ATTACHMENTS

BRIEFING SESSION AGENDA

18 MAY 2021

Attachment No. 1

Draft Policies:

- Purchase and Placement of Memorial Seats and other Infrastructure.
- Celebration Trees.

Attachment No. 2

- Arboricultural Impact Assessment
- TPO Nominations
- Landowner Submission

Attachment No. 3

- Road Closure Sketch Plan
- Submission

Attachment No. 4

- Local Planning Policy No. 8 Parking Specifications
- Draft Local Planning Policy No. 8 Car Parking and End of Trip Facilities
- Draft Local Planning Policy No. 17 Home Based Businesses

Attachment No. 5

Letter from the WAEC dated 16 December 2020.

Attachment No. 6

- Updated Standards for CEO Recruitment, Performance and Termination Policy
- Annual Performance Review Chief Executive Officer Policy
- Department of Local Government, Sport and Cultural Industries 'Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

Attachment No. 7

- Quarterly Report
- · Outstanding Resolutions for Deletion

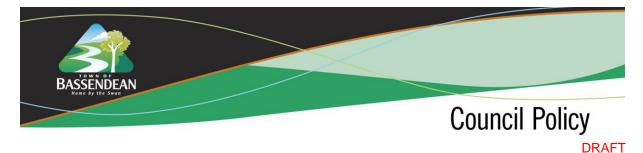
Attachment No. 8

List of Payments - April 2021

Attachment No. 9

Monthly Financial Report

ATTACHMENT NO. 1	



Celebration Trees

Objective

This policy aims to provide consistent and effective administration in relation to requests for planting of celebration trees.

Policy Statement

The Town of Bassendean acknowledges the importance of trees for the liveability of the Town and the importance of planting a tree(s) can have on important life events.

Tree plantings generally have a 50%-80% survival probability over 35 years.

Memorial Tree Planting

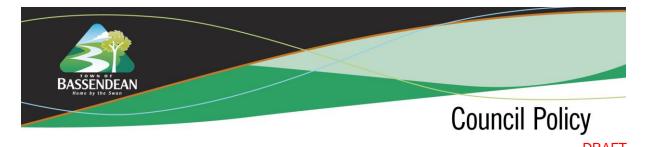
The Town of Bassendean will facilitate the placement of celebration trees. The facilitation and implementation of the tree memorial is subject to the following:

- 1. A Celebration Tree Application form will need to completed to request the planting of a tree.
- 2. Tree planting locations will be provided for the planting season. The resident can request to plant a tree in a specific park, however, the preferred location may not always be possible.
- 3. The planting of the tree is to be undertaken by the resident.
- 4. Planting of trees will be carried out during the winter planting season.
- 5. The tree will be managed with the same care and protection of general street and reserve trees located in the Town.
- 6. On the day of the planting, a Parks and Garden team member will prepare the location, have the tree delivered and make the area safe for where the tree will be placed.
- 7. The resident will need to bring their own tools to plant the tree.
- 8. Memorial plaques or other materials will not be left on or near the tree.

Application

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

Document Control box						
Document Responsibilities:						
Owner:	Chief Executive Officer	Owner Business Unit:	Executive Manager Sustainability and Environment			
Inception Date:	April 2021	Decision Maker:	Council (OCM/)			
Review Date:	April 2023	Repeal and Replace:	Chief Executive Officer			
Compliance Requirements:						
Legislation:	Local Government Act 1995 Part 5.					
Link to Strategic Community Plan:	Create a community closely connected to its history and heritage. Creating an environment where people feel welcome and safe.					



Purchase and Placement of Memorial Seats and other Infrastructure

Objective

This policy aims to provide consistent and effective administration of requests for memorials seats and other infrastructure in parks and reserves.

Policy Statement

The Town of Bassendean acknowledges the use of memorials as a means of assisting people to remember and honour loved ones and to provide public benefit in the form of infrastructure and amenity to park users.

The policy approach aims to reduce bureaucratic requirements in the administration of this policy, whilst ensuring the benefits stated.

Memorial seats

The Town of Bassendean will facilitate the placement of memorial seats as follows:

- 1. The whole of life cost of the seating will be at the applicant's expense through an upfront fee.
- 2. The fees for this service will be updated in the annual fees and charges.
- 3. The memorial is approved only for people of good public standing in the community.
- 4. The Chief Executive Officer will approve the location and design of memorial seating.
- 5. The potential for public benefit will be a prime condition in choosing if a suitable location is available.
- 6. Memorial seats shall only commemorate a person who is no longer living.
- 7. The seat and plaque will be removed at the end of the assets life. The expected asset life of a seat is 10 years; however, this may change depending on the local environmental conditions.
- 8. The Chief Executive Officer may authorise the removal of a seat or plaque at any time
- 9. Memorial seats may be moved as part of the management of a park.

Memorial seat implementation

- 1. Applications for the placement of memorial seats are to be in writing.
- 2. All memorial plaques will be to a standard size (no greater than 15cm x 8cm) and be purchased by the applicant through a bronze plaque foundry.

- 3. The memorial plaque is to be 3mm bronze or stainless steel or as otherwise approved by the Chief Executive Officer.
- 4. The plaque text is to be appropriate for a public setting.
- 5. Personal items are not to be fixed to the memorial seat or placed at the base of the seat.
- 6. No ashes are to be placed in or near the seat.
- 7. Additional plaques may be approved on memorial seats subject to approval from the original applicant or their immediate family.

Other infrastructure of parks upgrades

It is noted that occasionally some members of the community would have a preference of providing a more substantial donation to install alternative infrastructure such as a playground or parks upgrade.

As this is expected to be a boutique service, this is expected to be negotiated by the applicant with the Chief Executive Officer.

- 1. Applications for 'other infrastructure' are to be in writing.
- 2. Applications are eligible which fund assets or upgrades that are expected occur in the long term financial plan or other strategies.
- 3. The 'other infrastructure' will be to a nominated type and standard approved by the Chief Executive Officer. The donation will support the whole of life cost of the hard asset(s).
- 4. The applicant is responsible for the costs associated with the provision of a plaque.
- 5. The potential for public benefit will be a prime condition in choosing a suitable location and upgrade type.
- 6. The asset and plaque will be removed at the end of the asset life.
- 7. Memorials may be required to be moved within the park as part of the management of a park.

Other infrastructure of parks upgrades implementation

- 1. Applications are to be in writing.
- 2. All memorial plaques will be to a standard size (no greater than 30cm x 30cm) and be purchased by the applicant through a bronze plaque foundry.
- 3. The memorial plaque is to be 3-5mm bronze or stainless steel or as otherwise approved by the Chief Executive Officer.
- 4. The plaque text is to be appropriate for a public setting.
- 5. Personal items are not to be fixed to or adjacent to the memorial.
- 6. No ashes are to be placed in or near the seat.
- 7. Additional plaques may be approved on the memorial subject to approval from the original applicant or their immediate family.

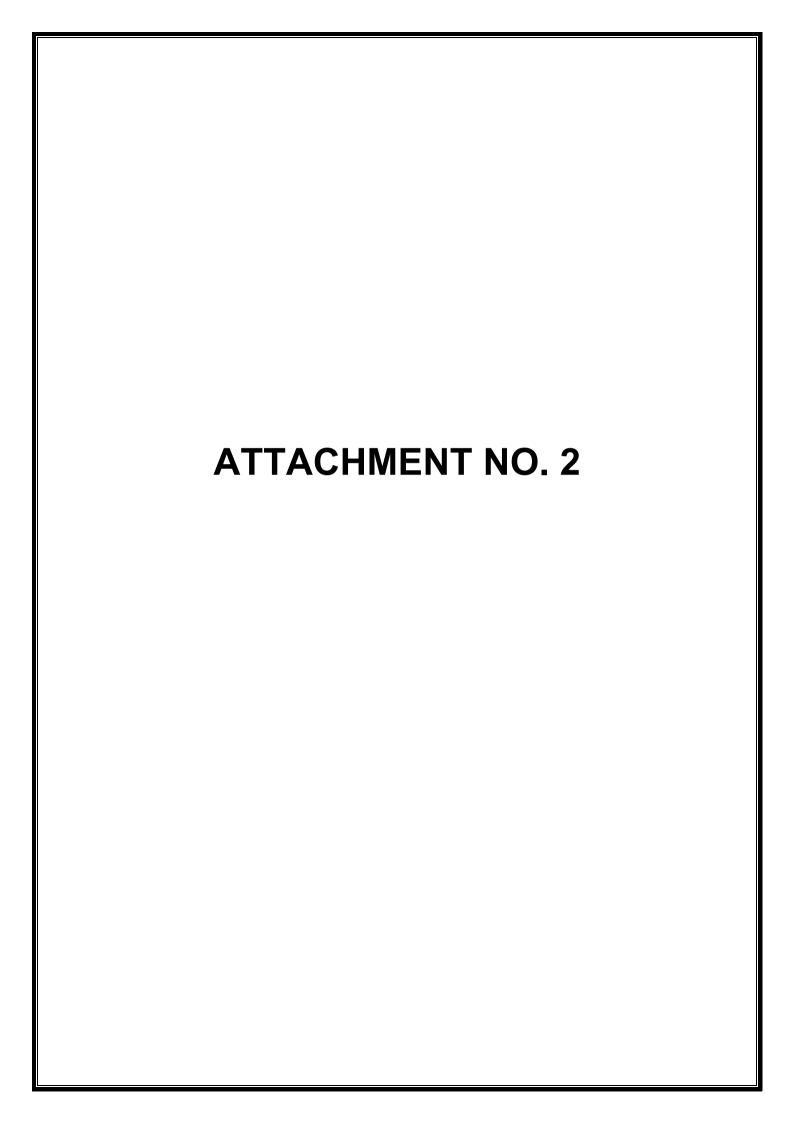
Removal of a memorial identified in his policy

- 1. Assets identified in this policy will be removed at the end of their asset life.
- 2. The Town will write to the recorded address of the applicant to inform them of the removal.
- 3. The applicant is responsible for ensuring that their contact details are up to date with the Town.
- 4. The plaque will be made available for collection from the town by the applicant for 1 year after the asset is removed.
- 5. Renewal of the memorial can applied for at the initial purchase of a memorial or at the end of the asset life of the memorial.

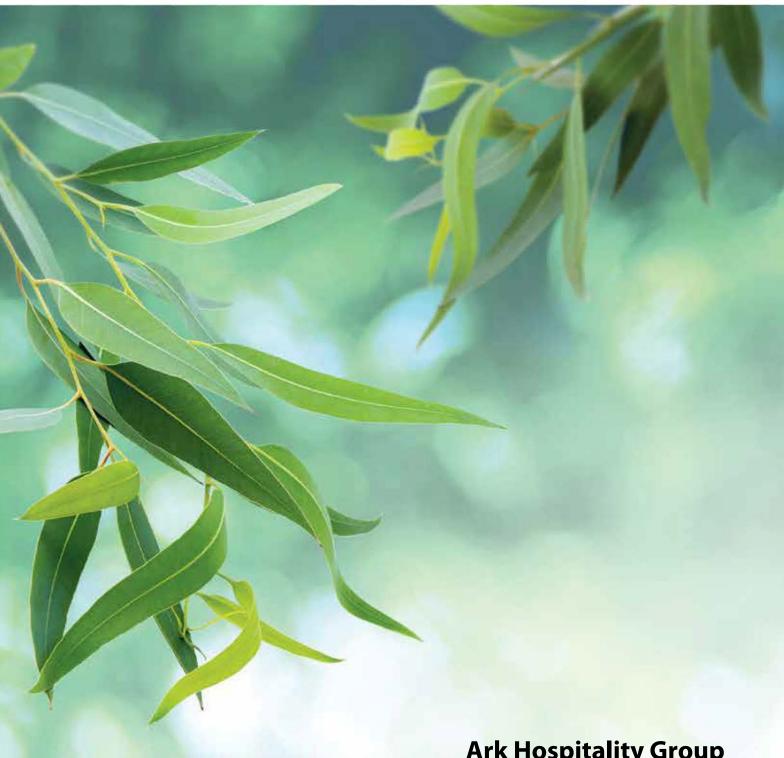
Application

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

Document Control box						
Document Responsibilities:						
Owner:	Chief Executive Officer	Owner Business Unit:	Executive Manager Sustainability and Environment			
Inception Date:	April 2021 Decision Maker: Council (OCM/_)					
Review Date:	April 2023	April 2023 Repeal and Replace: Chief Executive Officer				
Compliance Requirements:						
Legislation:	Local Government Act 1995 Part 5.					
Link to Strategic	Create a community closely connected to its history and heritage.					
Community Plan:	Creating an environmen	t where people feel welco	me and safe.			







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

Assessment and Report prepared by:

3 December 2020

Nick Arnold

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





3 December 2020

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

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

Dear Adam,

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

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

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

Regards,

Nick Arnold

Consulting Arborist

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



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1 Executive Summary

- 1.1.1 The following Arboricultural Impact Assessment (Report) covers nine (9) trees located within the grounds of Bassendean Hotel. The subject site was identified by *Ark Hospitality Group* (the Client) as possessing trees that may be impacted upon by a proposed development.
- 1.1.2 In part, the project scope was to nominate subject trees that can be retained, or require removal to facilitate the proposed development (in the context of plans supplied), as well as to identify and reduce potential conflicts between subject trees and site development. Accurate information on the area required for tree retention and methods/techniques suitable for tree protection during construction have been provided.
- 1.1.3 Tree retention values have been determined based upon a modified version of the British Standard and which have been prescribed into one of the following four (4) categories, A, B, C and U. Refer to Appendix C for further detail. Generally, relevant consent authorities will consider:
 - A retention value trees as a site constraint and may require alterations to the proposed development design and/or specific protection measures to allow retention, unless the proposed development outweighs the retention value of the tree
 - B retention value trees as a site constraint consideration, lesser changes should be considered to retain such trees
 - C retention value trees are not considered a site constraint
 - **U** retention value trees are considered a site opportunity, as such trees are recommended for removal regardless of the proposed development.
- 1.1.4 Trees impacted by the proposed development:

Ca	C.		Ren	noval	Retain		
Category	Description	Total	located within development footprint	irrespective of future development	with specific protection	with generic protection	
А	High retention value trees	0					
В	Moderate retention value trees	5	1, 2, 4, 5		6		
С	Low retention value trees	4	3, 7, 8, 9				
U	Trees to be removed irrespective of proposed development	0					



2 Introduction

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

3 Scope

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



4 Methodology

4.1 Data Collection

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



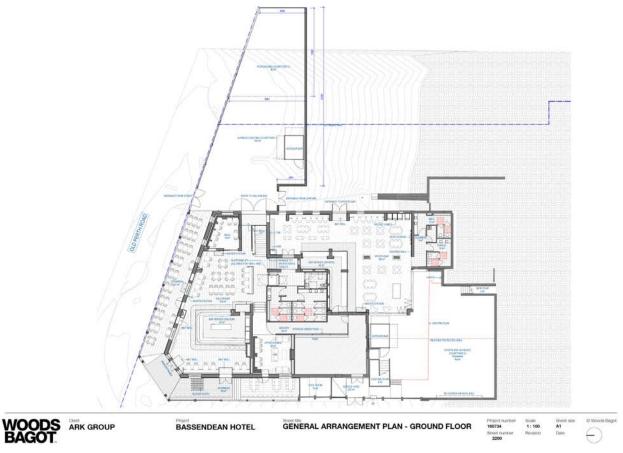


Figure 1. Excerpt from the General Arrangement – Ground Floor Plan. (Client, 26 November 2020).



5 Observations

5.1 Location

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



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



5.2 Site Trees

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

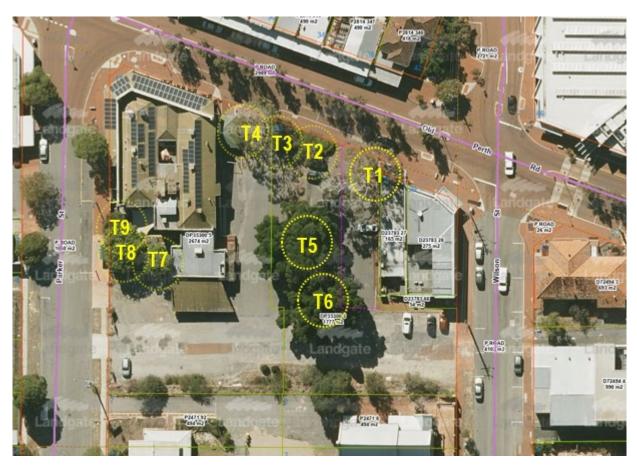


Figure 3. Site map showing subject trees. Tree attributes are to be obtained from Appendix E – Tree Assessment Data. (Landgate/ArborSafe, November 2020).



5.3 Tree Retention Values

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

Category	Tree numbers
Α	
В	1, 2, 4, 5, 6
С	3, 7, 8, 9
U	

5.4 Environment Status

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

5.4.2 Heritage Status

- 5.4.3 The proposed development site has no trees identified as being of national, state or local heritage significance (inHERIT).
- 5.4.4 The site is within the grounds of the Bassendean Hotel, which is considered to have significant heritage value (Category 2/2a). The site is listed within the WA Heritage Inventory as identified below:

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

(WA State Heritage Register, 2020)

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



6 Discussion

6.1 Proposed Construction

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

6.2 Impact of Proposed Development

- 6.2.1 A review of the proposed design has been undertaken in the context of tree retention and removal across the site.
- 6.2.2 The trees affected by direct conflict with the proposed construction footprint would require removal under the current design. In order to retain any/all of these trees a redesign or relocation of the development would be required. Refer to Appendix E for full details.
- 6.2.3 The other main development impact which affects trees, but not necessarily to the point of requiring immediate removal, is through significant root damage due to major TPZ encroachment. This damage can largely be placed into three (3) categories soil compaction, level changes or direct root severance.
- 6.2.4 Negative tree impacts can manifest as either a reduction in health and/or vigour due to root loss (absorption and/or transport roots) resulting in a reduction in water and nutrient absorption capability or on tree stability if larger roots are impacted. Ultimately, the outcome for the trees depends on a number of variable factors including species, age, current health, TPZ encroachment percentage, soil type, topography, previous site use and the proposed design and construction methodology.
- 6.2.5 Compacted soils, especially artificially compacted soils such as those found under driveways or building platforms, have a higher bulk density down to a deeper level of subsoil. Bulk density is the term used for describing the weight of soil per unit volume. The broad engineering thinking is that the higher the density the more stable the road surface due to less soil movement in expansion, contraction, or compression. A higher bulk density is produced by compacting the soil to reduce available pore space between the soil particles. It should be noted however that deep base courses can be used to encourage roots to take a downward trajectory.
- 6.2.6 The effect of compacted soils on plants is somewhat influenced by the soil type but generally a reduction in available pore space reduces the available area for oxygen and water within the soil. A reduction in available soil water and oxygen inhibits root activity within the soil, as they are essential for root elongation and growth, and the lack of these properties is considered a major limiting factor.
- 6.2.7 A similar reduction in root activity, due to a reduction in pore space, can occur following significant soil level changes across the TPZ, although this generally occurs over a longer time frame than if the roots were directly severed. Root severance has the same effect, reduction in root function and capability, but on an instantaneous time scale where there is no time for the tree to adjust.
- 6.2.8 The assumption of allowable encroachment and minimal long-term health or structural impacts to the trees rely on a combination of the following being used root sensitive construction methods being adhered to within the TPZ, minimal excavation within the TPZ to limit root severance (i.e. construction placed outside the TPZ where possible), fill rather than excavation utilised to affect level changes where possible (i.e. to minimise root severance and allow the trees root system time to adjust), no construction occurring within the SRZ, compensatory area being available around the unimpacted aspects of the trees and the enhancement of the existing TPZ area (i.e. mulched, soil conditioning and irrigation when required).



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

6.3 Determining TPZ Encroachment

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



6.4 Tree 1

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



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



6.5 Tree 2

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



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



6.6 Tree 3

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



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



6.7 Tree 4

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



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



6.8 Tree 5

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

6.9 Tree 6

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

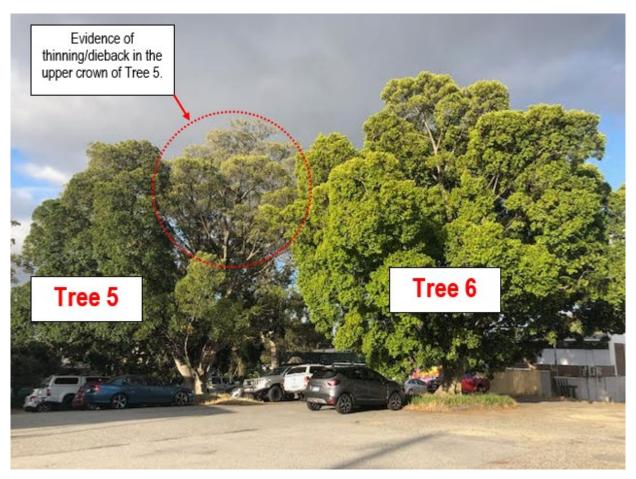


Figure 8. View of Trees 5 and 6 in their growing environment. (Author, November 2020).



6.10 Trees 7, 8 and 9

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







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

7 Tree Protection and Management Recommendations

7.1 Tree Numbering Conventions

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

7.2 Tree Removal

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

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



- 7.2.2 Trees 1, 2 and 4 where considered to be Category B status Lemon-scented Gums. Although established, all three trees showed signs of reduced health and vigour possibly associated with soil compaction and/or a lack of permeable surfacing within their respective driplines. A reduction in tree health can often result in an accumulation of deadwood and reduce an individual trees resilience to potential root disturbances associated with development.
- 7.2.3 Based on the supplied plans (Figure 1 and Section 6), a significant encroachment into the SRZ of Trees 1, 2, 3 and 4 would be required to accommodate the proposed design. It is recommended that each of these trees is replaced (Section 7.14) with a tree of medium dimensions (at maturation). It is further recommended that replacement tree(s) with a proposed planting location to the north of the alfresco seating area (adjacent to Old Perth Road) be deciduous in nature and of a species approved by the Town of Bassendean.
- 7.2.4 Tree 5 presented as an established Hill's Weeping Fig also showing signs of reduced health and vigour. There was evidence of extensive historical root damage, severance and compaction which is likely to have contributed to a drop in vitality. This type of root damage and corresponding reduction in health could be expected to reduce the useful life of this tree and limit its resilience to further excavation works within the TPZ. Anecdotal evidence additionally indicated that significant roots emanating from Tree 5 extended past the drip line (as would be expected from this species). Consequently, a degree of further root severance would likely be required to accommodate the proposed design.
- 7.2.5 Due to these factors it is recommended that Tree 5 be removed and replaced with a single large tree or a minimum of two medium trees (at maturation).
- 7.2.6 Where replacement trees are located within the proposed car parking/hard surface area, root sensitive design principles are recommended (see Section 7.3).
- 7.3 Tree Pit Design (replacement trees located in hard surface/car park areas)
- 7.3.1 Once established, off-set plantings located within the car park area will have a significant proportion of their respective root zones covered by a 'hard surface'.
- 7.3.2 Urban trees growing in poorly designed or insufficient tree pits are typically surrounded by compacted soils or restricted soil volumes forcing roots up into cavities below paved surfaces where water (in the form of condensation) and air are often present. This kind of root activity can cause premature damage to hard surfaces and creates a sub-optimal growing environment for the tree.
- 7.3.3 In order to provide a sustainable growing environment and reduce the probability of premature root conflicts with surrounding hard surfaces, structured soil cell system should be incorporated into the mandated (subsoil) growth zone of each tree, where this zone is proposed to be covered by a 'hard surface'. Cellular systems are designed to preserve a non-compacted root zone whilst minimising future damage/lifting of paved areas. An example of a structured cell system is the Stratacell™ Soil Vault System:
 - https://citygreen.com/wp-content/uploads/2020/04/cgs-soil-vault-systems-healthy-trees-digital-1.pdf
- 7.3.4 The selected system is to be installed as per the manufacturer's guidelines and should provide a minimum soil volume of 20m³ (extending to a minimum radial distance of 4m from the centre of each respective tree's trunk when in-situ) for a medium tree or 50m³ (extending to a minimum radial distance of 6m from the centre of each respective tree's trunk when in-situ) for a large tree.



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

7.4 Tree Retention

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

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

7.5 Specific Protection Measures

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



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



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



7.6 Proposed Pruning

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

7.7 Generic Protection and Reporting Measures

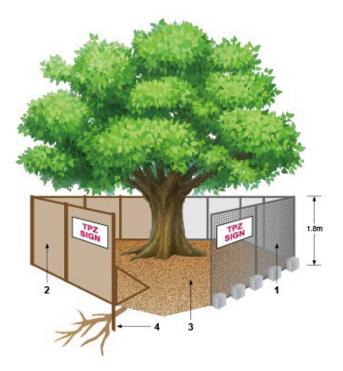
- 7.7.1 All retained trees require generic protection measure. Refer to Section 7.7–7.18 for further details.
- 7.7.2 All trees to be retained require protection during the construction stage. Tree protection measures include a range of:
 - Activities restricted within the TPZ
 - Protective fencing
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



7.8 Protective Fencing Specification

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

 Affixing nails or screws into the trunks of trees to display signs of any type is not a recommended practice in the successful retention of trees.



Legend:

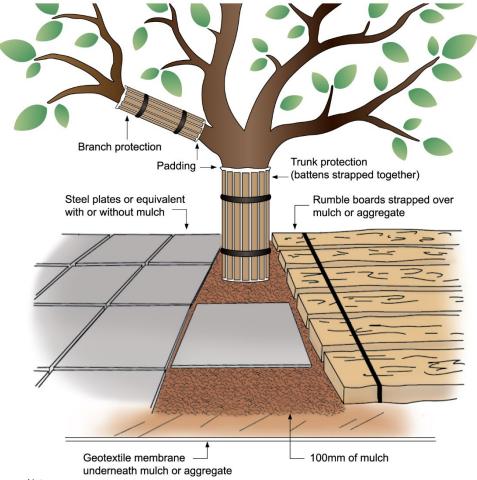
- Chain wire mesh panels with shade cloth attached (if required), held in place with concrete feet
- Alternative plywood or wooden paling fence panels. This fencing material also prevents building materials or soil entering the TPZ
- Mulch installation across surface of TPZ (at discretion of the project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

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



7.9 Trunk and Ground Protection

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



Notes:

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

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



7.10 Tree Protection Signs

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

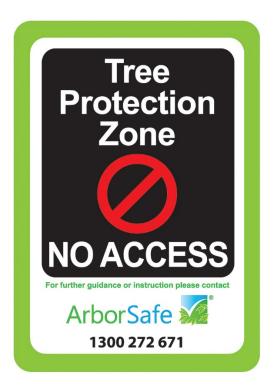


Figure 13. Depicts standard fencing techniques. (AS 4970–2009).

7.11 Project Arborist

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



7.12 Project Milestones

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

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

7.13 Compliance Reporting

- 7.13.1 Following each inspection, the project arborist shall prepare a report detailing the condition of the trees.

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

7.14 Offset Tree Planting

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



7.15 Additional Excavation/Trenching within TPZs

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

7.16 Plant Health Care

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

7.17 Irrigation

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

7.18 Mulching

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



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

8 References

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

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

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



Appendix A. Arboricultural Reporting Assumptions and Limiting Conditions

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



Appendix B. Explanation of Tree Assessment Terms

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

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

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

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

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

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

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

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

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

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

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



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

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

Age: Refers to the life cycle of the tree.

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

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

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



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

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

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

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

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



Appendix C. Tree Retention Values

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

Category and definition	Criteria (incl	uding sub-categories whe	re appropriate)				
Category U							
Trees in such a condition that they cannot realistically be retained as viable trees in the context of the current land use for longer than 5 years.	 Trees that have a severe structural defect that are not remediable such that the failure is expected within 12 months. Trees that will become unviable after removal of other Category U trees (e.g. where for whatever reason the loss of companion shelter cannot be mitigated by pruning). Trees that are dead or are showing signs of significant, immediate and irreversible overall decline. Trees infected with pathogens of significance to the health and or safety of oth trees nearby Low quality trees suppressing adjacent trees of better quality. Noxious weeds or species categorised as weeds within the local area. Note: Category U trees can have existing or potential conservation value* which might make it desirable to preserve. 						
	1. Arboricultural Qualities	2. Landscape qualities	3. Cultural and environmental values				
Category A							
Trees of High Quality with an estimated remaining life expectancy of at least 25 years and of dimensions and prominence that it cannot be readily replaced in <20 years.	Trees that are particularly good examples of their species, especially if rare or unusual (in the wild or under cultivation); or those that are important components of groups or avenues.	Trees or groups of significant visual importance as arboricultural and/or landscape features. (e.g. feature and landmark trees).	Trees, groups or plant communities of significant conservation, historical, commemorative or other value (e.g. remnant trees, aboriginal scar trees, critically endangered plant communities, trees listed specifically within a Heritage statement of significance).				
Category B							
Trees of Moderate Quality with an estimated remaining life expectancy of 15–25 years and of dimensions and prominence that cannot be readily replaced within 10 years.	Trees that might be included within Category A but are downgraded because of diminished condition such that they are unlikely to be suitable for retention beyond 25 years.	Trees that are visible from surrounding properties and/or the street but make little visual contribution to the wider locality.	Trees with conservation or other cultural value (trees within conservation areas or landscapes described within a statement of significance, locally indigenous species).				
Category C							
Trees of Low Quality with an estimated remaining life expectancy of 5–15 years, or young trees that are easily replaceable.	Trees of very limited value or such impaired condition that they do not qualify in higher categories.	Trees offering low or only temporary/transient landscape benefits.	Trees with no material conservation or other cultural value.				

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



Tree Quality

		Health**							
		Excellent/ Good	Fair	Poor	Dead				
	Good	A	В	С	U				
ture	Fair	В	В	С	U				
Structure	Poor	С	С	U	U				
	Hazard*	U	U	U	U				

^{*} Structural hazard that cannot be remediated through mitigation works to enable safe retention.

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

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



Appendix D. Plant Health Care and Mulching

Guide to plant health tonics and root growth stimulants

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

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

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

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

Guide to mulching and maintenance for established trees

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



1. Why mulch?

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

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

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

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



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



2. How to mulch

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

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

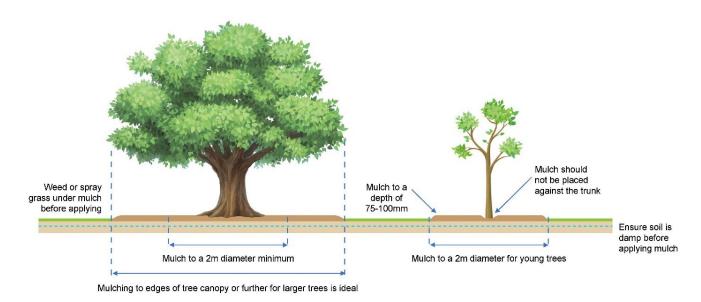


Figure 15. Mulching established and young trees (ArborSafe Australia, 2020).



3. Root and trunk damage

The function of tree roots is primarily to provide water and nutrient uptake for the tree, provide stability through structural roots that anchor it to the ground and as a means of food and nutrient storage. Damage to tree roots can lead to a reduction to any or all of these functions.

Damage to tree roots (Figure 16 and Figure 17) and the lower portion of a tree's trunk is a common and often unnecessary occurrence that can lead to the entry of decay fungi into a tree's structural framework. Once present, decay may develop in larger structural roots and/or the base of the trunk, which can result in a reduction in tree health and in severe cases even compromise stability.

Works such as trenching and excavation are often the cause of root damage to trees. Refer to ArborSafe's Guide – Tree protection during construction or the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites* for things to consider when performing construction activities near trees.

Everyday activities such as grass cutting via mowing or brush cutters can result in serious root damage or wounding to the lower trunk. Young trees with their trunks damaged by machinery often need replacing, while damage to the trunks and/or surface roots of established trees is not only detrimental to tree health but can also result in costly repairs to machinery.

Another advantage to mulching around the trunk and root crown is that it limits damage to both parts from mowing equipment. This in turn reduces mechanical damage and compaction.



Figure 16. An example of damage to tree roots caused via mowing. (Luke Dawson, June 2017).



Figure 17. Image showing wound caused to upper portion of surface root by mower. (Luke Dawson, June 2017).



4. How to avoid root and trunk damage

The following points serve to highlight ways to avoid damage to tree roots and trunks caused via grass cutting activities:

- Mulching around young and established trees negates the need for brush cutter and/or lawn mower use around
 the base of a tree. Mulching therefore not only creates a barrier between tree roots and trunk that are
 susceptible to damage, it improves soil condition, minimises soil compaction and decreases the total area
 required for mowing.
- Where mulching is not feasible, raising the cutting height of mowers and maintaining grass at a greater height can avoid unnecessary 'scalping' of roots and damage to mowers/blades.
- Where surface roots are located away from the trunk and in a location where neither the application of mulch nor the raising of mower height is inappropriate, it may be possible to raise the soil grade directly around the root/s to minimise damage. It is important that the application of new material does not result in significant changes to the soil profile that may inadvertently damage roots. Material applied should be permeable and allow the development of turf which will protect the roots. Coarse sand or a planting mix with a high sand to organic matter ratio (e.g. 80/20 mix) spread at a depth of 75–100mm could suitably protect the surface root from damage, while allowing turf to redevelop within the area.
- ArborSafe is able to answer any questions regarding the material, depth and method of application to be used to ensure the tree/s remain viable for the long-term.



Appendix E. Tree Assessment Data

Tree no.	Botanical Name	Common Name	Trees in group	Total	DRB	Radial TPZ (m)	TPZ area (m2)	Radial SRZ (m)	Tree Height (m)	Canopy (m)	Health	Structure	Age	TLE (Yrs.)	Defects	Significance	Arborist comments	Tree Quality Score	Tree Retention value subcategory	Recommendation
1	Corymbia citriodora	Lemon-scented Gum	1	69	85	8.3	215.38	3.1	15-20	10-15	Fair	Fair	Semi- Mature	10-15	Crossing/rubbing branches; Deadwood/stubs > 100mm; Dieback; Previous faillure(s); Resin exudation/kino; Soil compaction;	Attractive landscape feature; Amenity value/shade;	26-11-2020: Nick Arnold: Tree showing signs of reduced health/vigour. Evidence of previous limb failure(s).	В	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
2	Corymbia citriodora	Lemon-scented Gum	1	41	52	4.9	76.05	2.5	15-20	5-10	Fair	Fair	Semi- Mature	10-15	Co-dominant stems; Deadwood/stubs < 30mm; Inappropriate location;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Located in close proximity to adjacent inspection pit. Contacting pole at base.	В	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
3	Corymbia ficifolia (hybrid)	West Aust. Red Flowering Gum	1	30	35	3.6	40.72	2.1	5-10	5-10	Fair	Fair	Semi- Mature	10-15	Co-dominant stems; Deadwood/stubs < 30mm; Dieback; Epicormic growth;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree showing signs of reduced health/vigour.	С	1	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
4	Corymbia citriodora	Lemon-scented Gum	1	50	63	6.0	113.10	2.7	15-20	10-15	Fair	Fair	Semi- Mature	10-15	Deadwood/stubs < 30mm; Dieback; Exposed root(s); Mechanical damage to root(s); Soil compaction;	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree by entrance way showing signs of reduced health/vigour.	В	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
5	Ficus microcarpa var. hillii	Hill's Weeping Fig	1	127	137	15.0	706.86	3.8	10-15	15-20	Fair	Fair	Mature	10-15	Co-dominant stems; Damaging infrastructure; Deadwood/stubs > 30mm; Decay, Dieback; Disease pathogens; Exposed root(s); Hanger(s); Included bark; Major root damage/severance; Mechanical damage to root(s); Poor pruning; Soil compaction; Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020: Nick Arnold: An establised tree located within existing parking area exhibiting exposed/damaged roots, minor sooty mould and noticable crown thinning/die back possibly associated with root damage/soil compaction. Site observations would indicate that significant roots extend well beyond dripline under existing surfacing.	В	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
6	Ficus microcarpa var. hillii	Hill's Weeping Fig	1	106	99	12.7	508.30	3.3	15-20	15-20	Good	Fair	Mature	15-25	Co-dominant stems; Damaging infrastructure; Deadwood/stubs > 30mm; Disease pathogens; Included bark; Mechanical damage to root(s); Previous failure(s); Soil compaction; Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020: Nick Arnold: Tree located within existing parking area showing signs of good health and vigour despite minor sooty mould affliction and possible sun scorch in upper crown. Evidence of previous scaffold limb failure/vehicle impact on lower stem. Roots lifting adjacent asphalt seal.		12	Retain tree with specific protection requirements (i.e. Generic measures plus supervision of works within the TPZ and/or use of root sensitive construction techniques).
7	Jacaranda mimosifolia	Jacaranda	1	38	44	4.6	65.33	2.3	5-10	5-10	Fair	Poor	Semi- Mature	10-15	Co-dominant stems; Decay; Epicormic growth; Exposed root(s); Poor pruning; Weak union(s); Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Tree form has been diminished by historic lopping practices.	С	12	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
8	Jacaranda mimosifolia	Jacaranda	1	55	55	6.6	136.85	2.6	5-10	5-10	Fair	Poor	Semi- Mature		Co-dominant stems; Crack(s)/split(s); Crossing/rubbing branches; Decay, Epicormic growth; Poor pruning; Soil grade changes; Weak union(s); Wound(s);	Attractive landscape feature; Amenity value/shade;	26-11-2020 : Nick Arnold : Form has been diminished through historic lopping practices and clearances for adjacent overhead lines. Additional evidence of soil grade changes.	С	12	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.
9	Callistemon sp.	Bottlebrush	1	45	47	5.4	91.61	2.4	5-10	5-10	Fair	Fair	Semi- Mature	5-10	Co-dominant stems; Crossing/rubbing branches; Decay; Epicormic growth; Poor pruning; Wound(s);	Amenity value/shade; Screen value;	26-11-2020 : Nick Arnold : Historic lopping has dimished form and likely reduced ULE.	С	2	Remove - tree located within proposed development footprint or has major encroachment into its TPZ.





www.arborsafe.com.au





Tree Preservation Order Nomination Form

Applicant Details:
45 11 11 12 12
Tree Details:
Address/location of tree: Bassendean Hotel, 17 Old Perth Rd, Bassendean Common name and/or botanical name of tree (if known): 2 x fig, 3 x eucalypt & 2 x jacaranda Number of trees nominated: seven (7)
Reason for Nominating Tree:
Aesthetic Quality Historical Association Rarity Other Significance: ✓
Please describe why you consider the tree has special significance to the community of the Town of Bassendean, and why it should be considered for a Tree Preservation Order.
Please refer to the attached supporting document
Photographs attached? (Please circle) What is the condition of the tree? (Please circle) Yes / N Good / -a / P
sent electroniclly Signed
2nd March 2021 Dated

Nomination forms should be sent to the Chief Executive Officer, Town of Bassendean, PO Box 87, Bassendean WA 6934, by hand at 35 Old Perth Road, Bassendean or emailed via mail@bassendean.wa.gov.au

Supporting Document to Tree Preservation Order Nomination

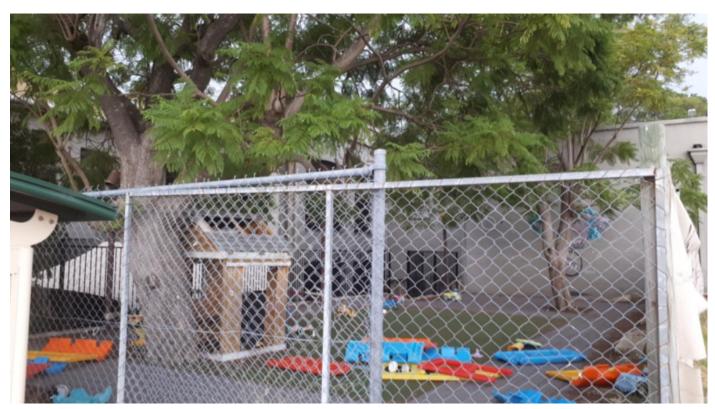
Tree Location: Bassendean Hotel, 17 Old Perth Rd.

Seven trees in total - two fig trees, three eucalypts and two jacarandas

Photographs



The two established fig trees in the carpark



The two established jacarandas in the children's playground



The three established eucalypts that are virtually on the boundary



At the intersection of Parker St and Old Perth Rd looking south east – note the trees surrounding the hotel



At the intersection of Parker St and Old Perth Rd looking north west – the absence of trees creates a bleak outlook

Reason for Nominating the Trees

The Town of Bassendean's Council recognised the importance of maintaining and increasing the tree canopy within the Town when setting an aspirational target to achieve a 70% canopy over road reserves. This is consistent with the views expressed by the community when surveyed as part of developing the Community Strategic Plan and the BassenDream Our Future which interacted with circa 3000 residents, i.e. the surveys reflect the value placed on trees by residents and why people moved to Bassendean.

Tree canopies have been noted to provide the following benefits:

- Mitigation of the urban heat island effect a tree canopy reduces the heating created by radiation from the sun reflecting off buildings, roofs, paved areas and roads. Measurements taken by citizen scientists in Bassendean have shown temperature differences of circa 40° C between hard surfaces in the sun and the shade. The pocket of trees around the hotel is an island of green within a sea of tarmac and concrete.
- Extending the life of paved surfaces roads in shade last longer than those in full sun
- Provide cooling the evapotranspiration of trees provides a cooling effect. Trees work like an evaporative air-conditioner where the evaporation of moisture from their leaves provides a cooling effect.
- Improves the value and appearance of suburbs the more upmarket suburbs are often synonymous with the description, "green leafy suburbs" in that they have a good canopy of trees that includes street trees and trees on private land. Conversely, the less attractive suburbs tend to have few trees and a harsh feeling. The value of trees has been quoted as adding up to 10% to the value of property.
- Improves our wellbeing Dr Helen Brown from Curtin University has published several papers on the physical health, environmental and mental health benefits of trees within urban environments.
- Provides an acoustic soak trees attenuate noise. This is increasingly important in higher density environments (which the area around the Bassendean Hotel is earmarked to become) and in reducing the impact of increased patronage at the hotel on surrounding residents.
- Habitat for wildlife the hollows, height and vegetation of mature trees provides habitat for birds, bats and other creatures. This type of habitat is becoming increasingly rare in urban areas as it takes many decades to develop and is often confined to larger species, i.e. it cannot be replaced by new plantings.

Sent:	Wednesday,	3	March	2021	1:00) PM
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Subject: Bassendean Hotel Development

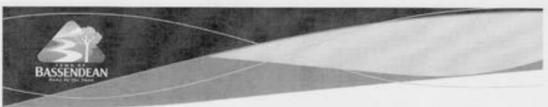
Dear CEO & Councillors of the Town of Bassendean,

I am writing to you regarding the proposed development of the Bassendean Hotel site which is currently out for public comment. Reading the comments on social media there appears to be broad support for an upgrade of the venue and I am sure you would all agree it is in dire need of some TLC. There is also a strong desire among residents for as many trees as possible to be retained. I realise that design considerations may not allow for this, however feel that it would be of benefit to the development to retain the 2 mature Ficus trees which are in the area currently used for car parking. We all know that these trees have been providing the very best shady parking spots in the Town Centre for decades. Despite virtually no maintenance or care being afforded to them and being subject to the stresses of vehicle traffic and radiant heat from asphalt, they have demonstrated resilience and continued to provide amenity. To establish such valuable trees from scratch would take around 50 years and thousands of dollars. They are indeed an asset to the site and would enhance the atmosphere of any venue, improving comfort, acoustics, shade and visual appeal.

Rather than removing trees to provide for parking bays, we should be looking to the future of diverse transport options such as walking, cycling, ride sharing (Uber, Didi, Ola etc) and public transport such as the nearby train and bus, rather than encouraging driving after the consumption of alcohol. The provision of secure bicycle parking (with CCTV) south of the railway line would reduce the need for parking bays. As we all know, people are reluctant to park their bikes after dark, even locked up.

As councillors of the Town of Bassendean you have the opportunity to walk the talk and demonstrate how sustainable development can be achieved in our Town.

Please find attached nomination form for Tree Preservation Order on the very valuable and much appreciated Ficus trees in the Bassendean Hotel Carpark. Thank you for your consideration.



Tena Personnellas Order Naminalias Farm
Tree Preservation Order Nomination Form
Applicant Details:
Tree Details.
Address/location of tree: Bassendean Hotel Car Park
Common name and/or botanical name of tree (if known): Ficus Number of trees nominated: 2
Y-
Reason for Nominating Tree:
Aesthetic Quality
Historical Association Rarity Other Significance:
Other Significance:
Please describe why you consider the tree has special significance to the community of the Town of Bassendean, and why it should be considered for a Tree Preservation
Order.
+ Significant Propertion of Town Centre canopy volume. Provided
f amenity and comfort- to residues and visitors, PROVEN resilience
use situation despite total neglect. Potatial to continue to
queity amenity in an open-space venue context. Photographs attached? (Please circle) What is the condition of the tree? (Please circle) Good Fair / Poor
What is the condition of the tree? (Please circle) Good/ Fair / Poor
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Nomination forms should be sent to the Chief Executive Officer, Town of Bassendean, PO Box 87, Bassendean WA 6934, by hand at 35 Old Perth Road, Bassendean or emailed via mail@bassendean.wa.gov.au

Tree Protection Order Nomination

I wish to nominate 7 trees on the Bassendean Hotel carpark and play area site.

2 large Ficus Tree located in the central area on the hotel car park . these large two Ficus trees have been a part of the hotel history and for the local community at large, we all associate these two large Ficus trees as being a important fixture of the Bassendean Hotel as long as any one can remember, every one who visits the hotel tends to park under the two great large trees seeking shelter from the summer sun , the visual impact of having a shady tree canopy that these two trees provide in the middle of the hotel carpark is important as its the fact they do provide passive cooling because of their large size and location within the car park , these two ficus trees contribute to keep the area cool and makes it them a very important amenity and a green space here in the heart of Bassendean. These trees need to be protected.

3 lemon scented gum trees located at the end of the car park at the Old Perth Road entrance point between the Chinese Restaurant between the side entrance of the hotel, The tallest Lemon scented Gum is a great land mark tree that is really impressive and has a high aesthetic value because of its size where its located on the edge of the hotel car park, the other 2 slightly smaller lemon scented gum trees complement the large sent gum tree, these gums can be seen form the end of Old Perth Rd and Guildford rd.

The visual impact these 3 trees Lemon scented gum trees have to the human eye as it shows their size next the two story structure of the hotel , its a reminder we are looking at a important metropolitan gathering place , these trees been a important part of providing the community a sense of place, where well known Australian bands have got there first gigs at the hotel ,

These important trees that mark the boundary of the hotel and make its car park a inviting place, these trees provide valuable shade and home for bird habitation the heart of Bassendean, these three trees add a great statement to the street scape of Old Perth rd making it an tourist attraction for visitors and the local community, these trees need to be preserved and protected .

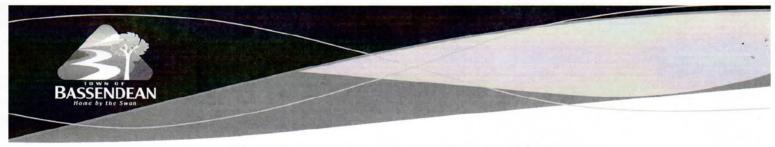
2 Jacaranda trees located in the Children's play area that is located at the west side of the hotel building at the Parker Street end near the old bottle shop and court yard area, the larger Jacaranda on the parker street side of the play ground is a well established tree that must be quite years old , the smaller Jacaranda tree near the wall of the bottle shop is mostly likely younger, both these trees contribute really good tree canopy and much valued shade that we can't afford to loose , these trees also contribute to the famous purple haze that you see from our Bassendean Jacaranda trees from either side of the railway line every year in early November here within the town , these trees are important part of the Town's Jacaranda Tree collection that makes Bassendean special , both these trees need protection on the hotel site.

note: when the TOB first listed a significant tree register for the town the 2 Ficus trees and the large lemon scented gum tree was put on that list by the Town's staff, it was later removed in about 2012 because it was on private property, that being the Bassendean Hotel, the Staff at the time must have recognised that these trees where

important and should be registered. see the attached list that was put together by the TOB staff.

please accept for serious consideration my nominations for these trees to be put on the Tree Preservation Order list by the Town of Bassendean Council,



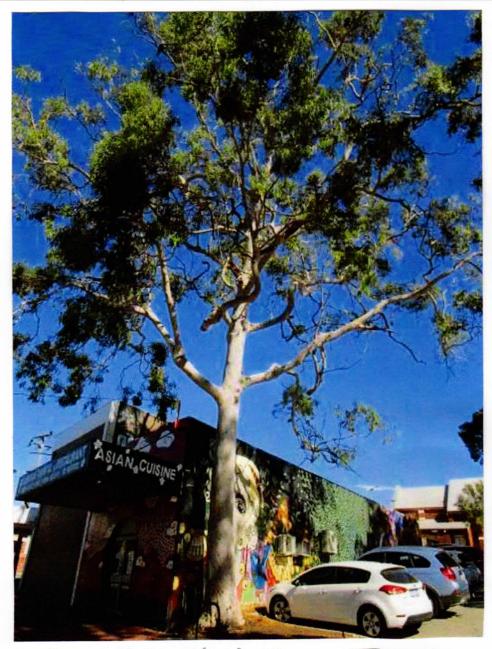


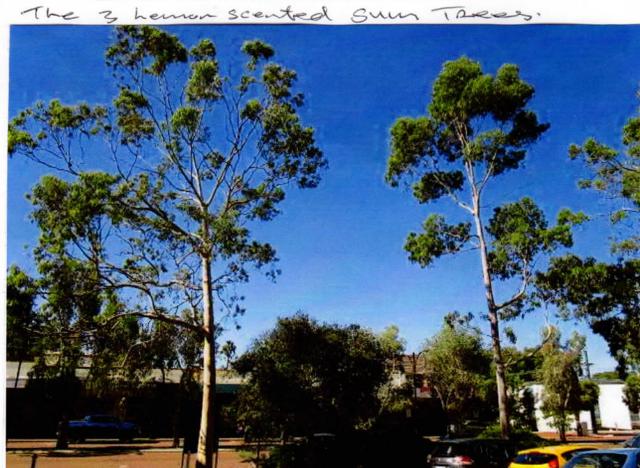
Tree Preservation Order Nomination Form

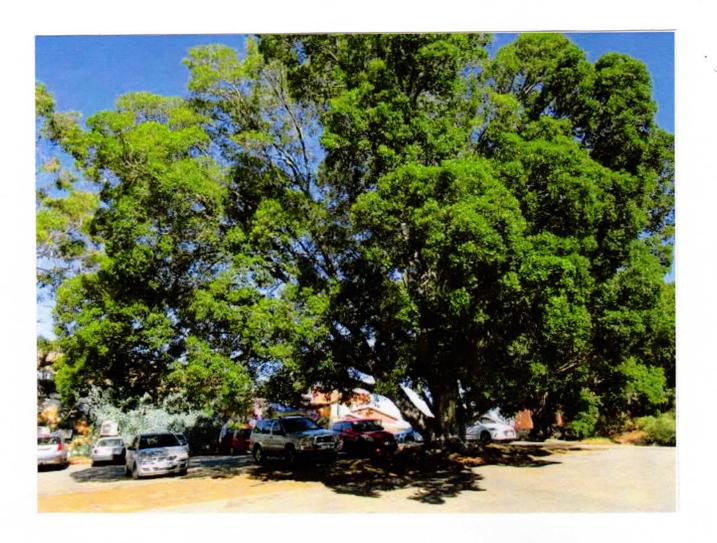
Applicant Details:
Name:
Residential Addre
Postal Address: As Above
Mobile Phone
Email Addres
Tree Details:
Address/location of tree: Trees within the secunds of the Common name and/or botanical name of tree (if known): Bassendean Hot Number of trees nominated: 7 17 old Perth 20
Reason for Nominating Tree:
Aesthetic Quality Historical Association Rarity Other Significance:
Please describe why you consider the tree has special significance to the community of the Town of Bassendean, and why it should be considered for a Tree Preservation Order.
See attachment, photos - document
Photographs attached? (Please circle) What is the condition of the tree? (Please circle) Good Fair / Poor

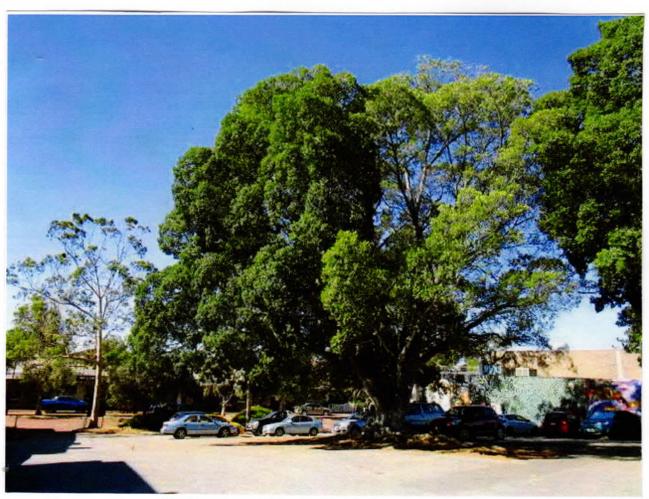
Dated

Nomination forms should be sent to the Chief Executive Officer, Town of Bassendean, PO Box 87, Bassendean WA 6934, by hand at 35 Old Perth Road, Bassendean or emailed via mail@bassendean.wa.gov.au

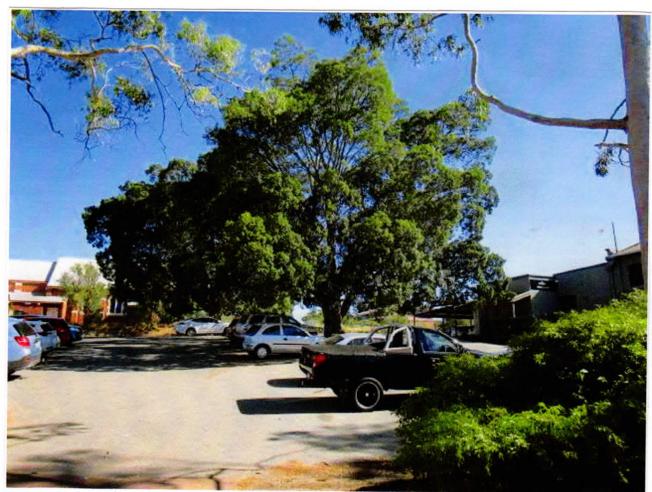








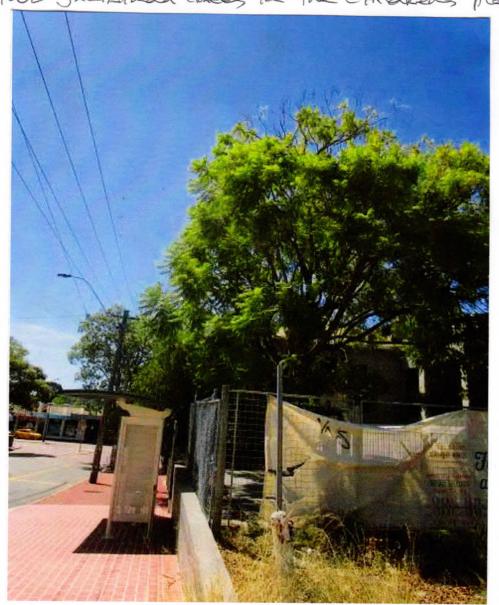
The Two Ficus trees in the Car Rapk.



view of the z-Ticus rinees toe old Pepth Rus endry to car papt.



The two Jacapanda linees in the Childrens play area.





- t. (08) 6243 4444
- e. headoffice@arkgroup.com
- a. Level 1, 66 King Street Perth, WA, 6000

arkgroup.com.au

Town of Bassendean 35 Old Perth Road Bassendean, WA, 6054



RE: Tree Preservation Order Nomination – (Lot 5) 17 Old Perth Road Bassendean

On the 16th of March, 2021 ARK Group was provided an opportunity to respond to a proposed Tree Preservation Order Nomination ('TPO') by the Town of Bassendean.

Please see below our comments in relation to the Bassendean Hotel site generally:

- On the 21st of October, 2020 ARK Group acquired the freehold interest of Lot 5 and Lot 6, 17 27 Old Perth Road.
- The leasehold acquisition will be completed on the 1st of April, 2021 with the intent to commence a considered and significant restoration and renovation of the Bassendean Hotel, subject to a successful Joint Development Assessment Panel ('JDAP') approval process and building licence issuance.
- The Bassendean Hotel is a large 4,451m2 site that is under utilised, under activated and poorly maintained, including the adjacent carpark.
- ARK Group will be investing heavily in restoring and renovating the hotel and adjoining carpark. This will contribute positively to the social fabric of the community, provide local economic and employment benefits, provide activation and vibrancy to the town centre and in particular the western aspect of Old Perth Road and provide a community asset in the public interest.

Specifically, in relation to the TPO nomination our comments are below, referring to independent Arborist Report by Arborsafe completed on the 3rd of December, 2020.

Two Fig Trees (Ficus Carica)

- These two Hills Weeping Fig trees (Tree 5 and 6 in the arborist report) are being retained by ARK Group. The contractors will follow rigid protection measures during construction and consider the Tree Protection Zone ('TPZ').
- There will be an extensive custom built plantar around the trees with further underplanting for aesthetic appeal.
- The only tree recommended for retention is Tree 6 in the arborist report.

Three Eucalypt Trees (Eucalypt Globulus)

- These trees are in poor condition and have been recommended for removal by Arborsafe.
- ARK Group are following a subject matter expert opinion of the removal of these trees.
- They are not significant in the context of the site.
- There is a safety risk associated with the limbs of this trees dropping onto patrons and children in the new courtyard 1 alfresco and playground extension.
- There is a safety risk associated with the limbs of this tree dropping onto cars entering the site off Old Perth Road.
- The development area will encapsulate these trees and the likelihood of survival is low.
- There is no cogent reason for their protection and they should not be afforded statutory protection.

Two Jacaranda Trees (Jacaranda Mimosifolia)

- These trees are in poor condition and have been recommended for removal by Arborsafe.
- ARK Group are following a subject matter expert opinion of the removal of these trees.
- They are not significant in the context of the site.
- The development area will encapsulate these trees and the likelihood of survival is low.
- There is no cogent reason for their protection and they should not be afforded statutory protection.

In summary, ARK Group are protecting trees of note onsite and removing seven that are in poor condition, have minimal significance and that have been recommend for removal. It must be noted ARK Group are hoteliers and not developers and value trees and landscaping onsite and will be planting a further twenty eight trees throughout Lot 5 and 6 along with further substantial landscaping and plantars.

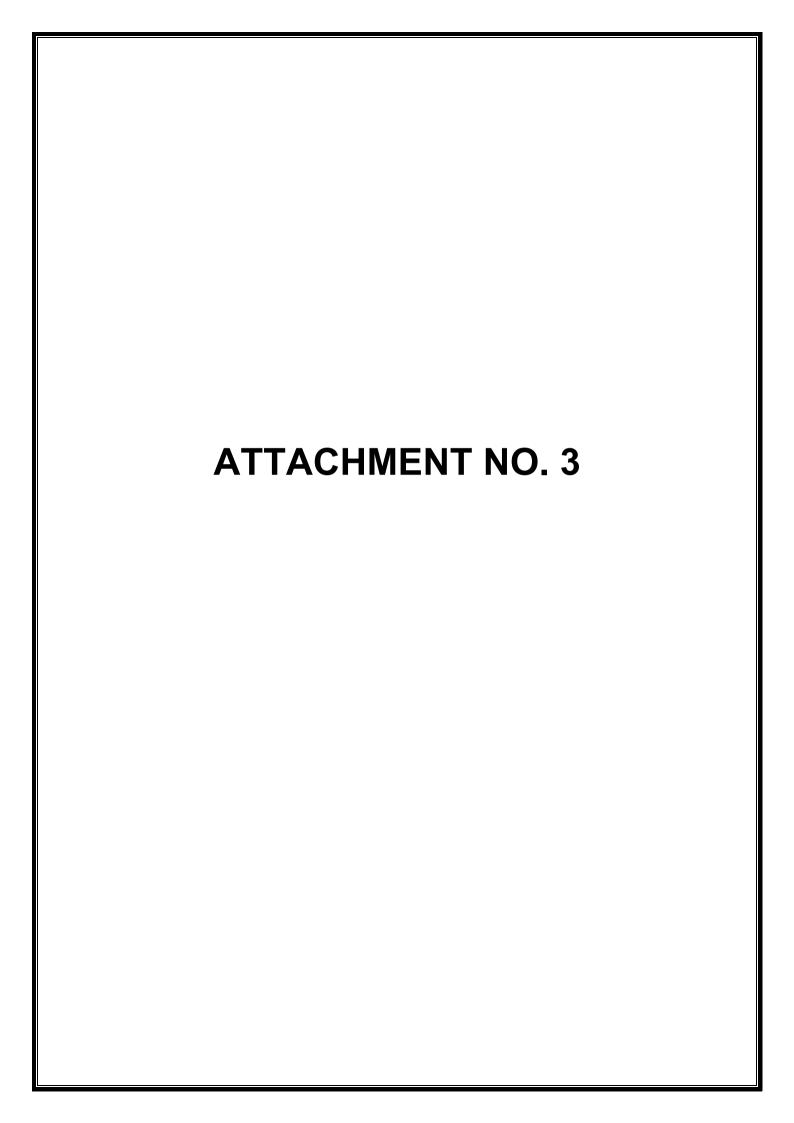
This is documented within our JDAP submission in detail by our landscape consultant, Seedesign and the above commentary supported by the arborist report by Arbor Safe.

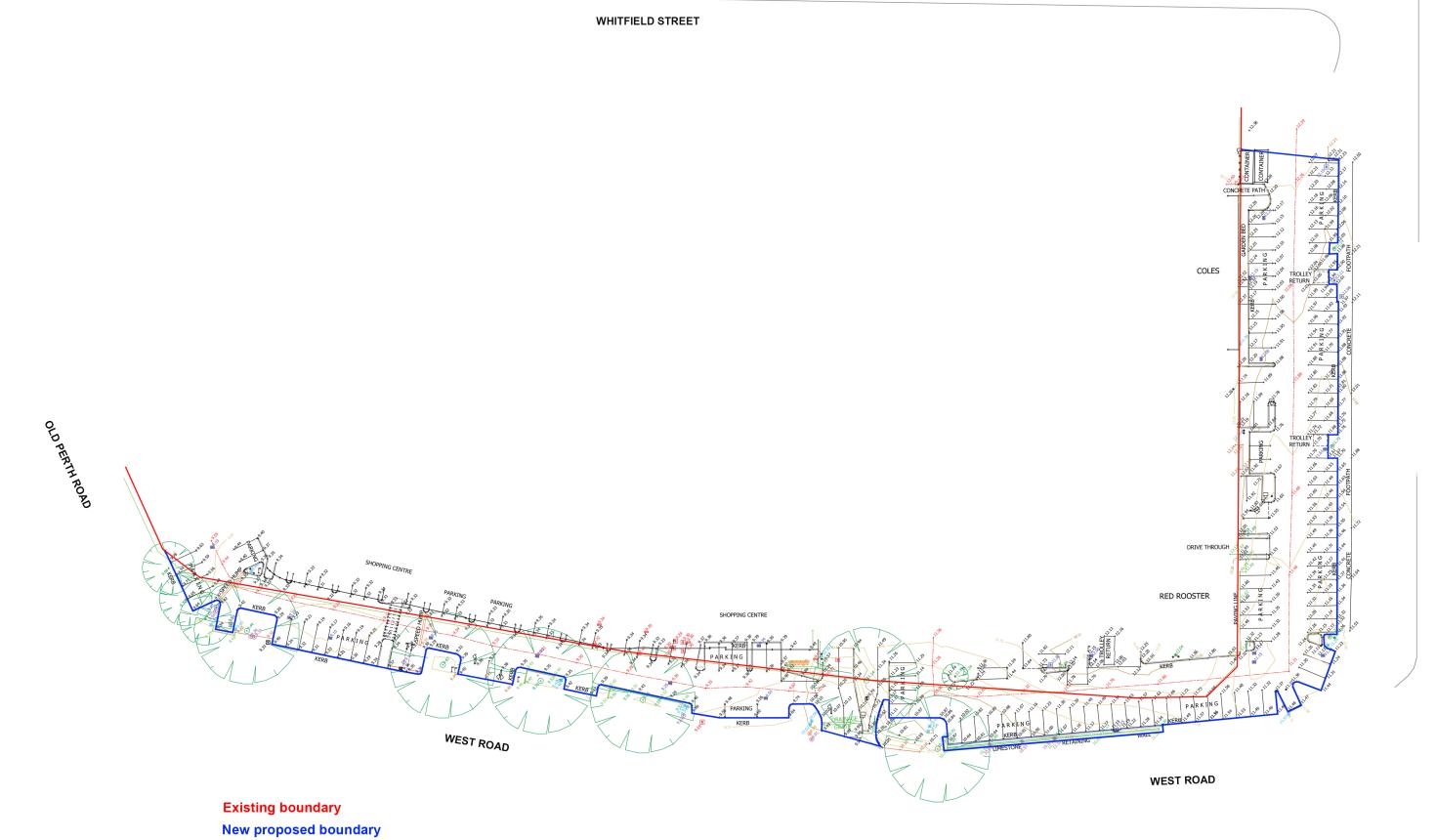
There is no requirement for the TPO to be applied to any of these trees consequently.

Please don't hesitate to contact the undersigned for further information.

Regards,

Adam Kapinkoff Group General Manager





Planned road closure SUBMISSION

Extension St and the west side of West Road between Guildford Rd and Old Perth Road, Bassendean

Attn Ms P Mabbs, CEO of the Town of Bassendean Ms Donna Shaw, Manager of Development & Place

Background

1. Yet again the Town of Bassendean administration appears to have no knowledge of recent planning history in the Town of Bassendean and lacks the perspective to seize the opportunity to address multiple local planning issues.

These include:

1.A By not having due regard of State Planning Policy 4.2 Activity Centres and Urban Corridors (as published by DPLH / WAPC in March 2018), but using such a state planning policy to argue before the JDAP in Aug 2012 and April 2013, that the Hawaiian Bassendean Village Shopping Centre should benefit from a reduction in onsite car bays from

788 to 488, (and then even further reduced to 439 to save 6 trees, 4 of which were already on public open space), the town selectively gave the benefits of an 'activity centre' recognition to Hawaiian, BUT EXCLUDED all other property owners in the same Bassendean Activity Centre from enjoying such recognition and possible rezoning benefits.

This selective use of SPP 4.2 Activity Centres is still subject to multiple Ombudsman Appeals, seeking appropriate cash compensation from the Town of Bassendean for multiple property owners in a class action, if no other outcome like appropriate rezoning of properties within the Bassendean Activity Centre is not undertaken soon.

1.B in correspondence received from the Town of Bassendean, it has been admitted that there are only some 318 onsite car bays and not the 448 as stipulated in the August 2021 JPAD Decision in item 8.2, part k.



k) The provision of 448 constructed drained and line marked on-site car parking bays to the satisfaction of the Town of Bassendean prior to the occupation of the shopping centre additions.

The shopping centre additions were opened in Nov 2014. This land 'closure' solution iand the provision of the 439 onsite car bays is well past this date.



- 1.C Some years ago in 2017, Hawaiian attempted to illegally seize control of the land subject to this Extension Street and west side of West Road, including the issuing of multiple parking infringement notices for \$65 to students working greater than 4 hour shifts for commercial tenants like DOME and Coles. After some complaints, most infringement notices were withdrawn. (Oct 2017).
- 1.D By retaining Extension Street and the west side of West Road between Old Perth Rd and Guildford Rd, then Hawaiian cannot introduce illegal parking restrictions and fines for claimed breaches against those parking in such sites and working shifts that maybe longer than any claimed parking conditions.



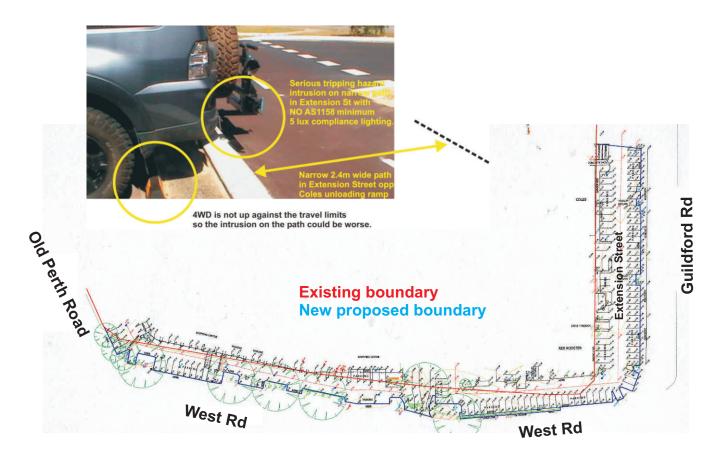
4P was a superior of the supe

Typical mod - one way arrow

- 1.E It took Hawaiian SOME MONTHS to remove illegal parking restriction signs at the Bassendean Village Shopping Centre. Such uncaring attitudes should not be rewarded by the Town's current initiatives!
- 1.F The proposed multiple step solution following is designed to resolve many planning local issues that have been present for almost 2 decades at effectively no cost to Hawaiian.
- 1.G The Women's Auxilliary of the Bassendean Improvement Committee raised funds to purchase Hays Swamp before Ww2 and donated the BIC Reserve to the Bassendean Roads Board for recreation in perpetuity. Sadly around 1938, the Bassendean Roads Board transferred the title to the WA State Government which is why around 2016, Landcorp (now Development WA) could have onsold the BIC Reserve with no benefit except long term rates, for the Bassendean Community. The planned Extension St and west side of West Road between Guildford Rd and Old Perth Road could be subject to a similar fate if the proposed 'road closure' was to proceed.

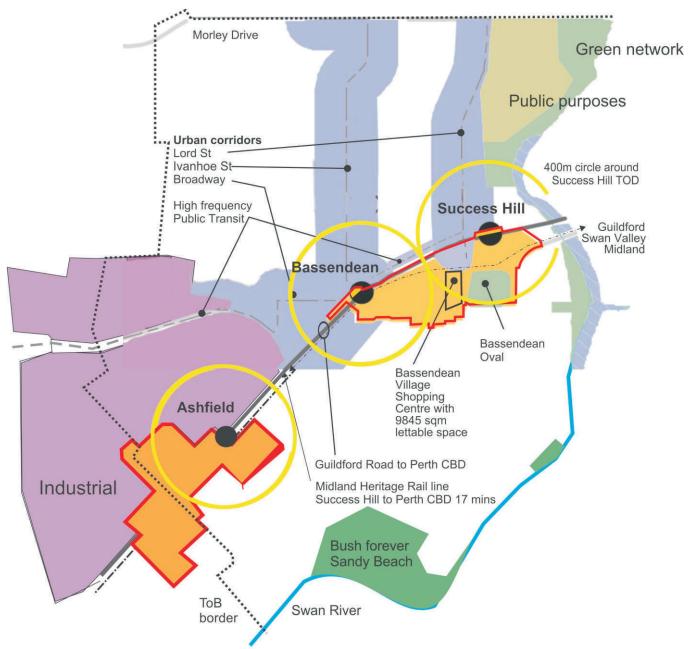
2. Immediate local planning issues that can be resolved with an innovative approach

- 2.A Missing 121 onsite car bays
- 2.B Shopping centre main ramp fails AS 2890 too narrow and too steep
- 2.C Long term car bays users (like shift working students and shop attendants) could be subject to parking infringement penalties
- 2.D Bassendean Oval lacks lighting appropriate for AFL Lighting standards compliance
- 2.E State Planning Policy 4.2 Activity Centres and rapid transit urban corridors has been used to favour only 1 major entity (Hawaiian), and excluded all other land owners in the same Bassendean Activity Centre ... And the Town's administration is tending to continue and make worse, this untenable situation.
- 2.F There is no use of the compulsory State Planning Policy 3.6 Developer Contribution for Infrastructure to improve the local road and other walkable links in the immediate vicinity of the Bassendean Shopping Centre and Bassendean Oval.
- 2.G There is no immediate benefit to the Swan Districts Football Club
- 2.H There is no improvement in access issues to the Success Hill South precinct, an area identified as a high density R160 area in the proposed replacement LPS11, currently with the WAPC Statutory Planning Committee seeking approval for advertising for community comment.
- 2.I The nature of revised border of the proposed road closure also creates safety issues with the blue proposed boundary and for example 4WD's and other vehicles where items like tow bars create tripping hazards and obstructions for walkers and bike riders. Who will manage public bike paths like shown below when the adjoining parking area is potentially 'supervised' by parking enforcement contractors under Hawaiian control?



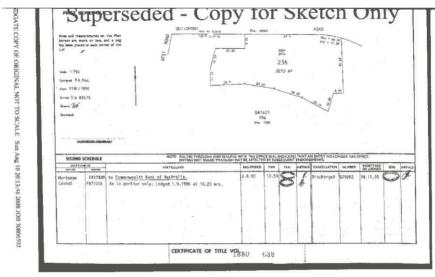
3. Planning initiatives to resolve the many points raised in Point 2

3.A Immediately recognise and adopt the provisions of SPP 4.2 activity Centres and rapid transit Urban Corridors, for both Ashfield and Bassendean, with a density of R-AC3, the same as the shopping centre and Old Perth Road, so that the claimed onsite parking reduction numbers from 788 to eventually 439 is made more legitimate, even though 9 years late, and Hawaiian is not subject to 'cash-in-lieu-of-parking' immediate compensation of some \$4.53 million dollars, payable to the Bassendean community, as per the current Local Planning Scheme 10 to provide the parking space. (121 missing bays x 25 sqm /bay x \$1500 /sqm to buy needed land in the R-AC3 area).



State Planning Policy 4.2 Activity Centres of *Perth and Peel* for the Central Sub-Regional Planning Framework Showing Ashfield and Bassendean (inc Success Hill) Activity Centres Release by Dept of Planning, Lands and Heritage / WAPC March 23 2018

- 3.B Use Section 152 provisions to buy sufficient land from the State Government at only 5% of the land value, on the west side of the Bassendean Oval, for say 150 car bays.
- 3.D Consult with the Bassendean Community as to where any net profits from the sale of the land at the west side of the Bassendean Oval is used. (Suggestions follow).
- 3.E. Negotiate with Hawaiian over the sale of the 150 car bay land to them, so they forgo the seeking of Extension Street and the west side of West Rd between Old Perth Rd and Guildford Rd, (so it can still be used by onsite workers without worry of getting parking infringements), and the main ramp access and exit from the Shopping Centre is made wider (on both sides of the retained trees) and less steep with roundabouts at the top and bottom of the ramp in compliance with AS 2890, noting that there could be a loss in onsite car bays, but that is taken care of by the land purchase opposite the shopping centre for 150 car bays.
- 3.F Allow Hawaiian to construct apartments for sale above the 150 car bays with grade separated pedestrian and trolley links above West Road within the usual limits of R-AC3 zoning specifications etc. This generates the cash for Hawaiian to purchase the land, build the apartments and the grade separated links and other works as thought appropriate.
- 3.G The Bassendean Oval is not necessarily re-orientated but rather just shortened to still comply with the minimum playing length for AFL games. (135m + 5m runoff at each end). This means that costs related to relocating the 2 existing timber grandstands are saved.
- 3.H It would be expected that the community agreed net proceeds from the Section 152 land purchase and sale to Hawaiian would be used to provide appropriate oval lighting for all 3 playing areas, namely Bassendean Oval, Ashfield Reserve and Jubilee Reserve plus a mobile large screen facility for shared scoreboard use at all grounds and for background use for movies, art shows, special events etc. The rentals revenues would be used for maintenance and moving costs as needed without impost on small community groups etc. Swan Districts Football Club already own a piece of conditional freehold land at the NE corner of the Bassendan Oval. It would be hoped that some proceeds of the Section 152 sale would be used to buy additional land for the Swan Districts Football Club to expand their 3273 sqm area for their own plans, including new change rooms etc and possible apartments to generate a more secure financial future. Similar support should be extended from the original Section 152 transactions to make it possible for the Ashfield Sports Club & Jubilee tenants to achieve similar arrangements to own their own freehold land.



SDFC Freehold land would also be rezoned to R-AC3, being within the Bassendean Activity Centre area, that is also shown as the 'Bassendean Town Centre Strategy and Guidelines of LPP1, as accepted by Council in July 2008.

The area of the Ashfield Sports Club is also within the Ashfield Activity Centre so would also have a zoning of R-AC3.

- 3.I State Planning Policy 3.6 Developer Contribution for Infrastructure is MANDATORY but not in action in Bassendean. The developments that could arise from the 150 car bays with apartments, the SDFC redevelopments with apartments and the various developments from recognising SPP 4.2 Activity Centres and rapid transit Urban Corridors should generate cash to stimulate a series of road access issues that have suffered for too long. They could include:
 - A. Entry and exit only at North Road adjoining Guildford Rd
 - B. Entry and exit only at Ealsferry Court adjoining Guildford Rd
 - C. Entry and exit only at Thompson Rd adjoining Guildford Rd
 - D. Roundabout joining Guildford Rd and Old Perth Road at the SDFC carpark with inks to Nurstead Ave to also allow access to 4800 sqm private land on Guildford Rd. (May still be owned by International Analytical).



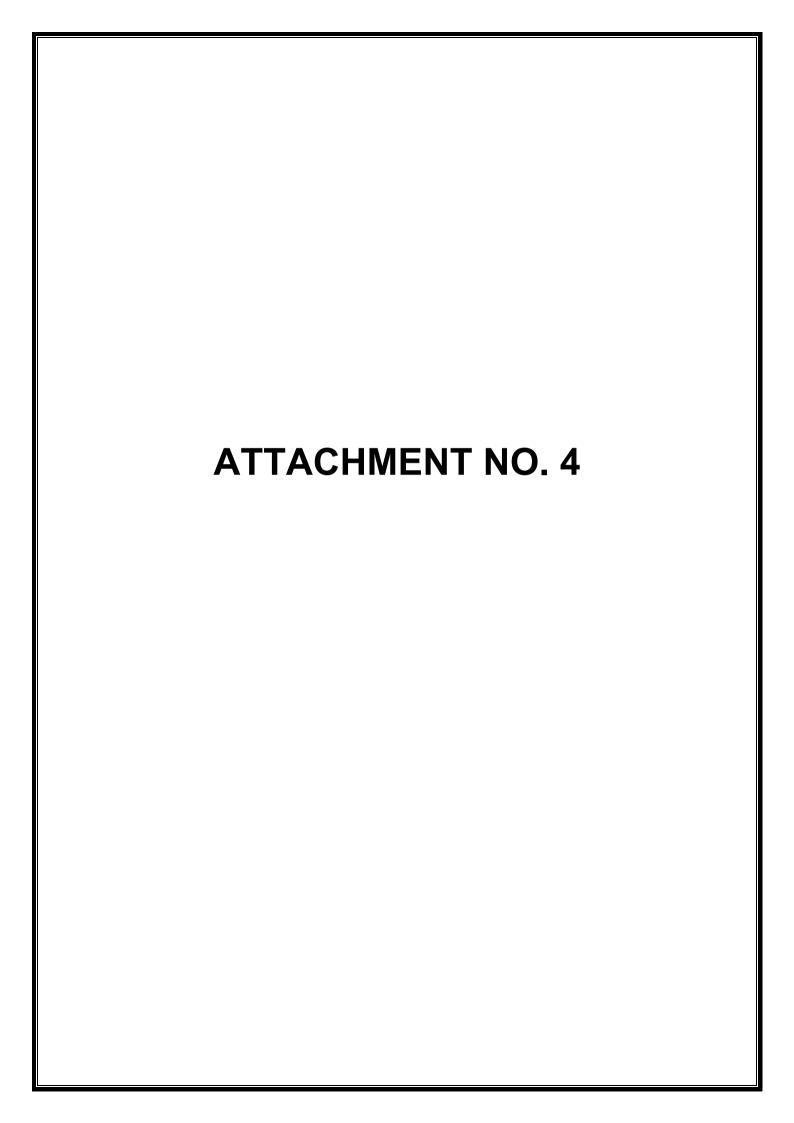


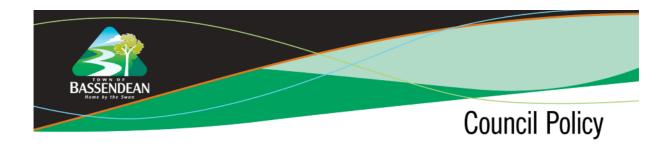
Suggested roundabout on Guildford Rd with links to Nurstead Ave & Old Perth Rd

400m circle

- E. A roundabout to replace the West Rd and Guildford Rd Intersection.
- F. Upgrades to Lord Street between Morley Road and Guildford Rd including the Lord Street Bridge (to comply with AS 5100) and to meet the Priority requirements of the EMRC Regional Infrastructure Transport Strategy (RITS) of 2017
- G, Roundabout or traffic controlled intersection for Colstoun Rd and Guildford Rd
- H. Extension of the Success Hill Station " to 150m and links to Lord St Bridge with Kiss'n'ride & bus terminus facilities.
- I. Bike safe links to expand and connect with the Perth to Midland PSP.
- J. Roundabouts top & bottom of revised Main Shopping Centre ramp that is wider







LOCAL PLANNING SCHEME NO. 10

LOCAL PLANNING POLICY NO 8

PARKING SPECIFICATIONS

OBJECTIVE

To ensure a high standard of construction of car parking bays in all developments within the Town, and to ensure that all parking bays and manoeuvre areas are constructed to an adequate size.

APPLICATION

This policy applies to all land within the Local Planning Scheme No. 10 area.

POLICY

Where provision of parking bays is required as a condition of planning approval, the following minimum construction requirements shall apply:

	DEVELOPMENT TYPE				
Material Type	Residential	Other			
Asphalt	25mm of 7mm high bitumen asphalt over: a) 150mm crushed rock roadbase (CRRB); or b) 50mm CRRB above 150mm crushed limestone.	 25mm of 10mm asphalt over: a) 200mm CRRB or b) 75mm CRRB above 200mm crushed limestone. 50mm of 14mm asphalt over 250mm crushed limestone. 			
Concrete	100mm (preferably reinforced with one layer of F63 mesh) over a minimum thickness of 150mm compacted clean sand.	125mm reinforced with F62 mesh over a minimum thickness of 150mm compacted clean sand.			
Brick- paving	50mm (minimum) thick solid paving bricks over 25mm bedding sand and 100mm CRRB or crushed limestone. All 'free' edges to be supported by a header course on a 250mm x 50mm mortar bed.	80mm thick solid paving bricks paid in accordance with manufacturer's specifications (to be supplied with a Building Licence Application).			

The dimension of car parking bays and manoeuvre areas shall be as follows:

Parking Angle	Width of Bay metres	Depth of Bay metres	Aisle Width 1 Way 2 Way metres		Distance Along Kerb	Kerb Overhang metres	1 Way	Depth 2 Way tres
					metres			
90°	2.5	5.4	6.2	6.2	2.5	0.7	11.6	11.6
	2.7	5.4	5.8	5.8	2.7	0.7	11.2	11.2
	2.9	5.4	5.4	5.8	2.9	0.7	10.8	11.2
60°	2.5	5.7	4.6	5.8	2.9	0.6	10.3	11.5
	2.7	5.7	4.2	5.8	3.1	0.6	9.9	11.5
	2.9	5.7	4.0	5.8	3.3	0.6	9.7	11.5
45°	2.5	5.3	3.7	5.8	3.5	0.5	9.0	11.1
	2.7	5.3	3.3	5.8	3.8	0.5	8.6	11.1
	2.9	5.3	2.9	5.8	4.1	0.5	8.2	11.1
30°	2.5	4.4	2.9	5.8	5.0	0.3	7.3	10.2
	2.7	4.4	2.9	5.8	5.4	0.3	7.3	10.2
	2.9	4.4	2.9	5.8	5.8	0.3	7.3	10.2
0°	2.5	2.5	3.0	5.8	6.3	0.0	5.4	8.3
	2.5	2.5	3.3	5.8	6.1	0.0	5.8	8.3
	2.5	2.5	3.6	5.8	5.9	0.0	6.1	8.3

Requirements

- 1. Bays situated adjacent to walls or other obstructions which affects door opening, shall be increased in width by 0.3 metres on the side of the obstruction.
- 2. The length of parallel parking bays may be reduced to 5.4 metres for end bays where free access is available.
- 3. For dead-end aisles, an aisle extension of 2 metres shall be provided to facilitate access.
- 4. Where access aisles intersect, adequate truncations shall be provided to facilitate the simultaneous movement of vehicles to and from the access aisles (Refer AS 2890.1 85 percent to vehicle swept path with 300mm clearances each side).



DRAFT 13/5/21

Policy Number: Local Planning Policy No 8
Policy Title: Car Parking and End-of-Trip Facilities

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). This Policy may be cited as Local Planning Policy No. 8 – Car Parking and End-of-Trip Facilities.

2. Policy Statement

The Town recognises the need to ensure adequate car parking is provided to support land uses. The balance between providing too much or too little car parking has implications on affecting the areas character, amenity and vibrancy as well as the feasibility and affordability of the use and development of land.

This policy seeks to provide the framework in which car parking ratios are to be applied, incentives to reduce car parking (where appropriate) and the provision of end of trip facilities. This Policy shall be used to guide decision making on applications which involve variations to the minimum car parking standards required in Local Planning Scheme No. 10.

3. Policy Objectives

- (a) To stipulate the minimum number of parking and end of trip facilities to be provided to support development, as well as the circumstances in which the Town will consider a reduction in parking bays.
- (b) To establish the requirements for the design and access of parking facilities.
- (c) To balance the provision of sufficient on-site car parking with the need to encourage pedestrians and promote alternative transport methods.

4. Application

This policy applies to all applications for development approval for land within the district.

5. Definitions

Shared parking: means parking facilities the subject of a shared parking arrangement and available to the public at all times.

6. Policy Requirements

6.1 Car Parking Provision

6.1.1 Car parking is to be provided in accordance with Table 1. Where a development contains a variety of uses, car parking shall be calculated on an individual-use basis.

DRAFT Local Planning Policy No. 8 **Policy Title:** Car Parking and End-of-Trip Facilities

- 6.1.2 The car parking requirements applicable under Table 1 may be varied, having regard to:
 - (a) The nature of the proposed development;
 - (b) The number of employees likely to be employed on site;
 - (c) The anticipated demand for parking; and
 - (d) The orderly and proper planning of the locality.

Variations will only be supported where it will not adversely affect access arrangements, the safety of pedestrians or persons in vehicles, open bay, street trees or service infrastructure and the number of car parking bays to be provided will be adequate for the demands of the development, having regard to the likely use of the car parking bays, the availability of off-site parking facilities and the likely use of alternative means of transport.

- 6.1.3 Where car parking requirements are not prescribed in Table 1, the amount of car parking required will be determined based on the considerations contained in Clause 6.1.2.
- 6.1.4 For large commercial or mixed-use developments, consideration shall be given to providing taxi/ride-share bays.

6.2 Car Parking Design

- 6.2.1 The design of car parking facilities is to be in accordance with AS 2890.1-1993 Parking Facilities Off-street Car Parking and AS 2890.5-1993 Parking facilities On-street parking.
- 6.2.2 The design of parking for people with disability is to be in accordance with AS 2890.6 Parking Facilities Off-street parking for people with disabilities and AS 1428.4.1:2009 Design for access and mobility Part 4.1: Means to assist the orientation of people with vision impairment tactile ground surface indicators.
- 6.2.3 Vehicle parking, manoeuvring and circulation areas, including crossovers, must be designed, constructed, sealed, drained, kerbed, marked and landscaped to the specifications and satisfaction of Town.
- 6.2.4 Tandem parking bays will only be accepted where the bays are provided for the use of a single tenancy and are for the use of long term or staff car parking.
- 6.2.5 Where car stacking systems are proposed, they are to be located behind the building or where visible from the street, screened or finished in materials to the satisfaction of the Town.
- 6.2.6 Manoeuvring areas shall be external to any buildings and shall not impact the use of any car parking bays.
- 6.2.7 Where a development involves 10 or more car parking bays, it shall include electric vehicle charging points or the capacity for electric vehicle charging points to be installed at a later time.

Policy Title: Car parking and End-of-Trip Facilities Page 2 of 7

6.3 Shared and Payment-in-Lieu of Parking

- 6.3.1 The Town may consider varying the minimum car parking standards outlined in Table 1 where shared parking arrangements are proposed. In determining whether reciprocal parking is appropriate, the Town will consider:
 - (a) Whether the peak hours of operation of each site are suitable for a shared arrangement;
 - (b) Whether a shared arrangement will impede the use of delivery or service areas on the shared site;
 - (c) Whether adequate car parking is likely to be available at all times for both sites:
 - (d) Whether the parking facilities are conveniently located to both developments;
 - (e) The relationship between the proposed development and the shared site will be such that the shared car parking bays are likely to be used by persons using the proposed development; and
 - (f) The parking facilities serving the uses will be located on the one lot, or if located on a separate lot, the parking arrangements are permanent (e.g. through an easement, amalgamation, legal agreement, condition of approval, or any other formal arrangement acceptable to the Town).
- 6.3.2 Where shared use arrangements are proposed, the Town will require a shared parking arrangement to be prepared, approved and implemented to the satisfaction of the Town as a condition of development approval.
- 6.3.3 Where a 'payment-in-lieu of parking plan' has been prepared by the Town, a condition requiring the payment-in-lieu of parking may be imposed as a condition of approval. Payment shall be calculated in accordance with the Regulations.

6.4 Bicycle Parking Provision and Design

- 6.4.1 Bicycle parking is to be provided in accordance with the Table 2 unless otherwise varied by the Town having regard to the nature of the proposed development and anticipated demand for bicycle parking.
- 6.4.2 Bicycle parking is to be located in accordance with the following requirements:
 - (a) be located so as to not obstruct pedestrian paths;
 - (b) be well lit by appropriate existing or new lighting;
 - (c) be protected from the weather;
 - (d) be placed in public view in an area that is highly visible by passers-by, staff, clients etc.
- 6.4.3 The design of bicycle parking facilities is to be in accordance with AS 2890.3-2015 Parking facilities Park 3 Bicycle parking facilities.
- 6.4.4 The Town may consider the provision of bicycle parking within the public realm where an agreement is formalised to the satisfaction of the Town for the on-going maintenance of the facilities.

DRAFT Local Planning Policy No. 8 **Policy Title:** Car parking and End-of-Trip Facilities

6.5 End-of-Trip Facilities

- 6.5.1 End-of-Trip Facilities are to be provided in accordance with the Table 3 unless otherwise varied by the Town having regard to the nature of the proposed development, existing, available facilities and anticipated demand for end-of-trip-facilities.
- 6.5.2 End-of-Trip Facilities are to meet the following requirements:
 - (a) Lockers shall be provided and be of suitable volume and dimensions to allow storage of clothing, towels, cycling helmets and footwear;
 - (b) Shower and change facilities must be located in a secure area to ensure the safety of occupants and their belongings; and
 - (c) Showers are to dispense both hot and cold water.

6.6 Access

Vehicular access shall be located and designed so that:

- (a) Access is via secondary streets, rights of way or existing crossovers where available.
- (b) Access to developments on corner lots should be located the maximum distance away from the intersection.
- (c) To avoid an excessive number of access points.
- (d) All vehicles utilising car parking bays are able to enter and exit the site in forward gear.
- (e) Where possible, new parking facilities and access points are to be linked to existing parking facilities.
- (f) Access points shall be designed to minimise:
 - (i) traffic or pedestrian hazards;
 - (ii) conflict with pedestrian/cyclist pathways and public transport facilities;
 - (iii) the impact on nearby residential uses; and
 - (iv) traffic congestion.

Document Control

Directorate	Community Planning
Business Unit	Development and Place
Inception Date	[Insert OCM RESOLUTION NO & DATE]
Version	
Next Review Date	2024

Table 1 – Minimum Car Parking Requirements

Land Use	Car Parking Requirement	
Amusement Parlour	1 bay per 10m ² of NLA	
Animal Establishment	1 bay per staff member plus a minimum of 3 bays for visitors	
Bed & Breakfast	1 bay for every bedroom available to lodgers (in addition to the bay required for the dwelling)	
Betting Agency	1 bay per staff member and 1 bay per 20m² NLA with a minimum of 10 bays, whichever is the greater	
Brewery	1 bay for every 2m ² of bar area, plus 1 bay for every 4m ² of lounge, dining or beer garden area	
Bulky Goods Showroom	1 bay per 100m² NLA	
Caretaker's Dwelling	2 bays	
Child Care Premises	1 bay for every 10 children the facility is designed to accommodate, plus	
Cinema/Theatre	1 bay for every 4 costs	
Civic Use	1 bay for every 4 seats 1 bay for every 4 persons the facility is designed to	
	accommodate	
Club Premises	1 bay for every 4 persons the facility is designed to accommodate	
Community Purpose	1 bay for every 4 persons the facility is designed to accommodate	
Consulting Rooms	4 bays per consultant	
Convenience Store	1 bay per 20m² NLA	
Corner Shop	1 bay per 50m² NLA	
Educational Establishment		
- Pre-Primary	1 bay per staff member, plus1 bay for every 2 students	
- Primary School	1 bay per staff member, plus 14 drop-off bays for every 100 students (may include on-street bays)	
- Secondary School	1 bay per staff member, plus 7 drop-off bays for every 100 students (may include on-street bays)	
- Tertiary Institution	1 bay per staff member, plus 1 bay for every 5 students	
Exhibition Centre	1 bay per 4 persons the building is designed to accommodate	
Fast Food Outlet	1 bay for every 5m² seating area, plus	
	4 car queuing bays for any drive through facility	
Funeral Parlour	1 bay for every 4 persons for which any assembly area, plus 1 bay per staff member	
Garden Centre	1 bay per 100m² of land or buildings used for display or sale	
Holiday Accommodation	2 bays	
Holiday Home	2 bays	
Home Store	1 bay for every 15m ² NLA (in addition to the bays required for the dwelling)	

DRAFT Local Planning Policy No. 8 **Policy Title:** Car parking and End-of-Trip Facilities

Hospital	1 bay for every 4 patients beds, plus
	1 bay for each staff member on duty at any one time
Hotel	1 bay for each bedroom
Industry - General	3 bays per 100m ² NLA; or
	2 bays per staff member;
	whichever is the greater, with a minimum of 6 bays
Industry - Light	1 bays per 100m ² NLA; or
	2 bays per staff member;
	whichever is the greater, with a minimum of 6 bays
Industry - Service	4 Bays per 100m² NLA of shop area and 2 bays per 100m² industrial NLA
Liquor Store – Large	1 bay per 20m² NLA
Liquor Store – Small	1 bay per 50m² NLA
Lunch Bar	1 bay for every 5m² seating area, plus
	4 car queuing bays for any drive through facility.
Market	3 bays per stall or 1 bay per 10m ² whichever is the greater
Medical Centre	4 bays per medical practitioner
Motel	1 bay for each bedroom
Motor Vehicle, Boat or Caravan Sales	1 bay per 100m² of display or sale area, plus 0.5 bays per staff member
Motor Vehicle Repair	1 bay per staff member
Motor Vehicle Wash	1 bay per wash bay plus 0.5 bay per staff member
Night Club	1 bay for every 2m ² of bar area
Office	1 bay per 50m² NLA.
Place of Worship	1 bay for every 5 persons the facility is designed to accommodate
Plant Nursery	1 bay per 100m² of display or sale area, plus 0.5 bays per staff member
Reception Centre	1 bay for every 5 persons the facility is designed to accommodate
Recreation – Private	1 bay for every 20m ² NLA, plus 1 bay per staff member
Residential Aged Care	1 bay for every 4 patients beds plus
Facility	1 bay for each staff member on duty at any one time
Resource Recovery Centre	3 bays per 100m ² NLA; or
	2 bays per staff member;
	whichever is the greater, with a minimum of 6 bays
Restaurant/Cafe	1 bay for every 4 persons the facility is designed to accommodate
Restricted Premises	1 bay per 20m² NLA
Serviced Apartments	2 bays
Service Station	1 bay per 20m² NLA, plus 1 bay per staff member
Shop	1 bay per 20m² NLA
Small Bar	1 bay per staff member
Storage	2 bays per 100m ² NLA; or
	2 bays per staff member;
	whichever is the greater, with a minimum of 6 bays

Tavern	1 bay for every 3m ² of bar area
Trade Display	1 bay per 100m² of display or sale area, plus 0.5 bays per staff member
Trade Supplies	1 bay per 100m² of display or sale area, plus 0.5 bays per staff member
Transport Depot	1 bay per 100m ² NLA or 1 per staff member, whichever is the greater
Veterinary Centre	4 bays per veterinary practitioner
Warehouse	1 bay per 100m² NLA or 1 bay per staff member, whichever is the lesser
Waste disposal facility	3 bays per 100m² NLA; or
	2 bays per staff member;
	whichever is the greater, with a minimum of 6 bays
Waste storage facilities	3 bays per 100m² NLA

- Note 1: Car parking requirements for ancillary dwellings, grouped dwellings, multiple dwellings, residential dwellings and single houses are as per State Planning Policy 7.3.

 Note 2: Car parking requirements for Family Day Care, Home Occupation and Home Business land uses are
- as per Local Planning Policy 17.
- Note 3: Where the car parking ratio specified in Table 1 results in a requirement for a part bay, the car parking requirement shall be rounded up to the nearest whole number.

Table 2 - Minimum Bicycle Parking Requirements

Land Use	Bicycle Parking Requirement
Bulky Goods Showroom (for premises greater than 300m²)	1 bay per 500m² NLA
Convenience Store	1 bay per 100m² NLA
Fast Food Outlet / Lunch Bar	1 bay per 200m² NLA
Office	1 bay per 200m² NLA
Recreation - Private	1 bay per 100m² NLA
Service Station	2 bays per Service Station
Shop	1 bay per 250m² NLA

Table 3 - Minimum End-of-Trip Facilities Requirements

Number of bicycle parking bays provided	End-of-Trip Facilities Requirement
0-2	Nil
3-5	1 shower and change facility
6-10	2 showers (one male, one female) and change facilities
11-20	4 showers (two male, two female) and change facilities
more than 20	6 showers (three male, three female) and change facilities

Policy Title: Car parking and End-of-Trip Facilities



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Policy Number: Local Planning Policy No. 17
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. 17 – 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:

Local Planning Policy No. 17

Policy Title: Home Based Businesses Page 1 of 5

- (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:

Policy Title: Home Based Businesses

- (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 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

Policy Title: Home Based Businesses Page 3 of 5

- 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 0.2m² 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
0-350m²	Proposal not supported
351m²-500m²	4
551m²-649m²	6
650m² +	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

Policy Title: Home Based Businesses Page 4 of 5

- (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 to adequately cater for the expected number of customers/clients and/or employees attending the site at any one time **for Home Businesses only**. 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

- (a) The Town many withdraw approval of a home based business upon the receipt of substantiated complaints from neighbours.
- (b) 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.

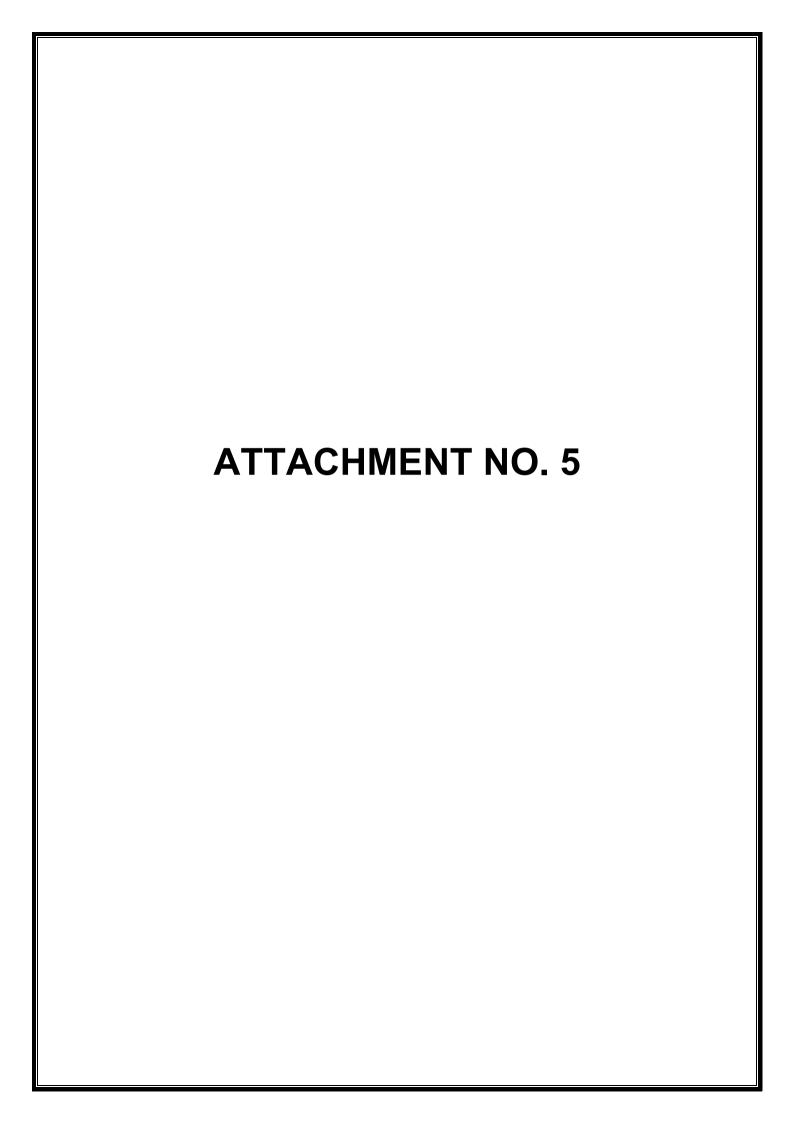
6.7 Garage Sales

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

Directorate	Community Planning
Business Unit	Development and Place
Inception Date	1. OCM 27 October 2020
Version	1. OCM 27 October 2020
Next Review Date	2022

Policy Title: Home Based Businesses





LGE 028

Ms Peta Mabbs Chief Executive Officer Town of Bassendean PO Box 87 BASSENDEAN WA 6934

Date: Officer:

File:

Document #: ILET-18136220 16.12.2020 ABIGAIL EVANS GOVN/ELEC/2



Dear Ms Mabbs

Local Government Ordinary Election: 2021

The next local government ordinary elections are being held on 16 October 2021. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2021/2022 budget preparations.

The estimated cost for the 2021 election if conducted as a postal ballot is \$54,000 inc GST, which has been based on the following assumptions:

- 11,200 electors
- response rate of approximately 40%
- 3 vacancies
- count to be conducted at the offices of the Town of Bassendean
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$2,240 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election
- any additional postage rate increase by Australia Post
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.



The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2021 for the Town of Bassendean in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Town of Bassendean also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act* 1995 that the method of conducting the election will be as a postal election.

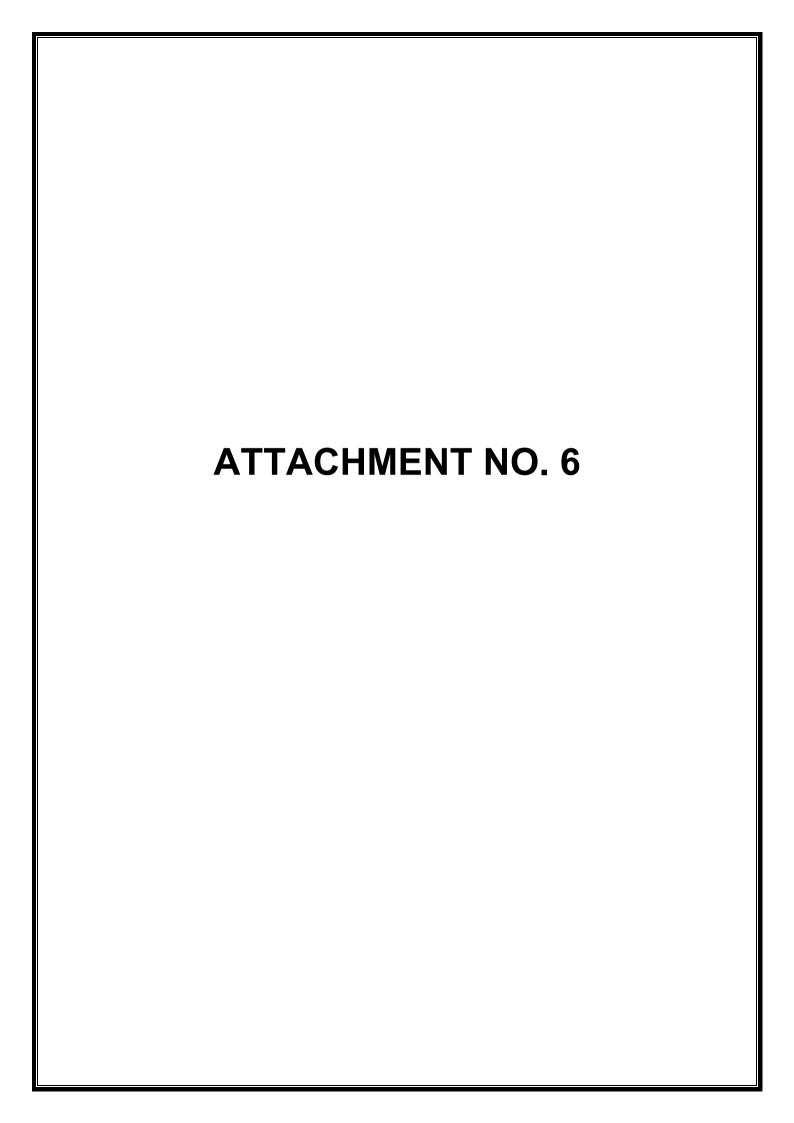
I look forward to conducting this election for the Town of Bassendean in anticipation of an affirmative vote by Council. If you have any further queries please contact Phil Richards Manager, Election Events on 9214 0400.

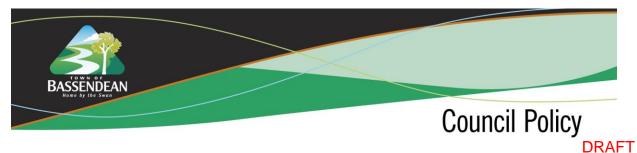
Yours sincerely

Robert Kennedy

ELECTORAL COMMISSIONER

16 December 2020





6.26 Standards for CEO Recruitment, Performance and Termination

Objective

This Policy is adopted in accordance with section 5.39B of the *Local Government Act* 1995.

Strategy

These are the adopted Town of Bassendean Standards for CEO Recruitment, Performance and Termination as per the prescribed regulations for Local Governments in relation to the following:-

- a) The recruitment of CEOs;
- b) The review of the performance of CEOs; and
- c) The termination of the employment of CEOs

Terms Used

- 1) In this Policy:-
 - Act means the Local Government Act 1995;
 - Additional performance criteria means performance criteria agreed by the Town
 of Bassendean and the CEO under clause 2.1 (1) (b);
 - Applicant means a person who submits an application to the Town of Bassendean for the position of CEO;
 - **Contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;
 - **Contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;
 - **Job description form** means the job description form for the position of CEO approved by the Town of Bassendean under clause 1.2 (2);
 - Local government means the Town of Bassendean;
 - The Town means the Town of Bassendean;
 - Selection criteria means the selection criteria for the position of CEO determined by the Town of Bassendean under clause 1.2 (1) and set out in the job description form;
 - Selection panel means the selection panel established by the Town of Bassendean under clause 1.5 for the employment of a person in the position of CEO.

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- **Review panel** means Councillors participating in the CEO performance review process.
- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

1. Standards of Recruitment of CEOs

This section sets out standards to be observed by the Town of Bassendean in relation to the recruitment of CEOs.

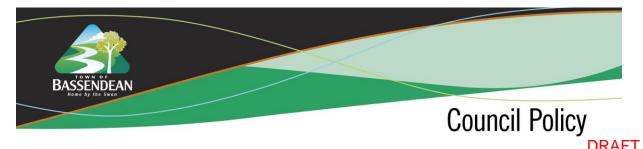
- 1) Except as provided in clause 1 (2), this section applies to any recruitment and selection process carried out by the Town of Bassendean for the employment of a person in the position of CEO.
- 2) This section does not apply
 - a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 1.10.

1.2 Determination of Selection Criteria and Approval of Job Description Form

- The Town of Bassendean must determine the selection criteria for the position of CEO, based on the Town's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the Local Government.
- 2) The Town of Bassendean must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out:
 - a) the duties and responsibilities of the position; and
 - b) the selection criteria for the position determined in accordance with clause 1.2 (1).

1.3 Advertising Requests

- 1) If the position of CEO is vacant, the Town of Bassendean must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations* 1996 regulation 18A.
- 2) If clause 1.10 applies, the Town of Bassendean must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.



1.4 Job Description Form

If a person requests the Town of Bassendean to provide to the person a copy of the job description form, the Town must:-

- a) inform the person of the website address referred to in the *Local Government* (Administration) Regulations 1996 regulation 18A(2)(da); or
- b) if the person advises the Town of Bassendean that the person is unable to access that website address:
 - i. email a copy of the job description form to an email address provided by the person; or
 - ii. mail a copy of the job description form to a postal address provided by the person.

1.5 Establishment of Selection Panel for Employment of CEO

1) In this clause:-

independent person means a person other than any of the following:-

- a) a council member;
- b) an employee of the Town of Bassendean;
- c) a human resources consultant engaged by the Town of Bassendean.
- 2) The Town of Bassendean must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- 3) The selection panel must comprise:
 - a) council members (the number of which must be determined by the Town); and;
 - b) at least 1 independent person.

1.6 Recommendation by Selection Panel

- 1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- 2) Following the assessment referred to in clause 1.6 (1), the selection panel must provide to the Town of Bassendean:
 - a) a summary of the selection panel's assessment of each applicant; and
 - b) unless clause 1.6 (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- 3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the Local Government:
 - a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

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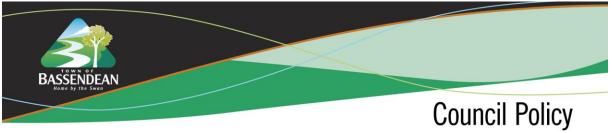
- b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- 4) The selection panel must act under clauses 1.6 (1), (2) and (3):
 - a) in an impartial and transparent manner; and
 - b) in accordance with the principles set out in section 5.40 of the Act.
- 5) The selection panel must not recommend an applicant to the Town of Bassendean under clause 1.6 (2) (b), unless the selection panel has:
 - a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- 6) The Town of Bassendean must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

1.7 Application Where New Process Carried Out

- 1) This clause applies if the Town of Bassendean accepts a recommendation by the selection panel under clause 1.6 (3) (a), that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- 2) Unless the Town of Bassendean considers that changes should be made to the duties and responsibilities of the position or the selection criteria:
 - a) clause 1.2 does not apply to the new recruitment and selection process; and
 - b) the job description form previously approved by the Town of Bassendean under clause 1.2 (2) is the job description form for the purposes of the new recruitment and selection process.

1.8 Offer of Employment in Position of CEO

- 1) Before making an applicant an offer of employment in the position of CEO, the Town of Bassendean must, by resolution of an absolute majority of the council, approve:
 - a) the making of the offer of employment to the applicant; and
 - b) the proposed terms of the contract of employment to be entered into by the Town of Bassendean and the applicant.



1.9 Variations to Proposed Terms of Contract of Employment

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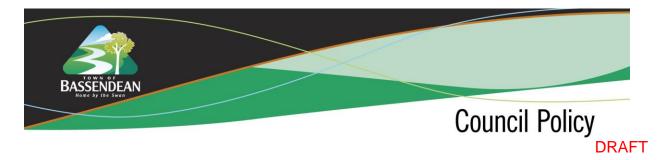
- 1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 1.8 negotiates with the Town of Bassendean a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the Town of Bassendean under clause 1.8 (b).
- 2) Before entering into the negotiated contract with the applicant, the Town of Bassendean must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

1.10 Recruitment to be Undertaken on Expiry of Certain CEO Contracts

1) In this clause:-

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- 2) This clause applies if
 - a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO:-
 - i. the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - ii. a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
 - b) the incumbent CEO has notified the Town of Bassendean that they wish to have their contract of employment renewed upon its expiry.
- 3) Before the expiry of the incumbent CEO's contract of employment, the Town must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- 4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in clause 1.10 (3) to be employed in the position of CEO.



1.11 Confidentiality of Information

The Town of Bassendean must ensure that information provided to, or obtained by, the Town in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

The performance and remuneration package review will be conducted in accordance with the Chief Executive Officer's Contract of Employment.

2. Standards for Review of Performance of CEOs

This section sets out standards to be observed by the Town of Bassendean in relation to the review of the performance of CEOs.

2.1 Performance Review Process to be Agreed between Local Government and CEO

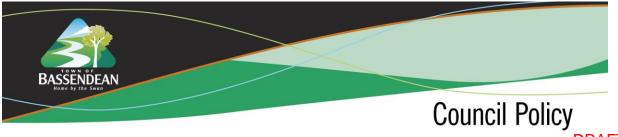
- 1) The Town of Bassendean and the CEO must agree on:
 - a) the process by which the CEO's performance will be reviewed; and
 - b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- 2) Without limiting clause 2.1 (1), the process agreed under clause 2.1 (1)(a) must be consistent with clauses 2.2, 2.3 and 2.4.
- 3) The matters referred to in clause 2.1 (1) must be set out in a written document.

2.2 Carrying Out a Performance Review

- 1) A review of the performance of the CEO by the Town of Bassendean must be carried out in an impartial and transparent manner.
- 2) The Town of Bassendean must:-
 - a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

2.3 Endorsement of Performance Review by Local Government

Following a review of the performance of the CEO, the Town of Bassendean must, by resolution of an absolute majority of the council, endorse the review.



2.4 CEO to be Notified of Results of Performance Review

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After the Town of Bassendean has endorsed a review of the performance of the CEO under clause 2.3, the Town must inform the CEO in writing of:-

- a) the results of the review; and
- b) if the review identifies any issues about the performance of the CEO how the Town of Bassendean proposes to address and manage those issues.

2.5 Annual Review

The review must be conducted annually as follows:

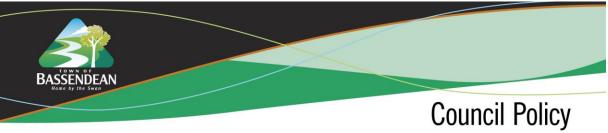
- 1) At a time that is no later than 3 months after the anniversary of the Commencement Date; or
- 2) If otherwise agreed by the CEO and Council, should events or new priorities delay or alter this process, such as efforts redirected towards crisis management.
- Should this process be delayed as per 2.5 (2), the CEO anniversary date for the purposes of the annual review process will be adjusted for the remainder of the CEO employment contract.

Interim quarterly reviews will also be undertaken by the Review Panel to discuss progress on the CEO's targets and strategy objectives.

2.6 Assessment Criteria

The performance of the CEO will be assessed against the following criteria:

- Leadership and Strategic Management: Provide inspirational and astute leadership
 which develops and drives innovative, strategies and best practice to assist in delivery
 of objectives in the Corporate Strategic Plan along with the vision and expectations of
 the Council and the Town. Provide exceptional management skills and strategy to
 build the capacity of the Town;
- Organisational Culture: Fosters a culture of innovation and excellence with an enabling can-do attitude. Engages with our diverse community by building and maintaining a highly responsive organisation committed to operational excellence and efficiency;
- Key Objectives: Ensures the efficient and timely delivery of all projects within budget.
 Oversees the reviews and improvements to all aspects of urban design and growth in the Town, with an emphasis on genuine community engagement to meet the challenges of growing the Town;



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- Collaboration: Works in close collaboration with Council, the Mayor and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Town are met;
- Governance: Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all; and
- Sustainability: To provide responsible and sustainable management of the Town's financial resources, built and natural environment, infrastructure assets and staff.

2.7 Review Panel

The annual CEO performance review panel will consist of:

- The Mayor; and
- Six Councillors.

The panel will be facilitated by an independent external person appointed by a resolution of Council in accordance with the Town's Procurement Policy and Procedures. The selection of the facilitator will be in consultation and negotiation with the CEO.

Councillors participating in the review process must:

- a) Understand the requirements and responsibilities of a performance management process
- b) Show an ability to be fair and objective
- c) Provide feedback which is constructive, specific and non-judgemental
- d) Be measured and unbiased in decision making
- e) Use good communication and interpersonal skills to participate in a productive and meaningful process
- f) Subjectively and effectively assess operational performance and strategy achievements
- g) Required to attend a WA Local Government Association (WALGA) 'CEO Performance Appraisal' training session

2.8 Review Process

The Manager Human Resources will be responsible for managing and implementing the process as outlined below:

1) Engagement of an independent external facilitator in consultation with the Mayor and CEO and in line with the Town's Procurement and Purchasing procedures.

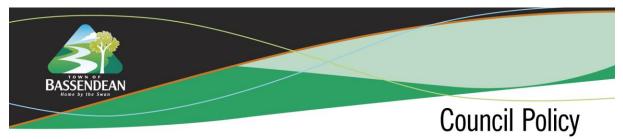
- 2) Prior to the commencement of the review the CEO will provide a self-assessment of their performance against the relevant criteria to all elected members.
- The independent facilitator will assist to seek feedback from the elected members (Review Panel), assess the performance and agree on key focus areas for the review interview.
- 4) The Review Panel with support of the independent facilitator will conduct an appraisal interview with the CEO with regard to:
 - a) Performance and Assessment Criteria;
 - b) Any changes to the work values or responsibilities of the position;
 - c) The hours worked, including hours in addition to normal working hours;
 - d) The condition of the market and economy generally; and
 - e) The capacity of the Town to pay an increase.
- 5) The CEO will be provided with an opportunity to provide comment.
- 6) The independent facilitator will attend a full Council briefing session to discuss findings.
- 7) The independent facilitator will provide Council and CEO with a full report including recommendations:
 - a) Endorsement of the CEO's performance for the period under review;
 - b) The CEO's remuneration for the next 12 months;
 - c) If required, the extension or renewal of the CEO Contract;
 - d) Determination of appropriate Key Performance Indicators for the next 12 months; and
 - e) A professional development plan based on the above.

3. Standards for Termination of Employment of CEOs

This section sets out standards to be observed by the Town of Bassendean in relation to the termination of the employment of CEOs.

3.1 General Principles Applying to any Termination

- 1) The Town of Bassendean must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- 2) The Town must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including:



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- a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
- b) notifying the CEO of any allegations against the CEO; and
- c) giving the CEO a reasonable opportunity to respond to the allegations; and
- d) genuinely considering any response given by the CEO in response to the allegations.

3.2 Additional Principles Applying to Termination for Performance Related Reasons

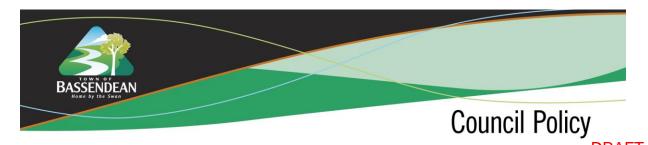
- 1) This clause applies if the Town of Bassendean proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- 2) The Town of Bassendean must not terminate the CEO's employment unless the Town has:
 - a) in the course of carrying out the review of the CEO's performance referred to in clause 3.2 (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - b) informed the CEO of the performance issues; and
 - c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - d) determined that the CEO has not remedied the performance issues to the satisfaction of the Town of Bassendean.
- 3) The Town of Bassendean must not terminate the CEO's employment unless the Town has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

3.3 Decision to Terminate

Any decision by the Town of Bassendean to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

3.4 Notice of Termination of Employment

- 1) If the Town of Bassendean terminates the employment of a CEO, the Town must give the CEO notice in writing of the termination.
- 2) The notice must set out the Town of Bassendean's reasons for terminating the employment of the CEO.



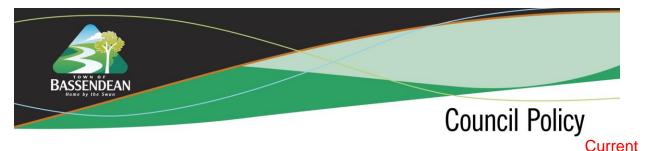
4. Record Keeping

Documents in relation to these standards must be registered on the Town of Bassendean's records management system and where applicable stored on the CEO's confidential personnel file.

5. Application

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

Policy Type: Governance Policy	Responsible Officer: Chief Executive Officer/Manager Human Resources
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: 25 May 2021
Leadership and Governance	Version 2
	Next Review due by: May 2024



6.26 Annual Performance Review – Chief Executive Officer

Objective

The objective of this Policy is to establish a consistent, transparent, independent and accountable review process in line with section 5.38 of the *Local Government Act 1995*, requiring the performance of each employee who is employed for a term of more than one year, including the CEO, be reviewed at least once in relation to every year of employment.

Strategy

The performance and remuneration package review will be conducted in accordance with the Chief Executive Officer's Contract of Employment.

This process is a collaborative approach to enhance and evaluate the CEO's performance along with providing guidance for the ensuing twelve months, using the Town's agreed Corporate Business Plan and Strategies.

Review Periods

The review must be conducted annually as follows:

- a) At a time that is no later than 3 months after the anniversary of the Commencement Date: or
- b) If otherwise determined by the Council, at a time that enables the review to coincide with other remuneration reviews conducted by the Town of Bassendean.

Interim quarterly reviews will also be undertaken by the Review Panel to discuss progress on the CEO's targets and strategy objectives.

Assessment Criteria

The performance of the CEO will be assessed against the following criteria:

Leadership and Strategic Management: Provide inspirational and astute leadership
which develops and drives innovative, strategies and best practice to assist in delivery
of objectives in the Corporate Strategic Plan along with the vision and expectations of
the Council and the Town. Provide exceptional management skills and strategy to
build the capacity of the Town;

- Organisational Culture: Fosters a culture of innovation and excellence with an enabling can-do attitude. Engages with our diverse community by building and maintaining a highly responsive organisation committed to operational excellence and efficiency;
- Key Objectives: Ensures the efficient and timely delivery of all projects within budget. Oversees the reviews and improvements to all aspects of urban design and growth in the Town, with an emphasis on genuine community engagement to meet the challenges of growing the Town;
- Collaboration: Works in close collaboration with Council, the Mayor and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Town are met;
- Governance: Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all; and
- Sustainability: To provide responsible and sustainable management of the Town's financial resources, built and natural environment, infrastructure assets and staff.

Review Panel

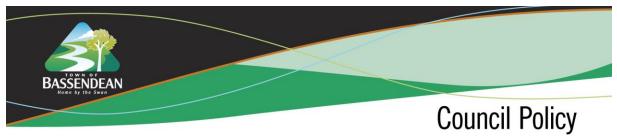
The annual CEO performance review panel will consist of:

- The Mayor; and
- Six Councillors.

The panel will be facilitated by an independent external person appointed by a resolution of Council in accordance with the Town's Procurement Policy and Procedures. The selection of the facilitator will be in consultation and negotiation with the CEO.

Councillors participating in the review process must:

- Understand the requirements and responsibilities of a performance management process
- Show an ability to be fair and objective
- Provide feedback which is constructive, specific and non-judgemental
- Be measured and unbiased in decision making



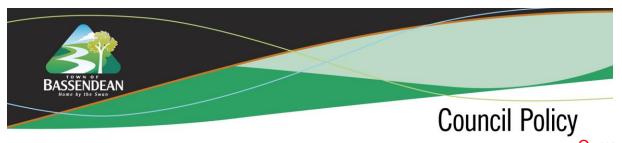
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- Use good communication and interpersonal skills to participate in a productive and meaningful process
- Subjectively and effectively assess operational performance and strategy achievements
- Required to attend a WA Local Government Association (WALGA) 'CEO Performance Appraisal' training session.

Review Process

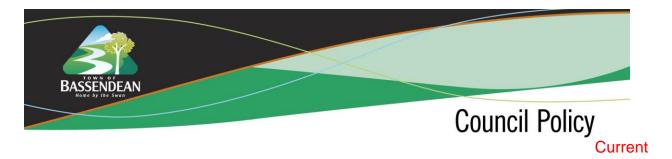
The Manager Human Resources will be responsible for managing and implementing the process as outlined below:

- 1. Engagement of an independent external facilitator in consultation with the Mayor and CEO and in line with the Town's Procurement and Purchasing procedures.
- 2. Prior to the commencement of the review the CEO will provide a self-assessment of their performance against the relevant criteria to all elected members.
- 3. The independent facilitator will assist to seek feedback from the elected members (Review Panel), assess the performance and agree on key focus areas for the review interview.
- 4. The Review Panel with support of the independent facilitator will conduct an appraisal interview with the CEO with regard to:
 - a) Performance and Assessment Criteria;
 - b) Any changes to the work values or responsibilities of the position;
 - c) The hours worked, including hours in addition to normal working hours;
 - d) The condition of the market and economy generally; and
 - e) The capacity of the Town to pay an increase.
- 5. The CEO will be provided with an opportunity to provide comment.
- 6. The independent facilitator will attend a full Council briefing session to discuss findings.
- 7. The independent facilitator will provide Council and CEO with a full report including recommendations:
 - a) Endorsement of the CEO's performance for the period under review;
 - b) The CEO's remuneration for the next 12 months;
 - c) If required, the extension or renewal of the CEO Contract;



Current

- d) Determination of appropriate Key Performance Indicators for the next 12 months; and
- e) A professional development plan based on the above.



Record Keeping

Documents in relation to the review process must be registered on the Town of Bassendean's records management system and stored on the CEO's confidential personnel file.

Application

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

Policy Type: Governance Policy	Responsible Officer: Chief Executive Officer/Manager Human Resources
Link to Strategic Community Plan Leadership and Governance	Last Review Date: 28 February 2019
	Version 1
	Next Review due by: February 2022







LOCAL GOVERNMENT ACT REVIEW >>> DELIVERING FOR THE COMMUNITY

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

Local Government (Administration) Amendment Regulations 2021

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Preface

The Local Government Legislation Amendment Act 2019 includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government* (Administration) Amendment Regulations 2021.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 - Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act* 1995 (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- **S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- **S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- **S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- **S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- **S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- **\$1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- **S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- **S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- **\$1.9** The council has endorsed by absolute majority the final appointment.
- **\$1.10** The council has approved the employment contract by absolute majority.
- **\$1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- · sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of another local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020.* A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- · coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act* 1976 (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details
 of work experience, skills and performance) by contacting the applicant's
 referees. Referee reports should be in writing in the form of a written report, or
 recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - o the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 - Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- **S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- **S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- **S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- **S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- **S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- **S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- · stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 - Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- **S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2 Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3 The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- **S3.4** Decisions are impartial and transparent.
- **S3.5** The council of the local government has endorsed the termination by absolute majority.
- **S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- · poor performance;
- · misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- · failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*:
- theft:
- fraud:
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act* 2003 (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

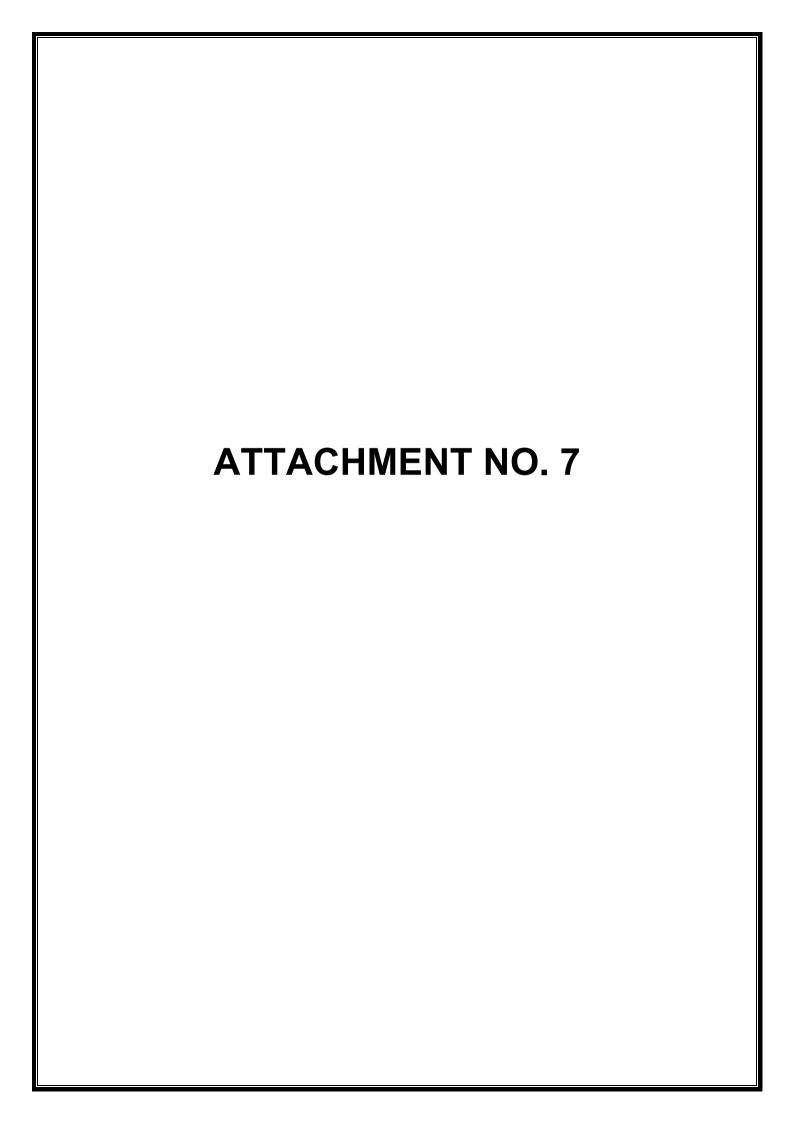
Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.



Quarterly Report - Quarter Three





Following is an update of projects/actions set out in the Town of Bassendean Corporate Business Plan 2020-2024 for the period of 1 January 2021 to 31 March 2021. Projects not started refer to projects that are to commence in the latter part of 2020/2021 or in latter financial years in accordance with the timeframe stated in the Corporate Business Plan.

At a glance... 2020/2021 Financial Year Projects



Strengthening and Connecting our Community (Priority Area 1)

On track	(25)
Off track	(2)
Not started	(0)
Complete	(1)
TOTAL	(28)



Leading environmental sustainability (Priority Area 2)

On track	(20)
Off track	(0)
Not started	(7)
Complete	(2)
TOTAL	(29)



Creating a vibrant town and precincts (Priority Area 3)

On track	(5)
Off track	(0)
Not started	(1)
Complete	(0)
TOTAL	(6)



Driving financial sustainability (Priority Area 4)

On track	(10)
Off track	(2)
Not started	(2)
Complete	(1)
TOTAL	(15)



Facilitating people-centred services (Priority Area 5)

On track	(5)
Off track	(0)
Not started	(4)
Complete	(2)
TOTAL	(11)



Providing visionary leadership and making great decisions (Priority Area 6)

On track	(19)
Off track	(0)
Not started	(4)
Complete	(3)
TOTAL	(26)



Building community identity by celebrating culture and heritage (Priority Area 7)

On track	(4)
Off track	(0)
Not started	(7)
Complete	(0)
TOTAL	(11)



Strengthening and Connecting our Community (Priority Area 1)

	Objectives	Strategies	S	Actions		Ti	mef		es	Status	Comments
(C1 Fostering a culture of collaboration and trust between the organisation and community	to li our dec	ovide opportunity isten and involve community in cisions that ect them	C1.1.1	Build and nurture relationships with community groups for shared outcomes	Q1	Q2	Q3	Q4	On Track	The Town has recently consulted on a series of Local Planning Policies and applications for development approval (including the Bassendean Hotel). The Town has recently conducted interviews with a number of community groups as part of a broad review to inform future policy and budget decisions.
	C2 Establishing partnerships with the community that	mer	ntify community mbers and anisations with	C2.1.1	Develop new community awards framework	•	•	•		Complete	New Policy adopted by Council.
	build capacity, connection and sense of belonging	the deli	capacity to iver projects and grams	C2.1.2	Deliver annual community awards			•	•	On Track	The awards have been promoted, with nominations being called from 1 February 2021 to 15 March 2021. Currently collating responses for consideration.
				C2.1.3	Promote an Expression of Interest for the delivery of future markets in Bassendean	•	•			On Track	EOI advertised. Matter to be presented to Council in April 2021.
		com to d retu	Id capacity of nmunity groups deliver social urn on estment	C2.2.1	Co-design community amenity where opportunity exists to promote multi-use and social benefits	•	•	•	•	On Track	Meetings have occurred with various community groups to better understand how the Town can foster productive relationships. More specifically, commenced engagement to design masterplan for future multi-use facility at Jubilee Reserve.
			ntify and deliver nmunity funding	C2.3.1	Revise Sponsorship and Grants Policy to facilitate delivery of new and innovative cultural and arts project	•	•	•		On Track	Under development.

Objectives	Strategies	Actions	5	Timeframes 20/21		20/21		20/21		20/21		20/21		20/21		20/21		20/21		Status	Comments
		C.2.3.2	Promote grant opportunities to community groups	Q1 •	Q2	Q3	Q4	On Track	Grant opportunities promoted to community groups.												
	C2.4 Foster volunteering to provide services for our community and to build connections	C2.4.1	Coordinate volunteer services.	•	•	•	•	On Track	BAU.												
	C.2.5 Build capacity of volunteers to deliver programs and services with limited input from the Town	C2.5.2	Deliver workshops and advice to support volunteers	•	•	•	•	On Track	Town continues to operate the Volunteers Centre as a BAU function. Considering opportunities for increasing networking and capacity building in 21/22.												
C3 Treating people equitably with access to programs and services, regardless of advantage or ability	C3.1 Ensure access and inclusion to spaces and places throughout our Town for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people	C.3.1	Implement Disability Access and Inclusion Plan and promote the plan within the wider community	•	•	•	•	On Track	Business as Usual. The Town is committed to embedding its Disability Access and Inclusion Plan to the wider community. All of the Town events held in Q3, were considered to ensure that all members of the community could participate. Access point, disabled parking and disabled toilets were provided at recent events.												

Obje	ectives	Strate	egies	Actions		Ti Q1		ram /21	es Q4	Status	Comments
		C.3.2	Enable programs and services that cater for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people	C.3.2.1	Inclusion to be considered as part of all new infrastructure, programs and services delivered	•	•	•	•	On Track	Included in projects such as Whitefield SAS, installation of tactiles in paths/footpaths, footpath repairs undertaken to remove trip hazards and uneven ground.
C4	Creating an environment where people feel welcome and safe	C.4.1	Create public spaces and transport routes that encourage people to linger, interact and enjoy (including evening use)	C.4.1.1	Upgrade Palmerston and Padbury Reserves	•	•	•	•	On Track	Padbury Reserve: Playground and nature play installed this quarter. Woody meadows to be planted in winter. Palmerston Reserve: Project design complete. Materials ordered expected June installation.
			,	C.4.1.2	Deliver underground power to Eden Hill and parts of Bassendean	•	•	•	•	Off Track	Western Power has advised that they are still expecting to commence works by June. The Town awaits a further update from WP in the next 2-3 weeks. Further communications to be arranged shortly with residents impacted.
				C.4.1.3	Co-design and develop Mary Crescent Wetlands with local community and Greening Australia	•	•	•	•	On Track	Project design complete. Expected construction date June 2021.

Objectives	Strategies	Actions	Timeframes 20/21	Status	Comments
		C.4.1.4 Complete construction nature based playground (a ablutions) at Beach Reser	and • • • • Sandy	On Track	Anticipated advertising of playground tender in April with awarding of the construction contract in June with construction commencing in August. The sewer extension works contractor will be appointed in April with works to be completed by June 2021.
		C.4.1.5 Develop Ash Flats Look-ou		On Track	Work has commenced on the garden beds with the installation of garden soil. Planning for the installation of the proposed crushed limestone path has commenced with works to be carried out in April.
		C.4.1.6 Develop fore plan for Point Reserve		On Track	An item was considered in the March 2021 OCM. The foreshore plan will be developed over the following 12 months.
	C.4.2 Encourage the adoption of a collective responsibility towards safety	C.4.2.1 Provide a we pack to all ne households		On Track	The welcome pack was reviewed in Q3 and an updated letter and pack will resume in Q4.
	,	C.4.2.2 Ongoing cam Town's communication		On Track	Advice on safety issues for Town staff appeared in the March edition of BassoBeat. Information on community safety appears regularly in Thrive.
C5 Supporting healthy lifestyles throughout our Town	C.5.1 Improve functionality of amenities and lifestyle options	C.5.1.1 Provide healt wellbeing pro		On Track	BAU. Relax program being conducted and the Town continuing to be part of the Act Belong Commit campaign.

Objectives	Strategies	Actions	T	2	efram 0/21		Status	Comments
		C.5.1.2 Develop a Public Health Plan (to include mental health)	Q1 •	Q	2 Q3	Q4	On Track	Staff have reviewed relevant literature and baseline health data and had discussions with the Department of Health and other LGAs. Feature being planned for next edition of Thrive to engage the community.
	C.5.2 Improve walkability and cycle-ability, including through infrastructure improvements	C.5.2.1 Develop and activate Whitfield Safe Active Street	•	•	•	•	On Track	"Basso's Biggest BBQ on Whitfield Safe Active Street" staged on 20 March 2021. Two activation events were undertaken in Q3 with a third event being planned for April. There are a number of additional infrastructure assets due to be installed in April 2021 as part of the activation such as bike parking, new water fountains and a new bike repair station.
		C.5.2.2 Implement footpath program	•	•	•	•	On Track	A new path will be installed at Mary Crescent Reserve that will fit into and complement the new landscaping works and create improved connectivity within the area in Q4.
C6 Creating a resilient and adaptable community	C.6.1 Support community organisations in crisis preparedness and recovery	C.6.1.1 Develop and deliver education programs for community groups	3	•	•	•	Off Track	Officers to commence project scoping in 2021/22 financial year.
	C.6.2 Prioritise local employment	C.6.2.1 Facilitate and promote opportunities to work and live locally via town centre masterplan, new planning framework and procurement model	•	•	•	•	On Track	Town Centre Masterplan project is continuing. Draft local planning framework considered by Council in November 2020 and was considered by the Statutory Planning Committee, which resolved to require minor changes to the draft local planning strategy. These amendments are underway. Prioritising local employment is embedded in the Town's new purchasing policy.

Objectives	Strategies	Actions	Timeframes 20/21	Status	Comments
	C.6.3 Identify essential and non-essential services for clear prioritisation	C.6.3.1 Undertake annual functional reviews as part of Workforce Plan	• • • •	On Track	Next Workforce Plan (2021-2025) due for completion in May 2021.
C7 Facilitating community connection	C.7.1 Prioritise projects that bring people together and strengthen community connectedness	C.7.1.1 Facilitate, support and/or deliver opportunities for community connection, cohesion and inclusion	• • •	On Track	13 January – Free Screening, Telethon Community Cinema (TCC) 20 January – Community FOGO Celebration 26 January – Australia Day Citizenship Ceremony, Community BBQ and Cultural performance 18 February – Free Screening, TCC 19 February – Mary Crescent Our Park, Our Place Workshop 27 February – Old Perth Road Markets 20 March – Basso's Biggest BBQ on Whitfield Safe Active Street 21 March – Free Screening, TCC 27 March – Old Perth Road Markets Feb/Mar – Markets – FOGO/Grown it Local, March – Markets FOGO Composting and gardening tips.
		C.7.1.2 Undertake a precinct planning approach in and around Parks and Playgrounds to improve accessibility with paths seating and shade	• •	On Track	The Town has initiated a Public Open Space strategy and the Town has prototyped a precinct planning approach for each park to assist this process.



Leading environmental sustainability (Priority Area 2)

Obje	ectives	Strate	gies	Actions			mefr 20/	21		Status	Comments
N1	Demonstrate strong leadership in	N1.1	Initiate and drive innovative waste management	N1.1.1	Develop Waste Management Strategy	Q1	Q2	Q3	Q4	On Track	Council provided in principle support for the waste plan and it has now been submitted for review by DWER.
	waste reduction and carbon		practices	N1.1.2	Implement Waste Management Strategy					Not Started	Scheduled for 21/22.
	neutrality	N1.2	Initiate and drive innovative renewable energy practices	N.1.2.1	Create Emissions Reduction Strategy for organisation					Not Started	Scheduled for 21/22.
				N.1.2.2	Create Emissions Reduction Strategy for Community					Not Started	Scheduled for 21/22.
				N.1.2.3	Implement Emissions Reduction Strategies for organisation and community					Not Started	Scheduled for 21/22.
N2	Be innovative in responses to sustainability challenges	N.2.1	Embed sustainability considerations in Council decision making	N.2.1.1	Reduce our environmental footprint through investigating the co- location of Town administration	•	•	•	•	On Track	Feasibility study in progress.
				N.2.1.2	Embed sustainability as a key consideration in all planning, policies, reports etc			•	•	On Track	Sustainability principles are embedded in the Town's new purchasing policy. Council resolved to adopt, for the purposes of advertising, a draft Local Planning Policy relating to car parking. The draft policy considers the use of sustainable transport options.

Objectives	Strategies	Actions	Timeframes 20/21 Q1 Q2 Q3 Q4	Status	Comments
		N.2.1.3 Share our experiences as an early adopter of FOGO with other Councils to facilitate their transition	• • • •	On Track	Discussions and presentations with City of Bayswater, City of Albany and Town of Vincent to share lessons learned. Contributing to the Department of Water and Environmental Regulation's FOGO Reference Group. Various community and academic presentations.
	N.2.2 Practise early uptake of suitable new technologies and innovations	N.2.2.1 Recycled concrete for footpath and kerb replacement	• • • •	On Track	All Capital projects works for the 20/21 FY are being completed using recycled concrete. Recent new kerb works were installed using recycled concrete on Railway Parade & Jackson Street.
		N.2.2.2 Explore 'green' power for Town facilities and battery storage and power purchasing agreements	• • • •	On Track	A meeting was held with interested local government members and WALGA to explore a second proposed approach for purchasing aggregated green power. It is expected that the purchasing process would occur over 2021, with an opportunity to join the aggregated approach in mid-2022.
N3 Foster an empowered community	N.3.1 Increase community support for sustainability	N.3.1.1 Partner and support community groups	• • • •	On Track	The Town has developed an approach to partner with environmental community groups to develop 1 and 10 year restoration plans.
that drives sustainability	considerations	N.3.1.2 Continue to promote community awareness and benefits for more sustainable approaches	• • • •	On Tack	Urban Heat and Verge design workshop January 2021. Desktop review of in house and external sustainability programs available to the community commenced. From this review a guide to sustainability programs on offer will be drafted and promoted.

Obje	ctives	Strate	gies	Actions			20	ram /21		Status	Comments
N4	Conserve, protect and enhance our natural environment and biodiversity	N.4.1	Conserve, enhance and repair natural and urban areas	N.4.1.1	Weed strategy; continuous improvements and implementation	Q1 •	Q2	Q3	Q4	Complete	Weed management strategies developed for four areas within the Town: 1. Hardscape (paths, footpaths, medians) 2. Natural areas 3. Parks and Gardens 4. Special Area: Old Perth Road Review to be held in July 2021.
				N.4.1.2	Implement and finalise Town Planning Scheme No 4A	•	•	•	•	On Track	Town staff presented update to Councillors at workshop on 9 March 2021 in order to progress finalisation
				N.4.1.3	Undertake an assessment of our river and foreshore condition (including Point Reserve)	•	•	•	•	On Track	The first stage of site inspections and assessments were completed over Q3.
				N.4.1.4	Develop a 10 year investment program for our environment based on priorities					Not Started	Scheduled for 20/21 and 21/22.
		N.4.2	Facilitate management of reserves by Friends groups	4.2.1	Partner and support community groups	•				On Track	Please refer to the response at N3.1.1.
N5	Value and conserve and protect our water resources and waterways	N.5.1	Implement Waterwise initiatives and policies for residents, businesses and other organisations	N.5.1.1	Deliver a water indexing workshop	•	•			Complete	In December a water indexing workshop was held with community, local and state government representatives to benchmark the Town's progress towards a water sensitive district.
				N.5.1.2	Develop a Waterwise Bassendean Strategy					Not Started	Scheduled for 21/22.

Objectives	Strate	gies	Actions		Ti		fram 0/21	es	Status	Comments
	N.5.2	Convert drains into living streams	N.5.2.1	Repurpose open drain between Second and Fourth Avenue to create a Living Stream	Q1		Q3	Q4	On Track	Detailed design brief awarded to Urbaqua. Initial design kick off meeting with water corporation was held in February. Design in development.
			N.5.2.2	Create a rolling program for the design and implementation of living streams and integrate into Long term Financial Plan					Not Started	Scheduled for 21/22.
N6 Support the creation of a more green and shaded	N.6.1	Create an urban forest throughout reserves, gardens and streets	N.6.1.1	Deliver tree planting program for winter 2021	•	•	•	•	On Track	Finalised the planning and ordering of the 2021 Winter Tree Planting program comprising 400 verge trees and 600 trees in reserves. Planting will commence mid May 2021.
Town			N.6.1.2	Develop longer term tree planting and biodiversity corridors program inclusive of a reporting framework to Council on rates of survival/ mortality/ health	•	•	•	•	On Track	The town is supporting Murdoch University to develop historical ecosystem maps to support future investment in biodiversity. In the 4 th quarter, a review of tree planting survival will be undertaken. Reporting on rates of survival/ mortality/ health of trees will be based on ongoing tree assessments and the monitoring of new plantings during the tree watering program. The data is currently being collected for reporting purposes.
			N.6.1.3	Deliver a 'Green Trail' along our Principal Shared Path (near Railway line)	•	•	•	•	On Track	Draft options have been developed and shared through the bulletin. Plants have been ordered.

Objectives	Strategies	Actions	T	2	efra 20/2	1		Status	Comments
			Q1	Q	2 C	23	Q4		
		N.6.1.4 Promote and development verge garden program	•			•	•	On Track	Community advertising for the towns 2 verge programs has begun.
	N.6.2 Protect existing translation and green spaces	es N.6.2.1	•				•	On Track	Ongoing through the Parks and Gardens daily activities, tree assessments and compliance measures associated with Security Bonds, Verge Permits and the Town's Street Trees Policy.
		N.6.2.2 Assess and map the health of our existing trees to better plan for the future	•			•	•	On Track	100% of the Town's street trees have been assessed.
		N.6.2.3 Implement Local Planning Policy 13 – Tree Retention and Provision	•				•	On Track	BAU. Policy being applied to development and subdivision applications.
		N.6.2.4 Educate and promote the benefits of trees in our community	•			•	•	On Track	The 2021 winter tree planting to include installation of trees at schools providing a platform to discuss benefits of trees.



Creating a vibrant town and precincts (Priority Area 3)

	Objectives		Strategies		Actions		Timeframes 20/21			Status		Comments
B	Support the town centre to thrive	B1.1	Advocate for economic growth of our Bassendean town centre	B1.1.1	Drive opportunities to promote and support investment in the Town	Q1	Q	2 Q:	3 Q4		n Track	In February 2021, Council adopted a revised Policy relating to Public Trading and Alfresco Dining.
		B.1.2	Engage potential government and private sector development partners to realise	B2.1.1	Develop a Town Centre Master Plan to promote and facilitate future investment	•)	Oı	n Track	Master Plan process underway and expected to be completed in June 2021.
			opportunities within the Town of Bassendean	B2.1.2	Promote local businesses	•		•	•	Oı	n Track	The Bassendean Association for Creativity and Enterprise (BACE) was promoted in the February 2021 edition of Thrive. Discussions with Bassendean Local to utilise Town signage to promote buy local. Local businesses now a regular feature in Thrive.
				B.2.1.3	Explore and advocate for redevelopment of Wilson St carpark and civic/community buildings	•			•	Oı	n Track	Master Plan project continuing. Exploring market-led proposal opportunity.
B2	Increase the residential population close to centres and train stations	B2.1	Ensure planning and development strategies and policies align with the desire to focus future development around	B3.1.1	Review the Local Planning Strategy and create a new Local Planning Scheme	•			•	Oı	n Track	Draft local planning framework considered by Council in November 2020 and was considered by the Statutory Planning Committee, which resolved to require minor changes to the draft local planning strategy. These amendments are underway.
			centres and train stations	B3.1.2	Implement recommendations of Local Planning Strategy					S	Not Started	Pending B3.1.1.



Driving financial sustainability (Priority Area 4)

	Objectives		Strategies		Actions		20	rame /21		Status	Comments
E1	Ensure there is sufficient, effective and	E1.1	Assess assets (including review of portfolio,	E1.1.1	Review Land Asset Strategy	Q1	Q2	Q3	Q4	Not Started	Pending completion of the Town Centre Master Plan. Review of LAS will occur in 2021/22.
	sustainable use of assets		landholdings and facility condition, use and capacity) to optimise and rationalise	E.1.1.2	Develop Asset Management Strategy					Not Started	Scheduled for 2021/22 in conjunction with Long Term Financial Plan.
				E.1.1.3	Develop Asset Management Plans	•	•	•		On Track	The Town's Asset Management Plans have been reviewed and updated and were presented to Council on the 30 March.
				E.1.1.4	Design and Deliver Success Hill Spillway(including restoration of embankment)	•	•	•	•	Off Track	A tender process in 2020 for the design works failed to appoint. The tender documentation has since been amended to incorporate the design and construction and will be advertised shortly.
											The aim is to award a contractor early in the new financial year such that the design can be completed to allow construction to commence and be completed before the next wet season.
		E.1.2	Ensure financial planning has a long-term outlook and a focus on land asset rationalisation	E2.1.1	Integrate Long Term Financial Plan with SCP, CBP and AMPs	•	•	•	•	On Track	Draft AMPs completed (E.1.1.3). From an assets perspective the Future Works Program has been interrogated and is now in a state that can better inform the LTFP. To continue in 21/22 to achieve integration.
				E2.1.2	Review the Town's asset portfolio against the SCP, community aspirations and long term financial sustainability			•	•	On Track	White paper presented to Councillors on 30 March identifying a current state analysis and a number of process improvements

	Objectives		Strategies		Actions		20	ram /21		Status	Comments
E2	Ensure community facilities are	E.2.1	Community Infrastructure Strategy (use of	E.2.1.1	Develop Jubilee Reserve Masterplan	Q1	Q2	Q3	Q4	On Track	Inception workshop with Councillors on 24 February. Consultation process commenced mid-March 2021.
	accessible to and well utilised by a diverse range		community spaces, shared or individual hubs, appropriate number of facilities)	E.2.1.2	Develop Business Case for Bassendean Oval				•	Off Track	Project requires re-scoping based on outcomes from Town Centre Master Plan.
	of community members	E.2.2	Leasing, Licensing and Hiring Strategy	E.2.2.1	Audit all facilities and lease/ hire agreements prior to expiration			•	•	On Track	Review of leases completed.
				E.2.2.2	Review standard hire conditions	•	•	•	•	Complete	Staff have updated the terms and conditions for the hire of community facilities, parks / reserves and produced an online booking form.
				E.2.2.3	Identify opportunities for standardisation and inclusion of social dividend as leases/licenses expire			•	•	On Track	Preparation of Property Leasing Framework commenced.
E3	Support the local economy	E.3.1	Prioritise infrastructure projects that generate local	E.3.1.1	Advocate for local employment opportunities as they arise	•	•	•	•	On Track	Ongoing strategies to be identified and included in Workforce Plan (2021-2025).
			employment and support a circular economy	E.3.1.2	Consider the impacts when assessing the Town's projects in terms of priorities	•	•	•	•	On Track	Ongoing consideration.
		E.3.2	Ensure the local economy is	E.3.2.1	Town to promote 'buy local' procurement practices		•	•	•	On Track	Implementation of VendorPanel, for procurement between \$5,000 and \$150,000 is continuing.

Objectives	Strategies	Actions	Ti		fram 0/21	es	Status	Comments
			Q1	Q2	Q3	Q4		
	positioned to recover from crises	E.3.2.2 Encourage social enterprise to build community capacity	•	•	•	•	On Track	The Executive continued to meet with community groups in Q3 to discuss the group's aspirations and how the Town can assist them to realise and build capacity.



Facilitating people-centred services (Priority Area 5)

(Objectives		Strategies		Actions	Ti	mef		es	Status	Comments
						Q1		Q3	Q4		
CS1	Ensure community members know where	CS.1.1	Improve communication regarding where community members	CS.1.1.1	Review Customer Services Charter and Complaints Handling Procedure			•		Not Started	To be reviewed and strengthened to comply with the DLGSC complaints handling procedure in Q4. Awaiting new guidelines from WALGA.
	and how to access services		can receive services, advice and provide feedback	CS.1.1.2	Develop educational guide regarding who deals with different decisions					Not Started	To be commenced in 2021/22.
		CS.1.2	Ensure transparent and open discussions with community members	CS.1.2.2	Continue to deliver people-centred approaches to engagement	•	•	•	•	On Track	Developed on a case-by-case approach depending upon project/action.
			·	CS.1.2.3	Build and nurture relationships with community groups for shared outcomes	•	•	•	•	On Track	The Executive continued to meet with community groups in Q3 to discuss these group's aspirations and how the Town can assist them to realise and build capacity.
CS2	Deliver efficient and well-connected	CS.2.1	Improve efficiency of internet and computer technology	CS.2.1.1	Develop ICT strategy and investment roadmap	•	•	•	•	Complete	Annual review of the ICT strategy completed.
	internet and computer technology		systems for community- facing services	CS.2.1.2	Develop and implement annual ICT work program	•	•	•	•	Complete	Completed.
	systems			CS.2.1.3	Develop and implement agenda preparation module			•	•	Not started	To be completed in 2021/22 in accordance with the ICT Strategy.
				CS.2.1.4	Prepare Policy addressing Councillor ICT requirements				•	Not started	Work to commence in Q4.
				CS.2.1.5	Undertake Records Management review to align to ICT strategy					Not Started	To be commenced 22/23 as per the ICT Strategy.

Objectives	Strategies		Actions		Ti	Timeframes 20/21			Status	Comments
		·			Q1	Q2	Q3	Q4		
	CS.2.2	Explore online options for services that currently require	CS.2.2.1	Facilitate online applications, lodgements and	•	•	•	•	On Track	Project commenced in Q1 and is continuing to progress.
		physical presence		payments						Nominations for Community Awards were able to be lodged via online website platform.
			CS.2.2.2	Improve website functionality	•	•	•	•	On Track	Incremental improvements continue as business-as-usual activity.



Providing visionary leadership and making great decisions (Priority Area 6)

	Objectives		Strategies		Actions		mef 20	/21		Status	Comments
L	Make brave decisions in line with a risk	L.1.1	Early identification of potential risks / issues/ opportunities	L.1.1.1	Develop a Fraud and Corruption Control Plan	Q1	Q2	Q3	Q4	Not started	Preparation of a draft fraud and corruption control plan has commenced.
	appetite			L.1.1.2	Develop new risk management framework			•	•	On Track	Policy and framework were presented to CMC for consideration and feedback in March 2021. Further work on progressing the Risk Framework will be undertaken in Q4 with the intention that this will be brought to Council in the coming months.
				L.1.1.3	Implement Audit and Risk Register findings / recommendations to further strengthen organisation	•	•	•	•	Complete	The Town has adopted an Audit Risk Register that contains all the identified strategic risks. The Audit and Governance Committee Meeting held in March 2021 reviewed the Audit and Risk register. The updated register was considered by Council at its March Ordinary meeting.
		L.1.2	Embed opportunity cost considerations	L.1.2.1	Council reports include recommendations that consider risks and opportunity cost	•	•	•	•	On Track	The Council Report template was amended in the first quarter to include provision for risk. All reports to Council must assess any risks associated with a matter. It is intended that opportunity costs associated with projects will be included as a standard item in the Town's Council Reports. The report template will be amended in Q4.
L	Ensure major decision making is informed by	L.2.1	Ensure community engagement processes are implemented in	L.2.1.1	Develop and implement community engagement guidelines			•	•	Not started	Work to be first undertaken on developing a Strategic Communications Strategy in Q4.

	Objectives		Strategies		Actions	Ti	20			Status	Comments
	community feedback		major strategic projects	L.2.1.2	Embed community engagement as a key consideration in all major decision making	Q1	Q2	Q3	Q4	On Track	Embedded into Council reports.
				L.2.1.3	Develop a strategic communications plan which is driven by Council's vision and SCP priorities			•	•	On Track	Planning commenced in Q3 with project to commence in Q4.
L3	Ensure operational activities reflect the	L.3.1	Ensure clear communication and flow of information from decision	L.3.1.1	Continue to embed Councillor and Administration protocol	•	•	•	•	On Track	Regular communications to ensure that obligations understood in accordance with conduct requirements.
	strategic focus of Council		makers to operational staff	L.3.1.2	Develop Internal Communications Plan			•	•	On Track	Planning commenced in Q3 with project to commence in Q4.
		L.3.2	Implement a framework on decision making that identifies delegated authority for different	L.3.2.1	Delegated Authority Register review and adoption to balance risk and efficient operations	•	•			Complete	The Delegations Register appears on the Town's website.
			levels of decision	L.3.2.2	Review policies and procedures to ensure good governance	•	•	•	•	On Track	 The following policies were approved for deletion by Council in Q3 – Council Policy 1.21 Standards for Street Numbering; Council Policy 1.22 – Guidance for Street Numbering; Council Policy 3.2 – Outdoor Eating Facilities on Public Places Policy; Council Policy 3.3 – Trading in Public Places Policy. The following policies were approved for adoption by Council – Alfresco Dining and Public Trading.

	Objectives		Strategies		Actions		20			Status	Comments
				L.3.2.3	Develop and implement new Quarterly reporting framework	Q1	Q2	Q3	Q4_	On Track	The new Quarterly Report was implemented in Q1. The Quarterly Report aligns with the CBP.
L4	Reinforce a culture of collaboration, trust and	L.4.1	Build understanding and support for the vision and Strategic Community Plan	L.4.1.1	Engage and consult with the community on key initiatives and changes	•	•	•	•	On Track	BAU.
	demarcation between Council, administration			L.4.1.2	Demonstrate linkage and alignment to SCP in officer reports for Council decisions	•				Complete	The Council Report template was amended to reflect the new Strategic Community Plan that was adopted by Council in Q1.
	and the community			L.4.1.3	Implement regular communications with all staff via monthly debriefs regular staff newsletters, team building events and team meetings	•	•	•	•	On Track	Fortnightly distribution of the staff newsletter. Final 'BassenTeam' Workshop held in Q3. Regular team meetings with staff.
		L.4.2	Demonstrate clear connections between the Strategic Community Plan, project and business-as-usual services and operations	L.4.2.1	Deliver a new employee performance system to align organisational efforts to the Strategic Community Plan and Corporate Business Plan	•	•	•	•	On Track	New employee performance system rolled-out within organisation in Q2, due for completion by end of Q3.
		L.4.3	Create an organisational culture of performance, innovation and excellence	L.4.3.1	Develop and implement new Quarterly reporting framework to report on projects and align to SCP	•	•			On Track	The new Quarterly Report was implemented in Q1. The Quarterly Report aligns with the CBP.

Objectives	Strategies		Actions		nefrai 20/2		Status	Comments
		L.4.3.2	Implement new model of Code of Conduct		Q2 Q		On Track	The model Code of Conduct Regulations were gazetted in February 2021. The Town appointed the CEO and the Director Corporate Services as complaints officers pursuant to the regulation. A draft Code of Conduct will be presented to councillors at the April Ordinary Council meeting for adoption before 3 May 2021. A new draft Code of Conduct for employees will be drafted in April for approval by the CEO.
	L.4.4 Develop shared values between Council, administration and the community	L.4.4.1	Develop and promote shared values to ensure alignment to Strategic Community Plan		•	•	On Track	In consultation with staff, new values developed. To be considered by CMC in April.
	,	L.4.4.2	Develop and deliver induction program for new Council				Not Started	Scheduled for 21/22
L5 Foster an environment of innovation and leadership	L.5.1 Foster an environment of innovation, where people are encouraged to contribute	L.5.1.1	Create and model agreed values and behaviours in everything we do		•	•	Not Started	Implementation of new values scheduled for Q4.
	L.5.2 Foster leadership: harness the talent of individuals	L.5.2.1	Promote ongoing development of the Administration	•	•	•	On Track	Professional development plan to be identified from the Workforce Plan (2021-2025) and 21/22 budget cycle. Development needs identified as part of new employee performance planning process.
		L.5.2.2	Coordinate professional development and training opportunities for Elected Members	•	•	•	On Track	This is an ongoing requirement. No certificates of completion were advised to Administration in Q3.

Objectives	Strategies		Actions		20/2		meframes 20/21 Q2 Q3 Q4		Status	Comments	
	L.5.3	Recognise and reward innovation and leadership	L.5.3.1	Implement recognition system for staff to acknowledge right behaviours and performance	Q1	Q	2 C	13	Q4	On Track	The Town's Annual Employee Awards were presented at the Town's End of Year Function in Q2.
L6 Respond effectively and efficiently to crises	L.6.1	Implement crisis management framework	L.6.1.1	Finalise Business Continuity, Pandemic, and Disaster Recovery Plans	•				•	On Track	The Town's Pandemic Response Plan was finalised to ensure alignment with State Government Response Plans and lessons learnt in Q2. An internal Implementation Plan and Checklist will be finalised in Q4
	L.6.2	Communicate the impacts to business continuity	L.6.2.1	Develop and deliver communications strategy as required	•				•	On Track	Planning commenced in Q3 with project to commence in Q4.



Building community identity by celebrating culture and heritage (Priority Area 7)

	Objectives		Strategies		Actions		20	ram /21		Status	Comments
CH1	Appreciate, celebrate and engage with Noongar Boodjar (land), history, culture	CH.1.1	Enhance partnerships with Noongar people – be guided by Traditional Owners in the appreciation,	CH.1.1. 1	Inclusion of Acknowledgement and Welcome to Country at key events and ceremonies	Q1	Q2	Q3	Q4	On Track	A welcome to country has been included at the Mary Crescent Christmas Party, FOGO celebration movie and Citizenship ceremony.
	and people		celebration and participation of Noongar Boodjar, history, culture and people	CH.1.1. 2	Develop a heritage agreement or shared approach to maintain and share noongar history, stories and culture		•	•	•	Not Started	Subject to funding in the 2021/22 financial year.
		CH.1.2	Enhance participation and engagement of local Noongar people in community life and decision making	CH.1.1.	Host a workshop with the Whadjuk Working Group to build and nurture the Town's relationship with the Whadjuk Working Group		•	•	•	Not Started	Subject to funding in the 2021/22 financial year.
		CH.1.3	Enhance participation and engagement of local Noongar people in caring for the land	C.1.1.4	Create a cultural compact agreement (statement of respect) with the Whadjuk Working group.					Not Started	Subject to funding in the 2021/22 financial year.
CH2	Create a community closely connected to its history and heritage	CH.2.1	Maintain and share the historical stories of the Town of Bassendean	C.2.1.1	Develop further opportunities to share the historical stories of the Town of Bassendean eg new history walks	•	•	•	•	On Track	The Town entered into a formal agreement with the Bassendean Historical Society to enable the Pensioner Guard Cottage to be opened to the public. Historical stories shared via Thrive and website.

	Objectives		Strategies		Actions	Ti Q1	mefr 20/	21		Status	Comments
				C.2.1.2	Develop a heritage agreement or shared approach to maintain and share noongar history, stories and culture	Q1	•	•	•	Not Started	Subject to funding in the 2021/22 financial year.
		CH.2.2	Ensure heritage locations and buildings of historical	CH.2.2. 1	Review the Town's Local Heritage Survey			•	•	On Track	Staff have reviewed the thematic history and existing LHS for consistency with Heritage Council guidelines.
			value within the Town are recognised, cared for and utilised by the community	CH.2.2. 2	Create a Local Planning Policy relating to protecting heritage and character					Not Started	Scheduled for 21/22.
		CH.2.3	Implement initiatives, events and activities that focus on a range of cultural and artistic endeavours (not limited to entertainment)	CH.2.3.	Create opportunities to showcase the Town's history and heritage to the community and visitors	•	•	•	•	On Track	The Town entered into a formal agreement with the Bassendean Historical Society to enable the Pensioner Guard Cottage to be opened to the public.
CH3	Engage the community in arts and culture	CH.3.1	Implement arts and cultural programs and activities that reflect the unique	CH.3.1. 1	Review Council's Public Arts Framework					Not Started	Councillors have requested that the review occur following the finalisation of the Town Centre Masterplan. Work to commence in 2021/22.
			history of the Town of Bassendean and are relevant to its community	CH.3.1. 2	Review Relax program				•	Not Started	Scheduled for 21/22.

OUTSTANDING COUNCIL RESOLUTIONS <u>RECOMMENDED FOR DELETION</u> – AS AT 7 MAY 2021

ROC18/59846	DONNA SHAW	OCM-12/2/18 - UNAUTHORISED REROOFING STORMWATER MANAGEMENT AND EXTERNAL BUILDING WORKS TO A PROPERTY LISTED ON THE STATE REGISTER OF HERITAGE PLACES AT 1 RIVER STREET BASSENDEAN MOVED CR MCLENNAN SECONDED CR WILSON THAT COUNCIL: 1.DEFER THIS ITEM UNTIL THE OUTCOME OF THE LANDOWNERS' APPLICATION FOR A HERITAGE GRANT UNDER THE HERITAGE COUNCIL'S 2018-2019 HERITAGE GRANTS PROGRAM IS KNOWN FOLLOWING WHICH A FURTHER OFFICER REPORT BE REFERRED BACK TO COUNCIL FOR CONSIDERATION; AND 2.OFFERS THE LANDOWNERS OF 1 RIVER STREET BASSENDEAN ASSISTANCE FROM TOWN STAFF IN PREPARING THEIR APPLICATION FOR THE HERITAGE COUNCIL'S 2018-2019 HERITAGE GRANTS PROGRAM.	DEVELOPMENT APPROVAL GRANTED FOR UNAUTHORISED WORKS. REPORT TO COUNCIL OCTOBER FOR BALANCE OF RESOLUTION. RECOMMEND DELETION
ROC21/81508	DONNA SHAW	OCM-12/3/21 - REVOCATION OF VARIOUS COUNCIL POLICIES MOVED CR WILSON SECONDED CR MCLENNAN THAT COUNCIL REVOKES: 1.COUNCIL POLICY 1.1 - CONSERVATION POLICY AND DEVELOPMENT GUIDELINES; 2.COUNCIL POLICY 2.5 - LANDSCAPING WITH LOCAL PLANTS POLICY; 3.COUNCIL POLICY 2.7 - ACID SULFATE SOILS POLICY; 4.COUNCIL POLICY 5.9 - KEEPING OF OTHER CAGE-BIRDS & POULTRY POLICY; AND 5.COUNCIL POLICY 5.8 - TEMPORARY HOLIDAY ACCOMMODATION IN CARAVANS.	POLICES REVOKED BY COUNCIL MARCH 2021 - RECOMMEND DELETION
ROC21/80686	ELIZABETH KANIA	OCM-15/2/21 - APPOINTMENT OF AUTHORISED COMPLAINTS OFFICER AND ADOPTION OF COMPLAINTS FORM MOVED CR BARTY SECONDED CR WILSON THAT COUNCIL: 1.IN ACCORDANCE WITH SCHEDULE 1 CLAUSE 11(3) OF THE LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021 APPOINTS THE CHIEF EXECUTIVE OFFICER MS PETA MABBS AND THE DIRECTOR CORPORATE SERVICES MR PAUL WHITE AS AUTHORISED PERSONS TO RECEIVE COMPLAINTS AND WITHDRAWALS OF COMPLAINTS; AND 2.ADOPTS THE COMPLAINTS FORM AS ATTACHED TO THIS REPORT.	COMPLAINTS OFFICERS APPOINTED AND FORM FINALISED. RECOMMEND DELETION
ROC19/69640	GREGORY P NERI	OCM-7/12/19 BASSENDEAN SKATE PARK – INSTALLATION OF SHADE MOVED CR QUINTON SECONDED CR WILSON THAT: 1.NOTES THE REPORT ON THE INSTALLATION OF SHADE SAILS AT THE BASSENDEAN SKATE PARK; 2.IF DEEMED A PRIORITY INVESTIGATES THE POTENTIAL FOR LOTTERYWEST OR OTHER FUNDING SOURCES TO CONTRIBUTE TO ANY FUTURE SHADE SAIL DEVELOPMENT AT THE SITE; AND 3.SUBJECT TO ABOVE ALLOCATES FUNDS IN THE 2020/21 BUDGET FOR THE DESIGN AND INSTALLATION OF SHADE SAILS AT THE BASSENDEAN SKATE PARK ABOVE THE NORTHERN GRASSED AREA AND/OR THE EASTERN END OF THE PARK.	FUNDING FOR THE SHADE SAILS WAS PROMISED BY DAVE KELLY AS PART OF 2021 ELECTION. THE INSTALLATION WILL BE DEALT WITH ADMINISTRATIVELY. IN ANY EVENT THE RESOLUTION OF COUNCIL HAS BEEN SATISFIED. RECOMMEND DELETION.

ROC21/81506	JEREMY MAHER	OCM-11/3/21 - WASTE PLAN MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL: 1.PROVIDE IN PRINCIPLE ENDORSEMENT OF THE DRAFT WASTE PLAN ATTACHED TO THIS REPORT; AND 2.NOTE THAT OFFICERS WILL SUBMIT THE DRAFT WASTE PLAN FOR FINAL REVIEW AND APPROVAL BY THE CEO OF THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION.	WASTE PLAN HAS BEEN SUBMITTED TO DWER. RECOMMEND DELETION
ROC20/72631	JEREMY MAHER	OCM-11/05/20 - POINT RESERVE JETTIES UPDATE MOVED CR MACWILLIAM SECONDED CR MCLENNAN THAT COUNCIL: 1.REVOKE IN PART COUNCIL RESOLUTIONS OCM-8/11/19 AND OCM -6/12/19 WHICH READ: OCM 8/11/19: MOVED CR GANGELL SECONDED CR QUINTON THAT COUNCIL: 3. COMMITS TO THE REINSTATEMENT OF THE SOUTH JETTY IN RECOGNITION OF THE HISTORY AND UNIQUENESS OF THE TWO JETTIES TO THE TOWN OF BASSENDEAN. OCM-6/12/19: MOVED CR HAMILTON SECONDED CR WILSON THAT COUNCIL: 5. REQUESTS STAFF SUBMIT APPLICATIONS FOR GRANT FUNDING TO FACILITATE THE REINSTATEMENT OF NORTH JETTY AS SOON AS IS PRACTICABLE AFTER UPGRADE DESIGN IS FINALISED; AND 2.APPROVES THE REMOVAL OF THE REMAINING JETTY STRUCTURES AT POINT RESERVE RECOGNISING THE JETTIES ARE UNABLE TO BE REPURPOSED OR MODIFIED; 3.GIVES IN PRINCIPAL SUPPORT FOR THE DEVELOPMENT OF A MORE HOLISTIC AND INTEGRATED PLAN FOR THE TOWN OF BASSENDEAN SECTION OF THE RIVER INCLUDING POINT RESERVE THAT CONSIDERS FUTURE AMENITY AND HEALTH OF THE RIVER AND FORESHORE; AND 4.REQUESTS THE CEO TO FACILITATE A SCOPING PAPER IN ORDER TO PROGRESS A MORE HOLISTIC AND INTEGRATED PLANNING APPROACH IN CONSULTATION WITH OTHER RELEVANT AGENCIES AND PRESENTS THIS TO A FUTURE COUNCILLOR WORKSHOP FOR DISCUSSION.	AN ITEM ON THE MATTER WAS PRESENTED TO THE MARCH COUNCIL MEETING. RECOMMEND DELETION.

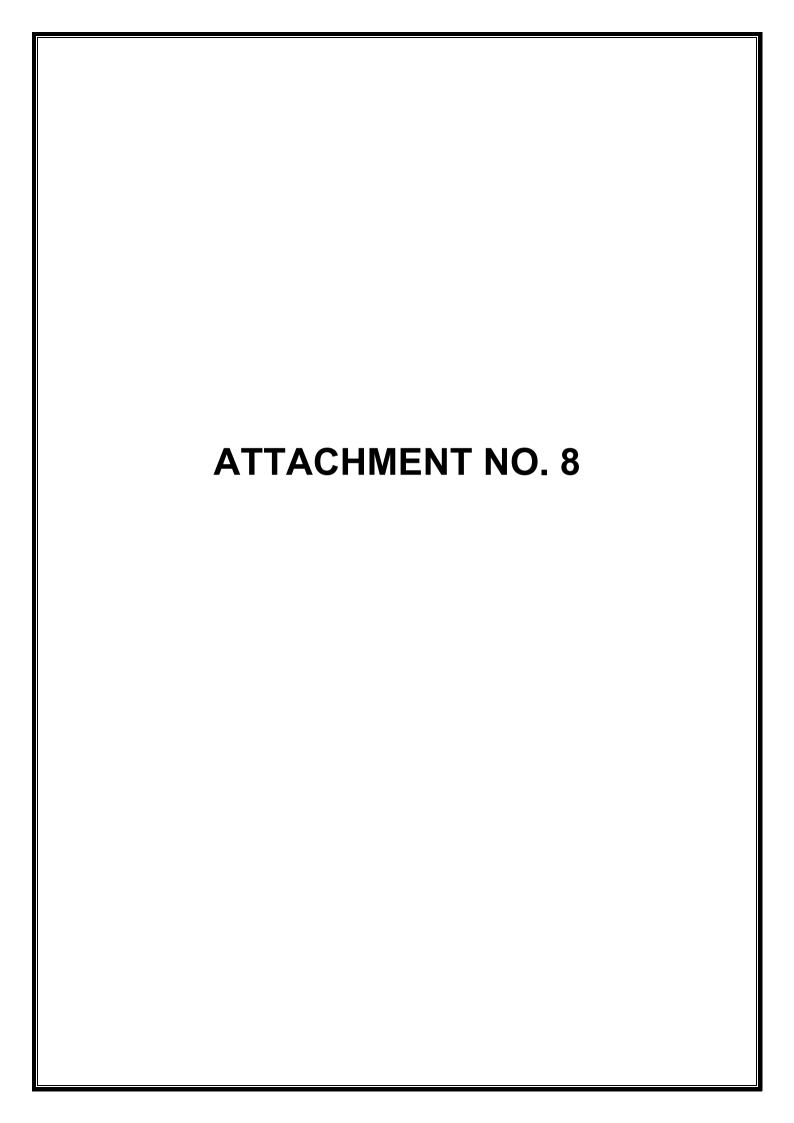
ROC19/68334	LUKE GIBSON	OCM-12/08/19 - DRAFT PARKLET POLICY MOVED CR HAMILTON SECONDED	NEW PUBLIC TRADING AND ALFRESCO
		CR MCLENNAN THAT COUNCIL DEFERS THIS ITEM PENDING A REVIEW OF	DINING POLICY ADOPTED BY COUNCIL IN
		THE DRAFT POLICY BY THE NEWLY APPOINTED DIRECTOR OF COMMUNITY	FEBRUARY 2021. RECOMMEND DELETION.
		PLANNING THAT INCLUDES BUT IS NOT LIMITED TO EXAMINATION OF THE	
		FOLLOWING POTENTIAL AMENDMENTS: (I)5.1.3 PARKLETS ARE NOT TO	
		EXCEED TWO CAR PARKING BAYS IN LENGTH OR (DELETE WIDTH) EXCEED	
		THE BOUNDARY OF A PARKING BAY ADJOINING A TRAFFIC LANE. (II)5.2.8	
		DELETE - CONFLICTS WITH VARIOUS OTHER CLAUSES REQUIRING NON-	
		PERMANENT EXAMPLE 5.3.7. (III)5.3.4 DELETE "OR BOLLARDS" AT END OF	
		SENTENCE AS CONFLICTS WITH THE AIMS OF THE 'DESIGN GUIDELINES'.	
		(IV)POINT 8 SECOND PARAGRAPH – CONFLICTS WITH 5.3.1 THEREFORE THE	
		WORDS "INCLUDING ALTERATIONS TO CIVIL INFRASTRUCTURE" WOULD	
		NEED TO BE REMOVED FROM POINT 8. (V)POINT 7 – IN RELATION TO THE	
		BUSINESS APPLICANT SECURING LETTERS OF SUPPORT REMOVE	
		REFERENCES TO "AND TOWN TEAMS" IN THE FIRST SENTENCE AND	
		REMOVE LAST SENTENCE "LETTER OF SUPPORT FROM THE LOCAL TOWN	
		TEAM (IE. OLD PERTH ROAD COLLECTIVE)". (VI)POINT 13.2 CONSULTATION –	
		"INCLUSION OF BUSINESS OPERATORS AND COMMERCIAL PROPERTY	
		OWNERS OF OLD PERTH ROAD". ADDITIONALLY THE POLICY SHOULD	
		SPECIFY THE PARAMETERS FOR APPROVAL UNDER DELEGATED	
		AUTHORITY AND OFFER DISPUTE RESOLUTION VIA A FINAL	
		DETERMINATION BY COUNCIL IF AND WHEN REQUIRED.	

ROC21/81509	LUKE GIBSON	OCM-13/3/21 - OUTDOOR EATING FACILITY (PARKLET) – PERMIT MODIFICATION MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL PURSUANT TO CLAUSE 6.2 OF THE ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW 2010 ISSUE A PERMIT FOR A PARKLET ON OLD PERTH ROAD ABUTTING 22 (LOT 351) OLD PERTH ROAD BASSENDEAN (O2 CAFÉ) SUBJECT TO THE FOLLOWING CONDITIONS: 1.THIS PERMIT IS ISSUED FOR THE USE OF THE LOADING BAY ONLY. 2.THE APPLICANT MUST HOLD A CURRENT PUBLIC LIABILITY INSURANCE POLICY WITH INDEMNITY OF NOT LESS THAN \$20000000. IF REQUESTED THE APPLICANT IS TO PROVIDE A CERTIFICATE OF CURRENCY TO THE TOWN OF BASSENDEAN. 3.THE APPLICANT DOES NOT HAVE EXCLUSIVE OR UNINTERRUPTED USE OF THE AREA. 4.THE ROAD AND FOOTPATH PAVEMENT AREAS MUST BE KEPT CLEAN AND FREE OF LITTER AT ALL TIMES. 5.THE APPLICANT MUST ENSURE THAT NO DAMAGE OR OBSTRUCTION IS CAUSED TO A MANHOLE INSPECTION PIT FIRE HYDRANT WATER GAS ELECTRICAL OR COMMUNICATIONS INFRASTRUCTURE DRAINAGE OR OTHER SERVICE WITHIN THE LOCATION OF PARKLET. 6.ALL FURNITURE SHALL BE DURABLE WATERPROOF RUSTPROOF AND WEATHER RESISTANT BE MAINTAINED IN GOOD CONDITION AND BE DESIGNED SO THAT CORNERS AND FASTENINGS DO NOT CREATE POTENTIAL HAZARDS FOR PATRONS AND PEDESTRIANS. 7.UMBRELLAS SHALL BE MAINTAINED TO A HIGH STANDARD AND SECURELY ANCHORED IN ACCORDANCE WITH	PERMIT HAS BEEN ISSUED UNDER THE LOCAL LAW - RECOMMEND DELETION
		AUSTRALIAN STANDARD AS1170.2-2002 – STRUCTURAL DESIGN ACTIONS – WIND ACTIONS AND/OR ANY RECOMMENDATIONS PROVIDE BY THE MANUFACTURER. 8.ALCOHOL CONSUMPTION SHALL ONLY BE PERMITTED WHERE THE NECESSARY APPROVALS HAVE BEEN OBTAINED FROM THE DEPARTMENT OF RACING GAMING AND LIQUOR. 9.SMOKING IS NOT PERMITTED WITHIN THE FACILITY. THE PERMIT HOLDER IS REQUIRED TO PROVIDE APPROPRIATE NON-SMOKING SIGNAGE TO ENSURE COMPLIANCE.	
ROC20/78174	LUKE GIBSON	OCM-7/12/20 - DRAFT AMENDED LOCAL PLANNING POLICY NO. 19 – PARKING OF COMMERCIAL VEHICLES MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL PURSUANT TO CLAUSE 5(1) OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 ADVERTISES THE DRAFT AMENDED LOCAL PLANNING POLICY NO. 19 – PARKING OF COMMERCIAL VEHICLES.	ADOPTED BY COUNCIL 23 FEBRUARY 2021 - WEBSITE UPDATED. RECOMMEND DELETION

ROC21/81503	LUKE GIBSON	OCM-8/3/21 - ROAD DEDICATION – LOT 55 ON DIAGRAM 41398 EDEN HILL MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL: 1.AUTHORISES A REQUEST BEING MADE TO THE MINISTER FOR LANDS PURSUANT TO SECTION 56 OF THE LAND ADMINISTRATION ACT 1997 TO DEDICATE LOT 55 ON DIAGRAM 41398 AS PART OF THE CHRISTIE WAY ROAD RESERVE; AND 2.PURSUANT TO SECTION 56 OF THE LAND ADMINISTRATION ACT 1997 INDEMNIFIES THE MINSTER FOR LANDS AGAINST ANY CLAIM FOR COMPENSATION ASSOCIATED WITH THE DEDICATION.	WRITTEN REQUEST HAS BEEN MADE TO THE MINISTER FOR LANDS TO DEDICATE THE LAND AS ROAD RESERVE – RECOMMEND DELETION
ROC21/81511	PAUL WHITE	OCM-15/3/31 - AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 10 MARCH 2021 MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL: 1.RECEIVES THE REPORT ON THE AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 10 MARCH 2021; 2.ADOPTS THE TOWN OF BASSENDEAN COMPLIANCE AUDIT RETURN FOR THE PERIOD 1 JANUARY 2020 TO 31 DECEMBER 2020 AS ATTACHED TO THIS REPORT; 3.NOTES THE LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021 AS ATTACHED TO THIS REPORT; 4.PROVIDES THE INDEPENDENT AUDITOR'S 2019/2020 REPORT TO THE MINISTER FOR LOCAL GOVERNMENT AS ATTACHED TO THIS REPORT; 5.PUBLISHES A COPY OF THE REPORT TO THE MINISTER FOR LOCAL GOVERNMENT ATTACHED TO THIS REPORT ON THE TOWN'S WEBSITE; AND 6.NOTES THE CEOS APPROVAL TO AWARD THE CONTRACT FOR PROVISION OF INTERNAL AUDITING SERVICES FOR THE TOWN OF BASSENDEAN FROM 3 MARCH 2021 TO 30 JUNE 2023 TO WILLIAM BUCK CONSULTING.	REPORT TO MINISTER PUBLISHED ON THE TOWN'S WEBSITE. RECOMMEND DELETION.
ROC21/81510	PAUL WHITE	OCM-14/3/21 - ANNUAL BUDGET 2020/21 – MARCH REVIEW MOVED CR MACWILLIAM SECONDED CR WILSON THAT COUNCIL ADOPTS THE MARCH BUDGET REVIEW AS OUTLINED IN THIS REPORT AND DETAILED IN THE ATTACHED LIST OF PROPOSED BUDGET AMENDMENTS.	NFA. RECOMMEND DELETION.

ROC20/78175	SHARNA MERRITT	OCM-8/12/20 - REVIEW OF VARIOUS PARKING RESTRICTIONS MOVED CR WILSON SECONDED CR MCLENNAN THAT COUNCIL PURSUANT TO CLAUSE 1.9 OF THE PARKING LOCAL LAW 2019 MAKES THE FOLLOWING MODIFICATIONS TO PARKING RESTRICTIONS: 1.REMOVAL OF THE 'NO PARKING' AND 'NO STOPPING' RESTRICTIONS FROM THE ROAD IN FRONT OF THE FIRE STATION AT 10-14 PARKER STREET BASSENDEAN; 2.REMOVAL OF THE 'NO STANDING' RESTRICTIONS AT 119 KENNY STREET BASSENDEAN; 3.REMOVAL OF THE 'NO VERGE PARKING' RESTRICTIONS FROM THE VERGE OPPOSITE 105 OLD PERTH ROAD BASSENDEAN; 4.CHANGING THE YELLOW EDGE LINE MARKINGS ON FIRST AVENUE BASSENDEAN AT THE INTERSECTIONS OF WALTER ROAD AND ANZAC TERRACE THE INTERSECTION OF OLD PERTH ROAD AND BROOK STREET BASSENDEAN THE INTERSECTION OF HAIG STREET AND COLSTOUN ROAD ASHFIELD THE INTERSECTION OF GUILDFORD ROAD AND FISHER STREET ASHFIELD AND INTERSECTIONS SURROUNDING JUBILEE RESERVE EDEN HILL ALONG ROBINSON ROAD MAY ROAD AND JUBILEE AVENUE FROM A VISUAL GUIDANCE FOR PARKING WITHIN 10M OF A CORNER TO 'NO STOPPING' YELLOW EDGE LINES RESTRICTIONS; 5.INSTALLING 'NO STOPPING' YELLOW EDGE LINES ON THE SOUTHERN SIDE OF MCKINLAY LANE; AND 6.INSTALLING 'NO STOPPING' YELLOW EDGE LINES ON BOTH SIDES OF PIRANI LANE AND DOBSON LANE AND ON THE SOUTHERN SIDE OF PRYDE WAY EDEN HILL.	THE REMOVAL OF THE RESTRICTIONS AND SIGNAGE AT KENNY STREET, PARKER STREET AND OLD PERTH ROAD HAS OCCURRED. THE EXISTING YELLOW EDGE LINES HAVE BEEN ADMINISTRATIVELY AMENDED AS REQUIRED AND THE INSTALLATION OF THE YELLOW EDGE LINE RESTRICTIONS IN MCKINLAY LANE AND PRYDE WAY, DOBSON LANE AND PIRANI LANE HAVE BEEN COMPLETED. RECOMMEND DELETION.
ROC21/82672	PAUL WHITE	OCM-16/4/21 - AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 14 APRIL 2021 MOVED CR BARTY SECONDED CR HAMILTON THAT COUNCIL RECEIVES THE: 1. AUDIT PLANNING MEMORANDUM (APM) FOR THE AUDIT OF THE TOWN'S FINANCIAL REPORT FOR 2020-21; AND 2. REPORT ON THE AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 14 APRIL 2021.	NO FURTHER ACTION. RECOMMEND DELETION.
ROC21/82698	ELIZABETH KANIA	OCM-22/4/21 - CR GANGELL – REQUEST TO ATTEND ALGA NATIONAL GENERAL ASSEMBLY MOVED CR GANGELL SECONDED CR MCLENNAN THAT: 1.COUNCIL APPROVES CR GANGELL'S ATTENDANCE AT THE ALGA NATIONAL GENERAL ASSEMBLY TO BE HELD IN CANBERRA BETWEEN 20-23 JUNE 2021; 2.THE TOWN SHALL PAY THE DISCOUNTED REGISTRATION FEE OF \$989 FOR CR GANGELL TO ATTEND THE CONFERENCE; AND 3.CR GANGELL IS TO PAY ALL COSTS ASSOCIATED WITH HIS FLIGHTS TO AND FROM CANBERRA HIS ACCOMMODATION IN CANBERRA AND ALL INCIDENTAL EXPENSES TO ATTEND THE CONFERENCE.	NOTED. RECOMMEND DELETION

ROC21/82699	ELIZABETH KARNIA	OCM-23/4/21 - TOWN OF BASSENDEAN HISTORY BOOK MOVED CR MCLENNAN SECONDED CR QUINTON THAT COUNCIL RESOLVES NOT TO PUBLISH OR MAKE AVAILABLE THE HISTORY BOOK COMMISSIONED IN APRIL 2011.	COUNCIL HAS RESOLVED NOT TO PUBLISH OR MAKE AVAILABLE THE HISTORY BOOK THAT WAS COMMISSIONED IN APRIL 2011. AS A CONSEQUENCE THE HISTORY BOOK WILL NOT BE PUBLISHED. RECOMMEND DELETION
ROC21/82668	JEREMY MAHER	OCM-12/4/21 - USE OF YOUTH SERVICES CENTRE MOVED CR WILSON SECONDED CR BARTY THAT: 1.COUNCIL APPROVE THE REPAIR CAFÉ BASSENDEAN TO STORE ITS MATERIALS AT THE YOUTH CENTRE FOR A 2 YEAR PERIOD; 2.COUNCIL APPROVE THE OCCASIONAL USE OF THE YOUTH CENTRE FOR 'REPAIR DAYS' AS APPROVED BY THE MANAGER OF YOUTH SERVICES; AND 3.THE TOWN WAIVE ANY FEES ASSOCIATED WITH THIS USE.	THE REPAIR CAFÉ HAS BEEN ADVISED. RECOMMEND DELETION
ROC21/82700	SALVATORE SICILIANO	OCM-25/4/21 - COMMUNITY AWARDS MOVED CR HAMILTON SECONDED CR GANGELL THAT COUNCIL ENDORSES THE RESOLUTIONS INCLUDED IN THE CONFIDENTIAL MINUTES ATTACHED TO THE ORDINARY COUNCIL MINUTES OF 27 APRIL 2021.	THE COMMUNITY AWARDS WILL BE PRESENTED AS PART OF THE CITIZENSHIP CEREMONY BEING HELD ON SUNDAY 23 MAY DURING NATIONAL VOLUNTEER WEEK. AWARD RECIPIENTS HAVE BEEN ADVISED THAT THEY WERE FINALISTS IN THEIR CATEGORY AND INVITED TO THE AWARDS CEREMONY. RECOMMENT DELETION





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 01-30 April 2021	43090 – 43312	2,122,725.70
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86288 – 86294	23,530.32
		\$2,146,256.02

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 25th May 2021. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

DIRECTOR CORPORATE SERVICES

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-5.683.91		16/04/2021	EFT43119
-717 98	Cancelled Building Application	118 16/04/2021 DASCO BUILDING GROUP PTY LTD	EFT43118
-7,614.75	Consultancy Fees - Town Centre Revitalisation Masterplan	117 16/04/2021 CREATING COMMUNITIES AUSTRALIA PTY LTD	EFT43117
-11,121.00	Depot - 40' Container With Shelter (Storage)	116 16/04/2021 CONTAINER TRADERS	EFT43116
-2,523.37	Various Business Units - Groceries Supplies	115 16/04/2021 COLES SUPERMARKETS AUSTRALIA	EFT43115
-31.08	Recycling Of Cartridges	114 16/04/2021 CLOSE THE LOOP OPERATIONS	EFT43114
-308.00	Library - Cleaning And Maintenance Of Public Computers	113 16/04/2021 BRIGHT BYTES	EFT43113
-3,191.12	Building & Construction Industry - Levy Collected - March 2021	112 16/04/2021 BCITF	EFT43112
-128.68	Library - Magazine Subscriptions	111 16/04/2021 BASSENDEAN NEWSAGENCY	EFT43111
-2,247.43	Lease - New Servers / Equipment	110 16/04/2021 BANK OF QUEENSLAND FINANCE (AUST) LIMITED	EFT43110
-11,614.08	Various Sites - Crossover And Footpath Maintenance & Construction	109 16/04/2021 AXIIS CONTRACTING	EFT43109
-2,266.39	Various Business Units - Postal Charges - March 2021	108 16/04/2021 AUSTRALIA POST	EFT43108
-2,291.00	Various Sites - Repair Verge And Walkway Brick Paving	107 16/04/2021 AMAZING BRICK PAVING	EFT43107
-171.16	Office Linen And Laundry Services	106 16/04/2021 ALSCO PERTH	EFT43106
-220.00	Bassendean Oval - Line Marking	105 16/04/2021 ALLSPORTS LINEMARKING	EFT43105
-592.00	Council Crossover Contribution	104 16/04/2021 ALEX INGRAM	EFT43104
-213.82	Town Planning - Canon Scanner & Plotter Lease	103 16/04/2021 ABACUS CALCULATORS (WA) PTY LTD	EFT43103
-4,000.00	Security Bond Refund	102 16/04/2021 VDA HOLDINGS PTY LTD	EFT43102
-2,805.00	Security Bond Refund	101 16/04/2021 RACHEL EVANS	EFT43101
-1,050.00	Hall & Key Bond Refund	100 16/04/2021 PRASANNA GOWDA	EFT43100
-2,805.00	Security Bond Refund	099 16/04/2021 PAUL & SIMONNE MORETTA	EFT43099
-200.00	Dudley Robinson Youth Grant	098 16/04/2021 ERICA KETTERER	EFT43098
-200.00	Dudley Robinson Youth Grant	097 16/04/2021 CHLOE DAL PASSO	EFT43097
-2,805.00	Security Bond Refund	096 16/04/2021 ALEXEI PORTER	EFT43096
-2,500.00	Security Bond Refund	095 16/04/2021 ALEX INGRAM	EFT43095
-862.00	Payroll Deductions	094 13/04/2021 TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	EFT43094
-61.50	Payroll Deductions	093 13/04/2021 LGRCEU	EFT43093
-236.27	Payroll Deductions	092 13/04/2021 CHILD SUPPORT AGENCY	EFT43092
-93,620.00	Payroll Deductions	091 13/04/2021 AUSTRALIAN TAX OFFICE (PAYG)	EFT43091
-155.40	Payroll Deductions	090 13/04/2021 AUSTRALIAN SERVICES UNION	EFT43090
Amount		EFT Date Name	Chq/EFT
			1

-92.08	cipially & voluliteer - pally/ weekly Newspaper Subscriptions	10/07/2021	[
000	Library 9. Volumtoor Daily (Monday Normana) Subsprintings	FETA3149 16/04/2021 N. &. N. I. HAELISLED	FFT/13
-294.80	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	EFT43148. 16/04/2021 MT LAWLEY MILK	EFT43
-17,511.17	Various Sites - Street Sweeping Services	EFT43147 16/04/2021 MINT CIVIL PTY LTD	EFT43
-7,178.79	Labour Hire - Information Technology	EFT43146 16/04/2021 MICHAEL PAGE INTERNATIONAL (AUSTRALIA) PTY LTD	EFT43
-880.00	Staff Training - Health And Safety Representative Course	EFT43145 16/04/2021 LORM PTY LTD	EFT43
-1,665.00	Seniors - Home Garden & Maintenance	EFT43144 16/04/2021 JULIAN CHARLES RICHARDS	EFT43
-880.00	Various Sites - Street Tree Pruning & Removal	EFT43143 16/04/2021 JEFF GREEN TREE LOPPING	EFT43
-789.25	Seniors - Home Garden & Maintenance	EFT43142 16/04/2021 GINO'S ALL ROUND HANDYMAN SERVICE	EFT43
-594.00	Seniors - Home Care Support Subscription	EFT43141 16/04/2021 GEVERS GODDARD JONES PTY LTD	EFT43
-130.00	Seniors - Clients - Carpert Cleaning	EFT43140 16/04/2021 ELITE CARPET DRYCLEANING	EFT43
-2,512.68	Bassendean Markets - Coordinator Services	EFT43139 16/04/2021 ELISABETH RICHARDSON	EFT43
-46,621.25	Various Domestic & Council Rubbish	EFT43138 16/04/2021 EASTERN METROPOLITAN REGIONAL COUNCIL	EFT43
-1,706.93	Payroll Deductions	EFT43137 16/04/2021 EASIFLEET	EFT43
-272.25	Customer Service - Banking Collection - March 2021	EFT43136 16/04/2021 CTI RISK MANAGEMENT	EFT43
-2,101.00	Whitfield Street - Bike Parking Rails	EFT43135 16/04/2021 CORA BIKE RACK PTY LTD	EFT43
-1,060.40	Various Offices - Telephone System Maintenance & Repairs	EFT43134 16/04/2021 COMMAND-A-COM PTY LTD	EFT43
-771.10	Whitfield Street Event - Equipment Hire	EFT43133 16/04/2021 CLASSIC HIRE	EFT43
-1,936.00	Staff Training - Cultural Development Planning Session	EFT43132 16/04/2021 AHA! CONSULTING	EFT43
-68.86	Records - Document Bin Rental & Storage Fees	EFT43131 16/04/2021 ZIRCODATA PTY LTD	EFT43
-150.00	Dog Registration Refund	EFT43130 16/04/2021 SUSAN MORAN	EFT43
-110.00	Refund Vendors Permit - Markets Unable To Suply Power	EFT43129 16/04/2021 STICK WITH WAFFLE	EFT43
-1,400.00	Relax Instructor - Pilates - Term 1 2021	EFT43128 16/04/2021 PILATES FLOW	EFT43
-77.84	Courier Services - Document Delivery - March 2021	EFT43127 16/04/2021 PEP TRANSPORT	EFT43
-328.06	Whitfield Street Event - Trestle Table Hire	EFT43126 16/04/2021 PEDERSENS HIRE AND STRUCTURES	EFT43
-1,200.00	Relax Instructor - Samba Drumming - Term 1 2021	EFT43125 16/04/2021 MARIA DANIELS	EFT43
-16,649.21	Various Reserves - New Play Equipment	EFT43124 16/04/2021 LYPA PTY LTD	EFT43
-100.00	Waste Meeting - Consumables	EFT43123 16/04/2021 HOLLY RAYE IRVING	EFT43
-735.00	Relax Instructor - Monday Night Yoga - Term 1 2021	EFT43122 16/04/2021 HELEN DOBBIE	EFT43
-449.00	Community Hall - New Vaccum Cleaner	EFT43121 16/04/2021 HARVEY NORMAN	EFT43
-715.00	Whitfield Street Event - Street Performance	EFT43120 16/04/2021 FREESTYLE NOW	EFT43
Amount	Description	Chq/EFT Date Name	Chq/I

-161.70		L	
	Various Sites - Airconditioners - Biannual Service & Inspection	9 29/04/2021 AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	EFT43179
-6,125.63	Depot - Consulting Fee Asset Management	8 29/04/2021 ASSET INFRASTRUCTURE MANAGEMENT	EFT43178
-76,729.10	Various Sites - Road Repairs - Supply Ashphalt	7 29/04/2021 ASPHALTECH PTY LTD	EFT43177
-40.05	Office Linen And Laundry Services	6 29/04/2021 ALSCO PERTH	EFT43176
-440.00	Bassendean Oval - Weekly Line Marking	5 29/04/2021 ALLSPORTS LINEMARKING	EFT43175
-126.50	Depot - Minor Consumables Tools	4 29/04/2021 ALLMARK & ASSOCIATES PTY LTD	EFT43174
-253.00	Library Printer - Servicing And Maintenance	3 29/04/2021 ALL PRINTERS AND CARTRIDGES PTY LTD	EFT43173
-51,882.71	Cyril Street - Road Gutter Cleaning & Cutting, Pipe Reline	2 29/04/2021 AARO GROUP PTY LTD	EFT43172
-40,445.35	Transfer To Planning - Closed Trust Bonds	1 29/04/2021 TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	EFT43171
-18,200.00	Partial Refund - Hyde Ret Village - Unit 24	0 29/04/2021 ROBERT BARRY MCMANUS	EFT43170
-550.00	Hall & Key Bond Refund	9 29/04/2021 MATHEW & LAURA BELLOMO	EFT43169
-550.00	Hall & Key Bond Refund	8 29/04/2021 EILEEN OVERTON	EFT43168
-50.00	Key Bond Refund	7 29/04/2021 DEPARTMENT OF JUSTICE	EFT43167
-2,805.00	Security Bond Refund	6 29/04/2021 BLUEPRINT HOMES PTY LTD	EFT43166
-6,037.49	Loan No. 160B - Library Redevelopment	5 27/04/2021 WESTERN AUSTRALIAN TREASURY CORPORATION	EFT43165
-862.00	Payroll Deductions	4 27/04/2021 TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	EFT43164
-61.50	Payroll Deductions	3 27/04/2021 LGRCEU	EFT43163
-236.27	Payroll Deductions	2 27/04/2021 CHILD SUPPORT AGENCY	EFT43162
-90,958.00	Payroll Deductions	1 27/04/2021 AUSTRALIAN TAX OFFICE (PAYG)	EFT43161
-155.40	Payroll Deductions	0 27/04/2021 AUSTRALIAN SERVICES UNION	EFT43160
-386.84	Printing Rates - Tip Passes	9 16/04/2021 ZIPFORM PTY LTD	EFT43159
-99.00	Water Dispenser Rental Maintenance Agreement	8 16/04/2021 WATER2WATER PTY LTD	EFT43158
-8,089.84	Depot - Fuel Supplies	7 16/04/2021 UNITED PETROEUM PTY LTD	EFT43157
-2,430.00	Various Sites - Office & Facility Cleaning	6 16/04/2021 UMESH THAPA	EFT43156
-1,824.71	Various Sites - Telephone Charges	5 16/04/2021 TPG NETWORK PTY LTD	EFT43155
-243.65	Australian Citizenship - 2021 \$1 Coins	4 16/04/2021 THE PERTH MINT	EFT43154
-8,120.20	Jubilee Reserve - New Goal Posts & Sleeves	3 16/04/2021 SLATER GARTRELL SPORTS	EFT43153
-945.00	Relax Instructor - Thurs Morning Yoga - Term 1	2 16/04/2021 RUBY 9 PTY LTD	EFT43152
-6,041.11	Various Sites - Streetscape Watering	1 16/04/2021 PROGRAMMED PROPERTY SERVICES	EFT43151
-15,655.20	Various Sites - Mowing	0 16/04/2021 PRESTIGE PROPERTY MAINTENANCE	EFT43150
Amount	Description	Date Name	Chq/EFT

Chq/EFT	Date Name	Description	Amount
EFT43180	29/04/2021 AUSTRALIAN OFFICE	Various Business Units - Self Seal Window Envelopes	-64.15
EFT43181	29/04/2021 AUSTRALIAN RISK SERVICES (AUSTRALIASIA) PTY LTD	Staff Training - Lead Investigator Training	-1,100.00
EFT43182	29/04/2021 AVELING	Depot Staff - Training	-77.00
EFT43183	29/04/2021 AXIIS CONTRACTING	Various Sites - Crossover And Footpath Maintenance & Construction	-3,983.52
EFT43184	29/04/2021 BASSENDEAN PHYSIOTHERAPY PTY LTD	Seniors - Client - Physiotherapy Session	-175.00
EFT43185	29/04/2021 BASSENDEAN SES ACCOUNT NO. 1	Mary Crescent Reserve Event - Bbq Duties	-1,100.00
EFT43186	29/04/2021 BASSENDEAN STATE EMERGENCY SERVICES	Esl Operating Grant 2020/2021 - 3Rd Quarter	-12,130.25
EFT43187	29/04/2021 BASSENDEAN WELLNESS CLINIC	Seniors - Client - Podiatry Home Visit	-195.00
EFT43188	29/04/2021 BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-39,566.53
EFT43189	29/04/2021 BIKEDR CYCLE SERVICES PTY LTD	Whitfield Street Event - Bike Services	-1,430.00
EFT43190	29/04/2021 BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-46.04
EFT43191	29/04/2021 BUDGET PEST CONTROL	Various Sites - Pest Control - Black Ant Infestation	-265.00
EFT43192	29/04/2021 BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-5,838.47
EFT43193	29/04/2021 CAI FENCING	Jubilee Reserve - Cricket Wicket - Remove Fencing, Gates And Poles	-2,314.00
EFT43194	29/04/2021 CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-4,176.25
EFT43195	29/04/2021 CHRISTOPHER WATSON	Rates Refund	-1,902.10
EFT43196	29/04/2021	Cancelled	0.00
EFT43197	29/04/2021 ERIN COATES	Building Permit Refund	-166.65
EFT43198	29/04/2021 JOSEPH MCDERMOTT	Seniors - Refund - Unspent Client Funds	-1,958.44
EFT43199	29/04/2021 PUBLIC TRUSTEE	Seniors - Refund - Unspent Client Funds	-1,414.44
EFT43200	29/04/2021 THEA & RAYMOND WATTENHOFER	Council Crossover Contribution	-592.00
EFT43201	29/04/2021 CDM AUSTRALIA PTY LTD	Depot - Office Stationery	-258.50
EFT43202	29/04/2021 CITY OF SOUTH PERTH	Ranger Services - Pound Fees	-1,968.95
EFT43203	29/04/2021 CLASSIC CONVEYANCING	Rates Refund	-1,107.95
EFT43204	29/04/2021 CLEANAWAY (TOX FREE)	Depot - Collect Dangerous Goods	-808.63
EFT43205	29/04/2021 COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-2,045.56
EFT43206	29/04/2021 COMMERCIAL TYRES	Various Fleet Vehicle - Tyre & Brake Repairs	-2,725.00
EFT43207	29/04/2021 COMMISSIONER OF POLICE	Volunteers - Police Checks - February/March 2021	-16.70
EFT43208	29/04/2021 COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-1,089.99
EFT43209	29/04/2021 CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Town Centre Revitalisation Masterplan	-7,361.75

-1,512.45	Seniors - Clients - Meals On Wheels	EFT43239 29/04/2021 HOME CHEF	EFT43
-304.00	Town Centre Masterplan Workshop - Consumables	EFT43238 29/04/2021 HOLLY RAYE IRVING	EFT43
-114.17	Depot - Minor Supplies	EFT43237 29/04/2021 HEATLEY SALES PTY LTD	EFT43
-300.00	Children Services - Guest Speaker - Family Information Evening	EFT43236 29/04/2021 HEALTHY 4 LIFE	EFT43
-916.08	Various Business Units - Website Hosting	EFT43235 29/04/2021 HATCHET PTY LTD	EFT43
-984.57	Various Sites - Restricted Keys & Coding	EFT43234 29/04/2021 GRONBEK SECURITY	EFT43
-22,370.00	Ashfield Reserve - Turf Repairs	EFT43233 29/04/2021 GREENACRES TURF GROUP	EFT43
-222.75	Depot - Deliver Plant To Manheim Auctions	EFT43232 29/04/2021 GENERAL HIAB SERVICE	EFT43
-72.82	Various Sites - Plumbing Supplies	EFT43231 29/04/2021 GALVINS PLUMBING PLUS	EFT43
-3,244.41	Various Business Units - Photocopier Lease And Charges	EFT43230 29/04/2021 FUJI XEROX AUSTRALIA PTY LTD	EFT43
-1,600.26	Seniors - Transport For Clients	EFT43229 29/04/2021 SHOFER PTY LTD	EFT43
-25.00	Library - Local History - Book Purchase	EFT43228 29/04/2021 NERINA COOPES	EFT43
-2,216.50	Various Reserves - Park Seating	EFT43227 29/04/2021 FELTON INDUSTRIES	EFT43
-14,670.70	Library -Computer System Upgrade & Implemention	EFT43226 29/04/2021 FE TECHNOLOGIES PTY LTD	EFT43
-530.00	Relax Instructor - Wu Tao And Imagination Liberation Series	EFT43225 29/04/2021 EPOCH TRAINING	EFT43
-12,100.00	Funding Agreement - 2021 Plants To Residents Program	EFT43224 29/04/2021 ENVIRONMENT HOUSE INCORPORATED	EFT43
-342.76	Various Street Garden Sites - New Plants	EFT43223 29/04/2021 EMS PLANT PRODUCTION	EFT43
-253.00	Bic Reserve - Servicing Of Iron Filter	EFT43222 29/04/2021 ELLIOTTS IRRIGATION PTY LTD	EFT43
-1,995.00	Bassendean Markets - Coordinator Services	EFT43221 29/04/2021 ELISABETH RICHARDSON	EFT43
-43,384.59	Various Domestic & Council Rubbish	EFT43220 29/04/2021 EASTERN METROPOLITAN REGIONAL COUNCIL	EFT43
-853.23		EFT43219 29/04/2021 EASIFLEET	EFT43
-121.00	Library - Alarm Panel Testing	EFT43218 29/04/2021 E FIRE & SAFETY (WA)	EFT43
-154.95	Depot - Staff Uniforms	EFT43217 29/04/2021 DS WORKWEAR & SAFETY	EFT43
-440.00	Various Sites - Drain Cleaning	EFT43216 29/04/2021 DRAINFLOW SERVICES PTY LTD	EFT43
-297.00	Playground - Replace Parts	EFT43215 29/04/2021 DONEGAN ENTERPRISES PTY LTD	EFT43
-2,028.40	Economic Development - Creating Communities - Signage	EFT43214 29/04/2021 DIRECT IMAGE DIGITAL PRINTING	EFT43
-3,335.00	Town Planning - Subdivision Application	EFT43213 29/04/2021 DEPARTMENT OF PLANNING, LAND AND HERITAGE	EFT43
-2,618.00	Labour Hire - Information Technology	EFT43212 29/04/2021 DATAWEST GROUP PTY LTD	EFT43
-126.94	Various Fleet Vehicles - Parts	EFT43211 29/04/2021 DAIMLER TRUCKS PERTH	EFT43
-2,795.00	Seniors - Client Independent Living Supplies	EFT43210 29/04/2021 DAILY LIVING PRODUCTS	EFT43
Amount	Description	Chq/EFT Date Name	Chq/

-85.25	Various Business Units - Staff Name Badges	43268 29/04/2021 NAIVIEPLATE ENGRAVERS	EF143268
-385.00	Library - Elevator - Service Fee	29/04/2021	EF14326/
-77.05	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	_	EFT43266
-279.74	Depot - Various Fleet Vehicles - Parts	43265 29/04/2021 MORLEY MOWER CENTRE	EFT43265
-1,353.00	Various Sites - Supply Concrete For Footpath Repairs	43264 29/04/2021 MIDLAND MINICRETE	EFT43264
-245.30	Road - Maintenance Supplies	43263 29/04/2021 METROCOUNT	EFT43263
-3,789.69	Professional Fees - Legal Advice	43262 29/04/2021 MCLEODS & CO	EFT43262
-55.00	Seniors - Client - Physiotherapy Session	43261 29/04/2021 MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	EFT43261
-1,289.52	Various Business Units - Advertising And Printing	43260 29/04/2021 MARKETFORCE PTY LTD	EFT43260
-4,433.17	Various Sites - Plumbing Repairs	43259 29/04/2021 MACKIE PLUMBING AND GAS PTY LTD	EFT43259
-35.70	Depot - Minor Fleet Vehicle Parts	43258 29/04/2021 MARTINS TRAILER PARTS	EFT43258
-1,643.43	Depot - Fleet Vehicle - Parts	43257 29/04/2021 MAJOR MOTORS	EFT43257
-8,499.14	Bassendean Foreshore Assessment And River Management Plan	43256 29/04/2021 M P ROGERS & ASSOCIATES PTY LTD	EFT43256
-3,146.00	Various Reserves - Supply & Apply Wetta Soil	43255 29/04/2021 LOCHNESS LANDSCAPE SERVICES	EFT43255
-260.00	Local Government Planners' Association Forum	43254 29/04/2021 LOCAL GOVERNMENT PLANNERS ASSOCIATION	EFT43254
-1,190.00	Seniors - Client - Physiotherapy Session	43253 29/04/2021 LIFE READY MOBILE PTY LTD	EFT43253
-2,701.00	Seniors - Client - Physiotherapy Session	43252 29/04/2021 LIFE CARE HOME CARE	EFT43252
-4,925.07	Planning - Annual Subscription	43251 29/04/2021 LANDGATE	EFT43251
-750.20	Various Sites - Graffiti Removal	43250 29/04/2021 KLEENIT PTY LTD	EFT43250
-1,907.18	Whitfield Street Event - Crazy Bikes, Penny Farthings & Balance Course	43249 29/04/2021 KEOS EVENTS PTY LTD	EFT43249
-700.00	Old Perth Road Markets - Equipment Hire	43248 29/04/2021 KENNARDS HIRE	EFT43248
-725.00	Seniors - Home Garden & Maintenance	43247 29/04/2021 JULIAN CHARLES RICHARDS	EFT43247
-2,200.00	Various Sites - Building & Maintenance Repairs	43246 29/04/2021 J SWIFT MAINTENANCE	EFT43246
-13,868.74	Various Buildings Cleaning - March 2021	43245 29/04/2021 INTELIFE GROUP LIMITED	EFT43245
-114.40	Various Business Units - Staff Business Cards	43244 29/04/2021 IMAGESOURCE DIGITAL SOLUTIONS	EFT43244
-336.60	Credit Checks On Preferred Tenderers	43243 29/04/2021 ILLION (AUSTRALIA)	EFT43243
-8,753.39	Various Sites - Quarterly - Toilet Hygiene Service	29/04/2021	EFT43242
-4,950.00	Professional Fees - Legal Advice	43241 29/04/2021 HWL EBSWORTH LAWYERS	EFT43241
-4,193.92	Road Maintenance - Combo Grated Side Entry	43240 29/04/2021 HUMES WEMBLEY CEMENT	EFT43240
Amount	Description	1/EFT Date Name	Chq/EFT

	- 1		
-287.71	Depot - Minor Consumables Tools	299 29/04/2021 SUPERCHARGE BATTERIES	EFT43299
-901.52	Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection	298 29/04/2021 SUEZ RECYCLING & RECOVERY PTY LTD	EFT43298
-30.25	Various Business Units - Design & Print Requirements	297 29/04/2021 STYLUS DESIGN	EFT43297
-2,244.00	Various Sites - Garden Supplies	296 29/04/2021 STRATAGREEN	EFT43296
-634.05	Various Business Units - First Aid Kits Restock	295 29/04/2021 ST JOHN AMBULANCE AUSTRALIA	EFT43295
-123.60	Various Sites - Garden Soil Supplies	294 29/04/2021 SOILS AINT SOILS PTY LTD	EFT43294
-4,212.77	Various Sites - Reserves - Sand Clean	293 29/04/2021 SIFTING SANDS	EFT43293
-501.60	Various Events - Corfulate Signage	292 29/04/2021 SHORT PROMOTIONAL RUNS	EFT43292
-11,890.50	Success Hill Reserve Jetty - Remediation Works	291 29/04/2021 SHOREWATER MARINE PTY LTD	EFT43291
-2,095.50	Senior Educator - Premium Advert Invoice #97416612 31.03.2021	290 29/04/2021 SEEK LIMITED	EFT43290
-6,160.00	Various Sites - Replace With New Drainage Grids	289 29/04/2021 SCM EARTHMOVING CONTRACTORS	EFT43289
-2,800.00	Bassendean Markets - Management	288 29/04/2021 ROTARY CLUB OF SWAN VALLEY	EFT43288
-349.62	Various Sites - Road Repairs - Supply Ashphalt	287 29/04/2021 ROADS 2000	EFT43287
-4,824.91	Various Business Units - Photocopier Lease And Charges	286 29/04/2021 RICOH AUSTRALIA PTY LTD	EFT43286
-1,540.01	Employee Assistance Program - Counselling	285 29/04/2021 RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	EFT43285
-198.00	Ranger Services - Abandoned Vehicles	284 29/04/2021 RECOMMENDED TOWING PTY LTD	EFT43284
-513.35	Various Business Units - Office Stationery	283 29/04/2021 QUICK CORPORATE AUSTRALIA PTY LTD	EFT43283
-2,924.91	Various Road Closures And Traffic Management	282 29/04/2021 QUALITY TRAFFIC MANAGEMENT PTY LTD	EFT43282
-642.40	Council Recycle Waste - Concrete, Bricks, Sand & Hotmix	281 29/04/2021 PRODUCT RECOVERY INDUSTRIES PTY LTD	EFT43281
-8,745.00	Waste - Subscription	280 29/04/2021 PLANET FOOTPRINT PTY LTD	EFT43280
-440.00	Depot - Safety Equipment And Signage	279 29/04/2021 PERTH SAFETY PRODUCTS PTY LTD	EFT43279
-10,357.85		278 29/04/2021 PARAMOUNT ELECTRICAL SERVICES	EFT43278
-162.80	Library - Serviced Laminator	29/04/2021 PARAMOUNT BUSINESS SUPPLIES PTY LTD	EFT43277
-1,816.44	Various Business Units - Office Stationery	276 29/04/2021 OFFICEWORKS SUPERSTORES PTY LTD	EFT43276
-4,004.00	Town Planning - One Year Subscription	275 29/04/2021 OBJECTIVE CORPORATION LIMITD	EFT43275
-2,803.57	Various Sites - Reticulation Supplies	274 29/04/2021 NUTRIEN WATER	EFT43274
-20,011.72	Ashfield Reserve - Repair Floodlights	273 29/04/2021 NORTH LAKE ELECTRICAL PTY LTD	EFT43273
-125.00	Children Services - Happy Feet Monthly Incursion	272 29/04/2021 NIKKI DENNERLEY	EFT43272
-13,750.00	Planning - Nearmap Annual Subscription	271 29/04/2021 NEARMAP AUSTRALIA PTY LTD	EFT43271
-7,927.80	Various Sites - Restoration And Planting	270 29/04/2021 NATURAL AREA HOLDINGS	EFT43270
Amount	Description	EFT Date Name	Chq/EFT

-400.00	Volunteer - Volunteer Meal Vouchers	29/04/2021 XPRESSO LANE CAFE	EFT43312
-13,074.60	Success Hill Reserve Jetty - Engineering Consultation	29/04/2021 WGAWA PTY LTD	EFT43311
	Depot - Fleet Vehicle - Parts	29/04/2021 WESTRAC PTY LTD	EFT43310
-176.00	Depot Staff - Reclassification Infrastructure	29/04/2021 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	EFT43309
-125.55	Library - Book Purchases	29/04/2021 WESTBOOKS	EFT43308
-478.50	Depot - General Waste Skip Bin - March 2021	29/04/2021 WEST TIP WASTE CONTROL PTY LTD	EFT43307
-1,733.60	Various Fleet Vehicle - Tyre Repairs & Replacements	29/04/2021 WATTS WESTERN RUBBER	EFT43306
-721.25	Depot - Fleet Vehicle - Parts	29/04/2021 VERMEER EQUIPMENT OF WA & NT	EFT43305
-4,031.66	Seniors - Client Independent Living Supplies	29/04/2021 UNICARE HEALTH	EFT43304
-1,056.00	Hyde Ret Village - Units - Forensic Clean	29/04/2021 TRAUMACLEAN	EFT43303
-250.00	Library - Extension Activities	29/04/2021 THE SCIENCE MUM	EFT43302
-22,226.30	Depot - New Ride On Mower & Accessories	29/04/2021 T-QUIP	EFT43301
-47,526.46	Various Sites Synergy Account - Electricity Supply Charges	29/04/2021 SYNERGY	EFT43300
Amount	Description	10000	cid/ Ei

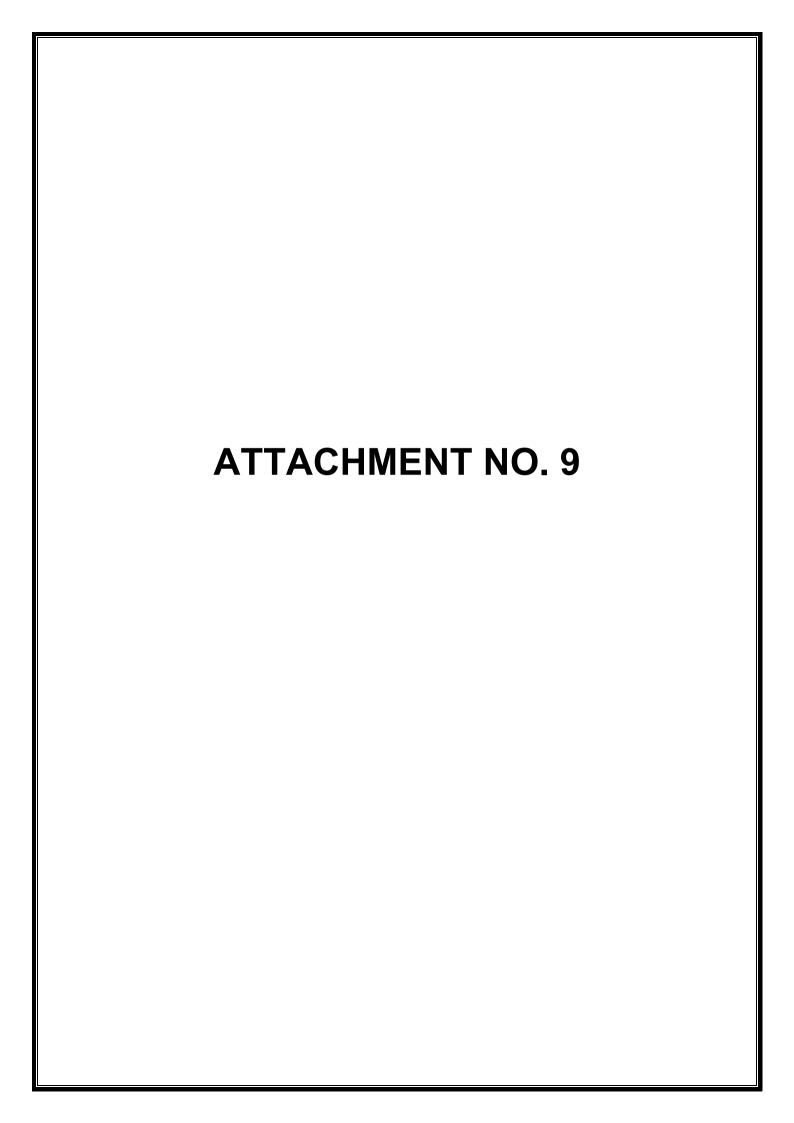
Chq/EFT	ш—	Description	Amount
DD19176.1	31/03/2021 ONHOLD MAGIC	Messages On Hold - April 2021	-138.80
DD19179.1	08/03/2021 COMMONWEALTH CREDIT CARDS	Credit Card - March 2021	-15,491.34
DD19183.1	13/04/2021 AWARE SUPERANNUATION	Payroll Deductions	-46,530.71
DD19183.2	13/04/2021 VIC SUPER	Superannuation Contributions	-254.34
DD19183.3	13/04/2021 MLC SUPER FUND	Superannuation Contributions	-617.22
DD19183.4	13/04/2021 COLONIAL FIRST STATE	Payroll Deductions	-738.98
DD19183.5	13/04/2021 AMP FLEXIBLE SUPER - SUPER		-172.87
DD19183.6	13/04/2021 ANZ SMART CHOICE SUPER	Payroll Deductions	-348.04
DD19183.7	13/04/2021 AMP SUPERLEADER		-169.70
DD19183.8	13/04/2021 DIY MASTER PLAN	Payroll Deductions	-463.26
DD19183.9	13/04/2021 REST SUPERANNUATION	Payroll Deductions	-1,357.23
DD19183.10	13/04/2021 NGS SUPER	Superannuation Contributions	-314.95
DD19183.11	13/04/2021 MLC SUPER FUND	Superannuation Contributions	-196.13
DD19183.12	13/04/2021 WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-61.90
DD19183.13	13/04/2021 SUN SUPER	Superannuation Contributions	-236.70
DD19183.14	13/04/2021 AUSTRALIAN ETHICAL SUPER	Payroll Deductions	-697.38
DD19183.15	13/04/2021 CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-217.43
DD19183.16	13/04/2021 BT SUPER FOR LIFE	Superannuation Contributions	-284.82
DD19183.17	13/04/2021 MLC WRAP SUPER	Superannuation Contributions	-50.29
DD19183.18	13/04/2021 LGIA SUPER	Superannuation Contributions	-506.13
DD19183.19	13/04/2021 FUTURE SUPER FUND	Superannuation Contributions	-279.92
DD19183.20	13/04/2021 PLUMMER SUPERANNUATION FUND	Payroll Deductions	-1,050.39
DD19183.21	13/04/2021 TWU SUPERANNUATION	Superannuation Contributions	-302.54
DD19183.22	13/04/2021 B & L SUPER FUND	Superannuation Contributions	-250.76
DD19183.23	13/04/2021 AUSTRALIAN/WESTSCHEME SUPER	Payroll Deductions	-6,153.55
DD19183.24	13/04/2021 HOST PLUS	Superannuation Contributions	-1,474.73
DD19183.25	13/04/2021 MANIC SUPERANNUATION SUPER FUND	Superannuation Contributions	-727.32
DD19183.26	13/04/2021 HESTA SUPER FUND	Superannuation Contributions	-1,777.85
DD19201.1	15/04/2021 SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases	-12,096.06
DD19219.1	27/04/2021 AWARE SUPERANNUATION	Payroll Deductions	-45,417.80

+,001.00		
-1 851 63	Superannuation Contributions	DD19219.26 27/04/2021 HESTA SUPER FUND
-740.06	Superannuation Contributions	DD19219.25 27/04/2021 MANIC SUPERANNUATION SUPER FUND
-1,153.93	Superannuation Contributions	DD19219.24 27/04/2021 HOST PLUS
-5,811.88	Payroll Deductions	DD19219.23 27/04/2021 AUSTRALIAN/WESTSCHEME SUPER
-246.39	Superannuation Contributions	DD19219.22 27/04/2021 B & L SUPER FUND
-282.94	Superannuation Contributions	DD19219.21 27/04/2021 TWU SUPERANNUATION
-923.97	Payroll Deductions	DD19219.20 27/04/2021 PLUMMER SUPERANNUATION FUND
-279.92	Superannuation Contributions	DD19219.19 27/04/2021 FUTURE SUPER FUND
-476.12	Superannuation Contributions	DD19219.18 27/04/2021 LGIA SUPER
-88.01	Superannuation Contributions	DD19219.17 27/04/2021 MLC WRAP SUPER
-279.93	Superannuation Contributions	DD19219.16 27/04/2021 BT SUPER FOR LIFE
-225.69	Superannuation Contributions	DD19219.15 27/04/2021 CBUS INDUSTRY SUPERFUND
-697.38	Payroll Deductions	DD19219.14 27/04/2021 AUSTRALIAN ETHICAL SUPER
-272.18	Superannuation Contributions	+
-67.46	Superannuation Contributions	DD19219.12 27/04/2021 WEALTH PERSONAL SUPERANNUATION AND PENSION FUND
-181.16	Superannuation Contributions	DD19219.11 27/04/2021 MLC SUPER FUND
-304.31	Superannuation Contributions	DD19219.10 27/04/2021 NGS SUPER
-1,401.89	Payroll Deductions	DD19219.9 27/04/2021 REST SUPERANNUATION
-454.35	Payroll Deductions	DD19219.8 27/04/2021 DIY MASTER PLAN
-300.45	Superannuation Contributions	DD19219.7 27/04/2021 AMP SUPERLEADER
-331.50	Payroll Deductions	DD19219.6 27/04/2021 ANZ SMART CHOICE SUPER
-157.16	Superannuation Contributions	DD19219.5 27/04/2021 AMP FLEXIBLE SUPER - SUPER
-791.65	Payroll Deductions	DD19219.4 27/04/2021 COLONIAL FIRST STATE
-626.59	Superannuation Contributions	DD19219.3 27/04/2021 MLC SUPER FUND
-234.20	Superannuation Contributions	DD19219.2 27/04/2021 VIC SUPER
Amount	Description	Chq/EFT Date Name

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	04/2021		Date	╝
	30/04/2021 PAYROLL CREDITORS		Name	Nama
TOTAL MUNICIPAL & TRUST EFT PAYMENTS	TOTAL FOR MONTH APRIL 2021		Description	7
-2,122,725.70	-860,588.10		Amount	

			Chq/EFT
			Date
TOTAL 1			Description
RUST CHEQU			tion
TOTAL TRUST CHEQUE PAYMENTS			
		8	
			Amount
			unt

-2,146,256.02	TOTAL PAYMENTS FOR APRIL 2021	
-23,530.32	TOTAL MUNICIPAL CHEQUES	
	C	
-18,249.92	Various Sites - Water Rates & Usage Charges	86294 28/04/2021 WATER CORPORATION
-848.25	Various Business Units - Petty Cash	86293 28/04/2021 TOWN OF BASSENDEAN-PETTY CASH
-3,288.70	Telstra Telephone & Mobile Account - March 2021	86292 28/04/2021 TELSTRA
-206.80	Refund - Overpayment	86291 28/04/2021 FORSYTH MARSHALL
-200.00	Bassendean Plates - 069-Bas	86290 28/04/2021 DEPARTMENT OF TRANSPORT
-694.45	Various Sites - Gas Supply Charges	86289 28/04/2021 ALINTA ENERGY
-42.20	Ashfield Jetty - Annual License	86288 28/04/2021 DEPARTMENT OF TRANSPORT
Amount	Description	Chq/EFT Date Name





FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 April 2021

TOWN OF BASSENDEAN

MONTHLY FINANCIAL REPORT

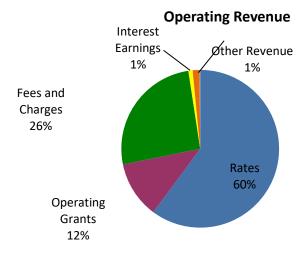
(Containing the Statement of Financial Activity) For the Period Ended 30 April 2021

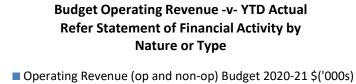
LOCAL GOVERNMENT ACT 1995 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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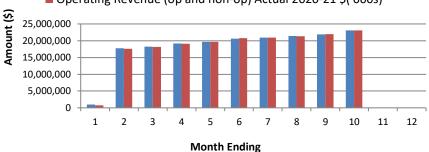
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Statement of Financial Position			
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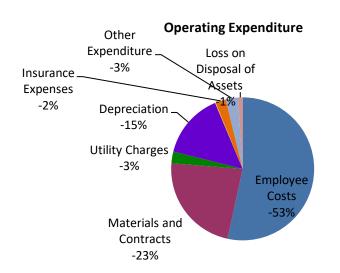
Town of Bassendean Information Summary For the Period Ended 30 April 2021





■ Operating Revenue (op and non-op) Actual 2020-21 \$('000s)

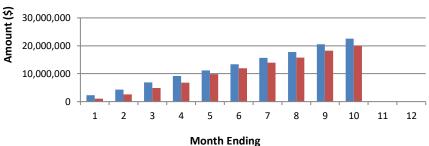




Budget Operating Expenditure -v- YTD Actual Refer Statement of Financial Acitvity by Nature or Type

■ Operating Expenses Budget 2020-21 \$('000s)





TOWN OF BASSENDEAN STATEMENT OF FINANCIAL ACTIVITY (Statutory Reporting Program) For the Period Ended 30 April 2021

		Original Annual	YTD Budget	YTD Actual	Var. % (b)-(a)/(a)
	Note	Budget	(a)	(b)	
		\$	\$	\$	%
Opening Funding Surplus(Deficit)	3	745,317	796,267	796,267	0.00%
Revenue from operating activities					
Governance		35,375	34,022	35,839	5.34%
General Purpose Funding - Rates	2	13,480,660	13,493,469	13,491,353	(0.02%)
General Purpose Funding - Other		793,178	626,034	584,582	(6.62%)
Law, Order and Public Safety		114,110	107,623	101,549	(5.64%)
Health		2,835,170	2,925,818	2,938,879	0.45%
Education and Welfare		5,046,381	4,490,564	4,510,095	0.43%
Community Amenities		112,300	198,639	234,495	18.05%
Recreation and Culture		186,812	174,204	210,274	20.71%
Transport		104,081	99,171	104,718	5.59%
Economic Services		78,222	85,500	130,202	52.28%
Other Property and Services		103,771	95,751	89,131	(6.91%)
		22,890,060	22,330,795	22,431,118	0.45%
Expenditure from operating activities	es	(4.04.4.745)	(004.440)	(755.040)	42.070/
Governance		(1,014,745)	(881,149)	(765,949)	13.07%
General Purpose Funding		(893,276)	(755,312)	(675,375)	10.58%
Law, Order and Public Safety		(716,355)	(618,947)	(510,218)	17.57%
Health		(3,910,909)	(3,242,635)	(2,595,053)	19.97%
Education and Welfare		(5,986,717)	(5,057,250)	(4,726,552)	6.54%
Community Amenities		(1,495,045)	(1,292,328)	(1,136,717)	12.04%
Recreation and Culture		(5,962,215)	(4,973,163)	(4,432,446)	10.87%
Transport		(6,305,828)	(5,194,549)	(4,724,786)	9.04%
Economic Services		(549,407)	(470,732)	(397,408)	15.58%
Other Property and Services		(63,000)	(54,289)	(53,466)	1.52%
Operating activities evaluded from h	udast	(26,897,497)	(22,540,353)	(20,017,971)	11.19%
Operating activities excluded from back Depreciation	uugei	2 550 274	2.064.512	2 062 506	(0.039/)
Adjust (Profit)/Loss on Asset		3,559,374	2,964,513	2,963,506	(0.03%)
Disposal		301,505	213,801	182,727	(14.53%)
Movement in Leave Reserve		2,706	2,706	6,055	123.75%
Amount attributable to operating ac	ctivities	(143,852)	2,971,462	5,565,435	
Investing Activities					
Non-operating Grants, Subsidies and					
Contributions		1,837,947	774,882	680,772	(12.15%)
Proceeds from Disposal of Assets	10	1,515,000	1,611,173	1,592,273	(1.17%)
Land and Buildings	8	(1,500,504)	(1,339,786)	(769,132)	42.59%
Infrastructure Assets - Roads	8	(1,834,854)	(1,617,587)	(1,525,958)	5.66%
Infrastructure Assets - Footpaths	8	(184,531)	(138,980)	(15,797)	88.63%
Infrastructure Assets - Other	8	(1,856,166)	(1,676,010)	(117,633)	92.98%
Infrastructure Assets - Drainage	8	(319,718)	(182,965)	(47,228)	74.19%
Plant and Equipment	8	(76,000)	(107,110)	(41,500)	61.25%
Furniture and Equipment	8	(643,574)	(388,548)	(265,600)	31.64%
Amount attributable to investing ac	tivities	(3,062,400)	(3,064,931)	(509,803)	
Financing Activities					
Self-Supporting Loan Principal		24,130	17,946	17,946	0.00%
Transfer from Reserves	5	4,158,458	840,904	840,904	
Repayment of Borrowings	4	4,136,436 (97,006)	(76,878)		0.00% 0.00%
Transfer to Reserves	4 5	(97,006)	(1,657,682)	(76,878) (1,657,682)	0.00%
Amount attributable to financing ac		2,465,582	(875,710)	(875,710)	0.00%
•			,	. , -,	
Closing Funding Surplus(Deficit)	3	4,647	(172,912)	4,976,189	

TOWN OF BASSENDEAN STATEMENT OF FINANCIAL ACTIVITY (By Nature or Type)

	Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. % (b)-(a)/(a)
		Ś	\$	\$	%
Opening Funding Surplus (Deficit)	3	745,317	796,267	796,267	0.00%
Revenue from operating activities					
Rates	2	13,480,660	13,493,469	13,491,353	(0.02%)
Operating Grants, Subsidies and					
Contributions		2,619,115	2,456,610	2,620,479	6.67%
Fees and Charges		6,031,127	5,744,087	5,779,050	0.61%
Interest Earnings		285,208	206,429	196,045	(5.03%)
Other Revenue		441,131	400,200	314,192	(21.49%)
Profit on Disposal of Assets	10	32,819	30,000	30,000	
		22,890,060	22,330,795	22,431,118	0.45%
Expenditure from operating activities					
Employee Costs		(13,476,198)	(11,256,295)	(10,690,960)	5.02%
Materials and Contracts		(7,327,227)	(6,206,848)	(4,571,869)	26.34%
Utility Charges		(696,582)	(582,928)	(531,106)	8.89%
Depreciation on Non-Current Assets		(3,559,374)	(2,964,513)	(2,963,506)	0.03%
Interest Expenses		(32,689)	(26,425)	(23,485)	11.12%
Insurance Expenses		(492,162)	(492,300)	(473,501)	3.82%
Other Expenditure		(978,941)	(767,243)	(550,817)	28.21%
Loss on Disposal of Assets	10	(334,324)	(243,801)	(212,727)	12.75%
		(26,897,497)	(22,540,353)	(20,017,971)	11.19%
Operating activities excluded from budget					
Add back Depreciation		3,559,374	2,964,513	2,963,506	(0.03%)
Adjust (Profit)/Loss on Asset Disposal		301,505	213,801	182,727	(14.53%)
Movement in Leave Reserve		2,706	2,706	6,055	123.75%
Amount attributable to operating activities		(143,852)	2,971,462	5,565,435	
Investing activities					
Grants, Subsidies and Contributions		1,837,947	774,882	680,772	(12.15%)
Proceeds from Disposal of Assets	10	1,515,000	1,611,173	1,592,273	(1.17%)
Land and Buildings	8	(1,500,504)	(1,339,786)	(769,132)	42.59%
Infrastructure Assets - Roads	8	(1,834,854)	(1,617,587)	(1,525,958)	5.66%
Infrastructure Assets - Footpaths	8	(184,531)	(138,980)	(15,797)	88.63%
Infrastructure Assets - Other	8	(1,856,166)	(1,676,010)	(117,633)	92.98%
Infrastructure Assets - Drainage	8	(319,718)	(182,965)	(47,228)	74.19%
Plant and Equipment	8	(76,000)	(107,110)	(41,500)	61.25%
Furniture and Equipment	8	(643,574)	(388,548)	(265,600)	31.64%
Amount attributable to investing activities		(3,062,400)	(3,064,931)	(509,803)	
Financing Activities					
Self-Supporting Loan Principal		24,130	17,946	17,946	0.00%
Transfer from Reserves	7	4,158,458	840,904	840,904	0.00%
Repayment of Borrowings	4	(97,006)	(76,878)	(76,878)	0.00%
Transfer to Reserves	7	(1,620,000)	(1,657,682)	(1,657,682)	0.00%
Amount attributable to financing activities		2,465,582	(875,710)	(875,710)	
Closing Funding Surplus (Deficit)	3	4,647	(172,912)	4,976,189	

Town of Bassendean STATEMENT OF FINANCIAL POSITION For the Period Ended 30 April 2021

	2020-21 \$	2019-20 \$
CURRENT ASSETS		
Cash and cash equivalents	16,795,085	13,223,484
Trade and other receivables	1,725,795	1,762,273
Inventories	1,122	9,037
Other assets	, -	41,240
TOTAL CURRENT ASSETS	18,522,001	15,036,035
NON-CURRENT ASSETS		
Financial assets	124,637	124,637
Trade and other receivables	488,166	506,113
Property, plant and equipment	55,127,575	56,339,210
Infrastructure	104,542,611	105,286,633
Right of use assets	318,281	318,281
Investment in Associate	7,852,617	7,852,617
TOTAL NON-CURRENT ASSETS	168,453,885	170,427,489
TOTAL ASSETS	186,975,886	185,463,524
CURRENT LIABILITIES		
Trade and other payables	4,224,359	5,574,582
Contract liabilities	310,504	455,426
Lease liabilities	152,712	152,712
Borrowings	20,128	97,006
Employee related provisions	2,248,635	2,258,170
TOTAL CURRENT LIABILITIES	6,956,338	8,537,896
NON-CURRENT LIABILITIES		
Contract liabilities	29,286	29,286
Lease liabilities	167,151	167,151
Borrowings	452,310	452,310
Employee related provisions	215,344	215,344
TOTAL NON-CURRENT LIABILITIES	864,090	864,090
TOTAL LIABILITIES	7,820,428	9,401,986
NET ASSETS	179,155,457	176,061,538
EQUITY		
Retained surplus	29,193,858	26,916,717
Reserves - cash backed	6,976,467	6,159,688
Revaluation surplus	142,985,133	142,985,132
TOTAL EQUITY	179,155,457	176,061,538
	,, -	,,

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

	2020/2021	2019/2020
Statement of Financial Position Detailed	\$	\$
CASH AND CASH EQUIVALENTS		
Unrestricted	5,826,258	2,908,670
Restricted	10,968,827	10,314,815
	16,795,085	13,223,484
The following restrictions have been imposed by		
regulations or other externally imposed requirements:		
Employee Entitlements Reserve	238,280	232,226
Plant & Equipment Reserve	367,013	373,872
Community Facilities Reserve	54,965	54,568
Land & Building Infrastructure Reserve	2,775,992	1,921,462
Waste Management Reserve	1,401,600	1,393,497
Wind in the Willows Childcare Reserve	15,007	40,683
Aged Persons Reserve	564,949	560,864
Youth Development Reserve	29,962	29,746
Underground Power Reserve	86,477	85,851
Drainage Infrastructure Reserve	127,471	126,402
Street Tree Reserve	93,623	92,670
Bus Shelter Reserve	21,781	21,623
Information Technology Reserve	200,039	200,000
Future Projects Reserve	458,872	511,708
Marine Assets Reserve	25,005	-
HACC Assets Replacement	114,920	114,083
Unspent Grants Reserve	400,511	400,432
Hyde Retirement Village Retention Bonds	182,472	218,450
Other Bonds & Deposits	2,327,991	2,309,859
Deferred Revenue (Grants)	1,142,107	1,142,107
Contract Liabilities from contracts with customers	339,790	484,712
	10,968,827	10,314,815
TRADE AND OTHER RECEIVABLES		
Current		
Rates Outstanding	1,509,857	1,223,711
Sundry Debtors - General	66,963	178,957
GST Receivable	26,229	222,238
Accrued Interest	4,483	12,105
Sundry Debtors - SSL	24,130	24,130
Long Service Leave Due from Other Councils	101,132	101,132
	1,725,795	1,762,273

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

	2020/2021	2019/2020
Statement of Financial Position Detailed	\$	\$
Non-Current		
Rates Outstanding - Pensioners	325,083	325,083
Loans - Clubs/Institutions	163,083	181,030
	488,166	506,113
FINANCIAL ASSETS		
Investments - Government House	124,637	124,637
	,	,
INVESTMENT IN ASSOCIATE		
Investments- EMRC	7,852,617	7,852,617
INVENTORIES		
Current		
Fuel and Materials	1,122	9,037
•	1,122	9,037
OTHER ASSETS		
Current		
Prepayments	-	41,240
	-	41,240
PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
Land	36,381,646	36,381,646
- Less Disposals	(1,775,000)	
- Additions	701,376	-
	35,308,022	36,381,646
Buildings	26,823,688	26,275,931
- Additions	67,756	547,758
Less: accumulated depreciation	(9,191,371)	(8,773,190)
	17,700,073	18,050,499
Total Land and Buildings	53,008,095	54,432,145
	22,000,000	2 1, 102,2 13
Furniture and Equipment	1,050,861	446,515
- Additions	265,600	604,346
Less Accumulated Depreciation	(229,509)	(200,323)
	1,086,952	850,538

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

	2020/2021	2019/2020
Statement of Financial Position Detailed	\$	\$
Plant and Equipment	2,646,459	2,627,975
- Additions	41,500	37,975
- Less Disposals	-	(19,491)
Less Accumulated Depreciation	(1,718,051)	(1,652,551)
	969,908	993,908
Art Works	62,620	62,620
	62,620	62,620
	55,127,575	56,339,210
INFRASTRUCTURE		
Roads	85,249,199	84,599,588
- Additions	1,525,958	649,611
Less Accumulated Depreciation	(20,840,241)	(19,599,139)
Less Accumulated Depreciation	65,934,916	65,650,060
Footpaths	10,378,616	10,332,111
- Additions	15,797	46,506
Less Accumulated Depreciation	(3,930,892)	(3,727,755)
•	6,463,521	6,650,862
Drainage	40,496,204	40,475,300
- Additions	47,228	20,905
Less Accumulated Depreciation	(19,156,429)	(18,660,758)
	21,387,004	21,835,447
Parks & Ovals	18,491,383	18,392,206
- Additions	117,633	99,177
Less Accumulated Depreciation	(7,851,846)	(7,341,118)
	10,757,170	11,150,265
	104,542,611	105,286,633

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

	2020/2021	2019/2020
Statement of Financial Position Detailed	\$	\$
RIGHT OF USE ASSETS		
Leased Furniture and Equipment	165,062	165,062
Less Accumulated Depreciation	(29,808)	(29,808)
	135,254	135,254
Leased Plant and Equipment	340,232	340,232
Less Accumulated Depreciation	(157,205)	(157,205)
	183,027	183,027
	318,281	318,281
TRADE AND OTHER PAYABLES		
Current		
Sundry Creditors	267,068	1,245,542
Accrued Interest on Debentures	-	2,938
Accrued Salaries and Wages	-	355,606
Rates in Advance	304,721	300,080
Deferred Revenue (Grants)	1,142,107	1,142,107
Bonds & Other Deposits	2,327,991	2,309,859
Hyde Retirement Village Bonds	182,472	218,450
	4,224,359	5,574,582
CONTRACT LIABILITIES		
Current Contract Liability Current	210 504	455 426
Contract Liability - Current	310,504	455,426
•	310,504	455,426
Non-Current		
Contract Liability - Non-Current	29,286	29,286
	29,286	29,286

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

	2020/2021	2019/2020
Statement of Financial Position Detailed	\$	\$
LEASE LIABILITIES		
Current		
Lease Liability - Current	152,712	152,712
	152,712	152,712
Non-Current		
Lease Liability - Non-Current	167,151	167,151
	167,151	167,151
BORROWINGS		
Current		
Loan Liability - Current	20,128	97,006
	20,128	97,006
Non-Current		
Loan Liability - Non Current	452,310	452,310
	452,310	452,310
EMPLOYEE RELATED PROVISIONS		
Current		
Provision for Annual Leave	1,025,048	1,034,582
Provision for Long Service Leave	1,223,588	1,223,588
	2,248,635	2,258,170
Non-Current	245 244	245 244
Provision for Long Service Leave	215,344	215,344
RECONCILIATION	215,344	215,344
TOTAL CURRENT ASSETS	18,522,001	15,036,035
TOTAL CORRENT ASSETS TOTAL NON CURRENT ASSETS	168,453,885	170,427,489
TOTAL NON CONNENT ASSLTS	100,433,663	170,427,463
TOTAL ASSETS	186,975,886	185,463,524
TOTAL CURRENT LIABILITIES	6,956,338	8,537,896
TOTAL NON CURRENT LIABILITIES	864,090	864,090
TOTAL LIABILITIES	7,820,428	9,401,986
NET ASSETS	179,155,457	176,061,538
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TOWN OF BASSENDEAN STATEMENT OF CASH FLOWS

	2020/21 Actual	2020/21 Budget
CASH FLOWS FROM OPERATING ACTIVITIES Receipts:	\$	\$
Rates	12,190,051	13,680,660
Operating grants, subsidies and contributions	2,475,557	2,619,115
Fees and charges	6,910,841	6,031,127
Interest	203,667	285,208
Goods and services tax	1,117,601	960,483
Other revenue	314,192	441,131
	23,211,909	24,017,724
Payments:		
Employee costs	(11,088,078)	(13,411,106)
Materials and contracts	(5,501,189)	(7,354,227)
Utility charges	(531,106)	(696,582)
Interest expenses	(26,423)	(32,689)
Insurance expenses	(473,501)	(492,162)
Goods and services tax	(889,614)	(925,575)
Other expenditure	(550,817)	(978,941)
	(19,060,728)	(23,891,282)
Net cash provided by (used in)		
operating activities	4,151,181	126,442
CASH FLOWS FROM INVESTING ACTIVITIES Receipts: Non-operating grants, subsidies and contributions	680,772	1,837,947
Proceeds from sale of assets	1,599,273	1,515,000
Payments:	1,399,273	1,515,000
Payments for purchase of property, plant & equipment	(1,076,232)	(2,220,078)
Payments for construction of infrastructure	(1,706,616)	(4,195,269)
Net cash provided by (used in)	(1,100,010)	(1,100,200)
investment activities	(502,803)	(3,062,400)
CASH FLOWS FROM FINANCING ACTIVITIES Receipts:		
Proceeds from self supporting loans	17,947	24,494
Transfer from Trust	(17,846)	
114115-01-11401	(,5.5)	
Payments:		
Repayment of borrowings	(76,878)	(97,370)
Payments for principal portion of lease liabilities	-	-
Net cash provided by (used In)		
financing activities	(76,777)	(72,876)
		(0.000.00.1)
Net increase (decrease) in cash held	3,571,601	(3,008,834)
Cash and cash equivalents at beginning of year	13,223,484	12,653,905
Cash and cash equivalents	40 705 005	0.045.074
at the end of the year	16,795,085	9,645,071

This statement is to be read in conjunction with the accompanying notes.

TOWN OF BASSENDEAN NOTES TO AND FORMING PART OF THE CASHFLOW

NOTES TO THE CASH FLOW STATEMENT

(a) Reconciliation of Cash

For the purposes of the cash flow statement, cash includes cash on hand and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period ris reconciled to related items in the balance sheet as follows:

		2020/21 Actual \$	2020/21 Budget \$
	Cash and Cash Equivalents	16,795,085	9,645,071
(b)	Reconciliation of Net Cash Provided By Operating Activities to Net Result		
	Net Result	3,093,919	(2,169,490)
	Depreciation	2,963,506	3,559,374
	(Profit)/Loss on Sale of Asset	182,727	301,505
	(Increase)/Decrease in Receivables	(306,812)	200,000
	(Increase)/Decrease in Inventories	7,915	(2,000)
	Increase/(Decrease) in Payables & Accruals	(1,099,768)	(25,000)
	Increase/(Decrease) in Employee Provisions	(9,534)	100,000
	Grants/Contributions for		
	the Development of Assets	(680,772)	(1,837,947)
	Net Cash from Operating Activities	4,151,181	126,442

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget, whichever is higher than \$5000 or 10%.

More Revenue OR Less Expenditure

8 Less Revenue OR More Expenditure

	Less Revenue OR More Expenditure			iture	
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenue	\$	%			
Governance	1,817	5%			Within variance threshold
General Purpose Funding - Rates	(2,116)	(0%)			Within variance threshold
General Purpose Funding - Other	(41,452)	(7%)		Timing/ Permanent	Timing of insurance income and interest income under budget offset by late payment fees for rates above YTD budget
Law, Order and Public Safety	(6,074)	(6%)			Within variance threshold
Health	13,061	0%		Permanent	Health licences and legal costs recovered above budget
Education and Welfare	19,531	0%		Timing/ Permanent	Receipt of a youth grant-urban art mentoring program not budgeted and Seniors CHSP and HCP funding above budget. Offset by HRV rental and Seniors fees for service under budget
Community Amenities	35,856	18%	©	Timing	Development application fees and TPS4A unit development contribution above budget
Recreation and Culture	36,071	21%	©	Permanent	Hall hire fees and public events income above budget
Transport	5,547	6%			Within variance threshold
Economic Services	44,702	52%	0	Permanent	Building licences above budget
Other Property and Services	(6,620)	(7%)		Timing	Within variance threshold
Operating Expense	\$	%			
Governance	115,199	13%	☺	Timing	Building maintenance, administration costs and projects currently under the YTD budget
General Purpose Funding	79,937	11%	©	Timing	Timing of administration expenses
Law, Order and Public Safety	108,729	18%	©	Timing	Timing of administration expenses, asset disposal and payment of the grant to SES
Health	647,582	20%	©	Timing	COVID-19 expenses, pest control program, waste collection charges and environmental projects currently tracking under the year to date budget
Education and Welfare	330,698	7%		Timing	WIW and Seniors salaries and administration expenses are under the YTD budget
Community Amenities	155,611	12%	9	Timing	Planning projects, administration expenses and building maintenance under the YTD budget
Recreation and Culture	540,717	11%	©	Timing	Projects, reserve and building maintenance, library expenses, leisure programs and public events under the YTD budget
Transport	469,763	9%		Timing	Maintenance programs, street lighting charges, projects and street tree program under the YTD budget

Note 1: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget, whichever is higher than \$5000 or 10%.

☺ More Revenue OR Less Expenditure

8 Less Revenue OR More Expenditure

	Less Revenue OR More Expe		iviore Expend	liture		
Reporting Program	Var. \$	Var. %	Var.	Timing/		
	vai. y	Val. /0		Permanent	Explanation of Variance	
Economic Services	73,323	16%	0	Timing	Building employee costs and contract services under the YTD budget	
Other Property and Services	823	2%			Within variance threshold	
Operating activities excluded from						
Depreciation	1,007	(0%)			Within variance threshold	
Adjust (Profit)/Loss on Asset Disposal	(31,074)	(15%)		Timing	Timing of disposal of assets	
Capital Revenues						
Grants, Subsidies and Contributions	(94,110)	(12%)	8	Timing	Timing of grant payments	
Proceeds from Disposal of Assets	(18,900)	(1%)		Timing/ Permanent	Timing of disposal of assets	
Capital Expenses					Refer to Note 8 for Capital expenditure detail	
Land and Buildings	(570,654)	43%		Timing	Timing of projects/Carryover project	
Infrastructure - Roads	(91,629)	6%		Timing	In progress/Timing of projects	
Infrastructure - Footpaths	(123,183)	89%		Timing	Timing of projects	
Infrastructure Assets - Other	(1,558,377)	93%		Timing	Timing of projects/Carryover projects	
Infrastructure Assets - Drainage	(135,737)	74%		Timing	In progress/Timing of projects	
Plant and Equipment	(65,610)	61%		Timing	Timing of delivery of plant and equipment	
Furniture and Equipment	(122,948)	32%		Timing	Timing of projects	
Financing						
Self-Supporting Loan Principal	0	0%			Within variance threshold	
Transfer from Reserves	0	0%			Within variance threshold	
Repayment of Borrowings	0	0%			Within variance threshold	
Transfer to Reserves	0	0%			Within variance threshold	
Opening Funding Surplus(Deficit)	0	0%			Within variance threshold	

Note 2: Rating Information	1	Number			YTD A	ctual			Annual E	Budget	
		of	Rateable	Rate	Interim	Back	Total	Rate	Interim	Back	Total
	Rate in	Properties	Value	Revenue	Rates	Rates	Revenue	Revenue	Rate	Rate	Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate	8.3230	4,911	129,473,404	10,776,078	61,865	2,328	10,840,271	10,776,078	75,369	3,500	10,854,947
Sub-Totals		4,911	129,473,404	10,776,078	61,865	2,328	10,840,271	10,776,078	75,369	3,500	10,854,947
	Minimum										
Minimum Payment											
Minimum Rate	1,106	2,397	28,207,128	2,651,082	-	-	2,651,082	2,651,082	-	-	2,651,082
Sub-Totals		2,397	28,207,128	2,651,082	-	-	2,651,082	2,651,082	-	-	2,651,082
Amount from General Rat	es	7,308	157,680,532	13,427,160	61,865	2,328	13,491,353	13,427,160	75,369	3,500	13,506,029

13,491,353

13,506,029

Comments - Rating Information

Totals

The general rates have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the local government services/facilities.

The due date for the payment of rates is the 25 September 2020, unless the option to pay by instalments is taken. Rates instalments are subject to an instalment fee of \$36 and 5.5% interest. Instalment dates for 2020/21 are:

1st: 25 September 2020 2nd: 27 November 2020 3rd: 29 January 2021 4th: 1 April 2021

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing	Current
	30 June 2020	30 April 2021
	\$	\$
Current Assets		
Cash - Other	6,435,138	9,208,156
Cash Restricted - Reserves	6,159,688	6,976,466
Restricted Cash - Trust	628,659	610,463
Rates Outstanding	1,223,711	1,509,857
Sundry Debtors	304,219	192,225
GST Receivable	222,238	26,229
Accrued Interest	12,105	4,483
Prepayments	41,240	-
Inventories	9,037	1,122
	15,036,034	18,522,001
Less: Current Liabilities		
Sundry Creditors	(1,245,542)	(267,068)
Accrued Interest on Borrowings	(2,938)	-
Accrued Salaries and Wages	(355,606)	-
Rates in Advance	(300,080)	(304,721)
Hyde Retirement Village Bonds	(218,450)	(182,472)
Bonds and Other Deposits	(2,309,859)	(2,327,991)
Contract liabilities	(455,426)	(310,504)
Deferred Revenue	(1,142,107)	(1,142,107)
Current Employee Provisions	(2,258,170)	(2,248,635)
	(8,288,177)	(6,783,498)
Net Current Assets	6,747,857	11,738,503
Less: Cash Reserves	(6,159,688)	(6,976,467)
Less: SSL Accrued Interest	· · · · · · · · · · · · · · · · · · ·	-
Less: SSL Borrowings Repayments	(24,130)	(24,130)
Plus : Liabilities funded by Cash Backed Reserves	232,226	238,280
Net Current Funding Position	796,267	4,976,189

Note 4: Information on Borrowings

Trote 4 i information on borrowings	
	2021
	\$
(a) Borrowings	
Current	20,128
Non-current	452,310
	472,438

(b) Borrowing Repayments

		Princ Repay	•	Princ Outsta	•	Inter Repayr	
Particulars	01 Jul 2020	Actual	Annual Budget	Actual	Budget	Actual	Annual Budget
		\$	\$	\$	\$	\$	\$
Recreation and Culture							
Loan 160A - Civic Centre Redevelopment	240,296	40,526	54,471	199,769	185,824	10,616	13,891
Loan 160B- Civic Centre Redevelopment	103,860	18,405	18,405	85,455	85,454	4,630	5,745
Self Supporting Loans-Governance							
Loan 157 - Ashfield Soccer Club	5,285	3,929	5,285	1,355	-	199	224
Loan 162 - TADWA	199,875	14,017	18,846	185,858	181,029	8,041	12,829
	549,316	76,878	97,006	472,438	452,308	23,485	32,689

(b) New Borrowings

The Town will be establishing an overdraft facility with the Western Australian Treasury Corporation as part of the COVID-19 pandemic Short-Lending Facility. The facility is not entended to be in use as at 30 June 2021.

Council has entered into a Network Renewal Underground Program Pilot (NRUPP) Co-funding Agreement with Western Power to provide underground electricity distribution to parts of the Town.

The Town is required to maek the following cash calls to Western Power under the co-funding agreement:

29 September 2021	\$1,137,264
29 September 2022	\$1,137,264
	\$2 274 528

The Town proposes to seek a loan from WATC for the full amount of the cash calls and to drawn down on that loan as and when required.

(c) Unspent Borrowings

The Town has no unspent borrowings funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

(d) Overdraft Facility

It is anticipated that this facility will not be required in the 2020/21 financial period.

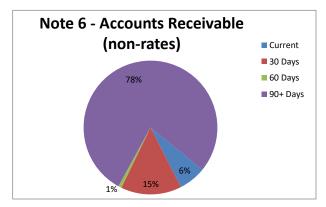
Town of Bassendean Monthly Investment Report For the Period Ended 30 April 2021

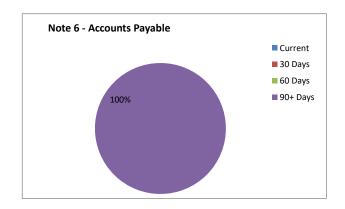
Note 5 : CASH INVESTMENTS

									Amount Inves	sted (Days)		Total	
Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest		Up to 30	30-59	60-89	90-120+		Expected Interest
Municipal		matarity Bate	rating		(==,-,			op to so	00 03	50 03	30 120		
745260755	2/02/2021	3/05/2021	A1	NAB	90	0.33%		_	-	-	500,000.00	500,000.00	406.85
502041072	2/03/2021	31/05/2021	A1	NAB	90	0.30%		-	-	-	1,000,000.00	1,000,000.00	739.72
53150	2/03/2021	2/06/2021	A2	IMB	92	0.28%		-	-		1,000,000.00	1,000,000.00	705.75
3663508	27/04/2021	27/05/2021	A2	Bendigo	30	0.10%		-	1,000,000.00	-	-	1,000,000.00	82.19
254233	11/02/2021	12/05/2021	A2	ME Bank	90	0.40%	Ì	-	-	-	1,000,000.00	1,000,000.00	986.30
Restricted - Bonds an	d Deposits:	•		•									
347112	29/01/2021	29/10/2021	A2	BOQ	273	0.40%	1	-	-	-	400,000.00	400,000.00	1,196.71
428088111	23/11/2020	24/05/2021	A1	NAB	182	0.45%		-	-	-	1,000,000.00	1,000,000.00	2,243.84
428251206	23/11/2020	24/05/2021	A1	NAB	182	0.45%			-	-	500,000.00	500,000.00	1,121.92
755365673	7/01/2021	7/05/2021	A1	NAB	120	0.40%		-	-	-	8,811.72	8,811.72	11.59
Restricted - Contract	Liabilities/Deferred I	Revenue (Grants))				•						
254015	10/02/2021	11/05/2021	A2	ME Bank	90	0.40%		-	-	-	217,521.26	217,521.26	214.54
	•	•	•	•	•	•		-	1,000,000.00	-	5,626,332.98	6,626,332.98	7,709.41
Reserve													
347130	29/01/2021	29/10/2021	A2	BOQ	273	0.40%	1	-	-	-	792,084.20	792,084.20	2,369.74
145265771	23/03/2021	21/06/2021	A1	NAB	90	0.30%		-	-	-	1,357,780.33	1,357,780.33	1,004.39
264572	23/03/2021	21/06/2021	A2	ME Bank	90	0.40%					901,665.07	901,665.07	889.31
4201553	23/04/2021	22/07/2021	A1	Suncorp	90	0.27%		-	-	-	1,000,000.00	1,000,000.00	665.75
4201357	16/03/2021	15/06/2021	A1	Suncorp	91	0.30%		-	-	-	1,002,343.80	1,002,343.80	749.70
53298	27/04/2021	26/07/2021	A2	IMB	90	0.25%		-	-	-	597,792.92	597,792.92	368.50
3522185	19/11/2020	19/05/2021	A2	Bendigo	181	0.55%		-	-	-	1,324,800.15	1,324,800.15	3,613.26
	1	II.	1			I		-	-	-	6,976,466.47	6,976,466.47	9,660.65
Trust											.,,	.,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
358770309	19/11/2020	19/05/2021	A1	NAB	181	0.45%	1	-	_	-	743,094.03	743,094.03	1,658.22
		1		!			ļ	_	_	_	743,094.03	743,094.03	1,658.22
											7 10,03 1100	7 10,03 1100	2,050.22
							Total	_	1,000,000.00		13,345,893.48	14,345,893.48	19,028.28
ENVIRONMENTA	COMMITMENT		INDIV	IDUAL INSTITUTION EXPO	CLIBE			TAL CREDIT EXPOSU				M TO MATURITIES	19,020.20
	COMMITTALENT	1 [INDIV	IDUAL INSTITUTION EXP	JONE	1	10					IVI TO IVIATORITIES	
Depositing	Malura Incorporate d			BOQ					olio Exposure	14		_	
Institiution	Value Invested	1		8%				- IIIvesi	ment Policy Limit	13			
Fossil Fuel Lending A	DI .	1								11			
BOQ	1,192,084.20			IMB						10			
NAB	5,109,686.08		M	E 11%				A	12	9			
10.05	6,301,770.28	1	Bar							7			
	0,000,000	44%	15'	INAD						v €			
Non Fossil Fuel Lendi	ng ADI			36%	7		_			Supering 5			
Suncorp	2,002,343.80	1			7					\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\			
IMB	1,597,792.92		Suncorp										
ME Bank	2,119,186.33		14%						A1	1			
Bendigo	2,324,800.15			Bendigo						C		60.00 00.10	120.
	8,044,123.20	56%		16%							Up to 30 30-59 Maturir	60-89 90-120+ ng in Months	120+
	5,5 17,123.20	1 · · ·				0% 2	20%	40% 60%	80% 100%			J	
Total Funds	14,345,893.48	1											
	,,												

Note 6: Receivables and Payables

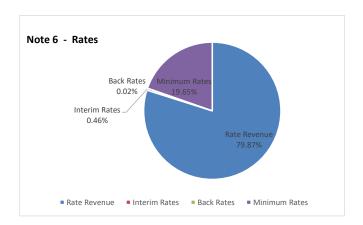
Receivables - General	Current	30 Days	60 Days	90+ Days	Total	Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
Receivables - General	3,747	8,310	446	44,016	56,519	Payables - General	0	0	0	13,748	13,748
Balance per Trial Balance	:					Balance per Trial Bala	nce				
Sundry Debtors					56,519	Sundry Creditors					13,748
Total Receivables Genera	al Outstandin	g			56,519	Total Payables Genera	al Outstandin	ng			13,748





Comments/Notes - Receivables General

The above amounts include GST where applicable.



Note 7: Cash Backed Reserves

Name	Opening Balance Original Annual Budget	Original Annual Budget Transfers In (+) Including Interest	Original Annual Budget Transfers Out (-)	Original Annual Budget Closing Balance	Actual Opening Balance 01/07/2020	Actual Transfers In (+) Including Interest	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	373,483	4,343	(68,000)	309,826	373,872	2,930	(9,790)	367,013
Community Facilties Reserve	54,620	635	(27,000)	28,255	54,568	397	-	54,965
Land and Buildings Infrastructure Reserve	1,923,292	1,522,367	(1,389,731)	2,055,928	1,921,462	1,606,690	(752,161)	2,775,992
Waste Management Reserve	1,741,533	20,252	(722,824)	1,038,961	1,393,497	8,103	-	1,401,600
Wind In The Willows Child Care Reserve	30,000	349	(30,000)	349	40,683	351	(26,027)	15,007
Aged Persons Reserve	561,281	6,527	-	567,808	560,864	4,085	-	564,949
Youth Development Reserve	29,774	346	(4,000)	26,120	29,746	217	-	29,962
Underground Power Reserve	85,933	999	(20,000)	66,932	85,851	625	-	86,477
Employee Entitlements Reserve	232,721	2,706	(24,250)	211,177	232,226	6,055	-	238,280
Drainage Infrastructure Reserve	126,542	1,472	(126,620)	1,394	126,402	1,069	-	127,471
HACC Asset Replacement Reserve	120,914	1,406	(5,000)	117,320	114,083	837	-	114,920
Unspent Grants Reserve	1,858,865	-	(1,397,033)	461,832	400,432	78	-	400,511
Street Tree Reserve	-	-	-	-	92,670	953	-	93,623
Bus Shelter Reserve	21,644	252	(4,000)	17,896	21,623	158	-	21,781
Information Technology Reserve	200,000	2,326	(200,000)	2,326	200,000	39	-	200,039
Future Projects Reserve	517,708	6,020	(140,000)	383,728	511,708	90	(52,926)	458,872
Marine Assets Reserve	-	50,000	-	50,000	-	25,005	-	25,005
	7,878,310	1,620,000	(4,158,458)	5,339,852	6,159,688	1,657,682	(840,904)	6,976,467

Town of Bassendean NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30 April 2021

Budget

YTD Actual

Note 8: Capital Works Program

		_					20	020/2021 Capital				
					New/			penditure Total	P	Purchase Order	YTD	Variance Budget
Assets	Account	Program	Annual Budget	YTD Budget	Upgrade	Renewal		YTD		Value		to Actual
Land and Buildings		:	1,500,504	\$ 1,339,786	\$ 716,467	\$ 52,665	\$	769,132	\$	322,370	\$	(570,654)
Plant and Equipment			76,000	\$ 107,110	\$ -	\$ 41,500	\$	41,500	\$	50,540	\$	(65,610)
Furniture and Equipment			643,574	\$ 388,548	\$ 265,600	\$ -	\$	265,600	\$	4,721	\$	(122,948)
Roadworks		:	1,834,854	\$ 1,617,587	\$ 1,316,806	\$ 209,152	\$	1,525,958	\$	156,948	\$	(91,629)
Drainage			319,718	\$ 182,965	\$ 47,228	\$ -	\$	47,228	\$	9,331	\$	(135,737)
Footpaths		5	184,531	\$ 138,980	\$ -	\$ 15,797	\$	15,797	\$	67,149	\$	(123,183)
Parks, Gardens and Reserves		:	1,856,166	\$ 1,676,010	\$ 84,037	\$ 33,596	\$	117,633	\$	97,005	\$	(1,558,377)
			6,415,347	\$ 5,450,986	\$ 2,430,138	\$ 352,710	\$	2,782,848	\$	708,065	\$	(2,668,138)

Note 9: Budget	: Amendments				
GL Account Code	Description	Current Budget	ended dget	Budget Movement	Reason
OCM - 27 April 2021					
					The roads sealed surface is close to the end of it's physical life. Resurfacing is required to restore the life of the road surface to avoid water ingress into the underlying road payment. Drainage lid
AR2105	Jubilee Place - Road Resurfacing and minor drainage works	-	46,795	46,795	replacement and kerb sections replacement also required.
212001	Capital Grant - Roads to Recovery		\$ (46,795)	(46,795)	Jubliee Place - Road Resurfacing funded by Grant-Roads to Recovery

Note 10: Disposal of Assets

		Original Annu	al Budget			YTD Act	ual	
Asset Class	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant & Equipment	41,505	15,000	2,819	(29,324)	-	-	-	-
Land	1,775,000	1,500,000	30,000	(305,000)	1,775,000	1,592,273	30,000	(212,727)
	1,816,505	1,515,000	32,819	(334,324)	1,775,000	1,592,273	30,000	(212,727)
Program								
Law, Order and Public Safety	24,000	7,000	-	(17,000)	-	-	-	-
Community Amenities	1,775,000	1,500,000	30,000	(305,000)	1,775,000	1,592,273	30,000	(212,727)
Recreation and Culture	17,324	5,000	-	(12,324)	-	-	-	-
Transport	181	3,000	2,819	-		=	-	-
	1,816,505	1,515,000	32,819	(334,324)	1,775,000	1,592,273	30,000	(212,727)

Note 11: Trust, Bonds and Deposits

Trust Funds held at balance date over which the Town has no control and which are not included in this statement are as follows:

	Opening Balance	Amount	Amount	Closing Balance
Descripton	1/07/2020	Received	Paid	30/04/2021
	\$	\$	\$	\$
Public Open Space	739,976	3,118		- 743,094
Total Uncontrolled Trust Funds	739,976	3,118		- 743,094

Bonds and Deposits held at balance date over which the Town has control are as follows:

Description	Opening Balance 1/07/2020	Amount Received	Amount Paid	Closing Balance 30/04/2021
Other Bonds and Deposits				
Sundry	387,166	5,045	(3,819)	388,391
Securities	1,151,678	381,768	(303,591)	1,229,855
Hall Hire Bonds	28,711	31,550	(27,050)	33,211
Crossover Deposits	108,675	-	-	108,675
Landscaping Bonds	601,965	51,627	(119,397)	534,195
Stormwater Deposits	30,596	6,000	(4,000)	32,596
Lyneham Hostel Residents Trust-T614	1,050	-	-	1,050
Iveson Hostel Residents Trust-T614	18	-	-	18
Total Other Bonds and Deposits	2,309,859	475,990	(457,858)	2,327,991
Total Controlled Trust Funds	2,528,309	476,240	(494,086)	2,510,463