

Ordinary Council Meeting - Tuesday, 19 November 2024

Attachments

9.1 Confirmation of Minutes	3
9.1.1 Ordinary Council Meeting 22 October 2024 Unconfirmed Minutes	3
12.2 Policy Review - Code of Conduct for Council Members, Committee Members and Candidates	49
12.2.1 Reviewed with Tracked Changes Code of Conduct Crs, Committee Members and Candidates - 030924	49
12.2.2 CLEAN Reviewed Code of Conduct Crs Committee Members and Candidates - 030924	61
12.3 Policy Review - Street and Reserve Trees	73
12.3.1 Amended Street and Reserve Trees Council Policy - track	73
12.3.2 Amended Street and Reserve Trees Council Policy - final	79
12.4 Policy Review - Crossover Policy	85
12.4.1 Notice of Motion Crossover Policy 27 August 2024	85
12.4.2 1.5 Crossover Policy	88
12.4.3 Reviewed Crossover Policy October 2024	93
12.5 Disability Access and Inclusion Plan 2024-2028	97
12.5.1 Final Draft DAIP 2024 2028 - tracked changes (1)	97
12.5.2 Final Draft DAIP 2024 2028 - clean version	123
12.5.3 Council Policy - Disability- Access-and- Inclusion	152
12.5.4 Schedule of Submissions - Public Comment Period - Draft DAIP 2024-2028	155
12.5.5 Questions asked - Public Comment Period - Draft DAIP	157

12.6 Accounts Paid - October 2024.....158

12.6.1 List of Payments 01-31 October 2024.....158

UNCONFIRMED MINUTES

Ordinary Council Meeting Tuesday 22 October 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.

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

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

Council Chambers Seating Plan



Chief Executive Officer
Cameron Woods



Mayor
Cr Kathryn Hamilton
CrHamilton@bassendean.wa.gov.au



Cr Jennie Carter
CrCarter@bassendean.wa.gov.au



Cr Emily Wilding
CrWilding@bassendean.wa.gov.au



Cr Tallan Ames
CrAmes@bassendean.wa.gov.au



Cr Jamayne Burke
CrBurke@bassendean.wa.gov.au



Cr Ken John
CrJohn@bassendean.wa.gov.au



Deputy Mayor
Cr Paul Poliwka
CrPoliwka@bassendean.wa.gov.au



Director Corporate Services
Paul White



Director Community and Place
Michelle Brennand



Director Infrastructure Services
Shane Asmus

Public Gallery

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.

Table of Contents

1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer	6
2 Announcements by The Presiding Person Without Discussion.....	6
3 Attendances, Apologies and Applications for Leave of Absence	6
4 Declarations of Interest.....	7
5 Presentations or Deputations	7
6 Statements by Members of the Public.....	7
7 Questions from Members of the Public.....	7
8 Petitions	8
9 Confirmation of Minutes	9
10 Business Deferred from Previous Meeting	9
11 External Committee Reports and Updates.....	9
11.1 External Committee Reports and Updates.....	9
12 Officer Reports	10
12.1 Adoption of Recommendations En Bloc.....	11
12.2 Council Plan Quarterly Report	12
12.3 WALGA Elections Advocacy Positions	15
12.4 2025 Council Meeting Schedule	22
12.5 Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study	26
12.6 Accounts Paid - September 2024	33
12.7 Monthly Financial Report - September 2024.....	36
12.8 RFT07/2024 Bassendean Oval Sports Lighting Upgrade	41
13 Motions of which Previous Notice has been given	46
14 Announcements of Notices of Motion for the next meeting	46
15 Urgent Business	46
16 Confidential Business	46
17 Closure	46

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

The Presiding Member declared the meeting open at 6:03 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
Cr Ken John
Cr Tallan Ames (via Electronic Means)

Officers

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

Public

Three members of the public were in attendance.

Apologies

Cr Jennie Carter (Leave of absence)
Cr Jamayne Burke

Applications for Leave of Absence

Nil

4 Declarations of Interest

Cr Tallan Ames declared an Impartiality Interest in the following items:

- Item 12.5 - Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study; and
- Item 12.8 - RFT07/2024 Bassendean Oval Sports Lighting Upgrade.

As he is a past player of the Swan Districts Football Club and an honorary (not financial) member.

5 Presentations or Deputations

Nil

6 Statements by Members of the Public

Please note that the following statement was received prior to the Ordinary Council Meeting.

Ann Macbeth, Maley Street, Ashfield

It is requested that the Councillors defer Item 12.5 to another meeting of Council, either an OCM or a specially convened meeting at least one week from today. This will allow the dissemination of the pertinent information which will then allow for an informed debate and decision.

There is a groundswell of concern within the ratepayers of the Town that the very important Agenda Item 12.5 has been presented to Councillors without sufficient information for the Councillors to have an informed debate on how to best proceed with the Officer's recommendation. Several Councillors will not have received either this email request for deferral or further highly relevant information apparently being emailed today to Councillors by the Town's Administration.

7 Questions from Members of the Public

Please note that the following question was received prior to the Ordinary Council Meeting.

Fahdy Salim, Northmoor Road, Eden Hill

Question 1: Will there be any plan for a second public library, preferably in the Eden Hill area?

Answer: *Provision of public library services is guided by the Australian Library and Information Association (ALIA) standards and guidelines for public libraries. These standards are driven by the population size of a local government area. As the Town of Bassendean has a population of 16,631 only one public library is required to provide a quality service to the community.*

It would be unlikely that a local government in Western Australia would provide an additional library without a population above 50,000 residents.

Question 2: Will there be any plan to include more sporting facilities at Jubilee Park? for example a Basketball Court/Tennis Court and others.

Answer: *The Town adopted the Jubilee Reserve Master Plan in August 2021 which provided a high level concept for the re-development of Jubilee Reserve to develop an accessible, multipurpose facility for the benefit of a range of user groups. Informed by the Master Plan, upgrades at Jubilee Reserve are currently focusing on improving existing sporting infrastructure, lighting and irrigation which will facilitate greater use of the reserve and will accommodate any sport that require turf surfaces. By increasing the number of changerooms at both existing facilities additional sporting codes can be accommodated.*

There is limited space for the inclusion of Basketball courts at Jubilee Reserve as indoor basketball stadiums require 6-8 courts to be sustainable for competition. Regarding the inclusion of tennis courts at Jubilee Reserve, this was identified during the Jubilee Reserve Master Plan process. However, given the high costs and also the proximity of the Mary Crescent tennis courts to Jubilee Reserve and low usage of these tennis courts, developing new tennis courts at Jubilee Reserve is not a priority requirement at this time.

Please note that the following question was received in person at the Ordinary Council Meeting.

Michael Grogan, Lamb Street, Bassendean

Question 1: Where do we sit on the redevelopment of Point Reserve? In a statement put out by the previous CEO when the jetties were pulled down, they advised that Council was going to take a holistic view of the whole area. A survey was put out at that time, which I made a submission for, however since then it seems to have been forgotten.

Answer: The Mayor assured Mr Grogan that it has not been forgotten, and has been considered during the recent budget process. The foreshore redevelopment will be a staged process, with the design and documentation for included in the budget for this financial year.

8 Petitions

Nil

9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	1. Ordinary Council Meeting 24 September 2024 Minutes [9.1.1 - 54 pages]

Council Resolution/Officer Recommendation – Item 9.1

MOVED Cr Emily Wilding, Seconded Cr Paul Poliwka

That the minutes of the Ordinary Council meeting held on Tuesday 24 September 2024 be received and confirmed as a true and correct record.

OCM 2024-10-22/1

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

10 Business Deferred from Previous Meeting

Nil.

11 External Committee Reports and Updates

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– Item 12.1

MOVED Cr Emily Wilding, SECONDED Cr Ken John

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

Item	Report
12.2	Council Plan Quarterly Report
12.4	2025 Council Meeting Schedule
12.6	Accounts Paid - September 2024

Council is requested to consider the balance of the Officer recommendations independently.

Item	Report
12.3	WALGA Elections Advocacy Positions
12.5	Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study
12.7	Monthly Financial Report - September 2024
12.8	RFT07/2024 Bassendean Oval Sports Lighting Upgrade

Voting requirements: Simple Majority

OCM 2024-10-22/2

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

12.2 Council Plan Quarterly Report	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	CORM/POLCY/1
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Council Plan Quarterly Reporting Quarter 1 (1) [12.2.1 - 9 pages]

Purpose

The purpose of this report is for Council to receive the Council Plan Quarterly Report for the period ending 30 September 2024.

Background

The Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework and Guidelines states that it is good practice to provide the Council with at least quarterly implementation reports linked to the Council Plan.

The Quarterly Report for the period ending 30 September 2024 is the first report for the 2024/25 financial year and provides an update on the projects/actions contained within the adopted Council Plan 2023-2033 for Quarter One (1).

Communication and Engagement

Internal staff were consulted on specific projects and actions to provide updates informing this report.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

10.1 Effectively inform and engage the community about local services and events, and Council matters.

Comment

The Council Plan reporting is divided into the five (5) Performance Areas, ten Outcomes and their associated Objectives and Actions.

Officers have provided Status updates and Comments in the attached Quarterly Report for Q1, specifically focussing on the 2024/2025 financial year actions.

As detailed in Attachment 12.3.1, of the 56 actions / projects identified for the 2024/2025 financial year covered by this report, six (6) have been completed, thirty eight (38) are on-track, none (0) are off-track, eight (8) have not started and four (4) are assigned to Monitor / Review. Attachment 12.2.1 provides the detailed actions, status and comments.

There are a high number of projects / actions identified as on track. This volume is due to many having two financial periods assigned to them or they are ongoing actions covering multiple periods e.g. action 3.2.5 Participate in the WA Tree Festival.

Statutory Requirements

Local Government Act (1995) s5.56.

Local Government (Administrative) Regulations 1996 reg 19C, reg 19DA

Financial Considerations

Where finance is required for an identified Project or action, this is included in the 2024 / 2025 Budget.

Risk Management Implications

Compliance

Low

As Quarterly Reporting is considered best practice and not governed by any legislative or regulatory requirements, there are no noticeable regulatory or statutory impacts to report.

Environmental

Low

An insignificant risk rating for the natural environment is a contained, reversible impact managed by on site response, thus actions within the Council Plan remain within this risk rating.

Financial Risk

Low

An insignificant financial impact rating is identified within the Town's risk criteria as less than \$10,000. There are no impacts of this nature to report.

Reputational

Low

There are no perceived or real impacts to the Town's reputation (social/community) within this report given an insignificant reputation rating is identified as unsubstantiated, localised low impact on community trust, low profile or no media item.

The Community are the key stakeholders of the Council Plan; therefore, the Town will need to remain cognisant of any changes that may be required regarding the plan and any inherent risks that may occur, particularly in relation to reputational risk to the Council and community.

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 12.2

MOVED Cr Emily Wilding, Seconded Cr Ken John

That Council receive the 1 July 2024 – 30 September 2024 Quarterly Report updating the actions set out in the Town of Bassendean Council Plan 2023-33.

Voting requirements: Simple Majority

OCM 2024-10-22/3

CARRIED UNANIMOUSLY EN BLOC 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

12.3 WALGA Elections Advocacy Positions	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVR/LREGLIA/3
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Information For the Council/Committee to note.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider WALGA's review of its current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

Background

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zones, WALGA undertook a comprehensive review and analysis of five ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

Proposal

It is proposed that Council advise WALGA of its decision to adopt the reviewed Advocacy Positions in relation to Local Government Elections provided to Local Governments and outlined in this report.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

The Elections Analysis Review and Report was presented to State Council on 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council current advocacy positions:

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 Elections

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> 1. Four year terms with a two year spill 2. Greater participation in Local Government elections 3. The option to hold elections through: <ul style="list-style-type: none"> Online voting Postal voting, and In-person voting 4. Voting at Local Government elections to be voluntary 5. The first past the post method of counting votes <p>The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.</p>
Background	<p>The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not</p>

	encourage tickets and alliances to be formed to allocate preferences.
State Council Resolution	February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008
Supporting Documents	Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)

2.5.16 Method of Election of Mayor

Position Statement	Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.
State Council Resolution	February 2022 – 312.1/2022 March 2019 – 06.3/2019 December 2017 – 121.6/2017

2.5.18 Conduct of Postal Elections

Position Statement	The <i>Local Government Act 1995</i> should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.
Background	Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution	May 2023 – 452.2/2023 March 2019 – 06.3/2019 December 2017 – 121.6/2017 March 2012 – 24.2/2012
--------------------------	---

WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

Officer Comment: Option (a) is supported given the financial implications of enforcing compliance by the community to participate in Local Government elections.

2. TERMS OF OFFICE

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

Officer Comment: Option (a) is supported as it provides for a level of continuity, particularly regarding the strategic direction of Council via the Council Plan. Further it provides a two year period where newly elected council members can be supported and mentored by their colleagues while they adjust to their roles.

3. VOTING METHODS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

Officer Comment: Option (a) is supported as it provides a simplified model for voting in a non-compulsory environment and does not promote tickets and alliances to be formed to allocate preferences.

4. INTERNAL ELECTIONS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

Officer Comment: Option (a) is supported to lessen unnecessary burden relating to Committee elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

Officer Comment: Options (a), (b), and (c) are all supported to provide the sector with the opportunity to choose the most appropriate method/s for their district.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

(a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

(b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

(c) Apply current provisions (Class 1 and 2 Local Governments – popularly elected Mayor) to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

Officer Comment: Given there have been varying viewpoints provided by the community over time with this matter, Council is encouraged to consider this and provide the agreed recommendation.

Statutory Requirements

Nil.

Financial Considerations

Nil.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.3

That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. **PARTICIPATION** – Council support advocacy position (a) The sector continues to support voluntary voting at Local Government elections.
2. **TERMS OF OFFICE** - Council support advocacy position (a) The sector continues to support four year terms with a two year spill.
3. **VOTING METHODS** - Council support advocacy position (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.
4. **INTERNAL ELECTIONS** - Council support advocacy position (a) The sector supports First Past the Post (FPTP) as the preferred voting.
5. **VOTING ACCESSIBILITY** - Council support advocacy position (a), (b) and (c)
(a) Electronic voting; and/or
(b) Postal voting; and/or
(c) In-Person voting.
6. **METHOD OF ELECTION OF MAYOR** – Council support advocacy position
XX

Voting requirements: Simple Majority

Council Resolution – Item 12.3

MOVED Cr Emily Wilding, Seconded Cr Paul Poliwka

That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

- 1. PARTICIPATION** – Council support advocacy position (a) The sector continues to support voluntary voting at Local Government elections.
- 2. TERMS OF OFFICE** - Council support advocacy position (a) The sector continues to support four year terms with a two year spill.
- 4. INTERNAL ELECTIONS** - Council support advocacy position (a) The sector supports First Past the Post (FPTP) as the preferred voting.
- 5. VOTING ACCESSIBILITY** - Council support advocacy position (a), (b) and (c)
 - (a) Electronic voting; and/or
 - (b) Postal voting; and/or
 - (c) In-Person voting.

Voting requirements: Simple Majority

OCM 2024-10-22/4

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

Council Resolution – Item 12.3

MOVED Cr Kathryn Hamilton, Seconded Cr Paul Poliwka

That Council recommends that WALGA adopt the following Local Government Election Advocacy Position:

- 3. VOTING METHODS** - Council support advocacy position (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.

Voting requirements: Simple Majority

OCM 2024-10-22/5

CARRIED 4/1

For: Cr Kathryn Hamilton, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Cr Ken John

Council Resolution – Item 12.3

MOVED Cr Emily Wilding, Seconded Cr Tallan Ames

That Council recommends that WALGA adopt the following Local Government Election Advocacy Position:

- 6. METHOD OF ELECTION OF MAYOR** – Council support advocacy position (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

Voting requirements: Simple Majority

OCM 2024-10-22/6

CARRIED 4/1

For: Cr Kathryn Hamilton, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Cr Ken John

12.4 2025 Council Meeting Schedule	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Directorate	Office of the CEO
Responsible Officer	Chief Executive Officer
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. 2025 Council Meeting Dates [12.4.1 - 1 page]

Purpose

The purpose of this report is for Council to consider and adopt the schedule for 2025 Council meeting dates.

Background

Regulation 12. of the *Local Government (Administration) Regulations 1996* establishes the requirement for giving public notice of all meetings of Council, and committees to which council has delegated powers or duties.

The primary provision in regulation 12(1) of the Administration Regulations, is that local public notice must be given, at least once each year, of the date, time and place of all ordinary meetings and of all committee meetings that are required or proposed to be open to the public and scheduled to be held within the next twelve months.

Proposal

That Council adopts the 2025 Council Meeting Schedule (attachment 1).

Following adoption of the schedule, that a local public notice be provided as per section 1.7 of the *Local Government Act 1995*.

Communication and Engagement

- Council Meeting dates are published annually before the beginning of the calendar year on the Town of Bassendean's Official website.
- Notice of meetings will be circulated via the Town of Bassendean Facebook Page, Notice Boards and Memorial Library.

- Any changes to advertised meeting dates are published on the Town's website.

Strategic Implications

Performance Area 5: Performance

10.1 Effectively inform and engage the community about local services and events, and Council matters.

Comment

Meeting Frequency

To avoid scheduling conflicts, the 2025 meeting dates have been based on a set meeting frequency, as detailed in the 2025 Meeting Schedule. Public holidays, the 2025 Local Government Election, and external committee meetings have been considered.

Exceptions to the Frequency

- October 2025: No Ordinary meetings held due to the Local Government Election. A Swearing in Ceremony and Special Council Meeting will be held post-election on 21 October 2025.
- November 2025: Ordinary Council Meeting and Briefing Session will be held one week earlier due to no October Briefing Session or Ordinary Council Meeting.
- December 2025: Ordinary Council meeting and Briefing Session will be held one week earlier to complete the meeting cycle before the holiday shutdown.

Electoral Caretaker Period

- The Electoral Caretaker Period will apply for the September Ordinary Council meeting cycle. During a caretaker period, a local government must not do a significant act, as defined by the *Local Government Act 1995*, section 3.73. Restrictions on what local government may do during caretaker period.

Statutory Requirements

Local Government (Administration) Regulations 1996, Regulation 12. Publication of meeting details.

Local Government Act 1995 s.1.7

Financial Considerations

Nil.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

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

Council Resolution/Officer Recommendation – Item 12.4

MOVED Cr Emily Wilding, Seconded Cr Ken John

That Council adopts the meeting schedule for 2025; and that local public notice be provided.

Voting requirements: Simple Majority

OCM 2024-10-22/7

CARRIED UNANIMOUSLY EN BLOC 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

Please note: The CEO tabled an attachment at the meeting of the Draft Concept Plan for Council adoption. The Draft Concept Plan has been included as attachment to this minute paper.

12.5 Concept Plan - Bassendean Oval Precinct Redevelopment Feasibility Study	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	PARE/TENDNG/91
Directorate	Community and Place
Responsible Officer	Director Community and Place
Previous Reports	April 2024 28 May 2024
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Bassendean Oval Community Engagement Plan [12.5.1 - 3 pages]

Purpose

The purpose of this report is to present to Council the draft concept plan for the Bassendean Oval Precinct Redevelopment Project, and to seek approval for the release of the draft plan for a public comment period.

Background

This project is a Council-endorsed project, with an initial budget allocation during the 2023/24 mid-year budget review to facilitate project commencement, and the balance included in the 2024/25 Annual Budget to develop the Feasibility Report and Funding Proposal.

A contract was awarded to a preferred project consultant via RFT 02/2024 at the Ordinary Council meeting of April 2024 and the Project's Governance Framework, inclusive of project objectives, was endorsed at the 28 May 2024 Council Meeting.

The following milestones have been achieved to date and endorsed by the Project Steering Committee:

- Investment Logic Mapping
- Community Engagement Plan
- Project Philosophy
- Market/Situation Analysis

- Stage 1 Stakeholder Consultation
- Commercial and Community Opportunities Assessment & Feasibility
- Justification of Proposed Facility
- Draft Schedule of Accommodation and Functionality Table
- Advocacy Document to seek state, federal and lottery west funding
- Draft Concept plan as presented and reviewed at the October 15th workshop.

Proposal

To adopt the draft concept plan for public comment.

Communication and Engagement

The draft concept plan has been developed through a series of Steering Committee meetings with key stakeholders including the Swan District Football Club.

The draft concept plan has also been presented to a Council workshop on 15 October, at which time Council requested minor changes. These minor changes are being made but will not be available to view until they are presented at the OCM.

It is proposed that the draft concept plan is released to the community for public comment for a three-week period commencing week commencing 28th of October, with feedback then being considered by the Steering Committee to determine whether changes are required. The final concept plan will be presented to Council for adoption by the end of the year unless major changes are required.

Using the IAP2 Public Participation Spectrum, the level of engagement required for the community is 'consult'.

The Community Engagement Plan (Attachment 1) includes an online survey, hosted and administered by an external agency as well as two drop-in workshops and static displays that will provide the opportunity to complete surveys. Promotion of the public comment period will be via social media, posters, and signage throughout the community.

Strategic Implications

The Bassendean Oval Redevelopment Project is a significant and potentially transformational project for the Town of Bassendean.

Performance Area 1: People

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

2.3 Grow participation in sports and recreation.

Performance Area 3: Place

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

6.2 Enhance public open space and community facilities.

Performance Area 4: Prosperity

8.1 Revitalise Bassendean town centre to support economic growth.

Comment

The Bassendean Oval Precinct was officially opened in 1929 and is listed on the State Heritage Register. The current facility is ageing, predominantly used by the Swan Districts Football Club, and no longer meets the needs of the Club and provides limited community activation or benefit.

Several master plans have identified the potential opportunity to integrate mixed use development into the precinct whilst redeveloping the football club and provided new community facilities. The recently completed Town Centre Master Plan identified these opportunities to improve use, accessibility, and amenity.

As the Town Centre Master Plan was the outcome of extensive and recent consultation with the community through the BassenDream Project the purpose of the current concept plan community engagement process is to seek feedback on the proposed design.

The draft Concept Plan supports the objectives of the Bassendean Oval Precinct Redevelopment in the following ways:

- Redevelops the football club facilities and oval to be able to cater for a higher level of games, including AFL and AFLW, as well as general community use.
- Provides opportunity for an integrated mixed-use development which includes complementary community and complementary commercial facilities and amenities to meet the growing needs of the Swan Districts Football Club, and the community.
- Assists in achieving commercial outcomes to support the financial sustainability of the venue as well as broader economic benefits for the Town.
- Increases the public open space available and accessible to the community with the potential for increased offerings, such as, but not limited, to an all-abilities playground, BBQ, and picnic areas as well as a walking/running track.
- Facilitates and complements future residential development by state government.
- Supports and celebrates the heritage of the precinct.

The key concept plan development zones and outcomes include:

- Oval realignment and reduction to meet AFL guidelines and creating capacity to host higher level games (eg AFL and AFLW).

- New and improved Football Club facilities and amenities with improved spectator viewing and capacity for larger attendance.
- Potential new commercial businesses adjacent to the shopping centre to provide a mixed use offering, as well as secure financial viability for the venue.
- Potential new community facilities and a variety of recreational spaces to improve community usage of the precinct with consideration being given to an all-abilities playground, picnic areas, a walking track, meeting rooms, exhibition spaces, enhancement to existing youth spaces, and the possible relocation of the library.
- Future residential development to the east of the oval.
- New community plaza with alignment to the heritage gates and Old Perth Road.
- Improving the entry statement to the Town on Guildford Road.

Statutory Requirements

Nil

Financial Considerations

The project is included in the 24/25 operational budget. Additional community engagement expenditure totalling up to a forecast \$10,000 will be expended to enhance and support the community engagement process. The appointment of an external community engagement specialist to assist with hosting and designing the community survey as well the production of signage and an architectural flythrough, has been authorised. These costs will not exceed \$10,000 and have been accommodated from the 2024/25 operational budget.

Risk Management Implications

Reputational
Medium

Due to various consultation exercises over several years and the importance of this venue to the Town, a high level of community interest is anticipated which will be managed through the community engagement process.

It will be important for the community to be aware that there are many steps in a project of this size and the feasibility and concept planning stage is the development stage of the project. Further, that the project can only proceed with significant funding from State and Federal Governments, and this will only occur with an integrated proposal that includes residential development.

Declaration of Conflicts of Interest

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

Officer Recommendation – Item 12.5

MOVED Cr Tallan Ames, Seconded Cr Ken John

That Council:

- Adopts the Draft Concept Plan as presented at the Ordinary Council meeting (October 22) for the purpose of public consultation, commencing October 28.
- Endorses the Community Engagement Plan (Attachment 1).
- Requests the Chief Executive Officer to report the outcomes of the public comment period and present the final concept plan at a subsequent Ordinary Council Meeting as a component of the final Feasibility Report.

Voting requirements: Simple Majority

7.23pm - Meeting Adjourned

Council Resolution/Officer Recommendation

MOVED Cr Emily Wilding, Seconded Cr Ken John

That the meeting adjourn for a five minute break, the time being 7.23pm.

OCM 2024-10-22/8

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

7.27pm - Meeting Reconvened

The meeting reconvened at 7.27pm with the following Council Members in attendance:

Cr Kathryn Hamilton, Mayor (Presiding Member)
Cr Paul Poliwka, Deputy Mayor
Cr Emily Wilding
Cr Ken John
Cr Tallan Ames (via Electronic Means)

Council Resolution/Officer Recommendation – Item 12.5

MOVED Cr Tallan Ames, Seconded Cr Ken John

That Council:

- Adopts the Draft Concept Plan as presented at the Ordinary Council meeting (October 22) for the purpose of public consultation, commencing October 28.
- Endorses the Community Engagement Plan (Attachment 1).
- Requests the Chief Executive Officer to report the outcomes of the public comment period and present the final concept plan at a subsequent Ordinary Council Meeting as a component of the final Feasibility Report.

Voting requirements: Simple Majority

OCM 2024-10-22/9

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil



	Existing	Proposed
Site Area	59,302m ²	63,272m ²
Nature Strip / Buffer	9,176m ²	5,164m ²
New Nature Landscape	0m ²	7,231m ²
Useable Public Open Space	3,350m ²	23,075m ²
Oval	22,617m ²	19,500m ²
Building Footprint	4,278m ²	4,777m ²
Potential Development Site	0m ²	8,905m ²
Carpark	3,441m ²	6,654m ²

Proposed Masterplan

12.6 Accounts Paid - September 2024	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Directorate	Corporate Services
Responsible Officer	Director Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. List of Payments - September 2024 [12.6.1 - 15 pages]

Purpose

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

Communication and Engagement

Nil

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

Payments made during September 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 Emily Wilding, Seconded Cr Ken John

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

Voting requirements: Simple Majority

OCM 2024-10-22/10

CARRIED UNANIMOUSLY EN BLOC 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

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

Purpose

The purpose of this report is for Council to receive the Monthly Financial Report for September 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 September 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 September 2024.

The opening surplus provided in the draft Statement of Financial Activity is unaudited and subject to change for 2023/24 year-end entries arising from potential audit adjustments 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 September 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	19	18.9	0.05	0
Expenditure	27.8	6.5	6.4	0.02	1
Capital Works	7.9	0.6	0.3	0.3	96
Non-Operating Grants, Subsidies and Contributions	3.7	0.4	0.4	0.05	1

Operating Revenue

Total Revenue is under budget by \$49k, primarily due to:

- Revenue from service charges is lower than budget by \$55k due to income received in advance from property sales, recognised in the previous financial year; and

Operating Expenditure

Total expenditure is under budget by \$147k. The significant variances within the individual categories are as follows:

- Employment Costs are under budget by \$84k, considered a timing issue; and
- Materials and Contracts are under budget by \$32k, due to the timing of maintenance of infrastructure assets.

Non-Operating Grants

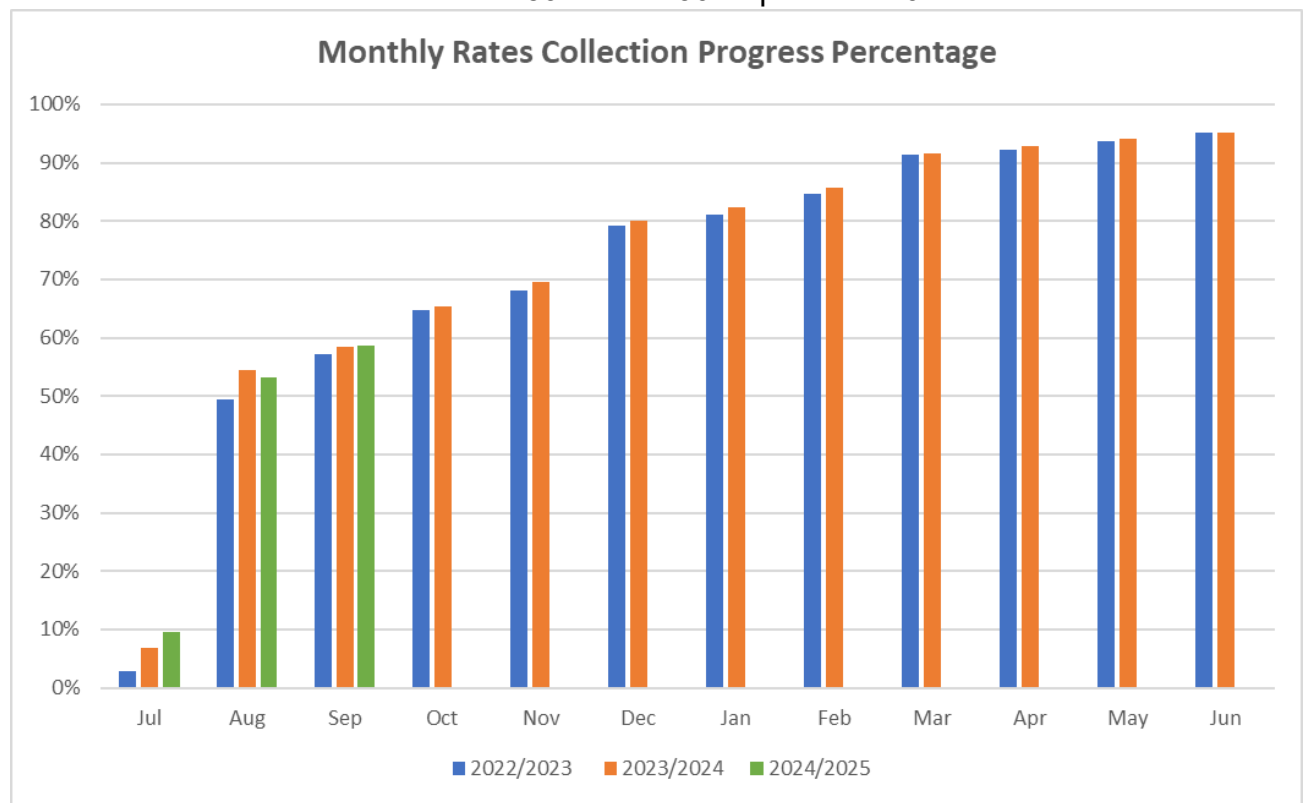
Non-operating grants are under budget by \$5k primarily due to the timing of the grants associated with capital road projects.

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 59% as of 30 September 2024.



Monthly Investment Report

The overall balance of the Town's investments is \$27m. This is comprised of municipal investments of \$15m and reserve investments of \$12m.

The administration uses *Marketforces.org.au* to assist in assessing whether financial institutions invest funds in fossil fuel-related industries. The Town currently has 68% of its funds invested in non-fossil fuel ADIs.

Amendment to Fees and Charges

Streetscape Contribution

A correction is required to the description for the Streetscape Contribution Fee to refer to “per tree”. In the current 2024/25 Fees and Charges schedule, reference is made to “per development”. There is no change proposed to the fee.

Current wording	Amended wording
Streetscape Contribution <u>(per development):</u> Total Establishment Costs of procurement of a tree, planting, labour, staking and ongoing watering and maintenance for three years	Streetscape Contribution <u>(per tree):</u> Total Establishment Costs of procurement of a tree, planting, labour, staking and ongoing watering and maintenance for three years

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 2 – Item 12.7

MOVED Cr Emily Wilding, Seconded Cr Ken John

That Council amends the description in the 2024/25 Fees and Charges schedule from “Streetscape Contribution per development” to “Streets**scape** Contribution per tree”.

Voting requirements: Absolute Majority

OCM 2024-10-22/11

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

Council Resolution/Officer Recommendation 1 – Item 12.7

MOVED Cr Paul Poliwka, Seconded Cr Emily Wilding

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 August 2024, which incorporates the Statement of Financial Activity for the period to August 2024.

Voting requirements: Simple Majority

OCM 2024-10-22/12

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

12.8 RFT07/2024 Bassendean Oval Sports Lighting Upgrade	
File Reference	PARE,TENDNG/116
Directorate	Corporate Services Infrastructure and Sustainability
Responsible Officer	Director Corporate Services Director Infrastructure and Sustainability
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. CONFIDENTIAL - RFT 07-2024 Evaluation Report [12.8.1 - 14 pages] 2. CONFIDENTIAL - RFT 07-2024 Evaluation Report - Addendum [12.8.2 - 9 pages]

Purpose

The purpose of this report is to present to Council a summary of tenders received for RFT 07/2024 Bassendean Oval Sports Lighting Upgrade and recommend appointment of the contractor considered to provide the best value for money to the Town.

Background

Council first included a budget for a lighting upgrade at Bassendean Oval in 2022/23. The Town engaged in some preliminary work during that financial year, including obtaining due diligence and geotechnical reports, cable drawings, and engaged a contractor for detailed design.

The balance of the project budget was carried forward to 2023/24, and the budget increased following funding commitments from the following:

- Town of Bassendean
- Swan Districts Football Club (SDFC)
- Department of Local Government, Sport and Cultural Industries Club Night Lights Program (State)
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts Investing in our Communities Program (Federal)
- Western Australian Football Commission (WAFC).

During 2023/24 the Town conducted a tender process to secure a contractor for the works. That process was unsuccessful, and the Town reviewed the project and engaged in re-design works.

In April 2024, Council awarded a contract to Paatsch Consulting Pty Ltd to provide a Bassendean Oval Precinct Redevelopment Project – Feasibility Study and Funding Procurement for the Town, for revitalisation of the Bassendean Oval precinct. This project is in progress, and it is generally accepted that any significant realignment of the playing surface as part of a future redevelopment may render the proposing lighting infrastructure obsolete, either in full or in part. Nevertheless, it was considered appropriate to proceed with the Bassendean Oval Sports Lighting Upgrade, given the sub-standard nature of the current lighting and the long-term timeframe and lack of certainty, for the redevelopment of the Bassendean Oval precinct.

Consequently, the tender was re-advertised in August 2024, seeking tenders for four and five pole options for 200 lux, 200 lux upgradeable to 500 lux, and 500 lux lighting at Bassendean Oval.

A significant funding gap was anticipated, and the Town applied for a further grant on 27 August 2024, through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts Thriving Suburbs Program. However, the Town was informed on 10 October 2024 that its grant application was unsuccessful.

The tender was evaluated, and the Tender Evaluation Report finalised on 2 October 2024, prior to notification of the Thriving Suburbs grant outcome (**Confidential Attachment 1**). The recommended contractor was one of the five respondents that provided an Alternative Offer, and that Alternative Offer was considered superior, providing the most suitable outcome with the best pricing for all six configurations. Pricing for four pole configurations was lower than for five pole configurations. The Evaluation Panel recommended award of the contract to the recommended contractor (without specifying the lux level), noting the grant application was pending at that time. Nevertheless, the content of the Tender Evaluation Report focussed on the four pole, 500 lux configuration.

Following notification of the outcome of the Thriving Suburbs grant application, the responsible Directors have prepared an Addendum to the Tender Evaluation Report, to provide further information about each of the four pole configurations and potential budget and funding options (**Confidential Attachment 2**).

Proposal

Noting the unsuccessful Federal Grant the proposal, is to appoint the recommended contractor for the Bassendean Oval Sports Lighting Upgrade, for the four pole, 200 lux upgradeable to 500 lux configuration.

Communication and Engagement

The Request was advertised in The West Australian Newspaper and on the Town's website on Saturday 3 August 2024 and closed on Monday 2 September 2024.

A voluntary site inspection was attended by three (3) potential suppliers on Monday 12 August 2024, at 10am.

The Town has engaged with the SDFC and other funding partners throughout the project.

Most recently, the Town provided Table 1 shown in the Addendum to the Tender Evaluation Report to SDFC, noting the funding shortfall for all options other than the four pole, 200 lux configuration. SDFC expressed its strong desire for the 200 lux upgradeable to 500 lux configuration, and proposed to seek an increase in funding from WAFC, and to split the remaining shortfall equally between SDFC and the Town. The SDFC proposal is subject to endorsement by its Board, and made on the proviso that any savings from budget be shared equally between SDFC and the Town.

This proposal by SDFC is presented at Tables 2 and 3 of the Addendum to the Evaluation Report.

Performance Area 1: People

2.3 Grow participation in sports and recreation.

Comment

Submissions were received from the following five (5) Tenderers:

- MNT Electrical Pty Ltd t/a BLU Electrical Services
- Ertech Pty Ltd
- Hender Lee Electrical Contractors Pty Ltd
- Burgess Enterprises Australia Pty Ltd t/a Kalamunda Electrics
- Stiles Electrical & Communication Services.

The Evaluation Panel for this tender comprised three members with the appropriate technical expertise and experience, including a specialist consultant. The panel carried out the assessment of submissions in a fair and equitable manner.

Two (2) of the Tenderers did not meet the compliance requirements of the Tender and were not evaluated against the qualitative criteria and weightings shown in the following table. The predetermined qualitative threshold was set at 70% for this tender.

QUALITATIVE CRITERIA	WEIGHTING
Capacity	30%
Demonstrated Experience	30%
Demonstrated Understanding of the Requirements	40%

Two (2) of the remaining three (3) responders met the qualitative threshold and following the qualitative assessment, the panel carried out a comparison of the submitted schedule of rates offered by each tenderer qualified for stage two to assess value for money to the Town.

Respondents were asked to consider the following six (6) options and provide pricing for each:

1. 5 pole, 200 lux
2. 5 pole, 200 lux upgradeable to 500 lux
3. 5 pole, 500 lux
4. 4 pole, 200 lux
5. 4 pole, 200 lux upgradeable to 500 lux
6. 4 pole, 500 lux.

Pricing is regarded as commercial in confidence and is included in the attached confidential Tender Evaluation Report and Addendum.

Statutory Requirements

A public tender was advertised, opened and evaluated in accordance with clauses 11(1) and 18(4) of Part 4 of the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$250,000.

Financial Considerations

Financial considerations are detailed in Confidential Attachment 2.

The total adopted budget for the project is \$1,051,744, with expenditure incurred to date totaling \$157,201. The proposed budget for the project is \$1,314,105, an increase of \$262,361, to be shared as shown in Table 2 or Table 3 of Confidential Attachment 2, as the case may be, with funding to be considered as part of the mid-year budget review.

The Town's current commitment for this project is \$125,000, which would increase to a maximum of \$256,181 for the recommended option of 200 lux upgradeable to 500 lux. This represents 19.5% of the total project budget, which is below what would be considered a usual funding model of a minimum 33%, for a project of this nature, noting this is a Town-owned and managed asset.

Risk Management Implications

The Town will continue to have sub-standard lighting at Bassendean Oval should it not proceed with this project. While potential redevelopment of the precinct may render part or all of the proposed lighting infrastructure obsolete, the project horizon is such that the status quo ought not be allowed to continue for what may be many years.

The proposed option of 200 lux upgradeable to 500 lux is considered to provide an appropriate balance between facilitating an upgrade of the lighting infrastructure in the short term, and to cater for upgrade during the short-to-medium term should additional funding become available and noting that there is no certainty that the Bassendean Oval redevelopment will attract the required funding.

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 1 – Item 12.8

MOVED Cr Paul Poliwka, Seconded Cr Ken John

That Council amends the adopted budget for the Bassendean Oval Lighting Project to increase the budget by \$262,361 to \$1,314,105, to be funded as shown in Table 2 or Table 3 of the Addendum to the Tender Evaluation Report attached to this report (Confidential Attachment 2), as the case may be.

Voting requirements: Absolute Majority

OCM 2024-10-22/14

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

Council Resolution/Officer Recommendation 2 – Item 12.8

MOVED Cr Paul Poliwka, Seconded Cr Ken John

That Council appoints the recommended tenderer shown in the confidential Tender Evaluation Report attached to this report (Confidential Attachment 1), for the Bassendean Oval Sports Lighting Upgrade, four pole, 200 lux upgradeable to 500 lux configuration in accordance with the terms and conditions as specified in RFT 07/2024 for a period of eight (8) months, to commence upon Council Approval and Letter of Award.

Voting requirements: Simple Majority

OCM 2024-10-22/13

CARRIED UNANIMOUSLY 5/0

For: Cr Kathryn Hamilton, Cr Ken John, Cr Emily Wilding, Cr Paul Poliwka and Cr Tallan Ames

Against: Nil

13 Motions of which Previous Notice has been given

Nil.

14 Announcements of Notices of Motion for the next meeting

Nil.

15 Urgent Business

Nil.

16 Confidential Business

Nil.

17 Closure

The next Ordinary Council meeting will be held on Tuesday 19 November 2024 commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 7:55 pm.



CODE OF CONDUCT

Council Members, Committee Members and Candidates

Adopted 27 April 2024Reviewed 3 September 2024

Version Control			
Number	Date	Item	Reason
1	27/04/2021 OCM – 14/4/21	12.8	Council adoption of Code of Conduct.
2	03/09/2024 24/09/2024 OCM – 24/09/24		Update logo and formatting of Code of Conduct for website. Council Adoption of reviewed Code of Conduct.
3			
4			

TABLE OF CONTENTS

Division 1 — Preliminary provisions.....	1
1. Citation	1
2. Terms used	1
Division 2 — General principles	1
3. Overview of Division	1
4. Personal integrity	1
6. Accountability	2
Division 3 — Behaviour	2
7. Overview of Division	2
8. Personal integrity	2
9. Relationship with others	32
10. Council or committee meetings	3
11. Complaint about alleged breach	3
12. Dealing with complaint	43
13. Dismissal of complaint	54
14. Withdrawal of complaint	5
15. Other provisions about complaints	5
Division 4 — Rules of conduct	5
16. Overview of Division	65
17. Misuse of local government resources	65
18. Securing personal advantage or disadvantaging others	6
19. Prohibition against involvement in administration	6
20. Relationship with local government employees	6
21. Disclosure of information	76
22. Disclosure of interests	87
23. Compliance with plan requirement	98

Division 1 — Preliminary provisions

1. Citation

This is the Town of Bassendean Code of Conduct for Council Members, Committee Members and Candidates.

Formatted: Normal, Left, Tab stops: Not at 0.95 cm + 1.9 cm + 2.86 cm

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

Formatted: Indent: Left: 0 cm

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Formatted: Indent: Left: 0 cm

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

Formatted: Space Before: 0 pt

4. Personal integrity

(1) A council member, committee member or candidate should —

___(a) act with reasonable care and diligence; and

___(b) act with honesty and integrity; and

___(c) act lawfully; and

___(d) identify and appropriately manage any conflict of interest; and

___(e) avoid damage to the reputation of the local government.

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm, First line: 0 cm

(2) A council member or committee member should —

___(a) act in accordance with the trust placed in council members and committee members; and

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

- ____(b) participate in decision-making in an honest, fair, impartial and timely manner; and
- ____(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- ____(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

- ____(a) treat others with respect, courtesy and fairness; and
- ____(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- ____(a) must ensure that their use of social media and other forms of communication complies with this code; and

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm

Formatted: Normal, Left, Tab stops: Not at 0.95 cm + 1.9 cm + 2.86 cm

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

____(b) must only publish material that is factually correct.

Formatted: Indent: Left: 0 cm

(2) A council member or committee member —

____(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

____(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

Formatted: Indent: Left: 0 cm

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

Formatted: Indent: Left: 0 cm

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

Formatted: Indent: Left: 0 cm

(2) A complaint must be made —

Formatted: Indent: Left: 0 cm

____(a) in writing in the form approved by the local government; and

____(b) to a person authorised under subclause (3); and

____(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

Formatted: Indent: Left: 0 cm

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Formatted: Indent: Left: 0 cm

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

____(a) take no further action; or

Formatted: Indent: Left: 0 cm

____(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

Formatted: Indent: Left: 0 cm

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

____(a) engage in mediation;

Formatted: Indent: Left: 0 cm

____(b) undertake counselling;

____(c) undertake training;

____(d) take other action the local government considers appropriate.

Formatted: Indent: Left: 0 cm, First line: 0 cm

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

Formatted: Indent: Left: 0 cm

____(a) its finding and the reasons for its finding; and

Formatted: Indent: Left: 0 cm

____(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

Formatted: Indent: Left: 0 cm

____(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

____(b) either —

Formatted: Indent: Left: 0 cm

____(i) the behaviour was dealt with by the person presiding at the meeting; or

Formatted: Indent: Left: 0 cm, Hanging: 2.54 cm

____(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

Formatted: Indent: Left: 0 cm

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

Formatted: Indent: Left: 0 cm

(2) The withdrawal of a complaint must be —

Formatted: Indent: Left: 0 cm

____(a) in writing; and

Formatted: Indent: Left: 0 cm, First line: 0 cm

____(b) given to a person authorised under clause 11(3).

Formatted: Indent: Left: 0 cm

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

Formatted: Indent: Left: 0 cm

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Indent: Left: 0 cm

17. Misuse of local government resources

- (1) In this clause —

Formatted: Indent: Left: 0 cm

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

Formatted: Indent: Left: 0 cm

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Indent: Left: 0 cm

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

Formatted: Indent: Left: 0 cm

20. Relationship with local government employees

- (1) In this clause — local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or

Formatted: Indent: Left: 0 cm

____(b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

____(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

____(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

____(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

Formatted: Indent: Left: 0 cm

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

____(a) make a statement that a local government employee is incompetent or dishonest; or

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

____(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

Formatted: Indent: Left: 0 cm

21. Disclosure of information

(1) In this clause —

Formatted: Indent: Left: 0 cm

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

Formatted: Indent: Left: 0 cm

____(a) derived from a confidential document; or

____(b) acquired at a closed meeting other than information derived from a non-confidential document.

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

(3) Subclause (2) does not prevent a council member from disclosing information —

Formatted: Indent: Left: 0 cm, First line: 0 cm

- ____(a) at a closed meeting; or
- ____(b) to the extent specified by the council and subject to such other conditions as the council determines; or
- ____(c) that is already in the public domain; or
- ____(d) to an officer of the Department; or
- ____(e) to the Minister; or
- ____(f) to a legal practitioner for the purpose of obtaining legal advice; or
- ____(g) if the disclosure is required or permitted by law.

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

Formatted: Indent: Left: 0 cm

22. Disclosure of interests

- (1) In this clause —

Formatted: Indent: Left: 0 cm

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

Formatted: Indent: Left: 0 cm

- ____(a) in a written notice given to the CEO before the meeting; or
- ____(b) at the meeting immediately before the matter is discussed.

Formatted: Indent: Left: 0 cm

- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

Formatted: Indent: Left: 0 cm, First line: 0 cm

- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

Formatted: Indent: Left: 0 cm

- ____(a) that they had an interest in the matter; or
- ____(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

Formatted: Indent: Left: 0 cm

- ____(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

- ____(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —

Formatted: Indent: Left: 0 cm, First line: 0 cm

- ____(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

____(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

Formatted: Indent: Left: 0 cm, Hanging: 1.9 cm

(7) The nature of the interest must be recorded in the minutes of the meeting.

Formatted: Indent: Left: 0 cm

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Formatted: Indent: Left: 0 cm



CODE OF CONDUCT

Council Members, Committee Members and Candidates

Reviewed 3 September 2024

Version Control			
Number	Date	Item	Reason
1	27/04/2021 OCM – 14/4/21	12.8	Council adoption of Code of Conduct.
2	03/09/2024		Update logo and formatting of Code of Conduct for website.
3			
4			

TABLE OF CONTENTS

Division 1 — Preliminary provisions.....	4
1. Citation	4
2. Terms used	4
Division 2 — General principles	4
3. Overview of Division	4
4. Personal integrity	4
5. Relationship with others.....	5
6. Accountability	5
Division 3 — Behaviour	5
7. Overview of Division	5
8. Personal integrity	5
9. Relationship with others.....	6
10. Council or committee meetings.....	6
11. Complaint about alleged breach	6
12. Dealing with complaint.....	7
13. Dismissal of complaint.....	8
14. Withdrawal of complaint.....	8
15. Other provisions about complaints.....	8
Division 4 — Rules of conduct	8
16. Overview of Division	8
17. Misuse of local government resources.....	9
18. Securing personal advantage or disadvantaging others.....	9
19. Prohibition against involvement in administration.....	9
20. Relationship with local government employees.....	9
21. Disclosure of information	10
22. Disclosure of interests	11
23. Compliance with plan requirement.....	12

Division 1 — Preliminary provisions

1. Citation

This is the Town of Bassendean Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and

- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.

- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.

- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause — local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or

- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

STREET AND RESERVE TREES POLICY

Policy Objectives

To provide a consistent approach to the care, control and management of trees on land vested with or managed by the Town of Bassendean, with a target to increase tree canopy cover to 30% by 2040, and an interim tree canopy target to be identified for 2030 in the policy review, to ensure continuous progress towards a biodiverse and resilient urban forest.

Policy Scope

This Policy applies to trees located on land vested with or managed by the Town, including road reserves, parks and public spaces and other assets. Matters pertaining to trees on private property are addressed under the *Local Planning Policy 13 – Tree Retention and Provision*.

Policy Statement

The Town recognises the significant ~~benefits of trees contribution made by trees~~ to the aesthetic, social and environmental aspects of streetscapes and reserves within the Town.

To achieve the objectives of this Policy, the Town shall fill all street tree planting opportunities so as to have as near a continuous street tree canopy as is practicable in all areas of the Town. Council supports phasing in mandatory planting of trees on verges by the 2027 winter planting program, to assist in transitioning the Town's planting program together with improving public awareness of the benefits of trees.

While the Town seeks to retain trees and optimise canopy, it also recognises that in some cases, tree retention may not be feasible due to the condition or species of tree or impact on adjacent infrastructure. Where tree location may be an issue retention should be prioritised with solutions explored, and removal a last resort.

Definitions

Amenity Value:	<i>monetary value of a tree/s calculated by a suitably qualified Arborist following the Burnley Method (Moore, 1991)</i>
Canopy Area Potential:	<i>average canopy area that a tree of that species will attain after twenty years of moderate growth</i>
Reserve Tree:	<i>any tree located within Public Open Space and/or land reserved for Parks & Recreation</i>

Street Tree:	<i>any tree located within the road reserve</i>
Tree:	<i>a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 3m in height at maturity</i>
Verge:	<i>that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare but does not include any footpath</i>

1. Tree Planting

- a) Species selection will be in accordance with the Town's *Street and Reserve Tree Planting List* informed by criteria within this Policy.
- b) Tree planting programs will be carried out to improve canopy cover and the environmental values and visual amenity of streetscapes, reserves and parks.
- c) Tree planting to achieve a continuous tree canopy will take priority over a residents' objection to accommodate street trees.
- d) The Town will, in consultation with the property owner, give consideration to verge and home orientation and existing renewable energy devices installed when determining tree placement.
- e) Trees planted by a landowner or resident without the prior approval of the Town may be retained or removed at the discretion of the Town.

2. Street and Reserve Tree Criteria

The Street and Reserve Tree Planting List will be developed for parks and streetscapes (for various verge widths, with / without powerlines), guided by the below criteria to ensure selection of the "Right Tree, Right Place":

- a) Specific location (vehicle and pedestrian sight lines, proximity to above and below ground infrastructure – both public and private, solar access and building orientation);
- b) Climate resilience and adaptability to local soil type;
- c) Water table depth;
- d) Tree dimensions and growth habit, including canopy area potential;
- e) Susceptibility to pests and diseases, avoiding species identified as host plants for the Polyphagous Shot Hole Borer (with the exception of WA native species);
- f) Available soil volume/ verge width;
- g) Maintenance requirements and costs;
- h) Biodiversity values; and
- i) Streetscape amenity.

3. Requests for Street Trees

- a) The Town will consider all requests for street trees in relation to the Street Tree Planting Program. Requests for street trees will be prioritised based on the following:
 - i) A low number of existing trees in the surrounding streetscape;
 - ii) Locations on higher traffic volume roads, public transport routes and verges adjacent to bus stops;
 - iii) Key pedestrian, cycle and school routes; and
 - iv) Where underground power, infrastructure or road projects have recently been completed.
- b) A property owner may request the planting of additional trees if sufficient space allows.
- c) Species selection will be assessed in accordance with the Town's *Street and Reserve Tree Criteria/ Planting List*.

4. Tree Maintenance

- a) Pruning or maintenance of trees is only permitted to be undertaken by the Town or by a suitably qualified arborist approved by the Town.
- b) Requests for tree maintenance will only be considered favourably in the following circumstances:
 - i) To provide safe clearance to overhead power lines and streetlights;
 - ii) To ensure appropriate vehicle and pedestrian sight lines at crossovers and intersections;
 - iii) To correct structurally unsound growth;
 - iv) To provide appropriate clearance to roads, crossovers and footpaths; or
 - v) To mitigate unacceptable risk of harm or damage to infrastructure or reduce safety issues for adjacent properties or the public realm;
- c) The Town will not support a request to prune or maintain a tree for the following reasons:
 - i) The tree obscures or has the potential to obscure access to sunlight;
 - ii) The tree obscures or has the potential to obscure access to views;
 - iii) The tree causes allergies or health issues;
 - iv) The tree causes nuisance by way of leaf, fruit, nut or bark shedding; or
 - v) The species of tree is not preferred.

5. Tree Removal

- a) The removal of a tree is not permitted without the prior approval of the Town.

- b) Tree removal shall only be carried out by the Town, or a suitably qualified arborist approved by the Town.
- c) Requests to remove trees will only be considered ~~favourably where a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the tree is where the tree/s are:~~
 - i) Dead, having less than 10% photosynthetic material or live tissue present in the canopy mass with no potential to recover;
 - ii) Diseased and unlikely to respond to treatment;
 - iii) A public safety and/or liability risk determined by a recognised Tree Risk Assessment;
 - iv) A species declared as a noxious weed by the Department of Primary Industries and Regional Development or required to be removed under a Quarantine Area Notice;
 - v) ~~The Town determines the tree is~~ Determined by the Town to be of no ecological, amenity or community value, or strategically removed and replaced to enhance canopy;
 - vi) Causing damage to property and infrastructure where all alternatives to removal have been explored and cannot be implemented; or
 - vii) Required to be removed to enable development of an adjacent lot or installation of a new crossover, where all other design options have been exhausted.
- d) Tree removal approved by the Town due to development shall be charged based on the Town's Annual Fees and Charges (which may include recovery of the Amenity Value), including replacement planting at a minimum ratio of 1 (removed): 1 (replaced).
- e) The Town will not support a request to remove a tree for any of the reasons stated under Clause 4. c).

6. Protection of Trees

- a) Any person who carries out works on the verge or likely to impact the verge shall ensure the following is carried out to protect any affected trees for the duration of the works:
 - i) Where requested by the Town, provide a report from a suitably qualified arborist approved by the Town to guide the management practices during the development;
 - ii) No street trees are to be pruned, or damaged, and vehicles must not park within the dripline / under the canopy of any trees;
 - iii) Provide free standing open mesh fencing to form the tree protection zone which is a minimum of 2m from the base of the tree. The support shoes must not present a trip hazard to pedestrians and must be rotated parallel

with the fence or be positioned behind the fence or be fully contained within the tree protection zone. The structure must be appropriately braced and regularly checked to ensure it has not moved out of the correct alignment;

- iv) The establishment of a Tree Protection Zone in accordance with AS 4970-2009 Protection of Trees on Development Sites around all street trees within or adjacent to the worksite. The Tree Protection Zone should not be less than 2m or greater than 15m from the base of the tree;
- v) No excavation work is to be undertaken within the drip line /under of the tree canopy unless approved by the Town;
- vi) Building materials or debris shall not to be placed or stored under the tree canopy;
- vii) The use of appropriate sized machinery is to occur so that contact with the upper canopy of a tree does not occur at any time; and
- viii) In the event that existing irrigation on the verge is to be removed or stopped, a supplementary watering program may need to be implemented pending advice from a suitably qualified arborist approved by the Town and reticulation reinstated at completion.

7. Unauthorised Activity

- a) The Town will investigate the actions taken by any person who interferes with, removes, prunes, or damages a tree without authorisation, and may, at the CEO's discretion:
 - i) Take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* or other applicable legislation (including the issue of infringement notices or prosecution);
 - ii) Recover costs associated with the removal (if applicable) and replacement tree/s as per the Town's Schedule of Fees and Charges;
 - iii) Recover costs equivalent to the Amenity Value of the tree, including percentage of value lost as a result of the vandalism;
 - iv) Undertake replacement planting at a minimum of ratio of 1(removed): 1 (replaced); and
 - v) Install signage in the location of the vandalised tree, for a potential duration of 2 years.

Document Control box			
Document Responsibilities:			
Owner:	Executive Manager and Sustainability Environment	Owner Unit: Business	Sustainability and Environment
Inception Date:	June 2022 (Ref: OCM-13/6/22)	Decision Maker:	Council

Review Date:	Annual Last reviewed OCM- 22/08/2023 xx/xx/2024)	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

Street and Reserve Trees Policy

Objectives

To provide a consistent approach to the care, control and management of trees on land vested with or managed by the Town of Bassendean, with a target to increase tree canopy cover to 30% by 2040, and an interim tree canopy target to be identified for 2030 in the policy review, to ensure continuous progress towards a biodiverse and resilient urban forest.

Scope

This Policy applies to trees located on land vested with or managed by the Town, including road reserves, parks and public spaces and other assets. Matters pertaining to trees on private property are addressed under the *Local Planning Policy 13 – Tree Retention and Provision*.

Definitions

Amenity Value:	<i>monetary value of a tree/s calculated by a suitably qualified Arborist following the Burnley Method (Moore, 1991)</i>
Canopy Area Potential:	<i>average canopy area that a tree of that species will attain after twenty years of moderate growth</i>
Reserve Tree:	<i>any tree located within Public Open Space and/or land reserved for Parks & Recreation</i>
Street Tree:	<i>any tree located within the road reserve</i>
Tree:	<i>a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 3m in height at maturity</i>
Verge:	<i>that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare but does not include any footpath</i>

Policy statement

The Town recognises the significant benefits of trees to the aesthetic, social and environmental aspects of streetscapes and reserves within the Town.

To achieve the objectives of this Policy, the Town shall fill all street tree planting opportunities so as to have as near a continuous street tree canopy as is practicable in all areas of the Town. Council supports phasing in mandatory planting of trees on verges by the 2027 winter planting program, to assist in transitioning the Town's planting program together with improving public awareness of the benefits of trees.

While the Town seeks to retain trees and optimise canopy, it also recognises that in some cases, tree retention may not be feasible due to the condition or species of tree or impact on adjacent infrastructure. Where tree location may be an issue retention should be prioritised with solutions explored, and removal a last resort.

1. Tree Planting

- a) Species selection will be in accordance with the Town's *Street and Reserve Tree Planting List* informed by criteria within this Policy.
- b) Tree planting programs will be carried out to improve canopy cover and the environmental values and visual amenity of streetscapes, reserves and parks.
- c) Tree planting to achieve a continuous tree canopy will take priority over a residents' objection to accommodate street trees.
- d) The Town will, in consultation with the property owner, give consideration to verge and home orientation and existing renewable energy devices installed when determining tree placement.
- e) Trees planted by a landowner or resident without the prior approval of the Town may be retained or removed at the discretion of the Town.

2. Street and Reserve Tree Criteria

The Street and Reserve Tree Planting List will be developed for parks and streetscapes (for various verge widths, with / without powerlines), guided by the below criteria to ensure selection of the "Right Tree, Right Place":

- a) Specific location (vehicle and pedestrian sight lines, proximity to above and below ground infrastructure – both public and private, solar access and building orientation);
- b) Climate resilience and adaptability to local soil type;
- c) Water table depth;
- d) Tree dimensions and growth habit, including canopy area potential;
- e) Susceptibility to pests and diseases, avoiding species identified as host plants for the Polyphagous Shot Hole Borer (with the exception of WA native species);
- f) Available soil volume/ verge width;
- g) Maintenance requirements and costs;
- h) Biodiversity values; and
- i) Streetscape amenity.

3. Requests for Street Trees

- a) The Town will consider all requests for street trees in relation to the Street Tree Planting Program. Requests for street trees will be prioritised based on the following:
 - i) A low number of existing trees in the surrounding streetscape;
 - ii) Locations on higher traffic volume roads, public transport routes and verges adjacent to bus stops;

- iii) Key pedestrian, cycle and school routes; and
 - iv) Where underground power, infrastructure or road projects have recently been completed.
- b) A property owner may request the planting of additional trees if sufficient space allows.
- c) Species selection will be assessed in accordance with the Town's *Street and Reserve Tree Criteria/ Planting List*.

4. Tree Maintenance

- a) Pruning or maintenance of trees is only permitted to be undertaken by the Town or by a suitably qualified arborist approved by the Town.
- b) Requests for tree maintenance will only be considered favourably in the following circumstances:
 - i) To provide safe clearance to overhead power lines and streetlights;
 - ii) To ensure appropriate vehicle and pedestrian sight lines at crossovers and intersections;
 - iii) To correct structurally unsound growth;
 - iv) To provide appropriate clearance to roads, crossovers and footpaths; or
 - v) To mitigate unacceptable risk of harm or damage to infrastructure or reduce safety issues for adjacent properties or the public realm;
- c) The Town will not support a request to prune or maintain a tree for the following reasons:
 - i) The tree obscures or has the potential to obscure access to sunlight;
 - ii) The tree obscures or has the potential to obscure access to views;
 - iii) The tree causes allergies or health issues;
 - iv) The tree causes nuisance by way of leaf, fruit, nut or bark shedding; or
 - v) The species of tree is not preferred.

5. Tree Removal

- a) The removal of a tree is not permitted without the prior approval of the Town.
- b) Tree removal shall only be carried out by the Town, or a suitably qualified arborist approved by the Town.
- c) Requests to remove trees will only be considered where the tree/s are:
 - i) Dead, having less than 10% photosynthetic material or live tissue present in the canopy mass with no potential to recover;
 - ii) Diseased and unlikely to respond to treatment;

- iii) A public safety and/or liability risk determined by a recognised Tree Risk Assessment;
 - iv) A species declared as a noxious weed by the Department of Primary Industries and Regional Development or required to be removed under a Quarantine Area Notice;
 - v) Determined by the Town to be of no ecological, amenity or community value, or strategically removed and replaced to enhance canopy;
 - vi) Causing damage to property and infrastructure where all alternatives to removal have been explored and cannot be implemented; or
 - vii) Required to be removed to enable development of an adjacent lot or installation of a new crossover, where all other design options have been exhausted.
- d) Tree removal approved by the Town due to development shall be charged based on the Town's Annual Fees and Charges (which may include recovery of the Amenity Value), including replacement planting at a minimum ratio of 1 (removed): 1 (replaced).
- e) The Town will not support a request to remove a tree for any of the reasons stated under Clause 4. c).

6. Protection of Trees

- a) Any person who carries out works on the verge or likely to impact the verge shall ensure the following is carried out to protect any affected trees for the duration of the works:
- i) Where requested by the Town, provide a report from a suitably qualified arborist approved by the Town to guide the management practices during the development;
 - ii) No street trees are to be pruned, or damaged, and vehicles must not park within the dripline / under the canopy of any trees;
 - iii) Provide free standing open mesh fencing to form the tree protection zone which is a minimum of 2m from the base of the tree. The support shoes must not present a trip hazard to pedestrians and must be rotated parallel with the fence or be positioned behind the fence or be fully contained within the tree protection zone. The structure must be appropriately braced and regularly checked to ensure it has not moved out of the correct alignment;
 - iv) The establishment of a Tree Protection Zone in accordance with AS 4970-2009 Protection of Trees on Development Sites around all street trees within or adjacent to the worksite. The Tree Protection Zone should not be less than 2m or greater than 15m from the base of the tree;
 - v) No excavation work is to be undertaken within the drip line / under the tree canopy unless approved by the Town;

- vi) Building materials or debris shall not to be placed or stored under the tree canopy;
- vii) The use of appropriate sized machinery is to occur so that contact with the upper canopy of a tree does not occur at any time; and
- viii) In the event that existing irrigation on the verge is to be removed or stopped, a supplementary watering program may need to be implemented pending advice from a suitably qualified arborist approved by the Town and reticulation reinstated at completion.

7. Unauthorised Activity

- a) The Town will investigate the actions taken by any person who interferes with, removes, prunes, or damages a tree without authorisation, and may, at the CEO's discretion:
 - i) Take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* or other applicable legislation (including the issue of infringement notices or prosecution);
 - ii) Recover costs associated with the removal (if applicable) and replacement tree/s as per the Town's Schedule of Fees and Charges;
 - iii) Recover costs equivalent to the Amenity Value of the tree, including percentage of value lost as a result of the vandalism;
 - iv) Undertake replacement planting at a minimum of ratio of 1 (removed): 1 (replaced); and
 - v) Install signage in the location of the vandalised tree, for a potential duration of 2 years.

Document responsibilities:			
Owner:	Executive Manager Sustainability and Environment	Owner Business Unit:	Sustainability and Environment
Inception date:	June 2022 (Ref: OCM-13/6/22)	Decision maker:	Council
Review date:	Annual Last reviewed OCM-19/11/2024	Repeal and replace:	N/A
Compliance requirements:			
Legislation	<i>Local Government Act 1995</i>		

TOWN *of* BASSENDEAN

COUNCIL MEETING PROCEDURES LOCAL LAW 2020

Clause 5.3 - NOTICE OF MOTION FOR CONSIDERATION

Clause 5.3 of the Council Meeting Procedures Local Law 2020 states:

“5.3 *Motions of which previous notice has been given*

- (1) Unless the Act, Regulations or this Local Law otherwise provide, a member may raise at a meeting –
 - (a) such business as he or she considers appropriate;*
 - (b) in the form of a motion;*
 - (c) of which notice has been given in writing to the CEO and which has been included on the agenda.**
- (2) A notice of motion under subclause (1) is to be given at least ten (10) clear working days before the meeting at which the motion is moved.*
- (3) A notice of motion is to relate to the good governance of the Local Government.*
- (4) The CEO –
 - (a) may, with the concurrence of the mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of this Local Law or any other written law;*
 - (b) will inform members on each occasion that a notice has been excluded and the reasons for that exclusion;*
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form, but not the substance, as will bring the notice of motion into due form; and*
 - (d) provide an officer report to accompany the notice of motion that has relevant and material facts and circumstances pertaining to the notice of motion on such matters as strategic direction within the Council’s adopted Strategic Plan, policy, budget and law.**
- (5) A motion of which notice has been given is to lapse unless –
 - (a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or*
 - (b) the Council on a motion determines to defer consideration of the motion to a later stage or date.**
- (6) If a notice of motion is given and lost under subclause (5), a notice of a motion in substantially the same terms or of substantially the same effect is not to be given again for at least three months from the date of such lapse.*

NOTICE OF MOTION

I, Cr Kath 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 of August 2024, at which it is proposed to be moved:

Motion

That Council requests 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.

Signed:  Dated: 13th of August, 2024

Cr Kath Hamilton

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

Comparison Town of Bassendean:

- o Single residential 3.0 metres - 6 metres
- o 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".

1.5 Crossover Policy

The proliferation of crossovers in residential and commercial areas of the Town of Bassendean impacts on the visual amenity of the area and the safety of pedestrians.

Objectives

The objectives of this policy are to provide:

- A set of criteria by which to assess requests for the construction of new, and the upgrading of existing crossovers in the Town.
- Specifications for the construction and alignment of new crossovers.
- Information on the removal of redundant crossovers from within the Town.

Strategy

The Town of Bassendean will achieve these objectives through:

- A consistent and structured approach in the consideration of applications for the construction of crossovers.
- The development and maintenance of design specifications for crossovers.
- The development of a program for the removal of redundant crossovers throughout the Town.

The presence of street trees on the verge may impact on the location and/or alignment of a crossover. This policy is to be implemented in conjunction with the Town's Street Tree Protection Policy whereby, unless there are valid reasons for its removal, the street tree shall take precedence over the crossover.

Detail

A crossover is defined as the vehicular crossing between the road carriageway and the front boundary of a private allotment by which vehicles enter and leave a private property. This policy will apply to all crossovers within the boundaries of the Town.

Variations to the standards of this policy may be considered on the merits of any applications and taking into account the following:

- The need for additional parking on-site.
- Impact on street parking.
- Any other matters the Town considers appropriate.

New Crossovers

1. The Town supports uniformity of crossovers where possible and has developed standards to be adhered to.
2. Crossovers shall be constructed to the Town's specification and relevant Australian Standards.
3. Driveways shall be designed to minimise the number of crossover points to the street.
4. Footpaths are to be visually predominant and shall have precedence over crossovers. The footpath shall be a continuous accessible means of travel allowing universal access for all users.
5. All crossovers shall be constructed with a cross fall back towards the road and with the concrete flush with the road carriageway.
6. Crossovers shall be constructed with in-situ concrete to match predominate concrete colour or other material approved by the Town of Bassendean.
7. Alterations to the verge, path, or crossover that encroach on to a neighbouring property shall be carried out at the expense of the applicant. The property owner of the neighbouring property is to be notified of the details of the alterations prior to the application being made. A written response from the neighbouring property owner is to be provided with the application.
8. Street trees shall be protected during the construction of a crossover or any other work on the verge, in accordance with the Street Tree Protection policy.
9. Crossovers shall be constructed in accordance with the following specifications:
 - a. perpendicular to the road carriageway with a minimum clearance of 0.5 metres from the side boundary;
 - b. clearance from any poles on the verge shall be at least 0.6 metres;
 - c. where an existing tree is within 1.5 metres of a proposed new crossover, advice is to be sought from the Town's Parks and Gardens Supervisor on the characteristics of the tree and in particular its projected future growth/size;
 - d. the maximum width for crossovers shall be as follows:
 - i. residential – 6 metres; and
 - ii. commercial (including service stations) – 10.7 metres; and
 - e. the minimum width of a crossover at the boundary line shall be 3 metres, the apron at the kerbline shall be 1 metre wider on both sides of the crossover.

10. The levels and location of the crossover shall be approved by the Town. No new crossovers shall be constructed within 12.0 metres from the side boundary. i.e. For a corner site, with a 6x6m truncation, no new crossovers shall be constructed within 6.0 metres of the truncation peg. For a corner site, with a 3x3m truncation, no new crossovers shall be constructed within 9.0 metres of the truncation peg.
11. Crossovers that are to be constructed within close proximity of a signalised intersection shall be individually assessed in accordance with the requirements of Main Roads WA.
12. Guildford Road is designated as a “Primary Regional Road” under the Metropolitan Region Scheme and therefore, any application to construct or remove crossovers from Guildford Road shall be referred to Main Roads WA for comment.
13. Collier Road, Walter Road East, Lord Street, and Morley Drive are designated “Other Regional Roads” under the Metropolitan Region Scheme and therefore, any application to construct or remove crossovers shall be referred to the DPI – Transport Section for comment.

Upgrading Existing Bitumen Crossovers

Property owners are encouraged to upgrade old bitumen crossovers to concrete. This is to be promoted:

- Via the conditions of development approval.
- When property owners make requests for bitumen crossovers to be repaired and/or maintained by the Town.

Removal of Redundant Crossovers

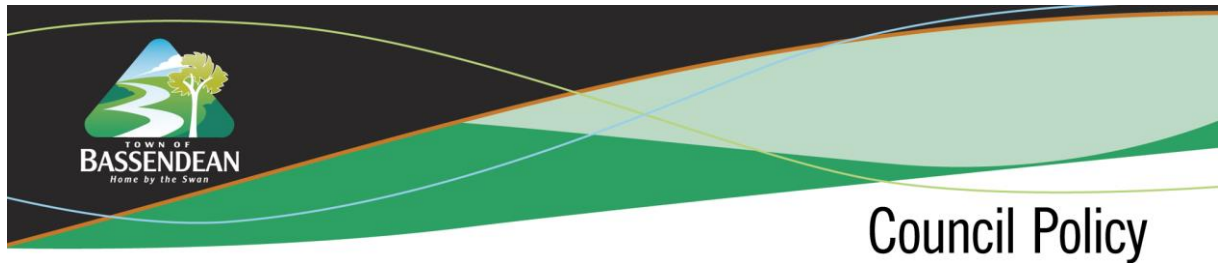
1. In instances where vehicle access is available from a secondary street or rear laneway, the Town will seek to rationalise access points to a property by the removal of any existing crossovers and reinstatement of the verge in the primary street.
2. Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area shall be removed.

Financial Considerations

1. Council will make a contribution equal to one half of the cost per m² for the construction of one standard crossover per residential lot to a maximum of that set in Council's Schedule of Fees and Charges. The contribution will only be made following the actual construction of the crossover and providing that it is constructed in accordance with the Town's specifications.
2. The cost of a standard crossover constructed by the Town or by a private contractor will be determined by the Town.
3. Where lots are strata-titled, more than one contribution may be made, at the discretion of the Town, if more than one crossover is constructed. The number of crossovers attracting the contribution shall not exceed the number of separately titled units on the lot.
4. Where a property is serviced by one or more bitumen surfaced crossovers, one subsidy will be paid when the crossover is upgraded to concrete.
5. The owner of the property to which the crossover is being constructed shall bear the cost of any public utility services adjustments that are required as a result of the construction of the crossover.
6. The property owners' contribution towards the construction of a crossover constructed by the Town is to be paid prior to the commencement of works. Where the crossover is constructed by the property owner, it shall be inspected by the Town, to ensure it complies with the Town's specifications, prior to the subsidy being paid.
7. Redundant crossovers shall be removed at the expense of the property owner.

Application

The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. The CEO has on-delegated this authority to the Manager Asset Services. The Policy is to be reviewed every three years.



Policy Type: Strategic Policy	Policy Owner: Director Operational Services
	First Adopted: OCM2-13/09/09
	Last Review Date: March 2014
Link to Strategic Community Plan: Town Planning & Built Environment	Version 1
	Next Review due by: December 2016

Crossover Policy

Objectives

To provide a consistent and considered approach to the approval, construction and maintenance of crossovers within the Town of Bassendean to ensure that the verge continues to provide for a safe, aesthetically pleasing and environmentally sustainable space for the community.

Scope

This Policy applies to all crossovers within the Town, including new crossovers, the upgrade of existing crossovers and the Council contribution towards the construction of a new crossover.

Definitions

Crossover:	<i>a constructed crossing, located on crown land, giving access from a public thoroughfare to private land or a private thoroughfare serving the land.</i>
Driveway:	<i>is that part of the vehicle access to private land between the front property boundary and an approved parking location.</i>
Taper 1:5	<i>the gradual reduction of a driveway 1 metre in width over a 5-metre length. Any taper less than 1:5 is considered too difficult for a vehicle to manoeuvre between the parking space and the road reserve.</i>
Thoroughfare:	<i>means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.</i>

Policy statement

In conjunction with the Town's Specification for the Construction of Crossovers, this Policy provides information about the application process, Council contribution for new crossovers, allowable crossover widths and the maintenance of crossovers within the Town.

Application and Construction

1. All owners of improved private land located with the Town shall have a formalised vehicle crossover constructed from a public thoroughfare to their property.
2. The property owner is required to complete and submit a crossover installation application to the Town for assessment before a crossover is constructed or modified.

3. Construction of a new crossover, or modification of an existing crossover, may not commence until written permission has been granted by the Town.
4. The Town shall assess the required clearance from street trees considering the calculated Tree Protection Zone and extent of root disturbance, however, will be a minimum of 2.0m.
5. Street trees shall be protected during the construction of a crossover, in accordance with the Street and Reserve Trees Council Policy
6. The approval to construct a crossover is valid for a one-year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Town for approval.
7. All vehicle crossings are to be constructed in accordance with the Town's "Specification for the Construction of Crossovers," available on the Town's website www.bassendean.wa.gov.au.

Crossover Widths

1. Crossover widths, excluding wings, shall be:
 - Single residential 3.0 metres – 4.5 metres
 - Duplex or multi-residential 3.0 metres – 4.5 metres
 - Commercial 3.0 metres – 6.0 metres
2. Increases to these widths will only be considered where:
 - the crossover connects to and aligns with a driveway which is subject to development approval for a wider width, such as multi-unit developments which require two-way movement; or
 - a parking bay, carport or garage has been approved in a location that would require a driveway taper exceeding 1:5; or
 - a greater width is deemed necessary by the Town or Main Roads WA to provide for improved vehicle and pedestrian safety.
3. Where increased crossover widths have been approved, the owner may be required to pay for the upgrade the verge landscaping as a condition of approval.
4. In all circumstances, the width of the driveway is to match the width of the crossover at the property boundary line.

Financial

1. The Town will contribute 50% of the cost of a standard vehicle crossover when it is constructed to the Town's specifications up to a maximum amount as outlined in the Town's annual "Fees and Charges".
2. Where lots are strata-titled, more than one contribution may be made, at the discretion of the Town, if more than one crossover is constructed. The number of crossovers attracting the contribution shall not exceed the number of separately titled units on the lot.
3. The owner of the property to which the crossover is being constructed shall bear the cost of any public utility services adjustments that are required because of the construction of the crossover.
4. The subsidy applies to the first standard crossover for each individual property. A second crossover approved for corner properties with two road frontages of sufficient width (crossing on each frontage), but the cost of construction shall be borne fully by the owner.

Maintenance and Removal

1. The renewal and maintenance of a vehicle crossover is the responsibility of the property owner.
2. If a crossover becomes redundant, it shall be removed at the owner's cost.
3. Where the location of a new crossover requested by the property owner conflicts with existing road reserve infrastructure assets, the cost to relocate the assets will be borne by the property owner.

Document responsibilities:			
Owner:	Director of Infrastructure and Sustainability	Owner Business Unit:	Infrastructure and Sustainability
Inception date:	OCM – 13/09/2009	Decision maker:	Council
Review date:	Biennial Last reviewed OCM-19/11/2024	Repeal and replace:	N/A
Compliance requirements:			
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>		

TOWN OF BASSENDEAN



TOWN OF
Bassendean

DRAFT

DISABILITY

ACCESS AND

INCLUSION

PLAN

2024-2028

The Town of Bassendean Draft Disability Access and Inclusion Plan 2024 – 2028 outlines its commitment to building an accessible community for all residents, visitors and all other stakeholders.

Table of Contents

1. Introduction.....	3
3. Accessibility and Inclusion needs	5
3.1 Australia	5
3.2 Western Australia	5
3.3 Bassendean.....	5
5. DAIP Outcomes.....	5
5. Achievements to Date.....	7
6. Consultation to Inform the Development of Strategies	9
7. Strategies	
Outcome 1 – Access to Services.....	12
Outcome 2 – Access to Buildings and Other Facilities	15
Outcome 3 – Access to Information.....	17
Outcome 4 – Level and Quality of Services.....	19
Outcome 5 – Complaints Handling.....	20
Outcome 6 – Participation in Community Consultation	21
Outcome 7 – Employment.....	23

Note: This document is available in alternative formats upon request including in standard or large print, electronically by email and on the Town's website at www.bassendean.wa.gov.au

ACKNOWLEDGEMENT OF COUNTRY

Nagalak kaadtitji boodja

Baal Whadjuk Noongar

boodja Ngalak nyininy.

We-together know this land.

It Whadjuk Noongar land.

We together sitting.

In the language of the first people of this land we say that we know that we are gathered together here on the land of the Whadjuk Noongar people, always was, always will be.

We pay our respects to Elders past and present, and their descendants.

MESSAGE FROM THE MAYOR

The Town of Bassendean is proud to present the Disability Access & Inclusion Plan (DAIP) 2024-2028 as we have an ongoing commitment to ensuring Bassendean is an accessible and inclusive community.

When Council adopted its new Council Plan 2023 – 2033, a key element of the Town's vision, is that the Town of Bassendean would be known as a safe, healthy and inclusive community.

To achieve this, over the next 4 years, the Town will undertake to build on the achievements of previous Plans and implement the goals and actions to address specific access and inclusion needs and opportunities raised through community consultation.

Whilst responsibility for implementing the plan rests primarily with Town staff supported by Council, an opportunity exists for key stakeholders, community groups, sporting clubs, residents and the wider community to also be involved.

Given that disability access and inclusion impact all aspects of community life, the Town remains committed to listening and responding to local community priorities and gladly welcomes ongoing feedback regarding the Plan.

With a commitment to work in collaboration with Community, the Town looks forward to completing the actions outlined in the Plan and raising awareness of the benefits of an accessible and inclusive community for all.

To our valued community, we sincerely thank you for your input and we look forward to sharing with you the Town's achievements over the next four years.

INTRODUCTION

Building on the success of previous initiatives the Town of Bassendean has developed this DAIP as part of its ongoing commitment to ensuring the Town is an accessible and inclusive community that provides equitable access to its facilities, services and community life.

It is a multi-year guiding document that aims to actively address barriers experienced by people with a disability when accessing the Town's facilities, services, and activities. The Plan proposes solutions through a set of strategic priority actions.

The plan will be reviewed regularly to ensure people with disability, their families and carers within the Town of Bassendean can achieve their desired quality of life and have access to the same facilities, functions, events and services offered to the wider community.

WHAT DO THE TERMS DISABILITY, ACCESS AND INCLUSION MEAN

Disability

Disability is the experience of any condition that makes it difficult for a person to do certain activities or have equitable access with a given society. Disabilities may be cognitive, developmental, intellectual, mental, physical, sensory or a combination of multiple factors.

Access

Access refers to the ability or right to enter, exit, communicate with, or make use of. It also refers to the removal or reduction of barriers (physical and attitudinal) to participate in the activities and functions of a community.

Inclusion

Inclusion is the process whereby every person (irrespective of age, disability, gender, religion, sexual orientation or nationality) can access and participate fully in all aspects of an activity or service in the same way as any other member of the community.

LEGISLATION

The Disability Services Act 1993 (amended 2004) and the Disability Services Regulations 2004 (amended 2015) requires all local governments to have and implement a Disability Access and Inclusion Plan (DAIP), which must be reviewed at least every five years.

This DAIP is informed by the following legislation:

- *Commonwealth Disability Discrimination Act 1992*;
- *Western Australian Disability Services Act 1993* (amended 2004);
- *Western Australian Equal Opportunity Act 1984* (amended 1988); and
- *Disability (Access to Premises – Buildings) Standards 2010*.

STRATEGIC ALIGNMENT

As outlined in the Town's Council Plan 2023-2033, the Town's vision is to be a safe, healthy, and inclusive community, that respects and celebrates cultural heritage and diversity; a home by the Swan for everyone to enjoy.

The new DAIP seeks to achieve this vision by ensuring that community access and inclusion needs are supported and implemented through the Council Plan and the subsequent plans, including the 2024 – 2028 Disability Access and Inclusion Plan.

In relation to the strategic priorities of the Council Plan that align to the outcomes of the DAIP 2024-2028, the Town will focus on the following:

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.

In developing this Plan, the Town has addressed the State mandated outcomes as outlined below:

DAIP Outcomes

It is a requirement under the Western Australian Disability Services Act that local government authorities develop and implement a Disability Access and Inclusion Plan, working to achieve the following seven legislated outcomes:-

1. People with disability have the same opportunities as other people to access the services of, and any events organised by the Town.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Town.
3. 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.
4. 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.
5. People with disability have the same opportunities as other people to make complaints to the Town.
6. People with disability have the same opportunities as other people to participate in any public consultation by the Town.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Town.

ACCESSIBILITY AND INCLUSION NEEDS - this will be an infographic that shows how Bassendean is relative to WA and Australia

Australia

Disability

- 5.5 million (21.4%) of Australians live with a disability, up from 17.7% in 2018.
- 15.0% of people aged 0-64 years had disability, compared with 52.3% of people aged 65 years and over.
- Disability prevalence was similar for males (21.0%) and females (21.8%)
- 7.9% of all Australians had a profound or severe disability.

Older people

- 17.1% of Australians were aged 65 years and over (up from 15.9% in 2018).
- 95.9% of older Australians were living in households, while 4.1% lived in cared accommodation.
- 52.3% of older Australians had disability, and 86.6% had one or more long term health conditions.
- 39.8% of older Australians living at home needed some assistance with everyday activities.

Carers

- There were 3.0 million carers, representing 11.9% of all Australians living in households (up from 10.8% in 2018).
- 12.8% of all females were carers, compared with 11.1% of all males.

- There were 391,300 young carers (under the age of 25), up from 235,300 in 2018.
- There were 1.2 million primary carers in Australia, and of these, 43.8% had disability themselves.

Western Australia

- 411,500 (16.4%) of people reported living with a disability; 15.6% male, 17.2% female.
- 4.7% of people in WA have a profound disability (117,000 people)
- Living arrangements, 21.6% people in households alone and 3.8% in cared accommodation. People with severe and profound disability in households with others (12.6% people in households alone and 23.2% in cared accommodation).
- 16.5% of people living with disability aged 15 years and over had a Bachelor degree or above.
- 49.2% of people living with disability aged 15-64 years main source of income was government pension or allowance.
- 59%, aged 15 years and over work in the labour force with 27.9% aged 15 years and over with severe and profound disability work in the labour force.

Town of Bassendean

- 15,932 people called the Town of Bassendean home at the time of the 2021 Census.
- An estimated 2,600 residents live with disability, which represents 16% of the Town's population which is comparable to WA's 16.4% living with a disability but under the national average of 21.4%.
- An estimated 730 residents need assistance with core activities which represents 5% of the Town's population.
- 6.3% of Bassendean residents are living with profound or severe core activity limitation which is higher than the WA average of 4.5%
- In 2021, 1,351 residents reported as living with arthritis.

** Data from Disability, Ageing and Carers, Australia: Summary of Findings*

ACHIEVEMENTS

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.
-

CONSULTATION

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

Consultation with staff was also conducted to identify priority DAIP outcomes for the Town. Staff with responsibilities that impact on the public such as customer service staff, building and planning staff, staff who develop or provide information to the public, ranger services and human resources personnel were particularly targeted.

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.

From the community survey conducted, the Town received 42 completed surveys which identified the following:

- 66% of respondents were unaware the Town had a DAIP.
- 7% of respondents had previously referred to the Town's DAIP, and
- 35% of respondents identified as living with a disability.

For most community survey questions, respondents were asked to rate the Town's performance as Very Good, Good, Average, Poor or Very Poor.

Overall, in reviewing the community survey results, the Town performed *good to very good* in a majority of the seven (7) outcomes of the previous DAIP. Equally, survey results also indicated that more can be done for people living with disability in the Town of Bassendean in the following areas:

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

Priorities

In reviewing community feedback and cross referencing with the Town's Council Plan and other strategy documents, the following items have been identified as priorities for the DAIP 2024-2028 to improve access and inclusion for people living with disability and the broader community.

These initiatives will sit alongside existing programs and services that continue to support disability access and inclusion in the Town of Bassendean:

- Reviewing the Town's active ageing policy in response to the community survey and identifying external opportunities to enhance services offered to this demographic in the community
- 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
- Exploring adaptive technologies to provide additional support for people with a disability 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 Town's 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 working group to guide and provide input regarding the implementation of the DAIP.

Actions have been grouped under each outcome of the DAIP and the Town will use an implementation plan to document each action required to achieve the goals outlined to deliver disability, access and inclusion outcomes.

All projects will be tracked and reported on a quarterly and annual basis.

Acknowledgement and thanks

The Town of Bassendean would like to acknowledge everyone who provided feedback during the review of the previous plan. Your collective contributions have assisted in the development of the 2024 -2028 Disability Access and Inclusion Plan.

Deleted: Inclusion

DRAFT

ACTIONS

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.

New actions

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.1	Review the Town’s Active Ageing Policy to build capacity of seniors and identify external opportunities to enhance services offered to this demographic in our community.	Community Development	X			
1.2	Facilitate and support workshops that connects people in the community with information regarding NDIS and the supports available to assist people with a disability.	Community Development Library Services	X			
1.3	Engage an external agency to develop and introduce a disability art program to engage and support people with disabilities.	Community Development	X			
1.4	Develop and introduce an inclusive children’s program (e.g. low sensory hours story time,	Community Development	X	X	X	X

Formatted Table

Deleted: Youth Services

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
	Auslan lessons) to engage and support young people with disabilities.	Library Services				
1.5	Facilitate a disability awareness event to promote available services and disability services within the Town (e.g. All Abilities Expo in partnership with neighbouring councils).	Community Development		X		
1.6	Explore assistive technology options to provide additional support for hearing and visually impaired residents at civic and community events such as hearing loops, text to speech technology and assistive listening/sound augmentation devices (e.g. Front Row Juno).	Community Development IT Services	X	X	X	
1.7	Engage Auslan Interpreters at major Town civic and commemorative events (e.g. Birak).	Community Development		X	X	X
1.8	Explore external grant opportunities to support DAIP objectives.	Community Development	X	X	X	X
1.9	Review the Disability Access and Inclusion Policy to ensure the integration of access and inclusion principles into the ongoing work of	Community Development	X			

Formatted Table

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
	the Town guiding development of an Access and Inclusion Plan (AIP).					
1.10	Review the Volunteer Transport Service following completion of the 12-month trial.	Community Development	X			
1.11	Provide training to forward facing staff on invisible or hidden disabilities and the identification of the Hidden Disabilities Sunflower	Community Development and Human Resources	X	X	X	X

Formatted Table

Ongoing actions

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.12	Support staff, volunteers and contractors conduct their business in accordance with the Town's DAIP and other relevant legislation through relevant procedures, guidelines and checklists.	Human Resources and Contract Officers All	X	X	X	x
1.13	Provide concession fees for WA Companion Card holders to Town events (where applicable).	Community Development	X	X	X	x
1.14	Provide the compassionate waste service to eligible people.	Sustainability and Environment	X	X	X	x

Deleted: bin collection

Deleted: Waste Services

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.15	Ensure that events organised by the Town are considerate of, and accessible to, people with disability (even planning guidelines).	Community Development Children's Services Sustainability and Environment	X	X	X	x

Deleted: ¶
Youth Services

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.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
2.1	Audit of Town's assets and prioritise a schedule of works to improve universal access in the Town of Bassendean's facilities and public open space (e.g. Jubilee and Ashfield Reserve) <u>include, but not limited to, footpaths and outdoor furniture.</u>	Engineering and Assets Operations and Works		X		
2.2	Audit of the Town's controlled ACROD parking bays to inform the development of an ACROD improvement plan for budget consideration in the Long-Term Financial Plan and the Town's Asset Management Plans.	Engineering and Assets Operations and Works Ranger Services		X		
2.3	Improve provision of lighting, and park benches at BIC Reserve.	Engineering and Assets	X	X		
2.4	Incorporate universally accessible principles into the playground's renewal program (including seniors).	Engineering and Assets		X		
2.5	Audit of the Town's clubroom facilities to improve accessibility and determine a program of works for the Long-Term Financial Plan (e.g. Stan Moses Pavilion).	Engineering and Assets	X	X	X	X

Deleted: , including to council

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
2.6	Provide a map of accessible community facilities and transport routes.	IT and GIS Services			X	
2.7	Ensure Town master plans and precinct structure plans take into consideration accessibility needs of the community.	Planning and Regulation	X	X	X	X

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
2.8	Consider disability, access and inclusion planning in all project scoping undertaken by the Town.	All	X	X	X	X
2.9	Assessment of all Town works to ensure (where possible) to maintain universal access where practicable.	All	X	X	X	X

Deleted: Engineering and Assets Operations and Works

Deleted: Engineering and Assets Operations and Works

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.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
3.1	Develop and implement a promotional campaign to raise awareness of the Town's disability services, facilities and events.	Community Development Communications	X		X	
3.2	Develop internal digital and print accessibility guidelines to meet the State Government Access Guidelines for information, services and facilities.	Communications Community Development	X			

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
3.3	As part of the Town's ongoing website monitoring and improvements, review and update documentation available through the website to align with disability standards and guidelines, including the international recognised Web Content Accessibility Guidelines 2.1.	Communications	X	X	X	X

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
3.4	Provide documents in alternative formats, including larger print, upon request for people with a disability and promote this service.	Communications	X	X	X	X
3.5	Review accessibility of Thrive publication for community (print, distribution – e.g. add to Home Delivery Service deliveries).	Communications	X			

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.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
4.1	Review the Town's Customer Service Charter for opportunities to further improve the experience of people with a disability.	Community Development Customer Services	X			

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
4.2	Provide disability awareness and skills training for staff and volunteers to encourage inclusive and accessible service delivery. For example, training in neurodiversity to customer focussed roles (Library Services, Customer Services and Rangers).	Human Resources	X		X	

Outcome 5 – Complaints Handling - People with disability have the same opportunities as other people to make complaints to the Town.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
5.1	Review internal systems for tracking and reporting on customer feedback (including customer satisfaction surveys) relating to disability access and inclusion.	Customer Services Library Services Governance Communications		X		

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
5.2	Review any complaints and feedback received relating to disability access and inclusion and report implemented improvements as part of the annual reporting process to the Department of Communities.	Community Development Governance	X	X	X	X

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.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
6.1	Undertake a review and implement actions to improve the accessibility of council meetings and associated documentation.	Community Development Governance	X			
6.2	Establish and maintain a Disability Access and Inclusion Internal Working Group to assist in the implementation of the 2024 – 2028 DAIP.	Community Development Governance	X			
6.3	Introduce a consultative Disability Access and Inclusion Working Group, inclusive of community representatives, to assist in the monitoring and review of the DAIP by the community.	Community Development Governance	X			
6.4	Undertake a consultation process to broaden the DAIP so it becomes an Access and Inclusion Plan (AIP) and includes all people experiencing exclusion and disadvantage.	Community Development	X	X		

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
6.5	Develop community consultation activities that allow for participation/representation by people with a disability.	All	X	X	X	X

Outcome 7 – Employment - People with disability have the same opportunities as other people to obtain and maintain employment with the Town.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
7.1	Review recruitment and retention strategies to encourage applicants with diverse abilities to obtain and maintain employment at the Town.	Human Resources			X	
7.2	Develop an Equal Employment Opportunity (EEO) Management Plan to enhance opportunities for people with a disability to gain and maintain employment with the Town.	Human Resources	X			

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
7.3	Build and maintain relationships with Disability Employment Service providers to enhance access to employment at the Town by people with a disability.	Human Resources All	X	X	X	X
7.4	Provide work experience opportunities for students with special needs.	Human Resources	X	X	X	X

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
		Library Services				



DRAFT DISABILITY ACCESS AND INCLUSION PLAN

The Town of Bassendean Disability Access and Inclusion Plan 2024 – 2028 outlines its commitment to building an accessible community for all residents, visitors and all other stakeholders.

Table of Contents

Acknowledgement of Country	2
Message from the Mayor	3
Introduction	4
Legislation	5
Strategic Alignment	5
DAIP Outcomes	6
Accessibility and Inclusion Needs.....	7
Achievements.....	9
Consultation	11
Priorities.....	13
Acknowledgement and thanks.....	14
Actions	15
Outcome 1 – Access to Services.....	15
Outcome 2 – Access to Buildings and Other Facilities.....	19
Outcome 3 - Access to Information	21
Outcome 4 – Level and Quality of Services	23
Outcome 5 – Complaints Handling	24
Outcome 6 – Participation in Community Consultation.....	25
Outcome 7 – Employment.....	27

Note: This document is available in alternative formats upon request including in standard or large print, electronically by email and on the Town’s website at www.bassendean.wa.gov.au

Acknowledgement of Country

Nagalak kaadtitji boodja

Baal Whadjuk Noongar

boodja Ngalak nyininy.

We-together know this land.

It Whadjuk Noongar land.

We together sitting.

In the language of the first people of this land we say that we know that we are gathered together here on the land of the Whadjuk Noongar people, always was, always will be.

We pay our respects to Elders past and present, and their descendants.

Message from the Mayor

The Town of Bassendean is proud to present the Disability Access & Inclusion Plan (DAIP) 2024-2028 as we have an ongoing commitment to ensuring Bassendean is an accessible and inclusive community.

When Council adopted its new Council Plan 2023 – 2033, a key element of the Town’s vision, is that the Town of Bassendean would be known as a safe, healthy and inclusive community.

To achieve this, over the next 4 years, the Town will undertake to build on the achievements of previous Plans and implement the goals and actions n to address specific access and inclusion needs and opportunities raised through community consultation.

Whilst responsibility for implementing the plan rests primarily with Town staff supported by Council, an opportunity exists for key stakeholders, community groups, sporting clubs, residents and the wider community to also be involved.

Given that disability access and inclusion impact all aspects of community life, the Town remains committed to listening and responding to local community priorities and gladly welcomes ongoing feedback regarding the Plan.

With a commitment to work in collaboration with Community, the Town looks forward to completing the actions outlined in the Plan and raising awareness of the benefits of an accessible and inclusive community for all. To our valued community, we sincerely thank you for your input and we look forward to sharing with you the Town’s achievements over the next four years.

Introduction

Building on the success of previous initiatives the Town of Bassendean has developed this DAIP as part of its ongoing commitment to ensuring the Town is an accessible and inclusive community that provides equitable access to its facilities, services and community life.

It is a multi-year guiding document that aims to actively address barriers experienced by people with a disability when accessing the Town's facilities, services, and activities. The Plan proposes solutions through a set of strategic priority actions.

The plan will be reviewed regularly to ensure people with disability, their families and carers within the Town of Bassendean can achieve their desired quality of life and have access to the same facilities, functions, events and services offered to the wider community.

What do the terms Disability, Access and Inclusion Mean

Disability

Disability is the experience of any condition that makes it difficult for a person to do certain activities or have equitable access with a given society. Disabilities may be cognitive, developmental, intellectual, mental, physical, sensory or a combination of multiple factors.

Access

Access refers to the ability or right to enter, exit, communicate with, or make use of. It also refers to the removal or reduction of barriers (physical and attitudinal) to participate in the activities and functions of a community.

Inclusion

Inclusion is the process whereby every person (irrespective of age, disability, gender, religion, sexual orientation or nationality) can access and participate fully in all aspects of an activity or service in the same way as any other member of the community.

Legislation

The Disability Services Act 1993 (amended 2004) and the Disability Services Regulations 2004 (amended 2015) requires all local governments to have and implement a Disability Access and Inclusion Plan (DAIP), which must be reviewed at least every five years.

This DAIP is informed by the following legislation:

- Commonwealth Disability Discrimination Act 1992;
- Western Australian Disability Services Act 1993 (amended 2004);
- Western Australian Equal Opportunity Act 1984 (amended 1988); and
- Disability (Access to Premises – Buildings) Standards 2010.

Strategic Alignment

As outlined in the Town's Council Plan 2023-2033, the Town's vision is to be a safe, healthy, and inclusive community, that respects and celebrates cultural heritage and diversity; a home by the Swan for everyone to enjoy.

The new DAIP seeks to achieve this vision by ensuring that community access and inclusion needs are supported and implemented through the Council Plan and the subsequent plans, including the 2024 – 2028 Disability Access and Inclusion Plan.

In relation to the strategic priorities of the Council Plan that align to the outcomes of the DAIP 2024-2028, the Town will focus on the following:

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.

In developing this Plan, the Town has addressed the State mandated outcomes as outlined below.

DAIP Outcomes

It is a requirement under the Western Australian Disability Services Act that local government authorities develop and implement a Disability Access and Inclusion Plan, working to achieve the following seven legislated outcomes:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by the Town.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Town.
3. 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.
4. 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.
5. People with disability have the same opportunities as other people to make complaints to the Town.
6. People with disability have the same opportunities as other people to participate in any public consultation by the Town.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Town.

Accessibility and Inclusion Needs

Australia

Disability

- 5.5 million (21.4%) of Australians live with a disability, up from 17.7% in 2018.
- 15.0% of people aged 0-64 years had disability, compared with 52.3% of people aged 65 years and over.
- Disability prevalence was similar for males (21.0%) and females (21.8%)
- 7.9% of all Australians had a profound or severe disability.

Older people

- 17.1% of Australians were aged 65 years and over (up from 15.9% in 2018).
- 95.9% of older Australians were living in households, while 4.1% lived in cared accommodation.
- 52.3% of older Australians had disability, and 86.6% had one or more long term health conditions.
- 39.8% of older Australians living at home needed some assistance with everyday activities.

Carers

- There were 3.0 million carers, representing 11.9% of all Australians living in households (up from 10.8% in 2018).
- 12.8% of all females were carers, compared with 11.1% of all males.
- There were 391,300 young carers (under the age of 25), up from 235,300 in 2018.
- There were 1.2 million primary carers in Australia, and of these, 43.8% had disability themselves.

Western Australia

- 411,500 (16.4%) of people reported living with a disability; 15.6% male, 17.2% female.
- 4.7% of people in WA have a profound disability (117,000 people)
- Living arrangements, 21.6% people in households alone and 3.8% in cared accommodation. People with severe and profound disability in households with others (12.6% people in households alone and 23.2% in cared accommodation).
- 16.5% of people living with disability aged 15 years and over had a Bachelor degree or above.
- 49.2% of people living with disability aged 15-64 years main source of income was government pension or allowance.
- 59%, aged 15 years and over work in the labour force with 27.9% aged 15 years and over with severe and profound disability work in the labour force.

Town of Bassendean

- 15,932 people called the Town of Bassendean home at the time of the 2021 Census.
- An estimated 2,600 residents live with disability, which represents 16% of the Town's population which is comparable to WA's 16.4% living with a disability but under the national average of 21.4%.
- An estimated 730 residents need assistance with core activities which represents 5% of the Town's population.
- 6.3% of Bassendean residents are living with profound or severe core activity limitation which is higher than the WA average of 4.5%
- In 2021, 1,351 residents reported as living with arthritis.

* Data from Disability, Ageing and Carers, Australia: Summary of Findings

Achievements

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.

Consultation

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

Consultation with staff was also conducted to identify priority DAIP outcomes for the Town. Staff with responsibilities that impact on the public such as customer service staff, building and planning staff, staff who develop or provide information to the public, ranger services and human resources personnel were particularly targeted.

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.

From the community survey conducted, the Town received 42 completed surveys which identified the following:

- 66% of respondents were unaware the Town had a DAIP.
- 7% of respondents had previously referred to the Town's DAIP, and
- 35% of respondents identified as living with a disability.

For most community survey questions, respondents were asked to rate the Town's performance as Very Good, Good, Average, Poor or Very Poor.

Overall, in reviewing the community survey results, the Town performed *good to very good* in a majority of the seven (7) outcomes of the previous DAIP. Equally, survey results also indicated that more can be done for people living with disability in the Town of Bassendean in the following areas:

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

Priorities

In reviewing community feedback and cross referencing with the Town's Council Plan and other strategy documents, the following items have been identified as priorities for the DAIP 2024-2028 to improve access and inclusion for people living with disability and the broader community.

These initiatives will sit alongside existing programs and services that continue to support disability access and inclusion in the Town of Bassendean:

- Reviewing the Town's active ageing policy in response to the community survey and identifying external opportunities to enhance services offered to this demographic in the community
- 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
- Exploring adaptive technologies to provide additional support for people with a disability 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 Town's 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 working group to guide and provide input regarding the implementation of the DAIP.

Actions have been grouped under each outcome of the DAIP and the Town will use an implementation plan to document each action required to achieve the goals outlined to deliver disability, access and inclusion outcomes.

All projects will be tracked and reported on a quarterly and annual basis.

Acknowledgement and thanks

The Town of Bassendean would like to acknowledge everyone who provided feedback during the review of the previous plan. Your collective contributions have assisted in the development of the 2024 -2028 Disability Access and Inclusion Plan.

Actions

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.

New Actions

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.1	Review the Town's Active Ageing Policy to build capacity of seniors and identify external opportunities to enhance services offered to this demographic in our community.	Community Development	X			
1.2	Facilitate and support workshops that connects people in the community with information regarding NDIS and the supports available to assist people with a disability.	Community Development Library Services	X			
1.3	Engage an external agency to develop and introduce a disability art program to engage and support people with disabilities.	Community Development	X			
1.4	Develop and introduce an inclusive children's program (e.g. low sensory hours story time, Auslan lessons) to engage and support young people with disabilities.	Community Development Library Services	X	X	X	X

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.5	Facilitate a disability awareness event to promote available services and disability services within the Town (e.g. All Abilities Expo in partnership with neighbouring councils).	Community Development		X		
1.6	Explore assistive technology options to provide additional support for hearing and visually impaired residents at civic and community events such as hearing loops, text to speech technology and assistive listening/sound augmentation devices (e.g. Front Row Juno).	Community Development IT Services	X	X	X	
1.7	Engage Auslan Interpreters at major Town civic and commemorative events (e.g. Birak).	Community Development		X	X	X
1.8	Explore external grant opportunities to support DAIP objectives.	Community Development	X	X	X	X
1.9	Review the Disability Access and Inclusion Policy to ensure the integration of access and inclusion principles into the ongoing work of the Town guiding development of an Access and Inclusion Plan (AIP).	Community Development	X			
1.10	Review the Volunteer Transport Service following completion of the 12-month trial.	Community Development	X			

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.11	Provide training to forward facing staff on invisible or hidden disabilities and the identification of the Hidden Disabilities Sunflower	Community Development Human Resources	X	X	X	X

Ongoing Actions

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.12	Support staff, volunteers and contractors conduct their business in accordance with the Town's DAIP and other relevant legislation through relevant procedures, guidelines and checklists.	Human Resources Contract Officers All	X	X	X	X
1.13	Provide concession fees for WA Companion Card holders to Town events (where applicable).	Community Development	X	X	X	X
1.14	Provide the compassionate waste service to eligible people.	Sustainability and Environment	X	X	X	X

Task		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
1.15	Ensure that events organised by the Town are considerate of, and accessible to, people with disability (even planning guidelines).	Community Development Children's Services Sustainability and Environment	X	X	X	X

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.

New Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
2.1	Audit of Town's assets and prioritise a schedule of works to improve universal access in the Town of Bassendean's facilities and public open space (e.g. Jubilee and Ashfield Reserve) include, but not limited to, footpaths and outdoor furniture.	Engineering and Assets Operations and Works		X		
2.2	Audit of the Town's controlled ACROD parking bays to inform the development of an ACROD improvement plan for budget consideration in the Long-Term Financial Plan and the Town's Asset Management Plans.	Engineering and Assets Operations and Works Ranger Services		X		
2.3	Improve provision of lighting, and park benches at BIC Reserve.	Engineering and Assets	X	X		
2.4	Incorporate universally accessible principles into the playground's renewal program (including seniors).	Engineering and Assets		X		

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
2.5	Audit of the Town's clubroom facilities to improve accessibility and determine a program of works for the Long-Term Financial Plan (e.g. Stan Moses Pavilion).	Engineering and Assets	X	X	X	X
2.6	Provide a map of accessible community facilities and transport routes.	IT and GIS Services			X	
2.7	Ensure Town master plans and precinct structure plans take into consideration accessibility needs of the community.	Planning and Regulation	X	X	X	X

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
2.8	Consider disability, access and inclusion planning in all project scoping undertaken by the Town.	All	X	X	X	X
2.9	Assessment of all Town works to ensure (where possible) to maintain universal access where practicable.	All	X	X	X	X

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.

New Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
3.1	Develop and implement a promotional campaign to raise awareness of the Town's disability services, facilities and events.	Community Development Communications	X		X	
3.2	Develop internal digital and print accessibility guidelines to meet the State Government Access Guidelines for information, services and facilities.	Community Development Communications	X			

Ongoing Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
3.3	As part of the Town's ongoing website monitoring and improvements, review and update documentation available through the website to align with disability standards and guidelines, including the international recognised Web Content Accessibility Guidelines 2.1.	Communications	X	X	X	X

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
3.4	Provide documents in alternative formats, including larger print, upon request for people with a disability and promote this service.	Communications	X	X	X	X
3.5	Review accessibility of Thrive publication for community (print, distribution – e.g. add to Home Delivery Service deliveries).	Communications	X			

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.

New Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
4.1	Review the Town's Customer Service Charter for opportunities to further improve the experience of people with a disability.	Community Development Customer Services	X			

Ongoing Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
4.2	Provide disability awareness and skills training for staff and volunteers to encourage inclusive and accessible service delivery. For example, training in neurodiversity to customer focussed roles (Library Services, Customer Services and Rangers).	Human Resources	X		X	

Outcome 5 – Complaints Handling

People with disability have the same opportunities as other people to make complaints to the Town.

New Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
5.1	Review internal systems for tracking and reporting on customer feedback (including customer satisfaction surveys) relating to disability access and inclusion.	Customer Services Library Services Governance Communications		X		

Ongoing Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
5.2	Review any complaints and feedback received relating to disability access and inclusion and report implemented improvements as part of the annual reporting process to the Department of Communities.	Community Development Governance	X	X	X	X

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.

New Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
6.1	Undertake a review and implement actions to improve the accessibility of council meetings and associated documentation.	Community Development Governance	X			
6.2	Establish and maintain a Disability Access and Inclusion Internal Working Group to assist in the implementation of the 2024 – 2028 DAIP.	Community Development Governance	X			
6.3	Introduce a consultative Disability Access and Inclusion Working Group, inclusive of community representatives, to assist in the monitoring and review of the DAIP by the community.	Community Development Governance	X			
6.4	Undertake a consultation process to broaden the DAIP so it becomes an Access and Inclusion Plan (AIP) and includes all people experiencing exclusion and disadvantage.	Community Development	X	X		

Ongoing actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
6.5	Develop community consultation activities that allow for participation/representation by people with a disability.	All	X	X	X	X

Outcome 7 – Employment

People with disability have the same opportunities as other people to obtain and maintain employment with the Town.

New actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
7.1	Review recruitment and retention strategies to encourage applicants with diverse abilities to obtain and maintain employment at the Town.	Human Resources			X	
7.2	Develop an Equal Employment Opportunity (EEO) Management Plan to enhance opportunities for people with a disability to gain and maintain employment with the Town.	Human Resources	X			

Ongoing Actions

Tasks		Responsible Business Unit/s	Timeframe			
			2024-25	2025-26	2026-27	2027-28
7.3	Build and maintain relationships with Disability Employment Service providers to enhance access to employment at the Town by people with a disability.	Human Resources All	X	X	X	X
7.4	Provide work experience opportunities for students with special needs.	Human Resources Library Services	X	X	X	X

5.10 Disability Access and Inclusion

Objectives

The purpose of the Town's Disability Access and Inclusion Policy is to provide guidelines to:

1. Ensure that people with disability have the same level of access to Council's facilities, functions, services and employment opportunities as all other members of the community;
2. Ensure people with a disability can participate fully in Council processes, functions and events; and
3. Encourage broader services provided within the Town cater for the needs of people with disability and their carers.

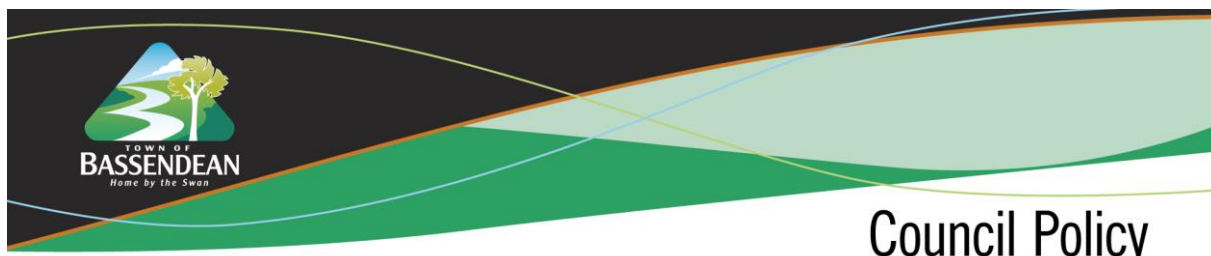
Strategies

The Town of Bassendean recognises that people with disability are valued and equal members of the community who make a variety of contributions to social, economic and cultural life. The Town of Bassendean believes that a community that recognises and celebrates diversity and supports the participation of all its members makes for a richer community life.

People with disability have the same basic human rights as other members of society and are entitled to exercise those basic human rights. All individuals have the inherent right to be respected for their human worth and dignity. People with disability have the same rights as other members of society to receive information and access to Council's functions, facilities, events, services and processes and be fully involved in consultation processes.

This policy forms the basis of understanding and implementation of the Disability Access and Inclusion Plan (DAIP) which influences and ultimately compliments the Town of Bassendean's corporate documents including the Community Strategic Plan, the Asset Management plans and the Workforce Development Plan.

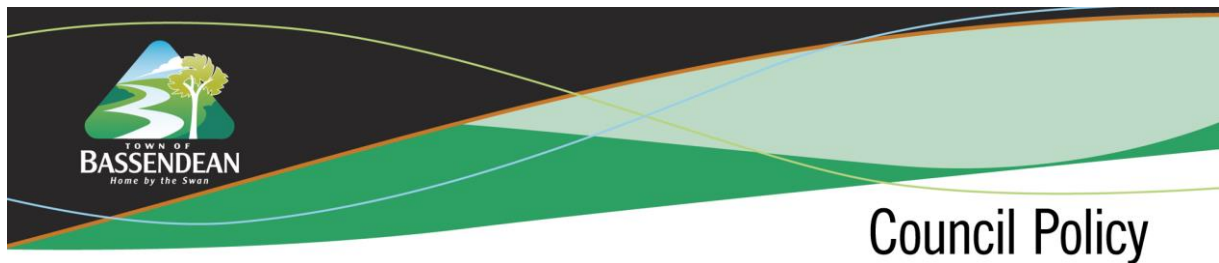
1. Council recognises that people with disability have the same rights to services that assist them in achieving their quality of life and provide them with opportunities to fulfil their individual potential.



2. Council strives to ensure that no person who lives, works or visits the Town of Bassendean is denied access to Council facility or service on the grounds of disability. Council endorses the concept of universal design which ensures that all members of the community have equal access to facilities, buildings and services.
3. Council will encourage all agencies and organisations operating within the Town to maximise the accessibility of their facilities, programmes and services.
4. Contractors and agents and Council will have guidelines to optimise the accessibility and availability of programmes and services for people with disability.
5. People with disability within the Town of Bassendean will have the same opportunities as other residents to participate in public consultation, grievance mechanisms, decision-making processes and the general democratic processes of Council.
6. Where possible and relevant Council will provide flexible services which complement an individual's own abilities and the support provided by their family, carers and the broader community.
7. Council will provide the necessary ongoing training for staff, volunteers and Councillors to ensure understanding and empathy for people with disability, their family and carers.
8. People with disability will be afforded the same access to employment and accommodation in line with the principles of the Western Australian Disability Services Act (1993) amended 2004, the Equal Opportunity Act (1988) and the Federal Disability Discrimination Act (1992).
9. Council will ensure that information about Council meetings, consultations, functions, facilities and services is provided in clear and concise language and is available in alternative formats upon request by people with disability.

Application

Responsibility for the implementation of this policy rest with all Councillors, staff, volunteers and contractors of the Town of Bassendean. The Chief Executive Officer will report on the commitment of the Town to social justice through the annual report. The Policy is to be reviewed every three years.



Policy Type: Council Policy

Link to Strategic Community Plan:
Inclusiveness, Lifelong Learning, Health
and Social Wellbeing -

Policy Owner: Director Community
Development

Adopted OCM – 1/03/13

Last Review Date: March 2014

Version 1

Next Review due by: December 2016

Schedule of Submissions

Draft Disability Action and Inclusion Plan 2024-2028

Question: Do you have any feedback or comments that could help us improve the draft Disability Access and Inclusion Plan?

Demographics	Submission	Comment
Interested community member 60 - 69 years	No	
Interested community member 70 - 79 years	Parking for Seniors and Disability persons is a set back for people wanting to attend hall activities in both the Seniors hall and the Community hall.	Actions from this submission are covered under 2.2 of the DAIP
Person living with a disability 70 - 79 years	I find it hard to understand that a small town could make a significant impact in this area. It would require the support of the Federal Government to initiate any real change,	Comments from this submission in part are covered under Action 1.2 and 1.8
Unknown	Please do a park bench audit to see whether there is a concrete path leading to it and whether there is a disability wheelchair spot beside it	Action 2.1 updated to reflect this submission and specifically call out reserve and street furniture.
Unknown	I like the sunflower idea to inform others of unseen disabilities in a discreet manner. Like the one Galleria employed.	New item added at item 1.11 to reflect hidden or invisible disabilities to train forward facing staff
Interested community member	My big concern is that the two jetties were removed and after fanfare and silly talk it was going to be revisited but alas our "Scared" site has been forgotten	Comment deemed not relevant to the DAIP
Carer or support worker of a person with disability	<p>Speaking as someone who pushed an elderly person in a chair around the town I found some areas incredibly difficult. I expect that those on crutches etc would also have issues.</p> <p>My main issue was the paving down Old Perth Road on southern side of road and the crossing at Wilson St. The camber was too much and there were divots we got stuck in.</p> <p>I would suggest an audit on major pathways for easy travel</p>	Action 2.1 and 2.2 updated to reflect this submission

Demographics	Submission	Comment
<p>Person living with a disability & Interested community member</p> <p>70 - 79 years</p>	<p>I am not happy with your shire depot.</p> <p>When I asked about the generator set that the Shire is operating for others all I got was flack about all the other Generator sets that may be operating in Bassendean area causing the problem. I offered some assistance to cut out the noise from the engine for which I am more qualified to do than any one you have in the shire and I also advised the Shire who can help. Just because your people have bullied all of the staff into telling them the noise is below a level that would cause issues.</p> <p>Having worked as the Technical Communicator for Westrac here in Western Australia and NSW for the ten years before my retirement.</p> <p>The marbles have not dropped out as yet from my memory. I want to advise you there will issues with the noise from your generator as I have experienced complex operations of generator sets throughout the area of my above responsibilities which include the size of your set. 3600,3500,3400,3200 and Perkins engines.</p> <p>I assisted the Caterpillar team in getting the noise levels to an acceptable level in the old Princess Margaret hospital when it was located in the top of Hay Street. Similar to you operation in Bassendean.</p> <p>I won't be offering my assistance now you can work it out or do something other just putting the engine in a shed and carrying out noise level tests which you can't work out what the results are.</p> <p>Having your tester walking around your site and saying I can't see the generator set is not an answer.</p> <p>My drive way is opposite your drive way at 69 Scaddan St Bassendean so all the noise from the generator float over the building to my place.</p> <p>all the noise from the Shire yard is acceptable except for the exhaust noise from the generator set and putting trees to try reduce it may work.</p>	<p>Comment deemed not relevant to the DAIP but referred to Environmental Health Officers for review and relevant action.</p>

Questions asked during Public Comment Period
Draft Disability Action and Inclusion Plan 2024-2028

The following questions were used to gather feedback during the public comment period:

- Name (optional)
- Email address (optional)
- Phone number (optional)
- Demographic questions:
 - Age group
 - Respondent's suburb
- Respondent identifying as a:
 - Person living with a disability
 - Carer or support worker of a person with disability
 - Disability service provider
 - Interested community member
 - Other
- Feedback questions:
 - Do you have any feedback or comments that could help us improve the draft Disability Access and Inclusion Plan?
 - How effectively do you believe the Town's draft Disability Access and Inclusion Plan addresses key areas to improve access and inclusion for people with disabilities?



**LIST OF PAYMENTS
FOR THE MONTH
ENDED 31 OCTOBER 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 October	53276-53602	3,679,394.26
Cheques		
Commonwealth 6100-1015-9128	N/A	937.85
Credit Card Payments		13,541.11
		<hr/>
		\$3,693,873.22
		<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
OCTOBER 2024 PAYMENTS (01/10/2024 - 31/10/2024)

Date	Name	Description	Amount
10/10/2024	(EBG) EFFECTIVE BUILDING GROUP PTY LTD	Building condition report - R A McDonald and Bill Walker Stands	-\$1,760.00
08/10/2024	CARE SUPER	Superannuation contributions	-\$863.01
22/10/2024	CARE SUPER	Superannuation contributions	-\$863.01
03/10/2024	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$59.91
10/10/2024	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$132.00
03/10/2024	ACTIVE AIR CONDITIONING & REFRIGERATION PTY LTD	Hire of 4 heaters from 20 to 30 Aug 24	-\$484.00
23/10/2024	ACTIVE AIR CONDITIONING & REFRIGERATION PTY LTD	Hire of 4 heaters from 31 Aug to 11 Sep 24	-\$528.00
23/10/2024	ALLMARK & ASSOCIATES PTY LTD	Office supplies	-\$92.95
01/10/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$110.00
03/10/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$330.00
23/10/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$110.00
03/10/2024	ALSCO LINEN SERVICES PTY LTD	Hygiene services - Multiple locations - Aug 24	-\$4,444.81
10/10/2024	ALSCO LINEN SERVICES PTY LTD	Hygiene services - Multiple locations - Sep 24	-\$4,444.81
23/10/2024	ALSCO LINEN SERVICES PTY LTD	Weekly linen services - Administration	-\$540.89
03/10/2024	AMAZING BRICK PAVING	Pick up and relay paving - waste to depot - various locations	-\$4,662.90
10/10/2024	AMAZING BRICK PAVING	Pick up and relay paving - waste to depot - various locations	-\$5,628.70
08/10/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$303.29
22/10/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$299.84
01/10/2024	A KALKA	Refund - Sanitary rebate	-\$157.50
08/10/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$659.66
22/10/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$639.89
01/10/2024	ASHFIELD COMMUNITY ACTION NETWORK INC	Donation to Ashfield Community Action Network - new website hosting	-\$250.00

Date	Name	Description	Amount
03/10/2024	ASPHALTECH PTY LTD	Asphalt supplies	-\$770.80
10/10/2024	ASPHALTECH PTY LTD	MMR Project - Iolanthe Street - Anzac Tce to Walter Road East - Asphalt supplies and equipment, traffic management, variable message board	-\$290,598.17
03/10/2024	ASSET INFRASTRUCTURE MANAGEMENT	Assist development - Parks Place service levels	-\$3,960.00
10/10/2024	ASSET INFRASTRUCTURE MANAGEMENT	Asset management services - various dates	-\$6,051.38
23/10/2024	ASSET INFRASTRUCTURE MANAGEMENT	Annual subscription to the AIM works planning tool	-\$1,100.00
03/10/2024	AUSTRALIA POST	Postal charges	-\$218.92
10/10/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Supply and install 2 aircon units - HRV unit and depot stores office	-\$8,126.80
23/10/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD (AAS)	Quarterly air-conditioning inspections - Library	-\$2,664.75
08/10/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$634.81
22/10/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$634.81
03/10/2024	AUSTRALIAN RED CROSS	CPR refresher - depot	-\$1,706.40
08/10/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$1,139.95
22/10/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$842.40
10/10/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$185.50
24/10/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$159.00
10/10/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$94,253.00
24/10/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$82,827.00
08/10/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$7,954.41
22/10/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$8,259.57
08/10/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$34,639.28
22/10/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$34,361.61
01/10/2024	A MACKENZIE	Reimbursement - Snap printing DAIP consultation posters	-\$99.74
15/10/2024	BASSENDAN CRICKET CLUB	Management of the turf cricket facilities - Jubilee Reserve	-\$22,235.00
01/10/2024	BASSENDAN NEWSAGENCY	Selected periodical titles Aug 24 - Library	-\$68.46
23/10/2024	BASSENDAN NEWSAGENCY	Selected periodical titles Sep 24 - Library	-\$90.65

Date	Name	Description	Amount
03/10/2024	BASSENDAN OPEN STUDIOS	Community Grants Program - An open studio event across many venues in the TOB	-\$2,000.00
11/10/2024	BASSENDAN SES	ESL Operating Grant 2024/25 1st Quarter	-\$11,486.75
03/10/2024	BASSENDAN TENNIS CLUB	Grass Court maintenance 2023-24	-\$2,291.30
10/10/2024	BCA CONSULTANTS (WA) PTY LTD	Library & Admin air-conditioning - Design and documentation	-\$12,540.00
01/10/2024	BCITF	BCITF - Aug 2024	-\$3,199.31
03/10/2024	BCITF	BCITF - Sep 2024	-\$4,602.09
03/10/2024	BEAVER TREE SERVICES	Remove large failed limb and hangers - various locations	-\$8,937.50
10/10/2024	BEAVER TREE SERVICES	Removal of dead trees, pruning, stump grinding, root chase and air spading - various sites	-\$6,924.50
23/10/2024	BEAVER TREE SERVICES	Removal of dead trees, pruning, stump grinding, root chase and air spading - various sites	-\$28,841.82
01/10/2024	BENARA NURSERIES	Plant supplies	-\$1,259.50
03/10/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$713.99
03/10/2024	BOC LIMITED	Dry Ice Mosquito Trapping - 2024/25 Season	-\$27.60
10/10/2024	BOC LIMITED	Dry Ice Mosquito Trapping - 2024/25 Season	-\$12.38
03/10/2024	BRICKS 4 KIDZ GOSNELLS (RENUI VENTURES PTY LTD)	Extension activity - Brik 4 Kids Stem - Junior robotics program - Aug - Nov 24 (4 sessions)	-\$495.00
10/10/2024	BRIGHT BYTES - MICHAEL STEVENSON	Deep cleaning - Library	-\$330.00
23/10/2024	BUDGET PEST CONTROL	Termite treatments - various sites	-\$550.00
23/10/2024	BULLCOW ENTERPRISES PTY LTD	Fibre Testing - ITC	-\$528.00
01/10/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$92.44
03/10/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$1,365.99
10/10/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$2,096.01
23/10/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$178.52
23/10/2024	CAI FENCES	Remove dispose of existing fence & replace chainmesh fencing to dugouts area - Caledonian Soccer Club	-\$17,578.00
01/10/2024	C M KENNEDY	Refund - CCTV Rebate scheme	-\$134.00

Date	Name	Description	Amount
23/10/2024	CASA MIA MONTESSORI COMMUNITY SCHOOL INC	Community Grant Sponsorship - Casa Mia - 25th Anniversary Fund Day - free public event at BIC Reserve	-\$2,200.00
03/10/2024	CASA SECURITY PTY LTD	Monthly security guard call-outs	-\$1,783.65
10/10/2024	CASA SECURITY PTY LTD	Locking Ashfield Reserve Toilets - as from 5 Aug 24	-\$3,083.51
10/10/2024	CASCADA GROUP	Supply cover wave grates	-\$7,383.20
03/10/2024	CENTRECARE INC	Community Grants Program - Traffic management for 2 street parties to engage children and their experiences of road safety	-\$2,200.00
10/10/2024	CHIVERS ASPHALT PTY LTD	Asphalt repairs - Ashfield Soccer Club car park. Asphalt crossover and path repairs - Wicks Street	-\$16,500.00
23/10/2024	CHIVERS ASPHALT PTY LTD	Asphalt repairs - Morley Drive	-\$11,137.50
03/10/2024	CITY OF BELMONT	Chemical Supplies	-\$3,080.88
23/10/2024	CITY OF BELMONT	Reimbursement of LSL paid out on termination	-\$393.71
01/10/2024	CITY OF SOUTH PERTH	Impound Fees - Jul 24	-\$1,207.36
03/10/2024	CITY OF SOUTH PERTH	Impound Fees - Aug 2024	-\$1,488.55
23/10/2024	CITY OF SOUTH PERTH	Impound Fees - Sep 2024	-\$1,523.06
01/10/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$231.00
03/10/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$693.00
10/10/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$231.00
23/10/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$462.00
01/10/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$409.34
03/10/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$1,668.61
10/10/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$2,811.67
23/10/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$740.13
08/10/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,594.82
22/10/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,527.41
10/10/2024	COMMISSIONER OF POLICE	National Police checks	-\$18.00
03/10/2024	COMPLETE APPROVALS	Refund - Planning Application	-\$147.00
23/10/2024	COMPLETE APPROVALS	Refund - Planning Application	-\$294.00
03/10/2024	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$569.36

Date	Name	Description	Amount
23/10/2024	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$1,531.31
23/10/2024	COMPLETE OFFICE SUPPLIES PTY LTD - COS	Office supplies	-\$193.22
01/10/2024	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV - Jul 24	-\$3,412.20
03/10/2024	CONNECT VICTORIA PARK INCORPORATED	Management Fees for HRV - Aug 24	-\$2,907.55
03/10/2024	CORSIGN WA PTY LTD	4 x Duck Signs	-\$228.80
03/10/2024	CTI RISK MANAGEMENT	Customer Service banking collections	-\$418.28
10/10/2024	CTI RISK MANAGEMENT	Customer Service banking collections - Sep 24	-\$289.58
23/10/2024	DATA DOCUMENTS	Printing - Bassendean Oval Advocacy Brochure - Sep 24	-\$332.20
03/10/2024	DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS	Reel it in contribution - 2024/25	-\$2,200.00
23/10/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy	-\$25,575.95
24/10/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL 1st quarter contribution	-\$837,814.36
03/10/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BSL - Aug 24	-\$6,342.51
23/10/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BSL - Sep 24	-\$3,433.65
23/10/2024	DI CANDILO & SONS	Hardware supplies	-\$880.00
01/10/2024	DIAL A NAPPY (BUSICLEAN)	Cleaning and laundry supplies - WIW	-\$36.00
10/10/2024	DIAL A NAPPY (BUSICLEAN)	Cleaning and laundry supplies - WIW	-\$808.10
01/10/2024	D C SUNLEY	Refund - Rates	-\$130.65
03/10/2024	DOMUS NURSERY	Plant supplies	-\$1,517.45
10/10/2024	DOMUS NURSERY	Plant supplies	-\$923.78
10/10/2024	DORMAKABA AUSTRALIA PTY LTD	Repair of fault - Main auto doors at 48 Old Perth Road	-\$1,008.04
03/10/2024	DOWSING GROUP PTY LTD	Supply and install pedestrian kerb ramps - North Road. Install concrete footpath - Walter Road	-\$13,988.27
10/10/2024	DOWSING GROUP PTY LTD	Concrete repairs - Gary Blanch Reserve	-\$46,599.45
03/10/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$204.95

Date	Name	Description	Amount
10/10/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$459.90
10/10/2024	DWC STUDIO PTY LTD	Town of Bassendean DRP Sep 24	-\$467.50
03/10/2024	E FIRE & SAFETY (WA)	Monthly testing of fire detection system - Sep 24 - Library	-\$126.50
23/10/2024	E FIRE & SAFETY (WA)	Monthly testing of fire detection system - Oct 24 - Library	-\$126.50
10/10/2024	EASIFLEET	Payroll deductions	-\$273.03
24/10/2024	EASIFLEET	Payroll deductions	-\$277.03
03/10/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside waste - domestic, FOGO, tip pass - mixed, green waste and mattress - Aug 24	-\$97,214.00
10/10/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside waste - domestic, FOGO, tip pass - mixed, green waste and mattress - Sep 24	-\$67,093.66
23/10/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	Processing of kerbside waste - domestic, FOGO, tip pass - mixed, green waste and mattress Oct 24	-\$66,403.30
10/10/2024	EDGE TRANSPORT SOLUTIONS PTY LTD	Provide and conduct a road safety audit - Success Road and Lord Street	-\$1,320.00
01/10/2024	ELITE COMPLIANCE PTY LTD	Refund - Building Permit	-\$110.00
10/10/2024	ELLIOTTS IRRIGATIONS	BIC iron filter service - Aug 24	-\$324.50
23/10/2024	ENVIRONMENTAL INDUSTRIES PTY LTD	Supply of top dressing sand - Jubilee Reserve	-\$11,025.85
03/10/2024	ENVIROPATH PTY LTD	Aug 24 street sweeping - various sites	-\$5,509.90
10/10/2024	ENVIROPATH PTY LTD	Sep 24 street sweeping - various sites	-\$3,948.12
03/10/2024	ESRI AUSTRALIA PTY LTD	ArcGIS Online Creator and ArcGIS Online Mobile Worker - Annual Subscriptions	-\$5,670.50
23/10/2024	EVSE AUSTRALIA	Explore software subscription fee - 2 ports (Year 2)	-\$1,188.00
10/10/2024	FARMARAMA PTY LTD	Fertiliser supplies	-\$11,049.50
01/10/2024	F E MACFARLANE-BARROW	Refund - Waterwise Verge Rebate	-\$500.00
03/10/2024	FLEXISTAFF	Contract staff expenses Aug - Sep 24	-\$8,953.56
10/10/2024	FLEXISTAFF	Contract staff expenses - Sep 24	-\$11,928.27
23/10/2024	FLEXISTAFF	Contract staff expenses - Oct 24	-\$8,953.56

Date	Name	Description	Amount
10/10/2024	FOCUS CONSULTING WA PTY LTD	Prepare design documentation for the building main switchboard at 48 Old Perth Road	-\$968.00
23/10/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$1,708.58
08/10/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$546.70
15/10/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$216.70
22/10/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
03/10/2024	GARPEN	Hardware supplies	-\$86.00
01/10/2024	G R MIERNIK	Refund - Waterwise Verge Rebate	-\$160.00
03/10/2024	GFG TEMP ASSIST	Contract staff expenses - Aug 24	-\$3,954.50
10/10/2024	GFG TEMP ASSIST	Contract staff expenses - Sep 24	-\$8,479.08
23/10/2024	GFG TEMP ASSIST	Contract staff expenses - Oct 24	-\$2,505.53
10/10/2024	GLADIATOR SPORTS	Supply and install H/D Basketball Ring to existing tower - Pickering Park	-\$275.00
10/10/2024	GREENACRES TURF GROUP	Turf supplies	-\$1,752.59
23/10/2024	GRONBEK SECURITY	Cutting of BPA Restricted Key - Infant Health Centre	-\$80.70
10/10/2024	HARE & FORBES MACHINERY HOUSE PTY LTD	Hardware supplies	-\$388.00
03/10/2024	HARVEY NORMAN AVIT SUPERSTORE MIDLAND	Westinghouse freestanding oven - Youth Services	-\$1,895.00
10/10/2024	HARVEY NORMAN AVIT SUPERSTORE MIDLAND	Chef freestanding electric cooker - HRV	-\$599.00
23/10/2024	HATCHET PTY LTD	Website development for RYDE program	-\$528.00
10/10/2024	HEATLEY SALES PTY LTD	Safety supplies	-\$538.00
23/10/2024	HEATLEY SALES PTY LTD	Safety clothing	-\$395.54
08/10/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,696.26
22/10/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,673.17
23/10/2024	HOFMANN ENGINEERING PTY LTD	Refund - Building Permit	-\$540.00
08/10/2024	HOST PLUS	Superannuation contributions	-\$6,337.79
22/10/2024	HOST PLUS	Superannuation contributions	-\$6,285.40
03/10/2024	ILLION AUSTRALIA PTY LTD	D&B financial health checks	-\$338.58
10/10/2024	ILLION AUSTRALIA PTY LTD	D&B financial health checks	-\$169.29
01/10/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - Aug 24	-\$481.66
10/10/2024	INLOGIK PTY LIMITED	Promaster - Monthly Hosting Fee - Sep 24	-\$481.66

Date	Name	Description	Amount
10/10/2024	INSIGHT URBANISM PTY LTD	Third design review - Sep 24 - proposed child care centre - West Road Bassendean	-\$467.50
23/10/2024	INSTANT WINDSCREENS	Windscreen replacement and recalibration	-\$985.00
03/10/2024	INTELIFE GROUP LIMITED	Cleaning services - Aug 24	-\$16,114.32
10/10/2024	INTELIFE GROUP LIMITED	Cleaning services - Sep 24	-\$15,534.84
23/10/2024	IPRINT PLUS	Printing - Thrive Oct/Nov 24	-\$909.70
03/10/2024	IT VISION SOFTWARE PTY LTD	Amend the 2024-25 Rates Notice template	-\$554.40
23/10/2024	JIM'S LAUNDRY SERVICES - BRABHAM	Laundry services	-\$123.00
01/10/2024	JTAGZ PTY LTD	Dog & Cat registration tags	-\$881.38
23/10/2024	J C KLUVER	Dudley Robinson Youth Grant	-\$250.00
03/10/2024	K C BINITA	Cleaning services	-\$3,000.00
03/10/2024	K E MACKIE	Refund - CCTV Rebate Scheme	-\$200.00
10/10/2024	K L SURACE	Refund - Waterwise Verge Rebate	-\$325.00
10/10/2024	K MCDONALD	Refund - Cross Over Bond	-\$2,805.00
03/10/2024	KLEENIT PTY LTD	Graffiti removal - various sites	-\$2,000.58
10/10/2024	KLEENIT PTY LTD	Graffiti removal and re-line marking - various sites	-\$7,130.81
10/10/2024	KM BASSENDEAN PTY LTD	Refund - Infrastructure Security Bond	-\$3,500.00
23/10/2024	LANDGATE	Refund - Rates	-\$364.54
03/10/2024	LG BEST PRACTICES	Consultancy - Payroll	-\$2,948.00
23/10/2024	LGC TRAFFIC MANAGEMENT	Traffic management services	-\$4,495.70
23/10/2024	LGIS WA	Insurance coverage for the Town, second instalment for 2024/25	-\$299,522.30
10/10/2024	LGRCEU	Payroll deductions	-\$110.00
24/10/2024	LGRCEU	Payroll deductions	-\$110.00
01/10/2024	LINDA GRADISEN	Refund - Waterwise Verge Rebate	-\$500.00
03/10/2024	M P ROGERS & ASSOCIATES PTY LTD	PT Reserve Foreshore - site survey and updates	-\$2,025.10
03/10/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - call outs various sites	-\$397.90
10/10/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - Jubilee Reserve, Library and HRV	-\$5,693.71
23/10/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - Depot and Community Hall	-\$3,015.20
08/10/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,291.10

Date	Name	Description	Amount
22/10/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$1,291.10
16/10/2024	MACRI PARTNERS	Audit - Annual acquittals	-\$4,620.00
01/10/2024	MAGICORP	On hold message charges	-\$138.80
23/10/2024	MAIN EVENT HIRE	Marquee and chair hire - Memorial Park Gardens (BIC Reserve)	-\$905.00
01/10/2024	MANDALA HOLISTIC THERAPIES	Extension Activity - Women's Circle - 03 Sep 24	-\$500.00
03/10/2024	MANDALA HOLISTIC THERAPIES	Extension Activity - Women's Circle - 17 Sep 24	-\$500.00
08/10/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$1,106.70
22/10/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$984.01
23/10/2024	MATT BIOCICH PHOTOGRAPHY	Citizenship Ceremony Photography - 11 Oct 24	-\$596.75
08/10/2024	MERCER SUPER TRUST	Superannuation contributions	-\$108.91
03/10/2024	MIDLAND MINICRETE	Supply and delivery of premixed concrete for footpath repairs - various sites	-\$1,846.90
10/10/2024	MIDLAND MINICRETE	Supply and delivery of premixed concrete for footpath repairs - Culworth Road	-\$910.80
23/10/2024	MIDLAND MINICRETE	Supply and delivery of premixed concrete for footpath repairs - North Road	-\$860.20
08/10/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$299.84
22/10/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$311.57
08/10/2024	MLC SUPER FUND	Superannuation contributions	-\$118.90
22/10/2024	MLC SUPER FUND	Superannuation contributions	-\$118.90
03/10/2024	MOORE AUSTRALIA (WA) PTY LTD	2024 Nuts and Bolts Workshop	-\$1,320.00
03/10/2024	MULTILEC ENGINEERING PTY LTD	4 monthly inspections and service of lift - Library	-\$605.00
23/10/2024	MULTILEC ENGINEERING PTY LTD	Emergency phone retrofit to lift - Library	-\$4,705.50
03/10/2024	MYXPLORE	Xplore Childcare & Education software - WIW	-\$1,973.40
01/10/2024	N & N J HAEUSLER	Newspaper supplies 17 Aug - 13 Sep - Library	-\$117.20
23/10/2024	N & N J HAEUSLER	Newspaper supplies 14 Sep - 11 Oct - Library	-\$117.20
03/10/2024	NAMEPLATE ENGRAVERS	Name badge supplies	-\$467.50
10/10/2024	NAPA	Hardware supplies	-\$553.09
23/10/2024	NAPA	Hardware supplies	-\$5,556.13
03/10/2024	NATURAL AREA HOLDINGS PTY LTD	Caltrop Control Program	-\$1,185.18

Date	Name	Description	Amount
23/10/2024	NATURAL AREA HOLDINGS PTY LTD	July 24 weed control - Broadway Reserve	-\$41,312.36
01/10/2024	NGALA BOODJA - ABORIGINAL LAND CARE	Weed control- Seventh Avenue	-\$1,212.75
03/10/2024	NGALA BOODJA - ABORIGINAL LAND CARE	Hand weeding - various sites	-\$3,164.70
23/10/2024	NGALA BOODJA - ABORIGINAL LAND CARE	Morning Glory hand removal - Success Hill Reserve	-\$929.01
08/10/2024	NGS SUPER	Superannuation contributions	-\$497.83
22/10/2024	NGS SUPER	Superannuation contributions	-\$505.36
01/10/2024	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Fitness Class	-\$250.00
10/10/2024	NOMA PTY LTD	Attendance at Town of Bassendean Design Review Panel	-\$495.00
10/10/2024	NORTH COAST DRAFTING SERVICES PTY LTD	Refund - Development application	-\$147.00
03/10/2024	NUTRIEN AG SOLUTIONS LIMITED (LANDMARK)	Chemical Supplies	-\$160.56
23/10/2024	NUTRIEN AG SOLUTIONS LIMITED (LANDMARK)	Chemical Supplies	-\$237.11
03/10/2024	NUTRIEN WATER	Reticulation supplies	-\$486.80
10/10/2024	NUTRIEN WATER	Reticulation supplies	-\$2,685.35
23/10/2024	NUTRIEN WATER	Reticulation supplies	-\$1,051.63
01/10/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$342.77
10/10/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$769.00
23/10/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office stationery supplies	-\$103.67
03/10/2024	OMNICOM MEDIA GROUP (OMG) AUSTRALIA PTY LTD	Advertisement in newspaper - Local Government Tenders	-\$1,159.82
10/10/2024	P&M AUTOMOTIVE	Service Hoist Workshop	-\$619.26
08/10/2024	PANORAMA SUPER	Superannuation contributions	-\$468.83
22/10/2024	PANORAMA SUPER	Superannuation contributions	-\$468.83
03/10/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical Services - various sites	-\$1,815.36
10/10/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical Services - various sites - Sep 24	-\$4,262.69
01/10/2024	PAXON GROUP	Procurement Audit	-\$10,560.00
10/10/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$1,160.09
24/10/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$1,156.09

Date	Name	Description	Amount
10/10/2024	PERTH MATERIALS BLOWING PTY LTD	Supply, deliver and installation of Softfall chips - Ashfield Community Centre	-\$2,904.00
03/10/2024	PERTH TRAFFIC TRAINING	Traffic Management Plan Suitability Review	-\$132.00
10/10/2024	PIPELINE RETICULATION	Supply 1 x SD36 volt power supply - Jubilee Reserve	-\$250.47
23/10/2024	PRESTIGE PROPERTY MAINTENANCE	Broadleaf spraying of various reserves	-\$4,890.60
10/10/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$539.00
10/10/2024	PROFESSIONALS THE WRIGHT TEAM	Refund - Rates	-\$641.02
23/10/2024	PROFESSIONALS WELLSTEAD TEAM	Refund - Rates	-\$1,427.40
01/10/2024	PROGRAMMED SKILLED WORKFORCE PTY LTD	Contract staff expenses - Aug 24	-\$2,080.55
03/10/2024	PROGRAMMED SKILLED WORKFORCE PTY LTD	Contract staff expenses - Aug 24	-\$1,159.16
01/10/2024	REITSEMA PACKAGING PTY LTD	Compostable liners - Waste - Apr 24	-\$4,942.08
23/10/2024	REITSEMA PACKAGING PTY LTD	Compostable liners - Waste - Aug 24	-\$4,942.08
08/10/2024	REST SUPERANNUATION	Superannuation contributions	-\$2,510.83
22/10/2024	REST SUPERANNUATION	Superannuation contributions	-\$2,433.88
03/10/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot	-\$1,188.00
23/10/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot - Sep 24	-\$1,188.00
28/10/2024	RINGCENTRAL AUSTRALIA PTY LTD	RingCentral Implementation	-\$26,587.02
10/10/2024	R STONE	Refund - Sustainable Products Rebate	-\$140.00
10/10/2024	SAFEPATH PTY LTD	Path Grinding - West Road	-\$2,090.00
10/10/2024	SCOUTS ASSOCIATION OF AUSTRALIA - SCOUTS WA	WAFL home games clean up	-\$4,800.00
03/10/2024	SEEK LIMITED	Job advertisement Sep 24	-\$2,255.00
10/10/2024	SEEK LIMITED	Job advertisement - Sep 24	-\$687.50
23/10/2024	SEEK LIMITED	Seek agreement 12 months - Job advertisements	-\$8,250.00
28/10/2024	SG FLEET AUSTRALIA PTY LTD	SG Fleet - lease rental - Sep 24	-\$8,362.13

Date	Name	Description	Amount
17/10/2024	SHERIFFS OFFICE	Lodgement fee for registering - Unpaid infringements	-\$1,462.00
01/10/2024	SIFTING SANDS	Sand pit cleaning - Mary Crescent Reserve	-\$6,230.95
01/10/2024	SIGNING HANDS	Signing hands classes - WIW - Aug - Sep 24	-\$2,079.00
10/10/2024	SIGNING HANDS	Signing hands classes - WIW - Oct 24	-\$1,485.00
03/10/2024	S L WILKINSON	Refund - Infrastructure Security Bond	-\$3,500.00
23/10/2024	SIMPLY UNIFORMS	Uniform supplies	-\$118.36
03/10/2024	SJR CIVIL CONSULTING PTY LTD	Create 3 x line marking drawings for MRWA	-\$3,388.00
23/10/2024	SLATER GARTRELL SPORTS	Remove and dispose of old synthetic turf - Jubilee Reserve	-\$11,653.40
08/10/2024	SPACESHIP	Superannuation contributions	-\$290.43
22/10/2024	SPACESHIP	Superannuation contributions	-\$290.43
23/10/2024	STARLET NAPERY	Safety supplies	-\$667.80
10/10/2024	STATEWIDE CLEANING SUPPLIES PTY LTD	Cleaning supplies	-\$207.80
03/10/2024	STIHL SHOP MALAGA	Equipment and parts supplies	-\$1,573.50
23/10/2024	STIHL SHOP MALAGA	Equipment and parts supplies	-\$828.00
01/10/2024	STRATAGREEN	600 x hard wood tree stakes for new trees	-\$3,363.36
10/10/2024	STRATAGREEN	Heavy duty push fertilizer spreader	-\$542.60
10/10/2024	STYLUS DESIGN	Thrive Oct/Nov 24 graphic design	-\$968.00
23/10/2024	STYLUS DESIGN	Design of Bassendean Oval Advocacy brochure 24	-\$990.00
03/10/2024	SUPERLOOP (OPERATIONS) PTY LTD	Internet services	-\$1,067.00
10/10/2024	SUPREME SHADES	Replacement of shade sail - Youth Services Skate Park	-\$1,705.00
23/10/2024	SUPREME SHADES	Maintenance package for removal & storage including reinstallation of 14 shade sails WIW	-\$3,575.00
01/10/2024	SYNERGY	Power charges for various sites	-\$3,620.38
03/10/2024	SYNERGY	Power charges for various sites Aug 24	-\$31,701.21
10/10/2024	SYNERGY	Power charges for various sites	-\$7,200.17
23/10/2024	SYNERGY	Power charges for various sites Aug - Sep 24	-\$46,096.52
10/10/2024	TECHWORKS ELECTRICAL PTY LTD	Remove asbestos electrical pit - Admin Building	-\$679.18
23/10/2024	TELSTRA	Telephone charges	-\$2,164.89

Date	Name	Description	Amount
03/10/2024	THE BATTERY SHOP	Battery supplies	-\$451.00
03/10/2024	T VADALA	Refund - CCTV Rebate Scheme	-\$200.00
10/10/2024	TOTAL TOOLS MIDLAND	Hardware supplies	-\$1,681.22
23/10/2024	TOTAL TOOLS MIDLAND	Hardware supplies	-\$160.33
01/10/2024	TOTALLY WORKWEAR MIDLAND (TWW)	Safety Clothing	-\$179.92
10/10/2024	TOTALLY WORKWEAR MIDLAND (TWW)	Safety Clothing	-\$143.90
10/10/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$230.00
24/10/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$230.00
03/10/2024	TPG NETWORK PTY LTD	Telephone charges - Aug 24	-\$1,715.50
23/10/2024	TPG NETWORK PTY LTD	Telephone charges - Sep 24	-\$194.22
23/10/2024	T-QUIP	Equipment and parts supplies	-\$1,982.07
03/10/2024	TRAINING MOMENTUM PTY LTD	5 Day - HSR training	-\$890.00
23/10/2024	TRAUMA CLEAN	Specialised clean - HRV	-\$3,657.50
23/10/2024	TUCKER BUSH AUSTRALIA PTY LTD	Tucker Bush Schools Program - Aboriginal Cultural Session and Tucker Bush garden planning with 20 plants	-\$1,320.00
03/10/2024	UMESH THAPA	Deep clean and deodorise office carpet - Youth Services	-\$200.00
10/10/2024	UMESH THAPA	Cleaning services	-\$1,125.00
08/10/2024	UNISUPER	Superannuation contributions	-\$310.98
22/10/2024	UNISUPER	Superannuation contributions	-\$199.91
01/10/2024	VAL HUMPHREY	Refund - Rates	-\$622.74
23/10/2024	VAUGHN MCGUIRE	Welcome to Country - Citizenship Ceremony - 11 Oct 24	-\$605.00
01/10/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Weekly collection - skip bin ALF Faulkner Hall and Swan District Football Club event bin	-\$372.46
03/10/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Bulk waste, on demand, FOGO, general, recycling collections - Aug 24	-\$38,891.45

Date	Name	Description	Amount
10/10/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Bulk waste, on demand, FOGO, general, recycling collections - Sep 24	-\$127,873.70
23/10/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Event bin - Swan Districts Football Club, green and bulk waste, FOGO, fridges/freezers and lounge suites collections	-\$646.19
03/10/2024	WATER CORPORATION	Water charges - various locations	-\$207.52
03/10/2024	WATER CORPORATION	Refund - Infrastructure Security Bond	-\$3,500.00
03/10/2024	WATER CORPORATION	Water charges - various locations	-\$2,371.53
10/10/2024	WATER CORPORATION	Water charges - various locations	-\$22,106.93
10/10/2024	WATER2WATER PTY LTD	Repairs to filtration system at WIW Ashfield Kitchen	-\$2,486.40
03/10/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$578.00
10/10/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$578.00
23/10/2024	WESKERB PTY LTD	Kerb repairs - various locations	-\$2,057.00
03/10/2024	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin - Aug 24	-\$1,320.00
10/10/2024	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin - Sep 24	-\$3,432.00
03/10/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION-WALGA	WALGA Conference Registration 8-10 Oct 2024	-\$1,295.80
10/10/2024	WESTERN POWER	Vegetation encroachment - River Street	-\$4,789.81
23/10/2024	WESTERN POWER	Vegetation encroachment - May Road	-\$5,271.36
03/10/2024	WESTON ROAD SYSTEMS	Linemark spotting after resurfacing - First Avenue	-\$1,540.00
10/10/2024	WESTRAC PTY LTD	Supply and install quarter window left hand side - Depot	-\$765.47
23/10/2024	WESTWORKS GROUP PTY LTD	Tree assessment report including pruning plan - First Ave	-\$660.00
10/10/2024	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Compostable dog waste bags	-\$3,297.80
10/10/2024	WORKPOWER INC	Ashfield Parade Reserve - planting	-\$5,318.50
23/10/2024	ZIPFORM PTY LTD	Printing - Rates Instalment and Final Notices	-\$4,743.07
01/10/2024	ZIRCODATA PTY LTD	Document storage expenses - Aug 24	-\$49.59

Date	Name	Description	Amount
10/10/2024	ZIRCODATA PTY LTD	Document storage expenses - Sep 24	-\$37.64
909/10/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$327,225.93
23/10/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$298,850.24
TOTAL MUNICIPAL EFT PAYMENTS			-\$3,679,394.26
09/10/2024	ALINTA	Gas Supplies	-\$791.65
23/10/2024	ALINTA	Gas Supplies	-\$146.20
TOTAL MUNICIPAL CHEQUES			-\$937.85
GRAND TOTAL			-\$3,680,332.11

September Credit Card Expenditure 2024
Statement Period 04/09/2024 to 02/10/2024

Statement Date	Merchant Name	Line Description	Amount
20/09/2024	HATCHET	Keen on Halloween Website Hosting	\$ 198.00
24/09/2024	WEX AUSTRALIA PTY LTD	Fuel for RYDE Vehicle	\$ 74.61
2/10/2024	HATCHET	Keen on Halloween Website	\$ 55.99
4/09/2024	WOOLWORTHS	Milk and Coffee Order 4/9/24	\$ 69.05
4/09/2024	WOOLWORTHS	Consumables Council Kitchen	\$ 9.00
11/09/2024	COLES ONLINE	Council Admin Catering supplies	\$ 40.92
11/09/2024	COLES ONLINE	Council Admin Catering supplies	\$ 113.52
11/09/2024	STANLEE HOSPITALITY SU	Council Linens (tablecloths & tea towels)	\$ 266.88
12/09/2024	WOOLWORTHS	Council Admin Catering Supplies	\$ 45.87
12/09/2024	WOOLWORTHS	Council Admin Catering Supplies	\$ 122.23
18/09/2024	SMP Spice N Chutney	Catering Council Meeting 17/9/24	\$ 241.26
18/09/2024	COLES	Coffee for 48 Old Perth Road	\$ 49.00
18/09/2024	BIGW ONLINE	Laundry Hamper for Council Linens	\$ 27.00
18/09/2024	QUALITY PICKED PRODUCE	Catering Council Meeting	\$ 19.99
25/09/2024	UBER EATS	Milk for 48 Old Perth Road	\$ 3.96
25/09/2024	UBER EATS	Milk for 48 Old Perth Road	\$ 27.23
25/09/2024	THE 5 FOUR STORE	Catering Ordinary Council Meeting 24/9/24	\$ 180.00
4/09/2024	COLES	Dog Food - Animal Control - Rangers	\$ 28.12
5/09/2024	PETBARN	Supplies pound kennel	\$ 86.97
16/09/2024	JAKES CONTINENTAL BUTC	Catering - DCP & MPR	\$ 54.95
20/09/2024	COLES	Dog Treats - Animal Control - Rangers	\$ 48.00
30/09/2024	SAFE4-AUST.COM.AU	Pound Cleaner - Antibacterial spray	\$ 229.35
1/10/2024	BUNNINGS	Pound Cleaning Products	\$ 62.46
2/10/2024	CHEWPROOF.COM.AU	Supplies pound kennel	\$ 347.00
9/09/2024	BUNNINGS	Gaffa Tape for Bin marking - Various colours	\$ 23.68
9/09/2024	OFFICEWORKS	Coloured Gaffa Tape and Markers	\$ 85.58
27/09/2024	TOTALLY WORKWEAR	Safety clothing	\$ 224.60
30/09/2024	SQ *NATURAL AREA HOLDI	Delivery of plant stock to contractor	\$ 308.40
23/09/2024	iStock.com	iStock Subscription For Stock Photography	\$ 31.90
16/09/2024	IDA STREET SUPERMARK	Milk - Depot	\$ 13.63
18/09/2024	BUNNINGS	Tree Wells	\$ 420.70
10/09/2024	Crazy Bazaar BAS	RUOK? Day supplies	\$ 15.94
10/09/2024	COLES	RUOK? Day supplies	\$ 56.98
10/09/2024	COLES	RUOK? Day supplies	\$ 60.02

Statement Date	Merchant Name	Line Description	Amount
17/09/2024	CHARLIES FRESH CAFE	Safety Training - lunch	\$ 65.00
19/09/2024	KINATICO LTD	National Police Clearance	\$ 64.80
20/09/2024	KINATICO LTD	National Police Clearance	\$ 129.60
1/10/2024	DR LEIGH-ANNE RANDALL	Medical check new staff	\$ 110.00
25/09/2024	BUNNINGS	Hose - Depot	\$ 28.90
26/09/2024	BUNNINGS	Supplies - Depot	\$ 35.32
26/09/2024	BUNNINGS	Supplies - Library	\$ 39.32
4/09/2024	LARRIKIN HOUSE PTY LTD	Children's books - Wind in the Willows	\$ 54.00
6/09/2024	OFFICEWORKS	Stationary - Wind in the Willows	\$ 156.10
9/09/2024	KMART	Various supplies - Wind in the Willows	\$ 93.00
13/09/2024	WOOLWORTHS	Groceries - Wind in the Willows	\$ 214.91
20/09/2024	VITAL LINE CNC ROUTI	Office door name badges - Wind in the Willows	\$ 44.00
23/09/2024	BUNNINGS	Anti fatigue matting Wind in the Willows	\$ 81.96
23/09/2024	HOUSE IN MIDLAND	Kitchen Items - Wind in the Willows	\$ 29.99
27/09/2024	COLES	Flower arrangement	\$ 30.00
30/09/2024	OFFICEWORKS	Stationary - Wind in the Willows	\$ 190.88
30/09/2024	SP BULURRU SHOP	Various supplies - Wind in the Willows	\$ 281.50
1/10/2024	SPOTLIGHT 058	Photo frames Wind in the Willows	\$ 51.50
1/10/2024	STOCKFEED WEST	Animal Feed Wind in the Willowss	\$ 96.00
9/09/2024	TRANSMITSMS.COM	IT SMS Monitoring	\$ 51.00
25/09/2024	ADOBE	Adobe subscriptions	\$ 751.83
30/09/2024	ZOHO-MANAGEENGINE SER	Helpdesk subscription	\$ 867.01
2/10/2024	IINET	NBN Wind in the Willowss	\$ 69.99
12/09/2024	COLES	Odour elimination - air disinfecting products	\$ 19.47
12/09/2024	COLES	Odour elimination - air disinfecting products	\$ 4.03
4/09/2024	BUNNINGS	CEO Office equipment	\$ 64.59
9/09/2024	WANEWSDTI	The West Australian Newspaper subscription - Library	\$ 108.00
19/09/2024	LE BON BAKEHOUSE WA	Various supplies - Wind in the Willows	\$ 90.00
20/09/2024	DOLCE AND SALATO MOR	CEO Staff Meeting Catering 19 Sep 2024	\$ 45.00
20/09/2024	7 DAYS FRESH MARKET	CEO Staff Meeting Catering 19 Sep 2024	\$ 8.99
23/09/2024	JJB*JIBJAB ECARDS	CEO Function Application 2024	\$ 39.16
23/09/2024	INTNL TRANSACTION FEE	International transaction fee CEO Function Application 2024	\$ 0.98
2/10/2024	OFFICEWORKS	Toner for CEO Office	\$ 148.00
24/09/2024	KMART	Kmart transaction credited	\$ 115.50
24/09/2024	KMART	Kmart transaction credited	\$ 115.50
24/09/2024	KMART	Kmart transaction credited	-\$ 115.50
24/09/2024	KMART	Kmart transaction credited	-\$ 115.50
25/09/2024	KMART	Credit for Kmart transaction pending in September	-\$ 115.50

Statement Date	Merchant Name	Line Description	Amount
25/09/2024	KMART	Credit for Kmart transaction pending in September	-\$ 115.50
12/09/2024	SPOTLIGHT 058	Linen and Photo frame Wind in the Willows	\$ 146.00
24/09/2024	Tickets Early Chill	Early Childhood Learning and Development Conference Wind in the Willows	\$ 890.20
24/09/2024	Tickets Early Chill	Early Childhood Learning and Development Conference Wind in the Willows	\$ 593.45
1/10/2024	BUNNINGS	Bush Tucker Garden Supplies Wind in the Willows	\$ 112.11
4/09/2024	BUNNINGS	Supplies - HRV	\$ 23.87
4/09/2024	OFFICEWORKS	Stationary - Depot	\$ 107.67
5/09/2024	COLES	Coffee - Depot	\$ 76.00
6/09/2024	J AND K HOPKINS	Office furniture Asset Services	\$ 717.00
9/09/2024	IDA STREET SUPERMARK	Milk - Depot	\$ 13.63
11/09/2024	COLES	Coffee - Depot	\$ 30.00
11/09/2024	COLES	Office supplies - Depot	\$ 10.20
18/09/2024	GRANTS CARSTEREO PTY	Axis radio for Engineering truck PW7011	\$ 199.00
19/09/2024	BUNNINGS	Supplies - Depot	\$ 13.26
1/10/2024	IDA STREET SUPERMARK	Milk - Depot	\$ 13.63
4/09/2024	WANEWSDTI	Newspaper Subscription - Library	\$ 48.01
4/09/2024	WANEWSDTI	Newspaper Subscription - Admin	\$ 48.00
5/09/2024	OFFICEWORKS	Stationery - Library	\$ 222.41
5/09/2024	ALL PRINTERS AND CARTR	Stationery - Library	\$ 189.75
16/09/2024	BUNNINGS	Batteries - Library	\$ 16.98
16/09/2024	SoundCloud	Local History Audio Recording on Webpage - Library	\$ 145.00
17/09/2024	COLES	Coffee beans - Library	\$ 27.00
26/09/2024	THE REJECT SHOP 6622	Assorted Stationery for Junior Membership bags - Library	\$ 19.00
2/10/2024	WESTNET	Public Internet - Library	\$ 109.99
5/09/2024	WEST COAST OFFICE EQUI	Toner for printer Volunteer Centre	\$ 345.39
20/09/2024	ST JOHN AMBULANCE AUST	Volunteer training	\$ 170.00
20/09/2024	ST JOHN AMBULANCE AUST	Volunteer training	\$ 170.00
20/09/2024	ASHFIELD IGA	Supplies - Wind in the Willows	\$ 18.45
11/09/2024	TOWN OF BASSENDEAN	Test Infringement Payment	\$ 5.00
18/09/2024	HEADSET ERA PTY LTD	Wireless Headset	\$ 573.87
25/09/2024	SIMPLY HEADSETS	USB Phone Headsets x 4	\$ 655.00
27/09/2024	TOTAL GREEN RECYCLING	e-Waste Services	\$ 354.62
	TOTAL:		\$ 13,541.11