0



<b>Item 8.4</b>	Annual Closed Circuit Television (CCTV)
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>Ref</b>	INFT/ACQ/1
<b>Directorate</b>	Community Planning
<b>Attachment</b>	N/A

## Purpose

The purpose of this report was to present the 2019/20 annual statistics for the Towns' existing CCTV systems, as per the requirements of the Closed Circuit Television (CCTV) Management & Operational Manual.

## Background

In April 2012 (OCM 10/04/2012) Council adopted the Closed Circuit Television (CCTV) Management & Operational Manual. This document provides for the annual reporting of listed items to keep the Town updated on the effectiveness of CCTV installations throughout Council owned facilities.

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

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

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

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

## Strategic Implications

### Priority Area 1 – Strengthening and connecting our community

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

## Priority Area 5: Facilitating people-centered services

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

### Comment

#### Customer Service Centre CCTV

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

The CCTV System installed at the Customer Service Centre located at 35 Old Perth Road, Bassendean has received no requests for footage. Whilst there have been some issues with the display, this has not resulted in downtime of the system.

The operating system was upgraded in the reporting period with the access point being transferred to the Rangers CCTV Monitoring access point and there have been no further repair issues in the reporting period.

#### Library CCTV

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

The CCTV System installed in the Library located at 46 Old Perth Road, Bassendean has received 2 requests for footage with the data provided to the requesting officer at a later date. There have been no maintenance or repair issues in the reporting period.

#### Youth Services CCTV

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

The CCTV system installed at the Bassendean Youth Services located at the corner of West Road and Guildford Road, Bassendean has received 2 requests for footage and the data was submitted via the online submission tool. There have been no maintenance or repair issues in the reporting period.



### Seniors & Disabilities CCTV

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

The CCTV System installed at the Seniors and Disabilities Office located at 2 Colstoun Road, Ashfield has not received any requests for footage nor had any system repair issues during this reporting period.

### Depot CCTV

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

The CCTV system installed at the Depot Compound located at 69 Scaddan Street, Bassendean has not received any requests for footage nor had any system repair issues during this reporting period.

### Mobile CCTV Trailer

The trailer is designed to be deployed at random locations throughout the Town where it can be secured and monitored to prevent and deter anti-social and criminal behaviour. The Town has a schedule for deployment that can be adjusted to include any new hotspot locations as necessary and as per the Closed Circuit Television (CCTV) Management & Operational Manual guidelines.

The Trailer has been deployed in liaison with the WA Police at the Kiara Police Station to assist with evidence gathering activities and Rangers continue to liaise with Kiara Police to identify locations and deploy the trailer in line with Management Policies and Practices.

The CCTV trailer has also been used during the last twelve months to monitor Town of Bassendean Assets and Events to deter and prevent damage, theft and gather evidence as required.

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

### Administration Building – 48 Old Perth Road

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

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

### Alf Faulkner and Jubilee Reserve CCTV

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

With the exception of one camera at Jubilee Reserve that has been inconsistently working and is potentially being repaired under warranty, the remaining camera systems have been operating effectively for the reporting period with 3 requests for footage – 2 requests for Jubilee Reserve with the data provided at a later date and 1 request for Alf Faulkner, with the footage provided via the online submission tool. There has been no other maintenance and repair issues in the reporting period.

### **Statutory Requirements**

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

5.12        *Monitoring, Review & Audit Reports and Protocols*

5.12.1     *Annual Review and Reporting*

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

### **Financial Considerations**

Nil.

### **Committee/Officer Recommendation – Item 8.4** **AGC-4/07/20**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Audit & Governance Committee receives the CCTV Management and Operation Annual report.

CARRIED UNANIMOUSLY 6/0

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

Nil



## **10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

Nil

## **11.0 CONFIDENTIAL BUSINESS**

### **Committee Recommendation – Item 11.0** **AGC-5/07/20**

MOVED Cr MacWilliam, Seconded Elliott Brannen that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 6.01pm.

CARRIED UNANIMOUSLY 6/0

*Ron Back, representatives of the Office of the Auditor General and members of the public left the meeting and did not return.*

<b>Item 8.1</b>	Internal Network Audit
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GOVN/CCLMEET/18
<b>Directorate</b>	Corporate Services
<b>Confidential Attachment No. 1</b>	Internal Network Audit – Executive Summary Report –

### **Purpose**

The purpose of this report is to provide the Committee with the report prepared by Stott Hoare on its audit of the Town's internal network.

### **Background**

The Town engaged Stott Hoare to undertake a network audit in June 2020. The purpose of the network audit was to undertake an audit of the current IT environment, focusing on investigating the cause of slowness of the IT network and reported network connectivity drop outs, providing recommendations to Town to address the issues found.

## Strategic Implications

### Strategic Priority 5: Good Governance

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)  Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

## Comment

The network audit identified significant risks in the following areas:

- Firewall and web filtering;
- Internet speed;
- Remote access;
- Active directory;
- Antivirus;
- Workstations ageing;
- Remote sites and site interconnectivity;
- Networking; and
- Backups.

The network audit identified an urgent need for the Town to:

- Purchase and commission an enterprise grade firewall with Unified Threat Management functionality, web filtering and application filtering;
- Change the internal production environment to a private subnet addressing scheme;
- Implement a remote desktop gateway server; and
- Implement a centrally managed antivirus console.

Stott Hoare also recommended:

- Adoption of a regular maintenance plan for Windows updates;
- Renewal of the ageing point-to-point WiFi equipment connecting the Depot and Ashfield to 48 Old Perth Road;
- Renewal of ageing workstations, printers and switches;
- Data replication to an offsite location; and



- Implement a more robust backup regime, with onsite backups replicated to a Cloud service or saved to external drive and stored offsite.

IT staff have commenced preparation of a comprehensive IT strategy for the Town, reflecting the findings of the network audit and recommendations of the 2019 Information Systems review by BroadReach Consulting.

### **Statutory Requirements**

*Local Government (Audit) Regulations 1996*, Regulation 17, states:

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

The CEO is to report to the audit committee the results of that review.

### **Financial Considerations**

Action required to address some audit recommendations may require the Town to engage external consultants. Any necessary engagements will be governed by the Town's Purchasing Policy and Procurement Guidelines.

*Elliott Brannen left the meeting at 6.15pm, due to technical issues.*

### **Committee/Officer Recommendation – Item 8.1** **AGC-6/07/20**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Audit and Governance Committee receives the report on the internal network audit.

**CARRIED UNANIMOUSLY 5/0**

*Elliott Brannen returned to the meeting at 6.17pm.*

<b>Item 8.2</b>	Audit Risk Register
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GOVN/CCLMEET/18
<b>Directorate</b>	Chief Executive and Corporate Services
<b>Confidential Attachment No. 2</b>	Audit Risk Register

## Purpose

The purpose of this report is to provide the Committee with the Town's Audit Risk Register, with updated actions since the last meeting of the Committee.

## Background

The Town engaged its internal auditor Moore Stephens to review the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal controls and legislative compliance pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996.

The Moore Stephens report, "Review of Risk Management, Internal Controls and Legislative Compliance", was tabled at the Audit and Governance Committee meeting on 7 August 2019. Moore Stephens recommended that:

*"An Audit Log of outstanding audit recommendations should be developed to enable tracking of open items for timely completion. The Audit Log should be presented to each Audit & Governance Committee meeting for oversight by Committee members."*

## Strategic Implications

Strategic Priority 5: Good Governance

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.5 Ensure optimal management of assets	Risk Management Profile
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	



5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks
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### Comment

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

The Audit Risk Register includes findings and recommendations from two recent audits:

- Internal Audit – Accounts Payable and Purchasing, Moore Stephens, April 2020; and
- Internal Network Audit – Stott Hoare, June 2020.

The report on the internal audit of accounts payable and purchasing was tabled at the meeting of the Committee on 3 June 2020.

The purpose of the internal network audit was to undertake an audit of the current environment focusing on networking and reported network connectivity drop outs, providing recommendations to Town to address the issues found. As expected, the audit identified significant risks in the following areas:

- Firewall/internet speed/access;
- Remote access;
- Active directory;
- Antivirus;
- Workstation ageing;
- Remote sites and site interconnectivity;
- Networking; and
- Backups.

IT staff have commenced preparation of a comprehensive IT strategy for the Town, reflecting the findings and recommendations of the 2019 Information Systems review by BroadReach Consulting and the Internal Network Audit by Stott Hoare.

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

### Statutory Requirements

*Local Government (Audit) Regulations 1996*, Regulation 17, states:

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

The CEO is to report to the audit committee the results of that review.

### **Financial Considerations**

Action required to address some audit recommendations may require the Town to engage external consultants. Any necessary engagements will be governed by the Town's Purchasing Policy and Procurement Guidelines.

*Staff recommendation is to await completion of the IT Strategy before embarking on automated purchasing.*

*Cr MacWilliam requested the document be redistributed on white paper in future so it is clearer to see the new items and updates.*

### **Committee/Officer Recommendation – Item 8.2** **AGC-7/07/20**

MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Audit and Governance Committee receives the Audit Risk Register.

**CARRIED UNANIMOUSLY** 6/0

*Cr McLennan left the meeting at 6.31pm and did not return.*

<b>Item 11.1</b>	Report of Suspected Serious Misconduct (Confidential)
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>Ref</b>	HR/GREIV/12
<b>Directorate</b>	Chief Executive and Corporate Services
<b>Attachment</b>	NA

*Cr Chris Barty declared an Impartiality Interest.*

### **Purpose**



The purpose of this report is to provide the Audit and Governance Committee with a summary report of suspected serious misconduct as reported to the Corruption and Crime Commission (CCC) in May 2020.

*This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (a) of the Local Government Act 1995, as the officer report discusses a matter affecting an employee or employees.*

**Committee/Officer Recommendation – Item 11.1**  
**AGC-8/07/20**

MOVED Cr MacWilliam, Seconded Martin Le Tessier, that the Audit and Governance Committee notes this report.

CARRIED UNANIMOUSLY 5/0

**12.0**                      **CLOSURE**

The next meeting is to be held on Wednesday 4 November 2020, commencing at 5.30pm.

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

# **ATTACHMENT NO. 9**



**LIST OF PAYMENTS**  
**FOR PERIOD**  
**ENDED 31<sup>st</sup> JULY 2020**

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

## SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-31 July 2020	41255 – 41466	2,707,992.81
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86210 – 86214	36,355.19
		<hr/>
		\$2,744,348.00
		<hr/>

### DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 25<sup>th</sup> August 2020. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.



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DIRECTOR CORPORATE SERVICES



1st July 2020  
to  
30th July 2020

Chq/EFT	Date	Name	Amount
EFT41255	07/07/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions
EFT41256	07/07/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions
EFT41257	07/07/2020	CHILD SUPPORT AGENCY	Payroll Deductions
EFT41258	07/07/2020	LGRCEU	Payroll Deductions
EFT41259	07/07/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions
EFT41260	21/07/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions
EFT41261	21/07/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions
EFT41262	21/07/2020	CHILD SUPPORT AGENCY	Payroll Deductions
EFT41263	21/07/2020	LGRCEU	Payroll Deductions
EFT41264	21/07/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Subdivision Refund
EFT41265	22/07/2020	ABBIEY BROWN	Security Bond Refund
EFT41266	22/07/2020	DAVID & MARION RICKSON	Hall & Key Bond Refund
EFT41267	22/07/2020	DRAMA FOR KIDS WA	Hall & Key Bond Refund
EFT41268	22/07/2020	FAHWA INC	Security Bond Refund
EFT41269	22/07/2020	KINGA VIZER	Security Bond Refund
EFT41270	22/07/2020	SSB PTY LTD	Security Bond Refund
EFT41271	22/07/2020	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Transfer Rates Paid Before July 2020 Rates Being Levied
EFT41272	22/07/2020	VENTURA HOME GROUP	Security Bond Refund
EFT41273	22/07/2020	VICTORY FAMILY CHURCH	Key Bond Refund
EFT41274	22/07/2020	VINAYA BANGERA	Hall & Key Bond Refund
EFT41275	22/07/2020	A W BATES	Intramaps Consultancy Fees
EFT41276	22/07/2020	A. M BOLTS & NUTS	Depot - Minor Supplies
EFT41277	22/07/2020	ADAMAS CORPORATE SOLUTIONS	Seniors - Traccs Business Software Subscription
EFT41278	22/07/2020	ADVANCE PRESS (2013) PTY LTD	Various Business Units - Printing
EFT41279	22/07/2020	ALL PRINTERS AND CARTRIDGES PTY LTD	Depot - Office Toner Supplies
EFT41280	22/07/2020	ALLSPORTS LINEMARKING	Bassendean Oval - Line Marking
EFT41281	22/07/2020	AUSTRALIA POST	Various Business Units - Postal Charges - June 2020
EFT41282	22/07/2020	AUSTRALIAN CHILDCARE ALLIANCE	Children Services - Annual Membership
EFT41283	22/07/2020	BASSENDEAN GALAXY BASKETBALL CLUB	Community Sponsorship - Coaching Courses
EFT41284	22/07/2020	BASSENDEAN MEN'S SHED INC	Bassendean Mens Shed - Installation Roof Insulation

1st July 2020  
to  
30th July 2020

Chq/EFT	Date	Name	Description	Amount
EFT41285	22/07/2020	BASSEDEAN NEWSAGENCY	Library - Subscriptions - June 2020	-168.40
EFT41286	22/07/2020	BCIF	Building & Construction Industry - Levy Collected - June 2020	-114.64
EFT41287	22/07/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-2,084.94
EFT41288	22/07/2020	COMMAND-A-COM PTY LTD	Various Sites - Telephone System Maintenance & Repairs	-242.00
EFT41289	22/07/2020	COMMISSIONER OF POLICE	Volunteers - National Police Checks	-32.80
EFT41290	22/07/2020	CTI RISK MANAGEMENT	Customer Service - Banking Collection - June 2020	-121.00
EFT41291	22/07/2020	DAVID A HEANEY	Bassendean Oval - Supply & Install Soakwell	-550.00
EFT41292	22/07/2020	DELL BAUDE DE BUNNETAT	Seniors - Refund - Unspent Hcp Care Pack	-542.41
EFT41293	22/07/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy Collected - June 2020	-1,457.86
EFT41294	22/07/2020	DEPARTMENT OF TRANSPORT	Ranger Services - Vehicle Ownership Searches	-13.60
EFT41295	22/07/2020	DIAL A NAPPY (BUSICLEAN)	Children Services - Laundry And Cleaning Supplies	-2,333.00
EFT41296	22/07/2020	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-6,118.20
EFT41297	22/07/2020	EPIPHYTIC CACTI & HOYA SOCIETY OF AUSTRALIA	Hall Hire Refund	-111.00
EFT41298	22/07/2020	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,636.25
EFT41299	22/07/2020	GROW & EVOLVE	Senior Staff Training - Coaching Sessions	-660.00
EFT41300	22/07/2020	HATCHET PTY LTD	Various Website Developments	-2,557.50
EFT41301	22/07/2020	J & K HOPKINS	Council Chambers - New Seating	-2,847.00
EFT41302	22/07/2020	JORDAN PHILIP ANDONOVSKI	Relax Program - Term 3 Booklet Design	-320.00
EFT41303	22/07/2020	MARIA DANIELS	Relax Instructor - Online Junk Percussion Plus Zoom	-1,271.31
EFT41304	22/07/2020	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-241.20
EFT41305	22/07/2020	PILATES FLOW	Relax Instructor - Online Course Pilates	-950.00
EFT41306	22/07/2020	RHONDA PLUMMER	Rates Refund	-3,000.00
EFT41307	22/07/2020	SHAUN EDWARDS	Seniors Client - Hcp Refund	-59.21
EFT41308	22/07/2020	SIGNING HANDS	Children Services - Sing And Sign Educational Incursions	-750.00
EFT41309	23/07/2020	AXIIS CONTRACTING	Various Sites - Crossover And Footpath Maintenance & Construction	-15,734.94
EFT41310	23/07/2020	B&A SMASH REPAIRS	Fleet Vehicle - Repair Accident Damage	-1,083.92
EFT41311	23/07/2020	BANG THE TABLE PTY LTD	Licence - Your Say Bassendean - Community Engagement	-17,600.00
EFT41312	23/07/2020	BASSEDEAN TENNIS CLUB	Bassendean Tennis Courts - Maintenance	-6,873.90
EFT41313	23/07/2020	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-34.31
EFT41314	23/07/2020	BOWDEN TREE CONSULTANCY	Various Sites - Tree Inspection - Arborist Reports	-572.00



1st July 2020  
to  
30th July 2020

Chq/EFT	Date	Name	Description	Amount
EFT41315	23/07/2020	COWAN & PARTNERS PTY LTD	Website And Publicity For Bassendean Business - Be A Loyal Local	-1,000.00
EFT41316	23/07/2020	DI CANDILO & SONS	Depot - Minor Supplies	-40.60
EFT41317	23/07/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-90,237.25
EFT41318	23/07/2020	HOME CHEF	Seniors - Clients - Meals On Wheels	-986.83
EFT41319	23/07/2020	IMAGESOURCE DIGITAL SOLUTIONS	Various Business Units - Staff Business Cards	-228.80
EFT41320	23/07/2020	INTEGRAL DEVELOPMENT ASSOCIATES PTY LTD	Staff Training - Leadership Development Program	-10,873.50
EFT41321	23/07/2020	JB HIFI GROUP PTY LTD	Seniors - Microsolt Surface Pro Lap Tops	-4,644.92
EFT41322	23/07/2020	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-2,035.44
EFT41323	23/07/2020	LJR MAINTENANCE SERVICES	Excavator Hire For Tree Planting	-2,530.00
EFT41324	23/07/2020	MATTER IO PTY LTD	Installation Of Bin Sensors	-1,045.44
EFT41325	23/07/2020	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-6,500.00
EFT41326	23/07/2020	PATRICIA FLETCHER	Relax Instructor - Online - Zumba And Metafit	-3,850.00
EFT41327	23/07/2020	PORTNER PRESS PTY LTD	Human Resources - Employee Law Handbook Update	-97.00
EFT41328	23/07/2020	READY GARDEN SERVICES	Sandy Beach - Control Data Coils Reticulation Repairs	-1,424.50
EFT41329	23/07/2020	STARLET NAPERY	Depot - Uniforms & Safety Gear	-176.00
EFT41330	23/07/2020	SUSSEX INDUSTRIES	Depot - Minor Consumable Supplies	-1,590.19
EFT41331	23/07/2020	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-29,917.99
EFT41332	23/07/2020	THE NAPPY GURU	New Bin System - One Month Nappy Trial For 3 Households	-360.00
EFT41333	23/07/2020	TPG NETWORK PTY LTD	Various Sites - Telephone Charges	-1,383.88
EFT41334	23/07/2020	UNITED PETROEUM PTY LTD	Depot - Fuel Supplies	-10,364.58
EFT41335	23/07/2020	WATER2WATER PTY LTD	Water Dispenser Rental Maintenance Agreement	-99.00
EFT41336	23/07/2020	WEST TIP WASTE CONTROL PTY LTD	Depot - General Waste Skip Bin	-3,531.00
EFT41337	23/07/2020	XPRESSO LANE CAFE	Volunteers - Volunteer Meal Vouchers	-800.00
EFT41338	23/07/2020	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees - June 2020	-70.95
EFT41339	27/07/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 160B - Library Redevelopment	-6,037.49
EFT41340	29/07/2020	360 COMMERCIAL CONSTRUCTION	Security Bond Refund	-2,805.00
EFT41341	29/07/2020	BUCKBY CONTRACTING	Security Bond Refund	-5,000.00
EFT41342	29/07/2020	DALE ALCOCK HOMES PTY LTD	Development Bond Refund	-2,000.00
EFT41343	29/07/2020	INGRAM DEVELOPMENTS	Security Bond Refund	-2,768.00
EFT41344	29/07/2020	JUSTIN VON PERGER	Hall & Key Bond Refund	-350.00

1st July 2020  
to  
30th July 2020

Chq/EFT	Date	Name	Description	Amount
EFT41345	29/07/2020	RESIDENTIAL BUILDING WA PTY LTD	Security Bond Refund	-2,290.00
EFT41346	29/07/2020	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Transfer Bond Refund To Rates	-1,650.00
EFT41347	29/07/2020	VENTURA HOME GROUP	Stormwater Bond Refund	-1,000.00
EFT41348	29/07/2020	360 COMMERCIAL CONSTRUCTION	Refund Bctif Levy	-40.00
EFT41349	29/07/2020	ABIGAIL EVANS	Rates Refund	-325.14
EFT41350	29/07/2020	ALINEA INC	Metropolitan Interlibrary Courier Service - 2020/2021	-6,426.42
EFT41351	29/07/2020	ALLMARK & ASSOCIATES PTY LTD	Sign - Kuwait War Memorial Sign	-869.00
EFT41352	29/07/2020	ALLTOOLS (WA) PTY LTD	Depot - Minor Consumable Tools And Equipment	-86.50
EFT41353	29/07/2020	AMGROW AUSTRALIA PTY LTD	Various Sites - Application Of The Herbicide	-1,980.00
EFT41354	29/07/2020	ARBORWEST TREE FARM	Various - New Street Trees	-8,170.00
EFT41355	29/07/2020	ARTEIL (WA) PTY LTD	New Office Chair	-379.50
EFT41356	29/07/2020	ASPHALTECH PTY LTD	Construction Of Whitfield Safe Active Street	-109,531.30
EFT41357	29/07/2020	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-4,900.50
EFT41358	29/07/2020	AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-64.15
EFT41359	29/07/2020	BASSENDEAN WELLNESS CLINIC	Seniors - Client - Podiatry Home Visit	-90.00
EFT41360	29/07/2020	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-20,103.60
EFT41361	29/07/2020	BIDVEST FOOD SERVICE	Seniors - Client Related Expenses - Groceries	-407.48
EFT41362	29/07/2020	BLUE FORCE PTY LTD	Seniors - Alarm Monitoring Services & Client Supplies	-662.00
EFT41363	29/07/2020	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-4,870.97
EFT41364	29/07/2020	CAPITAL RECYCLING	Various Sites - Crossover, Road And Footpath Maintenance	-753.94
EFT41365	29/07/2020	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-2,808.30
EFT41366	29/07/2020	CHEMCENTRE	Street Sweeping - Screening - Analytical Testing & Report	-1,490.50
EFT41367	29/07/2020	CITY OF SOUTH PERTH	Ranger Services - Pound Fees	-201.30
EFT41368	29/07/2020	COCKBURN CEMENT LIMITED	Various Sites - Cement Supplies	-363.66
EFT41369	29/07/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-869.73
EFT41370	29/07/2020	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-198.00
EFT41371	29/07/2020	COMPLETE CORPORATE HEALTH - CITY	Various Business Units - Recruitment - Pre Employment Check	-396.00
EFT41372	29/07/2020	CR HILARY MACWILLIAM	Reimbursement - Attend lap2 Engagement Essentials Training	-495.00
EFT41373	29/07/2020	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Strategic Community Plan	-2,059.75
EFT41374	29/07/2020	CURTAIN WORLD PTY LTD	Hyde Ret Village - Unit 4 - Replacement Blinds	-695.00



1st July 2020  
to  
30th July 2020

Chq/EFT	Date	Name	Description	Amount
EFT41375	29/07/2020	NEVILLE HEBBARD	Rates Refund	-2,000.00
EFT41376	29/07/2020	PETER MANNING	Rates Refund	-400.00
EFT41377	29/07/2020	CUSTOM CARS	Fleet Vehicle - Installation Seat Covers	-385.00
EFT41378	29/07/2020	DAILY LIVING PRODUCTS	Seniors - Client Independent Living Supplies	-65.00
EFT41379	29/07/2020	DAIMLER TRUCKS PERTH	Depot - Fleet Vehicle - Parts And Service	-5,303.90
EFT41380	29/07/2020	DI CANDILO & SONS	Depot - Minor Supplies	-105.60
EFT41381	29/07/2020	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-2,244.00
EFT41382	29/07/2020	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-293.16
EFT41383	29/07/2020	DVG MORLEY CITY	Depot - Fleet Vehicle - Parts And Service	-1,520.00
EFT41384	29/07/2020	E FIRE & SAFETY (WA)	Various Sites - Service And Check Fire Extinguishers	-121.00
EFT41385	29/07/2020	ELLENBY TREE FARM PTY LTD	Various Street Garden Sites - New Trees	-49,984.00
EFT41386	29/07/2020	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-1,878.29
EFT41387	29/07/2020	GALLERIA MOTORS PTY LTD	Depot - Minor Fleet Vehicle Parts	-264.06
EFT41388	29/07/2020	GARRARDS PTY LTD	Environ Services - Rat Bait Supplies To Residents	-317.03
EFT41389	29/07/2020	GEARED CONSTRUCTION	Children Services - Ashfield - Construction Office And Staffroom	-33,934.51
EFT41390	29/07/2020	GENESIS ACCOUNTING CHARTERED ACCOUNTANTS	Consultation - Superannuation	-3,349.50
EFT41391	29/07/2020	GREENACRES TURF GROUP	Jubilee Reserve - Turf Repairs	-14,668.00
EFT41392	29/07/2020	GROW & EVOLVE	Senior Staff Training - Coaching Sessions	-5,016.00
EFT41393	29/07/2020	HOME CHEF	Seniors - Clients - Meals On Wheels	-51.78
EFT41394	29/07/2020	HYGIENE CONCEPTS	Annual Service Fee - Sanitary Bins	-2,305.67
EFT41395	29/07/2020	INTELLIFE GROUP LIMITED	Various Buildings Cleaning - June 2020	-4,167.83
EFT41396	29/07/2020	IT VISION	Synerfy Soft - Software - Annual Fees 2020/2021	-80,759.80
EFT41397	29/07/2020	JEFF GREEN TREE LOPPING	Various Sites - Street Tree Removal	-3,938.00
EFT41398	29/07/2020	JORDAN PHILIP ANDONOVSKI	Art Awards/ Visual Art - Design	-420.00
EFT41399	29/07/2020	KLEENIT PTY LTD	Various Sites - Remarking Parking Bays	-590.04
EFT41400	29/07/2020	LANDCARE WEED CONTROL	Various Sites - Application Of Weed Control	-1,460.91
EFT41401	29/07/2020	LANDGATE	General Revaluation 2019/2020 (Tri-Annual Revaluation)	-61,127.33
EFT41402	29/07/2020	LIFE CARE HOME CARE	Seniors - Client - Physiotherapy Session	-1,553.00
EFT41403	29/07/2020	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-952.00
EFT41404	29/07/2020	LOCHNESS LANDSCAPE SERVICES	Various Reserves - Weed Control	-1,584.00

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EFT41405	29/07/2020	LOCKDOC	Various Sites - Key & Lock Repairs	-260.00
EFT41406	30/07/2020	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-4,235.00
EFT41407	30/07/2020	LORM PTY LTD	Staff - Health And Safety Representative Training Course	-1,276.00
EFT41408	30/07/2020	MACKIE PLUMBING AND GAS PTY LTD	Various Sites - Plumbing Repairs	-7,757.81
EFT41409	30/07/2020	MAJOR MOTORS	Depot - Fleet Vehicle - Parts	-1,331.43
EFT41410	30/07/2020	MARKETFORCE PTY LTD	Various Business Units - Advertising And Printing	-1,472.41
EFT41411	30/07/2020	MASTEC AUSTRALIA PTY LTD	Fogo Green Lidded Bins And Kitchen Caddies Instalment	-407,181.77
EFT41412	30/07/2020	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Independent Living - Initial Assessment	-104.50
EFT41413	30/07/2020	MCINERNEY FORD	Various Fleet Vehicles - Parts	-139.35
EFT41414	30/07/2020	MCLEODS & CO	Professional Fees - Legal Advice	-6,317.52
EFT41415	30/07/2020	MIDLAND MINICRETE	Various Sites - Supply Concrete For Footpath Repairs	-2,119.70
EFT41416	30/07/2020	MIDLAND RUBBER STAMPS	Various Business Units - Authorisation Stamps	-167.95
EFT41417	30/07/2020	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-9,797.09
EFT41418	30/07/2020	MOORE AUSTRALIA (WA) PTY LTD	Professional Services - Leave Loading	-1,507.00
EFT41419	30/07/2020	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-301.72
EFT41420	30/07/2020	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-80.40
EFT41421	30/07/2020	NAMEPLATE ENGRAVERS	Various Business Units - Staff Name Badges	-52.25
EFT41422	30/07/2020	NAPA AUTO PARTS	Depot - Minor Fleet Vehicle Parts	-433.20
EFT41423	30/07/2020	NATURAL AREA HOLDINGS	Various Sites - Revegetation Plant	-23,760.96
EFT41424	30/07/2020	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-2,264.47
EFT41425	30/07/2020	NUTRIEN AG SOLUTIONS LIMITED	Various Sites - Garden Supplies	-569.98
EFT41426	30/07/2020	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,570.06
EFT41427	30/07/2020	OIL TECH WA PTY LTD	Depot - Oil Supplies	-799.00
EFT41428	30/07/2020	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-4,528.80
EFT41429	30/07/2020	PLANTRITE	Various Street Garden Sites - New Plants	-881.32
EFT41430	30/07/2020	PLE COMPUTERS	Various Business Units - Computer Supplies	-2,550.00
EFT41431	30/07/2020	PRESTIGE PROPERTY MAINTENANCE	Bassendean Oval - Coring Of Turf	-533.50
EFT41432	30/07/2020	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Road Closures And Traffic Management	-6,515.74
EFT41433	30/07/2020	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-955.64
EFT41434	30/07/2020	RAECO INTERNATIONAL PTY LTD	Library - Stationery Supplies	-375.16



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EFT41435	30/07/2020	RAMM SOFTWARE LTD	Depot - Subscription Support & Maintenance 2020/2021	-8,178.35
EFT41436	30/07/2020	READY INDUSTRIES PTY LTD	Point Reserve - Fence Hire	-396.00
EFT41437	30/07/2020	REFACE INDUSTRIES PTY LTD	Library - Stationery Supplies	-167.51
EFT41438	30/07/2020	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-495.00
EFT41439	30/07/2020	RESOURCE RECOVERY SOLUTIONS	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	-462.00
EFT41440	30/07/2020	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,868.70
EFT41441	30/07/2020	ROADS 2000	Various Sites - Road Repairs - Supply Asphalt	-241.52
EFT41442	30/07/2020	SEEK LIMITED	Various Business Units - Employment Advertising	-627.00
EFT41443	30/07/2020	SHOREWATER MARINE PTY LTD	Jetties - Demolition & Removal	-62,002.93
EFT41444	30/07/2020	SIFTING SANDS	Various Sites - Reserves - Sand Clean	-4,879.81
EFT41445	30/07/2020	SIMPLY UNIFORMS	Town Of Bassendean - Internal Staff Uniforms	-345.18
EFT41446	30/07/2020	STATEWIDE CLEANING SERVICES PTY LTD	Various Sites - Paper Slim Paper Towels	-1,931.16
EFT41447	30/07/2020	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-72.60
EFT41448	30/07/2020	SUEZ RECYCLING & RECOVERY PTY LTD	Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection	-85,728.69
EFT41449	30/07/2020	SUPATURF WA	Various Sites - Line Marker Supplies	-1,179.20
EFT41450	30/07/2020	SUPERCHARGE BATTERIES	Depot - Minor Consumable Tools	-395.68
EFT41451	30/07/2020	SUPREME SHADES	Children Services - Repair Shade Sails	-495.00
EFT41452	30/07/2020	SURESHANK PTY LTD	Children Services - Ashfield - Plants Maintenance	-88.00
EFT41453	30/07/2020	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-16,549.00
EFT41454	30/07/2020	T-QUIP	Depot - Fleet Vehicle - Parts	-4,092.45
EFT41455	30/07/2020	TEKSAL SAFETY	Various Sites - Restricted Keys & Coding	-254.10
EFT41456	30/07/2020	TRUGRADE MEDICAL SUPPLIES	Seniors - Client - Medical Supplies	-424.30
EFT41457	30/07/2020	VENDORPANEL PTY LTD	Enterprise Solution (Procurement Platform) Subscription	-6,545.00
EFT41458	30/07/2020	VERMEER EQUIPMENT OF WA & NT	Depot - Minor Plant Parts	-400.68
EFT41459	30/07/2020	W & M ELLISS	Depot - Minor Plant - Parts	-255.70
EFT41460	30/07/2020	WATTLEUP TRACTORS	Various Plant Equipment - Parts	-122.60
EFT41461	30/07/2020	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-1,762.50
EFT41462	30/07/2020	WESKERB PTY LTD	Various Sites - Kerb Repairs	-2,656.50
EFT41463	30/07/2020	WESTBOOKS	Library - Book Purchases	-279.70
EFT41464	30/07/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Various Staff And Councillor Training	-450.00

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DD18484.1	01/07/2020	ONHOLD MAGIC	Messages On Hold - July 2020	-138.80
DD18548.1	02/07/2020	COMMONWEALTH CREDIT CARDS	Credit Card - June 2020	-13,098.03
DD18478.1	07/07/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-44,900.66
DD18478.2	07/07/2020	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD18478.3	07/07/2020	VIC SUPER	Superannuation Contributions	-230.17
DD18478.4	07/07/2020	MLC SUPER FUND	Superannuation Contributions	-417.77
DD18478.5	07/07/2020	COLONIAL FIRST STATE	Superannuation Contributions	-120.37
DD18478.6	07/07/2020	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD18478.7	07/07/2020	ANZ SMART CHOICE SUPER	Payroll Deductions	-598.77
DD18478.8	07/07/2020	AMP SUPERLEADER	Payroll Deductions	-489.62
DD18478.9	07/07/2020	NGS SUPER	Superannuation Contributions	-304.31
DD18478.10	07/07/2020	MLC SUPER FUND	Superannuation Contributions	-204.36
DD18478.11	07/07/2020	SUN SUPER	Superannuation Contributions	-113.15
DD18478.12	07/07/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-54.25
DD18478.13	07/07/2020	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-109.22
DD18478.14	07/07/2020	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-393.97
DD18478.15	07/07/2020	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-160.54
DD18478.16	07/07/2020	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD18478.17	07/07/2020	Q SUPER	Superannuation Contributions	-346.77
DD18478.18	07/07/2020	MLC WRAP SUPER	Superannuation Contributions	-88.01
DD18478.19	07/07/2020	LGIA SUPER	Superannuation Contributions	-401.84
DD18478.20	07/07/2020	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,018.97
DD18478.21	07/07/2020	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD18478.22	07/07/2020	B & L SUPER FUND	Superannuation Contributions	-205.32
DD18478.23	07/07/2020	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-5,602.40
DD18478.24	07/07/2020	HOST PLUS	Superannuation Contributions	-1,063.25
DD18478.25	07/07/2020	REST SUPERANNUATION	Superannuation Contributions	-1,623.25
DD18478.26	07/07/2020	HESTA SUPER FUND	Superannuation Contributions	-2,310.24
DD18496.1	15/07/2020	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - July 2020	-13,269.87
DD18507.1	21/07/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-45,789.78

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DD18507.2	21/07/2020	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32
DD18507.3	21/07/2020	VIC SUPER	Superannuation Contributions	-230.17
DD18507.4	21/07/2020	MLC SUPER FUND	Superannuation Contributions	-433.48
DD18507.5	21/07/2020	COLONIAL FIRST STATE	Superannuation Contributions	-53.50
DD18507.6	21/07/2020	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD18507.7	21/07/2020	ANZ SMART CHOICE SUPER	Payroll Deductions	-894.47
DD18507.8	21/07/2020	AMP SUPERLEADER	Payroll Deductions	-518.06
DD18507.9	21/07/2020	NGS SUPER	Superannuation Contributions	-304.31
DD18507.10	21/07/2020	MLC SUPER FUND	Superannuation Contributions	-194.63
DD18507.11	21/07/2020	SUN SUPER	Superannuation Contributions	-25.15
DD18507.12	21/07/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-60.51
DD18507.13	21/07/2020	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-96.49
DD18507.14	21/07/2020	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-393.97
DD18507.15	21/07/2020	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-160.54
DD18507.16	21/07/2020	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD18507.17	21/07/2020	Q SUPER	Superannuation Contributions	-361.14
DD18507.18	21/07/2020	MLC WRAP SUPER	Superannuation Contributions	-97.44
DD18507.19	21/07/2020	LGIA SUPER	Superannuation Contributions	-401.84
DD18507.20	21/07/2020	PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,098.25
DD18507.21	21/07/2020	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD18507.22	21/07/2020	B & L SUPER FUND	Superannuation Contributions	-205.32
DD18507.23	21/07/2020	AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-5,507.26
DD18507.24	21/07/2020	HOST PLUS	Superannuation Contributions	-1,101.99
DD18507.25	21/07/2020	REST SUPERANNUATION	Superannuation Contributions	-1,673.54
DD18507.26	21/07/2020	HESTA SUPER FUND	Superannuation Contributions	-2,073.73



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	31/07/2020	PAYROLL CREDITORS	TOTAL FOR MONTH JULY 2020	-880,895.68
TOTAL MUNICIPAL & TRUST EFT PAYMENTS				-2,707,992.81

Chq/EFT	Date	Description	Amount
TOTAL TRUST CHEQUE PAYMENTS			

