

ATTACHMENTS

BRIEFING SESSION AGENDA

15 FEBRUARY 2022

Attachment No. 1

- A. Development Plans
- B. Management Plan
- C. Schedule of Submissions

Attachment No. 2

- A. Existing Council Policy 4.2 - Art Acquisition & Management
- B. Draft Council Policy – Art Acquisition, Management and Decommissioning

Attachment No. 3

- A. Local Planning Policy No. 15 – Percent for Public Art
- B. Draft Local Planning Policy No. 15 – Public Art

Attachment No. 4

- A. Council Policy 5.1 – Town of Bassendean Volunteer Policy
- B. Council Policy 5.18 - Food Safe / Catering
- C. Council Policy 5.19 - Alcohol and Other Drugs
- D. Council Policy 5.20 - Sun Protection Policy
- E. Council Policy 5.21 – Mental Health

Attachment No. 5

- A. Draft Communications Policy
- B. Communication between Elected Members and Administration Policy
- C. Council Protocols Policy

Attachment No. 6

- A. Asset Management Policy
- B. Draft Asset Management Policy

Attachment No. 7

Quarterly Report – period ending 31 December 2021, including Outstanding Council Resolutions for Deletion

ATTACHMENT NO. 1

GENERAL NOTE

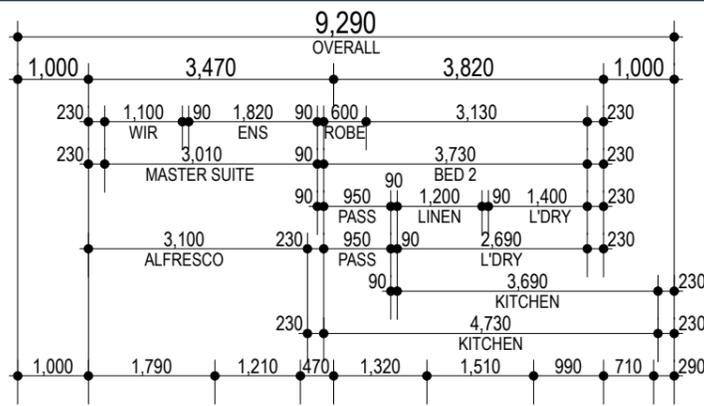
- THE HOME OWNER IS SOLELY RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL FUTURE WORKS AND ANY EFFECT IT SHALL HAVE ON THE EXISTING STRUCTURE.
- ALL DIMENSIONS SHOWN ON FLOOR PLAN ARE NOMINAL DIMENSIONS ONLY WHICH DO NOT ALLOW FOR PLASTER THICKNESS.
- PLANS TO BE READ IN CONJUNCTION WITH ENGINEERS DETAILS.
- CEILING VENTS / MANHOLE LOCATION IS SUBJECT TO CHANGE AT THE BUILDER'S DISCRETION.
- THE BUILDER RESERVES THE RIGHT TO ADJUST WINDOW AND SLIDING DOOR SIZES, INTERNAL ROOM SIZES, AND O'ALL LENGTH AND WIDTH OF DWELLING, WHICH MAY RESULT IN A CHANGE IN THE O'ALL HOUSE AREA FROM THE ORIGINAL STANDARD HOUSE PLAN.

BRICKLAYER NOTE

- WEEPHOLES AT MINIMUM 1200 CENTRES TO CAVITY BRICKWORK
- 2ND FACE BRICKWORK TO INSIDE OF GARAGE.
- 230w RENDERED CAVITY BRICKWORK AS SHOWN ON FLOOR PLAN WITH 230w CAVITY FACE BRICKWORK LAID 1/3 BOND TO REMAINDER OF HOUSE.

CEILING FIXER NOTE

- CEILING @ 28c + PLATE UNLESS NOTED OTHERWISE.



DO NOT SCALE FROM THIS DRAWING

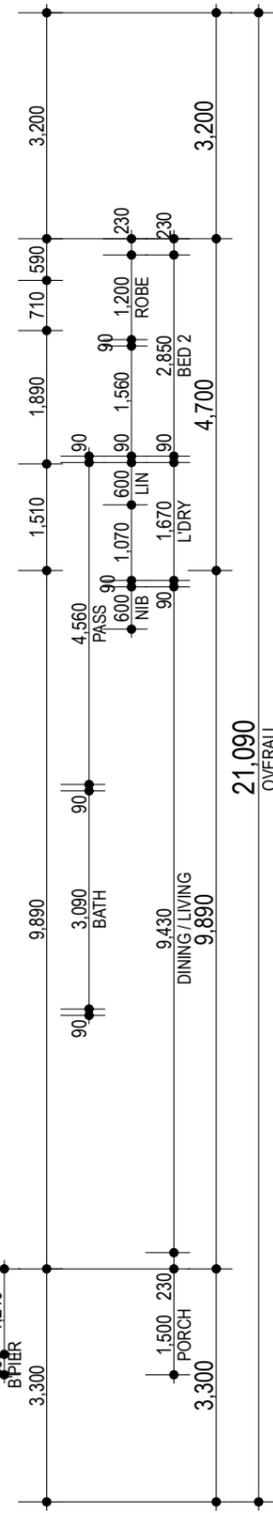
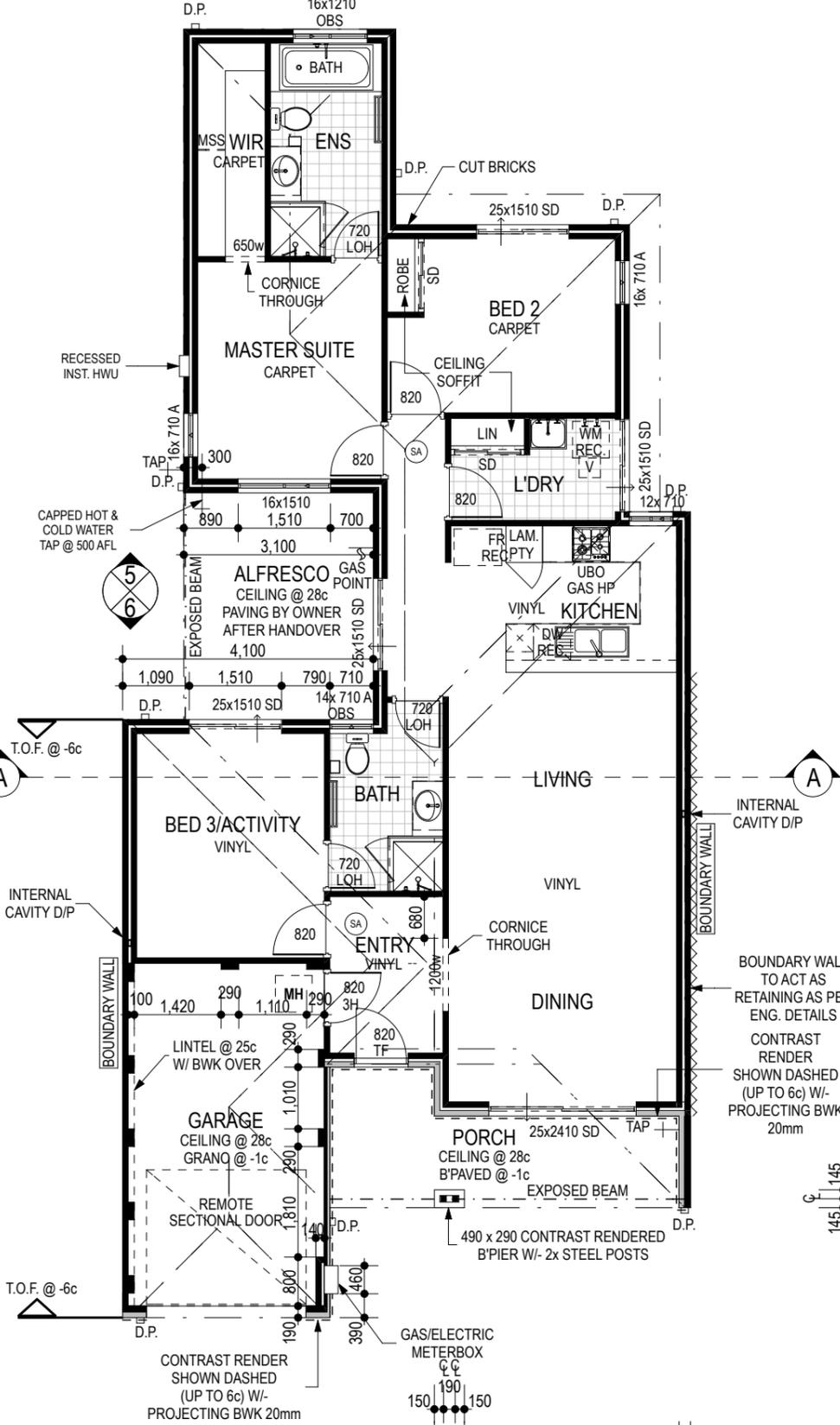
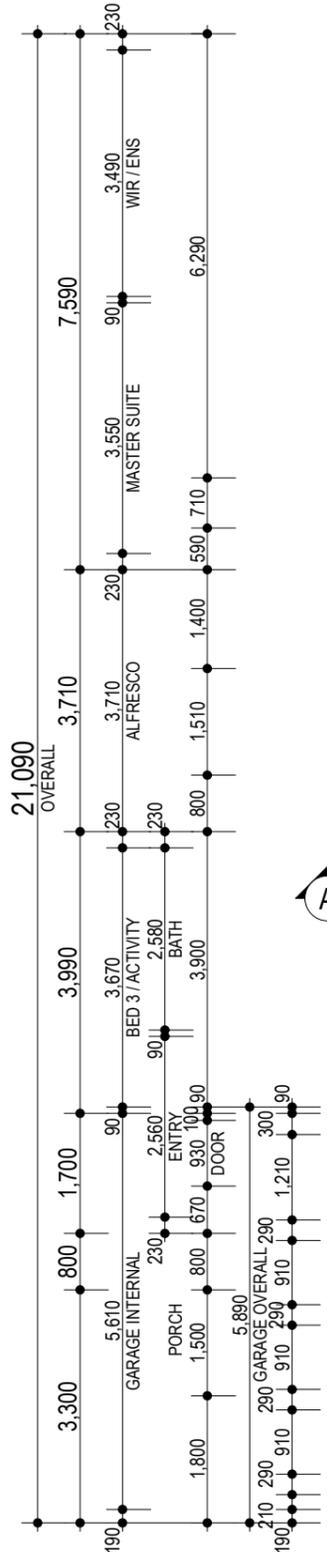
All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

ROOF CARPENTER NOTE

- ROOF PITCH AT 24°43'0" WITH 500w BOXED LINED EAVES UNO.
- CONVENTIONAL TIMBER FRAMED ROOF APPLIES IN ACCORDANCE TO AS1684.
- ROOF FRAMING TO BE MINIMUM H2 TREATED TIMBER.
- ROOF BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY REFER TO ENGINEERS DETAIL.

WALL INSULATION NOTE

- R 1.3 CAVITY WALL INSULATION TO EXTERNAL WALL AS MARKED
- ~~~~~ - DENOTES EXTENT OF CAVITY INSULATION



ROOF INSULATION NOTE

- R4.0 CEILING INSULATION AS PER ADDENDA.

ROOF PLUMBER NOTE

- DOWNPIPES TO BE LOCATED AS PER PLANS. CAN ONLY BE RELOCATED IF APPROVAL FROM SUPERVISOR IS GRANTED.
- GUTTER BRACKETS TO BE INSTALLED @ 1200mm MAX CENTRES

CONCRETOR NOTE

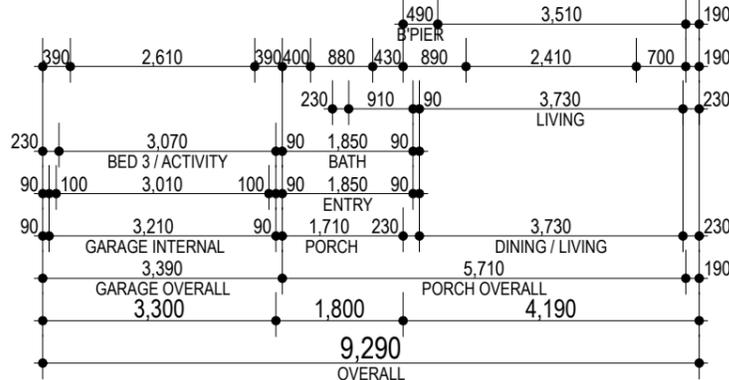
- PIER & POST FOOTING TOP @ -2c FROM PAVING LEVEL OR AS NOTED ON FLOOR PLAN

FIXING CARPENTER NOTE

- 450D SHELF @ 1700 HIGH AND RAIL TO ALL WIR, ROBE & ROBE RECESS UNLESS NOTED OTHERWISE.
- 4 x 450D SHELVES TO LINEN.
- PROVIDE MID-SHELF SUPPORT WHERE NOTED "MSS" TO ANY SHELF OVER 2.4m LONG.

TRADES/SUPPLIERS/SUPERVISORS NOTE:

- FOR TYPICAL NOW LIVING CONSTRUCTION DETAILS, REFER TO SEPERATE DETAILS DOCUMENT. CONTACT BUILDING SUPERVISOR IF REQUIRED.



ROOF AREAS		
AREA [m2 ON THE FLAT]	157.30	
AREAS:		
	PERIM. (m)	AREA (m2)
HOUSE AREA	60.33	112.65
GARAGE	23.56	19.51
ALFRESCO	8.40	11.50
PORCH	18.78	10.22
		153.88 m ²

NOW living

LEVEL 3, 6 BENNETT STREET, EAST PERTH, WA 6004
TEL: (08) 6461 5350 FAX: (08) 6461 5383
P.O. BOX 131, MT. HAWTHORN WA 6915
REG. BUILDER N°: 6915 A.C.N. 009 063076

REVISION	VO #	DRN	DATE	CHK
VO 1	WD 1	DK	27/10/17	MH
JAS AMEND	WD 2	MH	19/12/17	MH
VO 2	WD 3	MH	20/12/17	MH
JAS AMEND	WD 4	MH	22/01/18	MH
VO 3 & 4	WD 5	MV	19/02/18	MV
	WD 6	MH	21/03/18	MH

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	1 OF 7

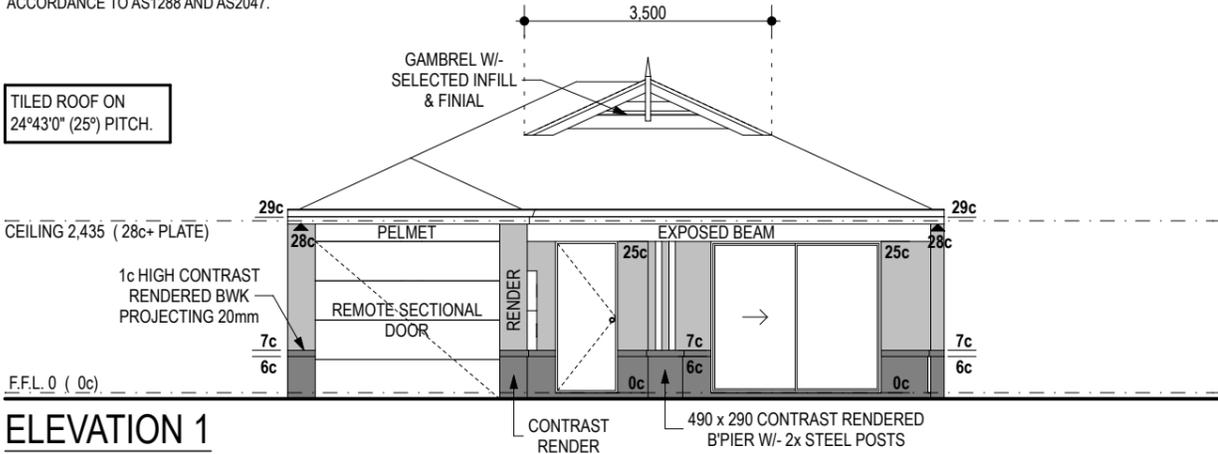
WINDOW SUPPLIER NOTE

- SHADED WINDOWS INDICATES OBSCURE GLAZING.
 - GLAZING DESIGNED AND CONSTRUCTED IN ACCORDANCE TO AS1288 AND AS2047.

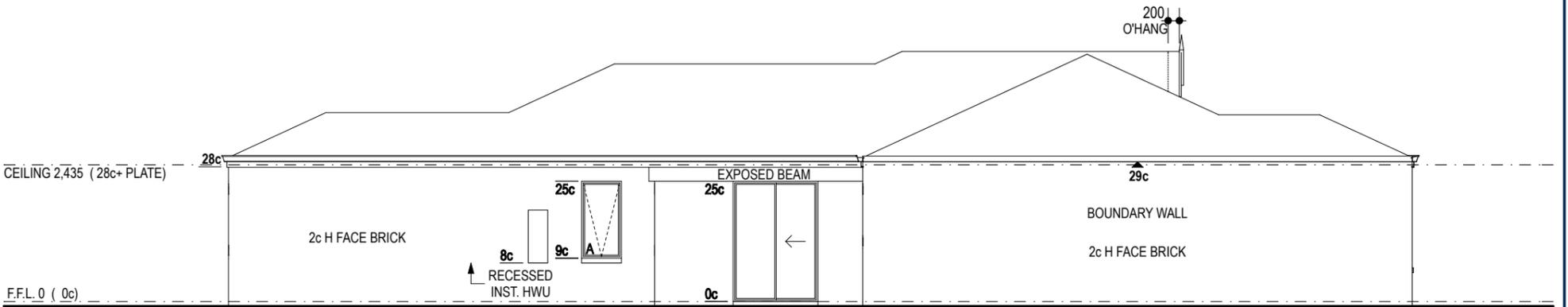
DO NOT SCALE FROM THIS DRAWING

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ALL DIMENSIONS TO BRICKWORK.

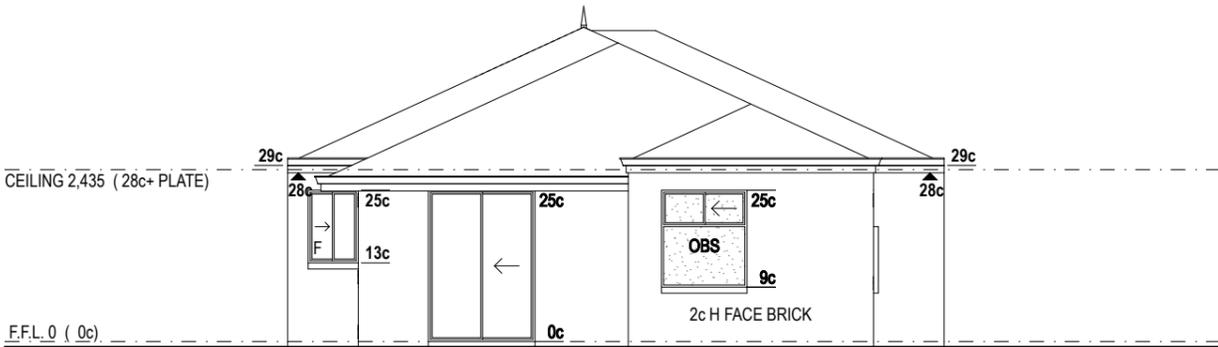
TILED ROOF ON 24°43'0" (25°) PITCH.



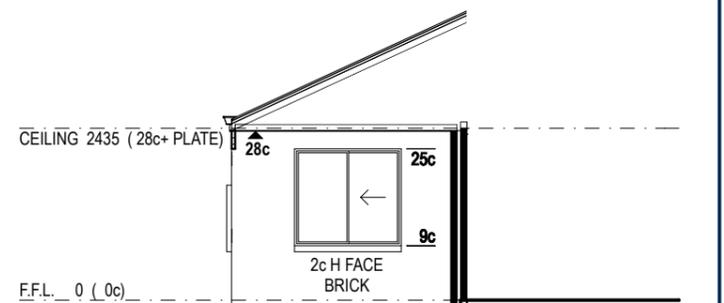
ELEVATION 1
SCALE 1:100



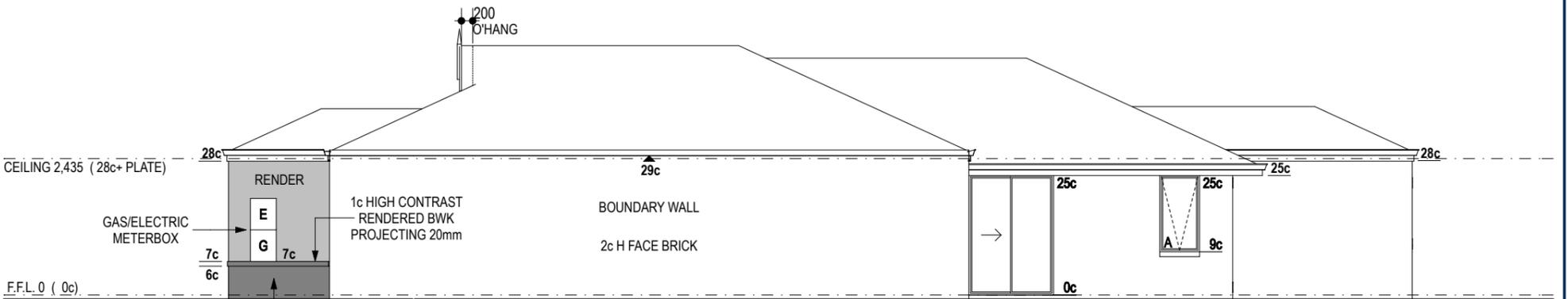
ELEVATION 2
SCALE 1:100



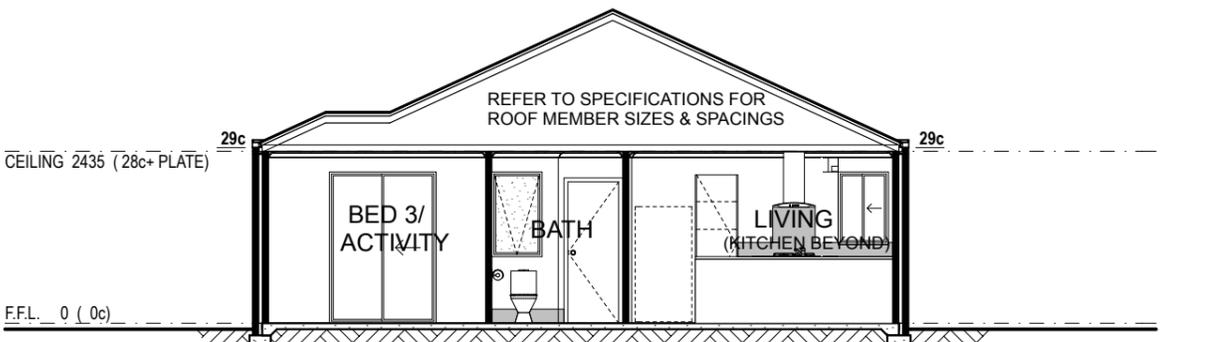
ELEVATION 3
SCALE 1:100



ELEVATION 5
SCALE 1:100

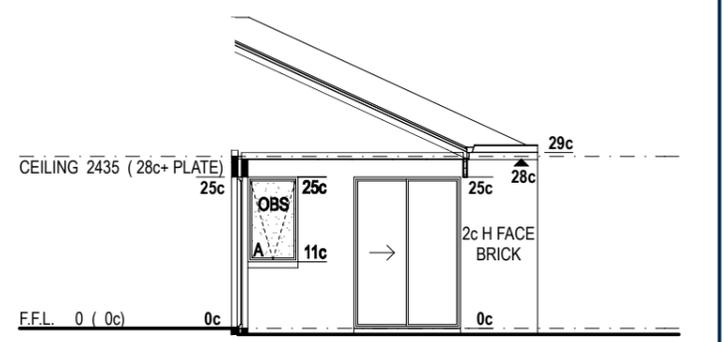


ELEVATION 4
SCALE 1:100



SECTION A-A
SCALE 1:100

REFER TO ENGINEERS DETAILS FOR CONCRETE FOOTINGS, WATERPROOFING, SLAB & SAND PAD REQUIREMENTS



ELEVATION 6
SCALE 1:100

NOW living

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Sub-contractors to verify all dimensions on site.

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DATE:

CLIENT:

DATE:

BUILDER:

DATE:

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ADDRESS: LOT 1 OF 120 (#13A)
 GALLAGHER STREET
 EDEN HILL

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ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	2 OF 7

GENERAL NOTE

- WET AREAS CONSTRUCTED IN ACCORDANCE WITH PART 3.8.1 OF BCA AND AS3740.

TILER NOTE

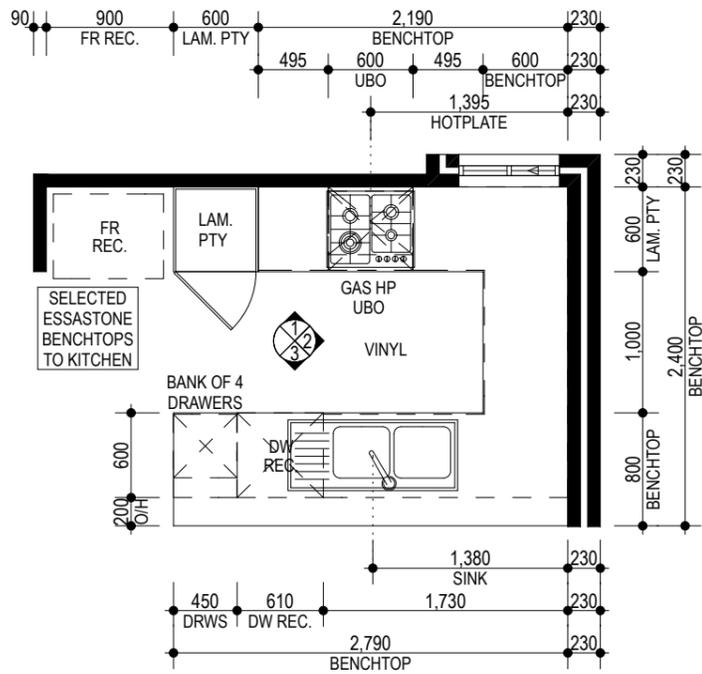
- EXTENT OF WALL TILING SHOWN SHADED.

DISHWASHER PROVISION

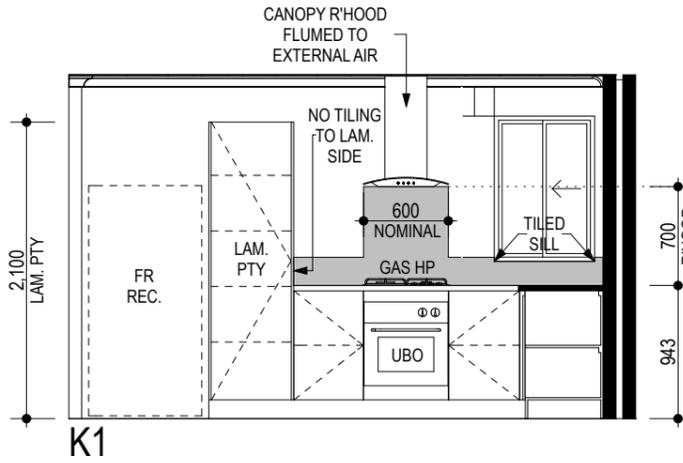
- 610w OPENING UNDER BENCH TOP.
- COLD WATER OUTLET.

DO NOT SCALE FROM THIS DRAWING

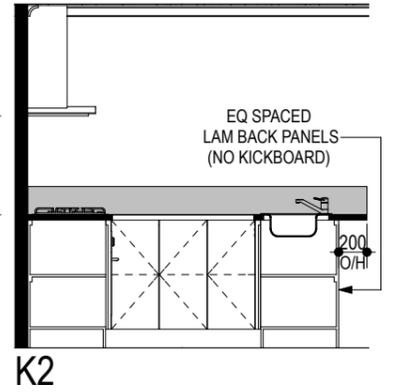
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ALL DIMENSIONS TO BRICKWORK.



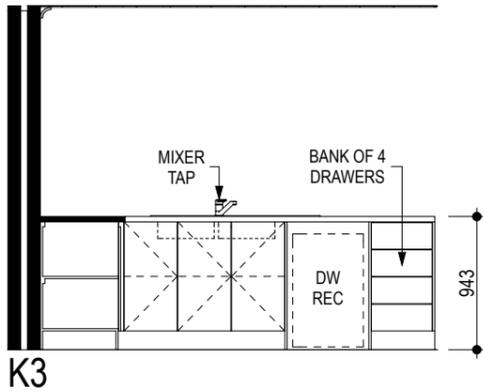
KITCHEN LAYOUT
SCALE 1: 50



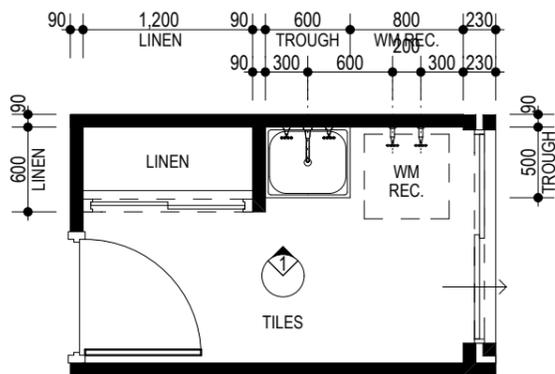
K1



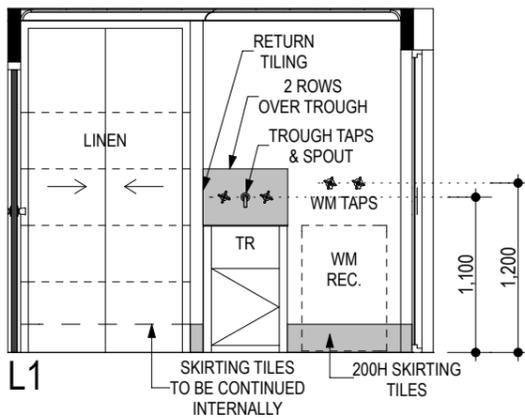
K2



K3



LAUNDRY LAYOUT
SCALE 1: 50



L1

NOW living

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Sub-contractors to verify all dimensions on site.

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT:
STRAUSS
ADDRESS:
**LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL**

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ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	3 OF 7

GENERAL NOTE

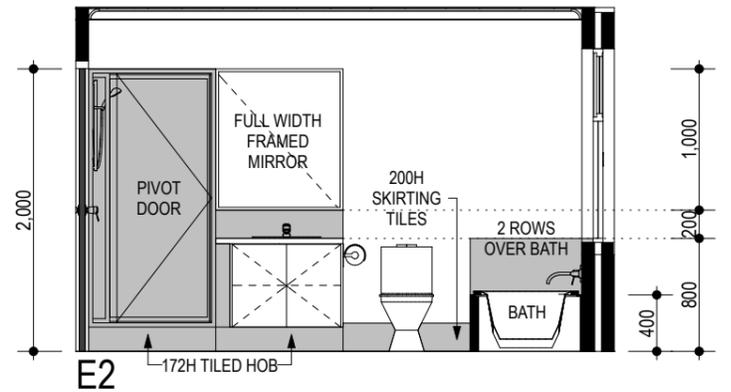
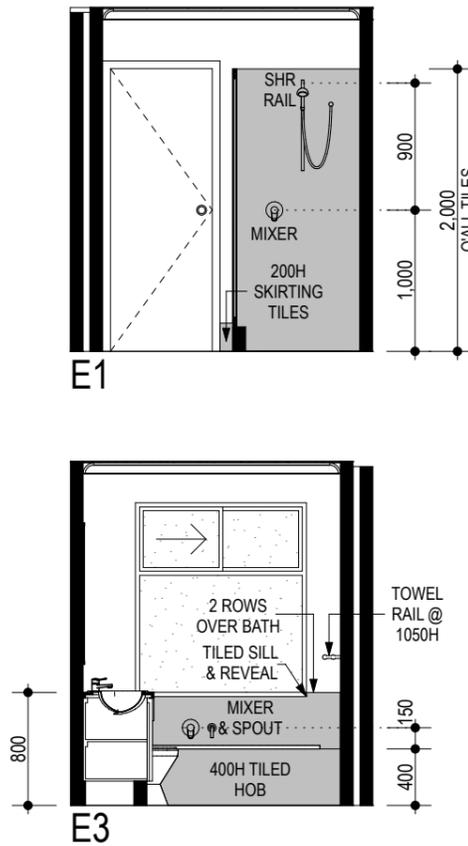
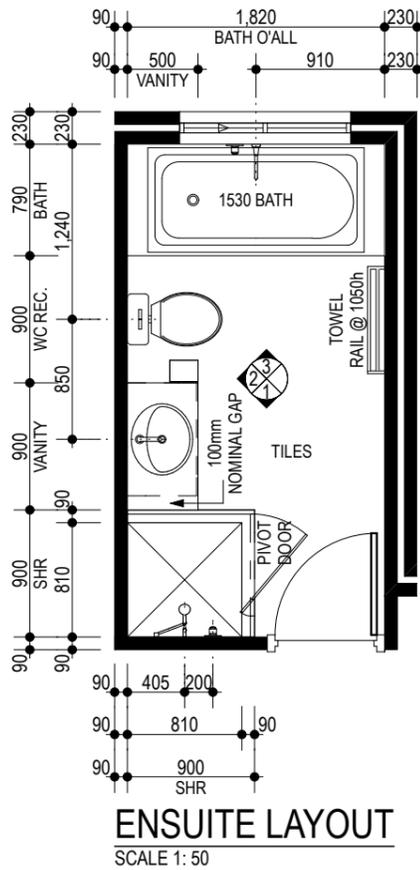
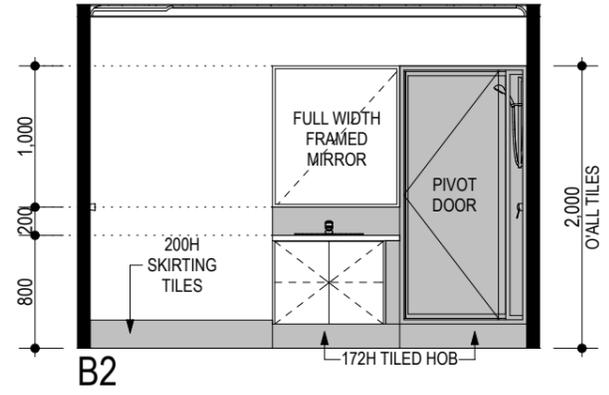
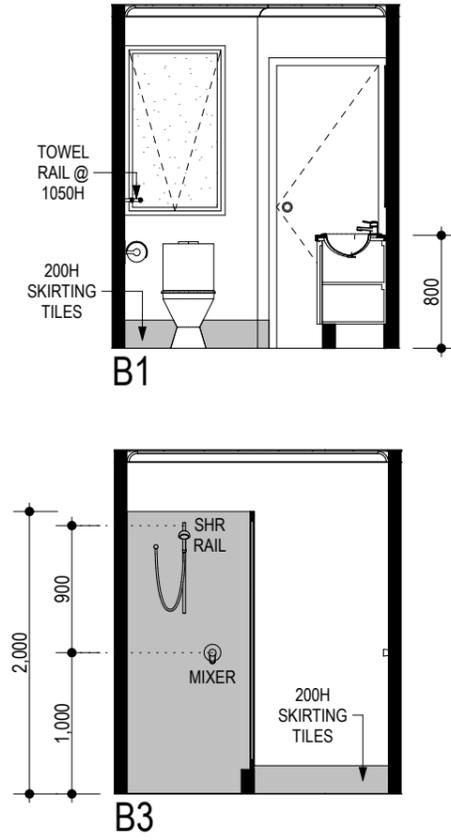
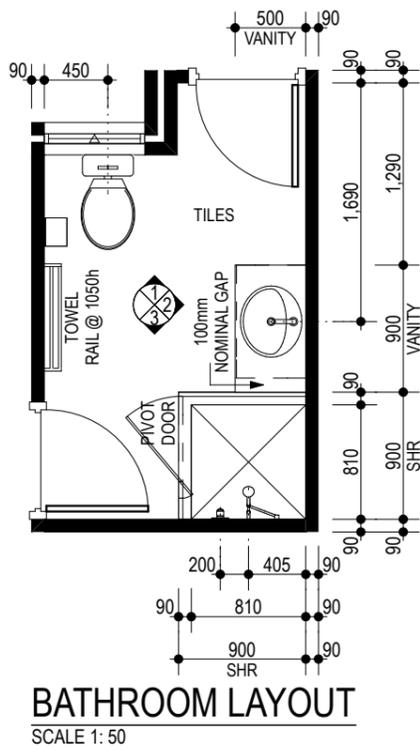
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ALL DIMENSIONS TO BRICKWORK.



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VO 3 & 4	WD 6	MH	21/03/18	MH

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DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

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ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	4 OF 7

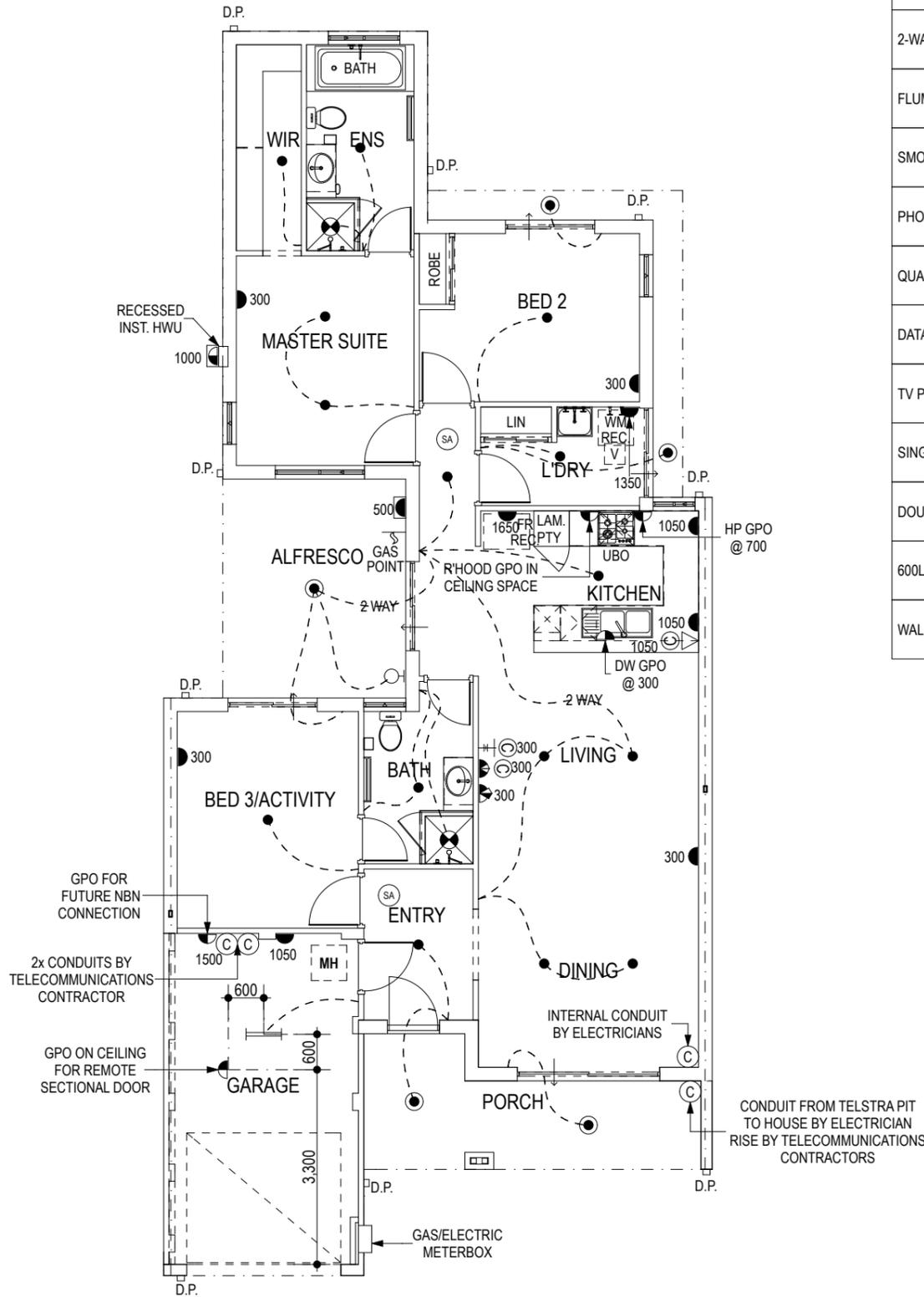
GENERAL NOTE

- ELECTRICAL POINTS MAY BE RELOCATED ON SITE TO SUIT CURRENT STATUTORY REQUIREMENTS.
- WP GPO INSIDE RECESSED BOX UNDERNEATH HWU.
- SMOKE DETECTOR TO AS3786

DO NOT SCALE FROM THIS DRAWING

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ELECTRICAL DIMENSIONS TO BRICKWORK.		
DOWN LIGHT	●	15
DOUBLE GPO	◐	11
SINGLE GPO	◑	5
EXTERNAL DOWN LIGHT	⊙	5
CONDUIT	⊕	4
2-WAY SWITCH	2 WAY	2
FLUMED EXHAUST FAN	⊗	2
SMOKE ALARM (HARD WIRED)	⊙ SA	2
PHONE POINT WITH CONDUIT	⊕	1
QUAD GPO	⊕	1
DATA POINT WITH CONDUIT	⊕	1
TV POINT WITH CONDUIT	⊕	1
SINGLE WATER PROOF GPO	⊕	1
DOUBLE WATER PROOF GPO	⊕	1
600L DOUBLE FLUORO WITH DIFFUSER	⊕	1
WALL LIGHT @ 1800 AFL	⊕	1



NOW living

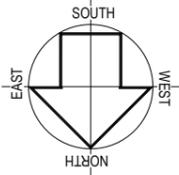
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CLIENT: STRAUSS
 ADDRESS: LOT 1 OF 120 (#13A)
 GALLAGHER STREET
 EDEN HILL

ONE-OFF	
MODEL N°	DATE
MAP REF.	WIND RATING
COASTAL CATEGORY	ENGINEERS DETAIL
HOME ID	SHEET N°
90152	5 OF 7



WARNING!
BOUNDARY RE-PEG SURVEY
REQUIRED TO CONFIRM PEG POSITIONS

LOT 6538

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

LOT 31

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

DO NOT SCALE FROM THIS DRAWING
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notes prior to initiating works. Any
discrepancies to be notified to the Site
Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

**STRATA LOT 1
OF LOT 120 (P 7771)**

386sqm

SANDY
WEED COVER

**NOTE: BOUNDARY POSITION
AS PER ALIGNMENT
REQUIRES REPEG SURVEY**

NOTE:
SEWER CONNECTION TO
REAR OF PROPERTY

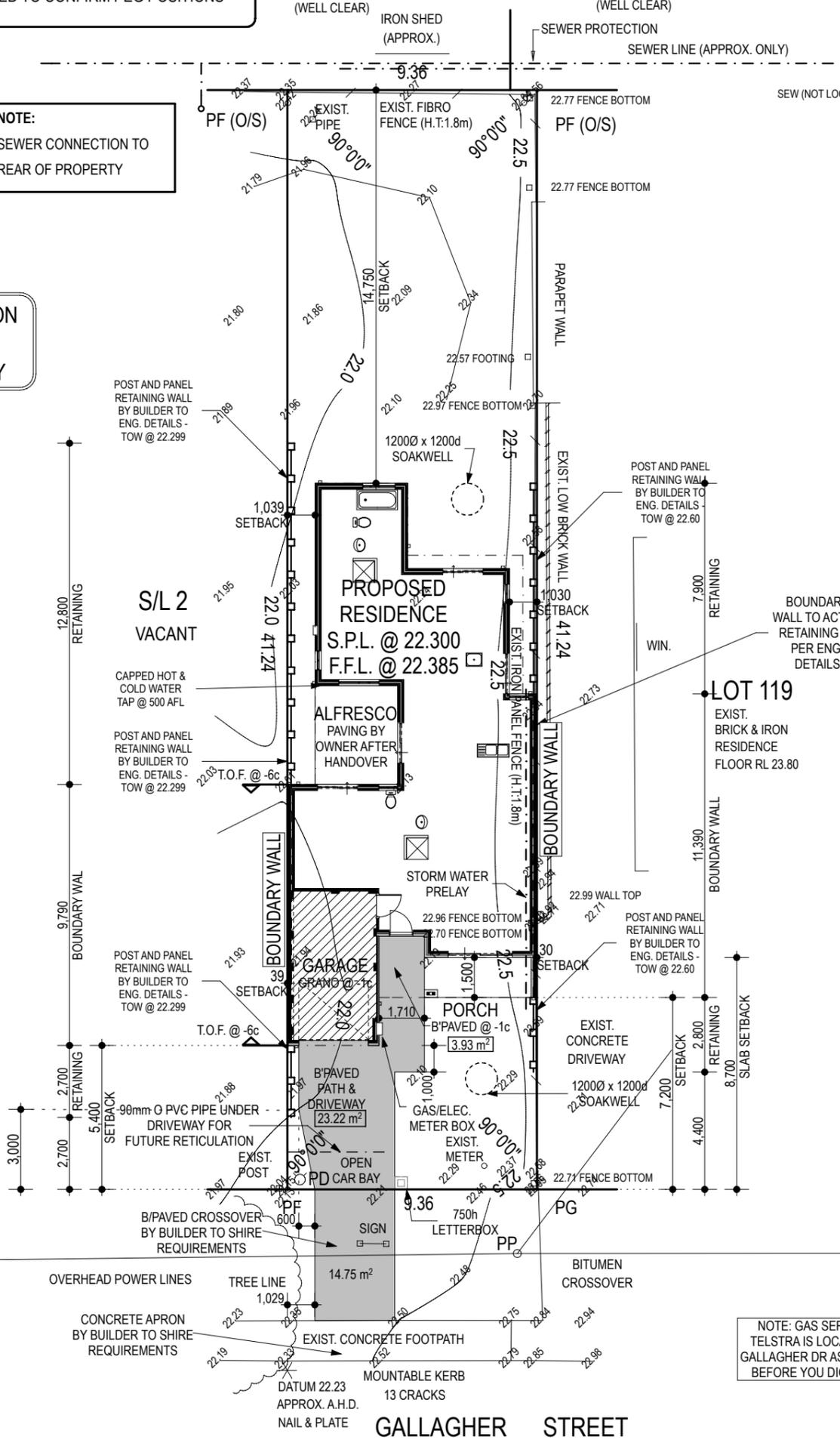
NOTE: APPROXIMATELY 18.8 Km
FROM COAST LINE

NOTE: PEG POSITIONS TO BE CONFIRMED
BY SURVEY.

NOTE: A.H.D. VALUE DERIVED FROM
SEWER MANHOLE P4430. THIS VALUE
DERIVED FROM WATER CORP. AS
CONSTRUCTED RECORDS & MAY NOT BE
EXACT. AN A.H.D. SURVEY IS REQUIRED
TO OBTAIN AN ACCURATE VALUE.

NOTE: SEWER MH No. P4430
APPROXIMATELY 134m FROM DATUM
(LOCAL LEVEL. 16.26)
(A.H.D. LEVEL. 16.26)

NOTE: UNABLE TO LOCATE TELSTRA PIT
AT TIME OF SURVEY.



ZONING : R20/R30
SITE AREA: 386.00 m²
COVERAGE ALLOWANCE:(55%) 212.30 m²
ACTUAL COVERAGE: 153.88 m²

FENCING NOTE:
- ALL BOUNDARY FENCING BY OWNER.
- NOTE BOUNDARY FENCE POSITION'S
SHOWN ARE FOR ILLUSTRATIVE
PURPOSE'S ONLY. THE FINAL POSITION
AND QUANTITY OF BOUNDARY FENCING IS
AT THE OWNER'S DISCRETION.

NOTE:
STORM WATER DISPOSAL TO BE
CONNECTED TO SOAKWELLS.

NOTE:
SEWER RUNS PARALLEL
W/- REAR BOUNDARY
ON LOT 6538.

NOTE:
**GATE BY OWNER AFTER
HANDOVER**

NOTE:
1800H MASONRY FENCE (SOLID TO
600H, PERMEABLE ABOVE 600H)
BY OWNER AFTER HANDOVER

NOTE:
FRONT COURTYARD LANDSCAPING
TBC BY OWNER AFTER HANDOVER

**NOTE: GAS SERVICE &
TELSTRA IS LOCATED ON
GALLAGHER DR AS PER DIAL
BEFORE YOU DIG PLANS**

SEW CONN POSITION
APPROXIMATE ONLY
SEW INV. 20.95
UP 0.00
DEPTH. UNKNOWN

GALLAGHER STREET

CLIENT	STRAUSS	BUILDER	NOW LIVING
LOT	STRATA LOT 1 OF LOT 120 GALLAGHER STREET	AUTHORITY	BASSENDAN
SUBURB	EDEN HILL	MAP REF.	230 36 63
PLAN	SP 75501	C/T Vol.Fol.	
DATE OF SURVEY	16.10.2017	SCALE	1:200 @ A3
JOB No.	OURS: 219030	YOURS:	90152

SCALE BAR		DRAFTED T.M.		SURVEYOR S.C.			
SERVICE INFORMATION				SEWERAGE	YES	DEPTH	N/A
GAS	BTC	WATER	YES	PRELAI	YES	RIGHT	
AREA	ESTABLISHED	TELSTRA	BTC	POWER	U/G		
WATER	SV STOP VALVE	HY HYDRANT	FP FLUSH POINT	METER	WATER METER		
SEWERAGE	SEW SEWER MANHOLE	IS INSPECTION SHAFT	IO INSPECTION OPENING	GAS	GAS	GAS METER	
POWER	CP CONSUMER POLE	PP POWER POLE	LP LAMP POST	SP STAY POLE	PD POWER DOME		
STORMWATER	SW MANHOLE	GRATE	SIDE ENTRY PIT	TELSTRA	TELSTRA PIT		
SURVEY	PF PEG FOUND	Pdist PEG DISTURBED	PG PEG GONE	STATION	DATUM / CONTROL		



3 Ord Street
West Perth
WA 6005
Telephone: +61 (08) 9214 1777
Facsimile: +61 (08) 9214 1778

The information on this drawing is current as at the date of survey.
Services are to be confirmed with relevant Authorities.
This includes without limitation:
Sewerage, Water Supply, Drainage, Power Supply, Gas Supply & Communications.
Further interests / notifications / encumbrances may be listed on the Certificate of Title.
Location of boundary in relation to fences or boundary markers is not guaranteed.
Boundary is placed arbitrarily as per 'best fit'. Repeg Survey will be required.
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ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF	
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MAP REF.	WIND RATING
	N1
COASTAL CATEGORY	ENGINEERS DETAIL
R1	D10
HOME ID	SHEET N°
90152	7 OF 7

**THE REVIVE
WELLNESS
COMPANY**

**MANAGEMENT
PLAN FOR
SHORT-TERM
ACCOMMODATION**



20/01/2022

**PROPERTY
ADDRESS**

13a Gallagher St, Eden Hill
6054

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3. BACKGROUND & OVERVIEW

The Revive Wellness Company is a boutique short-term accommodation management company providing end-to-end management with a focus on providing a relaxing environment for families and visitors to the Bassendean community.

The property is located at 13a Gallagher St, Eden Hill 6054 and hosts a maximum of four (4) guests. The home is a three (3) bedroom and two (2) bathroom with five (5) allocated car-bays under this management plan in accordance with sections 15. Parking and 17. Appendix 2 Parking Plan & Drawings.

The master bedroom has a queen bed and ensuite, the second bedroom has a queen bed, direct access to the back deck, and is overlooking the backyard and pool. The home currently has a Home Business License under The Revive Wellness Company from the Town of Bassendean which enables the owner to conduct Swedish Relaxation or Remedial Massage treatments for the guests staying in the purpose fitted out massage room by the entrance.

Part of our management procedures & guest handbooks includes providing local recommended tips for nearby shops, restaurants, cafes, restaurants, entertainment, sights, attractions & much more. This local spending allows local businesses in the council area to thrive and continue or expand their operations. We find from speaking with the business owners and staff they are very grateful for this contribution we provide.

The home received Development Approval from the Town of Bassendean and is a recent subdivision based upon urban infill requirements for increased diversity of housing stock within the local community. This type of development assists the state and the Town of Bassendean meet the planned density targets within the WA Regulations and Local Town Planning Scheme for Perth at 3.5 million people by 2050. Under this framework, the Town is required to deliver at least 4,150 new dwellings, increasing the population to approximately 24,300 people.

An Airbnb and short-term accommodation enables homeowners to support the community and engage with the next industrial revolution of the internet of things (IoT) 4.0 . The Town's 2008 existing Planning Scheme No. 10 has no reference to Short Term Accommodation within residential zoned dwellings. The Council Approved Strategy and draft Town Planning Scheme No. 11 addresses this gap in line with its Table 2 residential objectives for a range of choice and densities to meet the communities needs, facilitate, and encourage high-quality design, built form and streetscapes and provide a range of non-residential uses which are compatible with and complementary to residential development. Table 3 under the Use and Development Class Holiday House allows for Holiday Home use following local government development approval and public advertising in accordance with clause 64 of the

deemed provisions.

As of 19/1/2022, there are approximately 24 Airbnb's, excluding 13a Gallagher St Eden Hill, with short-stay accommodation services which has a shortage of options for the local community.

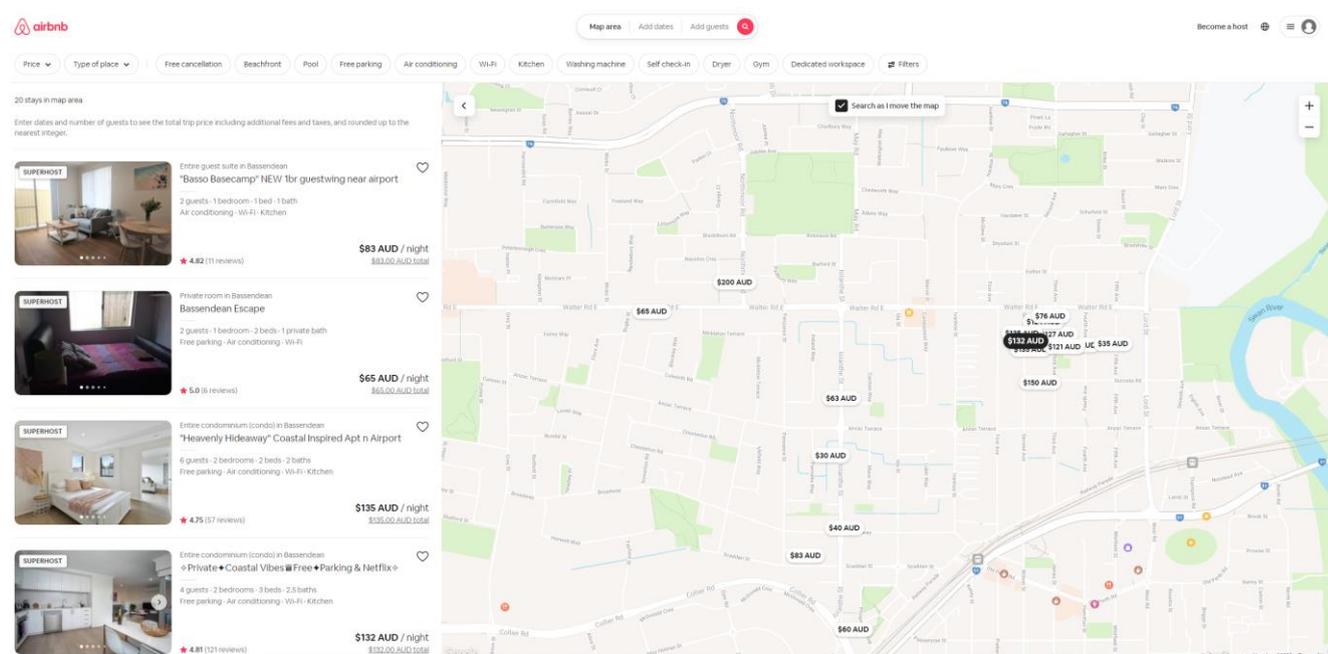


Figure 1: Airbnb Town of Bassendean North Map Search Area as at 6.15PM on 19/1/2022.

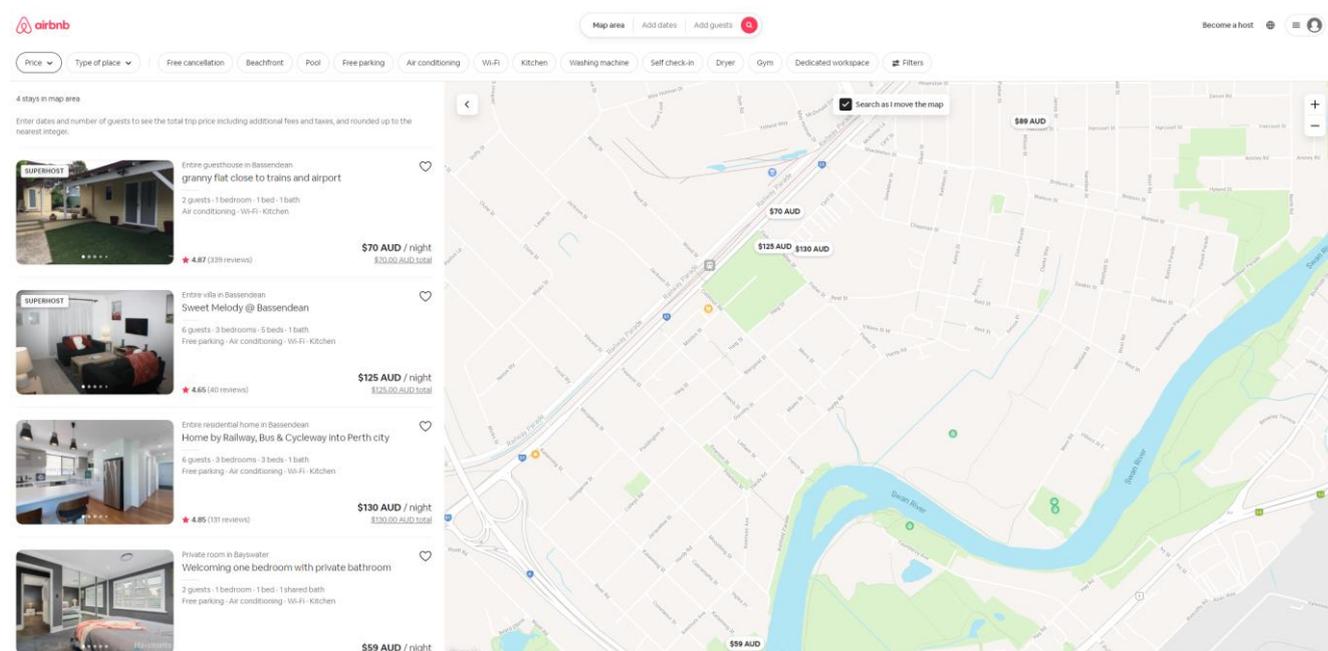


Figure 2: Airbnb Town of Bassendean South Map Search Area as at 6.15PM on 19/1/2022.

Short-term accommodation is a unique experience, and the guiding principles of my Code of Conduct are to treat this property as your own home, respect your neighbours & leave it as you find it.

Airbnb and short-term accommodation deliver a staggering economic contribution to Western Australia and to its Local Government Authorities. In a 56-page report commissioned by Deloitte's into the economic effects of Airbnb in Western Australia, it was revealed that in just one year between 2015-2016 in Western Australia 171,500 Airbnb guests spent \$155m supporting 780 jobs and \$100 million in GSP. These figures have grown exponentially in recent years and are of enormous benefit to local businesses, residents, guests, and the tourism sector.

4. OBJECTIVES OF MANAGEMENT PLAN

To clearly outline and demonstrate the professional management procedures implemented by The Revive Wellness Company to ensure the smooth operational management of the subject property whilst mitigating perceived disruptions to the local amenity & surrounding areas.

5. BOOKING REQUIREMENTS

We anticipate approximately one booking per week and our average trip length is between 5-8 nights. This is based on the average performance of our listings between May 2021 to December 2021.

We specify a mandatory minimum stay length of three (3) nights as we find this significantly deters any unwanted targeting for parties or gatherings. We also have a booking cut-off time after 7:00 pm so that we can't allow last-minute and late-night bookings to occur from opportunistic and likely undesirable guests. Furthermore, guests require approval as part of the screening process.

6. GUEST SCREENING PROCEDURES

When a guest requests or books a stay at this property, we can view or determine whether the guest's profile includes their required verification steps:

- Contact details including full name(s), phone number & e-mail address
- Acceptance of our stipulated house rules
- Confirmed payment
- Profile photo (if set)
- Government-issued ID (such as driver's license or passport)
- Written reviews/recommendations from other hosts,
- Their overall star rating which can be categorised for items such as observance of house rules, cleanliness & communication, we are only accepting a 4/5 stars or higher.
- Total number of guests & location-based

- Their reason for visiting Bassendean/Perth & booking the property
- Proof of COVID-19 double dose vaccination

We can then further screen the potential guest by cross-referencing linked social media accounts, obtaining names of all guests, requiring government-issued ID that all guests are required to submit upon successful booking confirmation.

We have set a “pre-booking questionnaire” requesting applicable responses in relation to the above.

Once we have carried out a thorough check of the prospective guest, we then have a right to refuse, accept or cancel the reservation. Prior to or after acceptance of the booking, we also send our “party screening” message which essentially reiterates our stance on no parties to be hosted at the premises and encourages guests to cancel their booking if that is their intent.

Our set of house rules is displayed both on the online listing and in our comprehensive guest handbook which is located inside the property in the kitchen. We have provided house rules to suit the property, location, neighbourhood, and landlord's desires.

The Airbnb platform is currently the only platform we intend to list on and most of our communication is done through the application itself. We privately message our guests before, during, and after their stays and all the correspondence is saved on the Air BnB platform as recommended.

For peace of mind and assurance of how rare significant issues are, Brent Thomas, former Head of Public Policy of Airbnb Australia has said on record that just a mere 0.004% of claims through Airbnb are for amounts exceeding \$1000.

7. CHECK-IN & CHECK-OUT PROCEDURE

Check-in is from 2:00 pm until late, this is because guests can arrive off long-haul flights late at night or arrive after work as they have traveled by car from the country. We will obtain from the guests their arrival time so we can then match it with the security cameras so we can keep track of the correct number of guests entering the property and cars also.

The property includes detailed visual and written easy check-in instructions and guests find them extremely easy to follow and do not cause any disruption in checking in or out of our properties.

Check-out is at 10 am or earlier on their departure date.

A secured tamper-resistant lockbox is installed onsite at the property for guests to check in and check out with ease. We also offer a ‘meet & greet service and like to

find out when their estimated time of arrival will be and may offer to meet the guest from time to time to welcome them to the property if required.

Our check-in instructions are issued to guests three (3) days prior to their arrival and are issued through Airbnb for safety & security or as appropriate. The guests will be issued with detailed check-in instructions to guide them through the whole process, they will receive a photo of the property they are staying at, how to access the lockbox, how to access the front door, a photo of their parking spot, and where the council bins are located.

8. GUEST HANDBOOK

When a guest checks in, they are encouraged to read our 'Guest Handbook' which provides them with all the important information they need to know to have an enjoyable, safe & respectful stay. This lists the property manager's contact details, emergency contact details, emergency plan, house rules, parking rules, bin collection days, public transport, nearby amenities, sights, attractions in the area, and more.

Guests will also always have access to the Airbnb platform during their stay and are required to communicate with their property managers on this platform so all details pertaining to their booking are documented. The Airbnb platform also provides guests with the host's contact details.

The guest handbook which we have created is very comprehensive which significantly mitigates any risk and issues regarding the stays.

9. MITIGATION & COMPLAINTS PROCEDURE

We are contactable 24/7 and our phone numbers and e-mail addresses are provided to our guests upon confirmation of booking and are also advertised in the property for easy access.

We have provided these contact details to nearby neighbours for us to be even more effective in managing our properties. **The primary contact for complaints 24/7, is Ally and her number is 0401365705.**

In our online Airbnb listing, which the guest(s) must agree to before booking with us and also included in the guest handbook, we have extensively listed our house rules in respect to the property and other nearby residents of the surrounding area & amenities. Priority is given to adherence to our noise and parking policy.

If guests fail to adhere to our house rules, they will be at risk of having their booking canceled immediately. We, police, security, rangers, or other engaged professionals may attend in-person to have the guest/s removed, lockbox code and door lock/s

may also be required to be changed depending on the circumstances.

If we receive any complaints about guests, they will be dealt with immediately upon receipt of said complaint. We will contact the guests informing them of the situation and any breach of house rules and based on the severity of the breach then the reservation may be terminated.

Guests and visitors must not create noise that is offensive and excessive to occupiers of neighbouring properties especially between 10 pm and 7 am Monday to Saturday and 10 pm – 9 am on Sunday and public holidays, during arrival, and during departure, and at any time throughout the occupancy.

- Offensive and excessive noise is prohibited and may result in termination of permission to occupy the property, eviction, and extra charges for damage, security, and other expenses, which may be deducted under the terms and conditions.
- Guests and visitors must not engage in any anti-social behaviour and must minimize their impact upon the residential amenity of neighbours and the local community.

Professionals and/or police may be engaged to attend during & after normal business hours to minimise disruptions to neighbours.

Any complainant will be kept informed throughout the process and will be encouraged to provide evidence to support the cause of us taking swift action. From receipt of a complaint, it is extremely rare for an issue to extend beyond just a few minutes, and we aim to resolve all issues within 30 minutes – 1 hour total.

Real-time noise monitoring may also be installed in the property for noise mitigation. This technological device will enable three important criteria to appease non-conformance to the House Rules outlining “excessive noise after 10 pm”.

Peaceful Night's Sleep

- Assurance that if a noise nuisance is created by guests, the management is aware before complaint calls need to be made.

Protection Against Complaints

- Time-stamped data allows management to quickly validate or invalidate a complaint about noise, in real-time or post check-out of guests are often easy targets for false, perceived, or real noise complaints.

Proactive Prevention

- With early awareness of a noise issue, management can proactively prevent larger problems. This can always be done in a friendly, positive manner. Guests generally want to follow the rules and appreciate friendly outreach.

10. USE & MAINTENANCE

The owner of the property has real-time access of the bookings calendar and may regularly schedule maintenance works in between guests stays to ensure the property is kept up to our property and guest's expectations. Property maintenance is regularly reported and resolved swiftly either during or after guest's stays depending on the severity so that the appearance of the property meets or exceeds the standard of neighboring properties. The property has been purposely designed by the owner to facilitate a relaxed Bali Villa resort and is complete with a lap pool, spa and sauna which well looked after by the owner. If any obsolete furniture must be removed, we will store the items in the secure garage or off site and dispose of them appropriately, preferably at the next bulk verge collection.

11. INSURANCE

The property is covered by Landlord Insurance by The Hollard Insurance Company which specifically covers the owner and the premises for short term accommodation and the properties used as an Air BnB. The property is covered for Accidental Damage with a building replacement value of \$325,000, contents sum insured to the sum of \$30,000, and liability coverage of \$20,000,000. The Landlord Insurance Certificate of Currency period of cover is 16/06/2021 to 16/06/2022.

12. SAFETY

The property includes compliant RCDs and Smoke Alarms. A licensed electrician may be required to provide an electrical safety certificate from time to time to make sure the property is compliant and safe. We also offer first aid kits, fire extinguishers, fire blankets, and implementing an emergency safety plan in case of a fire. In our detailed guest handbook, guests are provided with the contact details for the local police station, hospitals & fire station and that our emergency contact number is '000'.

13. HYGIENE, COMFORT & WASTE MANAGEMENT

Rubbish and recycling items are to be disposed of in accordance with the local council policies and in the correct allocated bins for weekly collection on Thursday, the bins are taken to the verge by Don at 15 Gallagher st, Eden Hill

Any excess rubbish must not be left in the sight of a public area and is removed by housekeeping.

Guests are notified & reminded to place all rubbish & recycling in the allocated bins

at the front of the property.

The cleaning & housekeeping team, who are local Bassendean residents, are also asked to attend and assist with rubbish disposal at checkout and if the property is vacant.

Bin location & contents are monitored by the security cameras and housekeeping at each check-out, and we may gather photo/evidence of this so we can effectively & efficiently maintain the bins both inside and at the front of the property to mitigate risk of problems.

The property includes a fully functional kitchen with a fridge and pantry for food storage and there have never been problems with vermin or pests – if this changes then we can send professional pest control companies to rectify this swiftly and implement measures to prevent the occurrence in the future.

The linen and towels are removed off-site following each check-out clean and our housekeeper washes, dry's and returns the bedding upon completion.

Exhaust fans & air conditioning/heating appliances and regularly checked by the housekeeping teams and repaired or replaced if required, guests are also encouraged to report maintenance to us immediately upon discovery so that swift resolution can be made.

A washing machine and dryer are provided for guests convenience to use during their stay to wash their clothes as required.

14. SECURITY

We have installed a [DMSS – Dahua Technology surveillance system](#) with four (4) security cameras, three cameras cover the front of the entire frontage of the home, Driveway, Front Courtyard and Entrance. The Entrance is set up with a virtual tripwire which records and sends all activity with a 10-second recording to two operational key contacts.

We have the ability to regularly monitor CCTV footage on a live basis and if this is desired by the Town of Bassendean we can provide historical footage up to on average 3 weeks.

The footage provides an expansive view of the front door of the property which is the only entry point, this is to further ensure compliance and observance of house rules including parking and parties.

Additionally, we will be installing an internal intuitive decibel device named [Roomonitor](https://roomonitor.com/airbnb-eu/) <https://roomonitor.com/airbnb-eu/> which monitors the decibel level within the household and is customised to SMS and call the relevant guests and/or us if levels peak and persist at certain pre-set decibel ranges which will allow mitigation

of noise and compliance with the noise policy, particularly between hours of 10:00 pm – 7:00am.

15. CAR PARKING

The property comes with five (5) allocated car-bays. One (1) bay is in the secure garage, two (2) bays are located in the open driveway in front of the secure garage and the other two (2) bays are located on the grass verge.

Short-term tourist guests will often either have just one hire car between them however for bookings from local guests and during the booking process, guests will be able to provide us with further information regarding whether they will need to park vehicles at the premises as we allow for five (5) allocated car-bays and advertise this accordingly. Although there is street parking, we do not advertise these as being available for guests and certainly do not expect any parking issues from our experience managing the property as short-term guests typically have fewer cars than long-term residents.

On occasion, particularly during this COVID pandemic, guests include local Australian travelers from within WA and from interstate. In our experience managing the property, this can include guests with large 4WD's and campervans or trailers or even boats. In this case, as part of our screening process, guests may be permitted to park approved vehicles 180 meters west on the verge of Mary Crescent Reserve to avoid street parking due to complaints from neighbours whom own and operate a 24/7 truck breakdown repair business two houses down to the east of the Airbnb and other neighbours who require access to their driveways.

Further, we provide details for rideshare companies such as Uber and Ola. We also promote our local taxi companies.

As stated in our online listing, in the house rules section under 'Things to Know' is our parking information, it is also listed again in the 'Space' section of the listing & guest handbook, it states:

- Please only park inside the garage, driveway, or grassed verge of the property.
- Off-street parking is not allowed.

As the property will be used for residential purposes, we expect no excessive number of trips to and from the property and we further request that consent be granted for visitors and guests to further mitigate and monitor the usage of the property & parking.

16. SUMMARY

Short stay accommodation is not subject to the same stringent rules of the Residential Tenancy Act 1987 in favour of a tenant and their rights to occupy a premise and therefore we have significant power to be able to manage any potential antisocial behaviour.

You can always be assured of our best intentions and respect for the public amenity and our neighbourhood. Our management team and housekeeping staff all live, work or operate businesses within the Town of Bassendean and we want to continually improve the local community, local economy and support our neighbours.

17. APPENDIX 1 – HOME DRAWINGS

GENERAL NOTE

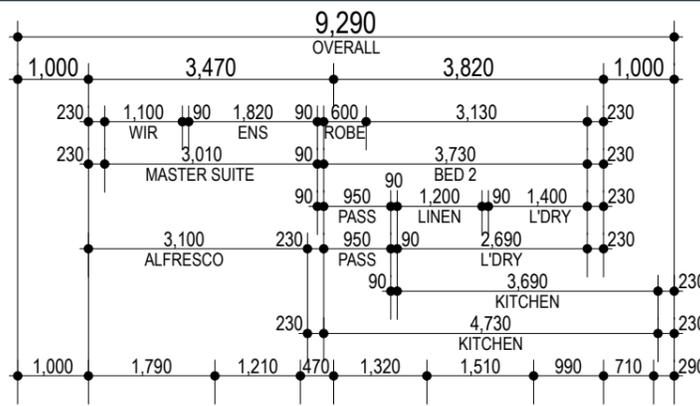
- THE HOME OWNER IS SOLELY RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL FUTURE WORKS AND ANY EFFECT IT SHALL HAVE ON THE EXISTING STRUCTURE.
- ALL DIMENSIONS SHOWN ON FLOOR PLAN ARE NOMINAL DIMENSIONS ONLY WHICH DO NOT ALLOW FOR PLASTER THICKNESS.
- PLANS TO BE READ IN CONJUNCTION WITH ENGINEERS DETAILS.
- CEILING VENTS / MANHOLE LOCATION IS SUBJECT TO CHANGE AT THE BUILDER'S DISCRETION.
- THE BUILDER RESERVES THE RIGHT TO ADJUST WINDOW AND SLIDING DOOR SIZES, INTERNAL ROOM SIZES, AND O'ALL LENGTH AND WIDTH OF DWELLING, WHICH MAY RESULT IN A CHANGE IN THE O'ALL HOUSE AREA FROM THE ORIGINAL STANDARD HOUSE PLAN.

BRICKLAYER NOTE

- WEEPHOLES AT MINIMUM 1200 CENTRES TO CAVITY BRICKWORK
- 2ND FACE BRICKWORK TO INSIDE OF GARAGE.
- 230w RENDERED CAVITY BRICKWORK AS SHOWN ON FLOOR PLAN WITH 230w CAVITY FACE BRICKWORK LAID 1/3 BOND TO REMAINDER OF HOUSE.

CEILING FIXER NOTE

- CEILING @ 28c + PLATE UNLESS NOTED OTHERWISE.



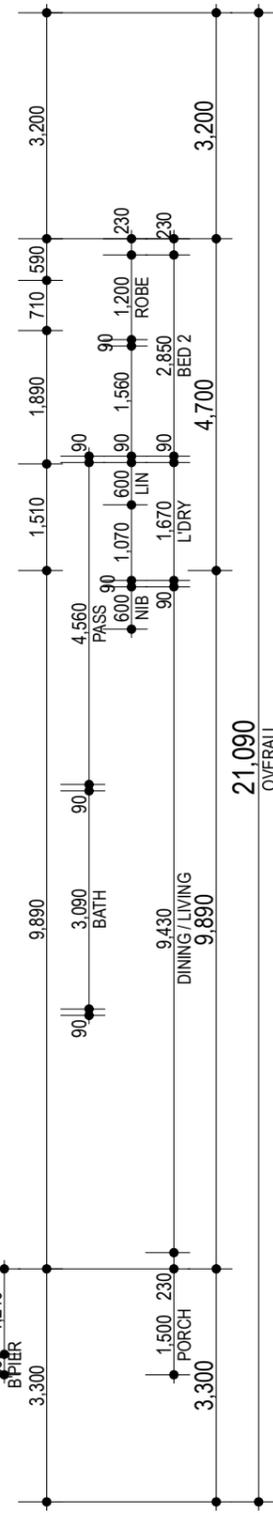
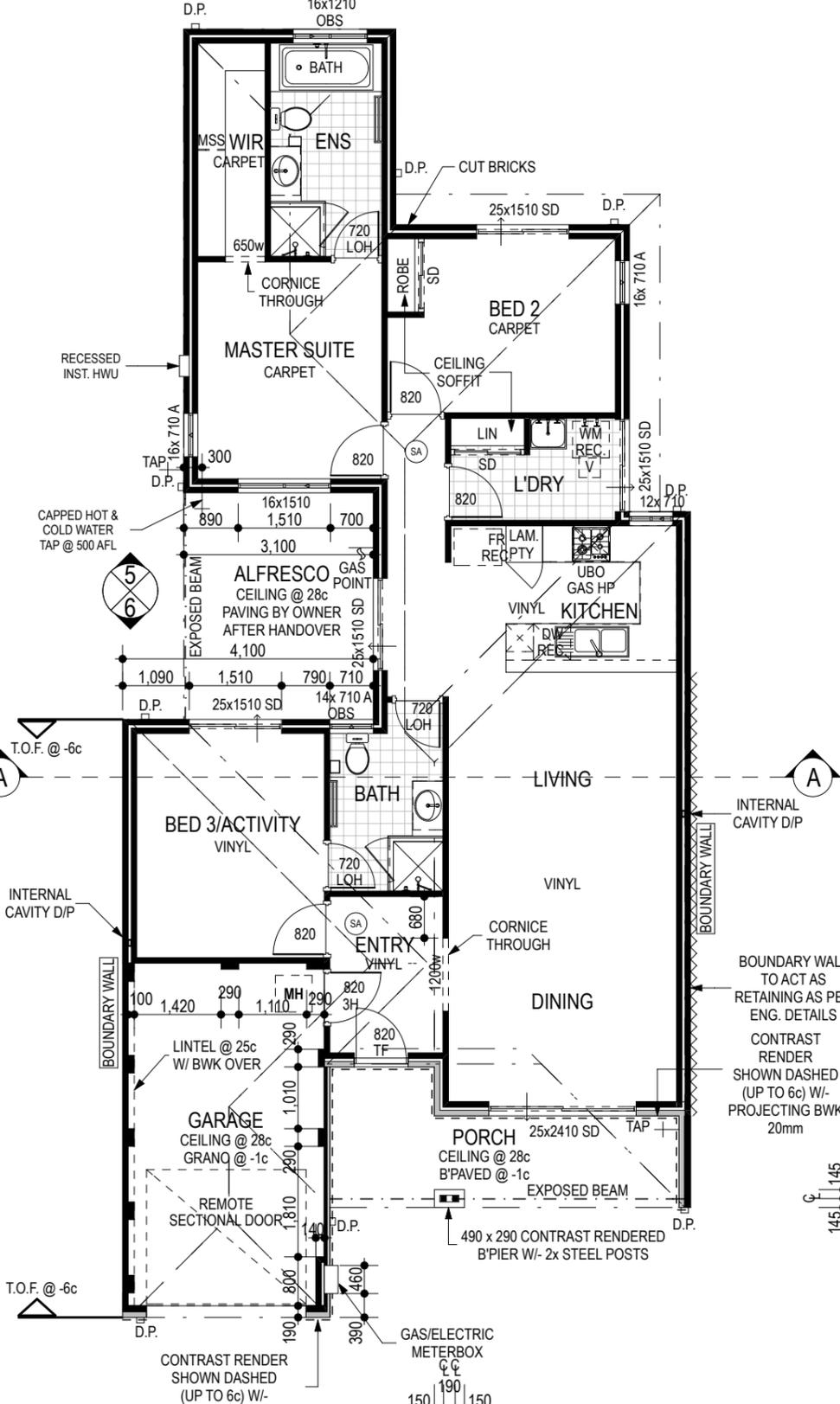
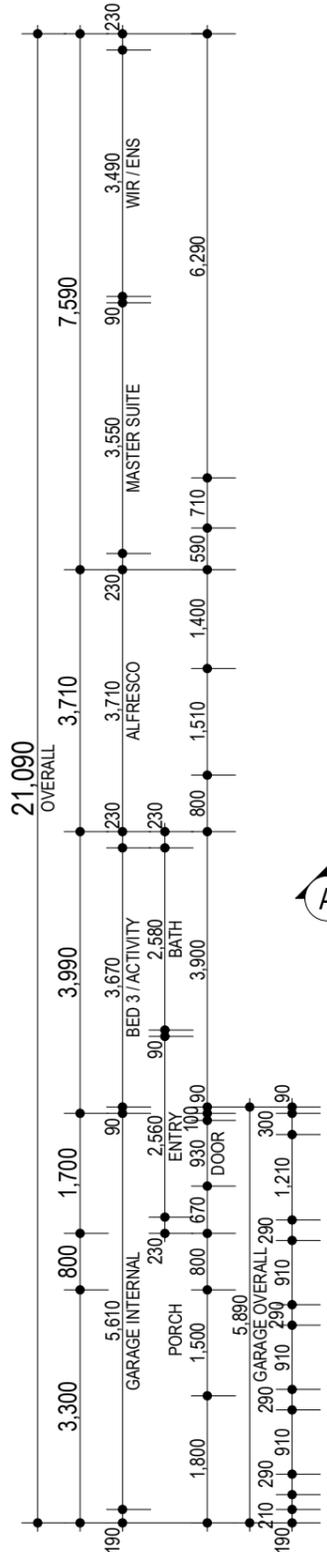
DO NOT SCALE FROM THIS DRAWING
All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

ROOF CARPENTER NOTE

- ROOF PITCH AT 24°43'0" WITH 500w BOXED LINED EAVES UNO.
- CONVENTIONAL TIMBER FRAMED ROOF APPLIES IN ACCORDANCE TO AS1684.
- ROOF FRAMING TO BE MINIMUM H2 TREATED TIMBER.
- ROOF BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY REFER TO ENGINEERS DETAIL.

WALL INSULATION NOTE

- R 1.3 CAVITY WALL INSULATION TO EXTERNAL WALL AS MARKED
- ~~~~~ - DENOTES EXTENT OF CAVITY INSULATION



ROOF INSULATION NOTE

- R4.0 CEILING INSULATION AS PER ADDENDA.

ROOF PLUMBER NOTE

- DOWNPIPES TO BE LOCATED AS PER PLANS. CAN ONLY BE RELOCATED IF APPROVAL FROM SUPERVISOR IS GRANTED.
- GUTTER BRACKETS TO BE INSTALLED @ 1200mm MAX CENTRES

CONCRETOR NOTE

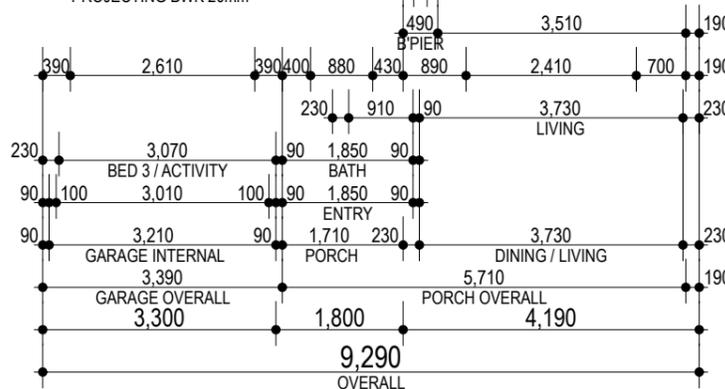
- PIER & POST FOOTING TOP @ -2c FROM PAVING LEVEL OR AS NOTED ON FLOOR PLAN

FIXING CARPENTER NOTE

- 450D SHELF @ 1700 HIGH AND RAIL TO ALL WIR, ROBE & ROBE RECESS UNLESS NOTED OTHERWISE.
- 4 x 450D SHELVES TO LINEN.
- PROVIDE MID-SHELF SUPPORT WHERE NOTED "MSS" TO ANY SHELF OVER 2.4m LONG.

TRADES/SUPPLIERS/SUPERVISORS NOTE:

- FOR TYPICAL NOW LIVING CONSTRUCTION DETAILS, REFER TO SEPERATE DETAILS DOCUMENT. CONTACT BUILDING SUPERVISOR IF REQUIRED.



ROOF AREAS		
AREA [m2 ON THE FLAT]	157.30	
AREAS:		
	PERIM. (m)	AREA (m2)
HOUSE AREA	60.33	112.65
GARAGE	23.56	19.51
ALFRESCO	8.40	11.50
PORCH	18.78	10.22
		153.88 m ²

NOW living

LEVEL 3, 6 BENNETT STREET, EAST PERTH, WA 6004
TEL: (08) 6461 5350 FAX: (08) 6461 5383
P.O. BOX 131, MT. HAWTHORN WA 6915
REG. BUILDER N°: 6915 A.C.N. 009 063076

REVISION	VO #	DRN	DATE	CHK
VO 1	WD 1	DK	27/10/17	MH
JAS AMEND	WD 2	MH	19/12/17	MH
VO 2	WD 3	MH	20/12/17	MH
JAS AMEND	WD 4	MH	22/01/18	MH
VO 3 & 4	WD 5	MV	19/02/18	MV
	WD 6	MH	21/03/18	MH

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	1 OF 7

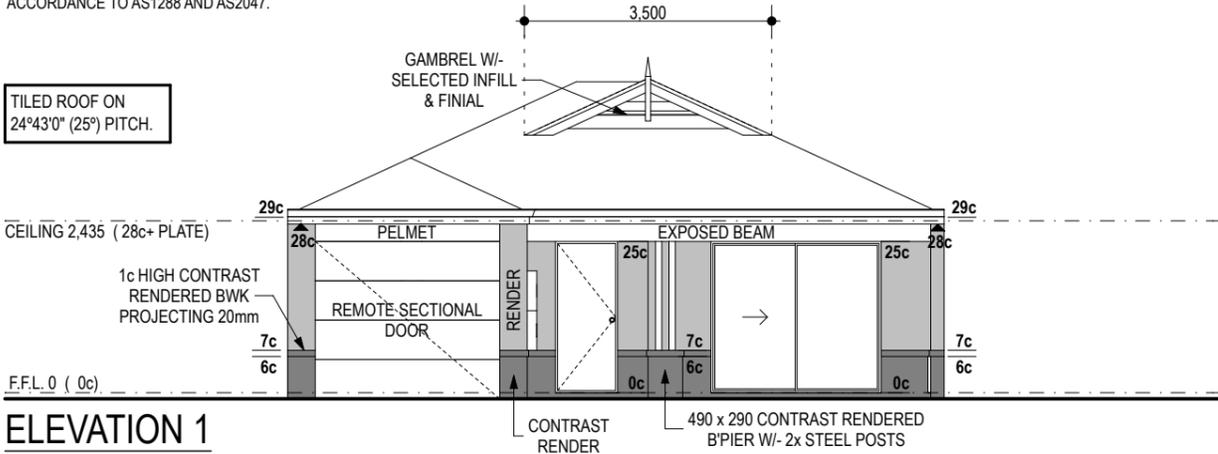
WINDOW SUPPLIER NOTE

- SHADED WINDOWS INDICATES OBSCURE GLAZING.
 - GLAZING DESIGNED AND CONSTRUCTED IN ACCORDANCE TO AS1288 AND AS2047.

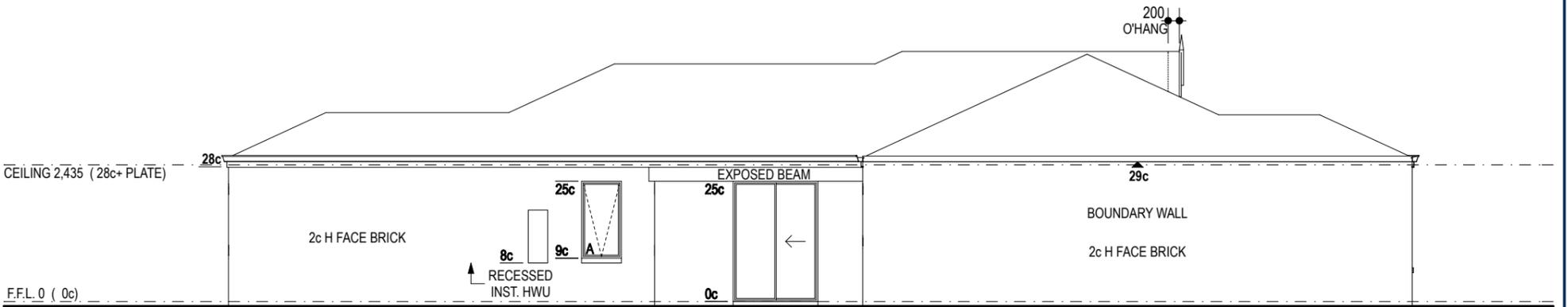
DO NOT SCALE FROM THIS DRAWING

All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

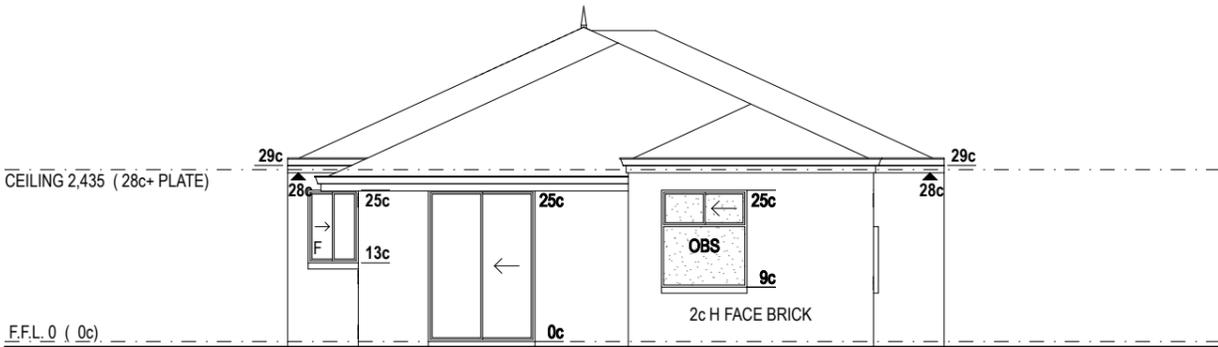
TILED ROOF ON 24°43'0" (25°) PITCH.



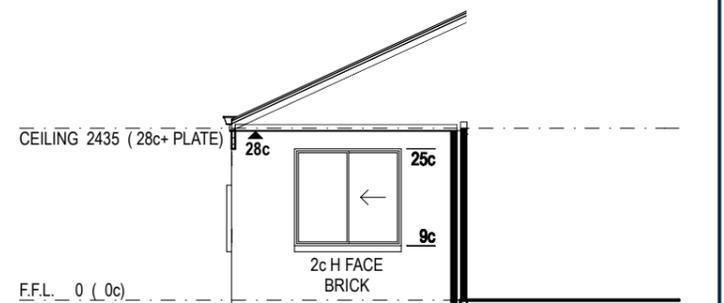
ELEVATION 1
SCALE 1:100



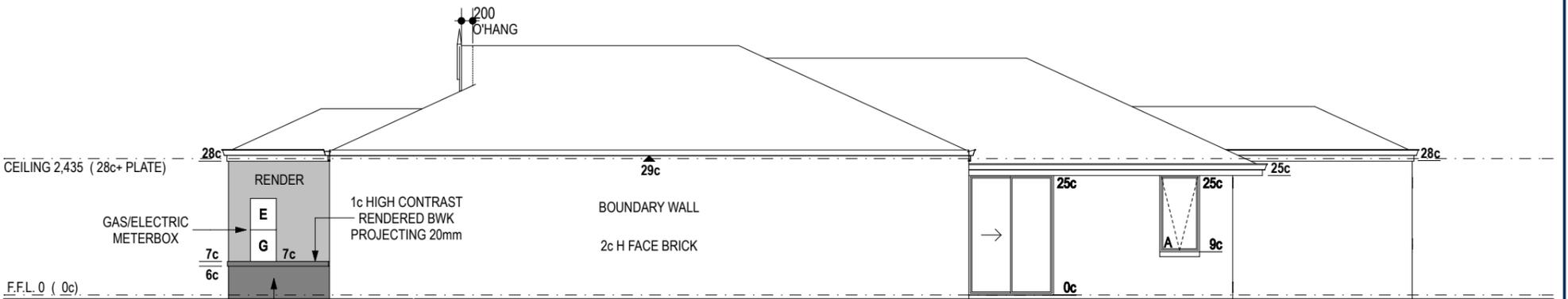
ELEVATION 2
SCALE 1:100



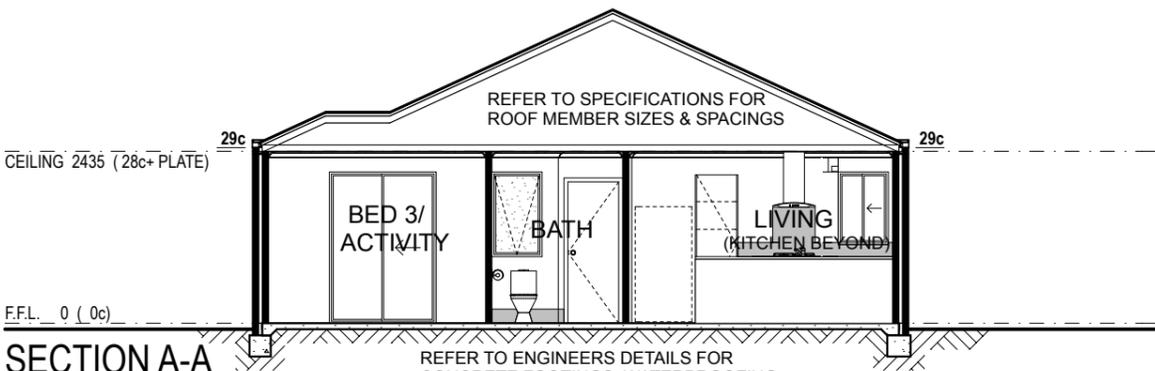
ELEVATION 3
SCALE 1:100



ELEVATION 5
SCALE 1:100

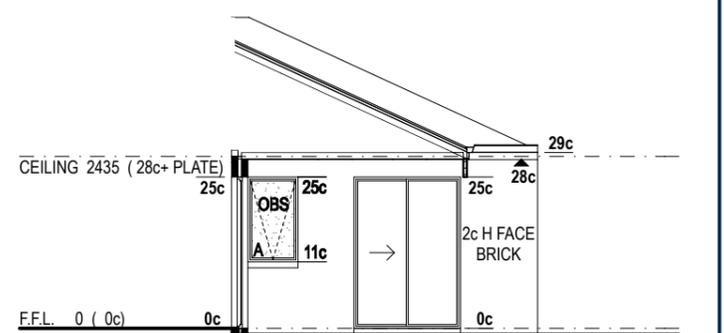


ELEVATION 4
SCALE 1:100



SECTION A-A
SCALE 1:100

REFER TO ENGINEERS DETAILS FOR CONCRETE FOOTINGS, WATERPROOFING, SLAB & SAND PAD REQUIREMENTS



ELEVATION 6
SCALE 1:100

NOW living

LEVEL 3, 6 BENNETT STREET, EAST PERTH, WA 6004
 TEL: (08) 6461 5350 FAX: (08) 6461 5383
 P.O. BOX 131, MT. HAWTHORN WA 6915
 REG. BUILDER N°: 6915 A.C.N. 009 063076

REVISION	VO #	DRN	DATE	CHK
	WD 1	DK	27/10/17	MH
VO 1	WD 2	MH	19/12/17	MH
JAS AMEND	WD 3	MH	20/12/17	MH
VO 2	WD 4	MH	22/01/18	MH
JAS AMEND	WD 5	MV	19/02/18	MV
VO 3 & 4	WD 6	MH	21/03/18	MH

Sub-contractors to verify all dimensions on site.

CLIENT:
 DATE:
 CLIENT:
 DATE:
 BUILDER:
 DATE:

CLIENT: STRAUSS
 ADDRESS: LOT 1 OF 120 (#13A)
 GALLAGHER STREET
 EDEN HILL

© COPYRIGHT

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	2 OF 7

GENERAL NOTE

- WET AREAS CONSTRUCTED IN ACCORDANCE WITH PART 3.8.1 OF BCA AND AS3740.

TILER NOTE

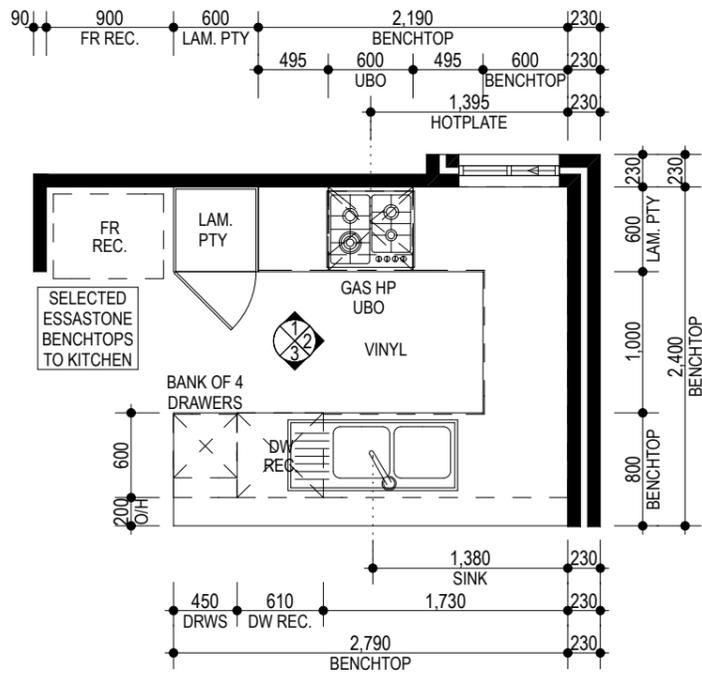
- EXTENT OF WALL TILING SHOWN SHADED.

DISHWASHER PROVISION

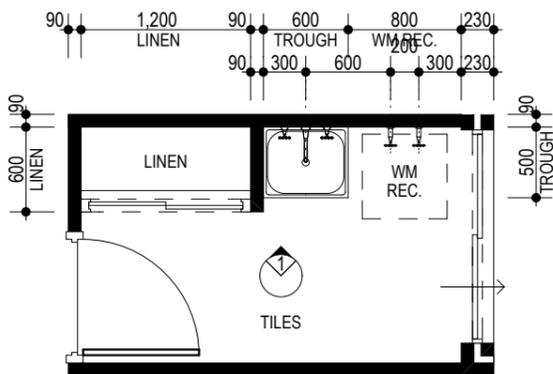
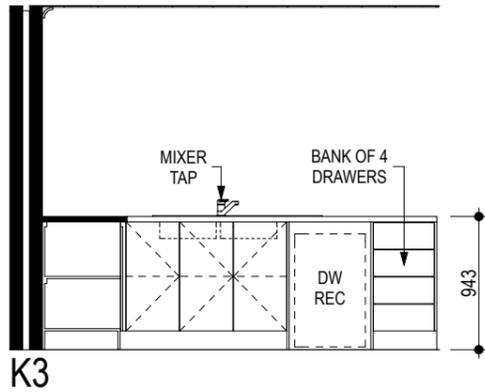
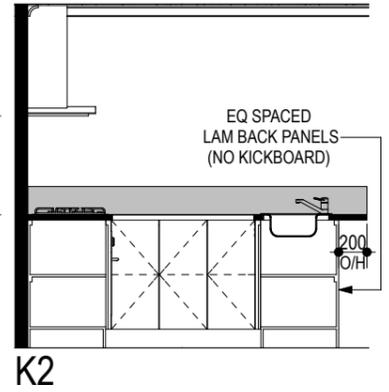
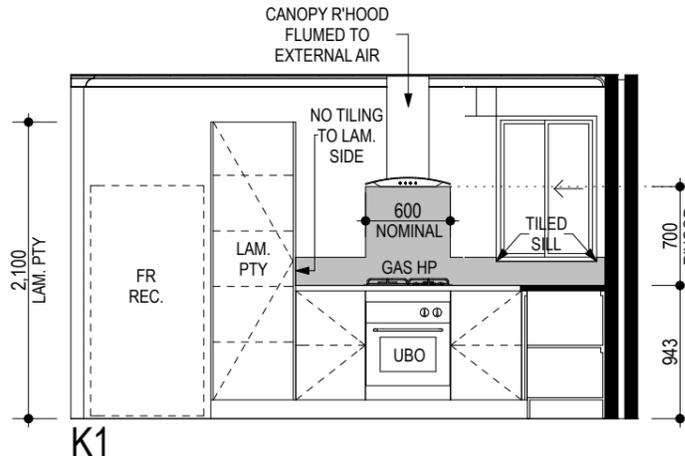
- 610w OPENING UNDER BENCH TOP.
- COLD WATER OUTLET.

DO NOT SCALE FROM THIS DRAWING

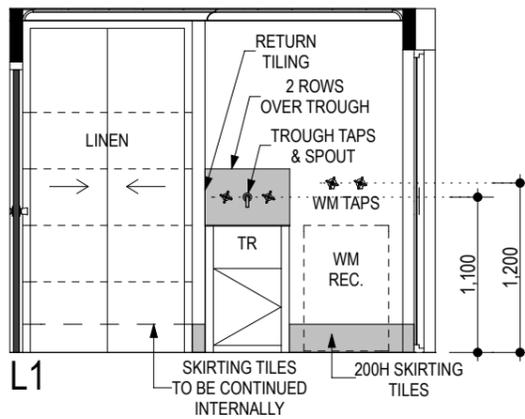
All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.



KITCHEN LAYOUT
SCALE 1: 50



LAUNDRY LAYOUT
SCALE 1: 50



NOW living

LEVEL 3, 6 BENNETT STREET, EAST PERTH, WA 6004
TEL: (08) 6461 5350 FAX: (08) 6461 5383
P.O. BOX 131, MT. HAWTHORN WA 6915
REG. BUILDER N°: 6915 A.C.N. 009 063076

REVISION	VO #	DRN	DATE	CHK
	WD 1	DK	27/10/17	MH
VO 1	WD 2	MH	19/12/17	MH
JAS AMEND	WD 3	MH	20/12/17	MH
VO 2	WD 4	MH	22/01/18	MH
JAS AMEND	WD 5	MV	19/02/18	MV
VO 3 & 4	WD 6	MH	21/03/18	MH

Sub-contractors to verify all dimensions on site.

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

© COPYRIGHT

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	3 OF 7

GENERAL NOTE

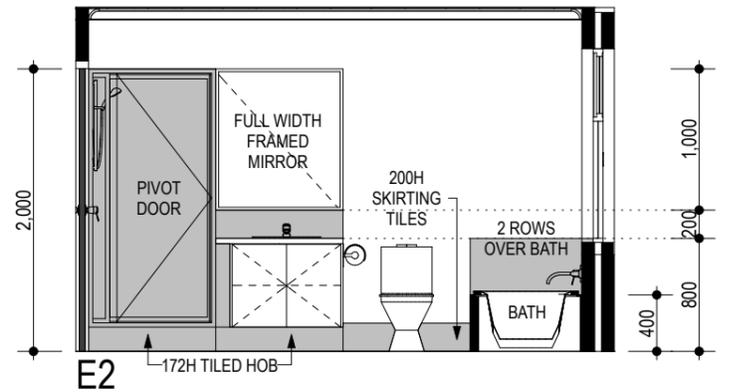
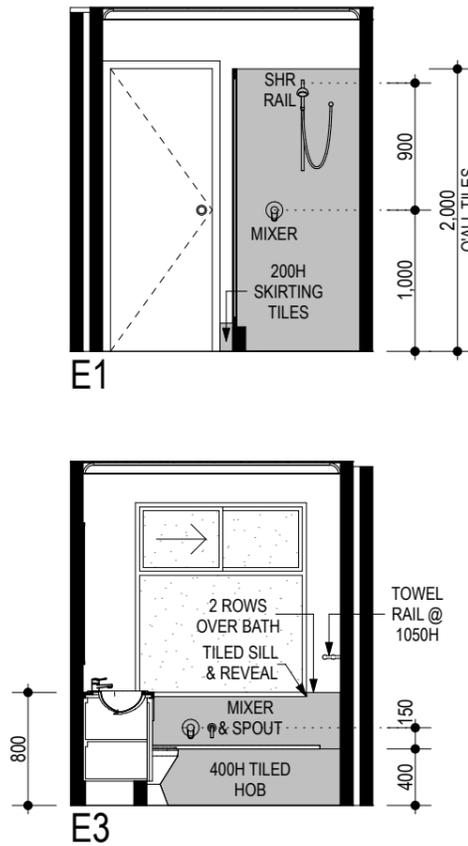
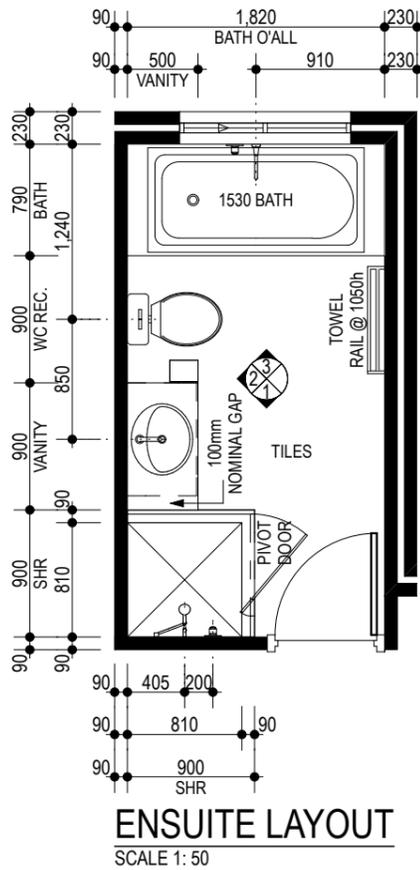
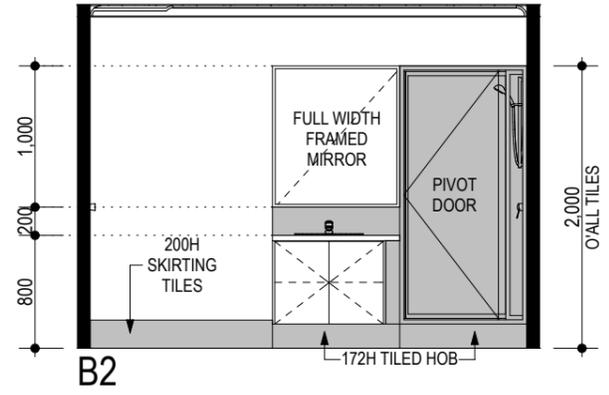
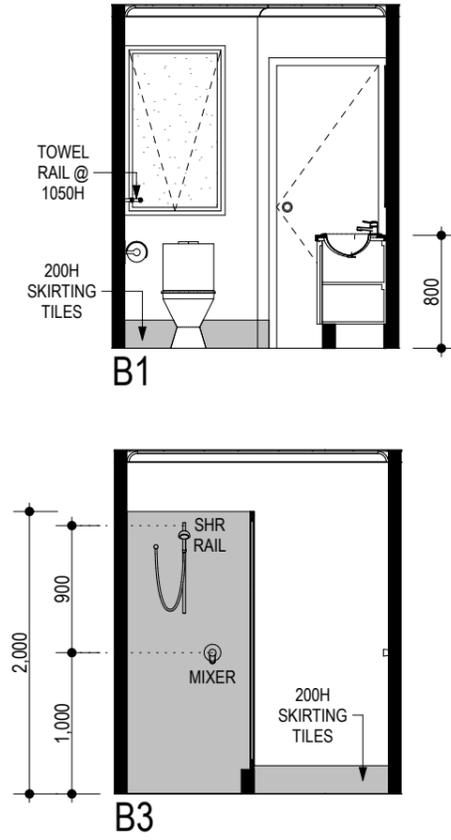
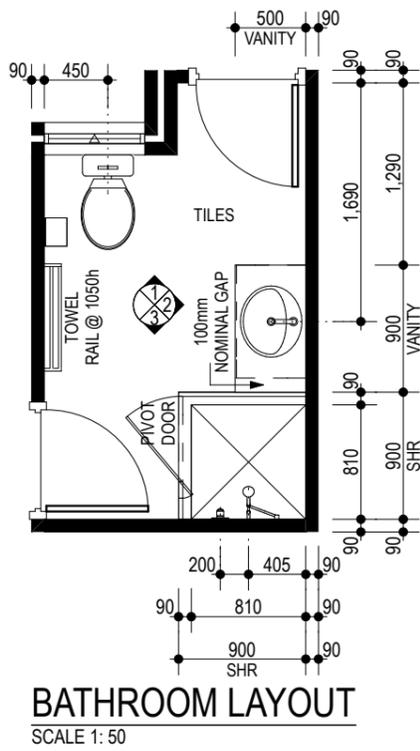
- WET AREAS CONSTRUCTED IN ACCORDANCE WITH PART 3.8.1 OF BCA AND AS3740.

TILER NOTE

- EXTENT OF WALL TILING SHOWN SHADED.

DO NOT SCALE FROM THIS DRAWING

All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.



NOW living

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REG. BUILDER N°: 6915 A.C.N. 009 063076

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VO 1	WD 2	MH	19/12/17	MH
JAS AMEND	WD 3	MH	20/12/17	MH
VO 2	WD 4	MH	22/01/18	MH
JAS AMEND	WD 5	MV	19/02/18	MV
VO 3 & 4	WD 6	MH	21/03/18	MH

Sub-contractors to verify all dimensions on site.

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT:
STRAUSS
ADDRESS:
**LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL**

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ONE-OFF

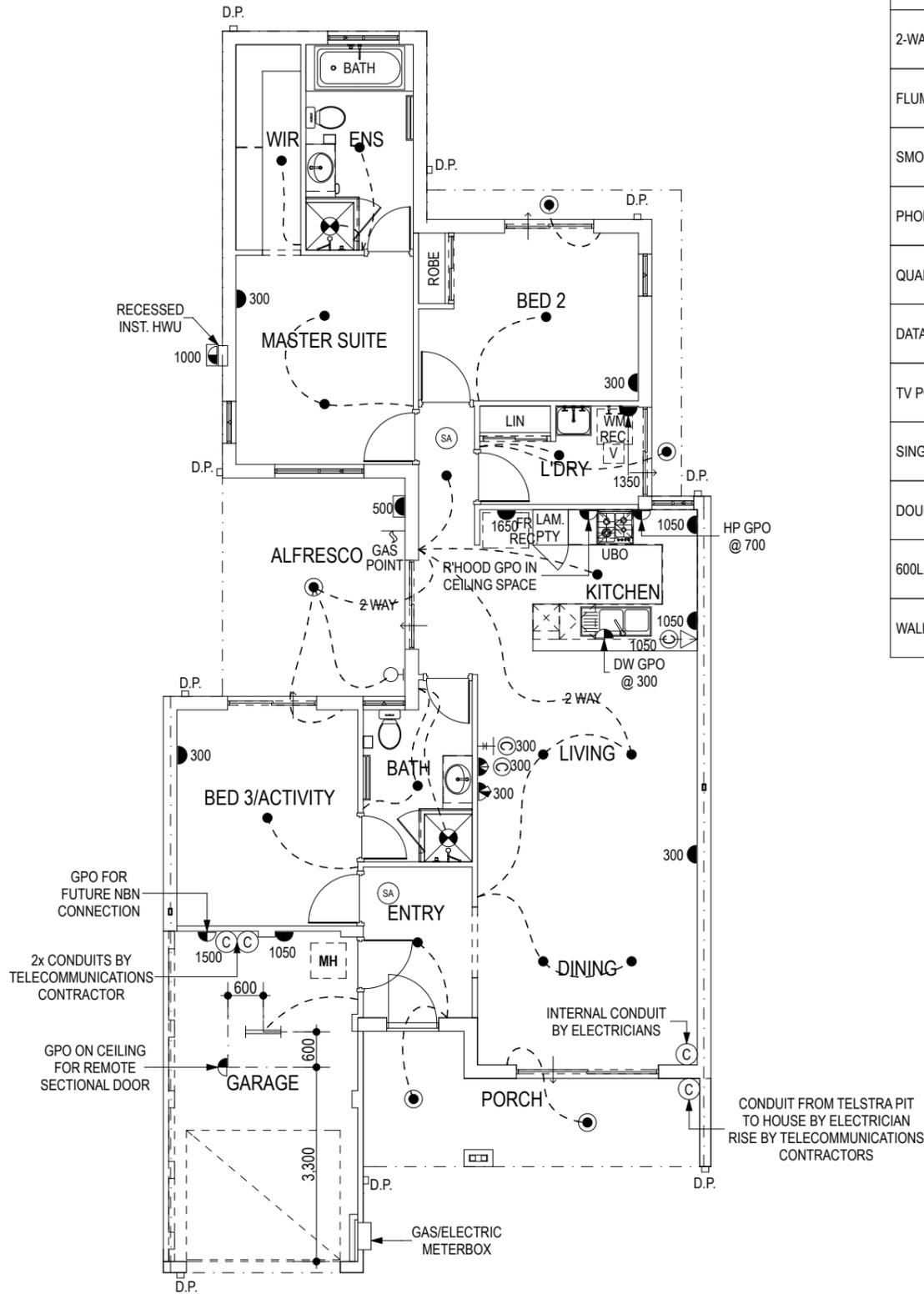
MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	4 OF 7

GENERAL NOTE

- ELECTRICAL POINTS MAY BE RELOCATED ON SITE TO SUIT CURRENT STATUTORY REQUIREMENTS.
- WP GPO INSIDE RECESSED BOX UNDERNEATH HWU.
- SMOKE DETECTOR TO AS3786

DO NOT SCALE FROM THIS DRAWING
 All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.

ELECTRICAL DIMENSIONS TO BRICKWORK.		
DOWN LIGHT	●	15
DOUBLE GPO	◐	11
SINGLE GPO	◑	5
EXTERNAL DOWN LIGHT	⦿	5
CONDUIT	Ⓢ	4
2-WAY SWITCH	2 WAY	2
FLUMED EXHAUST FAN	⊗	2
SMOKE ALARM (HARD WIRED)	ⓈA	2
PHONE POINT WITH CONDUIT	Ⓢ▽	1
QUAD GPO	⊠	1
DATA POINT WITH CONDUIT	ⓈⓈ	1
TV POINT WITH CONDUIT	ⓈⓈⓈ	1
SINGLE WATER PROOF GPO	ⓈⓈ	1
DOUBLE WATER PROOF GPO	ⓈⓈⓈ	1
600L DOUBLE FLUORO WITH DIFFUSER	ⓈⓈⓈ	1
WALL LIGHT @ 1800 AFL	ⓈⓈ	1



NOW living

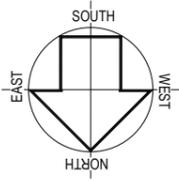
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CLIENT:
 DATE:
 CLIENT:
 DATE:
 BUILDER:
 DATE:

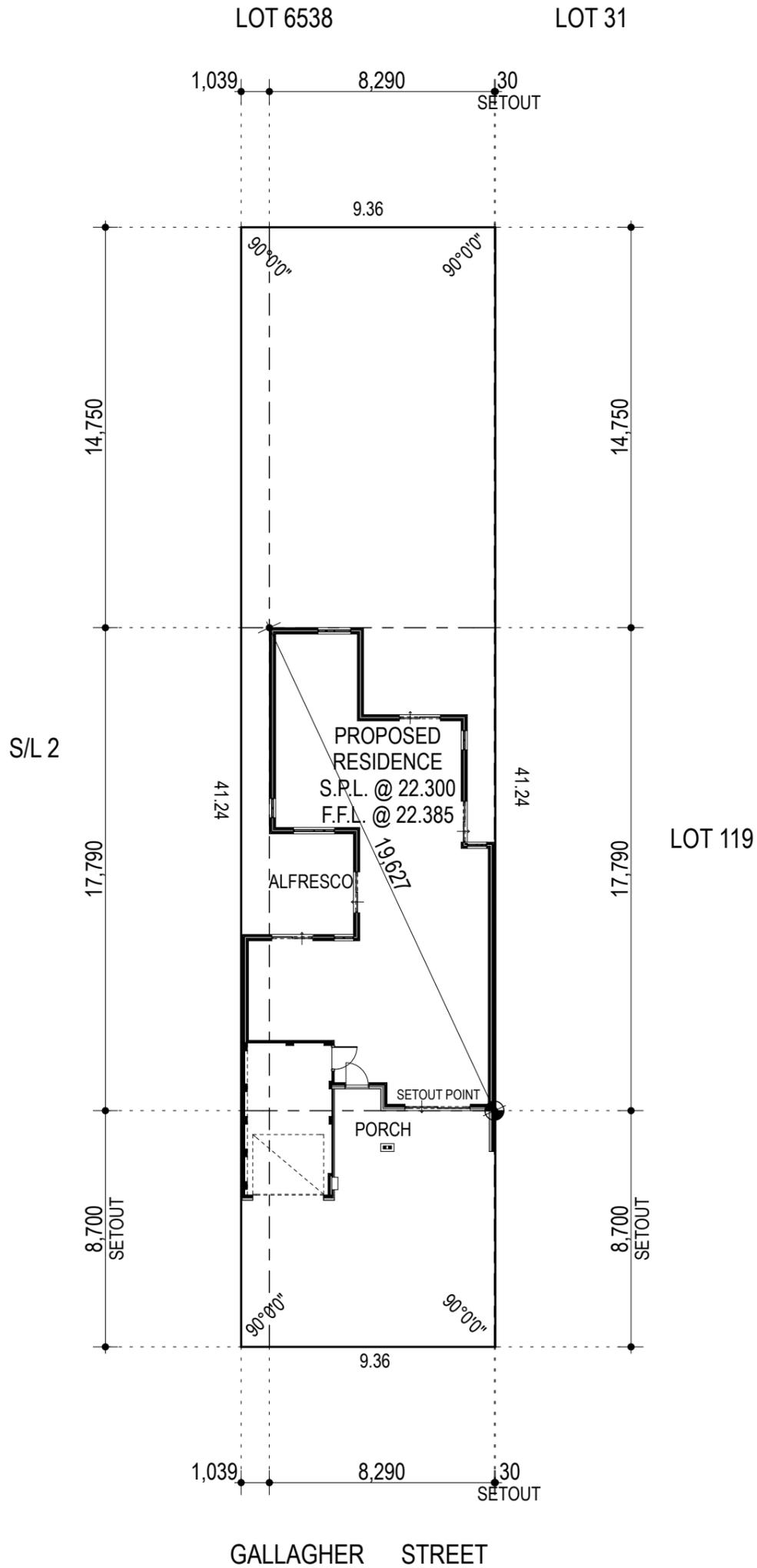
CLIENT: STRAUSS
 ADDRESS: LOT 1 OF 120 (#13A)
 GALLAGHER STREET
 EDEN HILL

ONE-OFF	
MODEL N°	DATE
MAP REF.	WIND RATING
COASTAL CATEGORY	ENGINEERS DETAIL
HOME ID	SHEET N°
90152	5 OF 7



STRATA LOT 1
OF LOT 120 (P 7771)
386sqm

DO NOT SCALE FROM THIS DRAWING
All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.



NOW living

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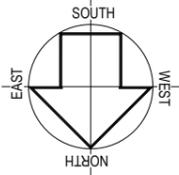
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JAS AMEND	WD 5	MV	19/02/18	MV
VO 3 & 4	WD 6	MH	21/03/18	MH

Sub-contractors to verify all dimensions on site.

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT:
STRAUSS
ADDRESS:
LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF	
MODEL N°	DATE
MAP REF.	WIND RATING
COASTAL CATEGORY	ENGINEERS DETAIL
HOME ID	SHEET N°
90152	6 OF 7



WARNING!
BOUNDARY RE-PEG SURVEY
REQUIRED TO CONFIRM PEG POSITIONS

LOT 6538

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

LOT 31

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

DO NOT SCALE FROM THIS DRAWING
All Sub-contractors to check dimensions &
notes prior to initiating works. Any
discrepancies to be notified to the Site
Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

**STRATA LOT 1
OF LOT 120 (P 7771)**

386sqm

SANDY
WEED COVER

**NOTE: BOUNDARY POSITION
AS PER ALIGNMENT
REQUIRES REPEG SURVEY**

NOTE:
SEWER CONNECTION TO
REAR OF PROPERTY

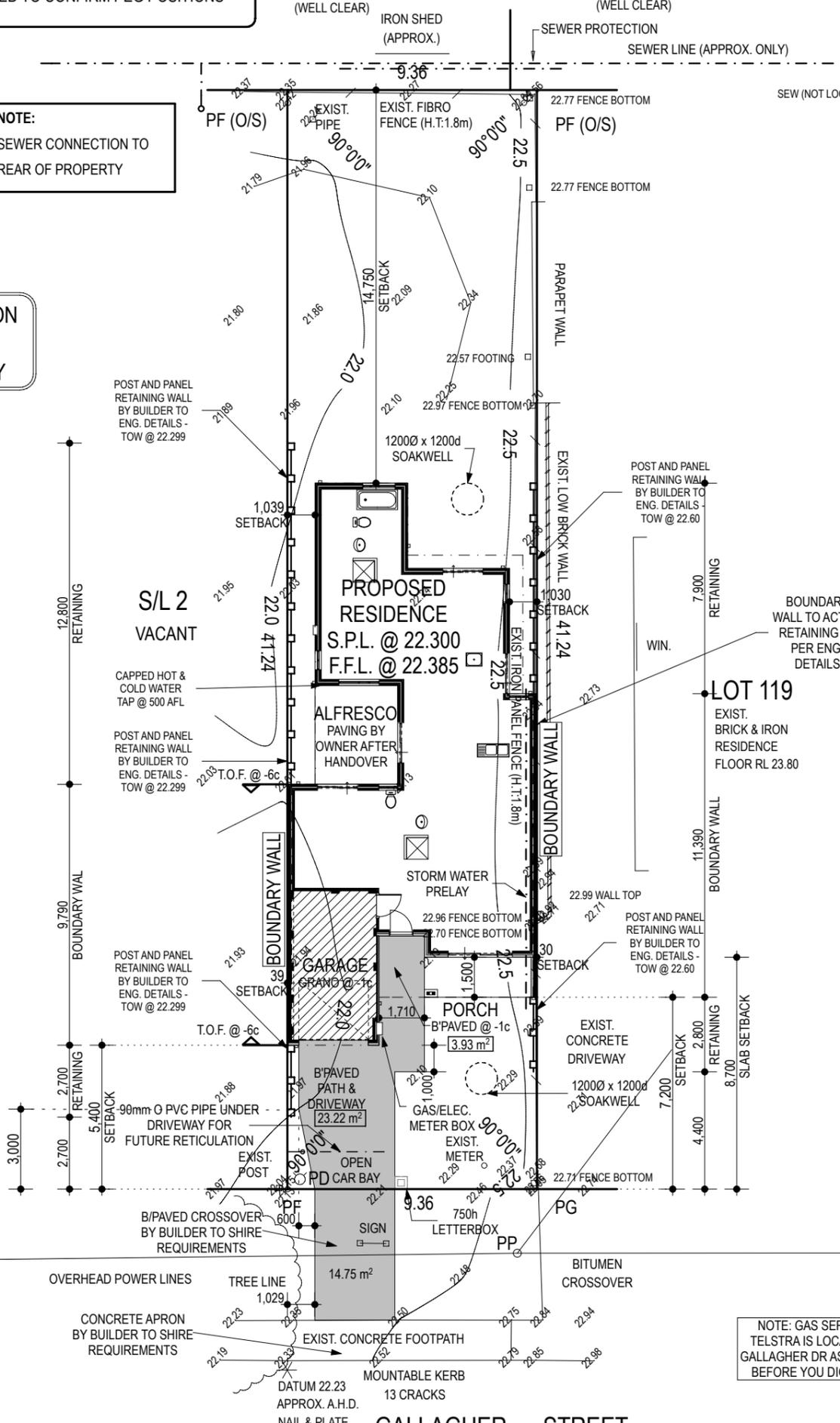
NOTE: APPROXIMATELY 18.8 Km
FROM COAST LINE

NOTE: PEG POSITIONS TO BE CONFIRMED
BY SURVEY.

NOTE: A.H.D. VALUE DERIVED FROM
SEWER MANHOLE P4430. THIS VALUE
DERIVED FROM WATER CORP. AS
CONSTRUCTED RECORDS & MAY NOT BE
EXACT. AN A.H.D. SURVEY IS REQUIRED
TO OBTAIN AN ACCURATE VALUE.

NOTE: SEWER MH No. P4430
APPROXIMATELY 134m FROM DATUM
(LOCAL LEVEL. 16.26)
(A.H.D. LEVEL. 16.26)

NOTE: UNABLE TO LOCATE TELSTRA PIT
AT TIME OF SURVEY.



ZONING : R20/R30
SITE AREA: 386.00 m²
COVERAGE ALLOWANCE:(55%) 212.30 m²
ACTUAL COVERAGE: 153.88 m²

FENCING NOTE:
- ALL BOUNDARY FENCING BY OWNER.
- NOTE BOUNDARY FENCE POSITION'S
SHOWN ARE FOR ILLUSTRATIVE
PURPOSE'S ONLY. THE FINAL POSITION
AND QUANTITY OF BOUNDARY FENCING IS
AT THE OWNER'S DISCRETION.

NOTE:
STORM WATER DISPOSAL TO BE
CONNECTED TO SOAKWELLS.

NOTE:
SEWER RUNS PARALLEL
W/- REAR BOUNDARY
ON LOT 6538.

NOTE:
**GATE BY OWNER AFTER
HANDOVER**

NOTE:
1800H MASONRY FENCE (SOLID TO
600H, PERMEABLE ABOVE 600H)
BY OWNER AFTER HANDOVER

NOTE:
FRONT COURTYARD LANDSCAPING
TBC BY OWNER AFTER HANDOVER

**NOTE: GAS SERVICE &
TELSTRA IS LOCATED ON
GALLAGHER DR AS PER DIAL
BEFORE YOU DIG PLANS**

CLIENT	STRAUSS	BUILDER	NOW LIVING
LOT	STRATA LOT 1 OF LOT 120 GALLAGHER STREET	AUTHORITY	BASSENDAN
SUBURB	EDEN HILL	MAP REF.	230 36 63
PLAN	SP 75501	C/T Vol.Fol.	
DATE OF SURVEY	16.10.2017	SCALE	1:200 @ A3
JOB No.	OURS: 219030	YOURS:	90152

SCALE BAR		DRAFTED	T.M.	SURVEYOR	S.C.
SERVICE INFORMATION					
GAS	BTC	WATER	YES	PRELAI	YES
AREA	ESTABLISHED	TELSTRA	BTC	POWER	U/G
WATER	SV STOP VALVE	HY	HYDRANT	FP	FLUSH POINT
SEWERAGE	SEW SEWER MANHOLE	IS	INSPECTION SHAFT	IQ	INSPECTION OPENING
POWER	CP CONSUMER POLE	PP	POWER POLE	LP	LAMP POST
STORMWATER	SW MANHOLE	GR	GRATE	SEP	SIDE ENTRY PIT
SURVEY	PF PEG FOUND	Pdist	PEG DISTURBED	PG	PEG GONE



3 Ord Street
West Perth
WA 6005
Telephone: +61 (08) 9214 1777
Facsimile: +61 (08) 9214 1778

The information on this drawing is current as at the date of survey.
Services are to be confirmed with relevant Authorities.
This includes without limitation:
Sewerage, Water Supply, Drainage, Power Supply, Gas Supply & Communications.
Further interests / notifications / encumbrances may be listed on the Certificate of Title.
Location of boundary in relation to fences or boundary markers is not guaranteed.
Boundary is placed arbitrarily as per 'best fit'. Repeg Survey will be required.
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NOW living
LEVEL 3, 6 BENNETT STREET, EAST PERTH, WA 6004
TEL: (08) 6461 5350 FAX: (08) 6461 5383
P.O. BOX 131, MT. HAWTHORN WA 6915
REG. BUILDER N°: 6915 A.C.N. 009 063076

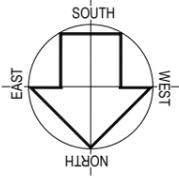
REVISION	VO #	DRN	DATE	CHK
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VO 2	WD 3	MH	20/12/17	MH
JAS AMEND	WD 4	MH	22/01/18	MH
VO 3 & 4	WD 5	MV	19/02/18	MV
	WD 6	MH	21/03/18	MH

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF	
MODEL N°	DATE
	21/03/18
MAP REF.	WIND RATING
	N1
COASTAL CATEGORY	ENGINEERS DETAIL
R1	D10
HOME ID	SHEET N°
90152	7 OF 7

18. APPENDIX 2 – PARKING PLAN DRAWINGS



Parking Plan

DO NOT SCALE FROM THIS DRAWING

Contractors to check dimensions & to initiating works. Any parties to be notified to the Site without delay. DIMENSIONS TO BRICKWORK.

STRATA LOT 1
OF LOT 120 (P 7771)

386sqm

SANDY
WEED COVER

NOTE: BOUNDARY POSITION AS PER ALIGNMENT REQUIRES REPEG SURVEY

NOTE: APPROXIMATELY 18.8 Km FROM COAST LINE

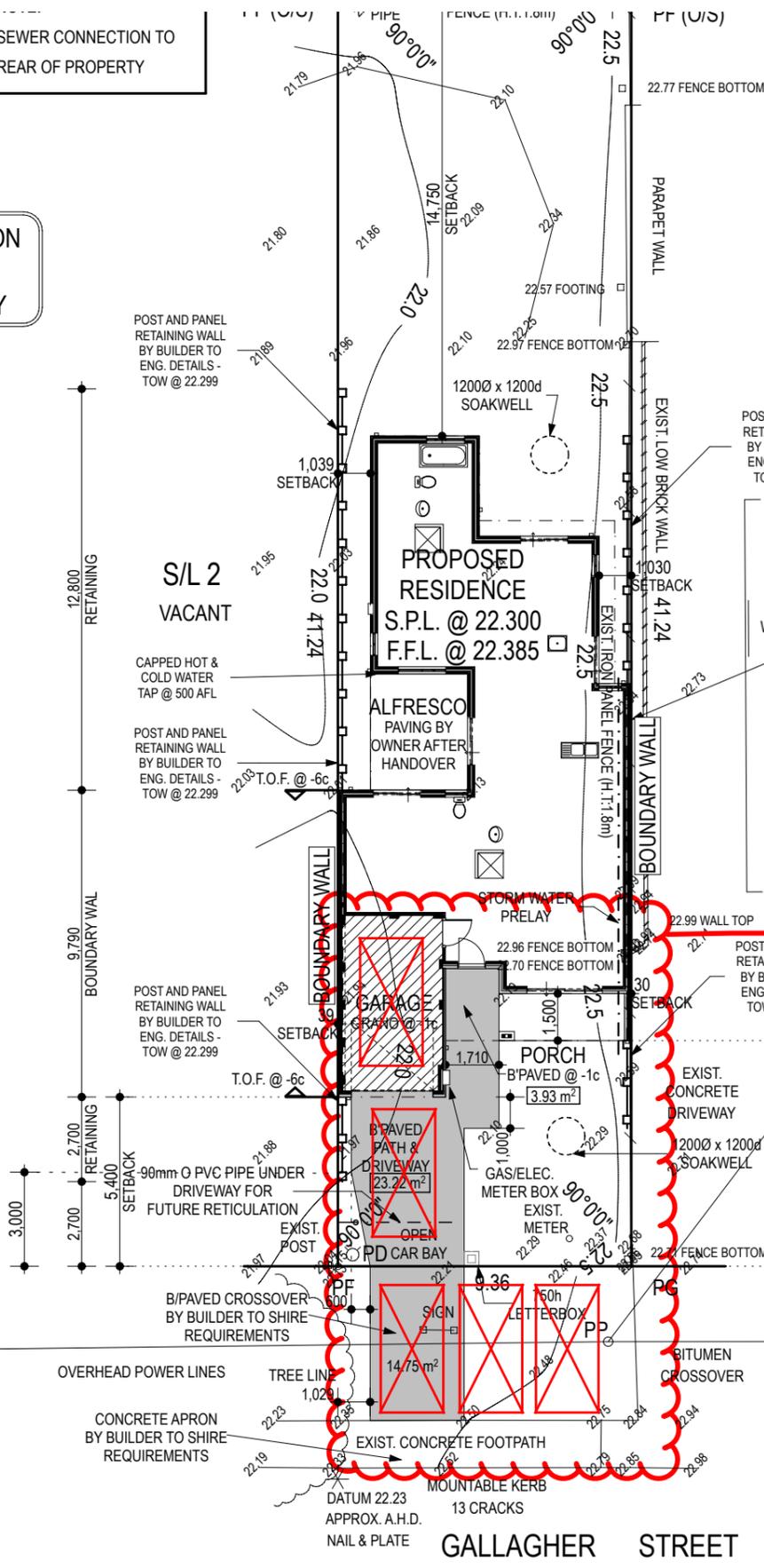
NOTE: PEG POSITIONS TO BE CONFIRMED BY SURVEY.

NOTE: A.H.D. VALUE DERIVED FROM SEWER MANHOLE P4430. THIS VALUE DERIVED FROM WATER CORP. AS CONSTRUCTED RECORDS & MAY NOT BE EXACT. AN A.H.D. SURVEY IS REQUIRED TO OBTAIN AN ACCURATE VALUE.

NOTE: SEWER MH No. P4430 APPROXIMATELY 134m FROM DATUM (LOCAL LEVEL. 16.26) (A.H.D. LEVEL. 16.26)

NOTE: UNABLE TO LOCATE TELSTRA PIT AT TIME OF SURVEY.

SEWER CONNECTION TO REAR OF PROPERTY



Accessible Car bays for approved vehicles ONLY.

Street parking is not permitted by neighbours nor the owner due to public complaints and a neighbours 24/7 business.

OVERSIZED VEHICLES for approved guests with multiple vehicles such as 4WD's, campers and caravans may be permitted to park on the street verge at the local park, Mary Crescent Reserve, 180m north along Gallagher St Eden Hill.

CLIENT	STRAUSS	BUILDER	NOW LIVING
LOT	STRATA LOT 1 OF LOT 120 GALLAGHER STREET	AUTHORITY	BASSENDAN
SUBURB	EDEN HILL	MAP REF.	230 36 63
PLAN	SP 75501	C/T Vol.Fol.	
DATE OF SURVEY	16.10.2017	SCALE	1:200 @ A3
JOB No.	OURS: 219030	YOURS:	90152

SCALE BAR	
GAS	BTC
AREA	ESTABLISHED
WATER	SV STOP VALVE
SEWERAGE	SEW SEWER MANHOLE
POWER	CP CONSUMER POLE PP POWER POLE LP LAMP POST SP STAY POLE PD POWER DOME
STORMWATER	SW MANHOLE GRATE SIDE ENTRY PIT TELSTRA TELSTRA PIT
SURVEY	PF PEG FOUND Pdist PEG DISTURBED PG PEG GONE STATION DATUM / CONTROL

AUTOMATED SURVEYS PTY LTD
LICENSED SURVEYORS AND DEVELOPMENT CONSULTANTS

3 Ord Street West Perth WA 6005
P.O. Box 1648 West Perth WA 6872
Telephone: +61 (08) 9214 1777
Facsimile: +61 (08) 9214 1778

The information on this drawing is current as at the date of survey. Services are to be confirmed with relevant Authorities. This includes without limitation: Sewerage, Water Supply, Drainage, Power Supply, Gas Supply & Communications. Further interests / notifications / encumbrances may be listed on the Certificate of Title. Location of boundary in relation to fences or boundary markers is not guaranteed. Boundary is placed arbitrarily as per 'best fit'. Repeg Survey will be required. Copyright: 2009 Automated Surveys Pty. Ltd. All rights reserved.



NOW living

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REG. BUILDER N°: 6915 A.C.N. 009 063076

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VO 2	WD 3	MH	20/12/17	MH
JAS AMEND	WD 4	MH	22/01/18	MH
VO 3 & 4	WD 5	MV	19/02/18	MV
	WD 6	MH	21/03/18	MH

CLIENT: _____
DATE: _____
CLIENT: _____
DATE: _____
BUILDER: _____
DATE: _____

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF	
MODEL N°	DATE
	21/03/18
MAP REF.	WIND RATING
	N1
COASTAL CATEGORY	ENGINEERS DETAIL
R1	D10
HOME ID	SHEET N°
90152	7 OF 7

Parking Plan

APPROVED OVERSIZED VEHICLE PARKING

Accessible Public Parking

Large Vehicle/ Caravan/ Campervan
Verge Parking
@Mary Crescent Reserve

Strictly No Street or
Verge Parking outside
of designated permitted
bays in green areas.

MARY
CRESCENT
RESERVE

Street parking is not permitted by neighbours nor the owner due to public complaints and a neighbours 24/7 business.

Additional parking for oversized vehicles or any casual visitors must be approved by your Airbnb host prior to booking.

CCTV security footage is monitored and breaches of unapproved guest will be penalised from breaking the rules of this Parking Plan with imminent eviction and a 0 star rating on Airbnb.

parking on the street verge at the local park, Mary Crescent Reserve, 180m north along Gallagher St Eden Hill.

24/7 TRUCK
BREAKDOWN
BUSINESS

AIRBNB

19. APPENDIX 3 – FIRE & EMERGENCY EXIT PLAN DRAWINGS

GENERAL NOTE

- THE HOME OWNER IS SOLELY RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF ALL FUTURE WORKS AND ANY EFFECT IT SHALL HAVE ON THE EXISTING STRUCTURE.
- ALL DIMENSIONS SHOWN ON FLOOR PLAN ARE NOMINAL DIMENSIONS ONLY WHICH DO NOT ALLOW FOR PLASTER THICKNESS.
- PLANS TO BE READ IN CONJUNCTION WITH ENGINEERS DETAILS.
- CEILING VENTS / MANHOLE LOCATION IS SUBJECT TO CHANGE AT THE BUILDER'S DISCRETION.
- THE BUILDER RESERVES THE RIGHT TO ADJUST WINDOW AND SLIDING DOOR SIZES, INTERNAL ROOM SIZES, AND O'ALL LENGTH AND WIDTH OF DWELLING, WHICH MAY RESULT IN A CHANGE IN THE O'ALL HOUSE AREA FROM THE ORIGINAL STANDARD HOUSE PLAN.

BRICKLAYER NOTE

- WEEPHOLES AT MINIMUM 1200 CENTRES TO CAVITY BRICKWORK
- 2ND FACE BRICKWORK TO INSIDE OF GARAGE.
- 230w RENDERED CAVITY BRICKWORK AS SHOWN ON FLOOR PLAN WITH 230w CAVITY FACE BRICKWORK LAID 1/3 BOND TO REMAINDER OF HOUSE.

CEILING FIXER NOTE

- CEILING @ 28c + PLATE UNLESS NOTED OTHERWISE.

Fire Safety Plan in Home

DO NOT SCALE FROM THIS DRAWING

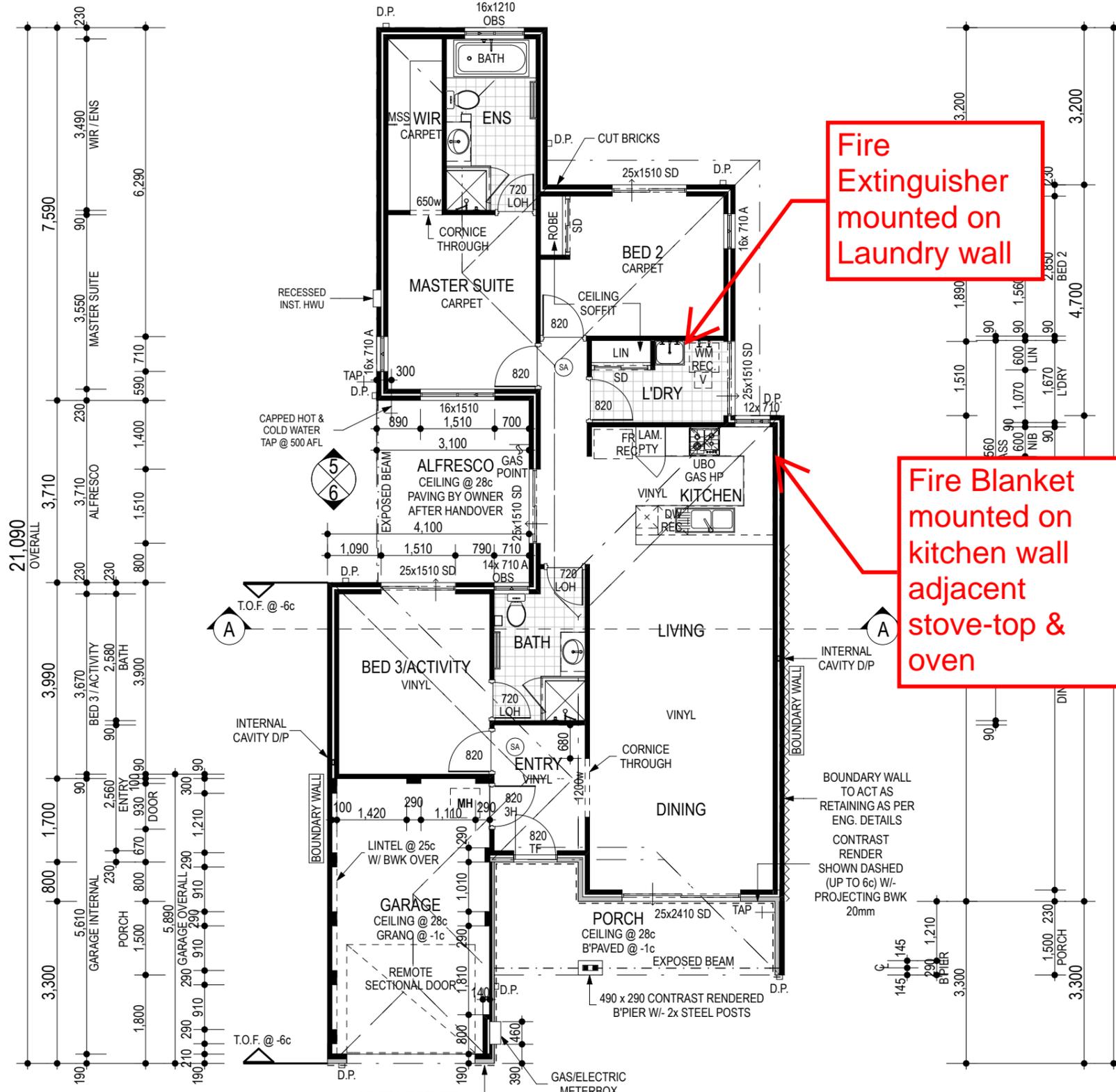
All Sub-contractors to check dimensions & notes prior to initiating works. Any discrepancies to be notified to the Site Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

ROOF CARPENTER NOTE

- ROOF PITCH AT 24°43'0" WITH 500w BOXED LINED EAVES UNO.
- CONVENTIONAL TIMBER FRAMED ROOF APPLIES IN ACCORDANCE TO AS1684.
- ROOF FRAMING TO BE MINIMUM H2 TREATED TIMBER.
- ROOF BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY REFER TO ENGINEERS DETAIL.

WALL INSULATION NOTE

- R 1.3 CAVITY WALL INSULATION TO EXTERNAL WALL AS MARKED
- ~~~~~ - DENOTES EXTENT OF CAVITY INSULATION



ROOF INSULATION NOTE

- R4.0 CEILING INSULATION AS PER ADDENDA.

ROOF PLUMBER NOTE

- DOWNPIPES TO BE LOCATED AS PER PLANS. CAN ONLY BE RELOCATED IF APPROVAL FROM SUPERVISOR IS GRANTED.
- GUTTER BRACKETS TO BE INSTALLED @ 1200mm MAX CENTRES

CONCRETOR NOTE

- PIER & POST FOOTING TOP @ -2c FROM PAVING LEVEL OR AS NOTED ON FLOOR PLAN

FIXING CARPENTER NOTE

- 450D SHELF @ 1700 HIGH AND RAIL TO ALL WIR, ROBE & ROBE RECESS UNLESS NOTED OTHERWISE.
- 4 x 450D SHELVES TO LINEN.
- PROVIDE MID-SHELF SUPPORT WHERE NOTED "MSS" TO ANY SHELF OVER 2.4m LONG.

TRADES/SUPPLIERS/SUPERVISORS NOTE:

- FOR TYPICAL NOW LIVING CONSTRUCTION DETAILS, REFER TO SEPERATE DETAILS DOCUMENT. CONTACT BUILDING SUPERVISOR IF REQUIRED.

ROOF AREAS

AREA [m2 ON THE FLAT]	157.30	
AREAS:		
	PERIM. (m)	AREA (m2)
HOUSE AREA	60.33	112.65
GARAGE	23.56	19.51
ALFRESCO	8.40	11.50
PORCH	18.78	10.22
		153.88 m ²

NOW living

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VO 3 & 4	WD 5	MV	19/02/18	MV
	WD 6	MH	21/03/18	MH

CLIENT:
 DATE:
 CLIENT:
 DATE:
 BUILDER:
 DATE:

CLIENT: STRAUSS
 ADDRESS: LOT 1 OF 120 (#13A)
 GALLAGHER STREET
 EDEN HILL

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	1 OF 7

Fire Safety Plan Backyard



Fire Blanket
mounted on wall
adjacent BBQ

Fire Blanket
mounted on outdoor
kitchen wall adjacent
woodfired pizza oven

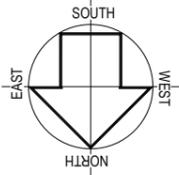
20. APPENDIX 4 – WATER & SWIM SAFETY PLAN DRAWINGS

Water & Swim Safety Plan

1. Spa & Sauna Safety Rules
 2. Resuscitation Instructions for Children and Adults fixed on wall
- 

1. Pool Safety Rules
 2. Flotation device &
 3. Resuscitation Instructions for Children and Adults fixed on wall
- 

21. APPENDIX 5 – SECURITY PLAN & CAMERA LOCATION DRAWINGS



WARNING!
BOUNDARY RE-PEG SURVEY
REQUIRED TO CONFIRM PEG POSITIONS

LOT 6538

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

LOT 31

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

DO NOT SCALE FROM THIS DRAWING
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notes prior to initiating works. Any
discrepancies to be notified to the Site
Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.

**STRATA LOT 1
OF LOT 120 (P 7771)**

386sqm

SANDY
WEED COVER

**NOTE: BOUNDARY POSITION
AS PER ALIGNMENT
REQUIRES REPEG SURVEY**

NOTE:
SEWER CONNECTION TO
REAR OF PROPERTY

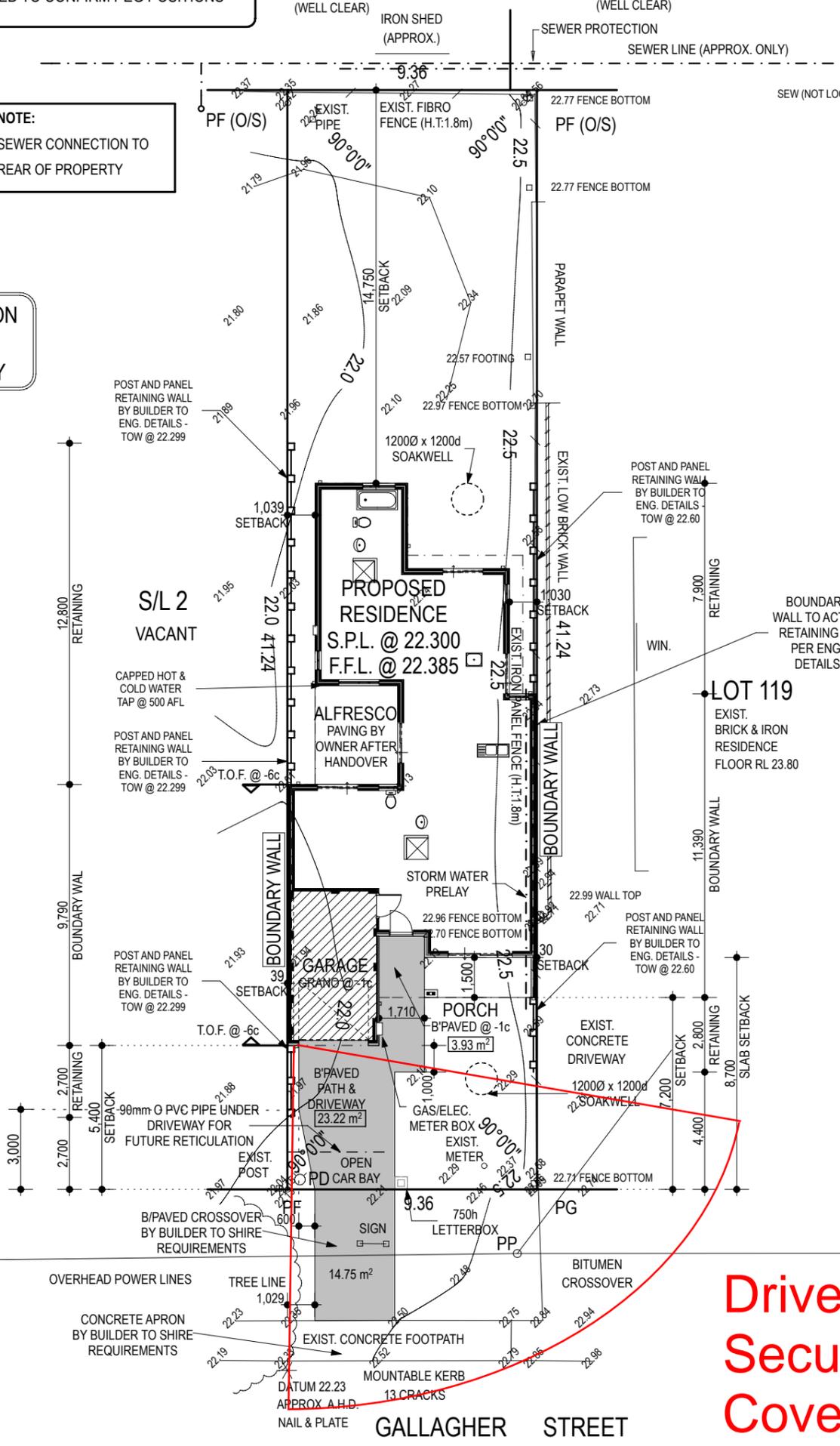
NOTE: APPROXIMATELY 18.8 Km
FROM COAST LINE

NOTE: PEG POSITIONS TO BE CONFIRMED
BY SURVEY.

NOTE: A.H.D. VALUE DERIVED FROM
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NOTE: SEWER MH No. P4430
APPROXIMATELY 134m FROM DATUM
(LOCAL LEVEL. 16.26)
(A.H.D. LEVEL. 16.26)

NOTE: UNABLE TO LOCATE TELSTRA PIT
AT TIME OF SURVEY.



ZONING : R20/R30
SITE AREA: 386.00 m²
COVERAGE ALLOWANCE:(55%) 212.30 m²
ACTUAL COVERAGE: 153.88 m²

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NOTE:
SEWER RUNS PARALLEL
W/- REAR BOUNDARY
ON LOT 6538.

NOTE:
**GATE BY OWNER AFTER
HANDOVER**

NOTE:
1800H MASONRY FENCE (SOLID TO
600H, PERMEABLE ABOVE 600H)
BY OWNER AFTER HANDOVER

NOTE:
FRONT COURTYARD LANDSCAPING
TBC BY OWNER AFTER HANDOVER

**Driveway
Security Camera
Coverage Map**

CLIENT	STRAUSS	BUILDER	NOW LIVING
LOT	STRATA LOT 1 OF LOT 120 GALLAGHER STREET	AUTHORITY	BASSEDEAN
SUBURB	EDEN HILL	MAP REF.	230 36 63
PLAN	SP 75501	C/T Vol.Fol.	
DATE OF SURVEY	16.10.2017	SCALE	1:200 @ A3
JOB No.	OURS: 219030	YOURS:	90152

SCALE BAR		SERVICE INFORMATION	
GAS	BTC	WATER	YES
AREA	ESTABLISHED	TELSTRA	BTC
WATER	SV STOP VALVE	HY HYDRANT	FP FLUSH POINT
SEWERAGE	SEW SEWER MANHOLE	IS INSPECTION SHAFT	IO INSPECTION OPENING
POWER	CP CONSUMER POLE	PP POWER POLE	LP LAMP POST
STORMWATER	SW MANHOLE	GRATE	SIDE ENTRY PIT
SURVEY	PF PEG FOUND	Pdist PEG DISTURBED	PG PEG GONE

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3 Ord Street
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WA 6005
Telephone: +61 (08) 9214 1777
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NOW living

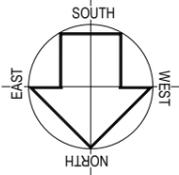
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REVISION	VO #	DRN	DATE	CHK
VO 1	WD 1	DK	27/10/17	MH
JAS AMEND	WD 2	MH	19/12/17	MH
VO 2	WD 3	MH	20/12/17	MH
JAS AMEND	WD 4	MH	22/01/18	MH
VO 3 & 4	WD 5	MV	19/02/18	MV
	WD 6	MH	21/03/18	MH

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF	
MODEL N°	DATE
	21/03/18
MAP REF.	WIND RATING
	N1
COASTAL CATEGORY	ENGINEERS DETAIL
R1	D10
HOME ID	SHEET N°
90152	7 OF 7



WARNING!
BOUNDARY RE-PEG SURVEY
REQUIRED TO CONFIRM PEG POSITIONS

LOT 6538

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

LOT 31

EXIST.
BRICK & TILE
RESIDENCE
(WELL CLEAR)

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**STRATA LOT 1
OF LOT 120 (P 7771)**

386sqm

SANDY
WEED COVER

**NOTE: BOUNDARY POSITION
AS PER ALIGNMENT
REQUIRES REPEG SURVEY**

NOTE:
SEWER CONNECTION TO
REAR OF PROPERTY

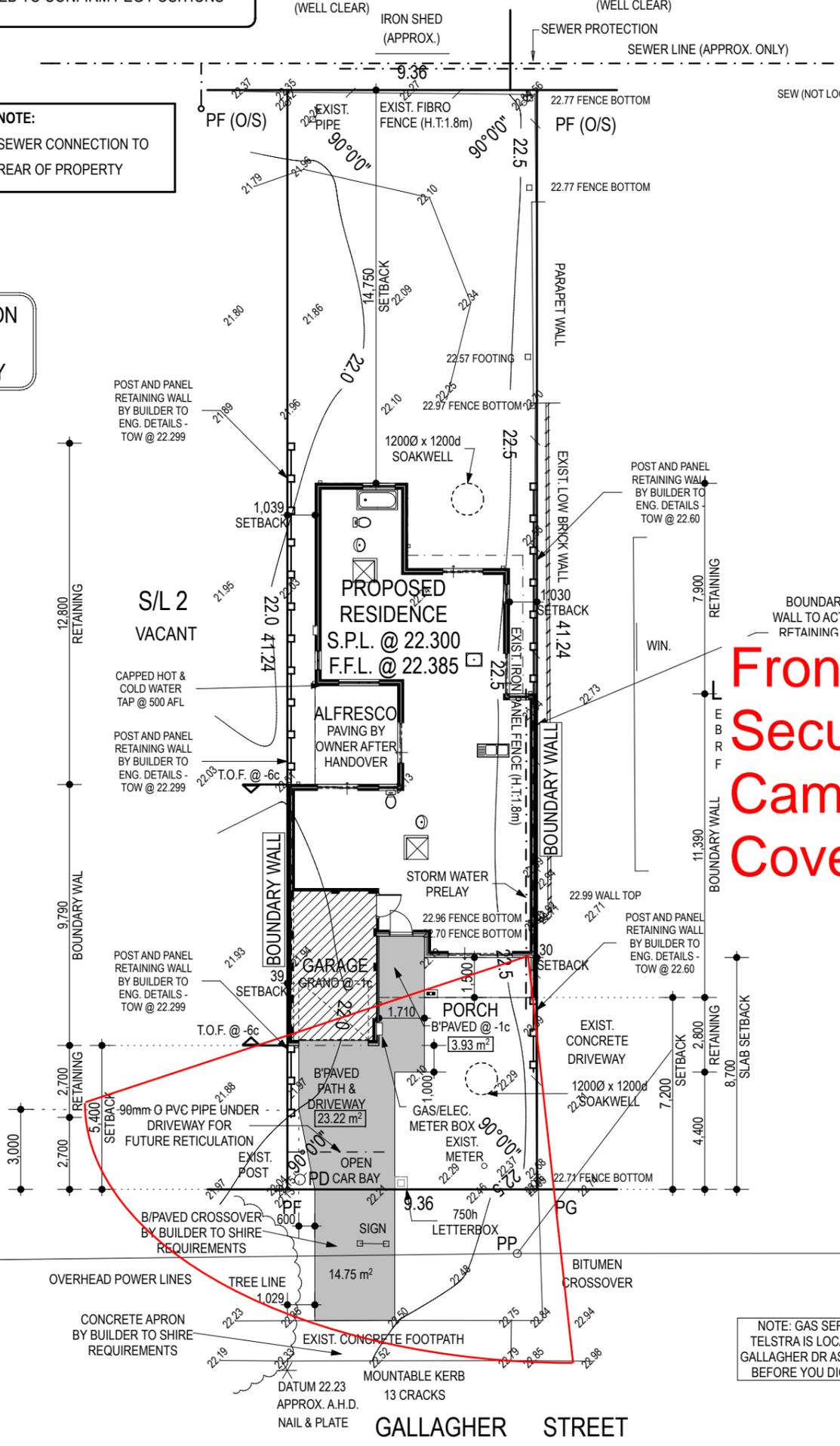
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**Front Yard
Security
Camera
Coverage Map**

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**GATE BY OWNER AFTER
HANDOVER**

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1800H MASONRY FENCE (SOLID TO
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FRONT COURTYARD LANDSCAPING
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CLIENT	STRAUSS	BUILDER	NOW LIVING
LOT	STRATA LOT 1 OF LOT 120 GALLAGHER STREET	AUTHORITY	BASSENDAN
SUBURB	EDEN HILL	MAP REF.	230 36 63
PLAN	SP 75501	C/T Vol.Fol.	
DATE OF SURVEY	16.10.2017	SCALE	1:200 @ A3
JOB No.	OURS: 219030	YOURS:	90152

SCALE BAR		DRAFTED T.M.		SURVEYOR S.C.			
SERVICE INFORMATION				SEWERAGE	YES	DEPTH	N/A
GAS	BTC	WATER	YES	PRELAI	YES	RIGHT	
AREA	ESTABLISHED	TELSTRA	BTC	POWER	U/G		
WATER	SV STOP VALVE	HY HYDRANT	FP FLUSH POINT	METER	WATER METER		
SEWERAGE	SEW SEWER MANHOLE	IS INSPECTION SHAFT	IO INSPECTION OPENING	GAS	GAS	GAS METER	
POWER	CP CONSUMER POLE	PP POWER POLE	LP LAMP POST	SP STAY POLE	PD POWER DOME		
STORMWATER	SW MANHOLE	GRATE	SIDE ENTRY PIT	TELSTRA	PIT TELSTRA PIT		
SURVEY	PF PEG FOUND	Pdist PEG DISTURBED	PG PEG GONE	STATION	DATUM / CONTROL		

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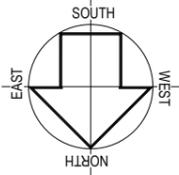
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	WD 6	MH	21/03/18	MH

CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A)
GALLAGHER STREET
EDEN HILL

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	7 OF 7



WARNING!
BOUNDARY RE-PEG SURVEY
REQUIRED TO CONFIRM PEG POSITIONS

LOT 6538

EXIST. BRICK & TILE RESIDENCE (WELL CLEAR)

LOT 31

EXIST. BRICK & TILE RESIDENCE (WELL CLEAR)

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STRATA LOT 1 OF LOT 120 (P 7771)

386sqm

SANDY WEED COVER

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SEWER CONNECTION TO REAR OF PROPERTY

NOTE: APPROXIMATELY 18.8 Km FROM COAST LINE

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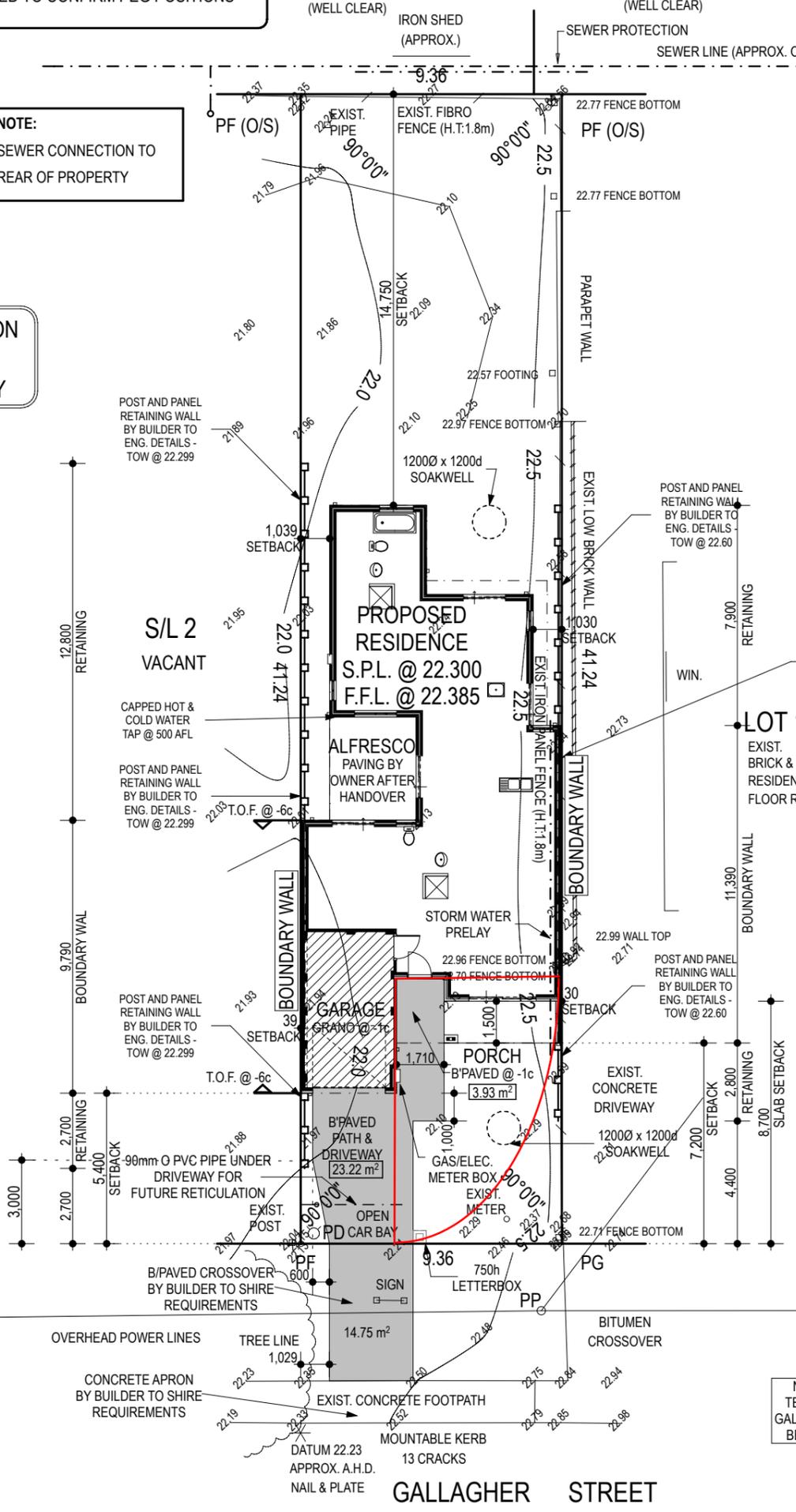
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Front Entrance Security Camera Coverage Map

NOTE: OWNER AFTER HANDOVER

NOTE:
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PLAN	SP 75501	C/T Vol.Fol.	
DATE OF SURVEY	16.10.2017	SCALE	1:200 @ A3
JOB No.	OURS: 219030	YOURS:	90152

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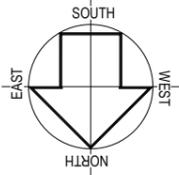
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CLIENT:
DATE:
CLIENT:
DATE:
BUILDER:
DATE:

CLIENT: STRAUSS
ADDRESS: LOT 1 OF 120 (#13A) GALLAGHER STREET EDEN HILL

ONE-OFF

MODEL N°	DATE
MAP REF.	21/03/18
COASTAL CATEGORY	WIND RATING
R1	N1
HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	7 OF 7



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BOUNDARY RE-PEG SURVEY
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386sqm

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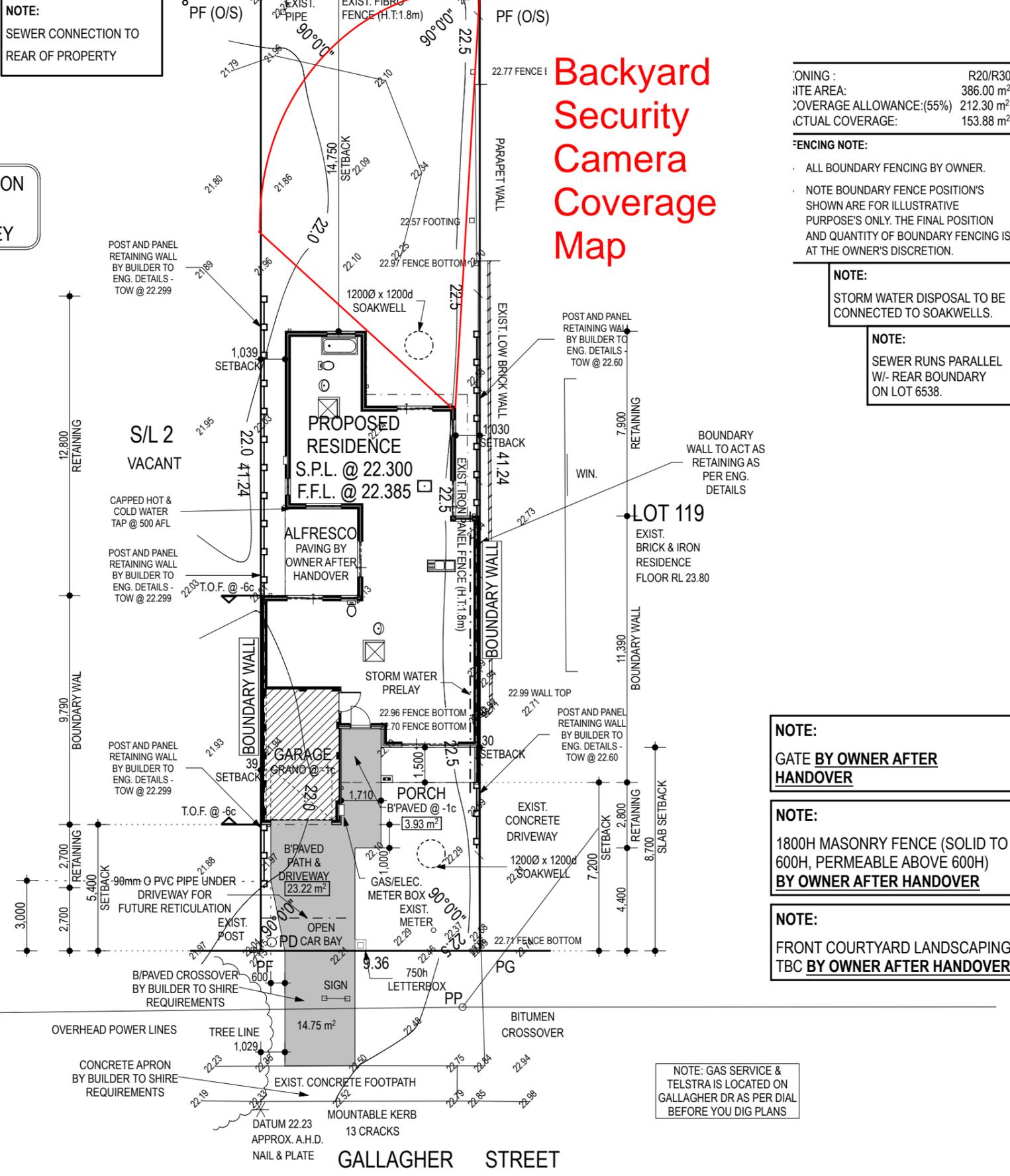
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NOTE:
SEWER CONNECTION TO
REAR OF PROPERTY



**Backyard
Security
Camera
Coverage
Map**

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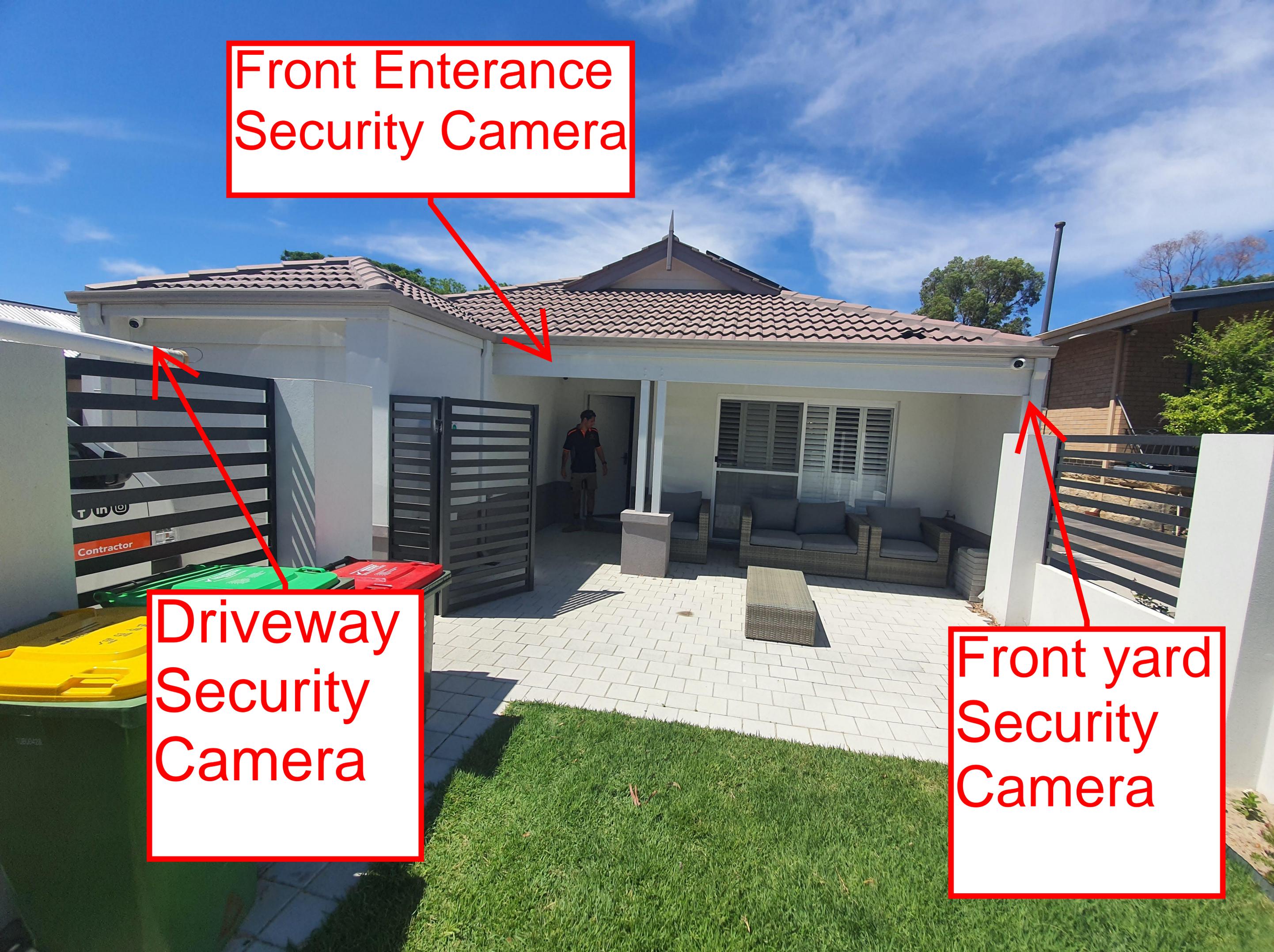
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EDEN HILL

ONE-OFF

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COASTAL CATEGORY	WIND RATING
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HOME ID	ENGINEERS DETAIL
90152	D10
	SHEET N°
	7 OF 7

Front Entrance
Security Camera



Driveway
Security
Camera

Front yard
Security
Camera

Driveway
Security
Camera



Front yard
Security
Camera



Front
Entrance
Security
Camera



Backyard
Security
Camera



**Backyard
Security
Camera**



Schedule of Submissions

13A Gallagher Street – Proposed Use Not Listed (Short Stay Accommodation)

Objection

1	Affected Property: 14 Gallagher Street Eden Hill WA 6054	Postal Address: 14 Gallagher Street Eden Hill WA 6054
Summary of Submission		Comment
Objection to the proposal.		
1.1	We propose against this house being a short stay accommodation again... We and other neighbours have had to call the police several times to this house. It has been letted out for single nights and weekends as a party house which quickly turns into fighting.	Noted. Refer to Amenity section of the report.
1.2	We have had cars all over the street and verges, we have even had people going onto other properties in the street, even trying to break into other property owners cars.	Noted. Refer to Car Parking section of the report.

2	Affected Property: 7 Gallagher Street Eden Hill WA 6054	Postal Address: 7 Gallagher Street Eden Hill WA 6054
Summary of Submission		Comment
Objection to the proposal.		
2.1	House No.7 and 10 wish to go against the proposal also, they are elderly and I said I would include them here.	Noted.

3	Affected Property: 10 Gallagher Street Eden Hill WA 6054	Postal Address: 10 Gallagher Street Eden Hill WA 6054
Summary of Submission		Comment
Objection to the proposal.		
3.1	House No.7 and 10 wish to go against the proposal also, they are elderly and I said I would include them here.	Noted.

4	Affected Property: Redacted	Postal Address: Redacted
Summary of Submission		Comment
Objection to the proposal.		
4.1	The streets are filled with illegally parked cars, there was one weekend where they	Noted. Refer to Car Parking section of the report.

	actually parked across our driveway and I wouldn't have been able to come or go.	
4.2	<p>We are not comfortable having the house for an air bnb. Without a doubt every time there were people short staying at the house there were parties every weekend on Friday and Saturday night, even though her letter apparently says "no parties" and to keep the noise down by 7pm, an absolute lie.</p> <p>There were drug deals going on for 2 weeks every day which myself and a few other people in the street reported to the police, this event really pissed me off and made me very unsafe.</p>	Noted. Refer to Amenity section of the report.
4.3	<p>We all were very unhappy and felt unsafe having random people come and go in our streets.</p> <p>There was a time where they had people walking in our streets at night with their phone torches on just looking around our houses and cars for god knows what (this event made me angry).</p> <p>There was one weekend where one of my neighbours messaged me saying that there was a fight at the front, which I could hear but couldn't see and a lady was trying to get into one of my cars that was parked on my property.</p>	Noted. Refer to Amenity section of the report.
4.4	<p>My partner and I have made a complaint before to TOB about this house.</p> <p>We own a heavy diesel mobile mechanic business which operates 24/7.</p> <p>We have a work van which my partner works out of and we need access to it at all times of the day and night when we are home.</p> <p>If a truck or bus breaks down we need to be able to leave our home without cars on the way on the weekends.</p> <p>There have been at least 4 different occasions where we were unable to even get in our driveway and park our van. I have messaged Ally twice about this, so she is aware, mind you this is when she actually lived there and had parties as well.</p>	Noted. Refer to Car Parking section of the report.
4.5	<p>So no, we are totally against having this house as an AIR BNB, I think it is unsafe for all our homes, it disrupts our quiet and friendly street.</p> <p>I do hope you take in consideration of my email, please don't let this home become an air bnb.</p>	Noted.

5	Affected Property: Redacted	Postal Address: Redacted
Summary of Submission		Comment
Objection to the proposal.		
5.1	House 13 of Gallagher Street today is having a large party with guests parking all up and down the street with no fore notice of such an event. Drunk or incapacitated people sitting in cars for hours unable drive. People parking on foot paths. We do not support the request for a short term rental due to this.	Noted. Refer to Car Parking, Amenity and Site History sections of the report.

6	Affected Property: 11 Gallagher Street Eden Hill WA 6054	Postal Address: 189 Canning Road Kalamunda WA 6076
Summary of Submission		Comment
Objection to the proposal.		
6.1	In regards to the application for a B & B at 13A Gallagher St. Ref No 2021 - 147. We object strongly to this proposal. The property has already been used as a B & B for some time and we have had parties and parking issues over the same period. Our tenant at No 11 Gallagher, had to get the Bassendean Shire to install 'no parking' signs as on several occasions they could not get out of their property. This is unacceptable.	Noted. Refer to Car Parking section of the report.
6.2	I note on their submission, the 'No Party' policy, which is on just about all B & B sites, but that doesn't and won't stop them from happening. One such big party on their property was AFL Grand Final day, where the whole cul de sac was full of 'party goers' cars. The noise went on well into the night and the locals got to clean up the mess the next day, namely broken glass and rubbish etc. This was a very quiet family street, with a lot of the locals living here for the past 30 years and longer.	Noted. Refer to Amenity section of the report.
6.3	These small houses on tiny blocks are designed for only small cars to park in the garage. Therefore any customers with a bigger vehicle, eg 4WD or SUV would only have one parking space and then have to park on the road. These properties are not designed or suitable	Noted. Refer to Car Parking section of the report.

for anything other than a couple, one car and maybe kids.	
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ATTACHMENT NO. 2

4.2 Art Acquisition & Management Policy

Objectives

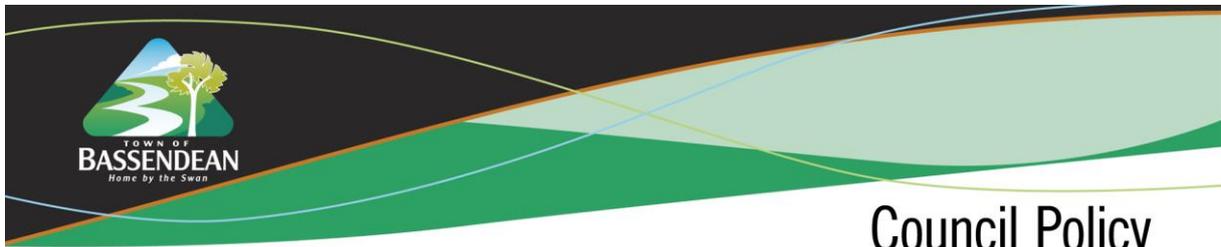
1. To acquire a collection of artworks by acquisition, purchase, donation or bequest.
2. To continually develop the collection to reflect the spirit, environment and development of the Town of Bassendean, as well as the nature of contemporary art in Western Australia.
3. To continually develop the collection to be an enjoyable, educative and valuable asset for the Town of Bassendean's residents.
4. To monitor and maintain the collection to ensure accessibility to the public and conservation of all artworks contained therein.

Strategies

To achieve these objectives Council will always seek professional advice and consider the existing contents of the collection when acquiring artworks.

1. Ensure any donations or bequests fit within the guidelines of the collection policy.
2. Consider acquiring suitable artworks by local artists and leading Western Australian artists within budget restrictions;
3. Ensure that acquisitions are not restricted to the Open prize winner or entries from the annual Art Award;
4. Consider a 'priority list' of artists when purchasing. This list should be developed and regularly updated to include emerging artists, to aid the acquisition process;
5. Seek recommendations from the Art Awards judges on suitable works for acquisition to the collection; and
6. Ensure that the collection is revalued every five years.

Ensuring the collection is housed in venues owned or managed by the Town of Bassendean, giving priority to public areas over private offices.



Application

While responsibility for the implementation of this policy rests primarily with the Town's Community Development Business Unit who manage and curate the Town's all Councillors, Staff and Volunteers of the Town of Bassendean. This policy is to be reviewed every 3 years.

Policy Type: Council Policy	Policy Owner: Director Community Development
Link to Strategic Community Plan: Arts, Heritage and Culture	Adopted: OCM-7/12/02
	Last Review Date: March 2014
	Version 1
	Next Review due by: December 2016

Art Acquisition, Management and Decommissioning

Policy Objective

To provide guidance on the effective acquisition, management and decommissioning of the Town's art collection.

Policy Scope

This Policy applies to the Town's art collection, but does not apply to "public art", which is typically comprised of artistic works created for, and located within, the public domain.

Policy Statement

The Town recognises the importance art has in contributing to a culturally rich environment and considers that high quality and meaningful artwork can enrich the community and strengthen community connectedness.

1. Policy

1.1 Acquisition

- (a) Art is able to be acquired by the Town by purchase (subject to funding being made available through Council's annual budget) and through donations and bequeaths.
- (b) Regardless of the method of acquisition, the following criteria will be used to determine the suitability of any art being considered for acquisition by the Town:
 - A preference for artworks designed or created by artists living, working in, or who have a strong connection to the Town
 - A preference for artworks with themes relating to the Town
 - A preference for artworks intended to excite the imagination of the public and increase the understanding and enjoyment of art
 - A preference for artworks designed or created through processes of group or community artistic expression
 - The condition and overall artistic merit of the artwork
 - The cost (initial and ongoing) and community value and of the artwork.

1.2 Management

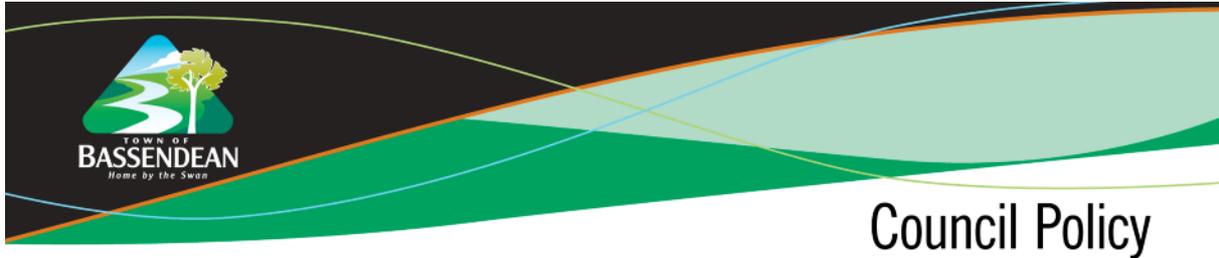
- (a) The Town will maintain an Art Collection Register, which will be amended from time to time so as to incorporate updated valuation and condition assessments.
- (b) The collection is to be housed in venues owned or managed by the Town, giving priority to public areas over private offices.
- (c) The Town will undertake maintenance and archiving works of the art collection as required, subject to the availability of funding for those purposes.

1.3 Decommissioning

- (a) For the purposes of this Policy, “decommissioning” of art is the formal process to remove art from its active status, through methods including (but not limited to) sale, donation or disposal/destruction.
- (b) Works from the collection may be considered for removal from the collection if they are in poor condition, damaged or deteriorated beyond reasonable repair, duplicate other elements of the collection and/or do not meet the requirements of this policy.
- (c) Any removal is to be undertaken based on the following priority basis:
 - donated to a more appropriate collecting institution;
 - offered for sale or donation as appropriate, to its creator or the donor;
 - resold on the public market;
 - in the event of no other options being suitable, dismantled and/or destroyed.

Document Control box			
Document Responsibilities:			
Owner:	Manager Community Development	Owner Business Unit:	Community Development
Inception Date:		Decision Maker:	Council
Review Date:	Annual	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

ATTACHMENT NO. 3



Local Planning Policy No 15

Percent for Art Policy

1.0 Preliminary

1.1 Citation

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

1.2 Purpose

The Town of Bassendean considers there is a need to protect and enhance the utility, amenity and identity of the public domain of places such as centres, main streets, squares and parks within its municipality.

The purpose of this Policy is to assist in achieving the following objectives:

- a) improving legibility by introducing public art which assists in making streets, open spaces and buildings more identifiable,
- b) enhancing a sense of place by encouraging public art forms which provide an interpretation and expression of the local area's natural physical characteristics and social values,
- c) improving interpretation of cultural, environmental and built heritage,
- d) improving visual amenity by use of public art to screen unattractive views and improve the appearance of places, and
- e) improving the functionality of the public domain through the use of public art to provide appropriate street furniture functions

1.3 Guidelines

Interpretation and implementation of this Policy shall be in accordance with the guidelines for Percent for Art Policy which is provided in Appendix A to this document)

2.0 Application

2.1 Public Art to be Required

The Town of Bassendean shall require eligible proposals to provide public art in accordance with the described method for determining Public Art contributions described hereunder.

2.2 Proposals Eligible for Public Art Contributions

2.2.1 Projects Eligible

All development proposals for multiple dwellings, mixed use, commercial, civic, institutional, educational projects or public works with a value greater than \$1,000,000* shall be regarded as eligible proposals under this Policy.

* Value as used for determining Building Licence fees

2.2.2 Area of Application

This Policy applies throughout the Town.

The Policy should be read in conjunction with Planning Policy No 1 – Bassendean Town Centre Area Strategy and Guidelines which requires a public realm contribution of 2% of building construction costs for all development in the Town Centre which includes provision for Public Art.

2.2.3 Proponents

This Policy shall apply to all proponents, with the exception of those exempt from obtaining Local Authority planning approval under other legislation. Those proponents/projects so exempted should utilise this Policy and associated Guidelines as a guide for the implementation of their respective Percent for Art Policy obligations where applicable.

3.0 Method of Determining Public Art Contribution

3.1.1 Method of determining Public Art Contribution

The cost of any Public Art provided under this Policy shall be no less than one percent of the value of the eligible proposal.

3.1.2 Form of Public Art Contribution

Public Art required pursuant to this policy shall be provided in kind. Where requested by the proponent, the Council may alternatively accept a cash-in-lieu payment in accordance with the Town of Bassendean guidelines for Percent for Art Policy.

3.1.3 Location of Public Art Contribution

Public Art provided in-kind pursuant to this Policy shall be provided on site, or on crown land immediately adjacent to the site.

3.1.4 Separate Approval Generally Not Required for Public Art

Public Art provided under this Policy, in fulfillment of a condition of Planning Approval, shall not require a further Development Application.

TOWN OF BASSENDEAN GUIDELINES FOR PERCENT FOR ART POLICY

1.0 Operation and Intent

These Guidelines are adopted by the Town of Bassendean for the purpose of direction for the interpretation and implementation of the Town's Percent for Art Policy.

2.0 Implementation of Universal Percent for Art

2.1 Prescribed Areas

The Town of Bassendean has prepared a Public Art Master Plan which divides the Town into precincts, and shows the location of proposed public art works.

2.2 Cash In Lieu

Where the proponent elects, the public art contribution may alternatively by cash-in-lieu based on the rate described in the Town of Bassendean's Universal Percent for Art Policy. Such cash-in-lieu are to be:

- a) paid to the Town of Bassendean's Public Arts Fund (Percent for Public Art); and
- b) expended on a public art project within the prescribed area in the Public Art Master Plan within which proposal is situated.

Individual funds contributed within a prescribed area may be accrued for more comprehensive or detailed art projects and/or areas as outlined in the Town of Bassendean's Public Art Master Plan.

2.3 Eligible Costs

For the purpose of cash in lieu contributions, costs associated with the production of an art project may include:

- i) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable.
- ii) Fabrication and installation of artwork,
- iii) Site preparation,
- iv) Structures enabling the artist to display the artwork,
- v) Documentation of the artwork, and
- vi) Acknowledgment plaque identifying the artist, artwork and development.

2.4 Equity, Safety and Universal Access

Public art should be made accessible to all members of the community, irrespective of their age and abilities. While art in public spaces might be considered primarily a visual experience, it can provide a range of sensory experiences for people with disabilities - artwork can be tactile, aural and give off pleasant smells as well as being visual. Artwork need not be monumental, but can be at heights suitable for people in wheelchairs to touch, move through and explore. Artwork can be interactive play objects for family groups and children. Interpretive signage in an easy to read format, including Braille, will ensure that artworks are inclusive of all members of the community. Where feasible and appropriate to the site and community, the Authority will commission artworks that can be enjoyed as an interactive experience, irrespective of age, mobility or ability.

2.5 Exclusions to Public Art

Art projects ineligible for consideration include:

- i) Business logo.
- ii) Directional elements such as supergraphics, signage or colour coding.
- iii) 'Art objects' which are mass produced such as fountains, statuary or playground equipment.
- iv) most art reproductions.
- v) landscaping or generic hardscaping elements which would normally be associated with the project.
- vi) services or utilities necessary to operate or maintain artworks.

2.6 Design Documentation

The artist will be required to prepare detailed documentation of the artwork at various stages of the commission, design, fabrication and implementation processes. Depending upon the project, the documentation may include concept drawings, maquettes, structural and other engineering drawings, photographic images of works in progress, photographic images of completed and installed work and a maintenance schedule.

2.7 Approval of Artwork

The approval of the Council shall be required prior to the creation and installation of the Public Art. It is preferable that the Council delegate authority to grant approval to the Public Art to an appropriate Officer, or duly appointed panel.

2.8 Clearance Process

The public artwork must be completed and installed prior to the first occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).

Alternatively, Council may accept a suitable agreement prepared at the applicant's expense binding the proponent to complete the works within a specified timeframe.

3.0 Maintenance

3.1 Maintenance and Resistance to Vandalism

Artworks that are low maintenance, robust, durable and resistant to Vandalism will be encouraged. Artists will be required to present the Town with a maintenance schedule at the completion of the commission.

3.2 Recording

The public artwork will be registered in the Town's Public Art Inventory once the artwork is completed.

3.3 Decommissioning

The proponent (or Town where the public art is situated on Crown Land) may decide to remove an artwork because it is in an advanced state of disrepair or damage, because the artwork is no longer considered suitable for the location or for other reasons. In such cases, the Town will prepare a documented archival record of the artwork prior to its removal.

The proponent (or Town where the public art is situated on Crown Land) must make a reasonable attempt to contact the artist at least 28 days ahead of any relocation, sale, alteration or removal of an artwork.

4.0 Creative Development Process

4.1 Creative Design Process

The proponent will commission artists and coordinate and manage the process by which they work alongside architects, landscape architects, planners and engineers. There will be a variety of approaches resulting in some easily identifiable artworks, and others that will be merged as an integral part of construction. While there is certainly a place for sculpture and civic landmark, there is also room for colour, movement, whimsy and theatre. This policy gives equal value to the purely aesthetic and to the functional.

4.2 Consultation with Stakeholders

Where appropriate, an invitation should be extended to community members to participate in the artwork process.

Some groups in the community are not comfortable with the expression of interest and tender processes, and will not enter into them without assistance. While artists from these groups will be encouraged to apply for all publicly advertised commissions, there may be opportunities for designating specific commissions for them. In such cases, the selection processes outlined above may be modified and more assistance given to the artists submitting Expressions of Interest or Requests for Proposals.

4.3 Collaboration

There is an expectation that commissioned artists will work in collaboration with other consultants engaged by the Proponent (most commonly, but not exclusively, landscape architects, urban planners and engineers) and that the conceptual and technical requirements of these professionals will be duly regarded by the artist when designing and installing the artwork.

There is an equal expectation that the artists' aesthetic judgement will be respected by other consultants engaged by the proponent. Changes to an artwork, even at concept stage, can only be made with the full knowledge and approval of the artist.

5.0 Artists Rights

5.1 Definition of Artist

Only professional artists will be eligible to carry out public art commissions. As the term 'artist' is self-referencing, for the purposes of this policy a professional visual artist can be defined as a person who fits into at least two of the following categories:

- A person who has a university degree or minimum 3 year full time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as multi media;
- A person who has a track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;
- A person who has had work purchased by major public collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections or Artbank;
- A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions.

Sometimes it will be appropriate to be more flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.

5.2 Artist Contract

The proponent will be required to forward copies of the artist's contract, maintenance schedule and artist contact details to the Town at the commencement of the project. In the case where the proponent is the Town, it shall satisfy itself that these requisites have been satisfied.

5.3 Moral Rights

Since 2000 moral rights legislation has protected artists. In brief, an artist's moral rights are infringed if:

- Their work is not attributed or credited;
- Their work is falsely attributed to someone else; or
- Their work is treated in a derogatory way by distorting, modifying or removing it without their knowledge or consent.

In practical terms this means that all artworks should have the artist's name on or attached to it, that the Town cannot change an artwork in any way without seeking the artist's permission; likewise, cannot remove or re-locate the artwork without seeking the artist's permission. It may be that an artist has moved and the Town cannot find them, but evidence that a reasonable attempt to find the artist must be provided.

The Town will take special care to ensure that acts of restoration or preservation (of artworks) will be conducted in a sensitive manner with prior consultation with the artists. Wherever possible, preservation or restorative works should be carried out by professional conservators.

Special care will also be taken with the moral rights associated with works created by more than one artist, in that it is acknowledged that collaborators on artistic creations can take different views on issues such as relocation and restoration.

5.4 Acknowledgement of Artwork

In line with moral rights legislation, the proponent will install a plaque or plate near each artwork, acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

5.5 Copyright of Artwork

Once an artwork has been completed and accepted by the Town, copyright will be held jointly by the Town and the artist. In practical terms this means that the Town has the right to reproduce extracts from the design documentation and photographic images of the artwork for non-commercial purposes, such as annual reports, information brochures about the Authority and information brochures about the artwork. The artist will have the right to reproduce extracts from the design documentation or photographic images of the artwork in books or other publications associated with the artist or artwork.

5.6 Fees to Artists

A fee may be paid to artists invited to submit a Request for Proposal (RFP) and this may be credited to the value of the Public Art required under the Policy. The amount will be at the discretion of the proponent and in proportion to the overall artwork budget. The fee will be paid after the proposal had been submitted, deemed to comply with the requirements and the artist has attended their interview.

Policy Number: Local Planning Policy No. 15
Policy Title: Public Art

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 15 – Public Art.

2. Policy Statement

The Town recognises the importance public art has in creating a sense of place and contributing to a culturally rich environment. The Town considers that high quality and meaningful artwork can enrich the community and strengthen community connectedness.

3. Policy Objectives

- (a) Provide for the ability to impose conditions on development approvals requiring contributions towards the provision of public art.
- (b) Improve legibility by introducing public art which assists in making streets, open spaces and buildings more identifiable;
- (c) Enhance a sense of place by encouraging public forms which provide an interpretation and expression of the local area's natural physical characteristics and social values;
- (d) Improving interpretation of cultural, environmental and built heritage;
- (e) Improving visual amenity by use of public art to screen unattractive views and improving the appearance of places; and
- (f) Improve the functionality of the public domain with public art to provide appropriate street furniture functions.

4. Application

This Policy applies to all applications for Development Approval for residential, commercial or mixed use development, where the estimated cost of the development exceeds \$2 million. This Policy does not apply to industrial development.

5. Definitions

Artist:

means:

- *A person who has a university degree or minimum 3 year full time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as multimedia;*
- *A person who has a track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;*
- *A person who has had work purchased by major public collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections or Artbank; or*
- *A person who earns more than 35% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions.*

Construction Cost:

means the estimated cost of the equipment, financing, services and utilities required to carry out a development but does not include the cost of the acquisition of land, architectural, design or consultants fees. The Town will generally accept the construction cost of the development to be the same as the “approximate cost of proposed development” stated by the applicant in the development application form.

Public Art:

is a work that is created by an artist that is sited in a highly visible position when viewed from the public realm and can include (but is not limited to) the following:

- *The artistic treatment of functional equipment such as bike racks, benches or fountains;*
- *Playground equipment, light posts or shade structures which are unique;*
- *Landscape art enhancements such as walkways, bridges or art features within a garden;*
- *Murals, tiles and mosaics covering walls, floors and walkways; and*
- *Sculptures, free-standing or incorporated as an integral element of a building design.*

Public art does not include the following:

- *Business logos, advertising and/or signage;*
- *Art that is mass produced or off-the-shelf reproductions;*
- *Architectural building cladding, unless of a high quality uniquely artistic nature that significantly enhances the public realm and fulfils the objectives and requirements outlined in this policy, to the satisfaction of the Town; or*
- *Landscaping or hardscaping which would normally be associated with the development.*

6. Policy Requirements

6.1 General

- (a) Applications for Development Approval that provide for the construction of residential and/or commercial development (or alterations or extensions to these developments) are to make a contribution to public art, equivalent of 1% of the estimated cost of development (but not exceeding \$250,000), by way of:
- (i) Providing public art. For the purposes of this option, the cost of the art may include artist's fees, labour, materials, installation, operating costs and the costs of any required permits or approvals. Where the public art is to replace a functional and/or required part of the development, the cost calculation shall reflect the difference in cost between the provision of the standard component and the cost of the artist prepared component; or
 - (ii) Making a cash contribution.
- (b) Where public art is provided in accordance with Clause 6.1(a)(i) above, it is to be installed prior to the commencement of use and/or occupancy of the development site and maintained by the landowners for the life of the development.
- (c) Where a cash-in-lieu contribution is made in accordance with Clause 6.1.(a)(ii), it shall be paid prior to the commencement of use and/or occupancy of the site, with the funds to be used by the Town on public art projects that are located in, and contribute to the immediate locality within which the development is located.

6.2 Design Requirements

- (a) Public art shall accord with the following design criteria:
- (i) Be located within the lot boundaries of the development site, unless otherwise approved by the Town.
 - (ii) Be located where it can be clearly seen from the public realm and contribute to an attractive and stimulating environment;
 - (iii) Be durable, sustainable and easy to maintain, including being resistant to vandalism;
 - (iv) Not detract from the amenity or safety of the surrounding area, pedestrians or vehicles;

- (v) Where considered appropriate, be lit at night by the use of energy efficient lighting;
 - (vi) Be responsive to the site context and reflect the local area's natural, physical, cultural or social values and/or history;
 - (vii) Take into account the existing public art in the vicinity to avoid repetition and to ensure the public art is unique; and
 - (viii) Be functional, where appropriate.
- (b) Artists are encouraged to ensure public art is accessible to all members of the community, irrespective of their age and abilities, and include sensory experiences for people with disabilities.
 - (c) Artists are encouraged to collaborate with other project consultants, including landscape architects, urban planners and engineers to ensure the artwork is complimentary to and compatible with other elements of the development.

6.3 Information Requirements

- (a) Applications that are subject to this Policy are to advise of the intended method of satisfying the requirements of Clause 6.1(a) of the Policy.
- (b) Where an applicant elects to provide public art in accordance with Clause 6.1(a)(i) of the Policy, the application for Development Approval shall include a preliminary proposal for public art which addresses:
 - (i) The form of public art proposed;
 - (ii) The approximate size of the public art proposed;
 - (iii) Detailed documentation of the artwork, including photographs, design, fabrication and installation and maintenance processes; and
 - (iv) The indicative location of the public art proposed on the development site.
- (c) In approving an application for Development Approval that proposes public art, a condition will be imposed requiring the following details of the public art to be provided to the Town for approval, prior to the lodgement of a Building Permit application:
 - (i) Design documentation of the proposed public art;
 - (ii) Detailed plans of the public art which are to scale and include dimensions, details of the materials, location, colours and installation method;
 - (iii) Cost calculations of the proposed public art; and
 - (iv) The proposed maintenance regime.

6.4 Approval, Installation and Maintenance

- (a) No additional development approval will be required for the installation of the approved public art located on a development site, unless otherwise prescribed in the relevant development approval.
- (b) Only artists or persons supervised by an artist, are permitted to carry out public art commissions, unless otherwise approved by the Town.
- (c) The landowner is responsible for the ongoing maintenance and long-term asset renewal (if applicable) of the artwork, to the satisfaction of the Town, in accordance with the information provided in accordance with Clause 6.3(c)(iv).

Document Control

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

ATTACHMENT NO. 4

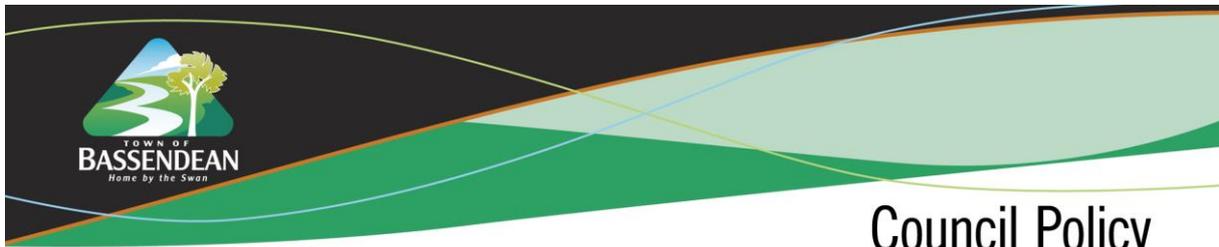
5.1 Town of Bassendean Volunteer Policy

Objective

To provide a principle statement and guidelines for the management of registered volunteers working on behalf of the Town of Bassendean.

Strategy

1. The Town accepts and encourages volunteering as important to community wellbeing and supports the involvement of volunteers within all appropriate programs and activities managed by the Town.
2. The Town recognises a volunteer as anyone who, without compensation beyond reimbursement of expenses, performs their designated duties at the direction of and on behalf of the Town of Bassendean.
3. Volunteers who work directly with and on behalf of the Town's services will be required to first register as a Town of Bassendean volunteer.
4. Registered volunteers, whilst engaged in voluntary work authorised by and under the control of the Council, are insured with the Local Government Insurance Service. This covers volunteers between the ages of 16 to 90 years of age (with restrictions to cover those volunteers aged 75 to 90 years).
5. The cost of any medical, driving test or other assessments to meet legislative, statutory or regulatory requirements of the volunteer task, is to be paid by the Town of Bassendean.
6. Volunteers that retire may receive a farewell function and gift at the approval of the Mayor or Chief Executive Officer.
7. All volunteers who apply to work on behalf of the Town will be required to complete an application process.
8. Volunteers will be required to follow the volunteers' code of conduct and maintain the corporate values.
9. The Town supports the rights and responsibilities of volunteers and will ensure volunteers are provided with adequate support, induction, training and recognition for the contribution of their services to the community.
10. The Town will provide a recruitment, selection and monitoring service to volunteers that will ensure people's health and safety are protected by matching skills and abilities with the required tasks.



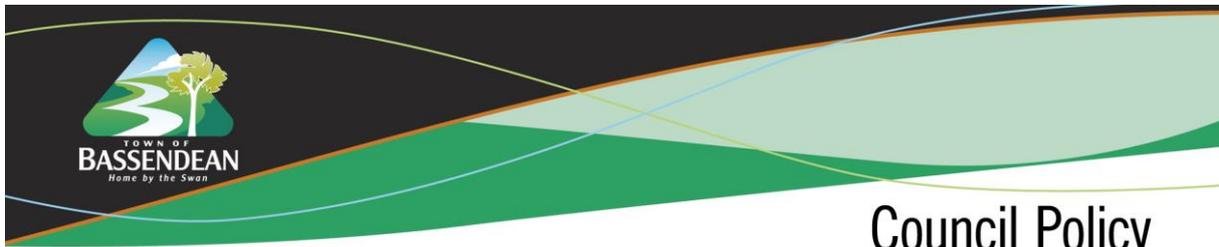
Council Policy

11. The Town reserves the right to refuse the services of an applicant or registered volunteers.
12. Volunteers who have a conflict of interest with their role in providing the activities and programmes of the Town shall disclose the nature of the interest at the earliest opportunity after becoming aware of such intent.
13. The Town will ensure that volunteers' information is held confidentially.
14. The Town will ensure that volunteers have access to a complaint's procedure that provides the opportunity for volunteers to air their grievances in an appropriate manner without fear of retribution or discrimination.
15. The Town provides a complaint handling mechanism that applies equally to staff and volunteers. The principle of natural justice applies in all cases.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Director Community Development and Director of Operational Services</p> <p>Last Review Date: 5 March 2010 Version 2</p> <p>Next Review due by: December 2016</p>
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5.18 Food Safe/Catering

Objectives

To encourage the provision of good nutrition options at Council conducted events and activities to maintain and improve the health of the community.

Strategies

- Where beverages are available at functions and activities, healthier alternatives will also be readily offered, such as water and beverages with low/no sugar content.
- Food and beverage vouchers and giveaways to include healthy options.
- Where food vendors are required, the Town will attempt to source vendors that provide healthier food and beverage alternatives.

Appropriate information will be available to food handlers e.g. Health & Hygiene of Food Handlers.

Application

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

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM - 26/09/07</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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5.19 Alcohol and Other Drugs Policy

Objectives

To promote, encourage and support strategies to minimise harm from alcohol and other drug use.

Strategies

The Town encourages the responsible consumption of alcohol, and excessive or rapid consumption of alcohol will be discouraged.

Water will be made available for free or low cost at public events.

If events include a licensed area, alcohol will be served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons.

The use of illicit and performance enhancing drugs will not be allowed at any activities or events under the control of the Town.

Participants and performers known to be intoxicated due to alcohol and/or other drugs will not be permitted to participate or perform.

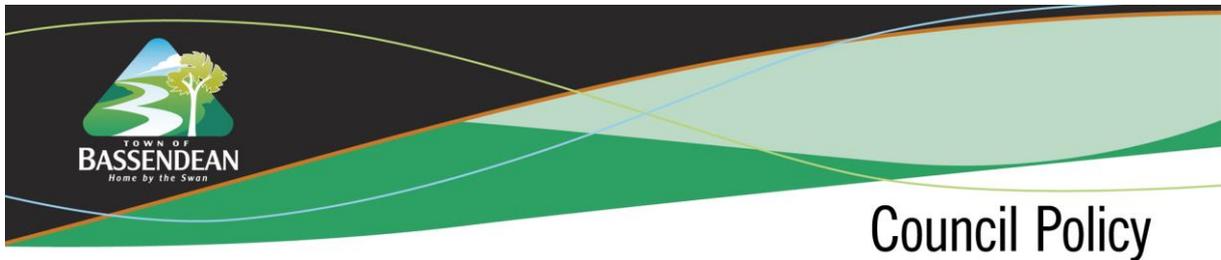
Food will be offered when alcohol is served.

The irresponsible use of alcohol or use of illicit and/or performance enhancing drugs will not be glamorised or promoted.

Where alcohol is available, lower strength and non-alcoholic beverage options will be available.

Alcohol will not be used as prizes or awards.

The availability of alcohol will be restricted to suitable and appropriate occasions as determined by the Town.



Application

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

Policy Type: Council Policy	Policy Owner: Director Community Development
Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -	Adopted: OCM 26/09/07
	Last Review Date: March 2014
	Version 1
	Next Review due by: December 2016

5.20 Sun Protection Policy

Objectives

To recognise that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimise exposure.

Strategies

The Town strongly recommends and supports sun safe practices for all activities.

Activities will be conducted outside of the hours 10.00am to 3.00pm when UVR is at its peak, whenever possible.

Natural shade will be utilised to protect participants and spectators, wherever available.

Staff and members representing the organisation will always act as positive role models by adopting sun protection behaviours such as wearing long sleeved shirts, broad brim hats, extra length shorts, sunglasses and applying sunscreen.

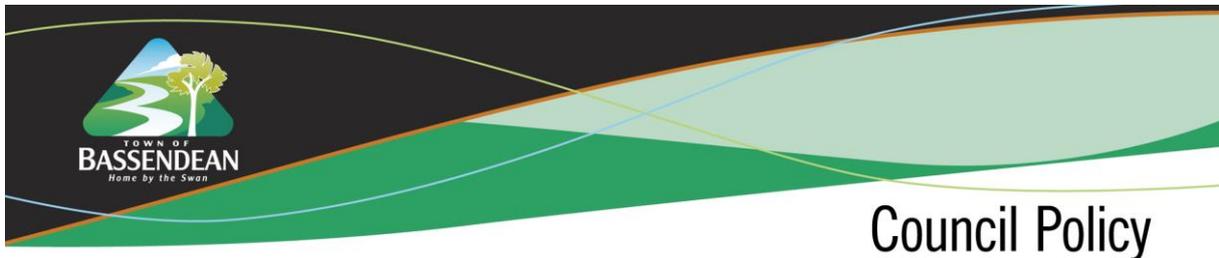
When natural shade is not available, the Town will supply and erect portable shade structures, wherever possible.

Sunscreen (SPF 30+, broad spectrum water resistant) will be made available to participants and spectators. However when this is not possible these parties will be encouraged to bring their own.

Application

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

Policy Type: Council Policy	Policy Owner: Director Community Development
Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -	Adopted: OCM - 26/09/07
	Last Review Date: March 2014
	Next Review due by: December 2016
	Version 1



5.21 Mental Health

Objectives

To promote positive mental health to maximise well being in individuals and communities. To foster a sense of belonging through improving social, physical and economic environments as well as enhancing the coping capacity of individuals and communities. To reduce or remove economic or social barriers to participation in the Town’s activities and encourage participants, volunteers and organisers to treat all groups in the organisation and in the community in general with respect, equality and openness.

Strategies

The Town will proactively support positive mental health promotion in individuals and the community through the following supportive strategies:

Provide opportunities for individuals to be mentally, physically and socially active (ACT).

Encourage individuals to join and actively participate in the Town’s activities and those of partner organisations (BELONG).

Encourage individuals to become a volunteer in the Town, to set personal goals for achievement in the activities of the organisation, and to be more broadly involved in other community events and environments (COMMIT).

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.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted OCM - 26/09/07</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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ATTACHMENT NO. 5

Communications

Policy Objective

To guide the communication undertaken by Elected Members, Committee Members and Employees.

Policy Scope

This Policy applies to all current Elected Members, Committee Members and Employees.

Policy Statement

Communications between Elected Members, Town staff and the community is essential, but needs to be undertaken in a manner that provides consistent, accurate, reliable information that meets legislative responsibilities. This Policy seeks to ensure that all communication meets those standards.

1. Media Liaison

- 1.1 The Mayor and/or the Chief Executive Officer (CEO) will discuss matters of interest with media representatives unless disclosure of certain information contravenes the Town of Bassendean's (the "Town") obligations of confidentiality or privacy, duty of care, or could infringe other laws or regulations that govern its operation.
- 1.2 Media statements are to maximise the opportunity to present a positive image of the Town.
- 1.3 The CEO is responsible for co-ordinating media liaison and issuing press releases, approved by the Mayor, in order to respond to media enquiries on behalf of the Town.

2. Speaking on behalf of the Town

- 2.1 The Mayor and/or the CEO are the official spokespersons on the Town's affairs. If the Mayor is unavailable, the Mayor may authorise another spokesperson to act on his or her behalf.
- 2.2 Elected Members and Employees are entitled to enter into public debate in their private capacity and make comment on the Town's affairs, provided they clearly state their comments reflect their personal views and do not give the impression they are speaking for or on behalf of Council.
- 2.3 Elected Members and Employees must support Council decisions and refrain from using the media to make negative personal comments on an Elected Member or Employee that could be interpreted as such and which are reasonably likely to undermine public confidence and/or have a detrimental impact on the individual or the local government.

- 2.4 An Elected Member must ensure that their use of social media and other forms of communication complies with the Town's Code of Conduct for Councillors, Committee Members and Candidates, and that any information that they publish is factually correct.
- 2.5 An Elected Member must not disparage the character of another Council Member, Committee Member or Employee.
- 2.6 Elected Members and Employees have a duty of legal fidelity to act in the best interests of the Council and the Town by not making public statements that are critical of a Council decision or can cause detriment to the integrity of the Town.

3. Elected Member's Correspondence

- 3.1 Town of Bassendean letterhead is to be used for all correspondence generated from the Mayor.
- 3.2 All correspondence (outward or inward) in the custody of an Elected Member must be captured in the corporate recordkeeping system in accordance with *State Records Act 2000*, *Town of Bassendean Recordkeeping Plan* and *Freedom of Information Act 1992*.

4. Elected Member's Access to Information

- 4.1 Access to corporate information by Elected Members is managed in accordance with Section 5.92 of the *Local Government Act 1995*.
- 4.2 Elected Members are able to access certain documents above and beyond what is available to the general public. This includes the right to inspect any document that deals with Council business. However, this is not without limitation. An Elected Member is required to demonstrate to the CEO the relevance of the information to the performance of the Elected Member's role. The information, where granted, is not to be used for an Elected Member's own interest, be used to cause detriment to the Town or be unconnected with a Council activity (section 5.93).
- 4.3 Should approval be granted, the CEO will determine the manner in which the access is permitted.

5. Communication between Elected Members and Employees

- 5.1 All communication between Elected Members and Employees must be directed through the CEO, Director Corporate Services, Director Community Planning, Executive Manager Infrastructure, and Executive Manager Sustainability and Environment.
- 5.2 In the event an enquiry entails the use of Town resources to the extent it may have an adverse effect on the day to day operations of the organisation, the enquiry is to be referred to the CEO for determination.

6. Improper use of information

- 6.1 Elected Members and Employees must not make improper use of information that is acquired as a result of the performance of their role under the Act or any other written law. Elected Members and Employees who have access to confidential information are to put in place measures to ensure that confidentiality is retained.

6.2 Comments which become public and which breach this policy, and/or the Code of Conduct for Councillors, Committee Members, and Candidates, may constitute a minor breach of the *Local Government Act 1995 [refer s.5.105]* and may be referred for investigation.

7. Record Keeping

7.1 Official communications undertaken on behalf of the Town, including on the Town of Bassendean’s Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

7.2 Elected Member communications that relate to their role as an Elected Member are subject to the requirements of the *State Records Act 2000*. Elected Members are responsible for transferring these records to the Town’s administration. Elected Member records are also subject to the *Freedom of Information Act 1992*.

8. Website

The Town of Bassendean will maintain an official website, as the community’s on-line resource to access the Town’s official communications.

9. Social Media

Social media accounts or unsecured website forums must not be used to transact during meetings in relation to the official business of the Town. [*State Records Act 2000 / Local Government Record Keeping Plan, s’s 5.23(2) and 5.93 of the Local Government Act 1995*]

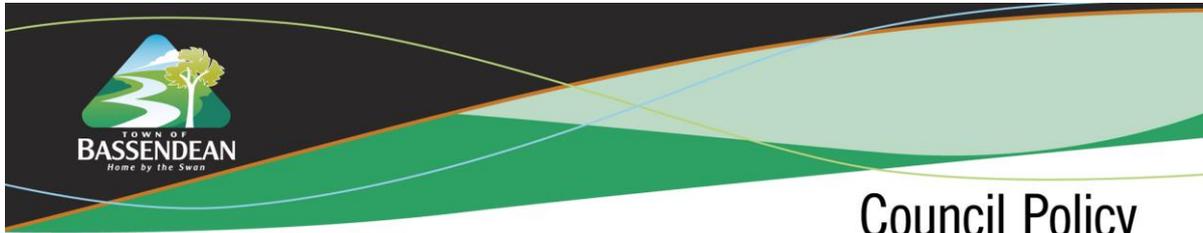
10. Public Consultation

Elected Members are permitted to promote the participation in a Town-led public consultation process. In doing so, information is to be objective, and not infer a bias or lack of impartiality.

11. Breach

A breach of this policy will be dealt with in accordance with the *Local Government Act 1995* and the Town of Bassendean Code of Conduct for Councillors, Committee Members and Candidates, and the Town of Bassendean’s Code of Conduct for Employees.

Document Control box			
Document Responsibilities:			
Owner:	CEO	Owner Business Unit:	
Inception Date:		Decision Maker:	Council
Review Date:	Annual	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i> <i>Code of Conduct for Councillors, Committee Members and Candidates</i>		



Council Policy

6.20 Communication between Elected Members and the Administration

1. Purpose

- (a) To establish the requirements and provide direction for lawful, effective and appropriate communication and interaction between the Elected Members and the Administration of the Local Government Town of Bassendean (Town).
- (a) To complement the Code of Conduct for Councillors, Committee Members and Employees.
- (b) To ensure that Elected Members, the Chief Executive Officer (CEO) and employees of the Administration understand and comply with the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007 (Conduct Regulations)* in all communications.

2. Application

- (a) This Policy governs the interaction and communication between the Administration and all Elected Members.
- (b) Responsibility for compliance with this Policy applies to:
 - I. The Chief Executive Officer;
 - II. The Mayor;
 - III. The Deputy Mayor;
 - IV. Councillors;
 - V. Committee Members; and
 - VI. All Employees.

3. Improper Use Of and Confidential Information

- (a) A person who is a council member must abide by the provisions set out in s 5.93 of the Act, including to not make improper use of any information obtained in their capacity as an Elected Member.

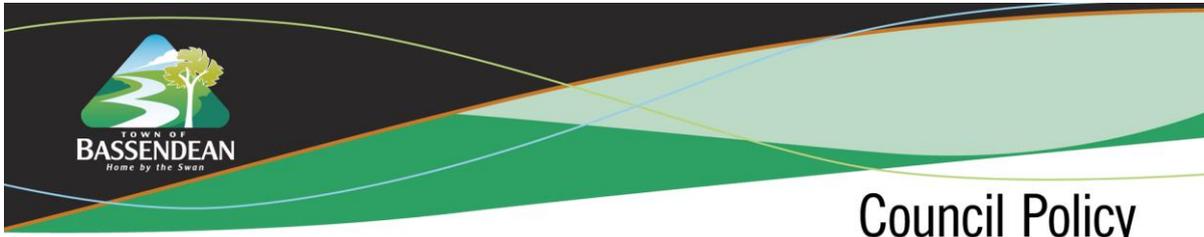
4. Approved Communication Channels for Elected Members

- (a) Pursuant to s 2.8(f) the primary point of contact for communication between Elected Members and the Administration is between the CEO and the Mayor. The Mayor is strongly encouraged to make appointments for meetings with the CEO.
- (b) The Mayor should keep other Elected Members apprised of communication with the CEO.

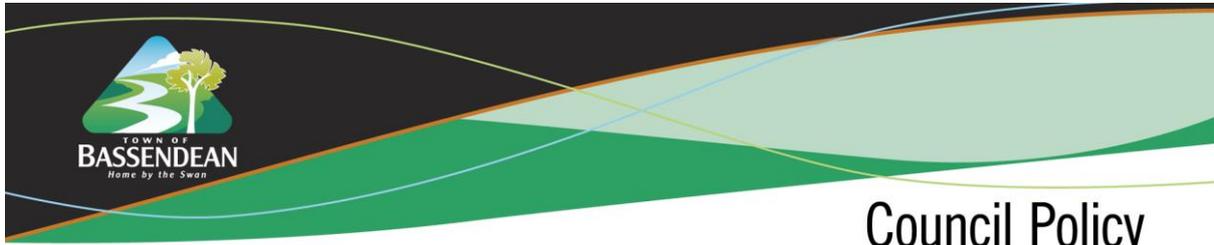
- (c) Where Elected Members, other than the Mayor, wish to meet with the CEO, an appointment should be made to schedule a mutually convenient time.
- (d) Notwithstanding (a) above, **Table One** sets out the CEO approved communication between Councillors and the Administration.
- (e) Where Elected Members communicate via email with CEO approved officers, the CEO should be copied into the communication.
- (f) Where Elected Members communicate via telephone or by other verbal means with CEO approved officers, the approved officer should report the communication to the CEO as a matter of priority.
- (g) Where Elected Members wish to meet with a CEO approved officer, the Mayor should be informed, the CEO consulted and an appointment made to schedule a mutually convenient time.
- (h) Employees who are not identified in this Policy as CEO approved officers cannot communicate with Elected Members without the expressed approval of the CEO.

Consultation Draft – 9.09.2019

Item/Topic	CEO (includes CEO EO)	Director Corporate Services	Director Community Planning	Executive Managers	Managers	Council Support Officer	Policy & Research Officer	Corporate Communications Coordinator
Operational Issues & Service Delivery	✓	✓	✓	✓				
Governance, Strategy & Policy	✓	✓	✓	✓	✓		✓	
Civic & Ceremonial	✓	✓	✓					
Councillor Generic Requests or Questions	✓					✓		
Media & Communications	✓							✓
Council Meetings & Briefing Sessions	✓	✓	✓	✓		✓		
Concept Workshops	✓	✓	✓	✓	✓			✓
Planning Matters	✓	✓	✓					
Financial Matters	✓	✓						
Asset Management	✓	✓	✓	✓				



<p>Business Unit: Office of the Chief Executive Officer Governance and Strategy</p>	<p>Responsible Officer: Chief Executive Officer</p> <p>Inception Date: [insert OCM date 2019]</p> <p>Version: One</p> <p>Next Review Date: September 2022</p>
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Council Policy

Council Protocols Policy

Objective

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

Strategy

Use of the Mayoral Chain

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

Occasions upon which the Mayoral Chain may be worn are –

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

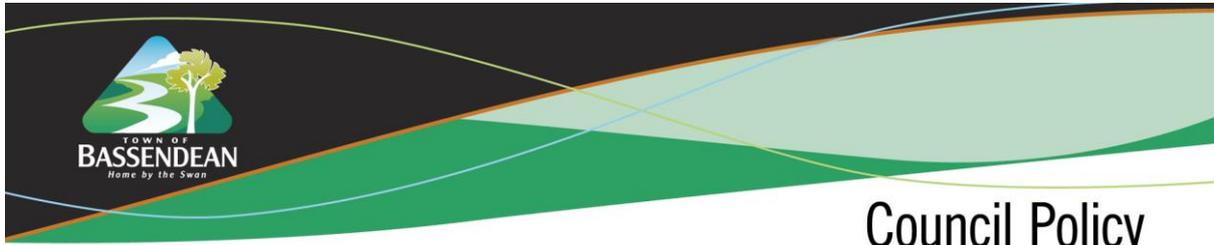
The Deputy Mayor may wear the Mayoral chain in accordance with this policy when acting on behalf of the Mayor.

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

Use of the Council Logo

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

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



Council Policy

Order of Councillors on Printed Material

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

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

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

Media Releases and Comments on Behalf of Council

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

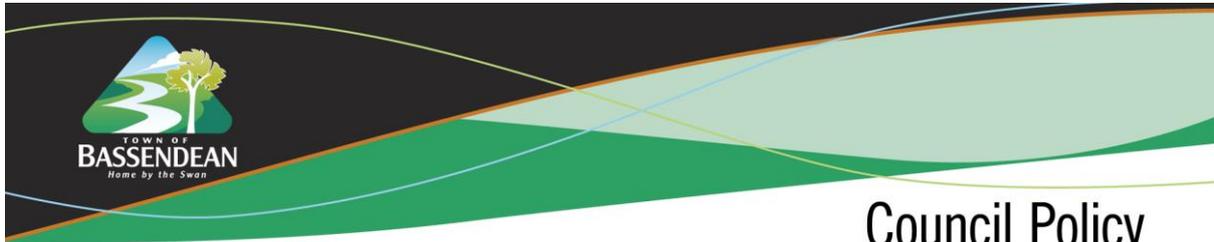
~~The Mayor, or the Chief Executive Officer if the Mayor agrees, may respond to questions from journalists but media releases should only be issued with the prior approval of the Mayor or the Chief Executive Officer. If the Chief Executive Officer is authorised to speak on behalf of the Town by the Mayor,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

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

Citizenship Ceremonies

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

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



Council Policy

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

Civic Functions

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

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

Acknowledgement Functions

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

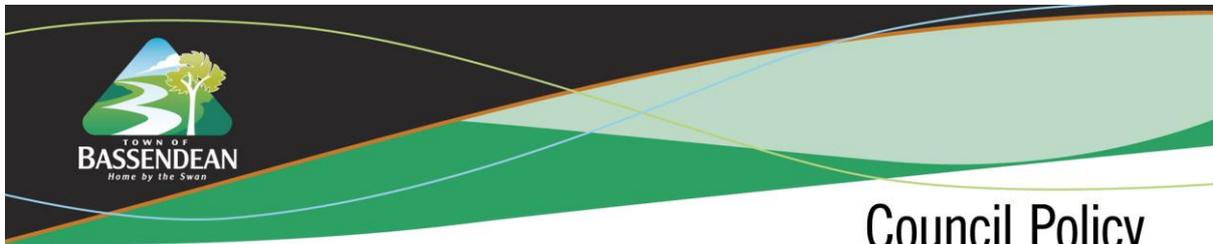
The arrangements are to be finalised by the Chief Executive Officer in liaison with the Mayor, and sufficient funds included in the budget for the purpose.

Application

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

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

ATTACHMENT NO. 6



Council Policy

Asset Management Policy

Objective

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

Strategy

Council recognises the strategic importance of maintaining and replacing assets in a sustainable manner in order to achieve our vision as a highly accessible, cohesive, vibrant and diverse community within a high quality built and natural environment.

The Town will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner.

Asset management decisions will consider other key Town policies and priority will be given to existing assets and services to ensure that the Town's existing assets are maintained in order to maximise the whole-of-life opportunity before embarking on additional or expanded services or the acquisition of new assets.

SCOPE

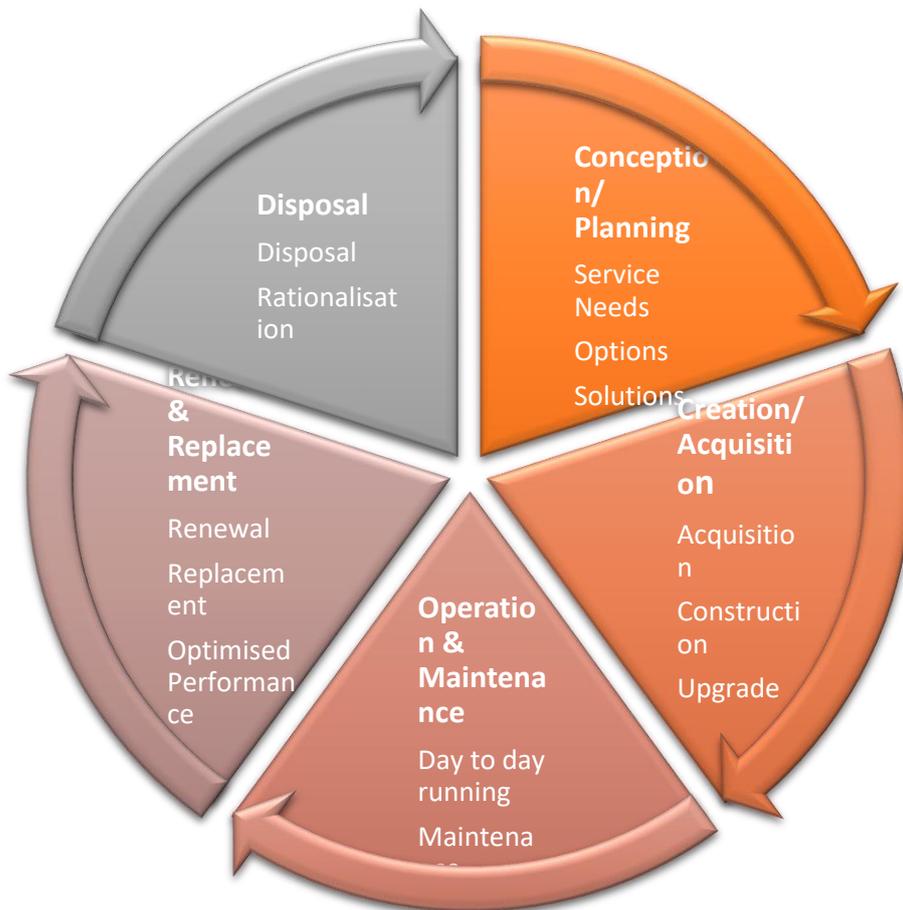
The Town considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property;
- Recreation;
- Transport;
- Plant & Equipment; and
- Information Technology.

This Policy applies to all assets which are required to be managed by the Town, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

ASSET LIFE CYCLE (Whole of Life)

For clarity, the following describes the Town's definition of its Assets' Lifecycles. Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.



Application

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

Policy Type: Strategic Policy

Link to Strategic Community Plan: Leadership and Governance

Policy Owner: Director Operational Services

First Adopted: OCM-27/06/05

Last Reviewed: March 2014 **Version 2**

Next Review due by: May 2020

Asset Management

Policy Objective

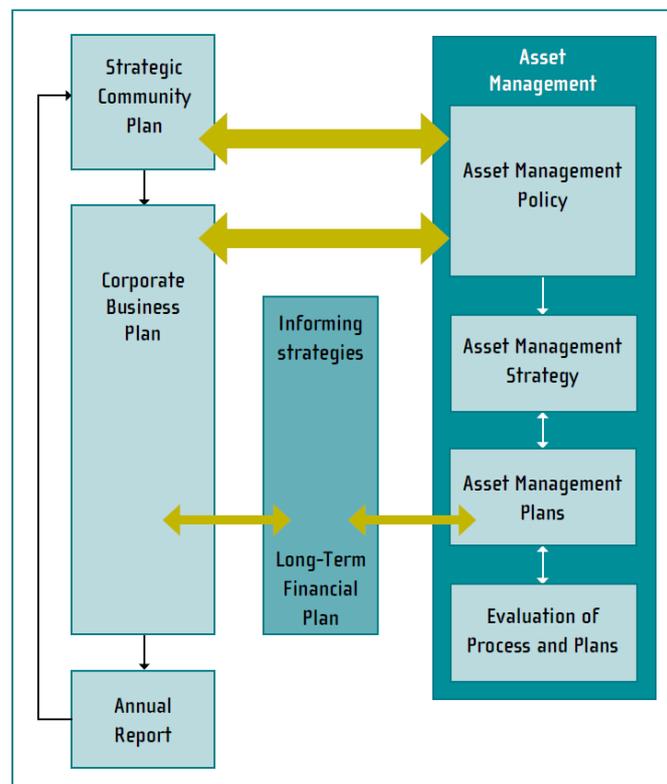
The Policy provides clear direction in the provision and management of all Town of Bassendean assets. It seeks to ensure that assets support the Town’s strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.

Policy

The Town will provide and manage assets that support the delivery of services in line with its strategic vision (communicated via the Strategic Community Plan). Through a commitment to continuous improvement in asset management, the Town will develop an Asset Management Strategy and Asset Management Plans.

The Town will manage its assets in accordance with the Integrated Asset Management Framework (refer to Figure 1).

Figure 1: Integrated Asset Management Framework



Policy Scope

The Town considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Plant & Equipment
- Waste Management
- Information Technology

This Policy applies to all assets that are required to be managed by the Town, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

Framework

The Town's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework. As a minimum:

- The Asset Management Strategy shall define the Town's asset management Vision, Objectives, Outcomes, Enablers (e.g. Roles and Responsibilities, Training etc.), Performance Monitoring and Implementation Plan.
- The Asset Management Plans shall be driven by community informed service levels, future demand and long term sustainability.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Executive Manager Infrastructure
Inception Date:	OCM-27/6/2005 Revised OCM /2/2021	Decision Maker:	Council
Review Date:	2025	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	Local Government Act 1995		

ATTACHMENT NO. 7

Quarterly Report - Quarter Two

Status update - 1 October 2021 to 31 December 2021



Following is an update of projects/actions set out in the Town of Bassendean Corporate Business Plan 2021-2025 for the period of 1 October 2021 to 31 December 2021. Projects “not started” refer to projects that are to commence in later financial years in accordance with the timeframe stated in the Corporate Business Plan.

At a glance... 2021/2022 Financial Year Projects



Strengthening and Connecting our Community (Priority Area 1)

■ On track	(13)
■ Off track	(0)
■ Not started	(2)
■ Complete	(3)
TOTAL	(18)



Leading environmental sustainability (Priority Area 2)

■ On track	(13)
■ Off track	(0)
■ Not started	(5)
■ Complete	(4)
TOTAL	(22)



Creating a vibrant town and precincts (Priority Area 3)

■ On track	(1)
■ Off track	(0)
■ Not started	(3)
■ Complete	(1)
TOTAL	(5)



Driving financial sustainability (Priority Area 4)

■ On track	(3)
■ Off track	(0)
■ Not started	(2)
■ Complete	(4)
TOTAL	(9)

Quarterly Report - Quarter Two

Status update - 1 October 2021 to 31 December 2021



Facilitating people-centred services (Priority Area 5)

 On track	(5)
 Off track	(0)
 Not started	(1)
 Complete	(1)
TOTAL	(7)



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

 On track	(7)
 Off track	(0)
 Not started	(1)
 Complete	(2)
TOTAL	(10)



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

 On track	(5)
 Off track	(0)
 Not started	(4)
 Complete	(1)
TOTAL	(10)

PRIORITY AREA 1 STRENGTHENING AND CONNECTING OUR COMMUNITY

Objective 1.1	Success Measures
Fostering a culture of collaboration and trust between the organisation and community	<ul style="list-style-type: none"> Greater community support for decision making

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Undertake Community Survey to inform future service delivery and investment			●	●	Not Started	

Objective 1.2	Success Measures
Establishing partnerships with the community that build capacity, connection and sense of belonging	<ul style="list-style-type: none"> • Increased percentage of services delivered by community groups compared to the Town • Increased social return on investment using an agreed approach • Increased volunteer participation rates • Town staff hours result in greater return for time in volunteer management

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Implement Community insurance cover for community groups	●	●			On Track	The EOI process concluded on 18 October 2021. On 21 December, Council resolved to authorise the CEO to grant community insurance. To be finalised early 2022. A news item, web banner and social media promotion was conducted to advise Community groups of this grant.
Deliver community capacity building initiatives/ workshops	●	●	●	●	On Track	Supported by the Town, Women Can International Inc. has been delivering the My Identity (MYI) project (personal development) for young women in the Town from Oct – Dec. Through the staging of Seniors Week (8-12 November), an Art-for-All and Rice Paper Roll workshops were conducted. As part of updating the Town’s community asset mapping data, a community survey is planned to be conducted in Q3.
Revise and re-launch Sponsorship and Grants	●				Complete	
Promote grant opportunities to community groups	●	●	●	●	On Track	Since the launch of the Sponsorship and Grants Program in mid September 2021, the Town has received 8 applications for funding, 5 being approved, 2 requested to re-lodge their applications and 1 currently under assessment. Total expenditure to date: \$10,000.

Objective 1.3	Success Measures
Treating people equitably with access to programs and services, regardless of advantage or ability	<ul style="list-style-type: none"> • Alignment between services delivered and community needs • Diversity (in terms of demographic, ability, culture, background) of community members accessing spaces, places, programs and services is reflective of community structure

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Undertake and implement recommendations of service review of Seniors and Disability Services	●	●	●	●	On Track	Implementation commenced. Phase One of the Communications Plan complete, with letters and FAQs sent to clients and staff, client and staff information sessions and stakeholder meetings held. Awaiting advice of the new provider by the Federal Department of Health.
Prepare a new Access and Inclusion Plan for beyond 2023/24					Not Started	

Objective 1.4	Success Measures
Creating an environment where people feel welcome and safe	<ul style="list-style-type: none"> • Increased use of public transport by different demographics • Increased active transport by different demographics • Reduced antisocial incidents

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop a Right of Way Strategy	●	●			On Track	Draft Right of Way Strategy was advertised for public comment. Matter to be presented to Council in first half of 2022.
Facilitate Western Power in delivering Underground Power Project	●	●	●	●	On Track	Council resolved to set the standard service at \$2,910, subject to adoption in the 2022/23 Annual Budget, with the service charge to be paid over five years, commencing 2022/23.
Develop a Path Network Policy	●	●	●	●	On Track	In progress. Planned to be presented to Council this FY.

Objective 1.5	Success Measures
Supporting healthy lifestyles throughout our Town	<ul style="list-style-type: none"> • Increased use of public open spaces and other amenities • Improved health and wellbeing of residents

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Prepare Jubilee Masterplan	●				Complete	
Advocate for external funding of Jubilee Masterplan	●	●	●	●	On Track	Staff have previously discussed with Hon Dave Kelly (Local Member) and Patrick Gorman MP. Staff have since met with DLGSC and been in contact with the office of Dr Anne Aly MP. Application made for CSRFF funding via DLGSC.
Develop a Public Open Space Strategy	●	●	●	●	On Track	In progress.
Develop a Public Health Plan	●	●	●	●	On Track	Draft developed. To be advertised for public comment in the first half of 2022.
Creation of B.I.C. Reserve Concept Plan	●	●	●		On Track	In progress.
Complete construction of nature play based Playground and Ablutions at Sandy Beach Reserve	●	●	●	●	On Track	In progress for completion in Q4.

Objective 1.7	Success Measures
Facilitating community connection	<ul style="list-style-type: none"> Increased participation rates in volunteering, community activities and events

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Deliver or promote community events and/ or activations	●	●	●	●	On Track	<p>Facilitated/Supported by the Town:</p> <ul style="list-style-type: none"> Regular monthly Bassendean Markets and fortnightly Ashfield Food Truck events delivered. “Outdoors October” delivered to encourage residents to connect, engage in physical activity and featured themes such as Mental Health Week and Keen on Halloween. Bassendean RSL staged Remembrance Day service. Seniors Week staged 8-12 November and Telethon Community Cinemas launched on 25 November. International Day of People with Disability morning tea with Westcare staged on 3 December and International Day of Volunteers recognition event staged on 5 December. <p>Supported through the Town’s sponsorship and grants program:</p> <ul style="list-style-type: none"> Bassendean Scouts public launch event on Sunday 31 October. Bassendean Primary School’s Kaarak and Marri live performance staged on 14 December. <p>Morley Baptist Church (Hanwell Way Bassendean) Christmas Festival on 12 December.</p>
Review Community Awards Policy	●				Complete	

PRIORITY AREA 2 LEADING ENVIRONMENTAL SUSTAINABILITY

Objective 2.1	Success Measures
Demonstrate strong leadership in waste reduction and carbon neutrality	<p>SHORT TERM</p> <ul style="list-style-type: none"> State Government targets are met Waste generated per capita is reduced by 10% <p>LONG TERM</p> <ul style="list-style-type: none"> 70% of waste is diverted from landfill by 2030 On track to achieve carbon neutrality by 2030

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop an Emissions Reduction Strategy for the Community					Not Started	
Create Emissions Reduction Strategy for organisation		●	●	●	On Track	Review of background information underway.

Objective 2.2	Success Measures
Be innovative in responses to sustainability challenges	<p>SHORT TERM</p> <ul style="list-style-type: none"> Examples of being first adopters are evident

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review environmental sustainability policies		●	●		On Track	Review commenced and preliminary recommendations developed.
Consider power purchasing agreements including through WALGA's Energy and Renewables Project	●	●			Complete	Council resolution at 2 November 2021 Ordinary Council Meeting to support purchase of 100% Natural Power, and contracts signed to take effect from 1/01/2022-31/03/2025.
Implement the purchase of Green Power and /or carbon offsets for the Town's emissions	●	●	●	●	On Track	100% renewable energy purchased for all electricity consumed from October 2021. Carbon offsets to be

						purchased after calculation of emissions at end of financial year.
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Objective 2.3	Success Measures
Foster an empowered community that drives sustainability	SHORT TERM <ul style="list-style-type: none"> Increased community support for sustainable initiatives

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop an Environmental Sustainability statement		●	●		On Track	Draft statement developed.

Objective 2.4	Success Measures
Conserve, protect and enhance our natural environment and biodiversity	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased number and rate of participation of environmental volunteers <p>LONG TERM</p> <ul style="list-style-type: none"> Restoration and revegetation measures improve

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Progress land acquisitions contemplated by Town Planning Scheme 4A	●	●	●	●	On Track	The Town is in the process of acquiring Lot 304 Kenny Street pedestrian accessway.
Undertake an assessment of our river and foreshore condition	●	●			Complete	Assessment report finalised and outcomes communicated to Councillors.
Commence development of a 10 year foreshore restoration plan and integrate into Long Term Financial Plan	●	●	●	●	On Track	10 year foreshore restoration plan received, requires integration with LTFP.
Progress stage 2 of Bindaring Wetland restoration	●	●	●	●	On Track	On ground works scheduled to commence in February 2022.
Develop a plan for the future of Point Reserve	●	●	●	●	On Track	Draft desktop and field investigation report received and under review, school activity scheduled for February 2022.
Partner with State Government to respond to Ashfield Flats Hydrology Study	●	●	●	●	On Track	Outcomes of the hydrological study presented at the 9 November Councillor workshop and to community groups on 15 and 17 November. Awaiting DBCA to publish outcomes and provide the draft scope of works for development of the Master Plan for review.
Develop 1 year and 10 year Natural Area Plans	●	●			On Track	Plans completed for 10 natural areas, with input received from community groups as indicated: Anzac Terrace Ashfield Parade and Ashfield Flats (AshCAN and Bassendean Preservation Group) Bindaring Park (Friends of Bindaring Wetland Bassendean) Broadway Arboretum

						Jubilee Reserve Pickering Park Sandy Beach Reserve Success Hill Reserve (Friends of Success Hill) Surrey Street Drain
Complete works on Success Hill drainage design and construction	●	●	●	●	On Track	Consultant appointed and analysis of the drainage network and geotechnical analysis for possible solutions is ongoing at this stage.

Objective 2.5	Success Measures
Value and conserve and protect our water resources and waterways	SHORT TERM <ul style="list-style-type: none"> • Gold Waterwise Council status is retained • Quality of water flows into Swan River improves • Stream restoration measures improve

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop a Waterwise Bassendean Strategy					Not Started	
Repurpose open drain between Second and Third Avenue to create a Living Stream (Stage 1)	●	●	●	●	On Track	Draft engineering and landscape drawings and specifications received and comments submitted. Negotiation underway with Water Corporation engineers regarding acceptable design for drain outlet grates. Delays in approval anticipated.
Repurpose open drain between Third and Fourth Avenue to create a Living Stream (Stage 2)					Not Started	
Review the outcomes of the Living Stream program for a future program for the design and implementation of living streams					Not Started	

Objective 2.6	Success Measures
Support the creation of a more green and shaded Town	SHORT TERM <ul style="list-style-type: none"> • Fewer trees lost during development LONG TERM <ul style="list-style-type: none"> • Increased proportion of tree cover • Reduced heat island effect

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Implement tree succession focussing on verge trees for planting in winter 2022	●	●	●		On Track	100% of the existing verge trees have been assessed and the Town is implementing the tree succession plans which will be ongoing for the tree winter planting program.
Develop longer term tree planting and biodiversity corridors program					Not Started	
Deliver a 'Green Trail' along our Principal Shared Path (near Railway line)	●	●			Complete	
Assess and map the health of our existing trees to better plan for the future	●	●			Complete	100% of the existing verge trees have been assessed.

PRIORITY AREA 3 CREATING A VIBRANT TOWN AND PRECINCTS

Objective 3.1	Success Measures
Support the town centre to thrive	<p>LONG TERM</p> <ul style="list-style-type: none"> • Increased number of developments within the town centre • Increased population within the Town • Improved retention of existing businesses • Increased number and retention of new businesses • Increased local employment

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop and present to Council a Town Centre Master Plan to promote and facilitate future investment	●	●			Complete	Town Centre Masterplan adopted by Council in November 2021.
Develop a promotions strategy for the town centre to attract investors and developers		●	●	●	Not Started	To be commenced in early 2022.
Investigate development and usage opportunities for 35 Old Perth Road					Not Started	

Objective 3.2	Success Measures
Increase the residential population close to centres and train stations	<p>LONG TERM</p> <ul style="list-style-type: none"> • Meet obligations under State population targets • Appropriately located development • Increased dwelling numbers and diversity of dwelling types • Enhanced quality of development outcomes

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Amend the Local Planning Strategy and create a new Local Planning Scheme	●	●	●	●	On Track	Matter discussed at a Councillor workshop in December 2021 for the Statutory Planning Committee to formally consider the matter in February 2022.
Prepare Precinct Structure Plan for the Bassendean Town Centre			●	●	Not Started	Project currently being scoped.

PRIORITY AREA 4 DRIVING FINANCIAL SUSTAINABILITY

Objective 4.1	Success Measures
Ensure there is sufficient, effective and sustainable use of assets	<p>SHORT TERM</p> <ul style="list-style-type: none"> All Town-owned buildings increased in their utilisation Defined position and strategy of when buildings need renewal <p>LONG TERM</p> <ul style="list-style-type: none"> Consolidated infrastructure footprint Enhanced sustainability footprint Clear indications of whole-of-life costs

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review Land Asset Strategy	●	●	●		Complete	Land Asset Strategy adopted by Council in December 2022.
Develop Asset Management Strategy	●	●	●		On Track	In progress and will be presented to Councillors at the Feb OCM.
Undertake re-valuation of assets				●	Not Started	
Remediate Success Hill jetty	●	●			Complete	Jetty was remediated and opened to the public prior to Christmas.
Review Long Term Financial Plan		●	●	●	On Track	Implementation schedule developed, awareness workshop with Managers.
Integrate Long Term Financial Plan with SCP, CBP, AMPs, informing strategies and plans					Not Started	
Develop plan for colocation of Administration	●	●	●	●	On Track	Concept plan revised, awaiting advice from Building certifier.

Objective 4.2	Success Measures
Ensure community facilities are accessible to and well utilised by a diverse range of community members	SHORT TERM <ul style="list-style-type: none"> • Increased use of facilities • Increased shared use of spaces/diversity of use

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Finalise a new property leasing framework	●				Complete	

Objective 4.3	Success Measures
Support the local economy	SHORT TERM <ul style="list-style-type: none"> • Increased local employment, relative to non-local employment • Increased local supply-chain use, relative to non-local supply

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Seek grant to pilot pedestrian first zone on Old Perth Road	●				Complete	Grant application successful. Activation to occur in circa September 2022.

PRIORITY AREA 5 FACILITATING PEOPLE-CENTRED SERVICES

Objective 5.1	Success Measures
Ensure community members know where and how to access services	SHORT TERM <ul style="list-style-type: none"> • Clarity within the community and local government regarding who deals with different types of decision • Clarity and consistency around complaints procedure

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Prepare a new welcome pack for community members	●	●			On Track	
Review Customer Services Charter and Complaints Handling Procedure	●	●			On Track	A draft charter and procedure have been completed, for consideration by CMC in Q3.

Objective 5.2	Success Measures
Deliver efficient and well-connected internet and computer technology systems	SHORT TERM <ul style="list-style-type: none"> • Improved efficiency of online services for community • Improved efficiency of online services for administration • Increased customer base for online services

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop and implement agenda preparation module and councillor portal		●	●	●	On Track	Evaluation of expressions of interest complete. Contract to be awarded in Q3.
Prepare Policy addressing Councillor ICT requirements	●				Complete	
Undertake Records Management review to align to ICT strategy					Not Started	
Upgrade audio visual equipment in Council Chambers			●	●	On Track	Market research complete and scope of work finalised. Contract to be awarded in Q3.
Facilitate online applications, lodgements and payments			●	●	On Track	

PRIORITY AREA 6 PROVIDING VISIONARY LEADERSHIP AND MAKING GREAT DECISIONS

Objective 6.1	Success Measures
Make brave decisions in line with a risk appetite	<p>SHORT TERM</p> <ul style="list-style-type: none"> Efficient and effective Council meetings Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts <p>LONG TERM</p> <ul style="list-style-type: none"> Examples of being first adopters

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop a Fraud and Corruption Control Plan	●	●			On Track	Draft plan to be presented to the Audit & Governance Committee in Q3.
Finalise and implement new risk management framework	●	●	●	●	On Track	CMC attended a workshop conducted by Marsh Advisory to update the risk profiles and reporting framework for the Town.
Facilitate Regulation 17 Review				●	On Track	Scope of work agreed with the Town's internal auditors.

Objective 6.2	Success Measures
Ensure major decision making is informed by community feedback	<ul style="list-style-type: none"> Ensure community engagement processes are implemented in major strategic projects

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Finalise strategic communications plan and develop an implementation plan to roll out key recommendations	●	●	●	●	On Track	Workshop with Councillors and Executive in November.

Objective 6.3	Success Measures
Ensure operational activities reflect the strategic focus of Council	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Openness and transparency of decision making • Enhanced staff morale • Staff have appropriate strategic direction • Agreement on the link between projects and Strategic Community Plan • General alignment regarding values

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop a Communications Policy	●	●			On Track	Council was provided with the draft Communications Policy for feedback under cover of the CEO Bulletin on 3 December 2021.
Review of Delegations	●				Complete	

Objective 6.4	Success Measures
Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Openness and transparency of decision making • Enhanced staff morale • Staff have appropriate strategic direction • Agreement on the link between projects and Strategic Community Plan • General alignment regarding values

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop and deliver induction program for new Council		●			On Track	Complete

Objective 6.5	Success Measures
Foster an environment of innovation and leadership	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Councillors and staff feel empowered to make appropriate decisions • Professional development for staff and councillors • Inductions to professional networks <p>LONG TERM</p> <ul style="list-style-type: none"> • Recognition of excellence by other organisations

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review Code of Conduct for Staff			●	●	Not Started	
Deliver Annual Staff Awards Program aligned to Corporate Values		●			Complete	Awards issued at Staff end of year function in December 2021.

Objective 6.6	Success Measures
Respond effectively and efficiently to crises	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Clarity of impacts to business continuity among elected members and staff prior to crisis situations • Clarity amongst the community of local government, organisation and community responses

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Finalise Business Continuity, Pandemic, and Disaster Recovery Plans		●	●		On Track	The Business Continuity Plan and Pandemic Plan to be finalised in Q3.

PRIORITY AREA 7 BUILDING COMMUNITY IDENTITY BY CELEBRATING CULTURE AND HERITAGE

Objective 7.1	Success Measures
Appreciate, celebrate and engage with Noongar Boodjar (land), history, culture and people	<ul style="list-style-type: none"> Noongar people being active participants during projects and direction, in collaboration with the Town of Bassendean Increased understanding of Noongar Boodjar, history, culture and people among nonindigenous community

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Establish a strategy to enhance partnerships, participation and engagement of Noongar people			●	●	Not Started	
Celebrate NAIDOC and Reconciliation week			●	●	Not Started	

Objective 7.2	Success Measures
Create a community closely connected to its history and heritage	<p>SHORT TERM</p> <ul style="list-style-type: none"> Local studies collection actively accessed by the community <p>LONG TERM</p> <ul style="list-style-type: none"> Historical and heritage facilities are well used by the community Heritage sites and buildings are visible to locals and visitors

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review the Town's Local Heritage Survey	●	●	●	●	On Track	Currently being advertised until 28 February 2022.
Create a Local Planning Policy relating to the protection of local heritage and character	●	●	●	●	On Track	Currently being advertised until 28 February 2022.

Objective 7.3	Success Measures
Engage the community in arts and culture	<ul style="list-style-type: none"> Community participation in arts and cultural programs and activities

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review Council's Public Art Policy Framework			●	●	On Track	In December 2021, Council resolved to advertise a draft amended Local Planning Policy. Draft Policy to be advertised in early 2022.
Develop implementation plan for the provision of Public Art		●	●	●	Not Started	Project being scoped.
Review Relax program in response to the community survey				●	Not Started	Pending Community Survey.
Deliver digital artworks along the new Green Trail (between First and Third Avenue, along the railway line)	●	●			Complete	
Create a Bassendean Gallery Graffiti Mural	●	●	●	●	On Track	Promotion undertaken and boards and materials delivered to young artists across the metro area. Liaison conducted with representative of private property owners.
Review Art Acquisition and Management Policy	●	●	●	●	OnTrack	Input sought from Councillors via 19 November 2021 CEO Bulletin, with one comment received. To be presented to Council in the first half of 2022.

QUARTERLY REPORT – OUTSTANDING COUNCIL RESOLUTIONS RECOMMENDED FOR DELETION

REC_NO.	OFFICER	DESCRIPTION	ACTION_TAKEN
ROC19/69652	BRICE CAMPBELL	<p>OCM – 9/02/20 MOVED CR WILSON SECONDED CR MCLENNAN THAT COUNCIL:</p> <p>1.NOTES THE CHARGING MODELS PRESENTED IN THE REPORT; 2.SELECTS SEPARATE 140L AND 240L RESIDENTIAL CHARGES AS THE PREFERRED CHARGING MODEL IN THE 2020/21 FINANCIAL YEAR; 3.SELECTS 3:1 AS THE PREFERRED DISPOSAL RATIO FOR THE DIFFERENCE BETWEEN 140L AND 240L GENERAL WASTE BINS IN THE 2020/21 FINANCIAL YEAR; AND 4.NOTES THE OPT OUT SCHEME WILL INCLUDE A COST DIFFERENCE FOR RETAINING THE 240L GENERAL WASTE BIN. OCM-24/12/19 - NOTICE OF MOTION – CR WILSON: FOGO BIN SYSTEM MOVED CR WILSON SECONDED CR QUINTON THAT COUNCIL RESOLVES THAT THE FOGO BIN SYSTEM ROLL-OUT WILL INCLUDE THE FOLLOWING FEATURES: 1.RATEPAYERS OF THE TOWN WILL BE PROVIDED WITH THE OPTION TO OPT-OUT OF THE DEFAULT SMALL GENERAL WASTE BIN IN FAVOUR OF HAVING EITHER A LARGE GENERAL WASTE BIN OR A SECOND GENERAL WASTE BIN PRIOR TO THE DELIVERY OF THE NEW FOGO BIN SYSTEM AT THEIR RESIDENCE; 2.THIS OPT-OUT OPTION WILL BE INCLUDED IN A MAIL-OUT TO ALL HOUSEHOLDS; 3.THAT A COMMUNICATIONS TIMELINE BE TRIGGERED SHOULD SOMEONE RETURN AN OPT OUT FORM IN THE MAIL-OUT; 4.RATEPAYERS WHO CHOOSE TO OPT-OUT OF THE SMALLER GENERAL WASTE BIN WILL BE CHARGED A FEE NO GREATER THAN COST RECOVERY FOR THE PROVISION OF THE LARGER BIN OR SECOND GENERAL WASTE BIN.</p>	PROJECT COMPLETED. RECOMMEND DELETION
ROC19/69543	BRICE CAMPBELL	<p>OCM-12/11/19 - WASTE LOCAL LAW MOVED CR GANGELL SECONDED CR QUINTON THAT COUNCIL: 1.NOTES THE DRAFT TOWN OF BASSENDEAN WASTE LOCAL LAW 2019 AS ATTACHED TO THE ORDINARY COUNCIL MEETING AGENDA OF 26 NOVEMBER 2019; AND 2.APPROVES THE SUBMISSION OF THE DRAFT TOWN OF BASSENDEAN WASTE LOCAL LAW 2019 TO THE RELEVANT AUTHORITIES FOR CONSIDERATION.</p>	PROJECT IS COMPLETED. RECOMMEND DELETION
ROC20/74678	DONNA SHAW	<p>OCM-11/8/20 - DRAFT AMENDED LOCAL PLANNING POLICY NO. 4 - FLOODPLAIN MANAGEMENT AND DEVELOPMENT MOVED CR WILSON SECONDED CR HAMILTON THAT COUNCIL PURSUANT TO CLAUSE 5(1) OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 ADVERTISES FOR PUBLIC COMMENT THE DRAFT AMENDED LOCAL PLANNING POLICY 4 – FLOODPLAIN MANAGEMENT AND DEVELOPMENT.</p>	POLICY REVOKED BY COUNCIL. WEBSITE UPDATED. RECOMMEND DELETION

ROC22/91772	ELIZABETH KANIA	OCM-14/12/21 - REVIEW OF COUNCILLOR TRAINING AND PROFESSIONAL DEVELOPMENT POLICY MOVED CR HAMILTON SECONDED CR MCLENNAN THAT COUNCIL: 1.NOTES THE REVIEW OF THE COUNCILLOR TRAINING AND PROFESSIONAL DEVELOPMENT POLICY AND REAFFIRMS THE POLICY AS CONTAINED IN THE ATTACHMENT TO THIS REPORT; AND 2.AMENDS THE POLICY REVIEW DATE FROM 'ANNUAL' TO 'BIANNUAL'.	ACTIONED. RECOMMEND DELETION
ROC22/91786	LUKE GIBSON	OCM-17/12/21 - LAND ASSET STRATEGY MOVED CR WILDING SECONDED CR POLIWKA THAT COUNCIL: 1.ADOPTS THE DRAFT AMENDED LAND ASSET STRATEGY AS CONTAINED AS A CONFIDENTIAL ATTACHMENT TO THIS REPORT; AND 2.NOTES THAT THE LAND ASSET STRATEGY IS TO REMAIN A CONFIDENTIAL DOCUMENT.	NO ACTION REQUIRED. RECOMMEND DELETION.
ROC22/91759	LUKE GIBSON	OCM-7/12/21 - ROAD CLOSURE – PORTIONS OF EXTENSION ROAD AND WEST ROAD BASSENDEAN MOVED CR POLIWKA SECONDED CR MCLENNAN THAT CONSIDERATION OF THIS MATTER BE DEFERRED AND THE CEO BE REQUESTED TO IDENTIFY ANY RISKS ASSOCIATED WITH THE CURRENT LAND OCCUPATION OF PORTIONS OF THE EXTENSION ROAD AND WEST ROAD ROAD RESERVES AS IDENTIFIED BY HATCHING ON THE LOCATION PLAN ATTACHED TO THIS REPORT.	MATTER TO BE RAISED IN THE COMING CEO BULLETIN. RECOMMEND DELETION.
ROC22/91760	LUKE GIBSON	OCM-8/12/21 - TREE PRESERVATION ORDER MOVED CR WILDING SECONDED CR CARTER THAT COUNCIL RETAINS THE EXISTING TREE PRESERVATION ORDER FOR THE FLOODED GUM TREE (EUCALYPTUS RUDIS) LOCATED AT 47 (LOT 126) SEVENTH AVENUE BASSENDEAN.	TREE PRESERVATION ORDER RETAINED. APPLICANT AND ADAJCENT LANDOWNER NOTIFIED. RECOMMEND DELETION.
ROC21/88002	LUKE GIBSON	OCM-14/9/21 - SPECIAL ELECTORS' MEETING – NOTICES OF MOTION: BASSENDEAN OVAL PARKING MOVED CR MAC WILLIAM SECONDED CR BARTY THAT: 1.THE SPECIAL ELECTORS' MINUTES OF THE 31 AUGUST 2021 BE RECEIVED AND CONFIRMED AS A TRUE RECORD; AND 2.COUNCIL NOTES THE MOTIONS PASSED AT THE SPECIAL ELECTORS' MEETING HELD ON 31 AUGUST 2021 AND REQUESTS THAT THEY BE CONSIDERED AS PART OF THE REPORT THAT IS OTHERWISE REQUIRED TO BE PRESENTED TO COUNCIL BY 22 DECEMBER 2021. CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/9/21 4/0	SUPERSEDED BY ROC21/89617. RECOMMEND DELETION.

ROC21/88953	LUKE GIBSON	<p>OCM-13/11/21 - DRAFT AMENDED LOCAL PLANNING POLICY NO. 12 – DEVELOPMENTS WITHIN THE STREET SETBACK AREA MOVED CR POLIWKA SECONDED CR MCLENNAN THAT COUNCIL: 1.PURSUANT TO SCHEDULE 2 PART 2 CLAUSE 4(3) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 APPROVES DRAFT AMENDED LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT AND FENCES AS CONTAINED IN THE ATTACHMENT; 2.NOTES THAT THE APPROVED AMENDED LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT AND FENCES WILL BE FORWARDED TO THE WESTERN AUSTRALIAN PLANNING COMMISSION FOR APPROVAL OF THE PROVISIONS RELATING TO ANCILLARY DWELLINGS OUTDOOR LIVING AREA SETBACKS OUTBUILDING SETBACKS AND STORMWATER MANAGEMENT; AND 3.IN THE EVENT THAT THE WESTERN AUSTRALIAN PLANNING COMMISSION APPROVES THE PROVISIONS RELATING TO ANCILLARY DWELLINGS OUTDOOR LIVING AREA SETBACKS OUTBUILDING SETBACKS AND STORMWATER MANAGEMENT DELEGATES TO THE CHIEF EXECUTIVE OFFICER AUTHORISATION TO FINALLY APPROVE THE DRAFT AMENDED LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT AND FENCES.</p>	<p>DRAFT POLICY FORWARDED TO WAPC FOR DETERMINATION. WAPC RESOLVED TO SUPPORT POLICY WITH THE EXCEPTION OF ANCILLARY DWELLING SIZE. UPDATE TO COUNCILLORS PROVIDED IN BULLETIN. WEBSITE UPDATED WITH REVISED POLICY. RECOMMEND DELETION</p>
ROC21/89613	PAUL WHITE	<p>OCM-9/11/21 - SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE MOVED CR WILDING SECONDED CR POLIWKA THAT COUNCIL: 1.DOES NOT LODGE AN APPLICATION FOR A SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE GRANT FROM THE DEPARTMENT OF COMMUNITIES FOR THE TOWN OWNED PROPERTY AT 110 (LOT 122) HAMILTON STREET BASSENDEAN; AND 2.REQUESTS THE CEO EXPLORE OTHER OPPORTUNITIES FOR THE FUTURE INCORPORATION OF SOCIAL HOUSING INTO DEVELOPMENTS WITHIN THE TOWN CENTRE ON SITES UNDER GOVERNMENT CONTROL INCLUDING 35 OLD PERTH ROAD AND THE WILSON STREET CARPARK.</p>	<p>NO ACTION REQUIRED. RECOMMEND DELETION.</p>
ROC21/89643	PAUL WHITE	<p>OCM2-27/11/21 - APPOINTMENT OF MEMBERS TO THE AUDIT AND GOVERNANCE COMMITTEE 2021-23 MOVED CR MCLENNAN SECONDED CR MACWILLIAM THAT COUNCIL: 1.APPOINTS THE FOLLOWING COMMUNITY MEMBERS TO THE AUDIT AND GOVERNANCE COMMITTEE FOR A TWO YEAR PERIOD EXPIRING ON THE NEXT ORDINARY LOCAL GOVERNMENT ELECTION DAY UNLESS OTHERWISE INDICATED: •MR KIM STEWART – 4 REGENT DRIVE ALEXANDER HEIGHTS; •MR PATRICK EIJKENBOOM – 25A IOLANTHE STREET BASSENDEAN; AND 2.ENDORSES THE ENGAGEMENT OF MR RON BACK AS AN ADVISOR TO THE AUDIT AND GOVERNANCE COMMITTEE FOR A TWO YEAR PERIOD EXPIRING ON THE NEXT ORDINARY LOCAL GOVERNMENT ELECTION DAY UNLESS OTHERWISE INDICATED.</p>	<p>SUCCESSFUL NOMINESS ADVISED RECOMMEND DELETION.</p>

ROC21/88970	PETA MABBS	OCM-15/11/21 - WALGA ELECTED MEMBER SUPERANNUATION MOVED CR MCLENNAN SECONDED CR WILDING THAT COUNCIL SUPPORTS WALGA'S RECOMMENDATION TO THE MINISTER FOR LOCAL GOVERNMENT THAT THE LOCAL GOVERNMENT ACT 1995 BE AMENDED TO REQUIRE LOCAL GOVERNMENTS TO PAY ELECTED MEMBERS INTO A NOMINATED SUPERANNUATION ACCOUNT AN AMOUNT EQUIVALENT TO THE SUPERANNUATION GUARANTEE DETERMINED WITH REFERENCE TO FEES AND ALLOWANCES PAID TO EACH ELECTED MEMBER.	CORRESPONDENCE SENT TO WALGA. RECOMMEND DELETION
ROC21/89625	PETA MABBS	OCM2-19/11/21 - DRAFT TOB CORPORATE BUSINESS PLAN 2021-25 MOVED CR HAMILTON SECONDED CR WILDING THAT COUNCIL ADOPTS THE TOWN OF BASSENDEAN CORPORATE BUSINESS PLAN 2021-2025 AS ATTACHED TO THIS REPORT WITH AN AMENDMENT TO ITEM 1.5 OF THE ATTACHMENT - CREATION OF BIC RESERVE CONCEPT PLAN CONSIDERATION OF IMPLEMENTATION IN THE 2022/2023 FINANCIAL YEAR.	CORPORATE BUSINESS PLAN PUBLISHED ON TOWN'S WEBSITE. RECOMMEND DELETION
ROC22/91785	PETA MABBS	OCM-16/12/21 - ADOPTION OF TOWN OF BASSENDEAN ANNUAL REPORT 2020/2021 MOVED CR MCLENNAN SECONDED CR WILDING THAT COUNCIL: 1.ADOPTS THE TOWN OF BASSENDEAN 2020/21 ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2021 SUBJECT TO THE FOLLOWING TEXT BEING INSERTED INTO PAGE 19 OF THE DOCUMENT: SENIORS AND DISABILITY SERVICES: •PROVIDED 39137 HOME SUPPORT SERVICES AND SOCIAL SERVICES TO 450 CLIENTS UNDER THE COMMONWEALTH HOME SUPPORT PROGRAM •PROVIDED A RANGE OF SERVICES UNDER THE HOME CARE PACKAGE PROGRAM TO 45 CLIENTS WITH MORE COMPLEX NEEDS 2.HOLD THE GENERAL MEETING OF ELECTORS ON WEDNESDAY 9 FEBRUARY 2022 IN THE COUNCIL CHAMBER 48 OLD PERTH ROAD BASSENDEAN COMMENCING AT 6.00PM.	ANNUAL REPORT PUBLISHED. GME HELD. RECOMMEND DELETION
ROC22/91765	SALVATORE SICILIANO	OCM-13/12/21 - REVIEW OF ATTENDANCE AT EVENTS POLICY MOVED CR HAMILTON SECONDED CR WILDING THAT COUNCIL: 1.AMENDS THE ATTENDANCE AT EVENTS POLICY AS ATTACHED TO THIS REPORT; AND 2.AMENDS THE POLICY REVIEW DATE FROM 'ANNUAL' TO 'TRIENNIAL'.	RESOLUTION ACTIONED RECOMMEND DELETION

ROC21/88971	YVONNE ZAFFINO	<p>OCM-16/11/21 - 2022 MEETING DATES - ORDINARY COUNCIL MEETINGS BRIEFING SESSIONS COMMITTEES AND CITIZENSHIP CEREMONIES COUNCIL ADOPTS THE FOLLOWING ORDINARY COUNCIL MEETINGS AND BRIEFING SESSIONS FOR 2022 TO BE HELD IN THE COUNCIL CHAMBER 48 OLD PERTH ROAD BASSENDEAN COMMENCING AT 6.00PM: BRIEFING SESSIONS 15 FEBRUARY 15 MARCH 19 APRIL 17 MAY 21 JUNE 19 JULY 16 AUGUST 20 SEPTEMBER 18 OCTOBER 15 NOVEMBER AND 13 DECEMBER. ORDINARY COUNCIL MEETINGS 22 FEBRUARY 22 MARCH 26 APRIL 24 MAY 28 JUNE 26 JULY 23 AUGUST 27 SEPTEMBER 25 OCTOBER 22 NOVEMBER AND 20 DECEMBER.</p> <p>2.THE AUDIT AND GOVERNANCE COMMITTEE MEETINGS BE HELD IN THE COUNCIL CHAMBER 48 OLD PERTH ROAD BASSENDEAN ON A WEDNESDAY COMMENCING AT 5.30PM ON 9 MARCH 8 JUNE 7 SEPTEMBER AND 7 DECEMBER 2022; 3.THE BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETINGS BE HELD IN THE COUNCIL CHAMBER 48 OLD PERTH ROAD BASSENDEAN ON A WEDNESDAY COMMENCING AT 3.30PM ON 2 MARCH 1 JUNE 14 SEPTEMBER AND 30 NOVEMBER 2022; 4.COUNCIL NOTES THE FOLLOWING CITIZENSHIP CEREMONIES ARE TO BE HELD ON: 26 JANUARY (AUSTRALIA DAY) 21 OR 22 MAY 2021 (TBC) AND 17 SEPTEMBER (AUSTRALIAN CITIZENSHIP DAY); 5.BRIEFING SESSIONS THAT ARE HELD IN THE COUNCIL CHAMBER BE LIVE STREAMED AND THAT THE ELECTRONIC RECORDINGS AND LIVE STREAMING OF COUNCIL MEETINGS POLICY BE AMENDED ACCORDINGLY; AND 6.THE COUNCIL MEETING SCHEDULE POLICY BE REVOKED.</p>	MEETING DATES ADVERTISED AND POLICIES UPDATED. RECOMMEND DELETION
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ATTACHMENT NO. 8

TOWN OF BASSENDEAN

Mid-Year Budget Review

RATE SETTING STATEMENT

By Nature and Type
For the Period Ended 30 June 2022

RATE SETTING STATEMENT

	2021/22 Current Budget	2021/22 Proposed Budget	Variance	Var. % (b)-(a)/(a)
	\$		\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	3,379,043	3,379,043	0	0%
	3,379,043	3,379,043	0	(100%)
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and contributions	2,683,628	2,938,075	254,447	9%
Fees and charges	6,848,178	6,729,807	(118,371)	(2%)
Interest earnings	186,903	186,903	0	0%
Other revenue	229,451	330,465	101,014	44%
Profit on asset disposals	100	100	0	0%
	9,948,260	10,185,350	237,090	2%
Expenditure from operating activities				
Employee costs	(13,478,467)	(13,206,634)	271,833	(2%)
Materials and contracts	(8,240,206)	(8,126,620)	113,586	(1%)
Utility charges	(688,434)	(665,274)	23,160	(3%)
Depreciation on non-current assets	(3,891,328)	(3,891,328)	0	0%
Interest expenses	(33,089)	(33,089)	0	0%
Insurance expenses	(496,374)	(496,374)	0	0%
Other expenditure	(1,221,113)	(1,154,923)	66,190	(5%)
Loss on asset disposals	(40,426)	(419,426)	(379,000)	938%
	(28,089,437)	(27,993,668)	95,769	(0%)
Non-cash amounts excluded from operating activities	4,054,352	4,433,352	379,000	9%
Amount attributable to operating activities	(10,707,782)	(9,995,923)	711,859	(7%)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	1,408,141	1,551,439	143,298	10%
Payments for property, plant and equipment	(1,725,030)	(1,754,220)	(29,190)	2%
Payments for construction of infrastructure	(2,950,181)	(2,864,709)	85,472	(3%)
Proceeds from disposal of assets	15,100	15,100	0	0%
Proceeds from self-supporting loans	21,000	21,000	0	0%
Amount attributable to investing activities	(3,230,970)	(3,031,390)	199,580	(6%)
FINANCING ACTIVITIES				
Repayment of borrowings	(97,696)	(97,696)	0	0%
Transfers to cash backed reserves (restricted assets)	(3,248,455)	(4,184,894)	(936,439)	29%
Transfers from cash backed reserves (restricted assets)	3,199,585	3,224,585	25,000	1%
Amount attributable to financing activities	(146,566)	(1,058,005)	(911,439)	(14%)
Budgeted deficiency before general rates	(14,085,318)	(14,085,318)	(0)	0%
Estimated amount to be raised from general rates	13,830,537	13,830,537	0	0%
Net current assets at end of financial year - surplus/(deficit)	(254,781)	(254,781)	(0)	0%

TOWN OF BASSEDEAN

Mid-Year Budget Review - Capital Projects

Project Number	Project Title	2021/22 Current Budget	Total Proposed Budget	Proposed Budget Amendment	Reason for Budget Amendment
LAND AND BUILDINGS					
AB2201	CALEDONIAN SOCCER CLUB - VERANDAH REPLACEMENT	\$25,000.00	\$35,000.00	-\$10,000.00	Additional works requested. Extended veranda and additional soak wells
AB2207	LIBRARY ROOF REPAIRS INCL REMOVAL KARRATHA STONE AND REPLACE WITH CEMENT RENDER	\$31,000.00	\$35,000.00	-\$4,000.00	Awaiting quotes - expected to be higher than current budget
DRAINAGE					
AD2101	DRAINAGE- RELINING HAMILTON STREET ADJACENT TO HOUSE 77	\$61,300.00	\$77,845.13	-\$16,545.13	Increased cost, budget re-allocated from Success Hill Jetty Project
AD2103	DRAINAGE- NORTH ROAD RELINING FROM HOUSE NO.50 TO HARCOURT ST	\$75,000.00	\$98,026.49	-\$23,026.49	Increased cost, budget re-allocated from Success Hill Jetty Project
FURNITURE & EQUIPMENT					
AE2102	INFORMATION SYSTEMS REVIEW	\$80,000.00	\$59,048.00	\$20,952.00	Should be operating budget. Move budget and actuals to Operating - \$59048, Transfer \$20,000 to AE2102
AE2105	BASSEDEAN COMMUNITY HALL FURNITURE UPGRADE	\$0.00	\$4,203.28	-\$4,203.28	Cost incurred from previous year. Budget allowed to match spend
AE2201	ICT STRATEGY IMPLEMENTATION	\$90,000.00	\$130,952.00	-\$40,952.00	Transfer of Operating Budget Acc 401366 (Agenda and Minutes software) + savings in AE2102 of \$20,952 to assist further in the implementation
PLANT AND EQUIPMENT					
AF2201	HOWARD STEALTH MOWER	\$25,000.00	\$19,880.00	\$5,120.00	Project completed, savings can be re-allocated
AF2202	1500LT FIRE PATROL 15 DUAL AXLE TRAILER	\$26,000.00	\$17,655.00	\$8,345.00	Project completed, savings can be re-allocated
AF2204	SLASHER FOR FIRE BREAKS	\$10,000.00	\$5,000.00	\$5,000.00	Less funds required for 21/22
INFRASTRUCTURE ASSETS - OTHER					
AP2108	MARY CRESCENT - 'OUR PARK OUR PLACE' PROGRAM	\$58,789.00	\$37,665.42	\$21,123.58	Full extent of carry forward not required - remaining funds to implement Stage 2 of the planting works
AP2110	PALMERSTON RESERVE AND PADBURY WAY RESERVE UPGRADES	\$66,682.00	\$67,028.02	-\$346.02	Works completed with slight budget deficit
AP2115	SUCCESS HILL JETTY REMEDIATION WORKS	\$281,000.00	\$229,342.20	\$51,657.80	Works completed. Savings re-allocated to drainage and other projects
AP2202	ASHFIELD PLAYGROUND SHADE SAIL REPLACEMENT X 3	\$8,000.00	\$4,950.00	\$3,050.00	Works completed. Budget to be re-allocated
ROADS					
AR1801	WHITFIELD STREET SAFE ACTIVE STREET	\$44,000.00	\$43,356.45	\$643.55	Project complete, surplus to be returned to agency
AR2201	ROADS - COLLIER ROAD (FAIRFORD ST-N RAILWAY PDE)RESURFACING AND SEALING	\$195,040.00	\$217,184.00	-\$22,144.00	Require an additional of \$22,114 to complete the works
AR2202	ROADS - LORD STREET (WALTER RD - MARCY CRS)RESURFACING AND SEALING	\$127,144.00	\$92,083.23	\$35,060.77	Completed. Project is MRRG funded so the town will save 1/3 of total ie \$11,686.92 to be reallocated
AR2203	ROADS - RAILWAY PDE (FIFTH AVE - FIRST AVE) SMA OVERLAY	\$410,316.00	\$312,150.65	\$98,165.35	Projected saving of \$98,165 but is funded 2/3 by MRRG so saving for Town only \$32,718
AR2204	ROADS - THOMPSON RD TO GUIDLFORD RD - MILL AND RESEALING	\$38,500.00	\$63,885.45	-\$25,385.45	Project complete. Savings to be re-allocated to other areas
		\$1,652,771.00	\$1,550,255.32	\$102,515.68	
Re-classification to Operating Budget					
AE2102	Information Systems Review			\$59,048.00	Re-classified to Operating Costs
New Project Requests					
	BIC Reserve fence			-\$15,000.00	Town committed to tennis club to get it done with 50% contribution from the club
	Tennis court at BIC Reserve- tree roots growing so tennis court arranged to resurface			-\$30,000.00	Town committed to tennis club - 50% contribution from the Club
	Stan Moses Kitchen			-\$13,500.00	Upgrading kitchen for shared use
	WIW Bassendean - Kitchen			-\$25,000.00	Paid via surpluses generated to Dec 21 and transfer from Reserves
	Solar Charging Bollards			-\$6,782.00	Subscription for One Planet discontinued \$5K savings re-allocated for this project
AP2113	Renewal of Park Sign - Various Locations General			-\$15,000.00	
				-\$105,282.00	
Net Change - in Capital Project Expenditure				\$56,281.68	

TOWN OF BASSENDEAN

Mid-Year Budget Review - Operating Projects

Project Number	Project Title	2021/22 Current Budget	Total Proposed Budget	Proposed Budget Amendment	Reason for Budget Amendment
401333	EXPENSE - GOVNC - CORPORATE STRATEGY & PLANNING	\$73,000.00	\$36,500.00	\$36,500.00	LTFP to be done in-house
141312	EXPENSE - LIBRARY - EQUIPMENT MAINTENANCE	\$20,000.00	\$3,234.65	\$16,765.35	Lift repair costed to building
401366	EXPENSE - GOVNC - MINUTES AND AGENDAS	\$20,000.00	\$0.00	\$20,000.00	Re-allocated to Capital Works
211517	EXPENSE - ROAD MAINT - LIVING STREAMS - WATER CORP OPEN STORM WATER DRAINS	\$32,650.00	\$32,213.04	\$436.96	Savings
				\$73,702.31	
	New Project Requests				
261359	Valuations for 122 Hamilton St			-\$20,000.00	Council direction
	Demotion of 27 Hyland St			-\$20,000.00	Part of Land Asset Strategy - Council Direction
				-\$40,000.00	
	Net Change - Surplus			\$33,702.31	