

## **Ordinary Council Meeting - Tuesday, 24 September 2024**

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# MINUTES

## Ordinary Council Meeting Tuesday 27 August 2024, 6:00 pm

Held in the Council Chamber,  
48 Old Perth Road, Bassendean

**Minutes to be confirmed at the next Ordinary Council Meeting**

These minutes are confirmed as a true and correct record.

Presiding Member's signature \_\_\_\_\_ Date \_\_\_\_\_

# Meeting Information

## Recording and Live-streaming

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

## Conduct at meetings

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

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

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

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Town of Bassendean Council - YouTube

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

# Council Seating Plan



**Minute Secretary**  
Ana Fernandez



**Manager Governance and Strategy**  
Joanne Burges



**Chief Executive Officer**  
Cameron Woods



**Mayor**  
Cr Kathryn Hamilton  
E: crhamilton@bassendean.wa.gov.au

**Director of Corporate Services**  
Paul White



**Director Infrastructure and Sustainability**  
Shane Asmus



**Director Community and Place**  
Michelle Brennand



Cr Jennie Carter  
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Cr Emily Wilding  
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Cr Tallan Ames  
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Cr Jamayne Burke  
E: crburke@bassendean.wa.gov.au

Cr Ken John  
E: crjohn@bassendean.wa.gov.au



**Deputy Mayor**  
Cr Paul Poliwka  
E: crpoliwka@bassendean.wa.gov.au

# Council Role

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

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

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

The Presiding Member declared the meeting open at 6:00 pm and welcomed all those in attendance.

### **Acknowledgment of Country**

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

## **2 Announcements by The Presiding Person Without Discussion**

Nil

## **3 Attendances, Apologies and Applications for Leave of Absence**

### **Present**

#### **Councillors**

Cr Kathryn Hamilton, Mayor (Presiding Member)  
Cr Paul Poliwka, Deputy Mayor  
Cr Emily Wilding (joined at 6.10pm)  
Cr Jamayne Burke  
Cr Ken John  
Cr Jennie Carter  
Cr Tallan Ames

#### **Officers**

Mr Cameron Woods, Chief Executive Officer  
Ms Michelle Brennand, Director Community Planning  
Mr Paul White, Director Corporate Services  
Mr Shane Asmus, Director Infrastructure and Sustainability  
Ms Joanne Burges, Manager Governance & Strategy  
Ms Ana Fernandez, Minute Secretary

#### **Public**

Nil

### **Apologies**

Nil

## **Leave of Absence**

### **Council Resolution – Item 3.1**

MOVED Cr Ken John, Seconded Cr Jamayne Burke

That Cr Tallan Ames be granted a leave of absence from 7 October to 13 October 2024 (inclusive).

### **OCM 2024-08-27/1**

CARRIED UNANIMOUSLY 6/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

## **4 Declarations of Interest**

Nil

## **5 Presentations or Deputations**

Nil

## **6 Statements by Members of the Public**

Nil

## **7 Questions from Members of the Public**

***Please note that the following questions were received prior to the Ordinary Council Meeting.***

### **Nonie Jekabson, Barton Parade, Bassendean**

**Question 1:** Will there be any option to have street lighting that switches off later at night to provide proper darkness for nocturnal animals such as moths, owls, possums etc, particularly near natural areas such as Bindaring wetland?

**Answer:** *No. The streets lights in this location are owned and maintained by Western Power. Western Power lights do not currently have this capability and the provision of compliant illumination levels to meet Australian Standards are required for road safety.*



**Question 2: Regarding item 12.2, what measures will be taken to ensure there is no light spill into private areas, such as yards and bedroom windows?**

**Answer:** *The Town's preferred lighting luminaire, as outlined in the Policy, is LED as these lights are fully directional, which results in significantly less light "spill" when compared to the older luminaires, such as, metal-halide or Mercury Vapour.*

*In addition, the Policy only makes reference to converting existing lights to LED, not installing new lights so there should be no adverse impact on private properties.*

## 8 Petitions

Nil

## 9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	1. Ordinary Council Meeting 30 July 2024 Minutes [9.1.1 - 50 pages]

### Council Resolution/Officer Recommendation – Item 9.1

MOVED Cr Tallan Ames, Seconded Cr Kathryn Hamilton

That the minutes of the Ordinary Council meeting held on 30 July 2024 be received and confirmed as a true and correct record.

**Voting requirements: Simple Majority**

**OCM 2024-08-27/2**

CARRIED UNANIMOUSLY 6/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

## 10 Business Deferred from Previous Meeting

Nil

## 11 External Committee Reports and Updates

11.1 External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	1. PAMG Ordinary General Meeting 17 July 2024 - Minutes [11.1.1 - 47 pages]

### Purpose

The purpose of this report is for Council to note the minutes from external Committees and organisations that have been received.

### Background

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

### Comment

The following minutes have been received from external Committees and organisations:

- PAMG Ordinary General Meeting 17 July 2024 - Minutes

### Council Resolution/Officer Recommendation – Item 11.1

MOVED Cr Jennie Carter, Seconded Cr Tallan Ames

That Council notes the minutes from external Committees that have been received within the reporting period.

### Voting requirements: Simple Majority

### OCM 2024-08-27/3

CARRIED UNANIMOUSLY 6/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

## 12 Officer Reports

### Adoption of Recommendations En Bloc

The following information is provided to Councillors for guidance on the use of en bloc voting as is permissible under the Town's Council Meeting Procedures Local Law 2020.

Council Meeting Procedures Local Law 2020, Clause 5.4 states:

- (1) In this clause adoption by en bloc voting means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting may not be used for a matter –
  - (a) that requires a 75% majority or a special majority;
  - (b) in which an interest has been disclosed;
  - (c) that has been the subject of a petition or deputation;
  - (d) that is a matter on which a member wishes to make a statement; or

that is a matter on which a member wishes to move a motion that is different to the Officer recommendation.

Councillors should be aware that should they wish to declare an interest in any of the items listed in the en bloc voting table, and have not done so under Item 4.0, Declarations of Interest, they should do so at this point of the agenda.

### **Council Resolution/Officer Recommendation – Item 12.1**

MOVED Cr Tallan Ames, SECONDED Cr Paul Poliwka

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda:

Item	Report
12.3	Draft for Public Comment - Disability Access and Inclusion Plan 2024-2028
12.6	Accounts Paid - July 2024
12.7	Monthly Financial Report - July 2024

It was agreed that the following items be removed from the en-bloc table and considered independently.

Item	Report
12.2	New Policy – Streetlighting Policy
12.4	BIC Reserve amended Concept Plan
12.5	Annual Budget 2024/25 - Carry Forward Capital Projects

**Voting requirements: Simple Majority**

**OCM 2024-08-27/4**

CARRIED UNANIMOUSLY 6/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

<b>12.2 New Policy - Streetlighting Policy</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	New Policy - Street Lighting Policy
<b>Directorate</b>	Infrastructure and Sustainability
<b>Responsible Officer</b>	Director Infrastructure and Sustainability
<b>Previous Reports</b>	
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
<b>Attachments</b>	1. Street Lighting Policy after Branch Managers August 2024 [12.2.1 - 4 pages]

### Purpose

The purpose of this report is for Council to adopt the Street Lighting Policy outlined in this report.

### Background

Most of the street lighting within the Town of Bassendean are owned and maintained by Western Power, however the cost of providing the electricity to each light is borne by the Town.

The vast proportion of these lights are mercury vapour or high-pressure sodium, whereas the more efficient lights are light emitting diodes (LED).

LED lighting offers the longest life, the greatest reliability, and the most efficient use of electricity. It also requires less reactive maintenance.

The proposed Policy seeks to encourage Western Power to be more proactive in replacing its mercury vapour and high-pressure sodium street light fittings with LED fittings to reduce electricity demand and to be more environmentally friendly.

Currently, Western Power only change light fittings when they have become faulty and are not always replaced with LED.

As Western Power do not pay for the electricity used by the less efficient mercury vapour and high-pressure sodium lights, there is no real incentive for them to convert to LED.

Based on anecdotal evidence, there would be several Western Power streetlights throughout the Town that are either not operating or operating at a reduced capacity, however the Town still pays for those that are not working.

Western Power do not carry out regular auditing of these lights.

Consequently, the Policy also supports a higher level of servicing and maintenance by Western Power and a reduction in the electricity costs based on those lights that are not working.

Furthermore, the Town owns and maintains the streets lights along Old Perth Road, a section of West Road and McKinlay Lane and should also commit to converting these to LED lights within the next two years.

## **Communication and Engagement**

Other Councils have adopted a similar position to prioritise the conversion of lights to LED as well as holding Western Power accountable for electricity payments based on the working condition of their lights.

## **Strategic Implications**

### **Performance Area 5: Performance**

9.1 Continuously improve operational performance and service delivery.

#### **Comment**

A Policy to re-enforce the Town's position on energy efficient lighting for its own lights and those owned by Western Power, as well as ensuring that the Town only pays for the lights that are working is attached for Council's consideration and adoption.

#### **Statutory Requirements**

N/A

#### **Financial Considerations**

There will be a cost to the Town to convert the existing streetlights within its ownership to LED. These costs will be determined and presented to Council for consideration in the 2025/2026 draft budget.

In terms of the Town undertaking its own night audits of Western Power's streetlights to ensure it only pays for those lights that are working, the annual estimated cost for the Town to complete quarterly audits based on the proposed Policy is \$3,000.

In the 2023/2024 Financial Year, Synergy invoiced the Town the amount of \$313,299 for Western Power's streetlights. Based on an assumption that 7% of streetlights are not working at any one time (consistent with advice from other Council's), the Town could receive a discount of approximately \$22,000.

While only approximate figures, the cost to undertake the audits annually will be significantly lower than the anticipated reduction in the annual Synergy electricity costs, resulting in savings to the Town.

### **Risk Management Implications**

Financial Risk  
Medium

### **Declaration of Conflicts of Interest**

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

*Cr Emily Wilding joined the meeting at 6.10pm.*

### **Council Resolution/Officer Recommendation – Item 12.2**

MOVED Cr Emily Wilding, Seconded Cr Jamayne Burke

That Council adopt the Street Lighting Policy as attached to this report.

**Voting requirements: Simple Majority**

**OCM 2024-08-27/5**

**CARRIED UNANIMOUSLY 7/0**

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

<b>12.3 Draft for Public Comment - Disability Access and Inclusion Plan 2024-2028</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	COMDEV/PLANNG/2
<b>Directorate</b>	Community and Place
<b>Responsible Officer</b>	Director Community and Place
<b>Previous Reports</b>	Nil
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>Attachment 2 - Community Survey Results [<b>12.3.1</b> - 1 page]</li> <li>Final DAIP 2024 2028 [<b>12.3.2</b> - 25 pages]</li> </ol>

### Purpose

The purpose of this report is to present Council with the draft Town of Bassendean Disability Access and Inclusion Plan (DAIP) 2024-2028 and to seek approval to release the Plan for a public comment period.

### Background

Members of the community, people living with disability, their families and carers have the same rights to access programs and services, facilities, information, make complaints, to be consulted and to be employed.

These rights are protected within International, National and State legislation which make it unlawful to discriminate against a person living with disability.

The *WA Disability Services Act (1993)* (amended 2004) requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIP) and to progressively build on the achievements of the previous Plan. The Town has a statutory obligation to review the Plan every five years.

The Town first developed a DAIP in 1995 and has maintained a Plan since then, with the most recent Plan adopted at the OCM of February 2019 (OCM – 14/02/19).

Outcomes achieved are communicated via the Council Plan quarterly reports to Council and annually to the Department of Communities and Town residents through the Annual Report.



It is a strategic guiding document that aims to actively address barriers faced by people with disability with the Town demonstrating their commitment to:

- Eliminating discrimination against people with disability
- Providing inclusive and accessible information, facilities, services and workplaces.

The Town's current DAIP expired on 30 June 2024 with approval now sought from Council to release the draft plan for public comment prior to returning to Council for final adoption.

There are no legislative requirements for the Department of Communities (State Disability Strategy) to approve the new DAIP prior to Council adoption. However, in maintaining good governance, the Town will advise the Department when the public comment period is open to provide feedback and guidance where applicable.

### **Communication and Engagement**

The Town of Bassendean engaged the community in a range of ways to encourage input into the review of the Town's DAIP. Consultation methods included:

- Face-to-face interviews
- Online and written submissions
- Town Facebook page
- Staff internal working groups
- Community survey link through the Town's website and PDF hard copy available at Customer Service and Library

The Town also engaged directly with a range of external stakeholders across the Town's community. Stakeholders included the following:

- TADWA
- Westcare
- Amana Living
- Crosslinks
- AEGIS
- Rocky Bay (3 x lodging houses within the Town of Bassendean)
- Foundation Housing

The Town also engaged with the following local organisations and groups:

- Bassendean 55 Plus Association

- Bassendean Melody Club
- Wider Vision
- Bassendean Men's Shed
- Returned Services League (RSL Bassendean)
- Swan Districts Football Club

This level of engagement allowed the Town to gather feedback on relevant areas of interest, gaps, needs and goals in relation to access and inclusion across the Town. The Town received 42 completed surveys and received *good to very good* ratings from most respondents.

Survey responses are provided as Attachment 12.3.1 to this report.

It is noted that key areas for improvement included:

- Accessibility of information, particularly in print.
- Infrastructure improvements for people with a disability including pedestrian access, disabled parking, seating, signage, and lighting.
- Inclusive events for seniors.
- Staff training in communicating with people with a disability.

Proposed actions in the 2024- 2028 draft Disability Access and Inclusion Plan seek to address this feedback where possible.

## **Strategic Implications**

*Council Plan 2023-2033*

### **Strategic Priority: People**

*Outcome 1* - A connected community with a strong sense of identity and belonging.

*Outcome 2* – A safe, inclusive, and healthy community, with the specific actions of establishing an access and inclusion steering group to assist in and developing a new Access and Inclusion Plan.

### **Strategic Priority: Place**

*Outcome 6* - Attractive and welcoming places.

*Outcome 7* – A town that is easy to get around safely and sustainably.

### **Strategic Priority: Performance**

*Outcome 10* – A well informed and engaged community.

*Public Health Plan 2022-2026*

*Arts, Culture and Events Strategy 2023-2026*

## Comment

The draft DAIP 2024-2028 consists of the following seven (7) core outcomes as a requirement of the *Western Australian Disability Services Act 1993* (amended 2004) and includes actions to deliver on the outcomes:

- Outcome 1 – Access to Services: People with disability have the same opportunity as other people to access the services or, any events organised by the Town.
- Outcome 2 – Access to Buildings and Other Facilities: People with disability have the same opportunities as other people to access the buildings and other facilities of the Town.
- Outcome 3 - Access to Information: People with disability receive information from the Town in a format that will enable them to access the information as readily as other people are able to access it.
- Outcome 4 – Level and Quality of Services: People with disability receive the same level and quality of service from the staff of the Town as other people receive from the staff of the Town.
- Outcome 5 – Complaints Handling: People with disability have the same opportunities as other people to make complaints to the Town.
- Outcome 6 – Participation in Community Consultation: People with disability have the same opportunities as other people to participate in any public consultation by the Town.
- Outcome 7 – Employment: People with disability have the same opportunities as other people to obtain and maintain employment with the Town.

A review of the Town's DAIP 2019-2024, identified the following highlights:

### Outcome 1 – Access to Services

- Accessible furniture and equipment for the Bassendean Memorial Library was purchased e.g. adjustable tables, illuminated magnifying glasses, large print books, audiocassettes, large print screens, e-books etc.
- Wheelchairs and trolleys made available for people with disability on request in the Library.
- Participation in the Socially Inclusive Communities WA program (Department of Communities and Inclusion Solutions) in 2019.

## **Outcome 2 – Access to Buildings and Other Facilities**

- Ongoing program to ensure Council used buildings are fitted with disabled toilets, double doors, entrance ramps and disabled parking in accordance with the planning and building requirements.
- Implemented a new Verge Permit system associated with new development to ensure the thoroughfare is trafficable and safe at all times during development.
- The street lighting within the Eden Hill Underground Power project area was upgraded to LED streetlighting and installed in accordance with AS 1158 *Lighting Standards for Roads and Public Spaces*.
- A footpath was constructed linking the RA McDonald stand and cantilever stand to the accessible toilets within Steel Blue Oval.
- Construction of an improved path on Brook Street, Bassendean in close vicinity to physiotherapy services providing greater accessibility for residents with disability.

## **Outcome 3 – Access to Information**

- Implemented a system whereby the website is reviewed for accessibility with the Town's website now containing documents in formats that are user friendly for people with vision impairments and contain relevant information for people with disability.
- Council election candidate information was provided in various formats to be accessible by people with disability; and
- Installation of low counter and room to manoeuvre wheelchairs and personal mobility devices at the Administration Customer Service centre.
- Council members and volunteers were provided the opportunity to attend disability awareness training.
- Recognition event for International Day of People with Disability staged in partnership with local social enterprise Westcare.

## **Outcome 4 – Level and Quality of Services**

- Through the Town's participation in the Socially Inclusive Communities WA Program (2019), Inclusion Solutions delivered training sessions to Town Staff to raise awareness in communicating and providing accessible information to people with disability.

## Outcome 5 – Complaints Handling

- The Town's complaints handling process was reviewed and a new process adopted that has specific reference to access and inclusion.

## Outcome 6 – Participation in Community Consultation

- The Town participated in projects such as 'You're Welcome' to provide accurate information to people with disability about the accessibility of council facilities, local businesses and services.
- Supported people with disability to be included in their community through the Count Me In Grant (social inclusion);
- Council meetings start times reviewed, live streamed and uploaded to the Town's website to increase accessibility for people with disability.

## Outcome 7 – Employment

- The Town ensured equal employment principles were upheld and reflected in all workforce development activities.

The draft Town of Bassendean draft DAIP 2024-2028 (**Attachment 12.3.2**) responds to community feedback received and continues the progress achieved in the previous Plan. It also now references the recently adopted Council Plan 2023-33.

In addition to the continuance of many actions from the previous plan, there are new initiatives in the draft 2024- 2028 DAIP to support those with a disability in the community. Some of these include:

- Reviewing the Town's Active Ageing Policy in response to the community survey results and looking for ways to facilitate improvement particularly through external partnerships
- Expanding our provision of services to people with a disability by partnering with service providers, neighbouring councils and others to provide a greater range of programs for people with a disability (e.g. NDIS, sensory storytimes, art programs, all abilities expo with neighbouring Councils)
- Exploring adaptive technology options to provide additional support for hearing and visually impaired residents at civic and community events, including council meetings
- Auditing the Town's assets to develop and prioritise a schedule of works to improve universal access which is also a commitment in the Council Plan
- Development of a promotional campaign to people with a disability to ensure greater awareness of the Town's disability services, facilities, and events

- Providing training in disability awareness and statutory obligations for Town staff
- Establishing an internal disability access and inclusion working group and external community and key stakeholders working group to guide and provide input regarding the implementation of the DAIP.

Consultation for the draft 2024-2028 DAIP will be undertaken using a range of communication strategies including a mix of digital and traditional formats to promote and invite community feedback. Consultation will also include distribution of a survey accessible in alternative formats, including hard copy.

Comments received will be considered and incorporated, and the final draft DAIP will then be forwarded to the Department of Communities responsible for ensuring the Plan is compliant. The final draft DAIP will then be presented to Council for adoption.

### **Statutory Requirements**

*Western Australian Disability Services Act 1993* (amended 2004)  
*Western Australian Equal Opportunity Act 1984* (amended 1988)  
*Commonwealth Disability Discrimination Act 1992*  
*Disability (Access to Premises – Buildings) Standards 2010*  
*Local Government Act 1995*

### **Financial Considerations**

Council approved \$20,000 as part of the 2024/25 budget for the implementation of the DAIP once adopted, with future year's budget allocations being considered as part of the Town's annual budget process.

### **Risk Management Implications**

Financial Risk  
Low

The current DAIP lapsed in June 2024 and the *Disability Services Act 1993* advises that 'A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan'

It is timely for the DAIP to be endorsed for public comment to ensure a seamless transition to the 2024 – 2028 version to lessen the risk of non-compliance.

The Town has maintained communication with the Department of Communities (State Disability Strategy) regarding the transition of Plans, with an extension approval being provided whilst the Town conducts a public comment period, Department consultation and Council adoption.

## **Declaration of Conflicts of Interest**

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

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

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council:

1. Approves the advertising of the draft Disability Access and Inclusion Plan 2024-2028 as attached to this report for public comment.
2. Requests the Chief Executive Officer to report the outcomes of the public comment period and present the proposed Draft Disability Access and Inclusion Plan 2024-2028 at a subsequent 2024 Ordinary Council Meeting.

## **Voting requirements: Simple Majority**

### **OCM 2024-08-27/6**

CARRIED UNANIMOUSLY 6/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

Cr Wilding was absent for Item 12.1 *Adoption of Recommendations En Bloc*, and therefore did not vote on this matter.

<b>12.4 BIC Reserve amended Concept Plan</b>	
<b>Property Address</b>	BIC Reserve (Reserve 21150)
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	PARE/MAINT/7
<b>Directorate</b>	Community and Place
<b>Responsible Officer</b>	Director Community and Place Director Infrastructure and Sustainability
<b>Previous Reports</b>	23 November 2021 28 March 2023 26 September 2023 30 April 2024
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. BIC Reserve amended Concept Plan [12.4.1 - 1 page]

### Purpose

The purpose of this report is to seek Council's approval to amend the adopted Bassendean Improvement Committee (BIC) Reserve Concept Plan.

### Background

In April 2024, Council resolved the following in relation to the BIC Reserve Concept Plan:

*"OCM 2024-04-30/3. Moved Cr Hamilton, Seconded Cr Burke, that Council:*

- 1. Adopts the BIC Reserve Concept Plan as attached to this report.*
- 2. (a) Allocates funding of \$283,800 for infrastructure works outlined in this report as essential for 2024/25 as part of the 2024/25 Annual Budget, including grant income of \$200,000 from the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts.*
- 2. (b) consider financial allocation for BIC toilets during the 2024/25 budget workshop.*
- 3. Notes future years budget implications will be considered through the annual budget development process and incorporated into the Town of Bassendean Long Term Financial Plan.*

As part of Council's resolution and adopted budget for 2024/25, planned works to implement the BIC Reserve Concept Plan in 2024/25 included the following:



Element	Estimated Cost (ex GST)
<b>Grant Funding</b>	
Replacement of unhealthy <i>Corymbia ficifolia</i> (Red Flowering Gum) with suitable available native species – <b>500</b> Litre plus establishment labour	\$53,800
Bench seating (x 4) - IIOC grant condition	\$5,000
Two lighting towers with 50 lux fittings and associated external power supply for markets	\$61,200
Twelve adult exercise stations including soft fall and kerbing	\$80,000
<b>Total Grant Funding</b>	<b>\$200,000</b>
<b>Municipal</b>	
Bore shed removal	\$5,000
New shed within Tennis Court compound	\$10,000
Limestone retaining	\$18,000
Concrete skate park removal and associated earthworks	\$25,000
Contingency to allow for design escalation @10% for the 2024/25 grant funded works	\$25,800
New Modular toilet facility (municipal and insurance)	\$130,000
<b>Total Municipal Cost</b>	<b>\$264,200</b>
<b>Total Project Value (including contingency)</b>	<b>\$464,200</b>

In scoping out the implementation of works, the Town has identified the opportunity to maximise existing lighting infrastructure and to pause the skate park removal, limestone retaining and associated earthworks until such time that the future development site of the Infant Health Centre is realised.

The updated concept plan also confirms that a total of 12 new 500L size native trees are proposed, 4x *Brachychiton acer* x *bidwillii* 'Rosa Bella' to replace the removed trees, 1 *Corymbia ficifolia* grafted 'Gingin Red' and 6 *Angophora costata* Apple Blossom Gum adjacent to the path and an additional *Brachychiton* adjacent to Wilson Street.

These changes to the scope of works are considered minor in nature, but as they represent a change from the adopted BIC Reserve Concept Plan, the report seeks Council approval.

## Proposal

It is proposed for 2024/25, that the implementation of the BIC Reserve Concept Plan be amended along the future development site of the Infant Health Centre, the lighting component and location of playground equipment as follows:

- Retain existing structure and skate park for the time being until more clarity is known in relation to the future purpose of the Infant Health Clinic site;
- Pause the installation of new paving, plantings, turf and rock retaining wall;
- Relocate the installation of park exercise equipment in close vicinity to existing peppermint trees adjacent to the James Street cul-de-sac car park;
- Retrofit one existing light tower and supply and install one new light tower; and
- Maintain other planned works as part of the adopted BIC Reserve Concept Plan.

## **Communication and Engagement**

Bassendean Markets were consulted in February 2024 regarding the Concept Plan. The Market Operator mentioned availability of stall holder parking on the reserve, which is in the existing skatepark area. If the amended Concept Plan is approved by Council, retaining the skate park will satisfy the Markets requirement for stallholder parking.

Re-locating Park exercise equipment adjacent to the James Street cul-de-sac car park will also satisfy the general trend of exercise equipment being grouped together to encourage community connection and reflects community feedback regarding the adopted Concept Plan.

Both Telethon Community Cinemas and Bassendean Markets have been advised of and were satisfied with the proposed amendments to the adopted Concept Plan.

## **Strategic Implications**

The BIC Reserve Concept Plan aligns with several strategic informing documents including the Town of Bassendean Public Health Plan, the draft Disability Access and Inclusion Plan and the draft Public Open Space Strategy, which support the following strategic outcomes.

### **Performance Area 1: People**

2.2 Advance opportunities, community participation and quality of life for people of all ages and abilities.

### **Performance Area 3: Place**

5.1 Responsible planning and development, with population growth concentrated around the town center, train stations and transport corridors.

6.2 Enhance public open space and community facilities.

## Comment

Since adopting the Bassendean Town Centre Masterplan in November 2021, the Town has been actively working to increase the supply of housing stock in collaboration with the state government and private sector.

Adjacent to the BIC Reserve is the current Infant Health Centre which has been identified as a future development site as part of the Town Centre Masterplan.

For 2024/25, the Concept Plan proposes for the removal of the existing structure and skate park, new paving, plantings, turf and fitness equipment installed with rock retaining where required to create interest and green interface along the future development site of the Infant Health Centre.

Subsequently, given that it is unknown at this stage of how the public space along the Infant Health Centre will interface with and remain cohesive with any future residential development of the site, it would seem prudent for the Town to pause planned works to this portion of BIC Reserve. The future development of the Infant Health Clinic Site may also present an opportunity for the Town to reduce its expenditure in developing this space as the developer may also contribute as part of the development conditions.

Regarding existing lighting infrastructure, an opportunity has been identified to conduct further testing and retrofit at least one of the lighting towers with LED luminaires and make other energy efficient modifications.

Apart from the proposed amendments, the adopted BIC Reserve Concept Plan will remain the same as three distinct zones as follows:

### Active zone

Adjacent to the tennis courts which currently accommodates the markets and acts as an oval for the local St Michaels Primary School is envisaged as remaining an active programable space, which includes park exercise equipment being relocated adjacent to the James Street cul-de-sac and retrofitting of existing light towers to enhance the public event space and provide lighting for social sports gatherings and the delivery of night markets.

### Memorial and Reflection zone

Accommodating the war memorial and proposed enhancement by improved landscaping and street furniture to create a shaded avenue of honour, including the planting of at least twelve mature trees, the supply and installation of at least four benches and associated landscape works and reticulation.

### Community zone

Identified for the hosting of cultural and arts events and activities as well as civic events. This area currently accommodates the outdoor cinemas, and in the future can be developed to include an outdoor stage and remodelled grass embankment to cater for community music and performance spaces.

The adopted Concept Plan also provided for various path extensions and a consolidated community space between the James Street cul-de-sac and Hamilton Street to the east which can be accommodated in the future as part of any re-development of the Infant Health Centre site.

New public toilets replacing toilets destroyed by fire in August 2023 have also been included in planned works for 2024/25.

### **Statutory Requirements**

BIC Reserve under the Metropolitan Region Scheme is zoned 'Urban'. Development approval from the Western Australian Planning Commission for the implementation of the BIC Reserve Concept Plan is not required.

BIC Reserve forms part of the Town's Heritage List and therefore development approval would typically be required, however, local governments are entitled to an exemption to obtaining development approval on local reserves where the proposed works are considered Public Works under the *Planning and Development Act 2005*.

The Town, however, will advise the Heritage Council of planned works as part of implementing the BIC Reserve Concept Plan.

The proposed works are consistent with the reserve use and would be exempt from requiring development approval if they do not detract from the heritage values of the place.

### **Financial Considerations**

The Town will continue to undertake project scoping and costings of planned works to implement the BIC Reserve Concept Plan and approved amendments.

### **Risk Management Implications**

Financial Risk  
Low

Should Council not proceed with the grant funded works as outlined in the Department of Infrastructure, Transport, Regional Development, Communications and the Arts grant agreement (Federal Grant), there will be reputational damage incurred for failing to meet the grant agreement requirements and a loss of the \$200,000 grant funding.

Under current Federal Grant conditions, the Town was required to provide evidence acceptable to the Commonwealth that the confirmation of final cost estimates and final designs of the BIC Reserve Concept Plan were to be completed by 1 August 2024.

Given the proposed amendment to the Concept Plan and the work being undertaken to confirm cost estimates, the Department has granted an extension until 2 September 2024 for the Town to submit confirmation of final cost estimates and designs.

Overall, the proposed changes to the adopted BIC Reserve Concept Plan represent a low risk to the Town as the plans remain consistent to community feedback.

### **Declaration of Conflicts of Interest**

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

### **Council Resolution/Officer Recommendation – Item 12.4**

MOVED Cr Paul Poliwka, Seconded Cr Tallan Ames

That Council approve the amended BIC Reserve Concept Plan as attached to this report.

**Voting requirements: Simple Majority**

**OCM 2024-08-27/7**

**CARRIED UNANIMOUSLY 7/0**

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

## 12.5 Annual Budget 2024/25 - Carry Forward Capital Projects

<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/BUGTG/1
<b>Directorate</b>	Corporate Services
<b>Responsible Officer</b>	Director Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL - Capital Projects Budget Carry Forwards 2023-24 - 30 June Review [12.5.1 - 1 page]

### Purpose

The purpose of this report is to provide Council with the final carry forward capital works program and submit consequential changes to the 2024/25 capital works budget for adoption.

### Background

The capital works program adopted by Council as part of the 2024/25 Annual Budget included projects to be carried forward from 2023/24 as they were not completed prior to 1 July 2024. The 2024/25 Annual Budget included estimates for carry forward amounts for some projects, given the budget was prepared prior to the end of the financial year. Following closure of the accounts for 2023/24, a capital projects expenditure review was undertaken to finalise the capital project budgets for 2024/25.

This report and confidential attachment provide details of the proposed amendments to the 2024/25 carry forward capital project budgets to reflect the final amounts determined following financial year-end closure.

### Proposal

That Council amend the 2024/25 Annual Budget to reflect the budgets for carry forward capital projects as detailed in the Confidential Attachment to this report.

### Communication and Engagement

This was an administrative review, based on finalised project expenditure to 30 June 2024, involving consultation between the finance team and budget owners.

## Strategic Implications

### Performance Area 5: Performance

#### 9.1 Continuously improve operational performance and service delivery.

#### Comment

Council adopted the 2024/25 Annual Budget with carry forward capital projects of \$1,433,277. The total carry forward capital project budget has been increased by \$434,536, to \$1,867,813. This is due to the following projects that were unable to be completed before 1 July 2024:

Project	Comment
Switchboard works at the main administration centre and community hall	Works are in progress and expected to be complete in August 2024
ICT hardware purchases	Mobile devices and upgrades to public meeting rooms
Toro ride on mower	Mower has now been delivered
Drainage works at Ireland Way	Works scheduled for the 2024/25 summer
Success Hill Reserve Fencing	Project re-budgeted for 2024/25
Bindaring Park pathways	Works scheduled for the 2024/25 summer
Retaining wall works at Hamilton Street	While not strictly a carry forward budget, the budget did not appear in the 2023/24 budget as it was determined by Council on 21 May 2024. The works are scheduled for early-2025
Success Hill drainage	Project update to be provided to Councillors shortly
Bassendean Oval lighting upgrade	Currently out to tender

The opening surplus for 2024/25 Annual Budget will be updated to reflect the above movements in capital expenditure. There will be no changes to the closing surplus.

## Statutory Requirements

Pursuant to section 6.8(1)(b), of the *Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose unless authorised by an absolute majority decision of Council. An additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

## **Financial Considerations**

No project budget has been increased; the change is one of timing reflecting the inability to complete the above projects by 30 June 2024, which was unanticipated at the time of preparation of the 2024/25 Annual Budget.

## **Risk Management Implications**

### **Financial Risk**

Moderate

## **Declaration of Conflicts of Interest**

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

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

MOVED Cr Emily Wilding, Seconded Cr Tallan Ames

That Council adopt the carry forward capital project budgets as detailed in the Confidential Attachment to this report.

## **Voting requirements: Absolute Majority**

### **OCM 2024-08-27/8**

CARRIED UNANIMOUSLY 7/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil



<b>12.6 Accounts Paid - July 2024</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/CREDTS/4
<b>Directorate</b>	Corporate Services
<b>Responsible Officer</b>	Director Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
<b>Attachments</b>	1. List of Payments - July 2024 [ <b>12.6.1</b> - 20 pages]

### Purpose

The purpose of this report is for Council to receive the list of accounts paid for July 2024.

### Background

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

### Proposal

For Council to receive the list of accounts paid for July 2024.

### Communication and Engagement

Nil

### Strategic Implications

#### Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

### Comment

Payments made during July 2024 are presented to Council, showing the date, payee, amount, and description in respect of each payment for goods and services received.

## Statutory Requirements

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides:

**13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.***

*(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) the payee's name; and*
- (b) the amount of the payment; and*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

## Financial Considerations

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

## Risk Management Implications

Financial Risk  
Low

The Town has adequate controls in place to mitigate external and internal risks in accounts payable. As an extra measure, the Town uses EftSure to independently check bank account details of suppliers paid by the Town.

## Declaration of Conflicts of Interest

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

**Council Resolution/Officer Recommendation – Item 12.6**

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council receives the list of accounts paid for July 2024.

**Voting requirements: Simple Majority**

**OCM 2024-08-27/9**

**CARRIED UNANIMOUSLY 6/0**

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

Cr Wilding was absent for Item 12.1 *Adoption of Recommendations En Bloc*, and therefore did not vote on this matter.

<b>12.7 Monthly Financial Report - July 2024</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/AUD/1
<b>Directorate</b>	Corporate Services
<b>Responsible Officer</b>	Director Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
<b>Attachments</b>	1. Monthly Financial Statements - July 2024 [12.7.1 - 10 pages]

### Purpose

The purpose of this report is for Council to receive the Monthly Financial Report for July 2024 which incorporates the Statement of Financial Activity.

### Background

The *Local Government (Financial Management) Regulations 1996*, Regulation 34, requires a Statement of Financial Activity to be prepared each month and presented to the Council.

The Statement of Financial Activity compares the budget estimates with the actual revenue and expenditure figures for the year-to-date. The Statement of Financial Activity and accompanying documents must be presented to Council within two months after the end of the month to which the statement relates.

The variance report compares actual income and expenditure to the original budget, which was adopted by Council on 26 June 2024.

Each year Council is required to adopt a percentage or value to be used for reporting material variances. Council adopted \$15,000 or 10% whichever is higher, as part of its 2024/25 Annual Budget.

### Proposal

For Council to receive the Monthly Financial Report for July 2024.

### Communication and Engagement

Nil.

## Strategic Implications

### Performance Area 5: Performance

#### 9.1 Continuously improve operational performance and service delivery.

#### Comment

The Monthly Financial Report contains the Statement of Financial Activity, which represents the adopted 2024/25 Annual Budget and actual income and expenditure amounts for July 2024.

The opening surplus provided in the draft Statement of Financial Activity is unaudited and subject to change for the following 2023/24 year-end entries:

- a) Capital project finalisation which can impact asset categories and depreciation;
- b) Provisions for staff leave entitlements have not been finalised;
- c) Prepayments and accruals are still pending reconciliations of receivable / supplier accounts;
- d) June 2024 overhead allocations have not been finalised;
- e) Audited results for the Eastern Metropolitan Regional Council (EMRC) of which the Town owns a percentage of equity have not been finalised;
- f) Adjustments related to the Australian Accounting Standards; and
- g) Potential audit adjustments resulting from the final audit by the Office of the Auditor General.

#### Statement of Financial Activity (by nature or type)

The Statement of Financial Activity provides a comparison between actual and budget income and expenditure on a year-to-date basis. The accompanying notes provide a detailed breakdown of the amounts and commentary is based on the July 2024 year-to-date figures.

Item	Original Budget	YTD Budget	YTD Actual	Variance to YTD Budget	Variance to YTD Budget
	\$M	\$M	\$M	\$M	%
Revenue (including General Rates)	25.2	20.7	20.6	0.1	0
Expenditure	27.8	2.6	2.6	0.05	2
Capital Works	7.4	0.3	0	0.3	100
Non-Operating Grants, Subsidies and Contributions	3.7	0	0	0	0

### Operating Revenue

Total Revenue is under budget by \$101k, the variance is primarily due to:

- Revenue from Service charges is lower than the budget by \$55k due to income received in advance from property sales; and
- Lower fees and charges income by \$37k than the budget.

### Operating Expenditure

Total expenditure is under budget by \$48k. The significant variances within the individual categories are as follows:

- Employment Costs are over budget by \$20k, considered a timing issue; and
- Materials and Contracts are under budget by \$65k, due to the timing of maintenance of infrastructure assets.

### Non-Operating Grants

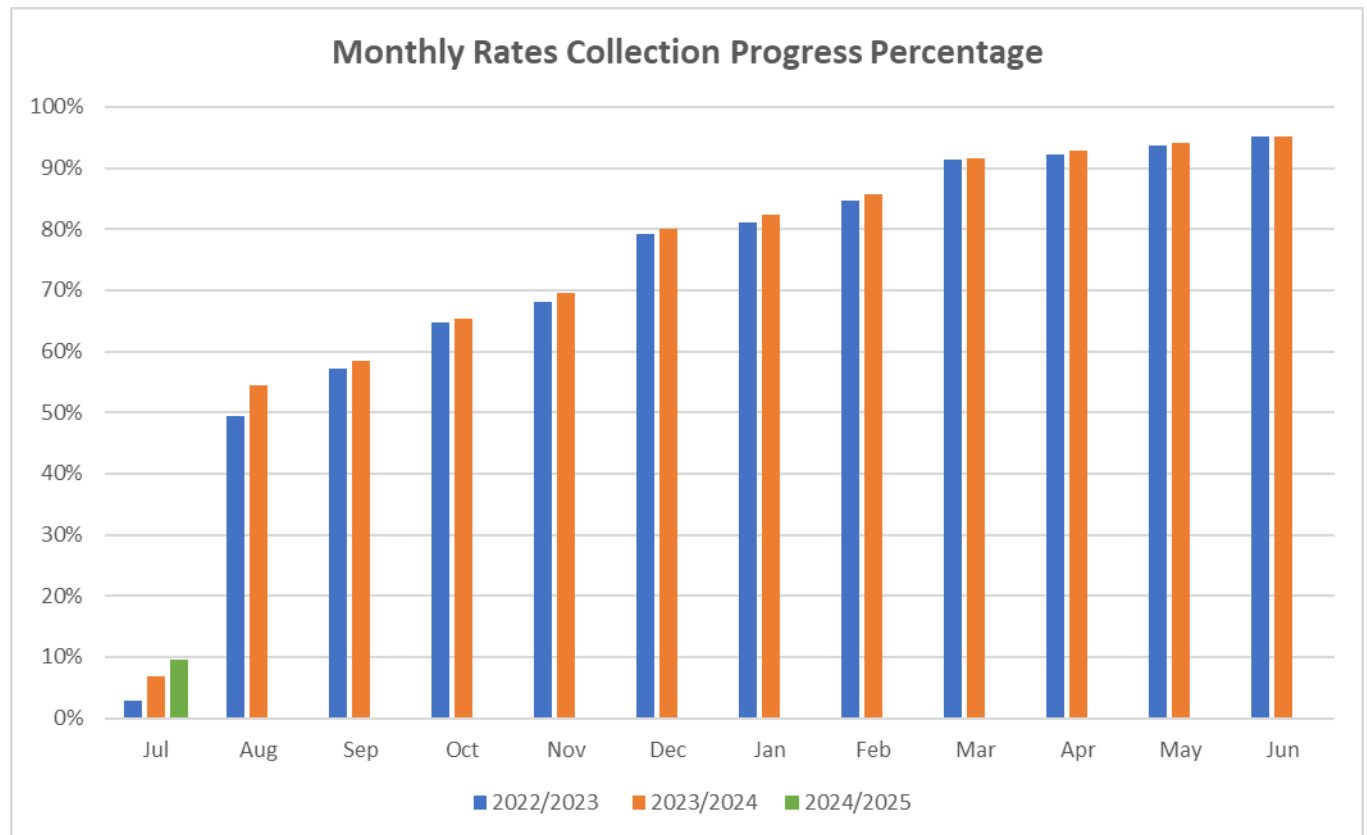
There were no anticipated grants in the month of July 2024.

### Capital Works

With the budget adopted in late June, most operations are still in the planning and mobilisation stages and the variance is deemed a timing matter.

## Rates Collection Report

The chart below shows collection at 9.65% as of 31 July 2024.



## Monthly Investment Report

The overall balance of the Town's investments is \$17.3m. This is comprised of municipal investments of \$6.2m (including restricted cash) and reserve investments of \$11.1m.

The administration uses *Marketforces.org.au* to assist in assessing whether financial institutions invest funds in fossil fuel related industries. The Town currently has 58% of its funds invested in non-fossil fuel ADIs.

## **Statutory Requirements**

*Local Government (Financial Management) Regulations 1996.*

## **Financial Considerations**

The Monthly Financial Report provides an overview of income and expenditure for the appropriate period.

## **Risk Management Implications**

No Risks Identified.

## **Declaration of Conflicts of Interest**

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

## **Council Resolution/Officer Recommendation – Item 12.7**

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council

1. Notes the Explanation of Material Variances in the Statement of Financial Activity.
2. Receives the Monthly Financial Report for the period ending 31 July 2024, which incorporates the Statement of Financial Activity for the period to July 2024.

## **Voting requirements: Simple Majority**

### **OCM 2024-08-27/10**

CARRIED UNANIMOUSLY 6/0

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

Cr Wilding was absent for Item 12.1 *Adoption of Recommendations En Bloc*, and therefore did not vote on this matter.



## 13 Motions of which Previous Notice has been given

<b>13.1 Crossover Policy Review</b>	
<b>Councillor</b>	Cr Hamilton
<b>Attachments</b>	1. Notice of Motion Crossover Policy 27 August 2024 [13.1.1 - 3 pages]

I, Cr Kathryn Hamilton, hereby give notice in writing to the CEO to have the following Notice of Motion listed on the agenda of Ordinary Council Meeting to be held on 27th August 2024, at which it is proposed to be moved:

### **Council Resolution/ Motion – Item 13.1**

MOVED Cr Kathryn Hamilton, Seconded Cr Paul Poliwka

That Council request the Chief Executive Officer:

1. Prepare an updated Crossover Policy for consideration by Council before the end of 2024, including but not limited to the following:
  - Minimisation of the amount of hard surfaces on and adjoining public verges Review clauses relating to removal, replacement and subsequent maintenance of verge trees
  - Maximise the amount of vegetation and water permeable surfaces on and abutting verge areas
  - Review of Crossover contributions, costs and rebates
  - Consideration of permeable substitutes to concrete if requested by applicants, and
2. Distributes the Draft Crossover Policy via the CEO Bulletin for the review and feedback by councillors.

**Voting requirements: Simple Majority**

**OCM 2024-08-27/11**

**CARRIED UNANIMOUSLY 7/0**

**For:** Cr Jamayne Burke, Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Jennie Carter, Cr Paul Poliwka and Cr Tallan Ames

**Against:** Nil

## **Background**

Reasons:

The existing Town of Bassendean Crossover Policy requires review to include contemporary methods and thinking in regards to the following:

- An increasingly dense urban environment that is significantly reducing viable verge spaces for the healthy growth of trees.
- The urgent need to minimise hard surfaces in the urban environment wherever possible, and to appropriately manage stormwater runoff to and from public thoroughfares.
- Consideration of Water Sensitive Urban Design throughout the district.

There is a move by some metropolitan local authorities to implement changes in Crossover Policies as outlined in the examples below:

City of Fremantle Crossover widths (excluding splay/wings):

- Single residential 3.0 meters – 4.5 meters
- Duplex or multi residential 3.0 meters – 4.5 meters
- Commercial 3.0 meters – 7.5 meters

Comparison Town of Bassendean:

- Single residential 3.0 metres - 6 metres
- Commercial 3.0 metres - 10.7 metres

Certainly the installation of wider concrete crossovers entails greater overall expenditure and associated rebates from the town. The maximum rebate from the Town of Bassendean is \$620 compared to City of Fremantle where there is a reduced maximum of \$487 due to reduced width applied via that councils crossover policy.

City of Fremantle also require improved street appeal, together with enhancing biodiversity corridors via the following addition to their crossover policy:

- *Verge landscaping to soften the impact of hardstand on the streetscape, to the approval of the City, provided and installed concurrently with the crossover at the applicant's expense.*

A review the Town of Bassendean crossover policy is timely with the potential to enhance streetscapes whilst mitigating stormwater runoff into the drainage system and river.

Reference links:

Town of Bassendean Crossover Policy:

<https://www.bassendean.wa.gov.au/documents/803/crossover-policy>

City of Fremantle Crossover Policy:

<https://www.fremantle.wa.gov.au/council/strategic-and-key-documents/council-policies> Bottom of page under "Infrastructure".

### **Officer Comment**

There is no objection to the proposed motion.

The administration will prepare a draft policy as per the NOM and schedule a workshop prior to the 30<sup>th</sup> of November. A revised Crossover Policy will then be scheduled for Council consideration before the end of the 2024 calendar year.

## **14 Announcements of Notices of Motion for the next meeting**

Nil

## **15 Urgent Business**

Nil

## **16 Confidential Business**

Nil

## **17 Closure**

There being no further business, the Presiding Member declared the meeting closed, the time being 6:49 pm.

# East Metropolitan Zone Minutes

## 15 August 2024

Hosted by the City of Belmont  
Function Room, 215 Wright Street,  
Cloverdale

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## PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

<b>Impact on Local Government Sector</b> Impact on Local Government sector without intervention	High	Medium	Low
<b>Reach</b> Number of member Local Governments affected	Sector-wide	Significant (multiple regions, Zones, or bands)	Few
<b>Influence</b> Capacity to influence decision makers	High	Medium	Low
<b>Principles</b> Alignment to core principles such as autonomy, funding, general competence	Strong	Partial	Peripheral
<b>Clarity</b> Policy change needed is clear and well-defined	Clear	Partial	Unclear
<b>Decision-maker support</b> Level of support among decision-makers (political and administrative)	High	Medium	Low
<b>Public support</b> Level of support among the public or other stakeholders	High	Medium	Low
<b>Positive consequences for WALGA</b> Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues.	High	Medium	Low
<b>Negative consequences for WALGA</b> Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders.	High	Medium	Low
<b>Partnerships</b> Potential for partnerships with other stakeholders	Yes (3+)	Possibly (1-2)	No (0)

## ANNOUNCEMENTS

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

Agenda Papers were emailed 7 days prior to the meeting date.

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

## ATTACHMENTS

1. Draft Minutes of previous meeting
2. August 2024 Update – Department of Local Government, Sports and Cultural Industries
3. Zone Status Report
4. Standing Orders

## 1 OPENING, ATTENDANCE AND APOLOGIES

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### 1.1 OPENING

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*The Chair, Cr Giorgia Johnson opened the meeting at 6:32pm.*

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### 1.2 ATTENDANCE

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MEMBERS	2 Voting Delegates from each Member Council
Town of Bassendean	Cr Kathryn Hamilton Cr Emily Wilding Mr Cameron Woods, Chief Executive Officer non-voting delegate
City of Bayswater	Cr Josh Eveson Cr Giorgia Johnson - <b>Chair</b> Mr Jeremy Edwards, Chief Executive Officer non-voting delegate
City of Belmont	Cr George Sekulla Cr Bernard Ryan Mr John Christie, Chief Executive Officer non-voting delegate
City of Kalamunda	Cr Brooke O'Donnell Cr Dylan O'Connor Mr Anthony Vuleta, Chief Executive Officer non-voting delegate
Shire of Mundaring	President Cr Paige McNeil Mr Jason Whiteaker, Chief Executive Officer non-voting delegate
City of Swan	Cr Aaron Bowman Cr Haeden Miles
WALGA Secretariat	Mr Tony Brown, Executive Director Member Services Ms Rebecca Brown, Policy Manager Waste and Environment

## Guest Speakers

Telstra

Mr Boyd Brown, Regional General Manager WA

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### 1.3 APOLOGIES

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City of Swan	Mr Stephen Cain, Chief Executive Officer non-voting delegate
Shire of Mundaring	Cr John Daw
WALGA Secretariat	Cr Paul Kelly, Deputy President
Department of Communities	Ms Kathy Cokis, Acting Executive Director Ms Tanyana Bailey, Manager Strategic Policy

## 2 ACKNOWLEDGEMENT OF COUNTRY

We, the Zone members acknowledge the continuing connection of Aboriginal people to Country, culture and community. We embrace the vast Aboriginal cultural diversity throughout Western Australia, including Boorloo (Perth), on the land of the Whadjuk Noongar People, where this meeting is being held and we acknowledge and pay respect to Elders past and present.

## 3 DECLARATIONS OF INTEREST

Nil

## 4 DEPUTATIONS

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### 4.1 PERTH TELECOMMUNICATIONS SERVICES

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Mr Boyd Brown, Regional General Manager WA, was in attendance at the East Metropolitan Zone and provided a presentation on telecommunications services in the Perth Hills and Swan Valley, planned investments in coverage and resilience and critical issues to be resolved.

The Secretariat provided a briefing note for Boyd on the issues that were to be addressed. A copy of the presentation is **attached** with the Minutes.

**Noted**

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### 4.2 DEPARTMENT OF COMMUNITIES – OFFICE OF THE HOMELESSNESS

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Ms Kathy Cokis, Acting Executive Director and Ms Tanyana Bailey, Strategic Project Manager from the Department of Communities, were both apologies for the meeting.



## **5 AGENCY REPORTS**

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### **5.1 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES REPRESENTATIVE UPDATE REPORT**

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The August 2024 report from the Department of Local Government, Sport and Cultural Industries was provided as an attachment with the Agenda.

**Noted**

## **6 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

Moved: Cr Aaron Bowman  
Seconded: President Paige McNeil

That the Minutes of the meeting of the East Metropolitan Zone held on 20 June 2024 be confirmed as a true and accurate record of the proceedings.

**CARRIED (11/0)**

## **7 BUSINESS ARISING**

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### **7.1 STATUS REPORT**

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

**Noted**

## **8 ZONE BUSINESS**

Nil

## 9 STATE COUNCIL AGENDA – MATTERS FOR DECISION AND NOTING

*Zone delegates to read and consider the September 2024 WALGA State Council Agenda, which has been provided as an attachment with this Agenda.*

The Zone can provide comment or submit an alternative recommendation that will then be presented to the State Council for consideration.

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### 9.1 State Council Matters for Decision

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#### 8.1 LOCAL GOVERNMENT ELECTIONS ANALYSIS 2015-2023

*By Emma Heys, Governance Specialist*

##### WALGA RECOMMENDATION

That WALGA advocate to the State Government:

1. *For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.*
2. *For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:*
  - a. *transparency of costing methodology,*
  - b. *direct engagement with Local Governments pre and post elections, and*
  - c. *the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.*
3. *For the introduction of a provision for private service providers to enter the market for the conduct of Local Government elections.*
4. *For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.*

##### EXECUTIVE SUMMARY

- This report presents the findings of a comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia.
- With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost of conducting Local Government elections in Western Australia.
- Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the recommendations as outlined above.

- The Governance Policy Team considered this item at its meeting of 7 August and endorsed the position for consideration by State Council.

## RESOLUTION

Moved: Cr Aaron Bowman  
Seconded: President Paige McNeil

That the East Metropolitan Zone supports State Council Agenda item 8.1 subject to amendment to point 3 as per below:

3. For an investigation of a provision for private service providers to enter the market for the conduct of Local Government elections.

CARRIED

## 8.2 ENERGY TRANSITION ENGAGEMENT AND COMMUNITY BENEFIT FRAMEWORK ADVOCACY POSITION

*By Daniel Thomson, Manager Economics*

### WALGA RECOMMENDATION

That State Council endorse a new Energy Transition Engagement and Community Benefit Framework Advocacy Position as follows:

*It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity, and the greatest possible benefits for the community.*

*WALGA calls on the State Government to develop a comprehensive framework to manage the impact of the energy transition that includes local engagement and the realisation of community benefits from energy transition projects as a priority.*

## EXECUTIVE SUMMARY

- Western Australia's energy industry is transforming to achieve the goal of net zero emissions by 2050.
- In Western Australia there is no framework that provides a consistent approach to how proponents of major energy projects consult with local communities and how they can share in the benefits.
- WALGA will advocate for the State Government to develop a framework to guide consultation and benefit sharing with local communities during the energy transition.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team held on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with the accompanying draft WALGA advocacy positions Renewable Energy Facilities (Item 8.3) and Priority Agriculture (Item 8.4).

### 8.3 RENEWABLE ENERGY FACILITIES ADVOCACY POSITION

*By Kieran McGovern, Policy Officer Planning*

#### WALGA RECOMMENDATION

That State Council endorse a new Renewable Energy Facilities Advocacy Position as follows:

*The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. The renewable energy state planning framework requires changes to ensure it is fit for purpose to guide the ongoing development of this sector.*

*WALGA calls on the State Government to:*

1. *Adopt a new State Planning Policy for renewable energy facilities, to replace the existing Position Statement: Renewable energy facilities, that:*
  - a. *Facilitates the orderly development of renewable energy facilities across Western Australia;*
  - b. *Outlines the key planning and environmental considerations, for the location, siting, design and operation of renewable energy facilities and their associated infrastructure;*
  - c. *Provides a framework that clearly stipulates the minimum required documentation and technical reports that need to be submitted with proposals for renewable energy facilities;*
  - d. *Supports the development of Local Planning Policies by Local Governments to further guide locally appropriate planning consideration of renewable energy facilities;*
  - e. *Provides a clear relationship with:*
    - i. *State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, to ensure planning decisions adequately balance the need to protect and preserve rural land for rural purposes;*
    - ii. *State Planning Policy 2.4 - Planning for Basic Raw Materials to ensure proposals for renewable energy facilities consider their impact on basic raw material supply at the earliest stage of the planning process; and*
    - iii. *State Planning Policy 2.9 - Planning for Water to ensure water resources impacted by renewable energy facilities are identified and adequately managed.*
  - f. *Includes policy measures to address:*
    - i. *concerns relating to the location of these facilities and their associated infrastructure on agricultural land, their proximity to lot boundaries, town sites and sensitive land uses, and potential impact on airport operations and rural activities;*
    - ii. *planning for renewable energy facilities in industrial areas in relation to the coordination of these facilities, their appropriateness in the 'General Industry' zone and impacts and suitable location on heavy industry sites;*

iii. *the need for local engagement and the realisation of community benefits from the development of renewable energy facilities.*

2. *Review the definition of 'renewable energy facility' considering the increasing size and scope of facilities and consider creating definitions based on the scale of the facility (Utility-scale and other), and the form of facility (solar energy and wind energy).*
3. *Provide guidance to Local Governments on the consideration of green hydrogen production facilities on rural land where it is an incidental use to a renewable energy facility.*

## EXECUTIVE SUMMARY

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone requested *WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*
- The Central Country Zone resolved to request WALGA to advocate to the State Government *to develop a more comprehensive and effective approach to guide the management and placement of renewable energy facilities; including but not limited to wind, solar, battery renewable diesel and associated infrastructure.*
- The existing State Government *Position Statement: Renewable energy facilities* does not adequately address these concerns, leading to inconsistent application and approvals of renewable energy facilities across the State.
- WALGA will advocate for the existing *Position Statement: Renewable energy facilities* to be amended and elevated to a State Planning Policy, including more nuanced provisions which provide greater guidance to Local Governments and applicants, and allow for renewable energy land uses to be classified as either small or large facilities.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Priority Agriculture (Item 8.4).

## 8.4 PRIORITY AGRICULTURE ADVOCACY POSITION

*By Kieran McGovern, Policy Officer Planning*

### WALGA RECOMMENDATION

That State Council endorse a new Priority Agriculture Advocacy Position as follows:

*The state planning framework should provide sufficient statutory protections for areas identified as high quality agricultural land.*

*WALGA calls on the State Government to:*

1. *Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:*

- a. *Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:*
      - i. *to retain priority agricultural land for agricultural purposes; and*
      - ii. *limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.*
    - b. *Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 - Rural planning.*
  2. *Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.*
  3. *Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.*

#### EXECUTIVE SUMMARY

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone have requested *that WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*
- WALGA prepared a *Research Paper: Protection of Productive Agricultural Land* that provides policy context, previous WALGA advocacy and analysis of State and Local Government approaches to agricultural land use protections.
- This work identified that a lack of consistency between the sub-regional planning strategies across the different regions of WA has impeded the implementation of best practice planning controls into local planning frameworks, and thus inconsistent application across the State.
- This advocacy position recommends statutory protections of areas that have been identified as high quality agricultural land, through amending the *Planning and Development (Local Planning Schemes) Regulations 2015* to include a model zone for 'Priority Agriculture'. This will provide the ability for Local Governments to adopt the model zone into their local planning schemes.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team endorsed the position for consideration by State Council on 10 July 2024.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Renewable Energy Facilities (Item 8.3).

#### MOTION

Moved: Cr Kathryn Hamilton  
 Seconded: Cr George Sekulla

#### WALGA RECOMENDATION

That State Council endorse a new Priority Agriculture Advocacy Position as follows:

The state planning framework should provide sufficient statutory protections for areas identified as high quality agricultural land.

WALGA calls on the State Government to:

1. Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:
  - a. Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:
    - i. to retain priority agricultural land for agricultural purposes; and
    - ii. limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.
  - b. Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 - Rural planning.
2. Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.
3. Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.

#### AMENDMENT

Moved: Cr Kathryn Hamilton  
Seconded: Cr George Sekulla

To include a point 4, in the position:

4. Investigate and advocate for improved systems to counter biosecurity threats to agricultural zones.

THE AMENDMENT WAS PUT AND CARRIED (11/ 0)

#### THE SUBSTANTIVE MOTION NOW READS

*The state planning framework should provide sufficient statutory protections for areas identified as high quality agricultural land.*

*WALGA calls on the State Government to:*

1. *Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:*
  - a. *Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:*
    - i. *to retain priority agricultural land for agricultural purposes; and*
    - ii. *limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.*

- b. Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 - Rural planning.*
- 2. Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.*
- 3. Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.*
- 4. Investigate and advocate for improved systems to counter biosecurity threats to agricultural zones.*

CARRIED (11/0)

## 8.5 PLANNING PRINCIPLES AND REFORM ADVOCACY POSITION

*By Coralie Claudio, Senior Policy Advisor Planning*

### WALGA RECOMMENDATION

That State Council:

1. Retire Advocacy Position 6.2 Planning Reform; and
2. Replace Advocacy Position 6.1 Planning Principles with the following:

#### *6.1 Planning Principles and Reform*

- 1. The Local Government sector supports an efficient and effective planning system guided by legislation, policy, and processes that:*
  - a. facilitates the creation of sustainable and liveable communities and places;*
  - b. has a focus on strategic planning that delivers on long-term objectives and outcomes that balance social, environmental, cultural, and economic interests;*
  - c. is easy to understand, accessible and transparent;*
  - d. recognises the diversity of Western Australia and ensures that local environment, context, communities and character are appropriately reflected in planning frameworks and decision making;*
  - e. ensures decisions are made by the level of government closest to and most impacted by a planning proposal; and*
  - f. establishes consistent planning frameworks and streamlines planning processes where there is a demonstrated benefit in doing so.*
- 2. Reforms to the planning system should:*
  - a. be guided by the above principles;*
  - b. deliver community benefit;*
  - c. promote system efficiency, including through the use of technology;*
  - d. be evidence-based and informed by robust, transparent data;*
  - e. proceed at an appropriate pace to enable effective implementation;*
  - f. be informed by engagement with the community; and*
  - g. be amended only with WALGA involvement and/or consultation/involvement with Local Government.*



## EXECUTIVE SUMMARY

- It is proposed that the Advocacy Positions 6.1 Planning Principles and 6.2 Planning Reform be replaced with a new contemporary combined position that reflects the current planning system and planning reform agenda.
- The updated position identifies key elements that would create an effective and efficient planning system and how planning reform can be developed, prioritised, and implemented to achieve this.
- The updated position has been informed by feedback from Local Government officers, including WALGA's Planning Advisory Group and previous WALGA submissions on State Government planning reform initiatives.
- The Environment Policy Team endorsed the advocacy position at their meeting on 29 July.

## MOTION

**Moved:** President Paige McNeil

**Seconded:** Cr Aaron Bowman

**That the East Metropolitan Zone supports State Council Agenda Item 8.5.**

**CARRIED (11/0)**

## 8.6 PRODUCT STEWARDSHIP POLICY STATEMENT AND ADVOCACY POSITION

*By Rebecca Brown, Policy Manager, Environment and Waste*

### WALGA RECOMMENDATION

That State Council:

1. Rescind the existing Extended Producer Responsibility Policy Statement and Advocacy Position 7.5 Extended Producer Responsibility.
2. Endorse a new Product Stewardship Advocacy Position as follows:
  1. *Industry should take responsibility (physical and/or financial) for the waste that it generates through the entire life cycle of the products it produces through the implementation of effective product stewardship. Without effective Product Stewardship, there will be increasing costs for the community, resource recovery targets will be difficult to reach and a transition to a circular economy is unlikely.*
  2. *Effective Product Stewardship is characterised by:*
    - a. *Producers and importers taking responsibility for post consumption product impacts.*
    - b. *Schemes covering the entire cost of product recycling or recovery, including transport.*
    - c. *Leveraging existing Schemes and collection locations.*
    - d. *Being easy and convenient for the community to access.*

- e. *Having equitable national coverage and access for all, including regional and remote locations.*
  - f. *Being evidence based.*
  - g. *Consistent regulation and implementation across Australia using national Product Stewardship legislation.*
  - h. *Timely action and industry cooperation during Scheme development and implementation.*
  - i. *Being demand based and aiming to recover the maximum amount of material, rather than being limited by targets.*
  - j. *No additional cost to consumers when the product is disposed of post consumption.*
3. *Local Government calls on the Commonwealth Government to implement effective Product Stewardship schemes for all products that drive environmentally and socially sustainable outcomes through the design, manufacture and distribution of products that can be more easily reused, repaired, recovered or recycled.*
  4. *If national action is not progressed within a reasonable timeframe, or in a way that meets the needs of the Western Australian community, then Local Government supports a State based approach to Product Stewardship.*

## EXECUTIVE SUMMARY

- The [Extended Producer Responsibility \(EPR\) Policy Statement](#) was first endorsed in 2004 and reviewed and amended in 2008.
- The Statement outlines the rationale for Local Government support for EPR, as a way of ensuring producers take responsibility for their products at the end of life, and some of the key elements of successful Schemes.
- WALGA's [Local Government Principles for Product Stewardship](#) was endorsed in 2022. The Principles provided more detail on key design elements for Schemes and have been used to inform advocacy.
- Following discussion at the April Municipal Waste Advisory Council (MWAC) and Officers Advisory Group meetings it was agreed to review the EPR Policy Statement and incorporate the Local Government Principles into a new Product Stewardship Policy Statement and Advocacy Position.
- The Product Stewardship Policy Statement and Advocacy Position has been updated to:
  - Include a greater focus on the potential for Product Stewardship to influence the design of products, as well as their post consumption disposal.
  - Identifying the increasing cost burden on Local Government and the community of increasing complex products.
  - Focus on ensuring all products have a clear and funded end of life pathway.
- The MWAC endorsed the new Policy Statement and Advocacy Position in June.

## RESOLUTION

Moved: Cr Kathryn Hamilton  
Seconded: Cr Josh Eveson

That the East Metropolitan Zone supports State Council Agenda Item 8.6

CARRIED (11/0)

## 8.7 SUBMISSION ON THE DRAFT STATE WASTE STRATEGY

*By Rebecca Brown, Policy Manager, Environment and Waste*

### WALGA RECOMMENDATION

That State Council endorse the Draft State Waste Strategy Submission.

### EXECUTIVE SUMMARY

- The [Draft State Waste Strategy](#) (Draft Strategy) and [State Waste Infrastructure Plan](#) were released on 29 May. This follows the release of the [Strategy Directions Paper](#) in May 2023. WALGA provided a comprehensive [Submission](#) on the Directions Paper.
- Given the significant impact of the Strategy on Local Government, WALGA was granted an extension to the deadline to allow the draft submission to be considered by WALGA Zones and State Council.
- The focus of the Draft Strategy is:
  - Better outcomes for regional and Aboriginal communities
  - Increasing our focus on waste avoidance
  - Better management of priority materials
  - Realising the economic potential of recycling
  - Contingency planning and climate resilience.
- New Targets are also proposed for each of the Avoid, Recover and Protect areas.
- WALGA's draft submission on the Draft Strategy was informed by Local Government written feedback and feedback received at a webinar held on 19 July.
- This Municipal Waste Advisory Council (MWAC) endorsed the draft submission on 31 July 2024.

## MOTION

Moved: Cr Giorgia Johnson  
Seconded: Cr Kathryn Hamilton

That the State Waste Strategy Submission be amended to include a recommendation for State Government to include a Target for FOGO in all households in Perth/Peel.

LOST (4/6)

## RESOLUTION

Moved: Cr Aaron Bowman  
Seconded: Cr Gerooge Sekulla

That the East Metropolitan Zone supports all WALGA recommendations except Item 8.1, 8.4 and 8.7 as amended in the Matters for Decision as contained in the September 2024 State Council Agenda and as listed above.

CARRIED (11/0)

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## 9.2 Policy Team And Committee Reports

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### 9.1 ENVIRONMENT POLICY TEAM REPORT

*By Nicole Matthews, Executive Manager Policy*

#### WALGA RECOMMENDATION

That State Council note the report from the Environment Policy Team to the 4 September 2024 meeting.

### 9.2 GOVERNANCE POLICY TEAM REPORT

*By Tony Brown, Executive Director Member Services*

#### WALGA RECOMMENDATION

That State Council note the report from the Governance Policy Team meeting for the 4 September 2024 meeting.

### 9.3 INFRASTRUCTURE POLICY TEAM REPORT

*By Ian Duncan, Executive Manager, Infrastructure*

#### WALGA RECOMMENDATION

That State Council:

1. Note the report from the Infrastructure Policy Team to the 4 September 2024 meeting.
2. Determine to retire the following Advocacy Positions:
  - a. 5.2.4 Seat Belt Legislation
  - b. 5.8 Ports
  - c. 5.12 Infrastructure WA

## 9.4 PEOPLE AND PLACE POLICY TEAM REPORT

*By Nicole Matthews, Executive Manager Policy*

### WALGA RECOMMENDATION

That State Council:

1. Note the report from the People and Place Policy Team to the 4 September 2024 meeting.
2. Determine to:
  - a. retain the following Advocacy Positions with amendment:
    - i. 3.2.1 Local Public Health Plans
  - b. rescind the following Advocacy Position:
    - i. 3.5 Crime Prevention

### RESOLUTION

Moved: Cr Aaron Bowman

Seconded: Cr Josh Eveson

That the East Metropolitan notes the People and Place Policy Team Report subject to an amendment to point 2 b. as follows:

b. review the following Advocacy Position:

i. 3.5 Crime Prevention

CARRIED (11/ 0)

## 9.5 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) REPORT

*By Rebecca Brown, Policy Manager, Environment and Waste*

### WALGA RECOMMENDATION

That State Council note the report from the Municipal Waste Advisory Council to the 4 September 2024 meeting.

### RESOLUTION

Moved: Cr Haeden Miles

Seconded: President Paige McNeil

That the East Metropolitan Zone:

1. notes all Policy Team and Committee Reports as contained in the September 2024 State Council Agenda; and
2. supports the WALGA recommendations in the Infrastructure and People and Place Policy Team Reports as contained in the September 2024 State Council Agenda and

as listed above subject to the amendment on the People & Place Policy Team recommendation.

CARRIED (11/0)

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**9.3 Matters For Noting/Information**

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- 10.1 Local Government Legislative Reform
- 10.2 Report on Local Government Road Assets and Expenditure 2022/23

**RESOLUTION**

Moved: Cr Aaron Bowman  
Seconded: Cr Emily Wilding

That the East Metropolitan Zone notes all Matters for Noting/Information as contained in the September 2024 State Council Agenda.

CARRIED (11/0)

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**9.4 Key Activity Reports**

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- 11.1.1 Report on Key Activities, Advocacy Portfolio
- 11.1.2 Report on Key Activities, Infrastructure Portfolio
- 11.1.3 Report on Key Activities, Member Services Portfolio
- 11.1.4 Report on Key Activities, Policy Portfolio

**RESOLUTION**

Moved: Cr Haeden Miles  
Seconded: Cr Emily Wilding

That the East Metropolitan Zone notes all Key Activity Reports as contained in the September 2024 State Council Agenda.

CARRIED (11/0)

**10 EXECUTIVE REPORTS**

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**10.1 WALGA PRESIDENT’S REPORT**

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Mr Tony Brown, Executive Director, Member Services presented the President's Report. The report was enclosed as an attachment with the agenda.

Noted

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## 10.2 STATE COUNCILLOR'S REPORT TO THE ZONE

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State Councillors, President Paige McNeil and Cr Aaron Bowman presented on the previous State Council meeting. Report was attached with the Agenda.

**Noted**

### 11 OTHER BUSINESS

Cr Aaron Bowman advised the Zone that he had resigned from State Council due to conflict of interest as he has taken a Local Government CEO role. The Chair thanked Cr Bowman for his service. For the September State Council meeting a Deputy will attend. A nomination process will be held at the next Zone meeting to appoint a new State Council representative.

Cr Giorgia Johnson indicated that she was stepping down from the Chair of the Zone and that a nomination process for Chair would be held at the November Zone meeting. The Zone thanked Cr Johnson for her significant contribution to the Zone.

**Noted**

### 12 NEXT MEETING

The next meeting of the East Metropolitan Zone will be held on Thursday, 21 November 2024 at the City of Belmont commencing at 6:30pm.

### 13 CLOSURE

*There being no further business the Chair declared the meeting closed at 8:30pm.*



# WALGA- East Metro Zone

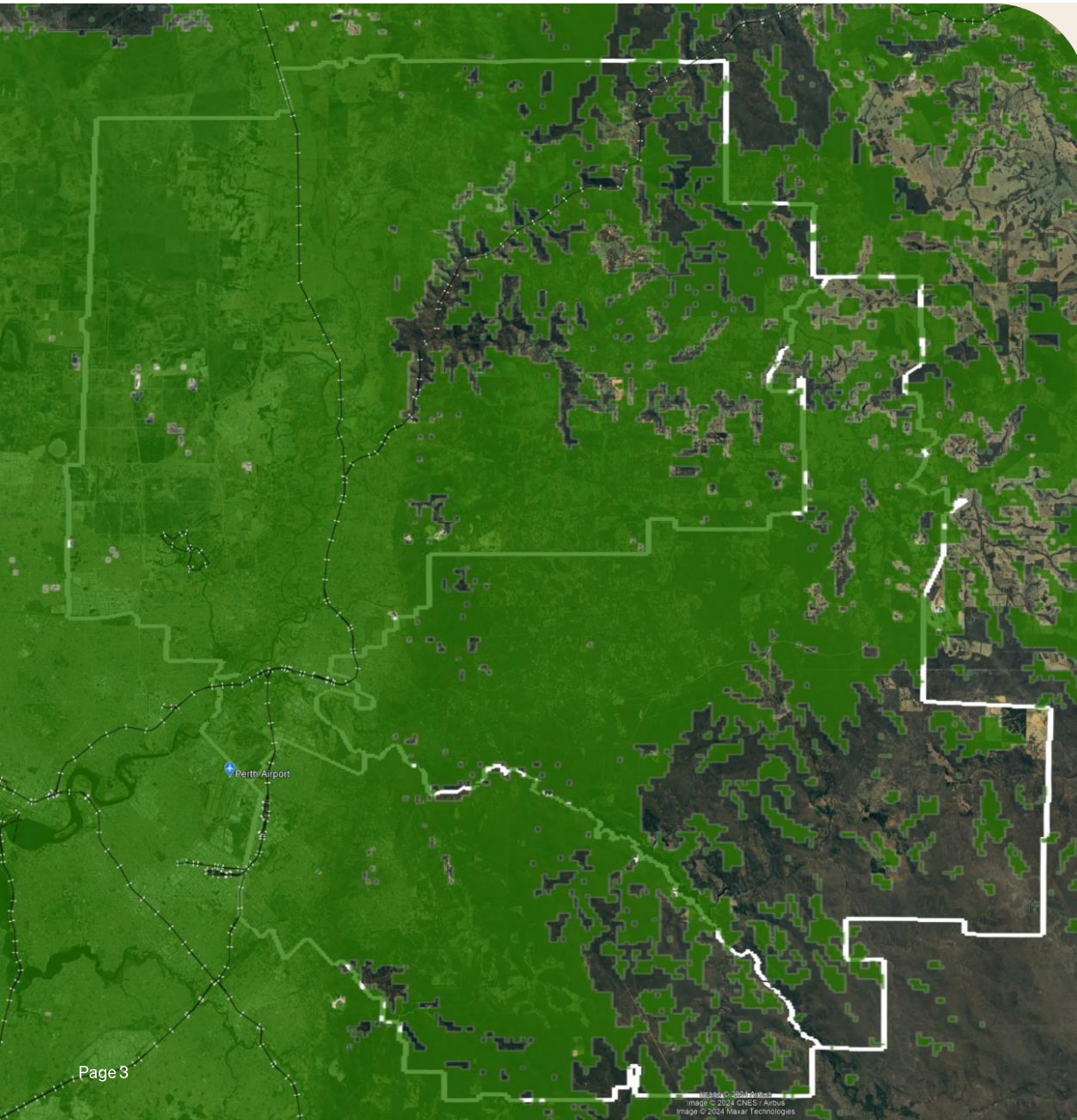
August 2024





**Within the Perth Hills Region (City of Swan, City of Kalamunda, Shire of Mundaring)**

- 1. where are the Telstra mobile telephone service "Black Spots"**
- 2. what plans, if any, does Telstra have to improve coverage in areas that currently have poor or no mobile service;**
- 3. what level of power back-up is now available at each of the mobile base stations in the area; and what plans are in place to upgrade any of these sites;**
- 4. from Telstra's perspective, what are the weakest links in the mobile telecommunications infrastructure that should be reinforced;**
- 5. how is the Peri-urban Mobile Program (PUMP) managed and implemented from a mobile network operator or infrastructure provider's perspective? Local Governments have been invited to provide information regarding the identification of problem areas, but what is the subsequent process, as funding is provided to the infrastructure providers.**
- 6. does Telstra anticipate that satellite-based services will be the solution to provide resilience within the existing mobile service area and if so, by when and how is equity of access achievable?**



Page 3



## Mobile Coverage



### Telstra GO G41 Stationary Repeater

**\$82/month**

Min cost = \$1968 over 24 months  
(excludes installation)

12 month and outright purchase  
options also available



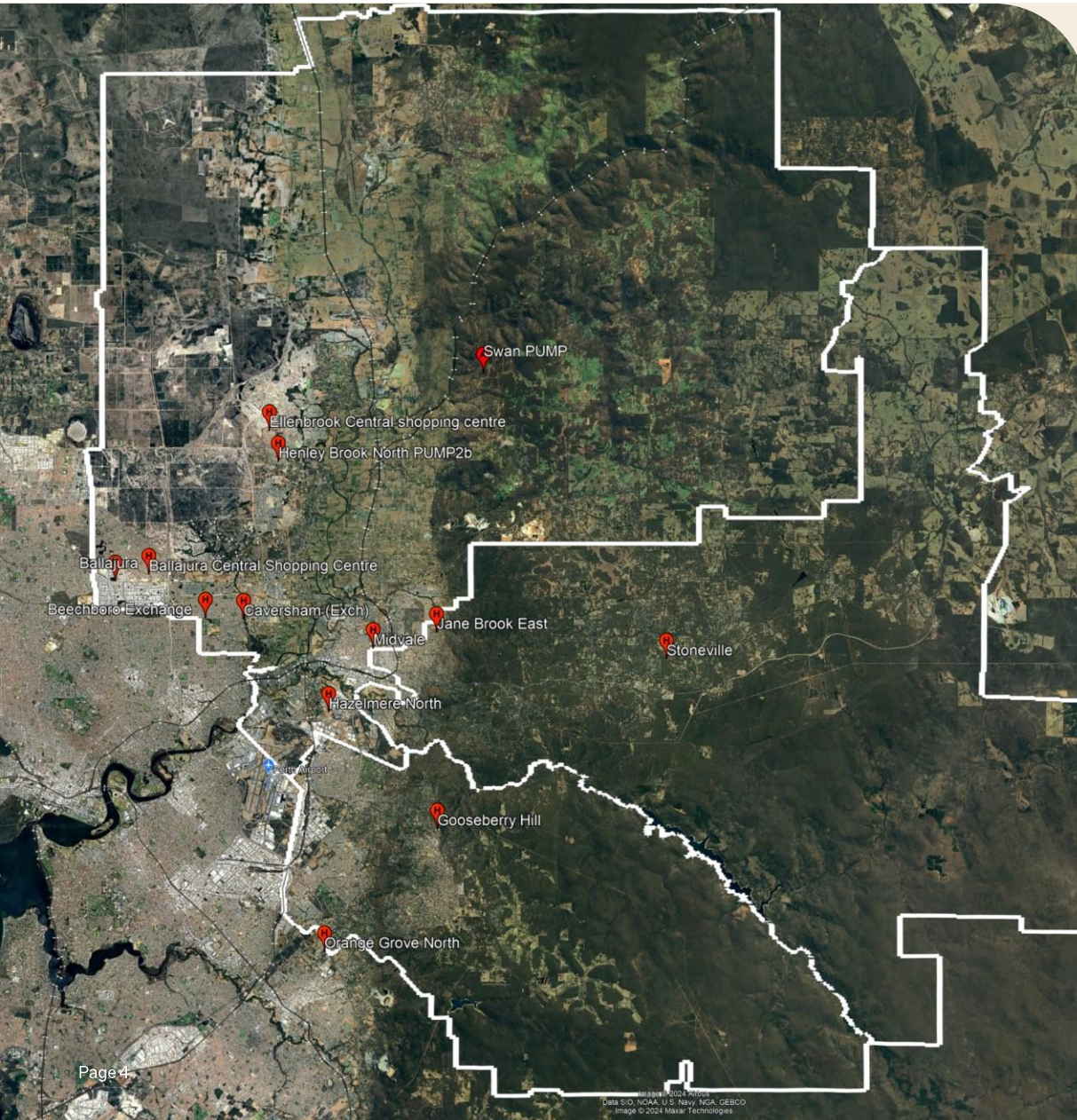
### Telstra GO G41 Stationary Yagi and Panel Antenna Bundle

**\$107/month**

Min cost = \$2568 over 24 months  
(excludes installation)

12 month and outright purchase





# Mobile Network Program



City of Swan		
Swan PUMP	Full Build	19/04/2025
Ballajura	Full Build	30/08/2024
Henley Brook North PUMP		
Ballajura Central Shopping Ctr	Acquisition Only	
Ellenbrook Central Shopping Ctr	Acquisition Only	
Caversham (Exch)	Acquisition Only	
Hazelmere North	Acquisition Only	
Beechboro Exchange	Full Build	3/01/2025
Midvale	Acquisition Only	

City of Mundaring		
Jane Brook East	Acquisition Only	
Stoneville MBSP6	Full Build	23/05/2026

City of Kalamunda		
Orange Grove North	Acquisition Only	
Gooseberry Hill	Acquisition Only	

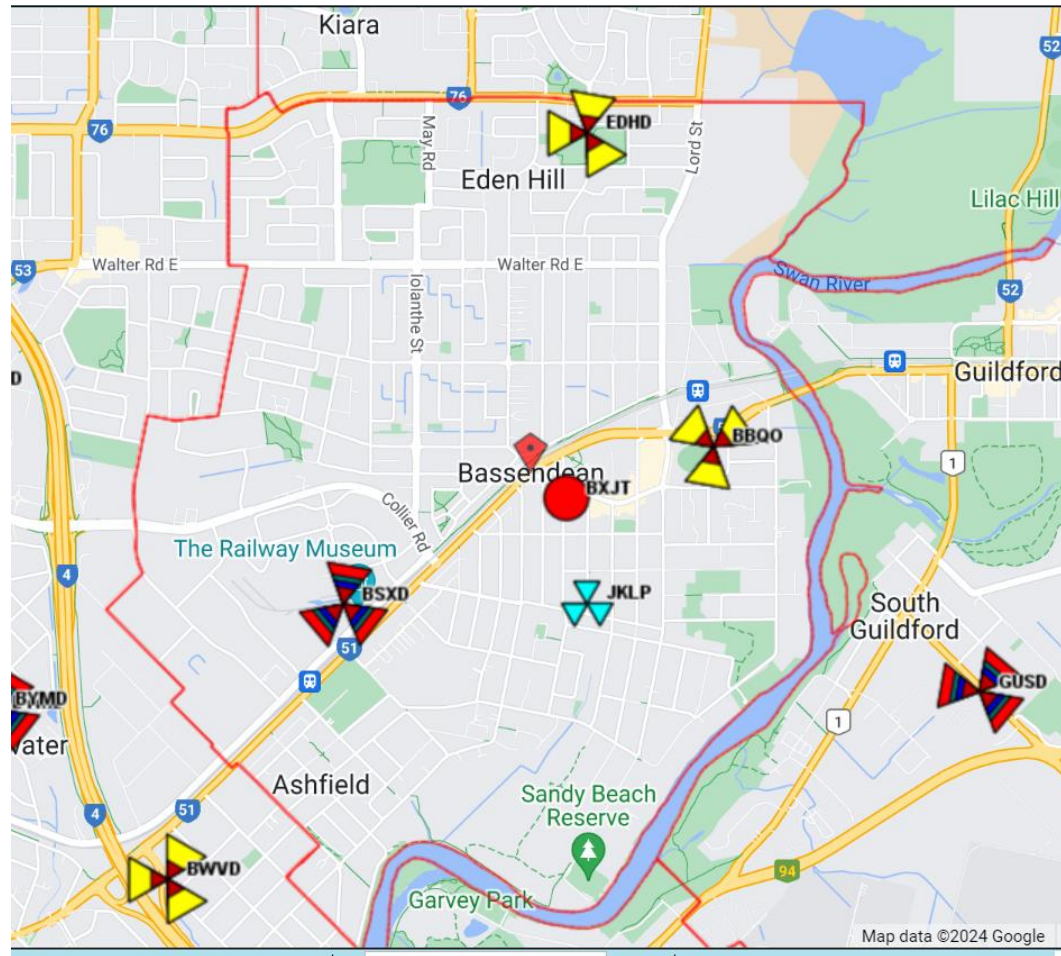


### Attachment 11.1.1

68 of 200



# Bassendean







# Peri Urban Mobile Program- PUMP

Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the distance between two points on the ground

Map Length: 2.04 Kilometers

Ground Length: 2.04

Heading: 182.14 degrees

☒ Mouse Navigation

Save Clear



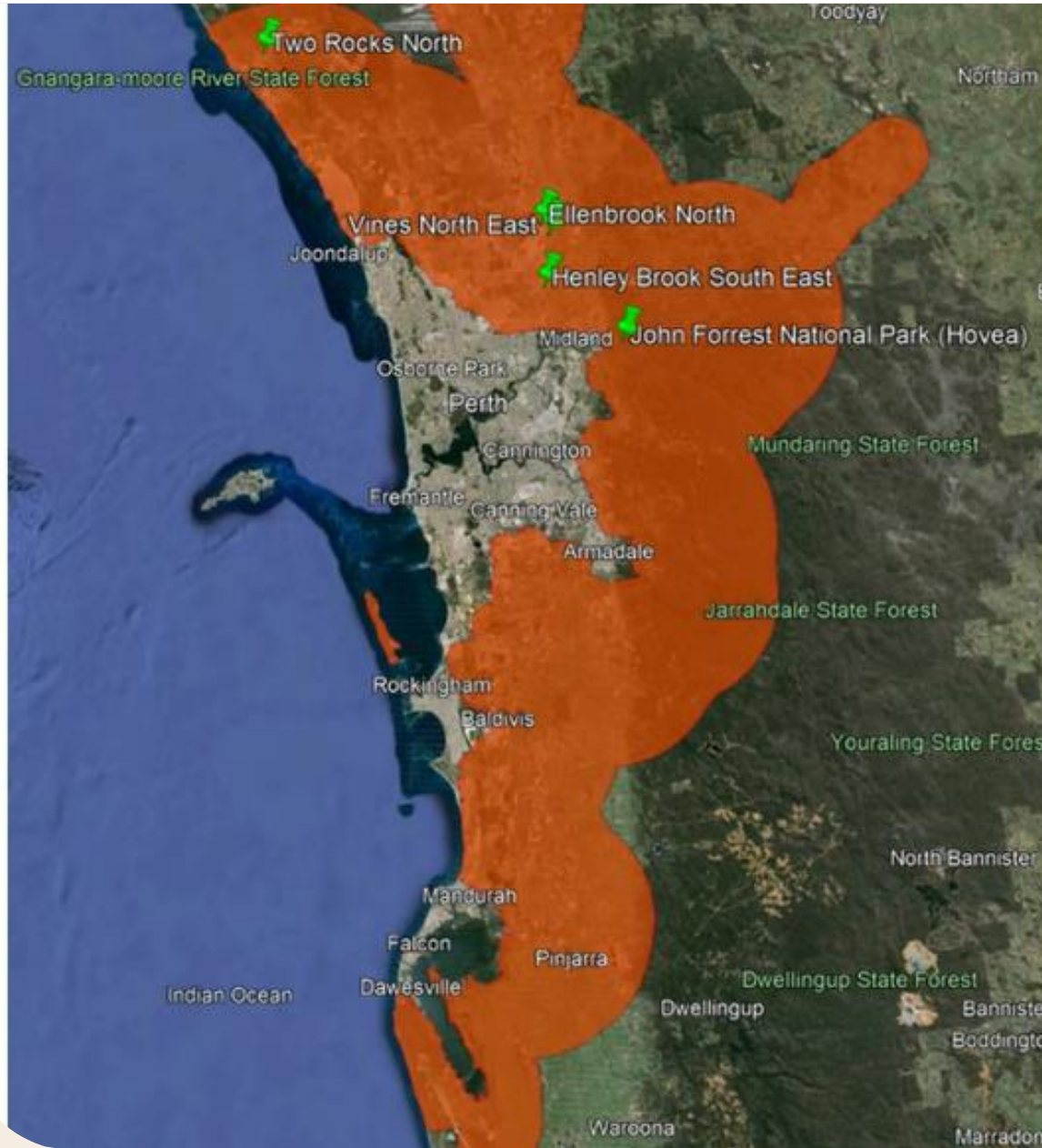


## PUMP2

Vines North East

John Forrest National  
Park (Hovea)

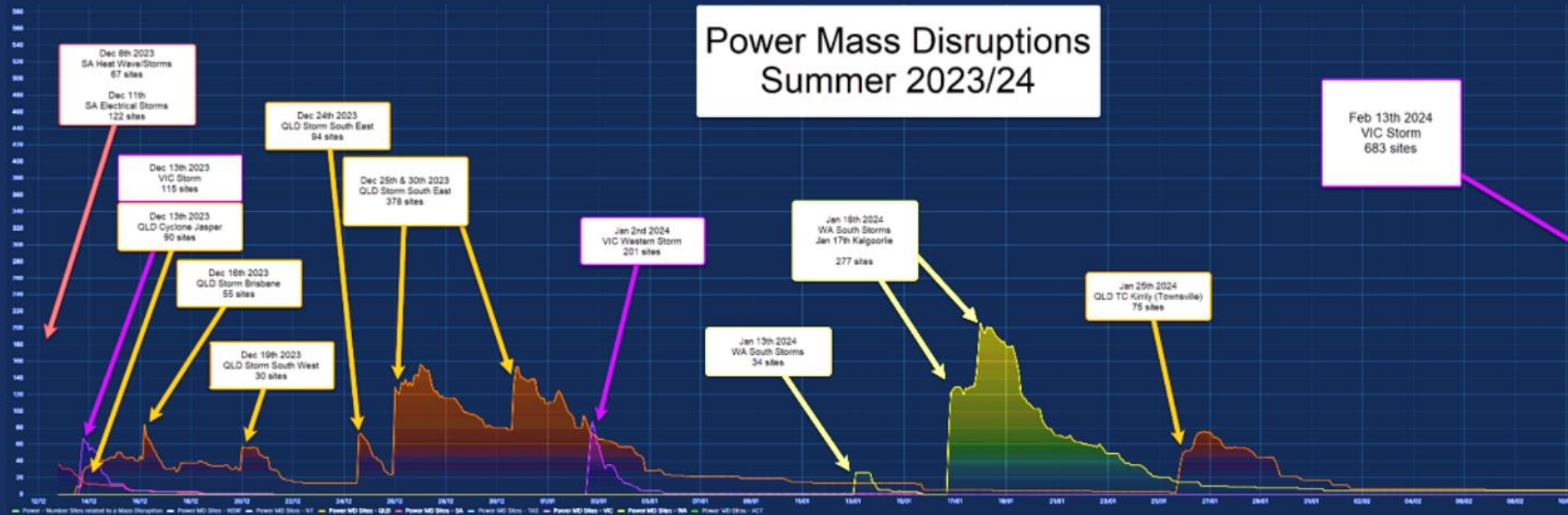
Henley Brook North



# Mass Disruption 2023-24

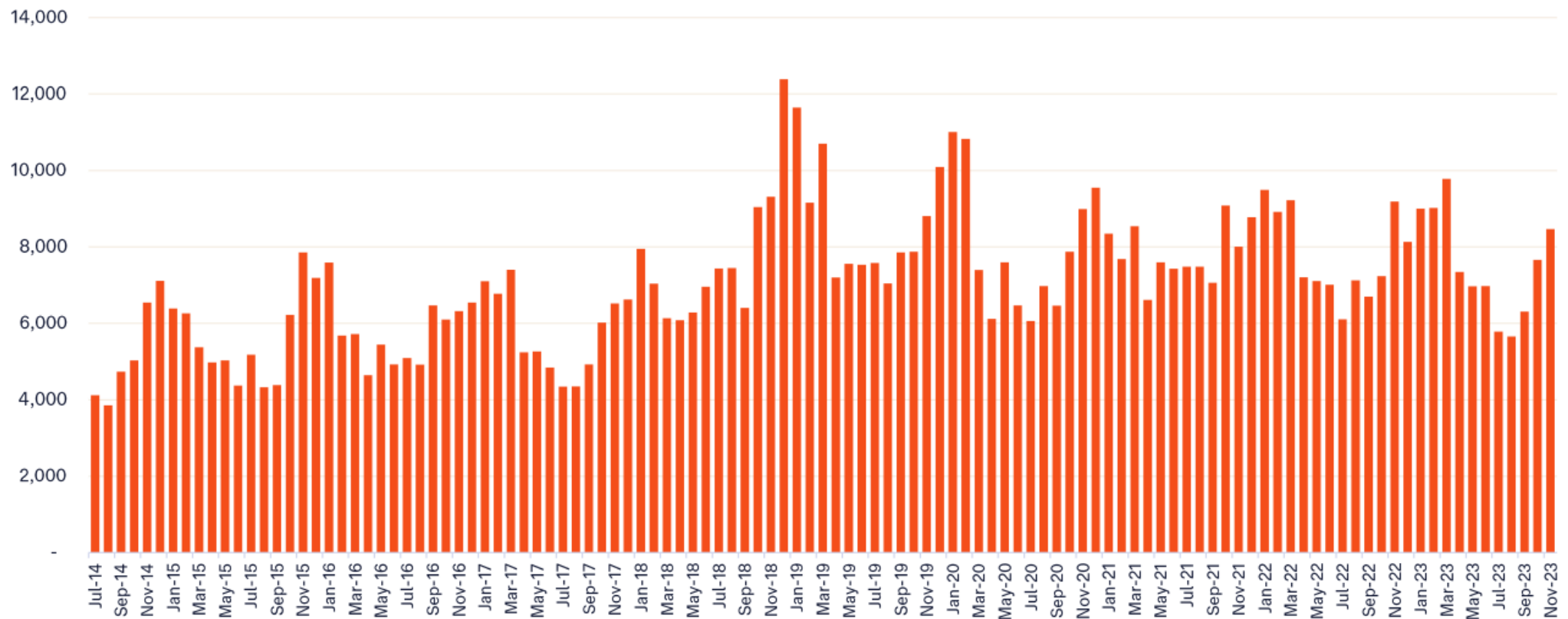
Telstra sites with loss of AC Mains

Mass Disruption Sites - AC Mains Fail By State





# Power outages experienced by Telstra's network



# Industry Collaboration?

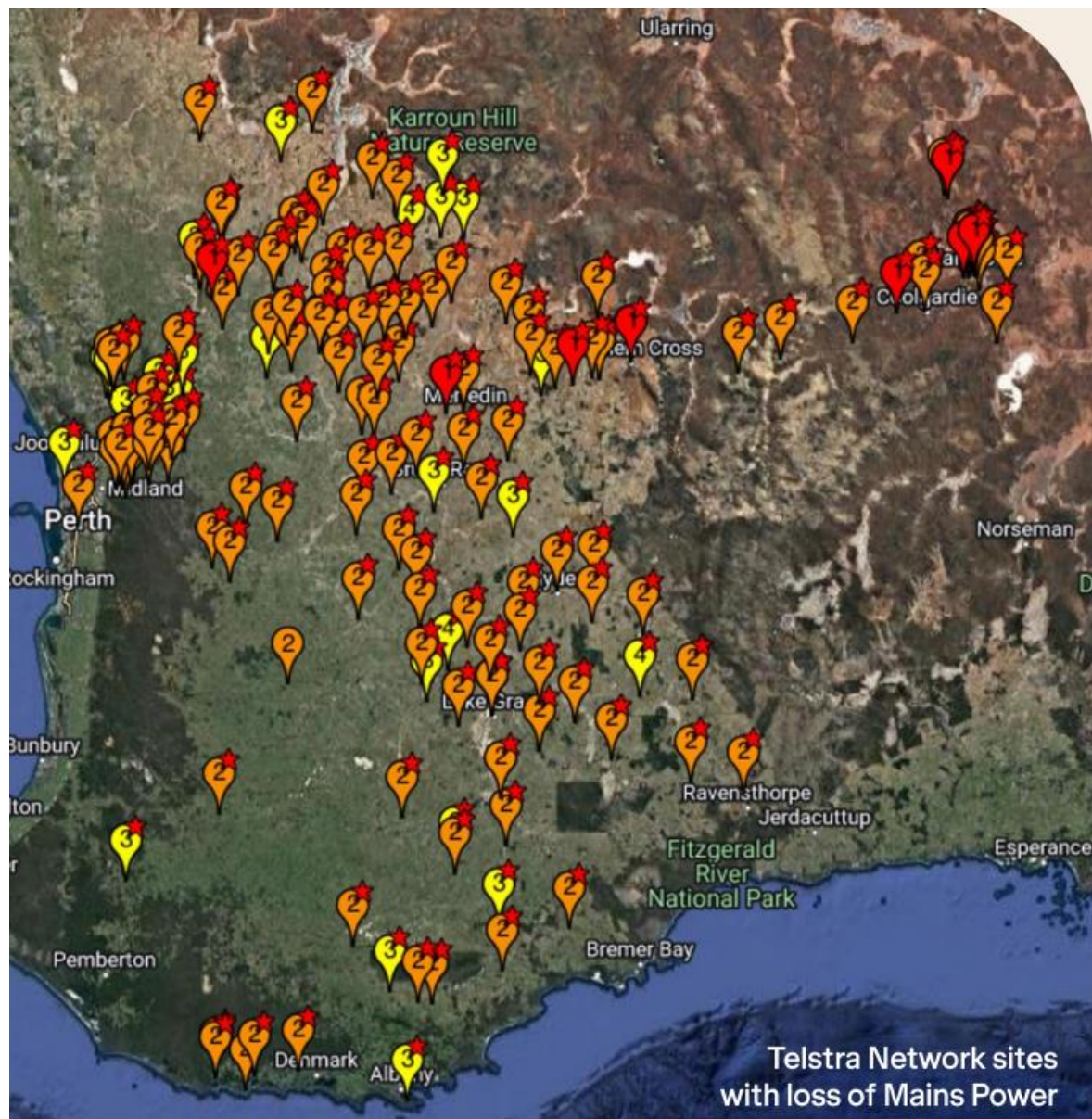


Source: Decon Corporation



Source: Ventia

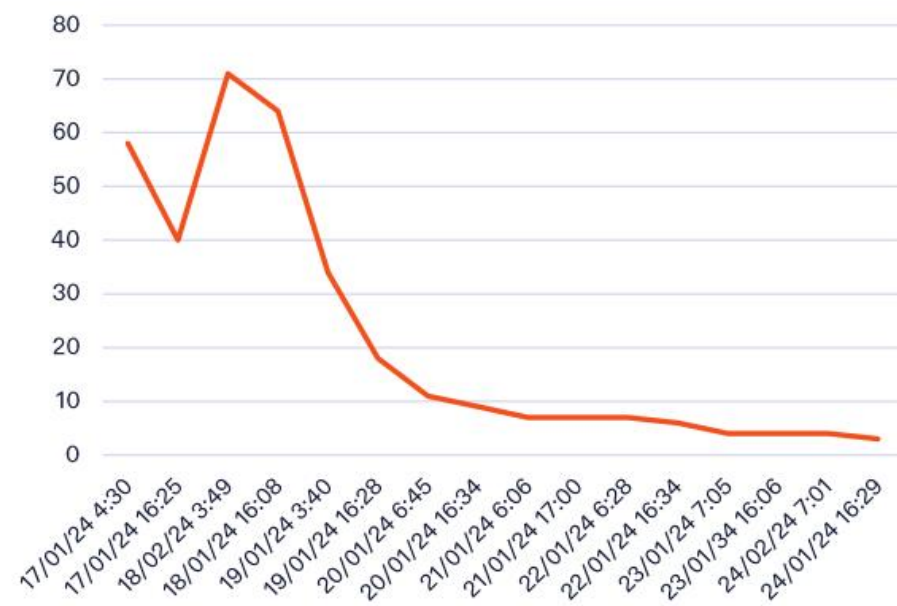




General

## WA Storm Event

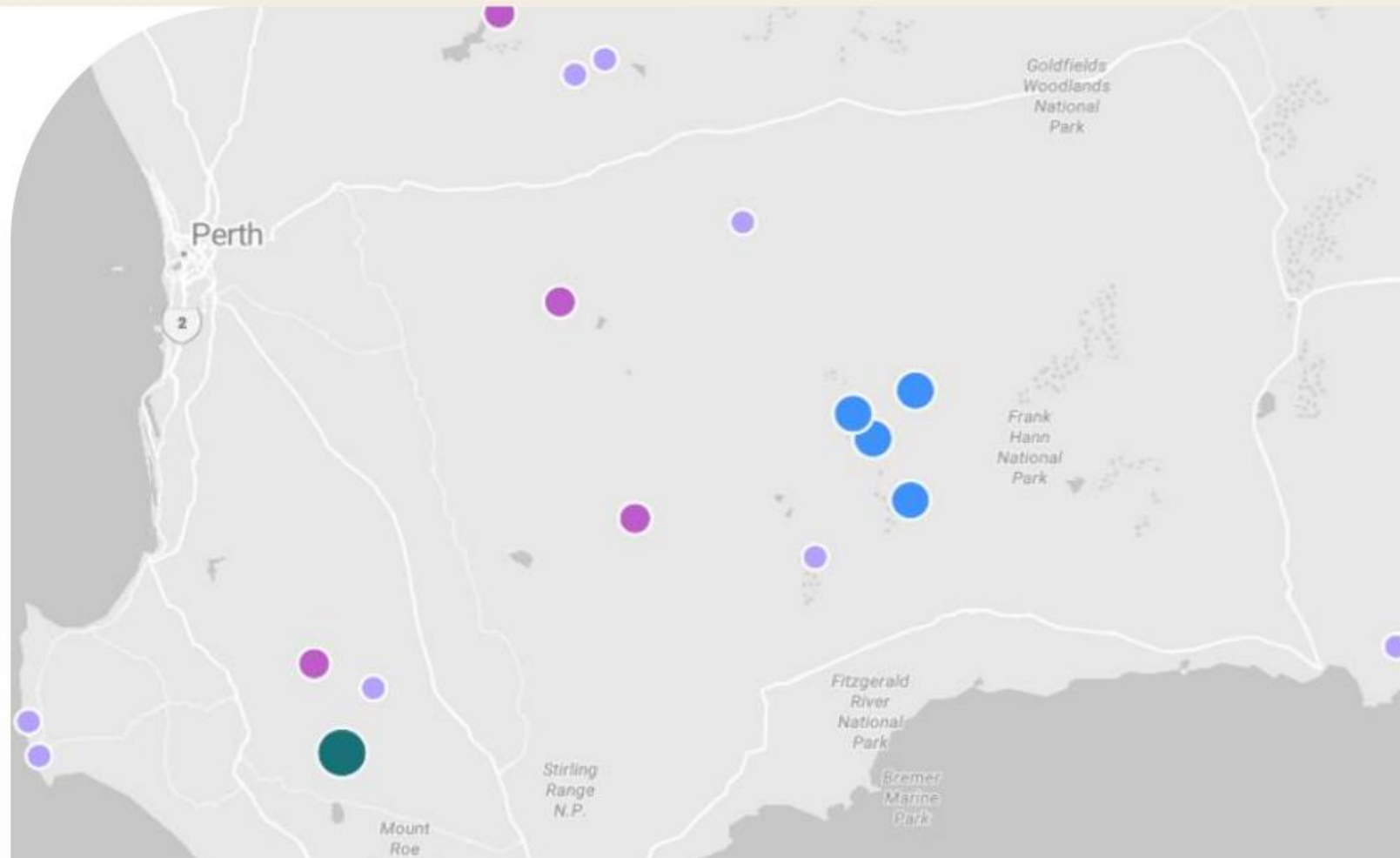
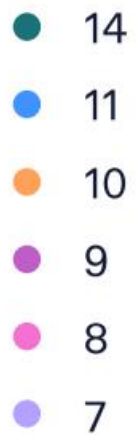
### Mobile Base Stations with Customer Service Impact



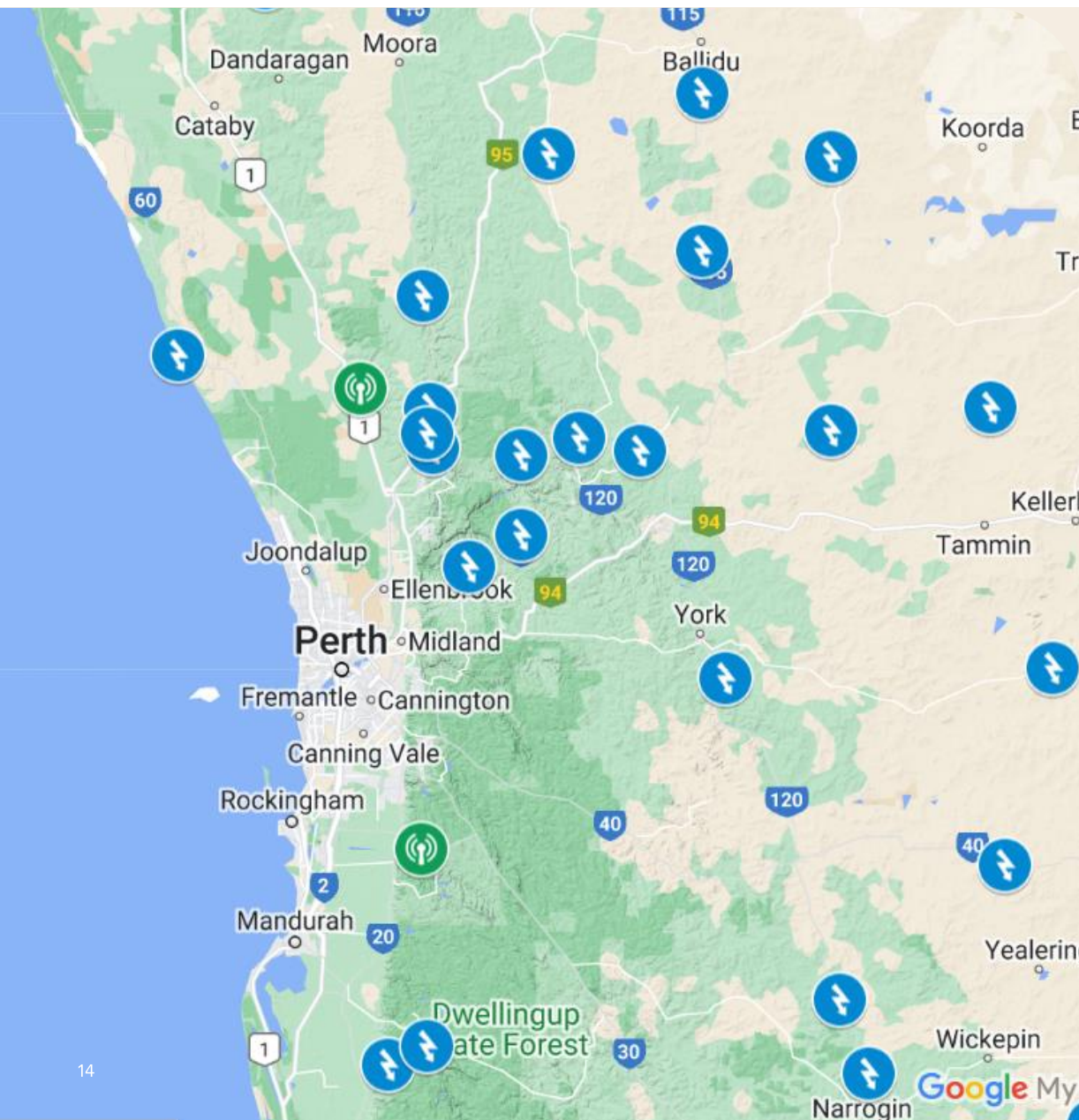
# Mobile network architecture



## Dependent Site count







## Mobile Network Hardening Program





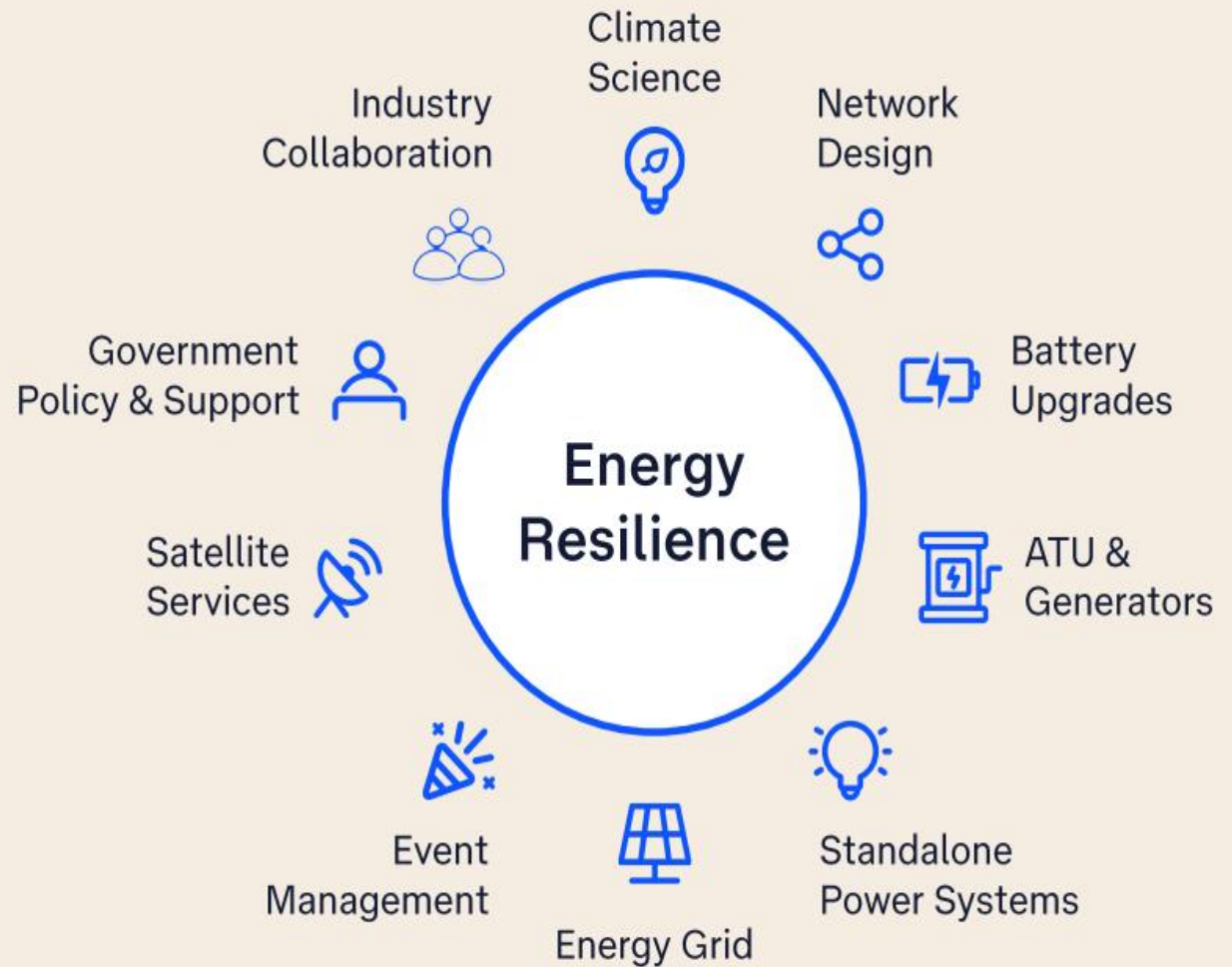


**Automatic Transfer Unit (ATU)**



**Standalone Power Systems (SAPS)**

# Improving energy resilience





**Within the Perth Hills Region (City of Swan, City of Kalamunda, Shire of Mundaring)**

- 1. where are the Telstra mobile telephone service "Black Spots"**
- 2. what plans, if any, does Telstra have to improve coverage in areas that currently have poor or no mobile service;**
- 3. what level of power back-up is now available at each of the mobile base stations in the area; and what plans are in place to upgrade any of these sites;**
- 4. from Telstra's perspective, what are the weakest links in the mobile telecommunications infrastructure that should be reinforced;**
- 5. how is the Peri-urban Mobile Program (PUMP) managed and implemented from a mobile network operator or infrastructure provider's perspective? Local Governments have been invited to provide information regarding the identification of problem areas, but what is the subsequent process, as funding is provided to the infrastructure providers.**
- 6. does Telstra anticipate that satellite-based services will be the solution to provide resilience within the existing mobile service area and if so, by when and how is equity of access achievable?**





Thank you

# **ABRIDGED MINUTES**

**D2024/23068**

## **Ordinary Meeting of Council**

**22 August 2024**

The unconfirmed full minutes of this meeting will be available on the EMRC's website within 14 days after the meeting is held:

<https://www.emrc.org.au/council/council-and-committees/council-minutes.aspx>



## EMRC Council Members

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

## EMRC Council Deputies

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

## Ordinary Meeting of Council Abridged Minutes

An ordinary Meeting of Council was held at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 on **Thursday 22 August 2024**. The meeting commenced at **6:00pm**

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## 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairperson opened the meeting at 6.00pm.

### 1.1 ACKNOWLEDGEMENT OF COUNTRY

The Chairperson acknowledged the traditional custodians of the land, the Whadjuk people of the Noongar Nation and paid respects to elders past, present and emerging.

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

### Councillor Attendance

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

### EMRC Officers

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Miss Carmen Sadleir	Chief Operating Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mrs Beatrice Genovesi	Personal Assistant to the Chief Financial Officer (Minutes)

### EMRC Observers

Ms Kasa Nakhonthat	Manager Financial Services
Ms Theresa Eckstein	Executive Assistant to the CEO
Mr Christopher Snook	Information Services Support Officer

### Observers

Cr Kathryn Hamilton	EMRC Deputy Member	Town of Bassendean
Cr Georgia Johnson	EMRC Deputy Member	City of Bayswater
Cr Ian Johnson	EMRC Deputy Member	City of Swan
Ms Helen Hardcastle	CEORC Member	Learning Horizons

### **3. DISCLOSURE OF INTEREST**

#### **3.1 MR HUA JER LIEW – CHIEF FINANCIAL OFFICER – INTERESTS AFFECTING IMPARTIALITY**

Item: 19.2

Subject: Chief Executive Officer Recruitment.

Nature of Interest: Due to the reporting relationship to the position of CEO.

### **4. ANNOUNCEMENTS BY THE CHAIRPERSON OR PRESIDING MEMBER**

#### **4.1 2023/2024 ANNUAL RETURNS**

The 2023/2024 Annual Returns are due to be received by the CEO no later than Monday 26 August 2024.

Councillors who have not already completed their returns are reminded to complete them as a matter of priority as the CCC has to be notified of any returns not received by the due date.

### **7. APPLICATIONS FOR LEAVE OF ABSENCE**

#### **7.1 CR PIFFARETTI**

##### **COUNCIL RESOLUTION(S)**

MOVED CR SUTHERLAND

SECONDED CR POLIWKA

THAT COUNCIL APPROVES THE APPLICATION FOR LEAVE OF ABSENCE FOR CR PIFFARETTI FROM 24 AUGUST 2024 UNTIL 22 SEPTEMBER 2024 (INCLUSIVE).

**CARRIED UNANIMOUSLY**

### **9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

#### **9.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 27 JUNE 2024**

That the minutes of the Ordinary Meeting of Council held on 27 June 2024 which have been distributed, be confirmed.

##### **COUNCIL RESOLUTION**

MOVED CR BOWMAN

SECONDED CR SUTHERLAND

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 27 JUNE 2024 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

## **12 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following confidential reports are covered in Section 19 of this agenda.

- DEED OF LICENCE FOR FLARE SITE AT RED HILL WASTE MANAGEMENT FACILITY
- CEO RECRUITMENT

The Chairperson advised that, regarding the CEO Recruitment, the candidate and HR consultant were in attendance. To make the most of their time, it is proposed that Confidential Item 19.2 be dealt with prior to Section 13 – Business Not Dealt with from a Previous Meeting.

The Chairperson requested that Council resolves to change the order of business.

### **PROCEDURAL MOTION**

MOVED CR BOWMAN

SECONDED CR ELLERY

THAT IN ACCORDANCE WITH CLAUSE 4.2 OF THE *EMRC MEETING PROCEDURE LOCAL LAWS 2023*, COUNCIL RESOLVES THE CONFIDENTIAL ITEM 19.2 BE DEALT WITH PRIOR TO SECTION 13 OF THE AGENDA.

**CARRIED UNANIMOUSLY**

**19 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC****RECOMMENDATION (Closing Meeting to the Public)**

That with the exception of ....., the meeting be closed to members of the public in accordance with Section 5.23(2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

**COUNCIL RESOLUTION**

MOVED CR BOWMAN

SECONDED CR ELLERY

THAT WITH THE EXCEPTION OF THE PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER (MINUTES) REMAINED IN THE CHAMBERS, THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23(2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The Chief Executive Officer, the Chief Operating Officer, the Chief Sustainability Officer, the Manager of Financial Services, the Information Support Officer, the Executive Assistant to the Chief Executive Officer, were requested to leave the meeting at 6:06pm.

The Chief Financial Officer was requested to invite the candidate and the HR consultant into the Chambers, following which the Chief Financial Officer departed the Chambers.

The doors of the meeting were closed at 6:06pm.

The Candidate and the HR consultant remained in the Chambers.

The Candidate left the Chambers at 7.15pm.



## 19.2 CEO RECRUITMENT(D2024/22325)

This item is recommended to be confidential in accordance with EMRC Council Policy 4.1 – Chief Executive Officer's Appointment, Performance Review and Termination and with Sections 5.23(2)(a) and (c) of the Local Government Act 1995, which states as follows:

- (a) a matter affecting an employee or employees; and
- (c) contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

See Confidential Item circulated with the Agenda under Separate Cover.

Following the conclusion of Item 19.2 the HR consultant departed the meeting at 7.43pm.

The Chief Executive Officer, the Chief Financial Officer, the Chief Operating Officer, the Chief Sustainability Officer, the Manager of Financial Services, the Information Support Officer, the Executive Assistant to the Chief Executive Officer returned to the Chambers.

As the meeting was already behind closed doors, the Chairperson requested that Confidential Item 19.1 will be dealt with then, and that Council resolves to change the order of business.

### **PROCEDURAL MOTION**

MOVED CR BOWMAN

SECONDED CR AMES

THAT IN ACCORDANCE WITH CLAUSE 4.2 OF *THE EMRC MEETING PROCEDURE LOCAL LAWS 2023* COUNCIL RESOLVES THE CONFIDENTIAL ITEM 19.1 BE DEALT WITH PRIOR TO SECTION 13 OF THE AGENDA.

**CARRIED UNANIMOUSLY**

## 19.1 DEED OF LICENCE FOR FLARE SITE AT RED HILL WASTE MANAGEMENT FACILITY (D2024/21020)

This item is recommended to be confidential because it contains matters of a commercial-in-confidence nature.

See Confidential Item circulated with the Agenda under Separate Cover.

### **RECOMMENDATION [Meeting re-opened to the Public]**

#### **COUNCIL RESOLUTION**

MOVED CR ELLERY

SECONDED CR AMES

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

**CARRIED UNANIMOUSLY**

The doors of the meeting were opened at 7.47pm.

Recording of the resolutions passed behind closed doors, namely:

19.2 CEO RECRUITMENT(D2024/22325)

### **COUNCIL RESOLUTION**

MOVED CR ELLERY

SECONDED CR AMES

THAT

1. COUNCIL ACKNOWLEDGES RECEIPT OF THE CONFIDENTIAL SELECTION REPORT PROVIDED BY BEILBY DOWNING TEAL AS CONTAINED WITHIN ATTACHMENT ONE TO THIS REPORT.
2. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH SCHEDULE 2 CL.11(B) OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996, ENDORSES THE EMPLOYMENT CONTRACT AS CONTAINED WITHIN ATTACHMENT TWO TO THIS REPORT.
3. COUNCIL, BY ABSOLUTE MAJORITY, IN ACCORDANCE WITH SCHEDULE 2 CL.11(A) OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996, SELECTS THE PREFERRED CANDIDATE IDENTIFIED WITHIN THIS REPORT, FOR THE POSITION OF CHIEF EXECUTIVE OFFICER AT THE EASTERN METROPOLITAN REGIONAL COUNCIL SUBJECT TO A SATISFACTORY BACKGROUND CHECKS AND NEGOTIATION OF TERMS AND CONDITIONS OF THE EMPLOYMENT CONTRACT.
4. COUNCIL AUTHORISES THE CHAIRPERSON CR FILOMENA PIFFARETTI OR HER DELEGATE CR LUKE ELLERY OR HER ALTERNATE DELEGATE CR AMES TO NEGOTIATE AND FINALISE THE TERMS AND CONDITIONS OF THE EMPLOYMENT CONTRACT AND COMMENCEMENT DATE WITH THE SUCCESSFUL CANDIDATE AND INDEPENDENT LEGAL ADVICE BE SOUGHT, SUBJECT TO THE TOTAL REMUNERATION PACKAGE RANGE BEING SET AT \$228,973 TO \$356,181 PER ANNUM, AS ADVERTISED.
5. COUNCIL REQUESTS BEILBY DOWNING TEAL TO ASSIST THE CHAIRPERSON OR HER DELEGATE IN NEGOTIATING THE EMPLOYMENT CONTRACT AND COMMENCEMENT DATE WITH THE SUCCESSFUL CANDIDATE.
6. COUNCIL AUTHORISES THE CHAIRPERSON OR HER DELEGATE TO MEET WITH THE SUCCESSFUL CEO CANDIDATE TO SIGN THE EMPLOYMENT CONTRACT AND PLACE EMRC'S COMMON SEAL ON THE DOCUMENT ON BEHALF OF THE COUNCIL.
7. COUNCIL NOTES THAT ANY PROPOSED VARIATIONS TO THE EMPLOYMENT CONTRACT, ARE TO BE REFERRED TO COUNCIL BEFORE NEGOTIATIONS ARE FINALISED IN ACCORDANCE WITH SCHEDULE 2 CL.12(2) OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996.
8. COUNCIL NOTES THAT A FORMAL ANNOUNCEMENT OF THE SELECTION OF THE SUCCESSFUL CANDIDATE WILL BE MADE FOLLOWING SUCCESSFUL CONTRACT NEGOTIATIONS AND THE SIGNING OF CONTRACT DOCUMENTS BY ALL PARTIES.
9. COUNCIL THANKS EMILY BULLOCH AND ANDREA HANCOCK FOR THEIR PROFESSIONALISM AND ASSISTANCE.
10. COUNCIL THANKS ALL APPLICANTS WHO EXPRESSED AN INTEREST IN THE POSITION OF CHIEF EXECUTIVE OFFICER AT THE EASTERN METROPOLITAN REGIONAL COUNCIL.
11. THE REPORT AND ATTACHMENTS REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRPERSON AND DEPUTY CHAIRPERSON.

**CARRIED UNANIMOUSLY**

19.1 DEED OF LICENCE FOR FLARE SITE AT RED HILL WASTE MANAGEMENT FACILITY  
(D2024/21020)

**COUNCIL RESOLUTION(S)**

MOVED CR JEANS

SECONDED CR AMES

THAT:

1. COUNCIL APPROVES THE GRANT OF A LICENCE TO LANDFILL GAS AND POWER PTY LTD FOR THE FLARE SITE AT RED HILL WASTE MANAGEMENT FACILITY.
2. COUNCIL AUTHORISES THE CEO TO FINALISE AND SIGN THE DEED OF LICENCE FOR THE FLARE SITE BETWEEN LANDFILL GAS AND POWER PTY LTD AND THE EMRC, SUBJECT TO MINOR VARIATIONS.
3. THE REPORT REMAINS CONFIDENTIAL AND IS CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

**14 EMPLOYEE REPORTS**

14.1 LIST OF ACCOUNTS PAID DURING THE MONTHS OF JUNE AND JULY 2024 (D2024/16826)

14.2 FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2024 (D2024/20943)

14.3 FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2024 (D2024/21133)

14.4 REVIEW OF SECONDARY WASTE CHARGE (D2024/20990)

14.5 REVIEW OF COUNCIL POLICY 4.1 – CEO APPOINTMENT, PERFORMANCE REVIEW AND TERMINATION (D2024/20991)

14.6 REVIEW OF COUNCIL POLICIES (D2024/21002)

14.7 ITEMS CONTAINED IN THE INFORMATION BULLETIN (D2024/16822))

The Chairperson invited members to withdraw any report items to be dealt with separately.

**RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Employee Reports (Section 14).

**COUNCIL RESOLUTION(S)**

MOVED CR AMES

SECONDED CR ELLERY

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE EMPLOYEE REPORTS (SECTION 14).

**CARRIED UNANIMOUSLY**

## 16 REPORTS OF DELEGATES

16.1 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD 26 JUNE 2024 (D2024/17648)

16.2 MUNICIPAL WASTE ADVISORY COUNCIL (MWAC) MINUTES HELD 31 JULY 2024 (D2024/21470)

Cr G Johnson provided a brief overview of the MWAC minutes held 26 June 2024 and 31 July 2024.

## 20 FUTURE MEETINGS OF COUNCIL

The next meeting of Council will be held on Thursday 26 September 2024 (if required) at the EMRC Administration Office, 1st Floor, 226 Great Eastern Highway, Ascot WA 6104 commencing at 6.00pm.

### Future Meetings 2024

Thursday	26 September	(if required)	at	EMRC Administration Office
Thursday	24 October	(if required)	at	EMRC Administration Office
Thursday	28 November	(if required)	at	EMRC Administration Office

## 21 DECLARATION OF CLOSURE OF MEETING

The Chairperson declared the meeting closed at 7.50pm.



## **MINUTES**

# **Bassendean Local Emergency Management Committee**

**Wednesday 28 August 2024, 12:00 pm**

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

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

The Presiding Member declared the meeting open at 12:05pm and welcomed all those in attendance.

### **Acknowledgement of Country**

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

## **2 Announcements by the Presiding Member without Discussion**

Nil.

## **3 Attendances, Apologies and Leave of Absence**

### **Present**

#### **Councillors**

Cr Paul Poliwka, Deputy Mayor (Presiding Member)  
Cr Jennie Carter

## Officers

Ms Michelle Brennand, Director Community Planning  
Mr Shane Asmus, Director Infrastructure and Sustainability  
Mr Alex Snadden, Manager Planning and Regulation  
Ms Joanne Burges, Manager Governance & Strategy  
Mr Jeff Somes, Environmental Health Officer  
Ms Jennifer Henderson, Administration Officer - Community and Place  
Mr John Lane, Bassendean Emergency Management Executive Officer

## Agency Officers

Mollie Stevenson, Officer in Charge, Kiara Police Station  
Chris Kin-Maung, DFES, North-East Metropolitan Operations  
John Coniglio, St John WA  
Cate Willey, District Emergency Management Advisor, DFES  
Donna Morgan, District Emergency Management Advisor, DFES

## Apologies

Richard Woods, Senior Ranger  
Thomas Robinson, Water Corporation  
Stephen Blackford, Bassendean SES  
Naomi Jory, Department of Communities  
Ryan Hamblion, Department of Communities

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Nil.

## 6 Confirmation of Minutes

### 6.1 Confirmation of Minutes - 12 June 2024

#### Attachments

1. Bassendean Local Emergency Management Committee Minutes 12 June 2024 [6.1.1 - 6 pages]

#### Committee Resolution

MOVED Cr Paul Poliwka, Seconded Mollie Stevenson

That the minutes of the Bassendean Local Emergency Management Committee meeting held on 12 June 2024 be received and confirmed as a true and correct record.

CARRIED

## 7 Business Deferred from Previous Meeting

Nil.

## 8 Reports

### 8.1 Preparedness, Prevention, Response and Recovery Issues

Nil.

### 8.2 Updates to Local Emergency Management Arrangements

Nil.

### 8.3 Post Incident Reports and Post Exercise Reports

Nil.

### 8.4 Key Contact Details

#### Committee Resolution

The key contacts for the Bassendean Local Emergency Management Committee (BLEMC) as outlined in the attachment were noted.



## 8.5 Agency Members Reports (Round Table)

### **DFES - Cate Willey**

- Introduced new District Emergency Management Advisor, Donna Morgan. Donna provided the group with a background on her experience.
- Cate advised that they were working in the DEMC space and seeking to schedule a full day event later in the year, likely 7 November 2024.

### **DFES - Chris Kin-Maung**

- BAU, including fire season preparedness

### **WA Police - Senior Sergeant Mollie Stevenson**

- No Emergency Management incidents
- Outlined a City of Swan desk top mapping exercise that was occurring in the near future

### **St John WA - John Coniglio**

- Informed the group of an upcoming Airport Exercise that both he and Carmen Mutton will be participating in
- Queried how members of the group handled the Crowd Strike incident
  - DFES are undertaking a review
  - Keen to discuss lessons learned
  - The group discussed it would be valuable to have a presentation on lessons learned to assist in planning e.g. Business Continuity Plans

### **Department of Communities**

- A Report was provided as an attachment to the Agenda.

### **BLEMC Executive Officer - John Lane**

- Spoke to the LEMC Business Plan 2024-2025, previously 1 page now 5 pages
  - assigns responsibilities
  - need to sit down and refine
  - Cate informed the group that a sweep was undertaken by SEMC on Annual Reports and it was noted that not many LEMC's do Business Plans
  - John will have a go at a first draft and run it past Cate and Donna - it will be aligned to the SEMC Strategic Plan
  - Cate advised to hold off until the SEMC Strategic Plan is adopted (likely December 2024 SEMC meeting)
- Joint Exercise - scheduled for 3 December 2024 at City of Bayswater
  - Based on last year, acknowledging most of the group are new to Local Government - this year will be Exercise Storm ADO
  - Will include a 'live' ISG meeting
  - LEMC's will be held on the same day
  - 'May' push out to 10 December - group will be advised

**8.6 Annual Report 2023 - 2024****Attachments**

Nil

**Committee Resolution**

The Bassendean Local Emergency Management Committee (BLEMC) noted the Annual Report 2023 – 2024, as outlined by the BLEMC Executive Officer has been provided to DFES as per requirements.

**9 Motions of Which Previous Notice Has Been Given**

Nil.

**11 Closure**

There being no further business, the Presiding Member declared the meeting closed, the time being 12:40pm.

# MINUTES

## **Audit and Governance Committee Meeting Wednesday 4 September 2024, 5:30 pm**

Held in the Council Chamber,  
48 Old Perth Road, Bassendean

**Minutes to be confirmed at the next Committee Meeting**

These minutes are confirmed as a true and correct record.

Presiding Member's signature \_\_\_\_\_ Date \_\_\_\_\_

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

The Presiding Member declared the meeting open at 5:31pm and welcomed all those in attendance.

### **Acknowledgment of Country**

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

## **2 Announcements by the Presiding Member without Discussion**

Nil.

## **3 Attendances, Apologies and Leave of Absence**

### **Present**

#### Councillors

Cr Jamayne Burke  
Cr Ken John (via Teams)

#### Officers

Ms Joanne Burges, Manager Governance & Strategy  
Ms Waruni De Silva, Manager Financial Services  
Mr Tristan Loney, Manager Information and Technology

#### Community Member

Ms Sasha Rademakers (Presiding Member)

#### Advisor to the Committee

Mr Ron Back

#### Guests

Mr Jay Teichert, Office of the Auditor General (via Teams)  
Mr Ian Ekins, Associate Director, Paxon (via Teams)

#### Public

There were no members of the public in attendance.

**Apologies**

Cr Kathryn Hamilton, Mayor  
Mr Paul White, Director Corporate Services  
Mr Amit Kabra, RSM  
Mr Cameron Palassis, Paxon

**4 Declarations of Interest**

Nil.

**5 Presentations or Deputations**

Nil.

**6 Confirmation of Minutes**

<b>6.1 Confirmation of Minutes - 12 June 2024</b>	
<b>Attachments</b>	1. Audit and Governance Committee 120624 Unconfirmed Minutes [6.1.1 - 7 pages]

**Committee Resolution/Officer Recommendation – Item 6.1**

MOVED Ms Sasha Rademakers , Seconded Cr Jamayne Burke

That the minutes of the Audit and Governance Committee meeting held on 12 June 2024 be received and confirmed as a true and correct record.

**Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

**For:** Cr Ken John, Ms Sasha Rademakers and Cr Jamayne Burke

**Against:** Nil

**7 Business Deferred from Previous Meeting**

Nil.



## 8 Reports

8.1 Review - Risk Management Policy and Framework	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVR/POLCY/1
Directorate	Office of the CEO
Previous Reports	Item 8.4 Audit and Governance Committee 09/03/2022
Authority/Discretion	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
Attachments	<ol style="list-style-type: none"> <li>1. Current Risk- Management- Policy [8.1.1 - 3 pages]</li> <li>2. Risk Management Policy with Tracked Changes [8.1.2 - 4 pages]</li> <li>3. Clean Risk Management Policy 240924 [8.1.3 - 4 pages]</li> <li>4. 2024 Review Risk Management Framework [8.1.4 - 27 pages]</li> <li>5. Clean 2024 Review Risk Management Framework [8.1.5 - 27 pages]</li> </ol>

### Purpose

The purpose of this report is for the Audit and Governance Committee to consider the administrative review of the Town of Bassendean (the Town) Risk Management Policy and Framework, and if satisfied, recommend to Council adoption of the reviewed documents.

### Background

Following a July 2019 recommendation by Moore Stephens (the Town's then internal auditors) the Town developed a formal risk management framework to support a new risk management policy.

Although the Risk Management Policy exists independently on the website and to guide decision making, it also forms part of the Risk Management Framework.

The Risk Management Policy and Framework developed and presented to the Audit and Governance Committee in March 2022 sought to embed risk management within the Town's operational activities and provided a contemporary approach.

Considerable work was undertaken in late 2022 and early 2023, including the engagement of a Project Officer, to implement the Risk Management Framework

including workshops across all business units to raise risk awareness, instil risk literate behaviours and capture operational risks onto registers.

To meet the requirements of Policy Review, a review of the Policy and Framework has been undertaken.

## **Proposal**

That the Committee recommends that Council adopts the reviewed Risk Management Policy and Framework, as attached to this report.

## **Communication and Engagement**

Internal administrative staff have been consulted on this review to ensure its contemporary approach, and that all tables and figures reflect the organisational structure and processes.

The reviewed Policy and Framework were presented for consideration and feedback to the Corporate Management Committee (CMC) at its meeting of Monday 19 August 2024.

## **Strategic Implications**

### **Performance Area 5: Performance**

9.1 Continuously improve operational performance and service delivery.

## **Comment**

The *Local Government (Audit) Regulations 1996* Reg.17 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

Further, the review may relate to any or all of the matters referred to in (a), (b) and (c) above, but each of those matters is to be the subject of a review not less than once in every 3 financial years.

Given the legislative requirements of the CEO to review risk management it is appropriate that the Risk Management Policy and Framework form part of this review.

The current Risk Management Policy is provided at Attachment 8.1.1, with a tracked changes version at 8.1.2 and finally a clean version can be found at 8.1.3.

The current combined Policy and Framework were adopted by Council at the Ordinary Council Meeting held on 22 March 2022. The documentation remains contemporary and fit for purpose.

Only minor administrative amendments to organisational structure and process charts throughout the document have been deemed necessary in this review and those changes are identified via tracked changes in Attachment 8.1.4. Further, a 'clean' copy has been attached for ease of viewing that includes these minor changes. Please see Attachment 8.1.5.

Finally, arrangements are in place to provide training sessions / workshops to all business units in the coming months to ensure risk awareness, risk literate behaviours and operational risks capture continues, and risk registers are updated.

### **Statutory Requirements**

*Local Government (Audit Regulations) 1996*

### **Financial Considerations**

N/A

### **Risk Management Implications**

No Risks Identified

### **Declaration of Conflicts of Interest**

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

### **Committee Resolution/Officer Recommendation – Item 8.1**

MOVED Cr Ken John, Seconded Cr Jamayne Burke,

That the Committee:

- Notes the administrative review of the Risk Management Policy and Framework, and
- recommends the adoption of the reviewed Risk Management Policy and Framework to Council.

### **Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

**For:** Cr Ken John, Ms Sasha Rademakers and Cr Jamayne Burke

**Against:** Nil

8.2 Small Balances Write Offs for Rates	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/1
Directorate	Corporate Services
Previous Reports	
Authority/Discretion	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
Attachments	Nil

### Purpose

The purpose of this report is to provide Council, via the Audit and Governance Committee, with a summary of small rates balances written off during the financial year ended 30 June 2024.

### Background

Council has delegated authority to the CEO to write off small rates balances up to a maximum of \$10.00 per property per annum, and the CEO has sub-delegated the authority to the Director Corporate Services and Manager Financial Services. (Delegation 1.2.15: Defer Payment, Grant Discounts, Waive Fees or Write Off Debts).

A condition of the delegation of authority is that Council shall be informed of the details whenever this delegation is exercised. While the condition does not specify the frequency of notification to Council, it is proposed to do so annually.

### Proposal

That the Committee recommends to Council that it note the exercise of delegated authority by the Manager Financial Services to write off small rates balances listed below in Table 1, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*.

That the Committee recommend to Council that, for the purpose of Delegation 1.2.15, it require notification of the exercise of the delegation annually, as soon as practicable after the end of each financial year.

### Communication and Engagement

Nil.

## Strategic Implications

### Performance Area 5: Performance

#### 9.1 Continuously improve operational performance and service delivery.

#### Comment

Small rates balances totaling \$454.66 were written off under delegation 1.2.15 during 2023/24, as summarised in Table 1.

Table 1: Small Rates Balances Written off in 2023/24

Month	Amount	Month	Amount	Month	Amount
July 2023	\$1.28	November 2023	\$31.74	March 2024	\$56.59
August 2023	\$64.76	December 2023	\$8.52	April 2024	\$2.70
September 2023	\$157.98	January 2024	\$26.92	May 2024	\$8.05
October 2023	\$61.46	February 2024	\$26.92	June 2024	\$7.74
<b>Total</b>					<b>\$454.66</b>

The following are the key factors that resulted in small balances in the rates ledger:

- The Town's rates module continues to calculate daily interest until the payment is applied. Sometimes, there is a delay of up to a few days between receipt of the payment and processing the payment in the rates module;
- The application of daily interest by the rates module and timing of the processing of property settlements;
- On occasions when properties settle, the amount received differs from the settlement amount, and
- Errors made by the payer.

In all the above cases, one of the following conditions applies:

- The outstanding balance is not a debt due and payable to the Town as it arose from the application of interest by the system to the period between receipt and processing of the payment; or
- The outstanding balance is due and payable to the Town, but the cost of collection would exceed the amount outstanding.

The Town's finance system generates a report at the end of each month and any amounts that are below \$10 are extracted and reviewed by Town officers and, if deemed appropriate, recommended for write-off.

## Statutory Requirements

6.12. Power to defer, grant discounts, waive or write off debts

1. Subject to subsection (2) and any other written law, a local government may –
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required.

## Financial Considerations

The administration anticipates the small rates balances written off each year to be less than \$1,000 in total.

The Town amended the BPay limit for bank transfers to \$1.00 from May 2022, enabling ratepayers to make payment of small amounts owing.

## Risk Management Implications

Financial Risk  
Low

## Declaration of Conflicts of Interest

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

## Officer Recommendation – Item 8.2

That the Audit and Governance Committee recommends that Council:

1. Notes the exercise of delegated authority by the Manager Financial Services to write off small rates balances totaling \$454.66 for 2023/24, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*; and
2. For the purpose of Delegation 1.2.15, Council requires notification of the exercise of the delegation annually, as soon as practicable after the end of each financial year.

## Voting requirements: Simple Majority



### **Committee Resolution – Item 8.2**

MOVED Cr Jamayne Burke, Seconded Cr Ken John,

That the Audit and Governance Committee recommends that Council:

1. Notes the exercise of delegated authority by the Manager Financial Services to write off small **interest accruals and** rates balances totaling \$454.66 for 2023/24, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*; and
2. For the purpose of Delegation 1.2.15, Council requires notification of the exercise of the delegation annually, as soon as practicable after the end of each financial year.

**Voting requirements: Simple Majority**

**CARRIED UNANIMOUSLY 3/0**

**For:** Cr Ken John, Ms Sasha Rademakers and Cr Jamayne Burke

**Against:** Nil

<b>8.3 Internal Audit of Tenders and Quotes</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/AUD/1
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL - 240820 - ToB - Tenders and RFQs Internal Audit Review Final [8.3.1 - 10 pages]

### Purpose

The purpose of this report is for the Audit and Governance Committee to receive the Internal Audit Review Report for Tenders and Quotes, and to consider the recommendations therein and the management action proposed by the Town.

### Background

In June 2024, Council resolved to adopt a three-year Internal Audit Schedule for the Town for the period 2023/24 to 2025/26. In accordance with that Schedule, the Town's internal auditors Paxon Group conducted an internal audit on the Town's procurement processes for tenders and quotes. The attached report outlines the scope of the audit, and details key findings and recommendations.

### Proposal

That the Audit and Governance Committee recommends that Council receives the Internal Audit Review Report for Tenders and Quotes and notes the findings and recommendations, and the management action to be taken to address the identified risks.

### Communication and Engagement

Staff from the Town and Paxon engaged in regular communication during the conduct of the audit and in relation to draft findings, recommendations and management comments.

### Strategic Implications

### Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

## Comment

Paxon identified three key findings and made three recommendations to address the risks highlighted by those findings. One finding was rated as medium risk and two were rated as low risk.

Importantly, Paxon noted the following areas as having appropriate practice in place:

- *Internal Guidance documents and forms for procurement processes are in place and aligned with legislation and regulation*
- *Operational processes for the sample tested are compliant with required processes and recorded, including evaluations and conflicts of interest*
- *Segregation of duties and independent oversight were noted as being in place for the sample tested*
- *Financial delegations are accurately reflected within the Synergy system in relation to the raising of purchase orders, and*
- *Tender and contract registers are in place.*

In summary, Paxon found:

### Procurement Monitoring (Medium)

*There are limited processes in place for the monitoring of procurement to assess compliance with required practice. Our testing did not highlight that appropriate practice wasn't followed, but there is limited oversight in place currently to monitor this within the Town's processes.*

*We understand that the reporting functionality within Synergy is limited in terms of producing meaningful reports to assess if appropriate procurement processes were performed and contracts are in place, as expenditure across contracts cannot be reported.*

*However, reports such as purchase order to invoice variance, invoice date before purchase order date, split purchase orders, and open purchase order reports can be run but are not currently operational.*

Management comment:

Agreed. Procurement monitoring procedures will be established, as recommended. The Town informed the Audit & Governance Committee in June 2024 that it will develop an internal audit program to monitor compliance with purchasing thresholds, for reporting through the Audit & Governance Committee. The new procurement monitoring procedures will form part of that process

### Purchasing Policy and Procurement Manual (Low)

*The Town's purchasing policy and manual do not include requirements for variations and extensions to contracts to facilitate consistent and appropriate processes are applied. There are forms in place for these processes. Our testing did not identify any inappropriate activity in the operation of these processes, but documenting requirements would help to ensure consistent application that is aligned with the Regulations and internal process expectations.*

*Establishment of panels of pre-qualified suppliers are also not covered within the purchasing policy or procurement manual. We understand that the Town does not currently use panels, but if included they could be considered as an alternative if desired.*

Management comment:

The Town does not intend to use panels of pre-qualified suppliers, due to the scale of operations, but will document the extension and variation processes in its Procurement Manual.

### Update of Documents, Forms and Templates (Low)

*Documents and forms [listed in the report] were noted as either due for review or they do not contain the last date of review and update.*

Management comment:

The Employee Code of Conduct is under review. The Fraud and Corruption Control Policy is overdue for review but remains fit for purpose. The remaining forms and templates are all used regularly as part of RFT and RFQ processes. They are reviewed constantly as part of these processes, with regular modifications and improvements having been made, most recently in July 2024 following Council adoption of the amended Purchasing Policy.

### **Statutory Requirements**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

### **Financial Considerations**

Nil.

### **Risk Management Implications**

Financial Risk

Low

The review of tenders and quotes report details the risks associated with each of the findings. These risks and action taken to address those risks will be reported to the Committee via the Audit Findings Log.

### **Declaration of Conflicts of Interest**

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

### **Committee Resolution/Officer Recommendation – Item 8.3**

MOVED Cr Ken John, Seconded Ms Sasha Rademakers,

That the Audit and Governance Committee recommends that Council:

- Receives the Internal Audit Review Report for Tenders and Quotes; and
- Notes the findings, recommendations, and the management action to be taken to address the identified risks.

### **Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

**For:** Cr Ken John, Ms Sasha Rademakers and Cr Jamayne Burke

**Against:** Nil

<b>8.4 Annual Audit 2023/24 - Interim Audit Findings for Finance and IT General Controls</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/AUD/1
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL - Interim Management Letter to CEO - Town of Bassendean 30 June 2024 [8.4.1 - 1 page]</li> <li>2. CONFIDENTIAL - Interim Management Letter Attachment ITGC - Town of Bassendean 30 June 2024 [8.4.2 - 10 pages]</li> </ol>

### Purpose

The purpose of this report is for the Audit and Governance Committee to consider the findings from the interim audit component of the 2023/24 annual audit.

### Background

The Audit and Governance Committee received the RSM Audit Planning Memorandum at its meeting on 12 June 2024, which outlined the proposed approach by RSM Australia Pty Ltd (**RSM**), on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the Town for the year ending 30 June 2024.

The annual audit is required so the Auditor General may express an opinion on the audit of the general purpose financial statements of the Town for the financial year ending 30 June 2024. In practice, the audit is conducted in two phases, with an interim audit conducted around April to June, and the final audit around October/November, after submission of the final trial balance to the auditors by 30 September.

Importantly, the audit includes two key components:

1. Reviewing the design and operating effectiveness of the Town's significant financial recording and reporting processes; and
2. Obtaining an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than



transactions, that are significant to the financial statements. This may include engagement of an Information System Auditor specialist to assess the risk of material misstatement imposed by the Information Technology environment.

The interim audit is now complete and the Auditor General has provided an interim Management Letter.

## **Proposal**

That the Audit and Governance Committee receives the interim audit results and notes the findings and recommendations, and the management action to be taken to address the identified risks.

## **Communication and Engagement**

Town finance and ICT staff engaged in regular communication with RSM during the conduct of the interim audit. RSM teams attended the Town in May 2024 to conduct the audit field work, and the Town continued to provide documents and information to RSM through to completion of the audit.

## **Strategic Implications**

### **Performance Area 5: Performance**

9.1 Continuously improve operational performance and service delivery.

## **Comment**

### Interim Audit – Financial Component

No findings have arisen from the financial component of the interim audit.

### Interim Audit – IT General Controls

Eight findings were identified from the IT General Controls audit, with 12 recommendations. The findings are summarised in Table 1.

Table 1: IT General Controls – Summary of Findings

3. Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Change Management	No		✓		✓
2. Network Security Management	No		✓		✓
3. Data Loss Prevention	No		✓		✓
4. Physical and Environmental Security	No		✓		✓
5. Vulnerability Management	No		✓		
6. Disaster Recovery	No			✓	✓
7. Synergy Finance Application – User Access Management	No			✓	✓
8. IT Governance – Standards, Policies & Procedures	No			✓	✓

The detailed recommendations and management comments are included in the attachment to the interim Management Letter, a confidential attachment to this report.

Management is of the view that the findings and recommendations of the 2023/24 IT General Controls audit reflect a continuing year-on-year improvement in ICT controls by the Town. The singular Significant finding from the 2022/23 audit, regarding User Access Management, is now rated as Minor. Several findings result in recommendations relating to a governance control such as the development and implementation of a policy or procedure to reinforce a technical control, rather than the absence of a technical practice that mitigates a risk to the Town.

While most findings are noted as having been raised over multiple years, in most cases, key elements of the original finding have been remediated, again, with many associated recommendations relating to a governance control.

For example, in the 2022 audit, when a finding related to Network Security was initially raised, no penetration testing, network diagram update or firewall review had been undertaken within the 12-month period by the Town. In 2024, the outstanding ICT control recommendation for the Town is to establish a suitable policy or

procedure relevant to the substantial technical controls now undertaken annually by the Town.

During the 2023/24 financial year, an ICT Governance Document Review was completed, and an ICT Policy Roadmap with a vision to implement a comprehensive set of policies and procedures has been endorsed by the Town's Corporate Management Committee. However, development and implementation of some governance controls require a significant resource allocation. Limited resources have resulted in challenge for the ICT team to deliver the roadmap while balancing business and operational support, asset refresh and transformational enterprise-level project delivery as required by the Town's ICT Strategic Plan.

The outstanding, costly and complex recommendations around Physical and Environmental Security highlight a growing demand for continued and accelerated investment in the Town's ICT infrastructure and governance, to meet the appropriate risk mitigations as recommended. Physical separation and relocation of one or both data centres of the Town to appropriate off-site facilities or private cloud services will require additional investment within the 2025/26 budget cycle or beyond for the reported risks to be effectively treated.

The ICT team has also engaged with the Department of Premier and Cabinet's Office of Digital Government to take part in a pilot project to assess the maturity of cybersecurity controls deployed at Tier 3 and 4 Local Government Authorities, with the aim to inform an upcoming expectation by DPC that all State and Local Government Authorities adhere to a blanket benchmark maturity level per the Australian Signals Directorate's Essential Eight framework for cyber security.

The requirement to adhere to not only the expectations of appropriate practice by the OAG and the Office of Digital Government has raised concern in the sector of increasing compliance expectations on Local Government ICT services, further compounding the inherent increases in the expenditure and risk profile of this business service for Councils.

### **Statutory Requirements**

The Audit and Governance Committee meets at least four times each year to carry out its functions under its Charter, which specifies the authority, objectives and responsibilities of the Committee and governs its membership and meeting requirements.

*Local Government (Audit) Regulations 1996*, Regulation 16, states:

*An audit committee has the following functions —*

- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government.*

## **Financial Considerations**

As outlined elsewhere in this report, some audit recommendations involve significant capital and operating expenditure by the Town. While the Town has the capacity to implement some recommendations from its current budgets, the remaining recommendations will be considered for funding via the 2025/26 annual budget and long-term financial plan.

## **Risk Management Implications**

Financial Risk  
Medium

Risks are detailed in the attachment to the interim Management Letter, attached as a confidential attachment to this report.

## **Declaration of Conflicts of Interest**

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

## **Committee Resolution/Officer Recommendation – Item 8.4**

MOVED Cr Jamayne Burke, Seconded Cr Ken John,

That the Audit and Governance Committee recommends that Council:

- Receives the interim audit results; and
- Notes the findings and recommendations detailed in the interim Management Letter, and the management action to be taken to address the identified risks.

## **Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

**For:** Cr Ken John, Ms Sasha Rademakers and Cr Jamayne Burke

**Against:** Nil

<b>8.5 Audit Findings Log</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL - September 2024 Audit Findings Log [8.5.1 - 8 pages]

### Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Findings Log, with updated actions since the meeting of the Committee on 12 June 2024.

### Background

The Audit Findings Log presents a summary of the audit findings and recommendations made in recent internal and external audit reports relating to the Town.

### Proposal

For the Audit and Governance Committee to receive the Audit Findings Log and consider the action taken or proposed to be taken to address the recommendations.

### Communication and Engagement

Nil.

### Strategic Implications

#### Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

## **Comment**

The following audits have been completed since the last meeting of the Committee in June, and are the subject of separate reports for this meeting:

1. Internal audit of the Town's procurement function, focused on formal Requests for Quotations and Tenders, by the Town's internal auditors Paxon Group; and
2. The interim component of the annual audit of the Town's financial statements for 2023/24 by RSM and the OAG.

The findings and recommendations from these audits will be incorporated into the Audit Findings Log for the next meeting of the Committee, in December 2024.

## **Statutory Requirements**

The Audit and Governance Committee meets at least four times each year to carry out its functions under its Charter, which specifies the authority, objectives and responsibilities of the Committee and governs its membership and meeting requirements.

Regulation 16 of the Local Government (Audit) Regulations 1996 specifies the functions of audit committees.

## **Financial Considerations**

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. The Town's Purchasing Policy and Procurement Framework will govern any required Engagements.

## **Risk Management Implications**

Financial Risk  
Low

Risk implications are detailed in the Audit Findings Log.

## **Declaration of Conflicts of Interest**

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



### **Committee Resolution/Officer Recommendation – Item 8.5**

MOVED Cr Jamayne Burke, Seconded Cr Ken John,

That the Audit and Governance Committee receives the Audit Findings Log and notes the action taken or proposed to be taken, to address the recommendations.

**Voting requirements: Simple Majority**

CARRIED UNANIMOUSLY 3/0

**For:** Cr Ken John, Ms Sasha Rademakers and Cr Jamayne Burke

**Against:** Nil

## **9 Motions of Which Previous Notice Has Been Given**

Nil

## **10 Announcements of Notices of Motion for the Next Meeting**

Nil

## **11 Confidential Business**

Nil

## **12 Closure**

The next Audit and Governance Committee will be held on Monday 9 December 2024 commencing at 5.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 6:15pm.



**LIST OF PAYMENTS**

**FOR PERIOD**

**ENDED 31 AUGUST 2024**

*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		
EFT, Direct Debits and Payroll 01-31 August	52886-53173	2,311,274.22
Cheques Commonwealth 6100-1015-9128	N/A	200.00
Credit Card Payments		14,540.56
		<hr/>
		<b>\$2,326,014.78</b>
		<hr/> <hr/>

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

**TOWN OF BASSENDEAN**  
**AUGUST 2024 PAYMENTS (01/08/2024 - 31/08/2024)**

Date	Name	Description	Amount
7/08/2024	A EADES	Refund - Key bond	-\$100.00
22/08/2024	A GIBSON	Refund - Rates	-\$2,132.98
7/08/2024	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$67.10
7/08/2024	ABAXA	Service and utility location for drainage pit install - Ireland Way	-\$3,852.07
2/08/2024	ABCORP AUSTRALASIA PTY LTD (ABNOTE)	5,000 Library barcode labels	-\$704.00
2/08/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$110.00
7/08/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$330.00
22/08/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$330.00
2/08/2024	ALSCO LINEN SERVICES PTY LTD	Hygiene service and supplies - various sites June 2024	-\$4,608.53
7/08/2024	ALSCO LINEN SERVICES PTY LTD	Hygiene service and supplies - various sites July 2024	-\$4,847.45
2/08/2024	AMAZING BRICK PAVING	Pick up and relay paving, remove tree roots and waste to depot - Ashfield Community Centre	-\$5,201.90
7/08/2024	AMAZING BRICK PAVING	Pick up and relay paving, remove tree roots and waste to depot - Ashfield Soccer Club	-\$2,943.60
13/08/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$299.84
27/08/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$299.84
13/08/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$635.50
27/08/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$635.50
7/08/2024	APEX GATES	Preventative maintenance - Depot main gate	-\$270.00
22/08/2024	ASPHALTECH PTY LTD	Asphalt supplies	-\$563.28
2/08/2024	AURORA POOLS	Refund - Infrastructure Security Deposit - Building Permit	-\$3,500.00

Date	Name	Description	Amount
2/08/2024	AUSTRALIA POST	Postal charges	-\$102.16
7/08/2024	AUSTRALIA POST	Postal charges	-\$1,211.13
7/08/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Supply and install replacement aircon unit - HRV	-\$4,822.40
13/08/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$634.81
27/08/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$634.81
13/08/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$580.78
27/08/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$793.70
14/08/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$159.00
28/08/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$159.00
14/08/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$103,896.00
28/08/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$88,549.00
13/08/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$8,908.79
27/08/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$7,923.57
13/08/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$34,814.30
27/08/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$33,472.72
2/08/2024	B LEE	Refund - CCTV Rebate Scheme	-\$200.00
2/08/2024	BASSENDEN ARTS COMMUNITY INC	Community Grant for 2024-25 speaker's circuit program encompassing four events	-\$2,000.00
2/08/2024	BASSENDEN NEWSAGENCY	Selected periodical titles - Library	-\$49.96
22/08/2024	BASSENDEN NEWSAGENCY	Selected periodical titles - Library	-\$127.18
2/08/2024	BEAVER TREE SERVICES	Stump grinding and tree pruning - height greater than 35 meters, includes traffic management.	-\$38,320.60

Date	Name	Description	Amount
7/08/2024	BEAVER TREE SERVICES	Stump grinding and tree pruning - height greater than 35 meters, includes traffic management. Arboriculture reports	-\$15,477.00
22/08/2024	BEAVER TREE SERVICES	Tree removal - tree height 24-35 meters - Padbury Way	-\$2,750.00
2/08/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$139.61
7/08/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$237.03
7/08/2024	BOC LIMITED	Rental - Argosshield cylinders - 28 Jun to 24 July 2024	-\$32.85
22/08/2024	BOC LIMITED	Monthly container service - oxygen, acetylene and Argo shield	-\$35.75
22/08/2024	BOWDEN TREE CONSULTANCY	Arboriculture Assessment, picus testing and reports - Anzac Terrace	-\$990.00
2/08/2024	BRIGHT BYTES - MICHAEL STEVENSON	Deep cleaning - Library	-\$165.00
2/08/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$310.36
7/08/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$2,888.02
22/08/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$855.75
22/08/2024	BUNZL LTD	Hand towel dispensers	-\$622.84
2/08/2024	BUSINESS BASE	Office furniture supplies	-\$1,325.00
22/08/2024	C CHANTLER	Refund - Rates	-\$78.00
22/08/2024	CAI FENCES	Repairs to wire mesh fencing - Bassendean Bowling Club	-\$440.00
22/08/2024	CARDSERV ID PTY LTD	Custom pre-printed cards - Library	-\$1,047.20
13/08/2024	CARE SUPER	Superannuation contributions	-\$863.01
27/08/2024	CARE SUPER	Superannuation contributions	-\$863.01
2/08/2024	CASA SECURITY PTY LTD	Monthly security guard call-outs June 2024	-\$2,816.00
7/08/2024	CASA SECURITY PTY LTD	Refurbishment of control board - WIW Bassendean	-\$2,799.50
22/08/2024	CASA SECURITY PTY LTD	Monthly security guard call-outs July 2024	-\$2,456.30
7/08/2024	CASCADA GROUP	Supply and deliver 14 wave grate covers	-\$8,228.00

Date	Name	Description	Amount
13/08/2024	CBUS INDUSTRY SUPERFUND	Superannuation contributions	-\$297.15
27/08/2024	CBUS INDUSTRY SUPERFUND	Superannuation contributions	-\$339.60
2/08/2024	CITY OF BAYSWATER	Ranger services on ad hoc basis - Apr - Jun 2024	-\$1,150.83
22/08/2024	CITY OF SOUTH PERTH	Annual Occupancy costs - 1 July 2024 - 30 Jun 2025	-\$5,720.00
7/08/2024	CJD EQUIPMENT PTY LTD	Equipment and parts supplies	-\$1,360.29
2/08/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$231.00
7/08/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$1,155.00
22/08/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$935.00
2/08/2024	CLOSE THE LOOP OPERATIONS	Recycling of compatible cartridges and toners collected - Library and CSC	-\$83.05
22/08/2024	COAST ROAD PALMS	Plant supplies - Old Perth Rd roundabout	-\$660.00
22/08/2024	COCKBURN CEMENT LIMITED	Cement supplies	-\$521.40
7/08/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$4,528.98
22/08/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$963.43
2/08/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$492.35
13/08/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,342.60
27/08/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,264.30
7/08/2024	COMMISSIONER OF POLICE	National Police checks	-\$51.00
7/08/2024	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office stationery supplies	-\$163.73
22/08/2024	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office stationery supplies	-\$238.94
7/08/2024	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV	-\$2,623.50
7/08/2024	CORSIGN WA PTY LTD	Custom sign supplies	-\$335.50
22/08/2024	CORSIGN WA PTY LTD	Supply stainless steel convex mirror	-\$1,375.00
22/08/2024	CTI RISK MANAGEMENT	Customer Service Banking collections	-\$353.93
2/08/2024	CTI RISK MANAGEMENT	Customer Service Banking collections	-\$242.00
22/08/2024	D DRAGICEVICH	Refund - Rates	-\$517.89
2/08/2024	D JONES	Refund - Building Application	-\$61.65



Date	Name	Description	Amount
7/08/2024	D PRUS	Refund - Rates	-\$290.71
22/08/2024	D RAYNER	Refund - Waterwise Verge Rebate	-\$500.00
7/08/2024	DATA DOCUMENTS	Supply 2500 tip vouchers	-\$946.00
7/08/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Direct alarm (DBA) annual monitoring fee - July 24 to June 25 - Library	-\$1,881.00
22/08/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BSL - July 24	-\$5,702.66
7/08/2024	DIAL A NAPPY (BUSICLEAN)	Cleaning and laundry supplies - WIW	-\$763.80
22/08/2024	DIAL A NAPPY (BUSICLEAN)	Cleaning and laundry supplies - WIW	-\$963.60
7/08/2024	DOMUS NURSERY	Plant supplies	-\$2,148.62
22/08/2024	DOMUS NURSERY	Plant supplies	-\$2,789.16
2/08/2024	DOWSING GROUP PTY LTD	Concrete footpath installation - Mickleton Terrace, including traffic management	-\$5,768.62
7/08/2024	DOWSING GROUP PTY LTD	Verge reinstatement including retic - Wicks Street	-\$2,032.27
2/08/2024	DRAINFLOW SERVICES PTY LTD	Educting and jet washing combination of stormwater line - various sites	-\$4,224.00
7/08/2024	DRAINFLOW SERVICES PTY LTD	Educting and jet washing combination of stormwater line - various sites	-\$4,620.00
22/08/2024	DRAINFLOW SERVICES PTY LTD	Educting and jet washing combination of stormwater line - various sites	-\$2,112.00
7/08/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$718.00
22/08/2024	DWC STUDIO PTY LTD	Design review - Child Care premises - West Rd	-\$467.50
2/08/2024	E FIRE & SAFETY (WA)	Service fire equipment - various sites	-\$4,014.45
7/08/2024	E FIRE & SAFETY (WA)	Monthly testing of fire detection system - Library July 24	-\$126.50
22/08/2024	E FIRE & SAFETY (WA)	Monthly testing of fire detection system - Library Aug 24	-\$126.50
2/08/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside - general waste materials	-\$31,650.14
7/08/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside waste - domestic, FOGO, tip pass - mixed and green waste	-\$83,082.13

Date	Name	Description	Amount
22/08/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of bulk skip bin and kerbside - waste materials and mattress collections	-\$66,137.07
7/08/2024	ELAN ENERGY MATRIX PTY LTD	Tyre supplies	-\$655.31
7/08/2024	ELISABETH RICHARDSON	Entertainment support - July 24 to June 25	-\$5,500.00
2/08/2024	ELLENBY PTY LTD	Tree supplies	-\$11,845.62
22/08/2024	ELLIOTTS IRRIGATIONS	BIC iron filter service - July 24	-\$324.50
22/08/2024	EMERGE ASSOCIATES	Concept update for BIC Reserve	-\$660.00
2/08/2024	ENVIRONMENTAL INDUSTRIES PTY LTD	May 24 streetscape weed control - various sites	-\$10,896.58
22/08/2024	ENVIRONMENTAL SITE SERVICES	ACM testing - floor tiles - Community Hall	-\$82.50
2/08/2024	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping including Thompson and Lamb Streets June 24	-\$3,948.12
7/08/2024	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping including Thompson and Lamb Streets - included extra sweep July 24	-\$3,739.12
22/08/2024	ENVIROPATH PTY LTD	Extra sweep - Harcourt Street	-\$418.00
7/08/2024	ENVISIONWARE AUSTRALIA PTY LTD	Envisionware solutions - Annual renewal	-\$1,298.47
7/08/2024	EVOLVE WA	Half day seminar - Resilience and Positive Psychology	-\$1,875.00
22/08/2024	EVSE AUSTRALIA	Supply and install 22kw EV charger - Depot	-\$15,474.80
7/08/2024	FARMARAMA PTY LTD	Supply and apply liquid fertilizer - Bassendean Oval	-\$1,551.00
22/08/2024	FE TECHNOLOGIES PTY LTD	IT Infrastructure - Annual maintenance	-\$705.10
2/08/2024	FLEXISTAFF (FLEXI STAFF GROUP PTY LTD TA/S)	Contract staff expenses	-\$4,334.66
7/08/2024	FLEXISTAFF (FLEXI STAFF GROUP PTY LTD TA/S)	Contract staff expenses	-\$17,406.43
22/08/2024	FLEXISTAFF (FLEXI STAFF GROUP PTY LTD TA/S)	Contract staff expenses	-\$8,452.87
8/08/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$546.70
15/08/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$216.70

Date	Name	Description	Amount
22/08/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
13/08/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$177.10
2/08/2024	G BOOTH	Refund - Council contribution toward residential crossover	-\$445.00
22/08/2024	G BOOTH	Refund - Council contribution toward residential crossover	-\$175.00
7/08/2024	GALVINS PLUMBING PLUS	Plumbing supplies	-\$80.63
22/08/2024	GFG TEMP ASSIST	Contract staff expenses	-\$997.15
7/08/2024	GRANO DIRECT	Hardware supplies	-\$412.50
7/08/2024	GREENACRES TURF GROUP	Turf supplies	-\$2,900.70
22/08/2024	GREENACRES TURF GROUP	Turf supplies	-\$10,686.50
22/08/2024	GREENSTEAM AUSTRALIA	High frequency steam treatment - Aug 2024	-\$10,299.30
7/08/2024	GRONBEK SECURITY	Supply of 6 keys - WIW Ashfield	-\$261.29
2/08/2024	HAPPY WANDERERS SQUARE DANCE CLUB	Refund - Key bond	-\$200.00
22/08/2024	HARVEY NORMAN AVIT SUPERSTORE MIDLAND	Supply of electrical upright stove - HRV	-\$1,498.00
7/08/2024	HATCHET PTY LTD	Website development for RYDE program	-\$55.00
22/08/2024	HEATLEY SALES PTY LTD	Hardware supplies	-\$762.74
7/08/2024	HELEN DOBBIE	Relax Program - Term 3 - Hatha Yoga	-\$1,050.00
13/08/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,691.80
27/08/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,638.81
22/08/2024	HIGHBURY HOMES	Refund - BSL - First Avenue	-\$24.88
13/08/2024	HOST PLUS	Superannuation contributions	-\$6,267.77
27/08/2024	HOST PLUS	Superannuation contributions	-\$6,170.34
2/08/2024	ILLION AUSTRALIA PTY LTD	D&B financial health checks	-\$224.73
2/08/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - Jun 24	-\$464.92
22/08/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - July 24	-\$481.66

Date	Name	Description	Amount
7/08/2024	INSIGHT URBANISM PTY LTD	Second design review - Child Care - West Road	-\$935.00
2/08/2024	INTELIFE GROUP LIMITED	Cleaning services	-\$18,167.62
7/08/2024	INTELIFE GROUP LIMITED	Cleaning service - BBQ - Sandy Beach Reserve	-\$2,030.67
22/08/2024	INTELIFE GROUP LIMITED	Cleaning services	-\$15,184.40
22/08/2024	J FORSEY	Refund - Hall and key bond	-\$1,550.00
22/08/2024	J GILROY-WIDDIS	Refund - Celebration Tree	-\$326.00
9/08/2024	J SMITH	Refund - Hall hire	-\$247.50
22/08/2024	J SULTANA	Refund - Rates	-\$133.60
2/08/2024	K C BINITA	Cleaning services - Library foyer, toilets and meeting rooms	-\$1,560.00
22/08/2024	K C BINITA	Cleaning services	-\$840.00
2/08/2024	KERB DOCTOR	Kerbing services - Ashfield Reserve	-\$1,648.63
7/08/2024	KING AUTO ELECTRICS	Equipment supplies and installation	-\$130.00
22/08/2024	KING AUTO ELECTRICS	Equipment supplies and installation	-\$1,350.00
2/08/2024	KLEENIT PTY LTD	Graffiti removal - various sites	-\$1,199.22
7/08/2024	KLEENIT PTY LTD	Graffiti removal - various sites	-\$2,093.58
22/08/2024	L HUGHES	Refund - Waterwise Verge Rebate	-\$500.00
2/08/2024	L MICHAEL	Council Sponsorship	-\$250.00
7/08/2024	LANDGATE	Aerial imagery - Winter 2022 and Summer 2023 images	-\$1,019.10
22/08/2024	LANDGATE	Rates - Gross Rental Valuation update	-\$799.97
2/08/2024	LG BEST PRACTICES	Consultancy - Payroll	-\$220.00
7/08/2024	LG BEST PRACTICES	Consultancy - Payroll	-\$3,652.00
7/08/2024	LGC TRAFFIC MANAGEMENT	Traffic management services	-\$3,060.20
7/08/2024	LGISWA	Workers compensation - Endorsement period 30 Jun 23 to 30 Jun 24	-\$25,729.44
14/08/2024	LGRCEU	Payroll deductions	-\$110.00
28/08/2024	LGRCEU	Payroll deductions	-\$110.00
7/08/2024	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Annual analytical services	-\$3,977.75
22/08/2024	LUXURY LIVING WA PTY LTD	Refund - Building permit security bond	-\$2,768.00
22/08/2024	M P ROGERS & ASSOCIATES PTY LTD	Point Reserve Foreshore site survey and updates	-\$3,309.35

Date	Name	Description	Amount
2/08/2024	M PURSER	Ex-gratia payment toward the cost of Colourbond fencing	-\$1,650.00
2/08/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - James St - install valve down stream ready for demolition of building	-\$663.21
7/08/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - call outs various sites	-\$2,016.37
22/08/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - call outs various sites	-\$841.33
13/08/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,291.10
27/08/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,291.10
7/08/2024	MAJOR MOTORS	Heavy vehicle annual inspection	-\$249.15
22/08/2024	MAJOR MOTORS	Supply and fit 1200mm toolbox to Isuzu truck	-\$935.00
22/08/2024	MANDALA HOLISTIC THERAPIES	Extension activity - Women's circle with Ann Marie	-\$250.00
13/08/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$1,002.58
27/08/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$984.01
7/08/2024	MARIA DANIELS	Relax program - Term 3 - Samba and African drumming	-\$2,400.00
2/08/2024	MATRIX TRAFIC AND TRANSPORT DATA PTY LTD	Supply and install traffic counters - 6 locations	-\$1,584.00
2/08/2024	MATS 4 BRATS	2 new baby change mats - WIW	-\$176.00
22/08/2024	MCINERNEY FORD	2 New Vehicles - Ford Ranger 2024	-\$72,472.39
2/08/2024	MCLEODS & CO	Legal Professional Fees	-\$1,077.45
7/08/2024	MCLEODS & CO	Legal Professional Fees	-\$1,241.13
22/08/2024	MCLEODS & CO	Legal Professional Fees	-\$1,101.10
7/08/2024	MIDLAND BRICK PTY LTD	Brick paver supplies	-\$1,649.73
2/08/2024	MIDLAND MINICRETE	Concrete supplies for footpath repair - Whitfield St	-\$556.60
7/08/2024	MIDLAND MINICRETE	Concrete supplies for footpath repair - May Rd	-\$683.10
13/08/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$323.31

Date	Name	Description	Amount
27/08/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$311.23
13/08/2024	MLC SUPER FUND	Superannuation contributions	-\$139.71
27/08/2024	MLC SUPER FUND	Superannuation contributions	-\$122.37
22/08/2024	MOBILE CAMERAS PTY LTD	Installation of solar CCTV smart tower - Ashfield Reserve	-\$5,115.00
7/08/2024	MORLEY CITY HYUNDAI	Vehicle servicing	-\$1,253.00
22/08/2024	MYXPLORE	Xplore Childcare & Education software - WIW	-\$1,973.40
22/08/2024	N & N J HAEUSLER	Newspaper supplies - Library	-\$208.40
7/08/2024	NAMEPLATE ENGRAVERS	Name badge supplies	-\$451.00
7/08/2024	NAPA	Hardware supplies	-\$36.30
22/08/2024	NATURAL AREA HOLDINGS PTY LTD	Weed control - Mary Crescent - July 24	-\$6,854.03
2/08/2024	NATURE BASED PLAY PTY LTD	Nature play design and construct - WIW	-\$2,057.33
22/08/2024	NGALA BOODJA - ABORIGINAL LAND CARE	Supply of flag - Aug 24	-\$1,441.00
13/08/2024	NGS SUPER	Superannuation contributions	-\$430.09
27/08/2024	NGS SUPER	Superannuation contributions	-\$430.09
2/08/2024	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Fitness Class	-\$250.00
7/08/2024	NOMA PTY LTD	Design review panel - Child care services - West Rd	-\$495.00
7/08/2024	NUTRIEN WATER	Reticulation supplies	-\$1,072.37
22/08/2024	NUTRIEN WATER	Reticulation supplies	-\$1,524.74
2/08/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$741.28
7/08/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$303.95
22/08/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$244.40
22/08/2024	OHURA CONSULTING	Consulting services - HR advice	-\$1,149.50
7/08/2024	OMNICOM MEDIA GROUP (OMG) AUSTRALIA PTY LTD (MARKETFORCE)	Advertisement in newspaper - Local Government Tenders	-\$1,061.08

Date	Name	Description	Amount
2/08/2024	ONEMUSIC AUSTRALIA	Annual LGA subscription to cover playing of music in community halls, meeting rooms and reserves	-\$3,040.49
2/08/2024	OUTDOOR WORLD WANGARA	Refund - Cancellation of building application	-\$171.65
22/08/2024	P MAISEY	Refund - Overpayment	-\$50.00
2/08/2024	P RANDELL	Refund - Infrastructure Security bond	-\$2,805.00
7/08/2024	PANETTA MCGRATH LAWYERS	Professions fees - HRV	-\$1,737.78
2/08/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - various sites including tag and test	-\$3,311.22
7/08/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - replace LED light - CSC	-\$1,739.80
22/08/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - consolidation of electrical infrastructure - BIC Reserve	-\$31,987.56
22/08/2024	PARAQUAD INDUSTRIES	Inter Library courier service to the Town - 1 Aug 24 to 31 Jul 25	-\$8,148.62
14/08/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$963.43
28/08/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$389.66
2/08/2024	PEP TRANSPORT	Courier services	-\$33.68
7/08/2024	PERTH ECO BEEKEEPING AND BEES REMOVAL	Bee hive removal - Bindaring Park	-\$1,640.00
7/08/2024	PHILIP GRESLEY	Design Planning Review - Child Care premises - West Road	-\$700.00
7/08/2024	PRESTIGE PROPERTY MAINTENANCE	Mowing services - Jubilee Reserve	-\$6,722.80
22/08/2024	PREVENTA PEST SOLUTIONS	Ant treatment - Gary Blanch Reserve	-\$1,600.00
2/08/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$35.20
7/08/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$398.20
2/08/2024	QUALCON LABORATORIES PTY LTD	Supply of 15 core samples and testing - First Ave, including traffic management	-\$2,475.00
22/08/2024	R PRISOV	Dudley Robinson Youth Grant	-\$250.00
2/08/2024	RAMM SOFTWARE LTD	RAMM Transport Asset Annual Subscription fee 1 July 2024 - 30 June 2025	-\$10,219.31
22/08/2024	RE-CYC-LOGY PROJECT	Nest box monitoring and maintenance	-\$874.70
2/08/2024	REDFISH TECHNOLOGIES PTY LTD	Chamber discussion - system support (12 months)	-\$2,574.00



Date	Name	Description	Amount
22/08/2024	REPCO	Supply seat covers - Depot	-\$144.90
13/08/2024	REST SUPERANNUATION	Superannuation contributions	-\$2,481.30
27/08/2024	REST SUPERANNUATION	Superannuation contributions	-\$2,208.88
2/08/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot	-\$2,376.00
7/08/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot	-\$5,544.00
19/08/2024	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$206.80
22/08/2024	RUBY 9 PTY LTD	Relax Program - Term 3 - Yoga	-\$1,050.00
22/08/2024	SAGE CONSULTING ENGINEERS PTY LTD	Bassendean Oval sports lighting upgrade	-\$6,116.00
7/08/2024	SEEK LIMITED	Job advertisement for 2024-2025	-\$1,017.50
22/08/2024	SEEK LIMITED	Job advertisement for 2024-2025	-\$737.00
15/08/2024	SG FLEET AUSTRALIA PTY LTD	SG Fleet - lease rental - July 24	-\$8,865.37
22/08/2024	SHANE SPINKS CONSULTING	Public open space strategy review - 2nd instalment	-\$3,568.95
7/08/2024	SHORT PROMOTIONAL RUNS	Supply of revegetation signs, corflute and stands	-\$484.00
22/08/2024	SIGNING HANDS	Signing hands classes - WIW	-\$891.00
7/08/2024	SIMPLY UNIFORMS	Uniform supplies	-\$1,616.78
7/08/2024	SLAB AND GARDEN CITY	Gardening supplies	-\$649.35
13/08/2024	SPACESHIP	Superannuation contributions	-\$290.43
27/08/2024	SPACESHIP	Superannuation contributions	-\$290.43
22/08/2024	SPRAYTEK PRECISION PTY LTD	Accident repair - Depot vehicle	-\$1,000.00
22/08/2024	STATEWIDE CLEANING SUPPLIES PTY LTD	Cleaning supplies	-\$213.11
7/08/2024	STIHL SHOP MALAGA	Equipment and parts supplies	-\$647.50
22/08/2024	STIHL SHOP MALAGA	Equipment and parts supplies	-\$309.00
7/08/2024	STRUCTERRE CONSULTING ENGINEERS	Inspection report - Roy Hookway Fishing Platform	-\$1,031.80

Date	Name	Description	Amount
22/08/2024	STRUCTERRE CONSULTING ENGINEERS	Structural inspection and report for dog kennel - Depot	-\$2,445.30
2/08/2024	STYLUS DESIGN	Design for Thrive budget and rates flyer 24/25	-\$792.00
2/08/2024	SUPERCHARGE BATTERIES	New battery for the water truck - electric pump start	-\$122.11
22/08/2024	SUPERLOOP (OPERATIONS) PTY LTD	Internet services	-\$2,134.00
2/08/2024	SWAN DISTRICTS FOOTBALL CLUB	Sponsorship of Naidoc week game, art competition and community education seminar	-\$4,400.00
22/08/2024	SWAN DISTRICTS FOOTBALL CLUB	TOB and SDFC "At Risk" Youth services - 2024/2025	-\$27,500.00
2/08/2024	SYNERGY	Power charges for various sites	-\$27,631.22
7/08/2024	SYNERGY	Power charges for various sites	-\$10,275.77
22/08/2024	SYNERGY	Power charges for various sites	-\$36,302.36
2/08/2024	TAMAN DIAMOND TOOLS AND MACHINERY	Equipment and parts supplies	-\$782.10
22/08/2024	TECHWORKS ELECTRICAL PTY LTD	Replacement of main switchboard and distribution boards - Administration building	-\$3,354.47
7/08/2024	TELSTRA	Telephone charges	-\$3,001.00
22/08/2024	TOBY ZHANG	Extension activity - Toby Z the Magician - Children's book week	-\$400.00
2/08/2024	TONY PAGE (MESSINES BEE FARM)	Extension activity - July school holidays	-\$360.00
7/08/2024	TOTAL TOOLS MIDLAND	Hardware supplies	-\$299.00
14/08/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$230.00
28/08/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$230.00
2/08/2024	TPG NETWORK PTY LTD	Telephone charges	-\$1,851.05
2/08/2024	T-QUIP	Equipment and parts supplies	-\$737.69
7/08/2024	T-QUIP	Equipment and parts supplies	-\$156.61
22/08/2024	T-QUIP	Equipment and parts supplies	-\$27,544.00
2/08/2024	ULVERSCROFT LARGE PRINT BOOKS (AUST) PTY LTD	Assorted large print titles - Library	-\$571.89
2/08/2024	UMESH THAPA	Cleaning services	-\$1,030.00

Date	Name	Description	Amount
13/08/2024	UNISUPER	Superannuation contributions	-\$180.16
27/08/2024	UNISUPER	Superannuation contributions	-\$200.29
7/08/2024	UNITED PETROLEUM PTY LTD	Diesel Fuel	-\$10,476.69
22/08/2024	UNITED PETROLEUM PTY LTD	Diesel Fuel	-\$15,068.42
22/08/2024	V WHITE	Refund - Waterwise Verge Rebate	-\$500.00
22/08/2024	VALUATIONS WA PTY LTD	Town planning - valuation services - Carnegie Road	-\$4,400.00
2/08/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste collection - Kerbside FOGO collections	-\$120,382.03
7/08/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Weekly emptying of skip bin - Stan Moses Pavilion	-\$349.15
22/08/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Skip Green waste collection	-\$39,072.20
7/08/2024	W REES	Refund - Council contribution toward residential crossover	-\$347.50
2/08/2024	WATER CORPORATION	Water charges - various locations	-\$465.47
7/08/2024	WATER CORPORATION	Water charges - various locations	-\$18,572.21
2/08/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$44.00
7/08/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$1,322.50
22/08/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$626.00
22/08/2024	WESKERB PTY LTD	Kerb repairs - various locations	-\$3,327.50
7/08/2024	WEST SOIL AND WATER PTY LTD	Assessment of the removal of the waste material collection, of validation samples from stockpile	-\$6,897.00
2/08/2024	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin	-\$1,320.00
22/08/2024	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin	-\$3,052.50
2/08/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION-WALGA	Course - Delegation and Authorisation (Essentials) - 7 Aug 2024	-\$1,276.00
22/08/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION-WALGA	Association subscriptions - Council Connect	-\$38,561.71
2/08/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan and Interest payment	-\$6,037.49

Date	Name	Description	Amount
17/08/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan and Interest payment	-\$7,918.44
2/08/2024	WESTERN IRRIGATION PTY LTD	New bore pump - Ashfield Reserve - Claim Three, including variation	-\$61,864.00
22/08/2024	WESTON ROAD SYSTEMS	Supply and install line spotting - Collier Road	-\$1,320.00
2/08/2024	WESTWORKS GROUP PTY LTD	Picus inclusive of EWP and testing - various sites	-\$1,606.00
22/08/2024	WESTWORKS GROUP PTY LTD	Picus tree report - Whitefield Street (termite damage)	-\$1,248.50
7/08/2024	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Compostable dog waste bags	-\$3,220.80
7/08/2024	WREN OIL	Waste oil disposal - Depot	-\$176.00
22/08/2024	ZIPFORM PTY LTD	Printing and production - 24-25 Annual Rates Notice, Instalment Notice and Final Notice	-\$21,401.71
2/08/2024	ZIRCODATA PTY LTD	Document storage expenses	-\$73.89
7/08/2024	ZIRCODATA PTY LTD	Document storage expenses	-\$49.59
14/08/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$350,648.58
28/08/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$308,528.18
TOTAL MUNICIPAL EFT PAYMENTS			-\$2,311,274.22
15/08/2024	DEPARTMENT OF TRANSPORT	Private Plates request	-\$200.00
TOTAL MUNICIPAL CHEQUES			-\$200.00
GRAND TOTAL			-\$2,311,474.22

**July Credit Card Expenditure 2024**  
**Statement Period 03/07/2024 to 02/08/2024**

Statement Date	Merchant Name	Line Description	Amount
4/07/2024	SMS Broadcast Pty Ltd	Ryde Program SMS Credits	\$ 666.60
17/07/2024	Aussie Broadband limit	Youth Centre Internet	\$ 149.00
23/07/2024	Wex Australia Pty Ltd	Fuel for RYDE Vehicles	\$ 51.40
24/07/2024	AI Midland Pty Ltd	Ryde Car Annual Service	\$ 561.00
25/07/2024	Maxo.Com.Au	Youth Centre Phone System	\$ 39.95
4/07/2024	Coles Online	Refreshments Council Admin	\$ 32.01
4/07/2024	Coles Online	Refreshments Council Admin	\$ 97.59
11/07/2024	Coles Online	Milk for Admin Building	\$ 9.20
11/07/2024	Coles	Coffee Beans for 48 Old Perth Road Office	\$ 70.00
16/07/2024	Coles Online	Milk and coffee - Admin Building	\$ 131.05
23/07/2024	Raani Palace	Catering Council Briefing Session 23/7/24	\$ 157.00
24/07/2024	Quality Picked Produce	Catering Council Briefing Session 23/7/24	\$ 19.99
25/07/2024	Woolworths Online	Milk and Coffee for 48 Old Perth Road	\$ 25.96
25/07/2024	Woolworths Online	Milk and Coffee for 48 Old Perth Road	\$ 109.34
31/07/2024	Sq *Old Lira	Catering 30 July 2024 Council Meeting	\$ 214.83
31/07/2024	Quality Picked Produce	Catering 30 July 2024 Council Meeting	\$ 19.99
9/07/2024	Petco Newco Pty Ltd	Animal Handling - Slip Leads and Water Bowls	\$ 122.93
9/07/2024	RSEA Pty Ltd - Midland	Ranger Uniform	\$ 184.97
10/07/2024	Bunnings	Miscellaneous Items (rope, wire, pliers) for Rangers	\$ 52.94
10/07/2024	Coles	Consumables - Animal Treats - Animal Handling	\$ 54.80
19/07/2024	Sq *Animal Care Equipment	Nylon Muzzle Sets x 2 and Dog Handling Gloves	\$ 380.64
1/08/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 16.67
29/07/2024	Bunnings	Equipment for Volunteers	\$ 124.14
22/07/2024	Istock.Com	iStock Subscription For Stock Photography	\$ 31.90
1/08/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 16.67
3/07/2024	Work Clobber	WHS - Safety Vests for Wardens	\$ 35.00
5/07/2024	Kinatico Ltd	National Police Clearance	\$ 129.60
11/07/2024	Kinatico Ltd	Refund National Police Clearance	-\$ 64.80
24/07/2024	Coles	HR Morning Tea Supplies	\$ 17.05
24/07/2024	Coles	HR Morning Tea Supplies	\$ 16.45
24/07/2024	Danish Patisserie	Catering for Breast Screen Seminar	\$ 44.56
24/07/2024	Danish Patisserie	Catering for Breast Screen Seminar	\$ 6.00

Statement Date	Merchant Name	Line Description	Amount
25/07/2024	Bakers Delight	Catering for Breast Screen Seminar	\$ 21.00
31/07/2024	Ida Street Supermarket	Morning Tea Supplies WHS Committee Meeting	\$ 22.77
31/07/2024	Ida Street Supermarket	Morning Tea Supplies WHS Committee Meeting	\$ 0.24
1/08/2024	Annual Fee	Annual Credit Card Fee (Pro-Rata)	\$ 16.67
15/07/2024	Stockfeed West	Animal Supplies Wind in the Willows	\$ 103.00
22/07/2024	Remida Perth Inc	Subscription Wind in the Willows	\$ 280.00
24/07/2024	Coles	Catering Parent information evening Wind in the Willows	\$ 18.26
24/07/2024	Coles	Catering Parent information evening Wind in the Willows	\$ 33.94
24/07/2024	Officeworks	Stationery Supplies Wind in the Willows	\$ 234.20
25/07/2024	Officeworks	Stationery Supplies Wind in the Willows	\$ 140.12
26/07/2024	Kmart	Children's Face Flannels Wind in the Willows	\$ 72.50
29/07/2024	Stockfeed West	Animal Feed Wind in the Willows	\$ 9.00
31/07/2024	The Good Guys	Two Microwaves Wind in the Willows	\$ 387.00
2/08/2024	The Educators Domain	Educator Resource Book Wind in the Willows	\$ 29.95
9/07/2024	Transmitsms.com	IT SMS Monitoring	\$ 51.00
25/07/2024	Adobe	Adobe Subscriptions	\$ 751.83
30/07/2024	Zoho-Manageengine Ser	Zoho Management Software Subscription	\$ 867.01
31/07/2024	Adobe	Adobe Subscriptions	\$ 16.93
2/08/2024	Westnet	NBN Wind in the Willows	\$ 69.99
9/07/2024	EZI*The Fruit Box Gro	Milk Delivery	\$ 0.66
9/07/2024	EZI*The Fruit Box Gro	Milk Delivery	\$ 53.06
8/07/2024	Local Government Professionals Australia	LG Professionals Membership	\$ 560.00
24/07/2024	EB *Local Government Chief C	LGCOOC Conference	\$ 800.00
24/07/2024	Miss Maude	Catering July All Staff Morning Tea	\$ 228.45
25/07/2024	Woolworths 4314	Various Items for Council Pantry	\$ 5.00
17/07/2024	Semann Slattery	Ed Leader Professional Development Wind in the Willows	\$ 1,020.00
4/07/2024	Institute of Public Works	Asset Management Breakfast	\$ 86.28
4/07/2024	Ida Street Supermarket	Milk for Depot	\$ 13.63
10/07/2024	Ida Street Supermarket	Milk for Depot	\$ 13.63
16/07/2024	Sq *Total Car Care	Motor Vehicle Inspection	\$ 187.90
17/07/2024	Ida Street Supermarket	Milk for Depot	\$ 13.63
22/07/2024	BIG W	Kitchen Utensils Depot	\$ 14.00
23/07/2024	Ida Street Supermarket	Milk for Depot	\$ 14.33
24/07/2024	Lvly AU	Flowers for Staff Members	\$ 132.95
25/07/2024	Mounts AU	Laptop Mount for Rangers' Ute	\$ 644.95

Statement Date	Merchant Name	Line Description	Amount
25/07/2024	Mounts AU	Laptop Mount for Rangers' Ute	\$ 644.95
26/07/2024	Ida Street Supermarket	Milk for Depot	\$ 13.63
26/07/2024	Department of Transport	Registration Bus P900	\$ 446.71
26/07/2024	Department of Transport	Registration Bus P900	\$ 8.29
26/07/2024	Department of Transport	Registration Bus P899 SES	\$ 446.71
26/07/2024	Department of Transport	Registration Bus P899 SES	\$ 8.29
29/07/2024	Sq *Total Car Care	Motor Vehicle Inspection	\$ 124.00
30/07/2024	Jaycar Pty Ltd	Inverter Rangers' Ute	\$ 79.95
30/07/2024	Jaycar Pty Ltd	Inverter Rangers' Ute	\$ 79.95
31/07/2024	Coles	Milk, Coffee Beans, Butter - Depot	\$ 52.90
10/07/2024	Outback Magazine	Magazine Subscription - Library	\$ 78.00
11/07/2024	Wanewsdti	Newspaper Subscription - Library	\$ 48.01
11/07/2024	Wanewsdti	Newspaper Subscription - Admin	\$ 48.00
22/07/2024	Time Magazine	Magazine Subscription - Library	\$ 199.80
1/08/2024	Coles	Catering Library Event	\$ 48.10
2/08/2024	Westnet	Public Internet for Library	\$ 109.99
29/07/2024	Local Government Professionals Australia	LG Professionals Membership	\$ 560.00
16/07/2024	SQ *Ballroom Fit	Ballroom Fit Ability Class	\$ 17.00
12/07/2024	Parks & Leisure Aus	Subscription Parks & Leisure	\$ 825.00
3/07/2024	Ashfield IGA	Groceries for Wind in the Willows	\$ 8.06
5/07/2024	Woolworths 4350	Groceries for Wind in the Willows	\$ 0.22
5/07/2024	Woolworths 4350	Groceries for Wind in the Willows	\$ 25.15
16/07/2024	Ashfield IGA	Bin items for Wind in the Willows	\$ 13.20
10/07/2024	Officeworks 0623	Prepaid Mobiles	\$ 22.00
11/07/2024	Optus PrePaid	Prepaid Optus Test SIM	\$ 12.00
12/07/2024	Officeworks 0623	Prepaid 5G SIM Telstra Test	\$ 17.00
19/07/2024	Bunnings	Network Cables and Cover for Depot	\$ 59.74
26/07/2024	FS.com Pty Ltd	SFP Modules for 35 OPR Switch	\$ 105.60
	<b>TOTAL:</b>		<b>\$ 14,540.56</b>



## **LOCAL PLANNING POLICY NO. 13 - TREE RETENTION AND PROVISION**

### **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. 13 – Tree Retention and Provision.

### **2. Introduction**

The Town recognises the importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife. This policy aims to ensure the retention and enhancement of the Town's tree canopy cover is considered at all stages of development.

Tree damaging activity constitutes 'works' under the *Planning and Development (Local Planning Scheme) Regulations 2015* and 'development' under the *Planning and Development Act 2005*. This policy outlines circumstances in which development approval is required for tree damaging activities and guides the assessment of applications where tree retention and provision requires consideration.

### **3. Policy Objectives**

- a) To vary the Residential Design Codes Volume 1 (R-Codes Volume 1) to provide amended 'deemed-to-comply' provisions relating to tree provision;
- b) Provide a clear definition of a 'regulated tree' and clarify when development approval is required for a 'tree damaging activity';
- c) Prioritise retention, protection and provision of trees on private land and adjacent reserves in the planning process;
- d) Promote tree preservation and provision at the earliest possible stage in the planning and development process, balancing the preservation of trees with desired built form and land use outcomes;
- e) Preserve and enhance neighbourhood amenity, character and sense of place;
- f) Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefit.

### **4. Application**

This Policy applies to planning applications involving land 'zoned' under the operative local planning scheme, including:

- a) Development applications (where the estimated cost of development is \$100,000 or more);
- b) Subdivision applications;
- c) Strategic planning proposals, including scheme amendments and structure plans; and
- d) Tree damaging activity to a regulated tree.

This Policy does not apply to:

- e) Applications for 'multiple dwellings' subject to the Residential Design Codes – Volume 2.

## 5. Definitions

**Arborist Report:** *means a report which is prepared is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent and with demonstrated experience in high level tree assessment and diagnosis.*

**Large Tree:** *means a species of tree that has the potential to have a canopy diameter greater than 9m and height of more than 12m.*

**Medium Tree** *means a species of tree that has the potential to have a canopy diameter greater than 6m and height of more than 8m.*

**Maintenance Pruning:** *means pruning that:*

*a) involves removing dead or diseased wood only; or*

~~*b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy; or*~~

~~*c)b) is of a fruit tree and done for fruit production; or*~~

~~*d) does not include removing limbs with a diameter of 100mm or more; or*~~

~~*e)c) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree or is to balance the tree.; or*~~

~~*f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.*~~

Regulated Tree: *means a living tree that:*

- a) Is over 8m in height; and/or*
- b) has an average canopy diameter of at least 6m; and/or*
- c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and*
- d) is of a species that is not included on State or local area weed registers.*

Tree Damaging Activity:*means*

- a) the killing or destruction of a tree; and/or*
  - b) the removal of a tree; and/or*
  - c) the severing of branches, limbs, stems or trunk of a tree; and/or*
  - e) the ringbarking, topping or lopping of a tree; and/or*
  - f) any other substantial damage to a tree*
- unless the tree is of a species that is included on State or local area weed registers.*

Deep Soil Area: *soft landscape area on a lot with no impeding building structure or feature above or below, which supports growth of small to large canopy trees and meets a stated minimum dimension. Used primarily for landscaping and open to the sky, deep soil areas exclude basement car parks, services, swimming pools, tennis courts and impervious surfaces including car parks, driveways and roof areas.*

## **6. Exemptions**

Development approval is not required for tree damaging activities in the following circumstances:

- a) The tree does not satisfy the definition of a regulated tree;
- b) The tree damaging activity is carried out in the course of works in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 7 Clause 61 (b) item 18:  
*“works that are urgently necessary for any of the following —*
  - a. public safety;*
  - b. the safety or security of plant or equipment;*

- c. *the maintenance of essential services; or*
  - d. *the protection of the environment.”*
- c) The tree damaging activity is required to comply with an approved Bushfire Management Plan;
  - d) The tree damaging activity is maintenance pruning **or pruning limbs/roots of the tree back to the property line to prevent overhanging or encroachment of an adjoining property;**
  - e) Tree damaging activity is to a regulated tree that is on an adopted Town of Bassendean unwanted species list.

*NOTE: Development approval is required for tree damaging activities to a regulated tree where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (eg., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

## **7. Application Requirements**

Unless otherwise advised by the Town, development applications, subdivision applications and strategic planning proposals that are subject to this Policy must be accompanied by the following applicable information:

- a) Site survey and/or site plan indicating:
  - a. location of all regulated trees, including street trees;
  - b. whether any regulated tree is proposed to be retained or affected by any tree damaging activity;
  - c. Tree Protection Zone(s) in accordance with Australian Standard AS4970 – Protection of Trees of Development Sites; and
  - d. Any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) An Arborist Report may be required in the following instances:
  - a. To justify tree damaging activity to a regulated tree specifically considering the health of the tree and/or any safety risk it may pose to people or property;

- b. To explain any mitigation measures proposed to protect a regulated tree including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).

## **8. Policy Requirements**

### **8.1 Retention of Regulated Trees**

- a) Unless removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a regulated tree must be retained in perpetuity and protected.
- b) Retention and protection of regulated trees should be prioritised, and development works, structure plan and subdivision design should preferably avoid, or as a minimum, minimise harm to regulated trees.
- c) Where tree damaging activity is proposed to a regulated tree the following will be given due regard:
  - a. Health, maturity, species, and location of the tree;
  - b. Ecological, biodiversity and environmental values of the tree;
  - c. Contribution of the tree to the streetscape;
  - d. The preservation of any other regulated tree on the subject site;
  - e. The location of the tree within the development site and capacity for a modified building design or subdivision to maximise tree retention;
  - f. Any existing development on the site;
  - g. Design and location of proposed crossovers;
  - h. Topography and the potential impact from excavation/fill;
  - i. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree;
  - j. Tree Protection Zone(s) (as per AS4970);
  - k. Tree replacement and/or planting proposed;
  - l. Recommendations of an Arborist Report; and
  - m. The objectives of this Policy.
- d) The following justifications for tree damaging activity to a regulated tree will not be supported:
  - a. Impact on views;
  - b. The tree variety is disliked;
  - c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
  - d. The tree impacts on private gardens, solar installations, swimming pools or the like.
- e) The Town will assess any development application in accordance with the general requirements above.

- f) There is a general presumption against tree damaging activity (other than maintenance pruning) to any regulated tree and the siting and design of the development should, where possible, avoid impacting any regulated tree.
- g) Tree damaging activity to a regulated tree may be considered if the following relevant information and/or technical reports are provided to demonstrate:
  - a. The regulated tree is unhealthy, based on the recommendations of an Arborist report;
  - b. The regulated tree causes safety risks to people, infrastructure or buildings based on recommendations on an Arborist report and/or Structural Engineering Report; or
  - c. The redesign of the development to accommodate the regulated tree is unfeasible.

## 8.2 Tree Provision

- a) Clause 5.3.2 C2.2 (i) of the R-Codes Volume 1 Part B; and Clause 1.2 C1.2.4(i) of Part C are replaced with the following:

*Residential development will be required to incorporate at least one medium tree for every 350m<sup>2</sup> of site area (rounded to the nearest whole number), with a minimum of one tree per lot/ site area. In this regard, a large tree is worth two medium trees. The trunks of trees are to be located in a Deep Soil Area that meets the follows parameters:*

Requirement	Large Tree	Medium Tree
Minimum deep soil area	64m <sup>2</sup>	36m <sup>2</sup>
Minimum deep soil area dimension	6m	3m

- b) Any required trees are to be provided prior to the occupation of the development and must be a minimum 35 litre pot size.
- c) The number of trees required by clause (a) may be reduced by two where a medium or large tree is retained on site and protected by a Tree Protection Zone, subject to the submission of details of suitable measures to protect the tree(s) as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- d) The number of trees required by Clause (a) may be reduced by two where a medium or large tree is retained on site and protected by a Tree Protection Zone, subject to the submission of details of the proposed measures to protect the tree(s) identified on the site plan as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- e) Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the relevant approval requiring the retention of the tree and associated deep soil area.

- f) The relocation of existing trees to elsewhere on the same site will only be considered where:
- a. a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and how the tree will be maintained in good health during and after relocation; and
  - b. a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- g) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.
- h) The trunks of all new and retained tree(s) are to be located in a Deep Soil Area that meets the follows parameters:

Requirement	Large Tree	Medium Tree
Minimum area	64m <sup>2</sup>	36m <sup>2</sup>
Minimum dimension	6m	3m

- (h) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of the Residential Design Codes – Volume 1.

### 8.3 Subdivision

- a) The Town may recommend that prior to the determination of an application for subdivision approval, information be provided to allow consideration of the impacts of the subdivision and layout on any regulated tree and whether the general requirements of this policy have been addressed.
- b) Subdivision design, layout and earth working levels, shall prioritise the retention of regulated trees.
- c) The subdivision plan shall identify regulated trees and note if they are to be retained or removed, and the applicant is to demonstrate how the retained regulated trees will be protected as part of the subdivision process.
- d) The Town will request the WAPC include the following condition on the subdivision approval to ensure regulated trees identified by the Town are protected:

*"The regulated tree(s) identified on the approved plan of subdivision dated \_\_\_\_\_ shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when*



*clearing the conditions of this approval unless development approval for their removal is obtained from the local government”.*

Document responsibilities:			
Owner:			
Inception date:	OCM 23 June 2020	Owner Business Unit:	Planning and Regulation
Review date:	June 2024	Decision maker:	Council
Compliance requirements:	N/A	Repeal and replace:	N/A
Legislation:			
	<b><i>Planning and Development Act 2005</i></b> <b><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></b>		



## **LOCAL PLANNING POLICY NO. 13 - TREE RETENTION AND PROVISION**

### **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. 13 – Tree Retention and Provision.

### **2. Introduction**

The Town recognises the importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife. This policy aims to ensure the retention and enhancement of the Town's tree canopy cover is considered at all stages of development.

Tree damaging activity constitutes 'works' under the *Planning and Development (Local Planning Scheme) Regulations 2015* and 'development' under the *Planning and Development Act 2005*. This policy outlines circumstances in which development approval is required for tree damaging activities and guides the assessment of applications where tree retention and provision requires consideration.

### **3. Policy Objectives**

- a) To vary the Residential Design Codes Volume 1 (R-Codes Volume 1) to provide amended 'deemed-to-comply' provisions relating to tree provision;
- b) Provide a clear definition of a 'regulated tree' and clarify when development approval is required for a 'tree damaging activity';
- c) Prioritise retention, protection and provision of trees on private land and adjacent reserves in the planning process;
- d) Promote tree preservation and provision at the earliest possible stage in the planning and development process, balancing the preservation of trees with desired built form and land use outcomes;
- e) Preserve and enhance neighbourhood amenity, character and sense of place;
- f) Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefit.

### **4. Application**

This Policy applies to planning applications involving land 'zoned' under the operative local planning scheme, including:

- a) Development applications (where the estimated cost of development is \$100,000 or more);
- b) Subdivision applications;
- c) Strategic planning proposals, including scheme amendments and structure plans; and
- d) Tree damaging activity to a regulated tree.

This Policy does not apply to:

- e) Applications for 'multiple dwellings' subject to the Residential Design Codes – Volume 2.

## 5. Definitions

**Arborist Report:** *means a report which is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent and with demonstrated experience in high level tree assessment and diagnosis.*

**Large Tree:** *means a species of tree that has the potential to have a canopy diameter greater than 9m and height of more than 12m.*

**Medium Tree** *means a species of tree that has the potential to have a canopy diameter greater than 6m and height of more than 8m.*

**Maintenance Pruning:** *means pruning that:*

- a) involves removing dead or diseased wood only; or*
- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy; or*
- c) is of a fruit tree and done for fruit production; or*
- d) does not include removing limbs with a diameter of 100mm or more; or*
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; or*
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.*

Regulated Tree: *means a living tree that:*

- a) Is over 8m in height; and/or*
- b) has an average canopy diameter of at least 6m; and/or*
- c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and*
- d) is of a species that is not included on State or local area weed registers.*

Tree Damaging Activity:*means*

- a) the killing or destruction of a tree; and/or*
  - b) the removal of a tree; and/or*
  - c) the severing of branches, limbs, stems or trunk of a tree; and/or*
  - e) the ringbarking, topping or lopping of a tree; and/or*
  - f) any other substantial damage to a tree*
- unless the tree is of a species that is included on State or local area weed registers.*

Deep Soil Area: *soft landscape area on a lot with no impeding building structure or feature above or below, which supports growth of small to large canopy trees and meets a stated minimum dimension. Used primarily for landscaping and open to the sky, deep soil areas exclude basement car parks, services, swimming pools, tennis courts and impervious surfaces including car parks, driveways and roof areas.*

## **6. Exemptions**

Development approval is not required for tree damaging activities in the following circumstances:

- a) The tree does not satisfy the definition of a regulated tree;
- b) The tree damaging activity is carried out in the course of works in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 Part 7 Clause 61 (b) item 18:  
*“works that are urgently necessary for any of the following —*
  - a. public safety;*
  - b. the safety or security of plant or equipment;*

- c. *the maintenance of essential services; or*
- d. *the protection of the environment.”*
- c) The tree damaging activity is required to comply with an approved Bushfire Management Plan;
- d) The tree damaging activity is maintenance pruning;
- e) Tree damaging activity is to a regulated tree that is on an adopted Town of Bassendean unwanted species list.

*NOTE: Development approval is required for tree damaging activities to a regulated tree where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (eg., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

## **7. Application Requirements**

Unless otherwise advised by the Town, development applications, subdivision applications and strategic planning proposals that are subject to this Policy must be accompanied by the following applicable information:

- a) Site survey and/or site plan indicating:
  - a. location of all regulated trees, including street trees;
  - b. whether any regulated tree is proposed to be retained or affected by any tree damaging activity;
  - c. Tree Protection Zone(s) in accordance with Australian Standard AS4970 – Protection of Trees of Development Sites; and
  - d. Any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) An Arborist Report may be required in the following instances:
  - a. To justify tree damaging activity to a regulated tree specifically considering the health of the tree and/or any safety risk it may pose to people or property;

- b. To explain any mitigation measures proposed to protect a regulated tree including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).

## **8. Policy Requirements**

### **8.1 Retention of Regulated Trees**

- a) Unless removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a regulated tree must be retained in perpetuity and protected.
- b) Retention and protection of regulated trees should be prioritised, and development works, structure plan and subdivision design should preferably avoid, or as a minimum, minimise harm to regulated trees.
- c) Where tree damaging activity is proposed to a regulated tree the following will be given due regard:
  - a. Health, maturity, species, and location of the tree;
  - b. Ecological, biodiversity and environmental values of the tree;
  - c. Contribution of the tree to the streetscape;
  - d. The preservation of any other regulated tree on the subject site;
  - e. The location of the tree within the development site and capacity for a modified building design or subdivision to maximise tree retention;
  - f. Any existing development on the site;
  - g. Design and location of proposed crossovers;
  - h. Topography and the potential impact from excavation/fill;
  - i. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree;
  - j. Tree Protection Zone(s) (as per AS4970);
  - k. Tree replacement and/or planting proposed;
  - l. Recommendations of an Arborist Report; and
  - m. The objectives of this Policy.
- d) The following justifications for tree damaging activity to a regulated tree will not be supported:
  - a. Impact on views;
  - b. The tree variety is disliked;
  - c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
  - d. The tree impacts on private gardens, solar installations, swimming pools or the like.
- e) The Town will assess any development application in accordance with the general requirements above.



- f) There is a general presumption against tree damaging activity (other than maintenance pruning) to any regulated tree and the siting and design of the development should, where possible, avoid impacting any regulated tree.
- g) Tree damaging activity to a regulated tree may be considered if the following relevant information and/or technical reports are provided to demonstrate:
  - a. The regulated tree is unhealthy, based on the recommendations of an Arborist report;
  - b. The regulated tree causes safety risks to people, infrastructure or buildings based on recommendations on an Arborist report and/or Structural Engineering Report; or
  - c. The redesign of the development to accommodate the regulated tree is unfeasible.

## 8.2 Tree Provision

- a) Clause 5.3.2 C2.2 (i) of the R-Codes Volume 1 Part B; and Clause 1.2 C1.2.4(i) of Part C are replaced with the following:

*Residential development will be required to incorporate at least one medium tree for every 350m<sup>2</sup> of site area (rounded to the nearest whole number), with a minimum of one tree per lot/ site area. In this regard, a large tree is worth two medium trees. The trunks of trees are to be located in a Deep Soil Area that meets the follows parameters:*

Requirement	Large Tree	Medium Tree
Minimum deep soil area	64m <sup>2</sup>	36m <sup>2</sup>
Minimum deep soil area dimension	6m	3m

- b) Any required trees are to be provided prior to the occupation of the development and must be a minimum 35 litre pot size.
- c) The number of trees required by clause (a) may be reduced by two where a medium or large tree is retained on site and protected by a Tree Protection Zone, subject to the submission of details of suitable measures to protect the tree(s) as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- d) The number of trees required by Clause (a) may be reduced by two where a medium or large tree is retained on site and protected by a Tree Protection Zone, subject to the submission of details of the proposed measures to protect the tree(s) identified on the site plan as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- e) Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the relevant approval requiring the retention of the tree and associated deep soil area.

- f) The relocation of existing trees to elsewhere on the same site will only be considered where:
- a. a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and how the tree will be maintained in good health during and after relocation; and
  - b. a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- g) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.
- h) The trunks of all new and retained tree(s) are to be located in a Deep Soil Area that meets the follows parameters:

Requirement	Large Tree	Medium Tree
Minimum area	64m <sup>2</sup>	36m <sup>2</sup>
Minimum dimension	6m	3m

- (h) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of the Residential Design Codes – Volume 1.

### 8.3 Subdivision

- a) The Town may recommend that prior to the determination of an application for subdivision approval, information be provided to allow consideration of the impacts of the subdivision and layout on any regulated tree and whether the general requirements of this policy have been addressed.
- b) Subdivision design, layout and earth working levels, shall prioritise the retention of regulated trees.
- c) The subdivision plan shall identify regulated trees and note if they are to be retained or removed, and the applicant is to demonstrate how the retained regulated trees will be protected as part of the subdivision process.
- d) The Town will request the WAPC include the following condition on the subdivision approval to ensure regulated trees identified by the Town are protected:

*“The regulated tree(s) identified on the approved plan of subdivision dated \_\_\_\_\_ shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when*

*clearing the conditions of this approval unless development approval for their removal is obtained from the local government”.*

Document responsibilities:			
Owner:			
Inception date:	OCM 23 June 2020	Owner Business Unit:	Planning and Regulation
Review date:	June 2024	Decision maker:	Council
Compliance requirements:	N/A	Repeal and replace:	N/A
Legislation:			
	<b><i>Planning and Development Act 2005</i></b> <b><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></b>		

**Policy Number:** Local Planning Policy No. 13  
**Policy Title:** Tree Retention and Provision

**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. 13 – Tree Retention and Provision.

**2. Policy Statement**

The Town recognises the increasing importance of retaining trees due to their amenity, environmental and health benefits. Trees assist in mitigating the impacts of the urban heat effect, reduce air pollution, improve groundwater quality and provide important habitats for wildlife.

Whilst Local Planning Scheme No. 10 provides statutory provisions relating to the retention of significant trees, this Policy seeks to encourage the retention of existing trees on development sites and increase the urban canopy cover as infill development occurs.

**3. Policy Objectives**

- (a) To retain existing trees to maintain a local sense of place.
- (b) To increase canopy coverage and shade to provide amenity, environmental and health benefits.
- (c) To provide a framework for assessing whether a tree should be subject to a Tree Preservation Order.
- (d) To provide for the retention and planting of trees associated with development on privately owned land.
- (e) To outline the requirements for additional tree planting on privately owned land.

**4. Application**

This Policy applies to:

- any assessment of whether a tree(s) should be subject to a Tree Preservation Order.
- all applications for subdivision involving residential-zoned land and/or residential development.
- all applications for development approval involving Single Houses and Grouped Dwellings, where the estimated cost of development is \$100,000 or more.

*Note: The requirements do not extend to applications for multiple dwellings as such development is assessed against State Planning Policy 7.3 – Residential Design Codes – Volume 2 – Apartments.*

## 5. Definitions

- Large Tree: *means a species of tree that has the potential to have a canopy diameter of greater than 9m.*
- Medium Tree *means a species of tree that has the potential to have a canopy diameter of between 6m and 9m.*
- Tree Growth Zone: *is an area provided to support healthy growth of a tree and is free from development or structures, including areas of hardstand.*

## 6. Policy Requirements

### 6.1 Tree Preservation Orders

Clause 4.7.7.2(i) of Local Planning Scheme No. 10 (LPS 10) provides the local government the ability to order the preservation and maintenance of a tree via a Tree Preservation Order.

In assessing whether a tree meets the characteristics prescribed by Clause 4.7.7.2(i) of the Scheme, Council will not support the establishment of a Tree Preservation Order unless the tree(s) meets at least one of the following criteria:

(a) Historical Association

Those trees that are of importance to the Aboriginal community, European significance, association with a significant heritage site, or commemorative plantings.

(b) Aesthetic Quality

Those trees that due to their context in and contribution to the landscape, are considered to be of aesthetic, location and/or landmark significance.

(c) Rarity

- (i) Those trees that are of an outstanding size or age, horticultural significance, or contain curious growth forms.
- (ii) Rarity is to be considered from a state-wide and Town of Bassendean context.
- (iii) Outstanding size or age and horticultural significance is based on the size and age of the tree relative to normal mature size and age of trees for that species in the Town.
- (iv) Curious growth forms include abnormal outgrowths, fused branches or unusual root structures.

(d) Other Significance

Other significance includes, but is not limited to, habitat significance. Although all trees have some habitat value, in undertaking assessments under this policy the habitat value of a tree is only deemed significant if it provides a breeding, feeding or roosting site regularly used by fauna protected under state or federal legislation.

## 6.2 Subdivision and Development

- (a) All applicable residential development will be required to incorporate at least one medium tree (or equivalent) for every 350m<sup>2</sup> of site area (rounded to the nearest whole number), with a minimum of one tree per lot. In this regard, a large tree is worth two medium trees.
- (b) Any required trees are to be provided prior to the occupation of the development and must be at a minimum 2m high and 100-litre pot size.
- (c) The number of trees required by Clause (a) may be reduced by two where a tree subject to a Tree Preservation Order or a medium or large tree is retained on site and protected by a Tree Growth Zone, subject to the submission of details of the proposed measures to protect the tree(s) identified on the site plan as outlined in *Australian Standard – AS4970-2009 - Protection of trees on development sites*.
- (d) Where an existing tree is retained and/or new trees are provided, the Town will impose conditions on the relevant approval requiring:
- (i) the retention of the tree in perpetuity; and
  - (ii) a notification to be registered on the Certificate of Title under Section 70A of the Transfer of Land Act 1893 advising prospective purchasers that the site contains a tree which is required to be retained and protected from development works.
- (e) The relocation of existing trees to elsewhere on the same site will only be considered where:
- (i) a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the new location of the tree is suitable, and how the tree will be maintained in good health during and after relocation; and
  - (ii) a legal agreement has been prepared and executed at the landowner/applicant's cost to the satisfaction of Town, confirming maintenance arrangements and replacement of the tree in the event the tree does not survive.
- (f) The relocation of existing tree(s) into the Town's reserves (including within the road reserve) is not supported.
- (g) The trunks of all new and retained tree(s) are to be located in their own Tree Growth Zone that is free of development, structures and hardstand and meets the follows parameters:

Requirement	Large Tree	Medium Tree
Minimum horizontal area	64m <sup>2</sup>	36m <sup>2</sup>
Minimum horizontal dimension	6m	3m
Minimum depth (if on structure)	1,200mm	800mm

- (h) In supporting any subdivision that will create additional residential lots, the Town will recommend the imposition of a condition requiring satisfactory arrangements being made to inform prospective purchasers of the requirements prescribed by this Policy.



- (i) The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of State Planning Policy 7.3 – Residential Design Codes – Volume 1.

**Document Control**

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	Development and Place
<b>Inception Date</b>	1. OCM 23 June 2020
<b>Version</b>	1. OCM 23 June 2020
<b>Next Review Date</b>	2022

## Schedule of Submissions

### Draft Amended Local Planning Policy No. 13 – Tree Retention and Provision

1	Affected Property: No. 43 (Lot 70) Clarke Way, Bassendean	
Objection		
	Summary of Submission	Comment
1.1	<p>I am just looking at the new proposed Town of Bassendean rules for any household who wants to change their backyard garden ,</p> <p>To have to get your permission to remove or deeply prune our own trees on our own property , is outrageous</p> <p>I think your new rules are an absolute invasion of privacy,</p> <p>Throughout our lives our gardens change to suit our needs and capabilities</p> <p>This is our own private domain and any decisions are to be made by us, not you</p> <p>You have control over the verge trees , leave it at that</p> <p>Further more , is that why the green street collection was stopped , In preparation of the council trying to bring in this ruling ?</p>	<p>Noted. Refer to <b>‘Erosion of private property rights and limitations on development potential’</b> section of the report.</p>

2	Affected Property: No. 10 (Lot 428) Ireland Way, Bassendean	
Objection		
	Summary of Submission	Comment
2.1	<p>I am concerned about not being able to remove any trees on our own properties not just for myself but everyone in the community don't get me wrong I like trees and think they should be preserved and removing them should be as a last option</p> <p>But to take the right of people to do so on there own land I believe is wrong</p> <p>The people in bassendean are good people and like there trees and wouldn't take them down unless needing to subdividing or developing on there land anyway so please don't take away our choices</p>	<p>Noted. Refer to <b>‘Erosion of private property rights and limitations on development potential’</b> section of the report.</p> <p>The Town can consider removal of ‘regulated trees’ within the district through the development application/approval process.</p>

3	Affected Property: No. 81 (Lot 221) Whitfield Street, Bassendean	
Objection		
	Summary of Submission	Comment
3.1	<p>I'd like to put in a submission regarding the proposed Draft Local Planning Policy No. 13 - Tree Retention and Provision.</p> <p>It would be reasonable to expect Development applications for clearing of land for building purposes or clearing of land in general, however it is inappropriate to force change of policy onto landholders regarding pruning of trees on their own property or maintaining boundary tree cover.</p>	<p>Noted. Refer to <b>‘Erosion of private property rights and limitations on development potential’</b> section of the report.</p> <p>It is not recommended ‘maintenance pruning’ be regulated under the policy. It is also recommended the definition of ‘maintenance pruning’ be simplified to include:</p> <ul style="list-style-type: none"><li>○ <i>is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree, or is to balance the tree.</i></li></ul>
3.2	<p>We have a neighbour who's substantial tree canopy encroach onto our property, and mutiple properties surrounding it and cause damage to our property (lifting pavers, root interference with sewerage lines), and have damaged water corporation sewer lines and yet do nothing to control this and have ignored pleas to do so.</p>	<p>Noted. Should Council adopt the Policy, it is recommended that a modification be made to the exemptions under Provision 6d to allow owners of neighbouring properties to prune tree limbs and roots back to their lot boundary, without development approval. Refer to the “Modifications to Policy” section of the report.</p>

3.3	<p>Your proposed changes to policy will not only penalise landholders who want to do the right thing in their duty to ensure that harm is not caused by a tree on their property by restricting it so heavily, and inacting a monetary penalty to do so (development application fee) and give landholders who do not do the right thing more weight to continue to do so.</p> <p>There is currently limited recourse for issues around landholders who impact others with trees on their property currently, and with the proposed policy, this only makes it even more difficult.</p> <p>Please reconsider the policy.</p>	<p>Noted. Refer to '<b>Liability and Safety Issues</b>' section of the report.</p> <p>Should Council adopt the Policy, it is recommended that fees associated with applications for development approval for tree damaging activities of regulated trees be waived.</p> <p>Noted. Should Council adopt the Policy, it is recommended exemptions under Provision 6.d) be extended to allow owners of neighbouring properties to prune tree limbs and roots back to the lot boundary, without development approval. Refer to "Modifications to Policy" section.</p>
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4	Affected Property: No. 186 (Lot 630) West Road, Bassendean	
Objection		
	Summary of Submission	Comment
4.1	<p>While it is understandable that the Town wishes to reduce the heat-island effect of tree removal, the science does not support the notion other than for built-up urban spaces. It is unnecessary to apply policy beyond certain development density, or R-coding.</p> <p>Heat-islands are urbanized areas that experience higher temperatures than outlying areas. In R5 zones, such as where we live, buildings, roads, and other infrastructure that absorb and re-emit the sun's heat are considerably sparser than, say, R20 and higher zones where that problem may arise. Only areas where structures are highly concentrated, and greenery is limited, become islands of higher temperatures relative to areas beyond.</p>	<p>Noted. However, the Policy seeks to retain mature canopy trees, with many located on lots located in Residential R5 zoned areas.</p>

4.2	<p>Obviously, we have chosen to live in an R5 zone because we value space and vegetation. The draft policy would make decisions surrounding our vegetation needs unnecessarily cumbersome to implement.</p> <p>Furthermore, there are several extremely large trees on our lot that 'maintenance pruning' parameters would limit pruning effectively. Under the draft, we would have to argue a case to the Town, with experts, to be able to exceed the stated parameters. The limit on removing limbs with a diameter of 100mm or more is a case in point.</p>	<p>Noted. Should Council adopt this Policy, it is recommended that a modification to the definition of "maintenance pruning" be made to simplify and provide greater clarity to landowners. It also aligns with adopted Local Planning Policies of other local governments. Refer to "Modifications to Policy" section.</p>
4.3	<p>In summary, we believe a blanket policy approach to all R-code zonings is unneeded. We understand that intensification of housing density leads to heat-islands but extending the science beyond the type of high-density rezoning that has brought attention to the issue in recent years, is policy over-reach.</p> <p>It is worth recalling that blanket policies were reviewed, at our considerable expense, regarding very low density lots in relation to our recent subdivision application. It is very disturbing to think that similar lies ahead if the special situation of low-density zoning isn't given proper consideration in LPP13.</p>	

5	Affected Property: No. 35 (Lot 108) Third Avenue, Bassendean	
Objection		
	Summary of Submission	Comment
5.1	<p>I respond in the negative to this submission.</p> <p>My response is not based on my dislike for trees, in fact the opposite is the case. I have many beautiful establish trees on my property and whilst I consider them lovely the care and maintenance of them is costly.</p>	Noted.
5.2	<p>My objection is based on the fact that I will be leaving my biggest asset, my home and land to my two children when I pass. What they decide to do</p>	Noted. Refer to the ‘Erosion of private property rights and limitations on development potential’ section of the report.

<p>with their inheritance will be up to them but I would envisage that they would demolish the house and either subdivide or sell for multiple dwellings.</p> <p>At a very stressful and sad time I do not wish for them to have to add another level of stress in having to obtain council approval to remove trees that may be in the way of redevelopment, on top of their other duties in settling the estate.</p> <p>In closing I would like to express that I have lived in this home for 43 years and consider having worked all my life to procure this asset, I should be free to allow my family to do as they please with their inheritance. Noted. Refer to the 'Impact on achieving dwelling targets and limiting development' sections of the report.</p>	
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6	Affected Property: No. 165 (Lot 2) West Road, Bassendean	
Objection		
	Summary of Submission	Comment
6.1	Thanks for the opportunity to comment on the proposal to amend LPP 13 regarding tree damaging activity. I do not support the amendment of this Policy by the Town of Bassendean (TOB) because:	Noted.
6.2	We (my wife and I) have managed the trees on our property (more than 100 over 3m high) for 25 years effectively and without issue. The key words here are “our property”. This means these trees are our trees and we should have the right to manage them as we see fit including pruning as required.	Noted. Refer to ‘Role of Council in regulating land’ section within the report. Should Council adopt this Policy, it is recommended that a modification to the definition of “maintenance pruning” be made to simplify and provide greater clarity to landowners. It also aligns with wording of adopted Local Planning Policies of other local governments. Refer to “Modifications to Policy” section.

6.3	<p>As I believe these are our trees, we should NOT have to give up the time and cost to complete and pay for a development permit when we have effectively managed these trees well at our cost for a long time while TOB are providing diminishing assistance year by year in this matter. I refer to the reduction in green waste collection amount over the years.</p> <p>The is an example of TOB over-reaching it's authority on private land</p>	<p>Should Council adopt the policy, it is recommended the \$147 development application fee be waived.</p> <p>The statutory timeframe for determining a development application where advertising is not required is 60 days.</p> <p>There has been no reduction in green waste collection, which has moved from a verge collection, to pre-booked skip bins.</p>
6.4	<p>If TOB want to take part in control and management of trees on private property it would stand to reason that TOB would then assume some responsibility for damage caused by a trees that grow on provide property. Does TOB want this?</p>	<p>Noted. Refer to the '<b>Liability and Safety Issues</b>' section within the report.</p>
6.5	<p>I look forward to TOB taking a sensible approach to this matter and not proceeding with this Policy change.</p>	<p>Noted.</p>
7	<b>Affected Property:</b> No. 165 (Lot 2) West Road, Bassendean	
<b>Objection</b>		
	<b>Summary of Submission</b>	<b>Comment</b>
7.1	<p>Thank you for the opportunity to comment on the proposal to amend LPP 13, regarding tree damaging activity. I do not support the amendment of this Policy by the Town of Bassendean (TOB) because:</p>	<p>Noted.</p>
7.2	<p>Our two acre property has been in my family for two generation, almost 60 years. In that time, we have planted and managed well our extensive amount of trees, and with an environmentally focus approach.</p> <p>We regard our property as our responsibility; to maintain safe, healthy and beautiful trees. This includes paying the cost and taking the time to prune when needed, removing dead limbs (some being 10 metres high and of significant weight and width) and manage pests and disease.</p>	<p>Noted. Refer to '<b>Role of Council in regulating land</b>' and '<b>Erosion of private property rights</b>' section within the report.</p> <p>Should Council adopt this Policy, it is recommended that a modification to the definition of "maintenance pruning" be made to simplify and provide greater clarity to landowners. It also aligns with adopted Local Planning Policies from other local governments. Refer to "Modifications to Policy" section.</p>



7.3	As this is our property and our trees, we should NOT have to ask permission (or spend time and money for development permits), particular as we have proven to be responsible owners of our own land and trees.	Should Council adopt the policy, it is recommended the \$147 development application fee be waived.  The statutory timeframe for determining a development application where advertising is not required is 60 days.
7.4	Over our time in Bassendean we have observed that TOB have provided less assistance to the owners of large properties, in our case with a significant amount of trees, which provides beneficial greening effects to our Bassendean community. One example is a reduction in green waste collection, which we have appealed many times.	There has been no reduction in green waste collection, which has moved from a verge collection, to pre-booked skip bins.
7.5	We see this proposal as the TOB over-reaching it's authority on private land.	Noted. Refer to the ' <b>Erosion of private property rights and limitations on development potential</b> ' section of the report.
7.6	If by chance this policy proceeds, whereby TOB takes part in some form of control and management of trees on private property, it would stand to reason that TOB will take full responsibility (including injury to persons and damage to property from poorly maintained trees) and costs to for damage caused by a trees that grow on private property. Has TOB taken this cost into account, and if so we would appreciate in knowing your strategy.	Noted. Please refer to the ' <b>Liability and Safety Issues</b> ' section within the report.
7.7	I look forward to TOB taking a sensible approach to this matter and not proceeding with this Policy change.	Noted.

8	Affected Property: No. 13 (Lot 890) Anzac Terrace, Bassendean	
Objection		
	Summary of Submission	Comment

8.1	<p>In regard to the Town of Bassendean's proposed Local Planning Policy 13 (LPP13) – Tree Retention and Provision, please find the following objections and concerns from a private property owner and full-time resident of Bassendean.</p> <p>The concerning aspects of the proposed policy include but are not limited to:</p>	Noted.
8.2	<p>Degradation of, and a lack of proper regard for, the rights of private land owners in Bassendean. Public officers should have regard to private property rights when contemplating or taking government action. Property rights being affected include impact on safety, value, enjoyment and certainty.</p>	Refer to the <b>'Erosion of private property rights and limitations on development potential'</b> section of the report.
8.3	<p>Insufficient publicly available cost-benefit analysis and associated due diligence of the proposed policy change. There seems to be no consideration for the impact on the town, ratepayers and property owners of a significant and divisive change in policy.</p>	Noted. Refer to the <b>'Time and Cost'</b> section of the report.
8.4	<p>The proposal is based on the process of "Application through Policy" as opposed to legislation. The outcome is that the proposal does not allow for any decision-making to be accountable and provides no recourse via an appeals process. Government action which adversely affects private property rights in land may only be taken as authorised by, and in accordance with the law.</p>	Noted. Refer to the <b>'Right of Appeal'</b> section of the report.
8.5	<p>An intent to capture a private resource as a public resource under Clause (d) of the section "4. Application."</p>	Noted. Refer to <b>'Role of Council in regulating land'</b> section within the report.
8.6	<p>The definition of "regulated tree" provides no formal basis for the measures applied.</p>	The definition is consistent with WALGA model policy. The definition was developed by WALGA utilising various definitions from around Australia, and the size of a medium tree in the R-codes.

8.7	The definition of “maintenance pruning” infringes on the rights of property owners to manage the resources on their property as they see fit.	Noted. Should Council adopt this Policy, it is recommended that a modification to the definition of “maintenance pruning” be made to simplify and provide greater clarity to landowners. It also aligns with adopted Local Planning Policies from other local governments. Refer to “Modifications to Policy” section.
8.8	A policy which has prescriptive and punitive regulation over a private resource must also assign ongoing risk and full liability to the policy controller for unplanned events including damages. The policy does not contain binding legal statements describing the re-assigned financial liabilities if control of the private property resources were to pass to the Town of Bassendean under the proposed policy.	Noted. Refer to the <b>‘Liability and Safety Issues’</b> section within the report.
8.9	The inclusion of “tree damaging activities” within the formal scope of “works” under the Planning and Development (Local Planning Scheme) Regulations 2015 and as “development” under the Planning and Development Act 2005 is not logical.	Noted. Refer to the <b>‘Role of Council in regulating land’</b> section within the report.
8.10	The disproportionate impact of LPP13 on owners of larger-area properties who are able to host flora capable of reaching the proposed definition of a “regulated tree”.	Noted.
8.11	<b>Cost-benefit analysis.</b> Has the town conducted a proper cost-benefit analysis of the proposed policy using a standardised framework to assess the economic and environmental benefits of the policy against its potential costs and risk? Applying such a policy in the absence of a proper cost-benefit analysis assessment, considering all potential stakeholders including and especially property owners who are directly and negatively affected by the policy, is negligent of the town and may breach the town’s obligations to its constituents (ratepayers).	Noted. Refer to the <b>‘Time and Cost’</b> section of the report.

<p>8.12 <b>Application as policy instead of through legislation</b></p> <p>Elements of the proposed policy circumvent the proper application of accountability and appeals provisions embodied in legislative acts. While it references the Planning and Development (Local Planning Scheme) Regulations 2015 and Planning and Development Act 2005, these regulations and Act are not designed to be applied to decision making associated with the reclassification of private resources as public or the management of such resources.</p>	<p>The Planning and Development Act 2005 provides for control over the development and works on private land. The draft amendments to the policy seek to clarify that 'works' include the removal, and damage of trees.</p>
<p>The attempts to define "tree damaging activities", "regulated tree" and "maintenance pruning" are prescriptive, untested in law, and not properly assessed as to whether they are reasonable or appropriate. These definitions must be unambiguous and understandable without further explanation to the general property owner. The improper use of key terms within a legislative framework may inadvertently strip property owners of their rights without any recourse or right of appeal.</p> <p>Government action which adversely affects private property rights in land may only be taken as authorised by, and in accordance with, the law (<i>Private Property Rights Charter for Western Australia - Premier's Circular 2021/09</i> Mark McGowan, 2021).</p>	<p>Noted. Refer to <b>'Erosion of private property rights, limitations on development potential and rights of appeal'</b> sections of the report.</p>

<p>8.13 <b>“Tree damaging activities”.</b></p> <p>Inclusion of “tree damaging activities” under the definition of “works” under the Planning and Development (Local Planning Scheme) Regulations 2015 and as “development” under the Planning and Development Act 2005 transfers ownership of these resources from private property holders to the public. Ownership is transferred once there is a requirement to <i>apply</i> to the Town of Bassendean for <i>approval</i> to undertake any such actions as defined in LPP13 (as proposed).</p> <p>Clause (d) of “4. Application” and related elements of LPP13 gives effect to public control or ownership of a resource which sits within private property. A central tenet of Western Australia’s property law is that a private property owner has the right to free and unencumbered use and enjoyment of the resources captured within that property. This policy would remove these rights in regard to timber and floral resources.</p>	<p>The Planning and Development Act 2005 provides for control over the development and works on private land. The draft amendments to the policy seek to clarify that ‘works’ include the removal, and damage of trees.</p> <p>Refer to <b>‘Erosion of private property rights’</b> section of the report.</p>
<p>8.14 <b>“Regulated Tree”.</b></p> <p>The definition of a “regulated tree” within LPP13 has not been determined scientifically or with any formal review either from an agronomist, arborist or economist. The arbitrary nature of the definition only increases the breadth and scope of the towns attempt to circumvent private property rights without proper consultation, legislative basis or compensation.</p>	<p>The definition is consistent with WALGA model policy. The definition was developed by WALGA utilising various definitions from around Australia, and the size of a medium tree in the R-codes.</p>

<p>8.15 <b>Reclassification of private resources as public property.</b></p> <p>The definition of “regulated tree” applied by the Town in LPP13 removes the right to manage resources on private property in favour of the public, and does so without any form of compensation for loss of property value, compensation for the value of the resources on the property, or compensation for the costs of maintaining those resources for public benefit. The clauses which collectively exercise public control over private resources are an erosion of property rights denied to property owners without proper consultation and consideration of legal and financial risks to the town. Control of a resource also means the town must assume full liability and ongoing risk for all unplanned events and damage directly caused by the object proposed to be regulated under the Policy.</p>	<p>Refer to ‘<b>Liability and Safety Issues</b>’ and ‘<b>Role of Council in regulating land</b>’ sections within the report.</p>
<p>8.16 <b>Reversion to appropriate application-development planning.</b></p> <p>While town’s desire to maintain tree canopy and improve suburban amenity is commendable, such control measures should be constrained within the appropriate planning and development regulations and act(s), and not extend beyond them to control resources on private property.</p> <p>Such erosion of property rights constitutes a form of government-endorsed resource “theft”, which is likely to be challenged in court at significant potential cost to town and ratepayers.</p>	<p>Refer to ‘<b>Erosion of private property rights</b>’ and <b>rights of appeal</b>’ sections of the report.</p>

<p>8.17 <b>Disproportionately penalises property owners able to host a “regulated tree”.</b></p> <p>The policy disproportionately affects owners of larger-area properties who are able to host flora capable of reaching the prescribed definition of a “regulated tree” and are providing the canopy requirements already. In this respect, the policy penalises such property owners with the burden of maintaining tree canopy in perpetuity for the benefit of the public, while property owners whose land area either does not permit or on which it is impracticable to host a “regulated tree” bear no cost, suffer no consequential loss, require no compensation and do not have their rights removed by the proposed policy.</p> <p>As such, the proposed LPP13 is not fair, balanced or equitable in its treatment of selected property owners whose only crime under the proposed policy is to own a larger property area than others and to have a more mature garden. Given that many such property owners are also long-term and likely elderly residents of the Town of Bassendean, the additional restrictions on their rights to modify the resources on their property as they see fit is an unreasonable and discriminatory treatment.</p> <p>Approval restrictions to the normal preventative maintenance required of larger and older trees within the confines of a suburban block and its associated infrastructure means the risk of permanent damage to life and property increases exponentially. Recent news reports have identified the random nature of limb fall and the deathly consequence of being in the wrong place at the wrong time. In this case, this could be in your own home or garden, or on town-controlled land and amenities.</p>	<p>Noted. Refer to ‘<b>Erosion of private property rights</b>’ and ‘<b>Liability and Safety Issues</b>’ section of the report</p>
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**8.18 Objections.**

Accordingly, as a private property owner within the Town of Bassendean we object to the following;

- The absence of a transparent cost-benefit analysis on the application of the proposal, to be made available to all ratepayers.
- The use of inappropriate legislative instruments to effect removal of rights from private property owners without recourse or an independent appeals process.
- Inclusion of “tree damaging activity” clause under section “4. Application”
- The definition of “regulated tree” per section “5. Definitions”
- The lack of compensation for losses in property value associated with the draft LPP13 provisions.
- The lack of compensation for loss of free and unencumbered use of resources on private property.
- The lack of regard for a decreased feeling of safety within the home and community due to the perceived risk of tree limb drop from inappropriately managed resources.
- The lack of compensation for maintenance of resources which have become reclassified as publicly owned courtesy of the provision of draft LPP13.
- The lack of assumption of risk and liability for all unplanned events and damage caused by the Town of Bassendean’s attempt to exercise control over an unregulated resource on private property.
- The lack of considered review of potential financial losses to the Town of Bassendean and ratepayers in addressing compensation to private

Noted. See responses to your objections above.

property owners referred to above, in addition to the associated risks and liabilities for unplanned events.

- The discriminatory and punitive treatment of a subset of property owners capable of hosting the type of trees which fall within the prescribed definition of a “regulated tree”.

We formally seek the removal of the following clauses and provisions from Draft LPP13:

- Clause “d” of section “4. Application”
- The definition of a “regulated tree”
- The definition of “maintenance pruning”
- The definition of “tree damaging activity”
- The removal of “tree damaging activity” from the definition of “works” under the Planning and Development (Local Planning Scheme) Regulations 2015 and as “development” under the Planning and Development Act 2005.

We also formally request the inclusion of legally binding clauses relating to the Town of Bassendean’s assumption of full financial risk and uncertainty for all unplanned events and damaged caused by the resources proposed to be controlled under LPP13 whether they are on public or private property. Provision for compensation should be made for the discrimination, reduced enjoyment and freedom of use on private properties which LPP13 would strip from select property owner should it become enacted. These restriction of rights include those freedoms that are enjoyed by residents of the Town fortunate enough not to own a property impacted by the proposed LPP13.

In short, we reject the proposed revision of LPP13 and strongly encourage the Town of Bassendean to consider the unintended consequences of this poorly designed and prescriptive policy which strips rights (including the right to feel safe in

your own home) from a small subset of residents without fair compensation, avoids appropriate checks and balances, disregards risk and liability for unplanned events and denies reasonable and equitable treatment of those property owners particularly affected by the proposed policy.	
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9	Affected Property: No. 22 (Lot 8) James Street, Bassendean	
Objection		
	Summary of Submission	Comment
9.1	Below please find some concerns I have about the proposed changes to the Local Planning Policy No. 13;	Noted.
9.2	Cost a. The requirement to provide a survey with the application for tree-damaging activity could impose additional cost to the applicant.	The policy requires either a site survey, or site plan. In most instances, a site plan will suffice.
9.3	b. Will an inventory of regulated trees be developed and if so what would the costs be to create and maintain the register?	Should Council adopt this Policy, they are encouraged to pursue mapping data collection of all regulated trees within the district allowing the Town to develop a list of registered trees. This will be investigated as part of the mid-year budget review.
9.4	c. It could encourage the intentional poisoning of existing trees that may be covered by this policy to require their necessary removal. The Town could be liable for costs to investigate and prosecute alleged poisoning, if it is possible to be proven.	Noted. Refer to the 'Liability and Safety Issues' section of the report.
9.5	d. It could add costs and responsibility to a neighbor by requiring them to obtain approval to trim a tree that overhangs a boundary. In addition, the cost of preparing and lodging the application could be subject to recovery from the owner of the tree.	Noted. Refer to the 'Time and Cost' section of the report.  Should Council adopt the Policy, a modification the exemptions is recommended to allow neighbouring properties to prune tree limbs and roots back to the lot boundary, without the requirement to obtain development approval. Refer to "Modifications to Policy" section.

<p>1. Sudden removal of many trees.</p> <p>a. I believe adoption of this policy could result in the removal of many trees on land with potential development opportunities. Owners could do this to avoid potential cost and delays with future development applications.</p> <p>2. I recall recently reading about the current state government not supporting any policy that would discourage housing development. This was in the context of other councils considering this policy. This could set up potential conflict with State Government Policy.</p>	Noted.
<p>9.6 I would like to commend the Town for drawing attention to the need to retain and enhance our tree canopy and “character”. I do, however believe that adding additional cost and approval requirements to current and potential land owners / developers could slow down the positive development of the area, at least increase its cost.</p> <p>Thank you for your time and consideration,</p>	Noted. Refer to <b>‘Erosion of private property rights and limitations on development potential’</b> and <b>‘Time and Cost’</b> sections of the report.

<b>10</b>	<b>Affected Property:</b> No. 16 (Lot 251) Wicks Street, Eden Hill
<b>Objection</b>	
<b>Summary of Submission</b>	<b>Comment</b>
<p>10.1 I am opposed to this occurring as I think it is an over reach by Council. I understand the need to retain trees but to impede a property owner from carrying out maintenance on their own property or having to apply to control a neighbours poorly maintained tree should not be the focus of a Council.</p>	<p>Noted. Refer to the <b>‘Role of Council in regulating land’</b> and <b>‘Erosion of private property rights’</b> section of the report.</p>

<p>10.2 I am also opposed on the basis of this proposed Amendment is a 'Tip of the Iceberg' Amendment; that is, once approved, if that occurs, the overreach will be extended and it will get to the point that Council will be dictating what can and can't be planted when developments are carried out on properties. With block sizes decreasing, it then becomes possible for Council to stipulate what vegetation is to be planted on a block, thus, possibly, reducing the size of a house that someone can build and also affecting the longevity of that dwelling if plants with invasive root systems are stipulated.</p> <p>We will get Council dictating what can be done on private property gardens by stealth. Council won't be able to help themselves doing this.</p> <p>It is also within the provided documents that pruning trees will not be allowed for a range of reasons including, amongst others, the impact the tree may have on private gardens, swimming pools and solar installations. Again, this is an overreach by Council. Council is dictating to Ratepayers that they have to spend their, (valuable), time maintaining equipment on their private properties because they would not be able to prune a tree to assist with maintenance property. I would assert that maintaining trees so that they don't damage and restrict the production of power from a solar installation is counterintuitive to why you are seeking to maintain trees.</p>	<p>Noted. The Policy does not dictate the species which can be planted on private property.</p> <p>Refer to <b>'Role of Council in regulating land'</b> section within the report.</p>
<p>10.3 I foresee that this Amendment will see many unnecessary applications, at a cost to the Ratepayer, to Council to be able to maintain trees with these applications ultimately being denied because Council has passed what will end up being unworkable Rules/Policy. And then possibly spending time resolving it at a Higher Authority.</p>	<p>Noted. Refer to the <b>'Time and Cost'</b> section of the report.</p>
<p>10.4 When I walk, ride and drive around Bassendean and the neighbouring suburbs, there are lots of trees in all areas so while I am for having trees, it</p>	<p>Noted. Refer to <b>'Liability and Safety Issues'</b> section of the report.</p>

<p>needs to be kept in mind that they need to be maintained so as to not cause damage to anyone or any property.</p>	
<p>10.5 Bassendean Council has a poor record of looking after trees that they are responsible for or planting vegetation that poses a risk to Public safety. I live on Wicks Street in Eden Hill and there is an Gum tree outside number 20 that has been problematic over the 20 plus years that we have lived here. Many residents have contacted Council to get it maintained and in some cases have been abused by Council staff.</p> <p>This tree blocks the view of traffic in the street, has damaged the Resident's crossover, the footpath near it and due to the damage it has done to the road, currently disrupts the flow of rainwater into the drain. This is rainwater flowing from the intersection of Wicks and Littlemore to the drain outside 14 Wicks Street.</p> <p>Recently broken/damaged kerbing, footpaths and crossovers were replaced on Wicks Street. There were, at least 12 crossovers, multiple sections of kerbing and footpaths all replaced but the damaged footpath and crossover, caused by the gum tree, outside number 20 Wicks Street were not replaced. There is also a section of damaged road adjacent to the tree and damaged crossover and footpath. I see this as a deliberate decision by the Council to do nothing.</p> <p>There are two roundabouts in the Council area that had plants/vegetation installed by Council that subsequently blocked the visibility of the intersection. Some of the plants and vegetation were removed, I am guessing after complaints, however some was left in the roundabouts. When you think about a roundabout, it is a cheaper version of installing traffic lights. It is an intersection and requires no obstruction to visibility for traffic.</p> <p>I have had many incidents, with one roundabout in particular, where I have been indicating correctly and drivers</p>	<p>Noted.</p>

<p>opposite me are often surprised by course, and then become abusive because, I believe that they are unable to see my indicator and by the time they realise my direction, I am indicating to leave the roundabout. This roundabout has a downward slope and I do not believe that the driver's opposite me are actually able to see my indication due to the installed vegetation.</p> <p>Why did Council even condone doing this in the first place? I am not going to tell you the intersections because I believe Council should simply remove any and all vegetation in roundabouts as a matter of Public safety.</p> <p>There was a tree that was reported to Council that was termite infested and dangerous, I believe on the Eden Hill side of the Council area, that Council was asked to remove. The understanding I have is that the Council looked, didn't believe it was an issue and did nothing. It ended up as a news report and, to me, the termite damage was clear. Again, my understanding is that the tree was inspected by an Arborist.</p> <p>Council lacks the ability to look after trees that they are responsible for, why should we let them have oversight of trees on private property?</p> <p>Councils want to hold private property owners accountable for their trees but are not accountable themselves for their trees and vegetation.</p>	
<p>10.6 The component of the Amendment relating to a neighbour's trees encroaching onto a neighbouring property should be put fairly and squarely with the property owner where the tree is located. Having to apply and pay a fee to remove parts of a tree from a neighbouring tree is, again, an overreach. If this Amendment is passed, this section should be changed so that the owner of the tree can be held accountable to look after what Council is deeming to be their property. And Council should</p>	<p>Noted. Should Council adopt the Policy, it is recommended that a modification be made to the exemptions under Provision 6D to allow neighbouring properties to prune tree limbs and roots back to the lot boundary, without development approval. Refer to "Modifications to Policy" section.</p>



	be involved if the owner of the encroaching tree is unapproachable.	
10.7	<p>I am not opposed to the idea of having green suburbs but we are in suburbia and we need to remember this as part of our law making. There needs to be a balance and I do not believe this Amendment provides balance.</p> <p>Like it or not, all levels of Government, in situations like these, need to take a balanced approach and one of compromise.</p> <p>Like it or not, all levels of Government, in situations like these, need to take a balanced approach and one of compromise.</p> <p>Thank you for allowing me to submit this information and your helpful response when I phoned.</p>	Noted. Refer to the ' <b>Erosion of private property rights and limitations on development potential</b> ' section of the report.

11	Affected Property: No. 27 (Lot 2) Maley Street, Ashfield	
Support		
	Summary of Submission	Comment
11.1	<p>I totally support the proposed change to our Local Planning Policy No. 13 Tree Retention and Provision.</p> <p>And any other measures, decisions, actions by the Town that further enhance the flora of the Town, both on private and government owned properties, both with existing and new plantings.</p> <p>Well done, Councillors &amp; Admin ! You are responsibly actioning what every community survey – both by the Town and the community – in the past 10 years has shown: the top priority by residents for now and into the future is the enhancement of green Bassendean.</p>	<p>Noted. This Policy, if adopted, does not apply to public land, however the Town will continue planting in these areas.</p>

12	Affected Property: No. 20 (Lot 13) Briggs Street, Bassendean	
Support		
	Summary of Submission	Comment

12.1	<p>I am writing to strongly support the retention of large trees in our town, both on private property and public land. Appropriate support to landholders in maintaining the trees is also a must. So many large trees have disappeared in the last 20 years, despite the fact that we need more, not less to mitigate climate change and heat retention, it is a matter of urgency to try and keep the few that are left.</p> <p>It appears there are many people who actively dislike trees in this community so it is up to the council to try and educate the community and support keeping the trees we have, despite this.</p>	Noted.
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13	Affected Property: No. 19 (Lot 345) Mann Way, Bassendean	
Support		
	Summary of Submission	Comment
13.1	<p>We would like to add our names to the list of residents supporting the implementation of the draft policy of Local Planning No. 13 – Tree Retention and Provision to:</p> <ul style="list-style-type: none"><li>• Mitigate the urban heat island effect;</li><li>• Mitigate and adapt to the effects of climate change;</li><li>• Enhance and support biodiversity;</li><li>• Maintain the Town’s leafy green character</li></ul>	Noted.

14	Affected Property: No. 36 (Lot 50) Anzac Terrace, Bassendean	
Support		
	Summary of Submission	Comment
14.1	<p>Submission to support Amended LPP13</p> <p>I support the amendments to LPP13.</p> <p>While it is unfortunate that the State Government has little or no commitment to preserving Perth's tree canopy and provides lip service to environmental protection, it is good to see the Town of Bassendean trying to preserve the tree canopy.</p>	Noted.

14.2	It would be preferable to include specific smaller trees and shrubs as part of the overall protection. These provide understory habitat to small birds and insects, both vital for the overall health of the environment. Nevertheless, the amended LPP13 is a positive step.	The Policy seeks to retain trees with a mature canopy in the first instance which are generally medium or large sized trees.
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15	Affected Property: No. 4 (Lot 390) Chapman Street, Bassendean	
Support		
	Summary of Submission	Comment
15.1	I write to express my support for the draft amended version of LPP 13, as advertised, and sincerely hope it progresses through to approval.	Noted.
15.2	I'm pleased the Town is showing leadership on this important issue. Compliance will not be perfect but that is not a reason not to proceed. The Policy shows that the Town places value on trees and will hopefully facilitate greater awareness of their importance.	Noted.

16	Affected Property: No. 55 (Lot 769) Broadway, Bassendean	
Support		
Summary of Submission		Comment
<p>Submission regarding planning policy NO 13 [LPP 13] Tree Retention and Provisions</p> <p>I support the Town with this proposal as we have seen far to many mature trees been removed on residential blocks that now has only 15% tree canopy left with in the Town .</p> <p>This is a step in the right direction in supporting Trees remain that measure easy 8 meters high and have average 6 meters of tree canopy ,</p> <p>This has to be accepted in making sure Bassendean areas remains a cooler place because of climate change</p> <p>Keeping trees looks after our health and well-being which is important ,</p>		Noted.

<p>Keeping our tree canopy should be a high priority for this council and aim high to increase it .</p> <p>Keeping trees in our landscape and not having trees removed is really important to what makes Bassendean special .</p> <p>with tree removal we are taking away the Town's identity which is valued by the community as reported in many surveys the council have conducted over the years , the community value trees has been highlighted by these surveys .</p> <p>Pleased to see recommendations on policies regarding the need to penalise and have serious fines imposed on people who remove or damage trees with out council approval should be seen as a good tree management by council .</p> <p>I do think we need to educate people not only on the benefit of keeping mature trees on their blocks , but also know the benefits of having the correct pruning done to the tree that will keep the tree safe to their property and their neighbours .</p> <p>Finally we need to remember that a substantial mature tree can create a cool climate effect with a reduction of temperature of 15%</p> <p>thats worth keeping a tree and and not relying on air-conditioning to keep one's place cool</p> <p>This planning policy down the track can be reviewed that include trees being 5 meters high as part of the Town's tree retention policy.</p> <p>I support this proposed tree retention policy</p>	
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17	Affected Property: No. 13 (Lot 1) Ida Street, Bassendean	
Support		
	Summary of Submission	Comment
17.1	Thanks for the opportunity to comment on the amended policy	Noted.

above. I am supportive of Council's efforts to retain and improve urban tree canopy via the amendments.	
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18	Affected Property: No. 47 (Lot 126) Seventh Avenue, Bassendean	
Support		
	Summary of Submission	Comment
18.1	<p>The Town of Bassendean is a place that has some of the most important remaining ecological and cultural heritage in Perth. The Swan River ecological corridor and adjoining reserves contain numerous mature tree’s that hold significant cultural heritage for the Swan River People and all Nyungah people in WA.</p> <p>Give Bassendean’s colonialist history, whereby many mature and culturally significant trees have been destroyed to make way for roads, infrastructure and housing, it would be appropriate in 2024 for the ToB to acknowledge the significant cultural heritage that some of the very old mature tree’s (some of which are 300+ years old) represent in Bassendean in the introduction of this policy. The retention and protection of mature trees in Bassendean should include cultural heritage acknowledgement and protection.</p> <p>This is important not only for indigenous heritage protection but also for Bassendean’s colonialist history and for the “sense of place” that many residents, especially long-term residents feel about mature trees in Bassendean.</p> <p>These important issues in addition to reducing urban heat and environmental impacts, should be articulated in the objectives of this policy as they are equally and, in many cases, more important.</p>	Noted.

18.2	The purpose and intent of this policy is strongly supported. Further, I support incentives that the ToB may apply to assist property owners and developers to retain regulated trees in the ToB or to encourage them to plant larger native species on these sites.	Noted. The Policy does not dictate the species which can be planted on private property.
18.3	The protection of a regulated trees on public land, parks, reserves and natural areas should be a priority for the ToB if, or in any way, that this policy relates to them, such as through <i>public works</i> . Further, it is past time for the ToB to create an inventory of culturally and ecologically significant trees in all natural areas within the ToB. Support for the protection of these tree's is highly recommended and should include creating buffer zones around their root systems so as to prevent damage from mowing and pesticide applications. (as recommended by Professor Giles Hardy in his work on the Swan River flooded gums)	Noted. However, this Policy, if adopted, does not relate to trees on public land.
18.4	One of the more insidious and most common ways for individuals to destroy a regulated tree is by poisoning it. This should be explicitly stated and addressed in this policy. This would go some way to deterring those with a motivation to secretly destroy a regulated tree, anywhere in the ToB.  Thankyou for the opportunity to support this important policy.	Poisoning would constitute 'any other substantial damage to a tree', and is therefore, proposed to be regulated by the policy.

19	Affected Property: No. 127A (Lot 62) Whitfield Street, Bassendean	
Support		
	Summary of Submission	Comment
19.1	I strongly support the draft amendments to LPP No.13 and <ul style="list-style-type: none"><li>• commend the attention to detail to the processes involved in its implementation;</li><li>• recognise that it will require significant investment of staff time and engagement with affected land owners:</li></ul>	Noted.

<ul style="list-style-type: none"> <li>• difficult as it will be, it is important to raise and defend the value of mature trees in our neighbourhoods and support the Town's intention to take this on at a local level, tree by tree, until such time that the place of trees is more respected by the community at large and not dismissed as inconsequential damage in development.</li> <li>• The science on the positive value of mature trees is in, we need our cultural values to catch up and I see this policy is a step in that direction.</li> </ul> <p>Thankyou for your work in this area,</p>	
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20	Affected Property: Not applicable.	
Support		
	Summary of Submission	Comment
20.1	<p>We make this submission on behalf of our 25,000 members and the broader Perth community who support WATCA's call for retention and protection of tree canopy in our suburbs.</p> <p>With Perth in a Canopy Crisis and our climate becoming hotter and drier, it is crucial that as many Councils as possible adopt tree protections as proposed in the Tree Retention and Provision Local Planning Policy (the LPP), which seeks to retain large trees over 8m.</p> <p>The LPP is the only effective mechanism currently available to protect the 80% of Perth canopy that is being lost on private land and is based on an approved WALGA template.</p> <p><b>Not anti-development:</b> The LPP simply requires reasonable options to be exhausted before approval to remove a large healthy tree is granted. It seeks to enable well designed, sustainable development</p>	Noted.



	<p>that includes space for our existing large trees and more trees.</p> <p><b>Sensible exemptions:</b> If a large tree makes development unviable, then its removal can still be approved. Similarly, if a tree poses a serious safety risk, is unhealthy etc it may still be removed.</p>	
20.2	<p><b>Pruning:</b> We endorse the modified maintenance pruning provisions adopted by the Nedlands Council (below) as they create less confusion for residents, while still achieving the intent of the Policy:</p> <p><i>Maintenance Pruning is pruning that:</i></p> <ul style="list-style-type: none"> <li>○ <i>involves removing dead or diseased wood only; or</i></li> <li>○ <i>is of a fruit tree and done for fruit production; or</i></li> </ul> <p><i>is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree, or is to balance the tree.</i></p>	<p>Noted. Should Council adopt this Policy, it is recommended that a modification to the definition of “maintenance pruning” be made to simplify and provide greater clarity to landowners. It also aligns with adopted Local Planning Policies from other local governments. Refer to “Modifications to Policy” section.</p>
20.3	<p><b>We encourage the Bassendean Council to join other Councils in showing leadership by adopting Draft Local Planning Policy No. 13 - Tree Retention and Provision with the suggested pruning modifications. Adoption of this LPP will create a lasting community legacy for the people of Bassendean.</b></p>	<p>Noted.</p>

21	Affected Property: Not applicable	
Support		
	Summary of Submission	Comment

<p>21.1 I make this submission as a concerned resident of Perth, and a founder of the South Perth Tree Canopy Advocates and the WA Tree Canopy Advocates (WATCA).</p> <p>I applaud your Council on moving to introduce tree protections in Bassendean. With Perth in a Canopy Crisis, our summers becoming hotter, drier and longer and now Polyphagous Shot Hole Borer wreaking havoc, it is crucial that as many Councils as possible adopt tree protections for our remaining large healthy trees as proposed. Your Council has shown that it understands the importance of our urban canopy as part of sustainable, livable and healthy neighbourhoods. The move to add tree retention provisions to Local Planning Policy No. 13 (the LPP) is the critical and logical next step.</p> <p>The Tree Retention provisions in the LPP are the only effective mechanism currently available to protect the 80% of Perth canopy that is being lost on private land and is based on an approved WALGA template.</p> <p>As indicated by WATCA is important to acknowledge the following:</p> <p><b>Not anti-development:</b> The LPP simply requires reasonable options to be exhausted before approval to remove a large healthy tree is granted. It seeks to enable well designed, sustainable development that includes space for our existing large trees and more trees.</p> <p><b>Sensible exemptions:</b> If a large tree makes development unviable, then its removal can still be approved. Similarly, if a tree poses a serious safety risk, is unhealthy etc it may still be removed.</p>	<p>Noted.</p>
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21.2	<p><b>Pruning:</b> Unfortunately some have misunderstood the intent of the pruning provisions to avoid excessive pruning of a tree aimed at killing the tree. For this reason, I support modified maintenance pruning provisions adopted by the Nedlands Council (below) as they create less confusion for residents, while still achieving the intent of the Policy:</p> <p>Maintenance Pruning is pruning that:</p> <ul style="list-style-type: none"> <li>○ involves removing dead or diseased wood only; or</li> <li>○ is of a fruit tree and done for fruit production; or</li> <li>○ is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree, or is to balance the tree.</li> </ul>	Noted. Should Council adopt this Policy, it is recommended that a modification to the definition of “maintenance pruning” be made to simplify and provide greater clarity to landowners. It also aligns with adopted Local Planning Policies from other local governments. Refer to “Modifications to Policy” section.
21.3	So, in conclusion I urge the Bassendean Council to show leadership and adopt the Draft Local Planning Policy No. 13 - Tree Retention and Provision. This will leave an important legacy that future generations will thank you for.	Noted.

22	Affected Property: Not applicable	
Support		
	Summary of Submission	Comment
22.3	<p>I am fully in support of your draft Local Planning Policy No.13 – Tree Retention and Provision, which seeks to introduce statutory controls to restrict removal of trees and tree damaging activities on private property in some circumstances. The City of Nedlands, and the Shire of Peppermint Grove have approved the same policy recently, and fingers crossed – the City of Bayswater is not too far off either!</p> <p>I am a huge advocate for Tree Canopy, a member of WATCA and Environment House, and I have seen the severe loss of tree canopy of the past decade from development.</p>	Noted.

<p>bushfires, drought and pests (human and insect!!).</p> <p>It would be great if this policy was approved, and even better – state wide tree canopy protection legislation initiated.</p>	
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23	Affected Property: Not applicable	
Support		
	Summary of Submission	Comment
23.1	<p>I would like to provide my support to the Town of Bassendean adopting the Tree Retention LPP. The loss of trees from private property is too significant to ignore. The impact of tree loss so far is considerable and it needs to be reduced. Trees add character of the suburbs, homes to birdlife, visual amenity and most importantly help reduce the urban heat island effect. The space in public land (verges and parks) is not enough to create a healthy canopy.</p> <p>I am a regular visitor to Bassendean and part of my appreciation of the area is due to the visual amenity from the trees.</p> <p>I am a resident in the City of Bayswater and would love to see the Town of Bassendean, as our neighbours pave the way to my council adopting this policy.</p>	Noted.

24	Affected Property: No. 4 (Lot 3) Harcourt Street, Bassendean	
Comment		
	Summary of Submission	Comment

<p>24.1 The property is the amalgamation of Lots 72 &amp; 73 in 1977 and is 1950sqm in area. The house at 4 Harcourt St. is located on the former Lot 73. We purchased the property in 1986 with the intention of developing former Lot 72 to provide for our financial security in retirement.</p> <p>We could be adversely affected by the implementation of Local Planning Policy No. 13.</p> <p>Comments:</p> <p>There should be a “grandfather” clause to protect existing owners of residentially zoned land who have purchased the property in good faith to undertake future development.</p>	<p>Noted. Refer to <b>‘Erosion of private property rights and limitations on development potential’</b> section of the report.</p>
<p>24.2 Landholders be required to offset tree removal with conservation plantings eg, 10 X plantings per tree removed.</p>	<p>Noted. The Town did not propose offset provisions within the Policy as the objective is to retain trees in the first instance.</p>
<p>24.3 Council to develop a policy with Western Power to underground the electricity network to provide better neighbourhood amenity, enhancing tree canopy and related benefits for the whole community.</p>	<p>The Town has entered into a Memorandum of Understanding with Western Power in relation to Bassendean Targeted Underground Power Program. More information can be found on the Town’s website.</p>
<p>24.4 Council to develop tree canopies in open public places eg, Pickering Park, Success Hill and BIC Reserve.</p>	<p>Noted. This Policy, if adopted, does not apply to public land. However, the Town will continue to maintain and plant trees on public land where possible.</p>
<p>24.5 Council to accept liability for a regulated trees on private property damaging public infrastructure.</p> <p>Council to accept liability for a regulated trees on private property damaging neighbouring properties.</p> <p>Council to accept liability for any person injured or property damaged by a regulated tree on private policy.</p> <p>Council to accept liability for additional landowner development costs to satisfy the requirements of this policy.</p>	<p>Noted. See <b>‘Liability and Safety Issues’</b> section in the report.</p>
<p>24.6 Council to offset the additional cost of householder insurance where a regulated tree is on the property.</p>	<p>Noted. See <b>‘Liability and Safety Issues’</b> section in the report.</p>
<p>24.7 Council to administer and accept the cost of inspection and maintenance of all regulated trees.</p>	<p>Landowners are already responsible for the maintenance of trees on private property. Should Council adopt the Policy, it is recommended that Council waive fees associated with applications for</p>

	development approval for tree damaging activities of regulated trees.
24.8 Establish a canopy tree diameter ratio to lot size for retention of a regulated tree that does not limit the building plot ratio.	This does not form part of the draft amended policy.

25	Affected Property: No. 6 (Lot 2) Barton Parade, Bassendean	
Comment		
Summary of Submission		Comment
<p>Thank you for the opportunity to comment on the Tree Retention and Provision Policy.</p> <p>Some notes;</p> <p>1. The draft policy that has been circulated should be watermarked on every page with the word “draft” to avoid confusion with superseded versions in the future.</p> <p>2. Under 5. Definitions- there is no mention of “excavation or compaction within the root zone” as a damaging activity. Earthworks within the root zone of trees can be extremely injurious.</p> <p>3. Tree relocation - in order for trees to be successfully relocated they require prior preparation. In most cases this takes a minimum of 6 months. This should be noted, as it requires forward planning.</p> <p>4. Although not specifically mentioned, a very common form of tree destruction apart from land clearing is by poisoning. Currently ‘proof’ is required to prosecute someone suspected of poisoning a tree - how will the proposed policy change this situation in order to discourage poisoning of trees? This needs to be addressed for the policy to be effective.</p> <p>5. TPS10 provided the option of Tree Preservation Orders to be placed on trees considered worthy of protection, and under TPS10 said trees were given some form of statutory protection. As the owner of a Protected tree (TPO001) I am well aware of the effectiveness of Tree Preservation Orders. It is extremely disappointing to see</p>		<p>Noted.</p>

<p>statutory protection unavailable with LPS11 - this is a backwards step. The proposed Tree Retention and Provision Policy should aim to be at least as effective as the former Tree Preservation Orders.</p> <p>6. The Policy should make a note that all verge trees (regardless of size) are automatically protected as some people are still unaware that they are public property.</p> <p>7. Clause 8.2 (g) "The retention of an existing, mature tree will be positively considered when assessing any application against the Design Principles of the Residential Design Codes – Volume 1." provides incentive for retention of suitable mature trees and this may be a more effective tool than punitive measures. Developers should be encouraged to “design around trees”.</p> <p>8. The Town should actively encourage and promote development and construction typologies which minimise soil disturbance, such as lightweight building methods (as opposed to slab on ground) and water sensitive urban design, to enhance our urban forest. This is of particular importance in areas of heavier soils, such as clay. Retaining supporting vegetation and understorey is also helpful.</p>	
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<b>26</b>	<b>Affected Property:</b> No. 6 (Lot 2) Barton Parade, Bassendean
<b>Comment</b>	
<b>Summary of Submission</b>	<b>Comment</b>



<p>26.1 It is good to see that some work is being done in this area. I was deeply saddened by the backward steps taken under TPS11 regarding Tree Preservation and Retention within the Town.</p> <p>A lot of good work has been done previously with community consultation, draft policies etc only to have been completely lost with restructuring staff changes and a completely out of touch State Planning Commission ignoring key community priorities within this area.</p> <p>Some quick, not comprehensive, comments on Draft Policy No. 13;</p>	<p>Noted.</p>
<p>26.2</p> <ul style="list-style-type: none"> <li>– In previous attempts to create a Tree Retention Policy within the Town it was recognised that it might be better to offer a carrot rather than a stick. It is important to avoid “Fear of Regulated Trees” just as there is “Fear of Heritage”. What is to stop owners simply keeping their tree lower than 8m or removing it before it meets “Regulated Tree Status”? Some proposals that got a lot of traction previously were; - provide a discount on Rates for properties that maintain a tree that meets the definition, - provide setback or plot ratio leniency where a development proposal includes strategies to retain a tree that meets the definition of a Regulated Tree, - discounted or free Development Applications for proposals that intend to retain a tree that meets the definition and that would otherwise be deemed to comply applications (ie not financially penalising those that way to retain the tree just because they have it). There were more.</li> </ul>	<p>Noted</p>
<p>26.3</p> <ul style="list-style-type: none"> <li>– WAPC regulations require that all new blocks (subdivisions) be fully benched (cleared and A Class site). How does this policy deal with this directly? The project building industry wants to be able to place</li> </ul>	<p>Noted. The Policy, if adopted, will include the addition of a condition on subdivision applications to ensure that regulated trees identified by the Town are protected.</p>

cookie cutter pre Development approved buildings on new blocks, it will take some fight to change that...	
26.4 – Tree Damaging Activity - It would be good to see Poisoning, Excavations within the root zone and Dewatering on the site or neighbouring sites added to “Tree Damaging Activity”	These activities fall within the definition of ‘any other substantial damage to a tree’
26.5 – My understanding is that the punitive implications of not complying with the policy are dealt with elsewhere in Town legislation, but it would be ideal if these were made clear or specifically referred to within the policy. And they should be hefty as development is expensive these day, so the fines can not be just a “cost of the development”.	Should a regulated tree be removed or a tree damaging activity be undertaken without approval, it would be open to the Town to commence prosecution action in accordance with the enforcement provisions of the <i>Planning and Development Act 2005</i> . The maximum penalties under the <i>Planning and Development Act 2005</i> are significant and currently \$200,000 in the case of a natural person and \$1,000,000 in the case of a body corporate, with the potential for additional daily penalties in the case of ongoing non-compliance.
26.6 – 8. Policy Requirements d. d. Regarding Solar panels. It needs to be mentioned that if the solar panels are installed after the tree is planted, this is not a justification for “Tree Damage”.  My two cents	Noted.

27	Affected Property: No. 14 (Lot 29) River Street, Bassendean	
Comment		
	Summary of Submission	Comment
27.1	<p>Whilst we are in favour of any attempt to retain trees in Bassendean we must comment that this tree retention policy, without appropriate changes to residential density policy, is likely to achieve little other than to inconvenience, (and impose expense upon), non- developing owners. A developer will only require a quick trip to the SAT to overturn any decision against them.</p> <p>To cause trees to be retained on private land, any density policy should encourage, (oblige?), developers to build UP rather than OUT by providing</p>	Noted.

<p>appropriate density bonuses, thus yielding sufficient room around dwellings to permit planting/retaining of trees. If this necessitates the amalgamation of smaller lots – then so be it. It will enable the increased densities steadily being imposed/desired by successive State Governments.</p> <p>We would draw your attention to 169 Railway Pde, Mt Lawley as one the examples within the City of Bayswater where this approach has worked well.</p>	
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