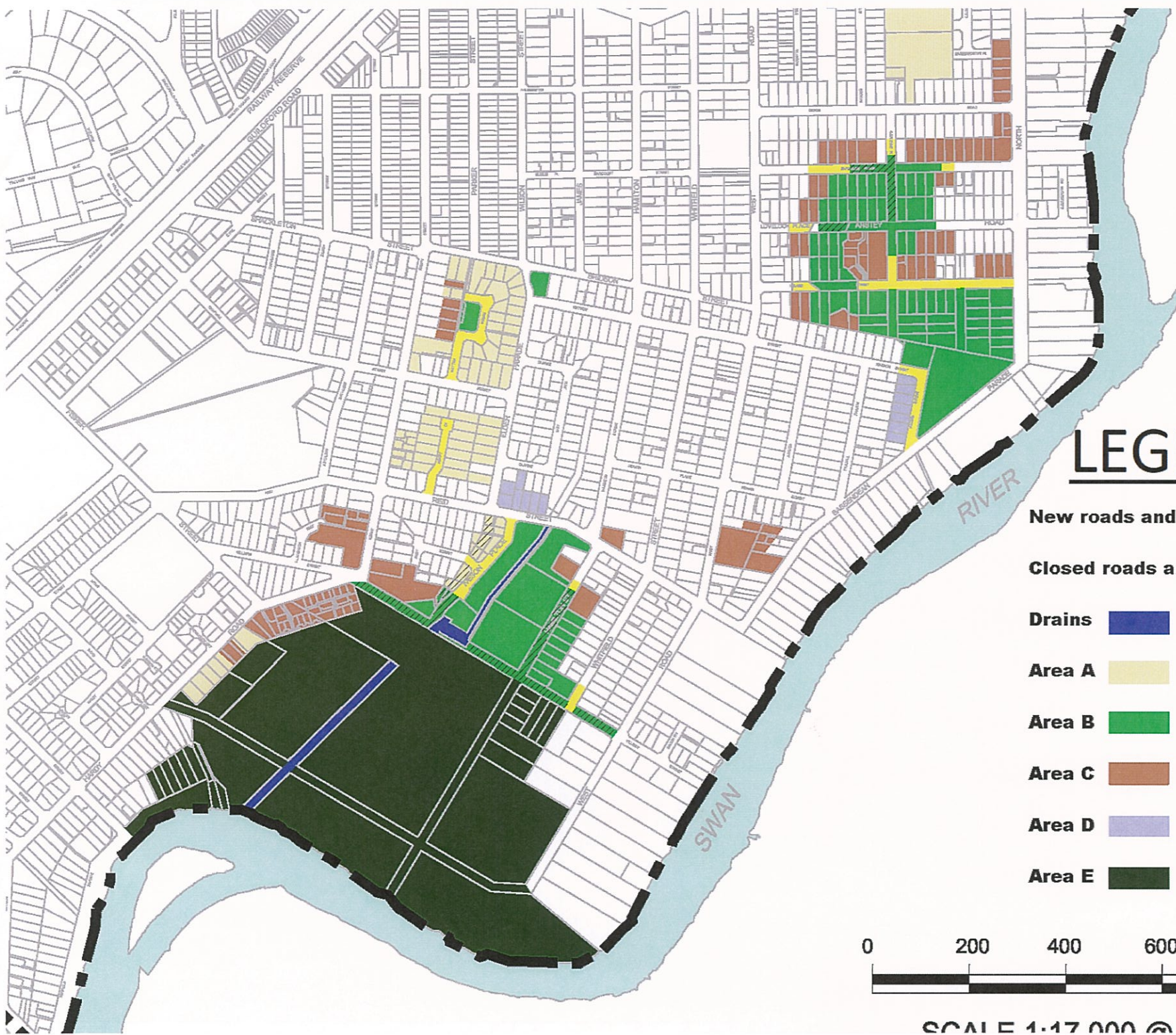

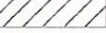






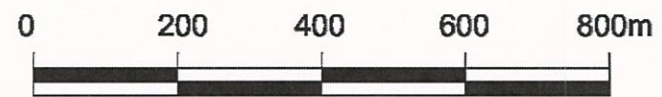


# **ATTACHMENT NO. 3**



# LEGEND

- New roads and footways 
- Closed roads and R.O.Ws 
- Drains 
- Area A 
- Area B 
- Area C 
- Area D 
- Area E 



SCALE 1:17 000 @ A2



# **ATTACHMENT NO. 4**

*WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007*  
*LOCAL GOVERNMENT ACT 1995*

**TOWN OF BASSENDEAN**

**WASTE LOCAL LAW 2019**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

Town of Bassendean

**Waste Local Law 2019**

---

**CONTENTS**

---

**Part 1 – Preliminary**

- 1.1 Short title
- 1.2 Commencement
- 1.3 Application<sup>1</sup>
- 1.4 Repeal
- 1.5 Meaning of terms used in this local law
- 1.6 Local public notice of determinations
- 1.7 Rates, fees and charges
- 1.8 Power to provide waste services

**Part 2 - Local government waste**

- 2.1 Supply of receptacles
- 2.2 Deposit of waste in receptacles
- 2.3 General waste receptacles
- 2.4 Recycling waste receptacles
- 2.5 Organic waste receptacles
- 2.6 Direction to place or remove a receptacle
- 2.7 Duties of owner or occupier
- 2.8 Exemption
- 2.9 Damaging or removing receptacles
- 2.10 Verge collections

**Part 3 - General duties**

- 3.1 Duties of an owner or occupier
- 3.2 Removal of waste from premises
- 3.3 Receptacles and containers for public use

## **Part 4 - Operation of waste facilities**

- 4.1 Operation of this Part
- 4.2 Hours of operation
- 4.3 Signs and directions
- 4.4 Fees and charges
- 4.5 Depositing waste
- 4.6 Prohibited activities

## **Part 5 - Enforcement**

- 5.1 Objection and appeal rights
- 5.2 Offences and general penalty
- 5.3 Other costs and expenses
- 5.4 Prescribed offences
- 5.5 Form of notices

## **Schedule 1 - Meaning of 'non-collectable waste'**

## **Schedule 2 - Prescribed offences**

**Waste Avoidance and Resource Recovery Act 2007**  
**Local Government Act 1995**

**Town of Bassendean**

**Waste Local Law 2019**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Town of Bassendean resolved on   date to make the following local law.

**Part 1 - Preliminary**

**1.1      Short title**

This is the *Town of Bassendean Waste Local Law 2019*.

**1.2      Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3      Application**

This local law applies throughout the district.

**1.4      Repeal**

This local law repeals part 4, division 2 of the *Town of Bassendean Health Local Law 2001*, as published in the *Government Gazette* on 24 August 2001, except for the following clauses:

- (b)      clause 4.16

**1.5      Meaning of terms used in this local law**

- (1)      In this local law—

***authorised person*** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

***collectable waste*** means local government waste that is not—

- (a)      liquid refuse;
- (b)      liquid waste; or
- (c)      non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means Town of Bassendean;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste ;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

## 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter —

- (a) local public notice, under section 1.7 of the LG Act, shall be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under paragraph (a);
- (d) after the period referred to in paragraph (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination shall be recorded in a publicly accessible register of determinations that shall be maintained by the local government.

## **1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

## **1.8 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

# **Part 2 - Local government waste**

## **2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

## **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises shall not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person shall not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

## **2.3 General waste receptacles**

- (1) An owner or occupier of premises shall not deposit or permit to be deposited in a general waste receptacle—

- (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has a capacity of 140 litres – more than 70 kilograms of collectable waste; or
  - (c) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises shall not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises shall not deposit or permit to be deposited in a general waste receptacle any organic waste.

#### **2.4 Recycling waste receptacles**

An owner or occupier of premises shall not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has a capacity of 360 litres – more than 70 kilograms of recycling waste; or
- (d) where the receptacle has any other capacity—more than the weight determined by the local government.

#### **2.5 Organic waste receptacles**

An owner or occupier of premises shall not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.

- (2) The direction under paragraph (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises shall comply with a direction given under this clause.

## **2.7 Duties of owner or occupier**

An owner or occupier of premises shall—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## **2.8 Exemption**

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7 (a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause shall state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply —

- (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
- (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## **2.9 Damaging or removing receptacles**

A person, other than the local government or its contractor, shall not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

## **2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) shall deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10 (2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

## **Part 3 - General duties**

### **3.1 Duties of an owner or occupier**

An owner or occupier of premises shall—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;

- (ii) prevent the emission of offensive or noxious odours from each receptacle; and
- (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle; and

### **3.2 Removal of waste from premises**

- (1) A person shall not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person shall not remove any waste from a receptacle without the approval of —
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person shall not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **Part 4 - Operation of waste facilities**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—

- (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility shall comply with a sign or direction under paragraph (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person shall comply with a direction under paragraph (3).

#### **4.4 Fees and charges**

- (1) Unless paragraph (3) applies, a person shall, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Paragraph (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### **4.5 Depositing waste**

- (1) A person shall not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### **4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person shall not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;

- (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility;  
or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person shall not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

## **Part 5 - Enforcement**

### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

### **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.

## **Schedule 1 - Meaning of 'non-collectable waste'**

[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

## Schedule 2 - Prescribed offences

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b), (c) and (d)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7(c)	Failing to provide a sufficient number of receptacles	\$250
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.10(2)	Removing waste for commercial purposes	\$350
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300

Item No.	Clause No.	Description	Modified Penalty
27	3.2(1)	Unauthorised removal of waste from premises	\$250
28	3.2(2)	Removing waste from a receptacle without approval	\$250
29	3.3 (a)	Depositing waste without authority into a receptacle provided for the use of the general public in a public place	\$300
30	3.3(b)	Removing waste without authority from a receptacle provide for the use of the general public in a public place	\$300
31	4.3(2)	Failing to comply with a sign or direction	\$500
32	4.3(4)	Failing to comply with a direction to leave	\$500
33	4.4(1)	Disposing waste without payment of fee or charge	\$500
34	4.5(1)	Depositing waste contrary to sign or direction	\$500
35	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
36	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
37	4.6(1)(c)	Lighting a fire in a waste facility	\$300
38	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
39	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
40	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
41	4.6(2)	Acting in an abusive or threatening manner	\$300

Consented to:

Chief Executive Officer  
Department of Water and Environmental Regulation

Dated this      of      2019

**WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007**  
**LOCAL GOVERNMENT ACT 1995**

**TOWN OF BASSENDEAN**

**WASTE LOCAL LAW 2019**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

Town of Bassendean

**Waste Local Law 2019**

---

**CONTENTS**

---

**Part 1 – Preliminary**

- 1.1 Short title
- 1.2 Commencement
- 1.3 Application<sup>1</sup>
- 1.4 Repeal
- 1.5 Meaning of terms used in this local law
- 1.6 Local public notice of determinations
- 1.7 Rates, fees and charges
- 1.8 Power to provide waste services

**Part 2 - Local government waste**

- 2.1 Supply of receptacles
- 2.2 Deposit of waste in receptacles
- 2.3 General waste receptacles
- 2.4 Recycling waste receptacles
- 2.5 Organic waste receptacles
- 2.6 Direction to place or remove a receptacle
- 2.7 Duties of owner or occupier
- 2.8 Exemption
- 2.9 Damaging or removing receptacles
- 2.10 Verge collections

**Part 3 - General duties**

- 3.1 Duties of an owner or occupier
- 3.2 Removal of waste from premises
- 3.3 Receptacles and containers for public use

#### **Part 4 - Operation of waste facilities**

- 4.1 Operation of this Part
- 4.2 Hours of operation
- 4.3 Signs and directions
- 4.4 Fees and charges
- 4.5 Depositing waste
- 4.6 Prohibited activities

#### **Part 5 - Enforcement**

- 5.1 Objection and appeal rights
- 5.2 Offences and general penalty
- 5.3 Other costs and expenses
- 5.4 Prescribed offences
- 5.5 Form of notices

#### **Schedule 1 - Meaning of 'non-collectable waste'**

#### **Schedule 2 - Prescribed offences**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

*Town of Bassendean*

**Waste Local Law 2019**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Town of Bassendean resolved on ~~26 February 2019~~ date to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the *Town of Bassendean Waste Local Law 2019*.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

This local law repeals part 4, division 2 of the *Town of Bassendean Health Local Law 2001*, as published in the *Government Gazette* on 24 August 2001, except for the following clauses:

- ~~(a) clause 4.11; and~~
- (b) clause 4.16

**1.5 Meaning of terms used in this local law**

~~(1) In this local law—~~

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

(1) — In this local law —

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**bulk waste** means bulky goods generated from residential dwellings; as approved by the local government, not including mattresses, fridges or freezers;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or

(c) — an organic waste receptacle;

~~collection~~, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

~~collection day~~ means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

~~collection time~~ means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

~~costs~~ of the local government include administrative costs;

~~Council~~ means the council of the local government;

~~district~~ means the district of the local government;

~~general waste receptacle~~ means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

~~green waste~~ means vegetative material as approved by the local government;

~~LG Act~~ means the *Local Government Act 1995*;

~~LG Regulations~~ means the *Local Government (Functions and General) Regulations 1996*;

~~local government~~ means Town of Bassendean;

~~local government waste~~ has the same meaning as in the WARR Act;

~~non-collectable waste~~ has the meaning set out in Schedule 1;

~~occupier~~ in relation to premises, means any or all of the following—

(a) a person by whom or on whose behalf the premises are actually occupied; or

(b) a person having the management or control of the premises;

~~organic waste~~ means waste that decomposes readily, such as garden waste or food waste;

~~organic waste receptacle~~ means a receptacle for the deposit and collection of organic waste ;

~~owner~~ has the same meaning as in the LG Act;

~~public place~~ includes a place to which the public ordinarily have access, whether or not by payment of a fee;

~~receptacle~~, means a receptacle—

(a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and

(b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

(a) paper and cardboard;

(b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;

(c) glass containers;

(d) steel containers;

(e) aluminium containers;

(f) liquid paper board; and

(g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

(a) a person by whom or on whose behalf the premises are actually occupied; or

(b) a person having the management or control of the premises;

**~~organic waste~~**; means waste that decomposes readily such as Food Organics and Garden Organics (FOGO) waste

**~~organic waste receptacle~~** means a receptacle for the deposit and collection of organic waste;

**~~owner~~** has the same meaning as in the LG Act;

**~~public place~~** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**~~receptacle~~**, means a receptacle—

- (a) — that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) — the waste from which is collected and removed from the premises by the local government or its contractor;

**~~recycling waste receptacle~~** means a receptacle for the deposit and collection of recycling waste;

**~~recycling waste~~** means—

- (a) paper and cardboard;
- (b) plastic container;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**~~specified~~** means specified by the local government or an authorised person, as the case may be;

**~~street setback~~** has the same meaning as in the State Planning Policy 3.1 Residential Design Codes or R-Codes;

**~~WARR Act~~** means the *Waste Avoidance and Resource Recovery Act 2007*;

**~~WARR Regulations~~** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**~~waste~~** has the same meaning as in the WARR Act;

**~~waste facility~~** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**~~waste service~~** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

#### 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, shall be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under paragraph (a);
- (d) after the period referred to in paragraph (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination shall be recorded in a publicly accessible register of determinations that shall be maintained by the local government.

#### 1.7 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

#### 1.8 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

### Part 2 - Local government waste

#### 2.1 Supply of receptacles

~~(1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.~~

~~(2) The owner of premises to which subclause (1) applies must—~~

- ~~(a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and~~
- ~~(b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.~~

~~(1) Subject to paragraph (2), the local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential~~

~~purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.~~

~~(2) In the case of multi-residential premises, where it is considered that individual receptacles for each premises would not be practical, the local government may exercise discretion as to the number and size of the receptacles to be supplied for collection and removal, from those premises, of collectable waste.~~

~~(3) The owner of premises to which paragraph (1) and (2) applies shall—~~

~~(a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and~~

~~(b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.~~

## **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises shall not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person shall not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

## **2.3 General waste receptacles**

- (1) An owner or occupier of premises shall not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has a capacity of 140 litres – more than 70 kilograms of collectable waste; or
  - (c) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises shall not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises shall not deposit or permit to be deposited in a general waste receptacle any organic waste.

## **2.4 Recycling waste receptacles**

An owner or occupier of premises shall not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or

- (c) where the receptacle has a capacity of 360 litres – more than 70 kilograms of recycling waste; or
- (d) where the receptacle has any other capacity—more than the weight determined by the local government.

## 2.5 Organic waste receptacles

An owner or occupier of premises shall not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

## 2.6 Direction to place or remove a receptacle

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under paragraph (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises shall comply with a direction given under this clause.

## 2.7 Duties of owner or occupier

An owner or occupier of premises shall—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway.

~~or in such other position as is approved in writing by the local government or an authorised person;~~

~~(c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and~~

~~(d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.~~

~~(a) except for a reasonable period before and after collection time, keep each receptacle in an approved storage compound, or be screened from public view, and located outside the street setback;~~

~~(b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —~~

~~(i) within 1 metre of the carriageway;~~

~~(ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and~~

~~(iii) facing squarely to the edge of and opening towards the carriageway;~~

~~or in such other position as is approved in writing by the local government or an authorised person; and~~

~~(e) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.~~

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause ~~(a)2.7(a)~~ or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause shall state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply —
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and

- (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## 2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, shall not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

## 2.10 Verge collections

~~(1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—~~

~~(a) shall deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and~~

~~(b) must otherwise comply with those terms and conditions.~~

~~(2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.~~

~~(3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.~~

~~(4) Clause 1.1(1) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.~~

~~(1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—~~

~~(a) shall deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and~~

~~(b) shall otherwise comply with those terms and conditions.~~

~~(2) Where green waste or bulk waste has been deposited on a verge for a verge waste collection, a person shall not remove any of that waste for a commercial purpose but may remove it for any other purpose.~~

~~(3) Except where waste is lawfully removed from a verge under this clause, a person shall not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.~~

~~(4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.~~

### Part 3 - General duties

#### 3.1 Duties of an owner or occupier

An owner or occupier of premises shall—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
  - ~~(iv) ensure that each receptacle does not obstruct pedestrian movement on footpaths or obstruct vehicle road safety site lines;~~
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle; and
- ~~(e) if directed by an authorised person, remove any waste from a receptacle that has not been properly deposited in that receptacle in accordance with this local law.~~

#### 3.2 Removal of waste from premises

- (1) A person shall not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person shall not remove any waste from a receptacle without the approval of—
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person shall not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **Part 4 - Operation of waste facilities**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility shall comply with a sign or direction under paragraph (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person shall comply with a direction under paragraph (3).

### **4.4 Fees and charges**

- (1) Unless paragraph (3) applies, a person shall, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Paragraph (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or

- (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
- (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### **4.5 Depositing waste**

- (1) A person shall not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### **4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person shall not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person shall not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

### **Part 5 - Enforcement**

#### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);

- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

## **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

## **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

## **5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

## **5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**Schedule 1 - Meaning of 'non-collectable waste'**  
[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

## Schedule 2 - Prescribed offences

Item No.	Clause No.	Description	Modified Penalty
1	<del>1.1(1)(a)2-4(3)(a)</del>	Failing to pay fee or charge	\$350
2	<del>1.1(1)(a)2-4(3)(b)</del>	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)(a), (b) and (c)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	<del>2.4(a), (b), (c) and (d)</del>	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	<del>2.4(b), and (c) and (d)</del>	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	<del>1.1(1)(a)2-7(b)</del>	Failing to place a receptacle for collection in a lawful position	\$250
<del>14</del> 14	<del>2.7(c)2-7(e)</del>	<del>Failing to provide a sufficient number of receptacles</del> <del>Failing to notify of a lost, stolen, damaged or defective receptacle</del>	<del>\$250</del> \$50
<del>15</del>	<del>1.1(1)(a)</del>	<del>Failing to notify of a lost, stolen, damaged or defective receptacle</del>	<del>\$50</del>
<del>16</del> 15	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
<del>17</del> 16	2.9(b)	Removing a receptacle from premises	\$400
<del>18</del> 17	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
<del>19</del> 18	<del>1.1(1)2-10(2)</del>	Removing waste for commercial purposes	\$350
<del>20</del> 19	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
<del>21</del> 20	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
<del>22</del> 21	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
<del>23</del> 22	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
<del>24</del> 23	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350

Item No.	Clause No.	Description	Modified Penalty
<u>2524</u>	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
<u>2625</u>	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300
<u>2726</u>	3.1(e)	Failing to comply with a direction to remove waste from a receptacle	\$300
<u>2827</u>	3.2(1)	Unauthorised removal of waste from premises	\$250
<u>2928</u>	3.2(2)	Removing waste from a receptacle without approval	\$250
<u>3029</u>	3.3 (a)	Depositing waste without authority into a receptacle provided for the use of the general public in a public place	\$300
<u>3130</u>	3.3(b)	Removing waste without authority from a receptacle provide for the use of the general public in a public place	\$300
<u>3234</u>	4.3(2)	Failing to comply with a sign or direction	\$500
<u>3332</u>	4.3(4)	Failing to comply with a direction to leave	\$500
<u>3433</u>	4.4(1)	Disposing waste without payment of fee or charge	\$500
<u>3534</u>	4.5(1)	Depositing waste contrary to sign or direction	\$500
<u>3635</u>	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
<u>3736</u>	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
<u>3837</u>	4.6(1)(c)	Lighting a fire in a waste facility	\$300
<u>3938</u>	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
<u>4039</u>	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
<u>4140</u>	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
<u>4241</u>	4.6(2)	Acting in an abusive or threatening manner	\$300

Formatted: Normal, Left

Consented to:

Formatted: Normal, Left, Tab stops: 1.83 cm, Left

Chief Executive Officer  
Department of Water and Environmental Regulation

Dated this      of      2019



r.garson@  
Cardiacio plastics  
- com - a  
Kivka

Your ref: OLET-8062919  
Our ref: DWERDG390/19  
Enquiries: Leanne Reid, 6364 7028

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

mail@bassendean.wa.gov.au

Attention: Mr Jeff Somes, Environmental Health Officer

Dear Ms Mabbs

#### **TOWN OF BASSENDEAN PROPOSED WASTE LOCAL LAW 2019**

I refer to the correspondence dated 25 March 2019 in relation to the Town of Bassendean proposed Waste Local Law 2019. I apologise for the delay in responding.

I have reviewed the waste local law in relation to my role in providing consent. There are some issues that have to be resolved before I could consider my consent. These include variations from the Western Australian Local Government Association template waste local law to which the Joint Standing Committee on Delegated Legislation has provided its general approval.

#### **Enacting formula**

- The date "26 February 2019" is included in the enacting formula at the start of the proposed Waste Local Law. This date should be left blank until after I provide my consent.

#### **Clause 1.4 Repeal**

- Clause 1.4(a) of the proposed Waste Local Law retains clause 4.11 of the *Town of Bassendean Health Local Law 2001*. This is an indirect departure from the template waste local law and may affect the existing rights and interests of a person subject to this proposed Waste Local Law. The Town should delete clause 1.4(a) of the proposed Waste Local Law.

#### **Clause 1.5 Meaning of terms used in this local law**

- Definitions for green waste, bulk waste and street setback have been included in the proposed local law which are not in the template local law. These definitions should be deleted and any definitions should align with the template waste local law.
- Definitions of organic waste and plastic (in the definition of recycling waste) vary from the definitions in the template local law. These variations should be deleted and the definitions should align with those in the template waste local law.

I understand that these issues have been discussed with Mr Jeff Some, Environmental Health Officer, at the Town of Bassendean.

The Department of Water and Environmental Regulation is not able to provide legal advice to the Town regarding the validity of the local law.

Once the amendments to the local law have been made, please forward two copies of the final draft for consideration of my consent. Please note that I am required to provide my consent before the Council of the Town of Bassendean resolves and publishes the Waste Local Law in the *Government Gazette*.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mike Rowe', with a large, stylized initial 'M'.

Mike Rowe  
**DIRECTOR GENERAL**

**5 July 2019**

## Responses

### Bassendean 'Have Your Say'

Please read the proposed Waste Local Law 2019 and let us know what you think:

It's an excellent idea. I'd love to see some extra materials supporting the rollout - similar to what The City of Bayswater has done. Stickers for the bins so it's easy to see what goes where. And small toy bins for kids to help us teach them about the bin system from a young age.

**OFFICER COMMENT:** Feedback noted

Thank you for the opportunity to comment on the draft Waste Local law. I agree with most of it, however note a couple of omissions;

- There is no reference to recycling bins or container deposit receptacles / facilities in public places.
  - Item 2.10 Verge Collection is fine however it should be added "harm to any person OR THE SURROUNDING ENVIRONMENT". The reason being that sometimes people tip out containers allowing refuse to become windborne, or interfere with items such as bean bag beans which can end up literally everywhere and entering the drains & catchment.
- Bulk Verge Collection is a very effective form of recycling as much of it is repurposed. Contamination is less likely than with bins as all items are clearly visible.

**OFFICER COMMENT:** public bins are covered under 3.3 *Receptacles and containers for public use*.

Containers for CDS materials will be managed by the collection point operator and will not be managed by the Town. As relating to the CDS, the Town will have an interest in managing illegal rummaging in public bins and recycling bins at private properties, these issues are covered in the above point as well as point 3.2 *Removal of waste from premises*.

A change in wording to include 'or the surrounding environment: this deviation from the template is unlikely to be accepted by the standing committee, would be resource intense to police and very difficult to successfully infringe or prosecute. Further, the issue of causing harm to the environment is already covered in existing legislation i.e., *Environment Protection Act 1986, section 49A. Dumping waste*.

What is the benefit to those who have their own personal compost bin for organic waste? Am I going to pay a levy for this new scheme and not receive a benefit?

**OFFICER COMMENT:** The new FOGO bin will accept those organic materials that cannot go into an at-home system, such as meat, bones, dairy, egg shells, pet droppings and kitty litter as well as weed seeds.

Some residents who do not produce much food waste or do not have a garden will produce less FOGO waste however the service needs to be rolled out to meet the needs of the majority of residents.

Provided there is no 'rubbish police' checking bins as recently done by City of Armadale. No one can stop strangers walking by and putting whatever that want in any bin. We don't all have the luxury of being home all day to monitor.

You will need to be very clear with what goes in each bin because it's extremely confusing which is why most people give up.

Do plastics and glass need to be completely clean? If so this places extra cost on us for using more water.

I certainly hope fees and charges won't go up as a result of this.

When can we have the two blue skip bins a year policy like the city of Bayswater?

I think overall writing it as a 'law' to put rubbish in the right bin is ridiculous. You must do this you must do that. Why so you can inflict charges when you introduce bin monitors? I think you'd do much better by just changing the process without ridiculous by laws for bin delegations.

**OFFICER COMMENT:** Officers understand that people are not monitoring their bins all the time. The purpose of the legislation is a tool to support officers to enforce the standards required for the Town to reduce waste and increase diversion from landfill. Residents will not be issued infringements without a reasonable engagement and education period.

# **ATTACHMENT NO. 5**

# Minutes of Meeting

## **BASSENDAN OVAL FOOTBALL FACILITIES BUSINESS CASE PROJECT CONTROL GROUP MEETING # 6**

Held in the Council Chamber, 48 Old Perth Road, Bassendean  
On Friday 22 March 2019 at 3.30pm

---

### **Opening**

Cr Jai Wilson opened the meeting.

### **Attendance and Apologies**

#### Present

Cr Jai Wilson  
Cr Kathyrn Hamilton  
Cr John Gangell  
Ms Peta Mabbs , Chief Executive Officer  
The Hon Dave Kelly MLA (Local Member)  
Mr Brett Treby, Dept of Local Government, Sport and Cultural Industries  
Mr Jeff Dennis, Swan Districts Football Club  
Mr Dave Lanfear (Consultant), Dave Lanfear Consulting  
Mr Graeme Haggart, Director Community Development  
Mr Salvatore Siciliano, Manager Recreation and Culture

#### Apologies

Mr Paul Lekias, Western Australian Football Commission

### **Minutes from Previous Meeting**

In discussing the minutes held on Friday 22 February 2019, It was resolved that the minutes from the meeting were a true and correct record subject to the following amendments being made on page 2 under the heading of... *Focus of the Business Case being developed around that:*

- The words... *progress towards* in the 2<sup>nd</sup> dot point be deleted; and,
- The following sentence be included under the 4<sup>th</sup> dot point...*to enable the evolving business model to be sustainable into the future.*

## **Welcome/Apologies**

Cr Wilson welcomed the Hon Dave Kelly MLA (local member for Bassendean) and the Town's CEO Ms Peta Mabbs to the meeting.

## **Project Update**

Discussion centred around the block design options of the Swan Districts Football Club football facilities (Power point attached) that was tabled at the meeting held on Friday 22 February 2019.

The Swan Districts Football Club's business requirements (business rationale) included the following:

- 130m<sup>2</sup> for locker room space
- Medical and Doctors room combine
- Gymnasium is necessary to meet talent development requirements
- Storage for football and community likely to be 100m<sup>2</sup>
- Warm up areas need to be larger. Away warm up area permits greater flexibility. The WAFC have introduced WAFL W – directly in front of WAFL games – there needs to be a transitional arrangement. Warm up stays consistent but lockers and holding area need to be separate to each other – the future of WAFL football at Bassendean Oval
- For team boxes – a team that supports the team – important to accommodate these staff
- Current staffing of 17 with potential additional staff space
- Function space incorporates social area and events
- Club can live with 600m<sup>2</sup> for external covered viewing but would ideally prefer 750m<sup>2</sup>
- Overall – an additional 346m<sup>2</sup> (excluding 600m<sup>2</sup> covered outdoor area) 2,926m<sup>2</sup> compared to 3,272m<sup>2</sup>

There was general discussion regarding Development Options 1 and 2 including alignment of Bassendean Oval under each option and examining the advantages and disadvantages of each option from a spatial perspective of where the Club's football facilities could be located.

Draft questions for the community engagement phase of the business case development were also discussed for when the Town was ready to conduct a period of public comment. It was acknowledged that a suitably crafted community engagement process would need to be undertaken and could involve a variety of communication mediums to engage with the community once endorsed by Council.

There was also some discussion regarding the benefits of lobbying Federal members with the upcoming Federal election to possibly receive a commitment for Federal funding.

The following was agreed to by the PCG as to the next steps:

- Pursue Federal Government lobbying. In regards to potential lobbying, that a united front be presented by all stakeholders involved in the project as well as the Town's local member;

- For the Consultant to develop a lobbying paper outlining the strategic links of the project, opinion of cost estimates to develop either option and the outcomes/community benefit that will be delivered; and,
- To schedule the next meeting of the PCG towards the end of April 2019

### **Meeting Close**

The meeting closed at 4.55pm.

Next meeting to be confirmed.

**Signed as a true and correct record:**

---

Chair

Date:    /    /

# **Minutes of Meeting**

## **BASSENDAN OVAL FOOTBALL FACILITIES BUSINESS CASE PROJECT CONTROL GROUP MEETING # 7**

Held in the Council Chamber, 48 Old Perth Road, Bassendean  
On Friday 3 May 2019 at 3.30pm

---

### **Opening**

Cr Jai Wilson opened the meeting.

### **Attendance and Apologies**

#### Present

Cr Jai Wilson  
Cr Kathryn Hamilton  
The Hon Dave Kelly MLA (Local Member)  
Mr Rob Thomson, Dept of Local Government, Sport and Cultural Industries  
Mr Brett Treby, Dept of Local Government, Sport and Cultural Industries  
Mr Jeff Dennis, Swan Districts Football Club  
Mr Paul Lekias, Western Australian Football Commission  
Mr Dave Lanfear (Consultant), Dave Lanfear Consulting  
Mr Graeme Haggart, Director Community Development  
Mr Salvatore Siciliano, Manager Recreation and Culture

#### Apologies

Cr John Gangell  
Ms Peta Mabbs , Chief Executive Officer

### **Welcome/Apologies**

Cr Wilson welcomed everyone to the meeting.

### **Minutes from Previous Meeting**

It was resolved that the minutes from the Project Control Group meeting held on Friday 22 March 2019 be accepted as a true and correct record.

Moved: Jeff Dennis

Seconded: Brett Treby

Motion Carried.

## **Review of Scope for Business Case Development**

A brief update was provided on the review of the scope for the business case development regarding the redevelopment of the Swan Districts Football Club (SDFC) facilities.

The review of scope for the business case development eventuated as a result of the SDFC meeting with the Department for Local Government, Sport and Cultural Industries to have the commercial aspects of the Club included in the business case.

The SDFC considers that it is essential that any redevelopment to the football facility should also factor in the appropriate spatial requirements that could either be leased out or utilised on a commercial basis to increase the sustainability of the Club.

The business case development initially set out to examine the options of replacing the current SDFC football facilities on a like for like basis but also looking at strengthening the sustainability of the Club and broader revenue raising potential.

## **Options Session Analysis**

As a way forward to review the scope of the business case development, it was agreed that an options session would be beneficial to undertake an options analysis/ investment logic exercise to consider the various built form, programming and activation opportunities at Bassendean Oval (Steel Blue Oval).

The goal of this work is to improve the economic and financial return on capital employed for the Town of Bassendean, the Bassendean community, the SDFC and the State government.

It was considered necessary to invite additional relevant Staff from the Project Control Group (PCG) organisations that would add value to the options session analysis.

It was agreed that the PCG and additional Staff would aim to meet in approximately 1 month time for the options session and that a draft agenda to be forwarded to the PCG as soon as possible.

It was also considered necessary that both Federal and State Government lobbying continue to maximise future funding opportunities.

## **Meeting Close**

The meeting closed at 4.45pm.

Next meeting to be confirmed.

**Signed as a true and correct record:**

---

Chair

Date:   /   /

# **Minutes of Meeting**

## **BASSENDAN OVAL FOOTBALL FACILITIES BUSINESS CASE PROJECT CONTROL GROUP MEETING # 8**

Held in the Council Chamber, 48 Old Perth Road, Bassendean  
On Thursday 15 August 2019 at 3.30pm

---

### **Opening**

Ms Deanie Carbon opened the meeting.

### **Attendance and Apologies**

#### Present

Cr Kathryn Hamilton  
Mr Brett Treby, Dept of Local Government, Sport and Cultural Industries  
Mr Jeff Dennis, Swan Districts Football Club  
Mr Dave Lanfear (Consultant), Dave Lanfear Consulting  
Ms Deanie Carbon, Corporate Communications Coordinator  
Mr Salvatore Siciliano, Manager Recreation and Culture

#### Apologies

Cr Jai Wilson  
Cr John Gangell  
Ms Peta Mabbs , Chief Executive Officer  
Mr Christian Buttle, Senior Planning Officer  
Mr Tom Bottrell, West Australian Football Commission  
Paul Lekias, West Australian Football Commission

### **Welcome/Apologies**

Ms Carbon welcomed everyone to the meeting.

### **Minutes from Previous Meeting**

Minutes from the Project Control Group meeting held on Friday 3 May 2019 were held over until the next meeting of the Project Control Group given that a number of people were not able to attend for the 15 August 2019 meeting.

### **Key discussion points:**

- Discussion and copies from the investment logic mapping exercise as part of the options session analysis was discussed held on Thursday 6 June 2019 (copies attached to minutes).
- The WA Football industry is using the model of investment logic mapping to work towards a model of best practice incorporating the commercialisation of assets and being community focussed.
- The investment logic mapping exercise leads into the feasibility study of developing the business case of which the Swan Districts Football Club business case is well advanced. It was important to ascertain what the market could sustain in regards to commercial floor space which is flexible and can be adapted over time.
- Dave Lanfear advised that he met with the WA Football Commission to gain a sense of what the baseline is for WAFL Club infrastructure, with the indication given that a WAFL facility needed to be a community facility housing a football club.
- In terms of a variation/extension of the scope of services for the business case development, it was agreed that the Town of Bassendean Council would need to endorse this change in scope of services to ensure the long term sustainability of the facility as well as being inclusive. It was generally agreed that the scope needed to be further refined.
- Some considerations for the revised scope of services included:
  - Economic modelling
  - Research/community engagement
  - Informs the build
  - Life cycle costing
  - Management model – how the facility will operate
  - Revenues & cost sharing
- Suggested steps going forward to finalise the business case:
  - Revised scope
  - Economic modelling to be explored
  - Current block designs to be altered
  - Community engagement / consultation process 4 – 8 weeks
  - Internal club consultation
  - Draft report and financial analysis and risks to be reviewed
  - Political campaign
  - Funding strategy

Cr Hamilton suggested that the Swan Districts Football Club and Town of Bassendean Officers to meet with the CEO to provide an update and discuss potential partners/funding for the project .

**Meeting Close**

The meeting closed at 4.40pm.

Next meeting to be confirmed.

**Signed as a true and correct record:**

---

Chair

Date:    /    /

## Bassendean Oval

## INVESTMENT LOGIC MAP

Initiative

## PROBLEM

## BENEFIT

## RESPONSE

## SOLUTION

CHANGES

ASSETS

Growing financial pressures arising from maintenance costs will threaten the ability of the Swan Districts club to operate into the future 40%

Ensure the long term financial health of the Swan Districts Football Club 40%

KPI 1: Operating surplus  
KPI 2: Precinct utilisation rates

Create contemporary and functional spaces within the club facilities 40%

Undertake market analysis

Construct multipurpose public facilities

Inappropriate and awkward sporting facilities diminish the appeal for men and women who want to be involved in club activities at all levels 20%

A more active and inclusive community 40%

KPI 1: Participation in programs and activities  
KPI 2: The importance of the precinct to the community

Diversify activity within the precinct 40%

Employ active programming

Expand and enhance office and activity spaces

Undertake recruitment and training

An impermeable and uninviting recreational space undermines the role of, and connection between the club, the oval and the community 30%

Attract and retain wealth within the community 20%

KPI 1: The precincts catchment for attracting participants and visitors  
KPI 2: Total spend within the precinct

Improve access to, and the orientation of the oval and club facilities 20%

Review governance and tenure

Reconfigure fencing

Maximise contiguously accessible spaces

The club facilities are an eyesore located at the gateway to the city, detracting from many visitors first impressions 10%

## Bassendean Oval

## BENEFIT MANAGEMENT PLAN

## Part 1: Benefit Map

BENEFIT

KPI

MEASURE

BASELINE

TARGET

Ensure the long term financial health of the Swan Districts Football Club  
40%

Increase the club's operating surplus  
20%

Measure

Baseline: Value  
Year: Value

Target: Value  
Year: Value

Increase precinct utilisation rates  
20%

Measure

Baseline: Value  
Year: Value

Target : Value  
Year: Value

A more active and inclusive community  
40%

Increase participation in programs and activities  
20%

Measure

Baseline: Value  
Year: Value

Target: Value  
Year: Value

Increase the importance of the precinct to the community  
20%

Measure

Baseline: Value  
Year: Value

Target : Value  
Year: Value

Attract and retain wealth within the community  
20%

Increase the precincts catchment for attracting participants and visitors  
10%

Measure

Baseline: Value  
Year: Value

Target: Value  
Year: Value

Increase total spend within the precinct  
10%

Measure

Baseline: Value  
Year: Value

Target : Value  
Year: Value

## RESPONSIBILITY FOR DELIVERING THE BENEFITS

Name

Position

dd/mm/yyyy

Investor: CEO, Town of Bassendean

Facilitator: Jeremy Smart

Accredited Facilitator: Yes

Version no:

Initial Workshop:

Last modified by:

Template version:

0.1

06/06/2019

Jeremy Smart 06/06/2019

6.0

# **ATTACHMENT NO. 6**

## **6.19 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.
- (b) To complement the Code of Conduct for Councillors, Committee Members and Employees.
- (c) To promote understanding and compliance with the *Local Government Act 1995 (Act)* and the *Local Government (Rules of Conduct) Regulations 2007 (Conduct Regulations)* by Elected Members, the Chief Executive Officer (CEO) and employees of the Administration in all communications.
- (d) To support compliance with s 2.8(f) of the Act, which provides that the primary point of contact for communication between Elected Members and the Administration is between the CEO and the Mayor.

### **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. Approved Communication Channels for Elected Members**

- (a) Pursuant to s 2.8(f) of the Act, the primary point of contact for communication between Elected Members and the Administration is between the CEO and the Mayor.
- (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, CEO approved communication may occur between Elected Members and Directors or Executive Managers (CEO approved officers).
- (e) Communication by Elected Members with employees other than those identified at (d) above, requires authorisation from the CEO.
- (f) Where Elected Members communicate via email with CEO approved officers, the CEO should be copied into the communication.
- (g) 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.
- (h) Where Elected Members wish to meet with a CEO approved officer, the Mayor should be informed,<sup>1</sup> the CEO consulted and an appointment made to schedule a mutually convenient time.
- (i) Employees who are not identified in this Policy as CEO approved officers cannot communicate with Elected Members without the expressed approval of the CEO.

#### 4. Improper Use Of and Confidential Information

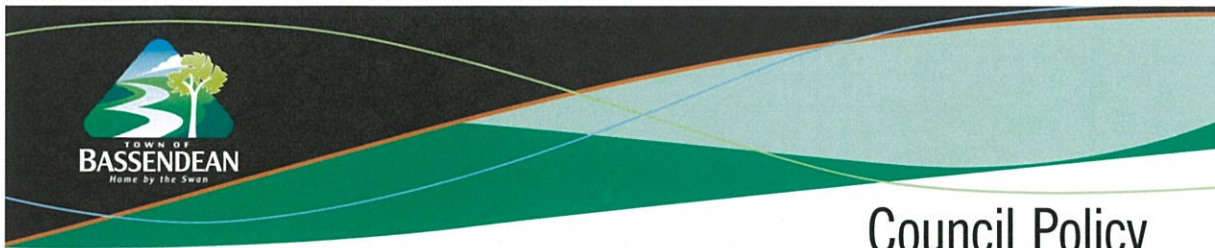
- (a) A person who is a council member must abide by the provisions set out in s 5.93 of the Act, including to not make improper use of any information obtained in their capacity as an Elected Member.

#### 5. Breaches

- (a) Breaches of this Policy may also be considered to constitute a breach of the Local Government Act 1995 or Local Government (Rules of Conduct) Regulations 2007, may be reported in accordance with the requirements of the Act or the Code of Conduct.

<b>Business Unit:</b> Office of the Chief Executive Officer Governance and Strategy	<b>Responsible Officer:</b> Chief Executive Officer  <b>Inception Date:</b> [insert OCM date 2019] Version: 2  <b>Next Review Date:</b> September 2022
---	--

<sup>1</sup> In accordance with clause 6.2 of the Code of Conduct, complaints by Elected Members regarding the Mayor or other Elected Members should be reported directly to the CEO.



## Council Policy

### 6.19 Councillor Contact with Administration Policy

#### Objective

To enable honest and open communication between the Councillors and the Chief Executive Officer, underpinned by the operational responsibility of the Chief Executive Officer and avoid potential conflict by recognising the respective roles of Councillors and the Chief Executive Officer.

#### Strategy

In line with the separation of roles in the Local Government Act 1995, it is not the role of Councillors to approach employees to discuss operational or other staff matters with them. Councillors are to limit their direct contact to the Chief Executive Officer or the Town's Directors. Any staff concerns should however, be directed to the Chief Executive Officer only.

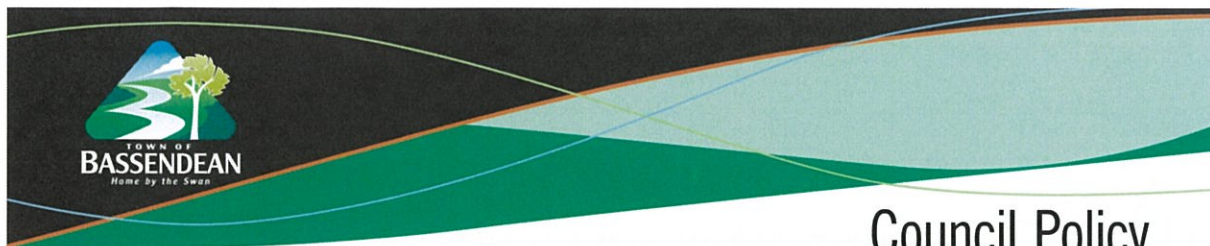
The Chief Executive Officer will liaise with the Mayor on a regular and as needed basis and is also available to Councillors during the day other than when prior commitments make this impossible. Where Councillors have a particular need to see the Chief Executive Officer or a Director then an appointment can be made. The Chief Executive Officer is to ensure that (where appropriate) the emails of Councillors are passed on to other Councillors and the Corporate Management Team.

Other than as mentioned above, employees are not to approach Councillors directly about operational or staff related matters and the Chief Executive Officer is to take steps to ensure that all staff know the correct grievance procedure to follow.

If a Councillor is approached by an employee who wishes to raise a staff matter, then the Councillor should point out that the employee's concerns will be referred to the Chief Executive Officer and the Councillor will as soon as practicable advise the Chief Executive Officer of the matter raised so that the issue may be addressed.

#### Application

Responsibility for the implementation of this policy rest with all Councillors and staff of the Town of Bassendean. The Policy is to be reviewed every three years.



## Council Policy

<p><b>Policy Type:</b> Strategic Policy</p> <p><b>Link to Strategic Community Plan:</b> Leadership and Governance</p>	<p><b>Responsible Officer:</b> Chief Executive Officer and Director Corporate Services</p> <p><b>Last Review Date:</b> 8 November 2009 <b>Version 2</b></p> <p><b>Next Review due by:</b> May 2020</p>
---	--

# **ATTACHMENT NO. 7**



# **QUARTERLY REPORT**

## **PERIOD ENDING 30 SEPTEMBER 2019**

**Contents**

<b>INTRODUCTION</b>	<b>3</b>
<b>STRATEGIC ALIGNMENT WITH ONE PLANET LIVING PRINCIPLES</b>	<b>4</b>
<b>HIGHLIGHTS FROM THIS QUARTER</b>	<b>5</b>
<b>STRATEGIC PROJECT STATUS SUMMARY</b>	<b>10</b>
<b>STRATEGIC PRIORITY 1. SOCIAL</b>	<b>11</b>
Strategic Projects	11
Services and Programs	15
<b>STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT</b>	<b>20</b>
Strategic Projects	20
Services and Programs	22
<b>STRATEGIC PRIORITY 3. BUILT ENVIRONMENT</b>	<b>23</b>
Strategic Projects	23
Services and Programs	25
<b>STRATEGIC PRIORITY 4. ECONOMIC</b>	<b>26</b>
Services and Programs	26
<b>STRATEGIC PRIORITY 5. GOOD GOVERNANCE</b>	<b>27</b>
Key Projects and Initiatives	27
Services and Programs	33

# INTRODUCTION

## Overview and background

The Town of Bassendean's Corporate Business Plan is a five-year service and project delivery program. It is aligned to the strategic direction and priorities set by the 10-Year Strategic Community Plan 2017–2027.

These Plans form part of the Town's implementation of the Integrated Planning and Reporting Framework which guides local governments in establishing local priorities and to link this information to operational functions. All local governments are currently required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995.

The purpose of the Corporate Business Plan is to outline the Town's service delivery outcomes and objectives over the medium-term. All operational planning and reporting is driven by the Corporate Business Plan which is reviewed annually to ensure priorities are achievable and effectively scheduled. The Town's approach to corporate business planning includes an annual review process to ensure the organisation can evaluate progress against the plan and adapt and realign the plan in response to changes in the external environment.

Quarterly Reporting tracks progress against services and programs against these key Strategic Priority Areas: Social, Natural Environment, Built Environment, Economic and Good Governance.

## Current Context

In 2019/2020, the Town of Bassendean will undertake a strategic planning process with the newly appointed Council. Resulting from this will be a new Strategic Community Plan that will position the Town for the future. Key informing activities that will shape the new Strategic Community Plan are:

- BassenDream Our Future - between March 2019 and September 2019, the Town of Bassendean undertook an extensive community engagement project seeking from our community their thoughts, ideas and expectations on how Council should respond to the challenges and opportunities that a growing and evolving community presents, in a way that preserves the character and spirit of Bassendean.
- The MARKYT Community Scorecard - between October 2019 and November 2019, the Town of Bassendean will undertake an independent community perceptions survey to measure current performance and provide a benchmark against other local councils for continuous improvement and learning purposes.
- One Planet Living Principles, which have been adopted by the Council to shape future planning, decision-making and actions.

## STRATEGIC ALIGNMENT WITH ONE PLANET LIVING PRINCIPLES

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	ONE PLANET LIVING PRINCIPLES
<b>SOCIAL</b> Build a sense of place and belonging Ensure all community members have the opportunity to be active, socialise and connected Plan for a healthy and safe community Improve lifestyle choices for the Aged, Family and Youth	Health and happiness Cultural and community
<b>NATURAL ENVIRONMENT</b> Display leadership in environmental sustainability Protect our river, bushland reserves and biodiversity Ensure the town's open space is attractive and inviting	Land and nature Sustainable water Zero waste Zero carbon energy Materials and products
<b>BUILT ENVIRONMENT</b> Plan for an increased population and changing demographics Enhance connectivity between places and people Enhance the town's appearance	Travel and transport Cultural and community
<b>ECONOMIC</b> Build economic capacity Facilitate local business retention and growth	Equity and local economy Local and sustainable food Materials and products
<b>GOOD GOVERNANCE</b> Enhance Organisational Accountability Proactively partner with the community and our stakeholders Strive for improvement and innovation	Equity and local economy Materials and products Zero waste

## HIGHLIGHTS FROM THIS QUARTER

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
<b>SOCIAL</b>	<ul style="list-style-type: none"> <li>• Bassendream Our Future was completed in September. This was a major community engagement exercise seeking our community's thoughts, ideas and expectations on how Council should respond to the future challenges and opportunities offered by a growing community with evolving needs. Together with the MARKYT Community Benchmarking Scorecard (to be undertaken in October to November), this is a key strategic input into the development of our new Strategic Community Plan and supporting strategies, to be developed in early 2020.</li> <li>• A new Grants and Sponsorship Framework was developed, which includes Grant and Sponsorship Guidelines for Major and Significant Events, Community Benefit initiatives and Business Development. These guidelines operationalise the governing Sponsorship and Grants Policy, and ensure probity, accountability and strategic alignment in the funding of events or initiatives delivered by, or hosted in, the Town of Bassendean.</li> <li>• The Arts and Culture Plan was completed and adopted, providing the Town with a strategic framework for the development of arts and culture in partnership with the community and other arts/cultural organisations, for the benefit of the Town.</li> </ul>
<b>NATURAL ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Further progress was made on the Town's commitment to go Plastic-Free to reduce our 'plastic footprint' through working closely with the Boomerang Alliance, as part of their 'Plastic Free Places' program. This focuses on achieving wide scale change away from plastic pollution and waste. We were fortunate to be selected as one of the local governments, along with the City of</li> </ul>

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Bayswater, for the program. (This program is funded by the WA Waste Authority.) The program targets six single-use plastic items which represent problematic and prolific sources of the litter stream; water bottles, foodware (cups, cutlery, plates etc.), straws, coffee cups/lids, takeaway containers and plastic bags. To achieve reductions, there has been work undertaken to engage directly with food outlets, events and markets to join as a member and switch away from single-use plastics, either through elimination or replacement with reusable or 100% compostable alternatives. The Town, as part of sponsoring events, also reinforces the ban of single use plastics.</p> <ul style="list-style-type: none"> <li>• Improvements in Natural Areas, River Rehabilitation: Revegetation and erosion control were undertaken across the Town.</li> <li>• Water Quality Monitoring: Sampling of the Town's drainage network took place and an initial planning workshop on a Living Stream proposal was held.</li> <li>• The Success Hill Spillway: The Town opened discussions with the South West Aboriginal Land and Sea Council (SWALSC) and other traditional land owners outlining the proposal for the project, and awaits responses from these stakeholders.</li> <li>• Staff met with East Metropolitan Regional Council (EMRC) to address the Water Efficiency Action Plan (WEAP) and identify actions for the current Financial Year.</li> </ul>
BUILT ENVIRONMENT	<ul style="list-style-type: none"> <li>• Construction of Broadway Access Bike Path commenced in August. This project will provide improved connectivity for active modes of transport between the Bassendean Train Station and</li> </ul>

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>residents north of the railway line, promoting active modes of transport, which in turn can improve physical and mental health of the community.</p> <ul style="list-style-type: none"> <li>• Tender preparation for the construction of 1 Surrey Street.</li> <li>• Contract awarded for the constructin of the Men's Shed.</li> <li>• Commence discussions on the future rail and transport systems in conjunction with Department of Transport to enhance traffic flow and open up more efficient transport routes to, from and around Bassendean for the community and business.</li> </ul>
ECONOMIC	<ul style="list-style-type: none"> <li>• A new Grant and Sponsorship Framework was developed including provision for Business Development (as well as Major and Significant Events and Community Benefit initiatives). Business Development Sponsorship and Grants aim to foster a connected and vibrant economy which supports a prosperous and sustainable future to attract investment, development, visitors and people to the Town.</li> <li>• The Town of Bassendean has signed the Small Business Friendly Local Government Charter to demonstrate our commitment to be small business friendly. The Small Business Friendly Local Governments program was developed by the Small Business Development Corporation (SBDC), a State Government agency focused on supporting small business in Western Australia. The Town's commitment to the Charter helps us to ensure we are continually improving our interaction with and support of local small businesses in Bassendean, Ashfield and Eden Hill.</li> </ul>

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> <li>• Practical undertakings to support local business include:               <ul style="list-style-type: none"> <li>○ Financial and in-kind support for the Old Perth Road Collective to host an event to help businesses on Old Perth Road.</li> <li>○ Promoting opportunities for programs and support to small business.</li> <li>○ Promoting and profiling small business owners in the Town's new Thrive magazine.</li> <li>○ Monthly markets in the Town Centre.</li> </ul> </li> </ul>
GOOD GOVERNANCE	<ul style="list-style-type: none"> <li>• The organisational restructure neared completion with the filling of remaining positions in the Executive team: Director Community Planning (Luke Gibson) and an Executive Manager Infrastructure (Phil Adams). This created a new Executive team assisting the CEO and Director Corporate Services (Paul White) with strategic the governance and leadership of the Town Administration.</li> <li>• The Corporate Business Plan (August 2019 update) was adopted by Council.</li> <li>• The Workforce Plan Review 2019 was adopted by Council.</li> <li>• Consultants Broadreach were appointed to undertake a Strategic InformationTechnology Review of the Town Administration, with a draft report to be presented in Quarter 2.</li> <li>• Work has commenced on a number of key fronts in the Governance and Internal Business Improvements space including:               <ul style="list-style-type: none"> <li>○ Major communications policies and delegations</li> <li>○ Community engagement</li> <li>○ Strategic Planning</li> </ul> </li> </ul>

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> <li>○ Improvements to Corporate Performance Reporting (including Quarterly Reporting and Project Reporting)</li> <li>○ Audit &amp; Risk Management</li> </ul>

## STRATEGIC PROJECT STATUS SUMMARY

CONCEPT	PLANNING	EXECUTION	CLOSED OUT
Bassendean Town Centre Activity Plan	Bassendean Oval Redevelopment Business Case	1 Surrey Street	Arts & Culture Plan
Development Contribution Plan	Community Safety & Crime Prevention Taskforce	Broadway Station Bike Path Access Project	
Local Planning Policy – Built Form Guidelines & Tree Preservation on Development Sites	Emissions Reduction Action Plan	Men's Shed	
Jubilee Concept Plan (formerly Open Space Development Framework)	Living Streams (3 <sup>rd</sup> & 4 <sup>th</sup> Avenue)	Mental Health Initiative	
	Local Planning Strategy	Street Tree Planting	
	Sandy Beach Playground & Ablutions	Vibrancy Project	
	Waste Recycling & FOGO Strategy	Weed Management Strategy	
		Whitfield Safe Active Street	

Lifecycle Stage	Description (PMBok based)
<b>CONCEPT</b>	Initiate project (ideas phase), involving broad definitions and development of a business case for approval followed by a Project Charter.
<b>PLANNING</b>	Define detailed scope. Develop project plan and budget (cost, quality, resources, timeline, baselines, milestones, work breakdown).
<b>EXECUTION</b>	Develop team and assign resources to execute project plans. Procurement if needed. Track and monitor against the project plan and budget.
<b>CLOSED OUT</b>	Handover to operation. Contractors released. Recognise and celebrate project team. Document Lessons Learnt. Submit final project report and budget. Update project documents and deliverables, and ensure all project records are up to date and stored correctly.

## STRATEGIC PRIORITY 1. SOCIAL

### Strategic Projects

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
1 Surrey St	Construction tender has closed and under assessment.	Tender scheduled to be awarded in Quarter 2. Will be submitted to December Ordinary Council Meeting prior to award. Further work required to consider community use.	EXECUTION
Arts & Culture Plan	The Arts and Culture Plan was completed and adopted.	Implementation Plan to be developed.	CLOSED OUT
Community Safety & Crime Prevention Taskforce	Hosted asset based community development workshops to reinforce value of community networks and connections. Exploring the concept of a community hub as a community 'passion project'. Promoted importance of looking out for one another and collective responsibility for community safety and inclusion. Exploring Crime Prevention Through Environmental Design audit. Increased lighting on Old Perth Road. Community Perceptions Scorecard survey (to be released in October) will include elements relating to public safety and security to inform future actions.	Continue to work with Police and other stakeholders.	PLANNING

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
Open Space Development Framework (Jubilee Master Plan)	Open spaces have been categorised and hierarchy established. Council has agreed as part of budget workshops to focus on the Jubilee Concept Plan in 2019/20.	Scoping of Jubilee Master Plan and formation of Project Team planned for Quarter 2. In the interim, leasing arrangements of Jubilee Reserve are under review.	CONCEPT
Sandy Beach Playground & Ablutions	Concept Plan has been completed and detailed planning commenced by Nature Play Solutions.	The Project Control Group re-established following the organisational restructure. Funding options are being considered and will be presented to Council at December Ordinary Council Meeting=.	PLANNING
Mental Health (Inclusion, Resilience & Social Wellbeing)	<p>Hosted asset-based community development workshops to reinforce value of community networks and connections. Exploring the concept of a community hub as a community 'passion project'. Promoted importance of looking out for one another and collective responsibility for community safety and inclusion.</p> <p>Club Connect Program: Partnerships with local clubs leveraged to deliver Mental Health training and awareness initiatives to support vulnerable young people in the community.</p>	Further research and educational visits involving communities of interest will be planned and undertaken in Quarter 2, including a visit to Victoria Park Connect - Village Hub.	EXECUTION

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Distribution of Act-Belong-Commit merchandise on how to stay mentally healthy to potential volunteers visiting the Volunteer Centre.</p> <p>National Volunteer Week Facebook promotion, included Act-Belong-Commit information about ways to stay connected to community and stay mentally healthy.</p> <p>Old Perth Road Markets – July markets, Act-Belong-Commit Stall with activities.</p> <p>July Facebook competition: “How do you Act-Belong-Commit?”</p> <p>Repair Café Annual General Meeting event promoted Act-Belong-Commit.</p> <p>RUOK Day workshop held on 12 September.</p> <p>Act-Belong-Commit Community Connect space, at 50 Old Perth road. (will be used by Bassendean 55+ for community connect mornings).</p> <p>Community Directory under development to outline various services available across the Town for community members to access.</p>		

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
Men's Shed	Procurement completed and successful contractor appointed for the construction phase. Commenced work on developing lease arrangements.	Construction to commence Quarter 2 (October) with lease arrangements to be finalised and handover at practical completion due in late December 2019. Proposed lease arrangements scheduled for December Ordinary Council Meeting.	EXECUTION

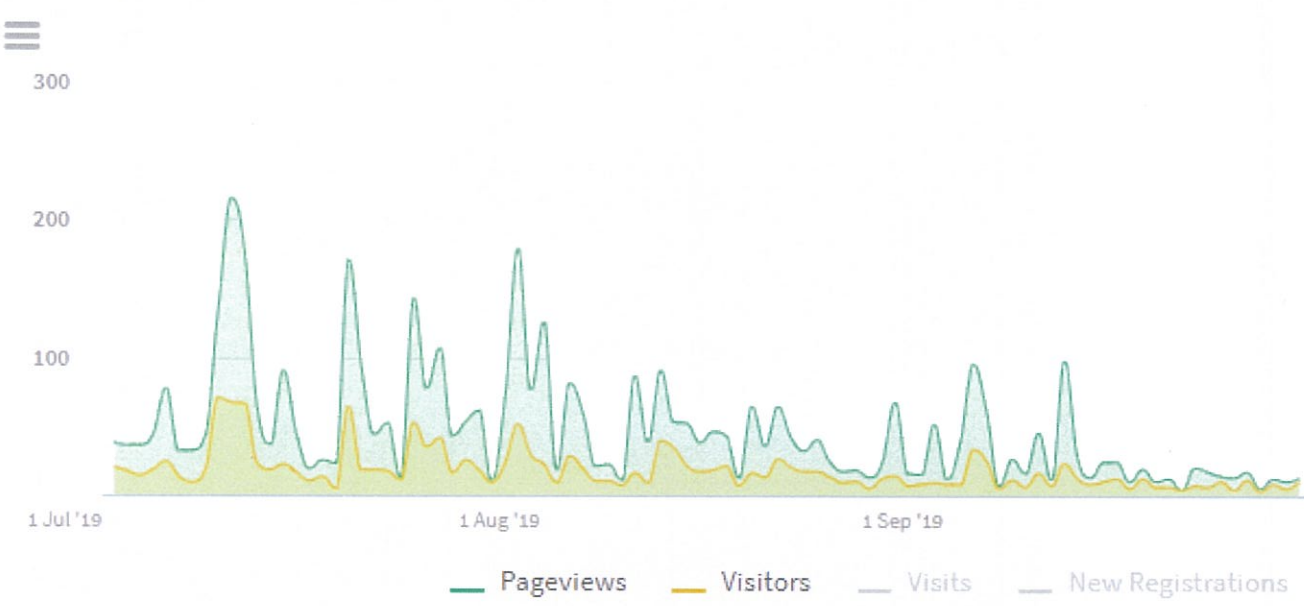
## STRATEGIC PRIORITY 1. SOCIAL

### Services and Programs

SERVICE/PROGRAM	COMMENTS
Library & Information Services	<p>Visits to the library: 25,230 (i.e. over 2,000 per month, 350 on average per day over 6 day week)</p> <p>Reference enquiries: 1,895 (various questions about everything and anything)</p> <p>History Walks: 41 participants: (monthly River Walk/Historic Homes Walk)</p> <p>Lunchtime Interludes: 3 x sessions; 34 participants (Library events/programs for adults)</p> <p>Library Friday Craft Group: Average attendance by 15 people (weekly)</p> <p>Cyber Citizen: One-on-one computer classes: 27 sessions (supported by volunteer trainers)</p> <p><b>New</b></p> <ul style="list-style-type: none"> <li>• “Mah-jong for Beginners” class held over 6 weeks with 8 participants (supported by volunteer teacher). The group continues to meet and play in the library. A new class to start in November.</li> <li>• Mobile Printing: with this service, our patrons can use their internet enabled devices to print to the library’s printer from anywhere;</li> <li>• Library recycling station for public now includes collection point for used coffee pods (in addition to old batteries, ink cartridges, globes, spectacles and mobile phones)</li> </ul> <p><b>Children Services</b></p> <ul style="list-style-type: none"> <li>• Book Week August sessions : 150 children participated in various sessions</li> <li>• Story Time: 185 visits (2 weekly sessions)</li> <li>• Rhyme Time: 135 visits (weekly)</li> <li>• Lego Club: 2 sessions participated by 30 children</li> <li>• School holiday activities: 2 workshops participated by 50 children</li> </ul>
Seniors & Disability Services	<ul style="list-style-type: none"> <li>• Review of Seniors Services still in progress.</li> <li>• Ongoing delivery of community care services including individual and group based social programs provided in homes, in the community and at Ashfield Community Centre.</li> </ul>

SERVICE/PROGRAM	COMMENTS
Arts & Recreation	<ul style="list-style-type: none"> <li>• New Grant and Sponsorship Framework developed which includes Grant and Sponsorship Guidelines for Business Development, Major and Significant Events and Community Benefit initiatives.</li> </ul>
Youth Services	<ul style="list-style-type: none"> <li>• Club Connect Program: Partnerships with local clubs leveraged to deliver Mental Health training and awareness initiatives to support vulnerable young people in the community.</li> </ul>
Children's Services	<ul style="list-style-type: none"> <li>• Parenting Champion Lisa Armstrong is now trained in "Protective Behaviours", which brings her repertoire to five courses, which she is qualified to present for families. Each term, Lisa facilitates two courses for the community and through the next term October-December will be providing "Tuning in to Teens" and "Circle of Security". The funding received for provision of these programmes through The Midvale Hub Parenting Service is now in its third year of 5 year funding. The funding supports the cost of training whilst the service (funded by the families of Wind in the Willows) pays for the Educator's time to train and deliver courses.</li> <li>• It is the aspirations of Children's Services to train a second Champion in the hope of continuity of the programme once the funding through the Parenting Hub has ceased. Children's Services are happy to support the provision of a crèche when required - at this time there has been no further requirements.</li> </ul>
Volunteer Centre	<ul style="list-style-type: none"> <li>• Distribution of "Act-Belong-Commit" merchandise on how to stay mentally healthy to potential volunteers visiting the centre.</li> <li>• National Volunteer Week Facebook promotion included Act-Belong-Commit info about ways to stay connected to community and stay mentally healthy.</li> <li>• Old Perth Road Markets – July markets, Act belong Commit Stall with activities.</li> <li>• July Facebook competition: "How do you Act Belong commit?"</li> <li>• Repair Café Annual General Meeting event promoted Act Belong Commit.</li> <li>• RUOK Day workshop 12 September.</li> <li>• Act Belong Commit Community Connect space, at 50 Old Perth road. (Will be used by Bassendean 55+ for community connect mornings)</li> </ul>
Community Transport	Ongoing provision of volunteer-based community transport services to assist community members.

SERVICE/PROGRAM	COMMENTS
Reconciliation Action Plan	An Internal Aboriginal Engagement group was convened with staff representatives (including Aboriginal staff) across the Town's Administration. The group is currently developing Terms of Reference.
Ranger Services (including Community & Fire Safety)	<p><b>Community Safety</b> Maintained local day patrols with ongoing liaison with WA Police for crime prevention and to ensure community safety.</p> <p><b>Fire Safety</b> Commenced community information and initial fire checks in September, ahead of the fire season.</p> <p><b>Impoundments</b> 16 dogs impounded – 15 returned to owners, one (1) rehomed. 21 cats impounded – two (2) returned to owners, 12 rehomed, seven (7) euthanised.</p>
Facilities for Hire	The Arts Awards were held over two weeks in September, in the Community Hall. Officers sourced alternative venues, such as St Mark's Church Hall, for regular Community Hall hirers during this period.
Your Say Bassendean	A total of 1,092 people are now signed up to the "Your Say Bassendean" website, with the Town hosting nine (9) projects for consultation this period.

SERVICE/PROGRAM	COMMENTS
	<p><b>TRAFFIC</b></p> <p>Visitors Summary</p> <p>Your Say Bassendean from 01 Jul'19 to 30 Sep'19 <span>DAILY MONTHLY</span></p>  <p>There were 1,900 visits to the website, with the most popular projects allowing residents to choose a verge tree or express their views about Bassendream Our Future.</p>

SERVICE/PROGRAM	COMMENTS
	<p><b>TOP PROJECTS</b></p> <p style="text-align: right;">Participants (%)</p> <p>BassenDream Our Future 106 (18.2%)</p> <p>Trees: Growing our canopy 47 (15.4%)</p> <p>Business in Bassendean 5 (11.6%)</p> <p>Noise 4 (5.6%)</p> <p>One Planet Living 3 (12.0%)</p> <p>The most popular downloads by residents were:</p> <ul style="list-style-type: none"> <li>• Citrus Gall Wasp Information Sheet (74 times).</li> <li>• Tree Species Choices document (Trees to be planted July 2019) (64 times)</li> <li>• Town of Bassendean Local Integrated Transport Plan (58 times)</li> </ul>

## STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT

### Strategic Projects

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
Emissions Reduction Action Plan	Officers in conjunction with the East Metropolitan Regional Council have undertaken an emission data analysis.	This data will be used in the development of the Emission Reduction Action Plan in Quarter 2.	PLANNING
Living Streams (3 <sup>rd</sup> and 4 <sup>th</sup> Avenues)	<p>First round of water sampling took place in July.</p> <p>Consultants Urbaqua have been appointed to undertake a community engagement process to develop concept designs.</p>	<p>Monitoring will continue with results reported in early 2020.</p> <p>Through the process, adjacent landowners and the general community will be consulted to assist in the development of the concept plan and detailed design to create an open space for community use and wildlife habitat, whilst maintaining the functionality of the Water Corporations drain.</p>	PLANNING
Tree Planting Program	<p>200 trees were planted along with 9,000 seedlings and shrubs.</p> <p>Identified priority areas and agreed range of species to plant 600 trees in Winter 2020.</p>	Finalising arrangements to procure tree stock for 2020 planting season. Priority areas identified are Eden Hill, Ashfield (where there is underground power), industrial area, carparks, playgrounds and roundabouts/medians. Identified preferred tree species for specific locations.	EXECUTION

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
Waste & FOGO Strategy	<p><b>Waste Strategy</b> The Town is in the early stages of developing the Waste Plan which includes:</p> <ul style="list-style-type: none"> <li>• Drafting a policy on single-use plastic and balloons.</li> <li>• Drafting a Waste Local Law.</li> <li>• Officers undertaking a review of single-use plastics to align our procurement with best practice sustainability.</li> </ul> <p><b>FOGO</b> Officers are developing an education program for schools to start early in 2020 when the school year commences.</p> <p>The Town is working with the East Metropolitan Regional Council to develop FOGO engagement strategy and program for implementation of FOGO by July 2020.</p>	<p>State Government is releasing a toolkit for Local Government Waste Plans in December 2019, which will guide the development of the Town of Bassendean Waste Plan.</p> <p>Amended draft Waste Local Law document to go to November Ordinary Council Meeting.</p> <p>Investigations are underway to refine bin database prior to bin rollout.</p> <p>Strategic Documents (Risk Plan, Communications Plan, Procurement Plan and Financial Model) are being drafted for FOGO Rollout.</p> <p>Audit of bin contents, facilitated by East Metropolitan Regional Council, to be completed by December 2019.</p> <p>Develop scope for service delivery including service structure at commercial and multi-unit developments.</p>	PLANNING
Weed Management Strategy	<p>Preliminary community Educational workshops on weeds delivered.</p> <p>Council Concept Briefing Workshop – provided overview of the Town's draft Weed Management Strategy and sought feedback.</p>	<p>Consultant to present draft weed management strategy at Council Briefing. Community consultation scheduled for November 2019. Community Weed Forum planning underway.</p>	EXECUTION

## STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT

### Services and Programs

SERVICE/PROGRAM	COMMENTS
Environment	<p><b>Natural Areas and River Rehabilitation</b> Revegetation works were conducted across the natural areas within the Town. Erosion control works were implemented at Ashfield Parade, Success Hill Reserve foreshore and Pickering Park foreshore.</p> <p><b>Advocacy and Collaboration on Protection &amp; Rehabilitation</b> An initial planning workshop on Living Stream proposal was held.</p> <p><b>Water Quality Monitoring</b> Sampling of the Town's drainage network took place in July and August after rain events. The data will be logged and included in the drainage assessment report in 2020.</p> <p><b>Success Hill Spillway</b> The Town opened discussions with the South West Aboriginal Land and Sea Council and other traditional land owners outlining the proposal for the project, and awaits responses from these stakeholders.</p>
Waste & Recycling	<p>Waste education actions/events are on-going. Planning activities to deliver and promote FOGO and Container Deposit Scheme. The Town's new Waste Plan will be delivered by July 2020. Entered into a contract with MASTEC to supply bins. (Please see Strategic Projects in the next section for further details on our Waste Strategy and FOGO Projects.)</p>
Parks & Reserves	<p>Annual tree planting activity commenced with 200 trees planted along with 9,000 seedlings and shrubs planted across verges and reserves (also see next section Strategic Projects - Natural Environment). Usual springtime program of activities commenced late in the quarter (September):</p> <ul style="list-style-type: none"> <li>• Bores and reticulation switched on.</li> <li>• Turf treatments and replacements undertaken in key parks, reserves and sports grounds (Ashfield Reserve, Jubilee Oval, Bassendean Oval and BIC Reserve).</li> <li>• Mowing of main road verges following heavy grass growth from spring rains.</li> </ul>

## STRATEGIC PRIORITY 3. BUILT ENVIRONMENT

### Strategic Projects

PROJECT	MILESTONE ACHIEVED	COMMENTS	PROJECT PHASE
Bassendean Oval Redevelopment Business Case	CEO met with CEO from Swan Districts Football Club to discuss progress to date of project.	Arrangements made for CEO of the Town and CEO Swan Districts Football Club to meet with the Department of Local Government, Sport and Communities to discuss level of funding for business case and direction.	PLANNING
Bassendean Town Centre Plan	Early conversations with the Department of Community regarding potential development opportunities.	Town Centre Plan to be considered as part of development of Local Planning Strategy.	CONCEPT
Broadway Station Bike Path Access	Construction commenced (August).	Expected completion Oct 2019.	EXECUTION
Development Contribution Plan	Nil.	If pursued, the Development Contribution Plan will be considered in the context of the Local Planning Strategy and Town Centre Plan development.	CONCEPT

<b>PROJECT</b>	<b>MILESTONE ACHIEVED</b>	<b>COMMENTS</b>	<b>PROJECT PHASE</b>
Local Planning Strategy	The Bassendream Our Future report is now complete following numerous workshops, surveys and some 3000 community interactions.	Bassendream Our Future report to be presented to new Council in late October at workshop. Conclusions will inform the Local Planning Strategy and Strategic Community Plan. There will be ongoing dialogue with the Department of Planning, Lands and Heritage. Bassendream Our Future report scheduled to be released as a public document in November.	PLANNING
Local Planning Policy – Built Form Guidelines	Nil.	Linked to above two projects.	CONCEPT
Local Planning Policy – Tree Preservation Development Sites	Research undertaken of alternate policy instruments to achieve outcomes.		PLANNING
Whitfield Safe Active Street	Detailed design development and community engagement was completed.	Finalisation of design with Department of Transport is planned for early November 2019, along with commencement of the Tender process.	EXECUTION

## STRATEGIC PRIORITY 3. BUILT ENVIRONMENT

### Services and Programs

SERVICE/PROGRAM	COMMENTS
Engineering/Roadworks	<p>Draft Verge Treatment Policy 2019 is currently under review. Josh Byrne and Associates facilitated a community forum. Draft Policy will be presented to the community for final comment shortly.</p> <p>Road, Footpaths and Playground Condition Audits undertaken. A revised draft long-term capital works program is being updated.</p> <p>Funding submission for road improvements completed.</p> <p>Secured Council support and PTA funding to implement Bus Shelters in Penzance Street and James Street at Hyde Retirement Village to provide protection from the elements.</p> <p>Broadway Station Access Project, which improves cycling and pedestrian access to Bassendean Train Station and Bus Depot along with Disability Access and Inclusion Plan improvements adjacent to the railway station.</p> <p>Investigating accessible requirements for blind residents by installing tactile indicators to improve path network.</p> <p>Traffic Classifiers collection ongoing in targeted areas.</p> <p>A Tree Planting Program for 2020 is currently being developed which will improve our streetscapes and tree canopy. The Program will incorporate Verge Planting Priority areas where there are less verge trees and infill planting can be achieved, along with carparks, reserves, industrial area, playgrounds, medians and roundabouts.</p>

## STRATEGIC PRIORITY 4. ECONOMIC

### Services and Programs

SERVICE/PROGRAM	COMMENTS
Old Perth Road Markets	<p>Old Perth Road Markets continued to be held monthly this quarter.</p> <ul style="list-style-type: none"><li>• On average, 60 to 70 stallholders trade at each market.</li><li>• Some innovations include two growers' market stalls selling fresh fruit, vegetables and meat.</li><li>• Children's activities have been delivered by the Old Perth Road Collective and entertainment provided by buskers engaged by the Old Perth Road Markets.</li><li>• Additional tables, chairs and outdoor heaters were provided in the winter months to increase comfort for people attending.</li></ul> <p>It is recognised there is a need to review the markets in terms of approach, cost model, outcomes and other considerations.</p>
Bassendean Business	<p>The Town has signed up to the Business Friendly Local Government Charter.</p> <p>New business website launched as part of the refresh of the Bassendean Means Business brand.</p> <p>Post Festival of Small Business survey has been undertaken.</p>

## STRATEGIC PRIORITY 5. GOOD GOVERNANCE

### Key Projects and Initiatives

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Corporate Business Plan (revised August 2019)	Adopted by Council (August Ordinary Council Meeting)	<p>In accordance with the Integrated Planning and Reporting Framework, the Town is required to undertake an annual review of its Corporate Business Plan.</p> <p>Note that the strategic planning cycle for the creation of a new Strategic Community Plan will commence in Quarter 2 (November 2019 onwards).</p>	CLOSED OUT
Workforce Plan Review 2019	Endorsed by Council (August OCM)	<p>In line with the Integrated Planning and Reporting Framework, the Town reviews its Workforce Plan annually to ensure relevance and currency. The focus of this year's Review of the Workforce Plan 2017-2020 reflected a new organisational structure designed to acknowledge and respond to our organisation's challenges and address opportunities to improve performance and deliver greater value for the community.</p>	CLOSED OUT

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
New Organisational Structure	Appointment of Director Community Planning and Executive Manager Infrastructure	The organisational restructure is nearing completion with remaining positions in the Executive team now filled. Organisational structural change was undertaken to implement the recommendations of the “New Way of Working – through Organisational Redesign” report, as part of a broader transformational change program designed to build the leadership, culture, strategy and capabilities of the organisation.	EXECUTION
Information Management & Technology Review	Consultants Broadreach appointed following a procurement process.	Project to be undertaken in Quarter 2.	PLANNING
Council Induction Program	Commenced research and planning.	Program to be delivered in Quarter 2 (October) with incoming Council, post Council elections. Further workshops will be arranged between October and December as part of a broader orientation in the lead up to strategic planning.	PLANNING
Customer Service Charter	Draft Customer Service Charter finalised.	To be published in Quarter 2.	EXECUTION

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
<p>Communications-related Policies:</p> <ul style="list-style-type: none"> <li>• Communication between Elected Members and the Administration</li> <li>• Communications and Social Media Policy</li> </ul>	Draft policies presented to Council for socialisation.	Scheduled to be presented to Council for discussion/endorsement in Quarter 2.	EXECUTION
Develop Strategic Community Plan	Initial review of statutory plans. Procured consultant to undertake MARKYT Community Perceptions Scorecard.	Community Scorecard survey to be undertaken in Quarter 2, along with preparations for the strategic planning cycle.	PLANNING
Quarterly Reporting Improvements	Proposal for new look and format presented to Corporate Management Committee.	Recognise report is in a process of transition pending the new Strategic Community Plan to be developed in 2019/2020.	PLANNING
Building Project Management Capability	Commenced re-socialising existing project management documents and processes with key staff including a number of new officers.	Focus on strengthening project management capability.	EXECUTION
Review of Audit	Review of current state and existing audit documentation and recommendations	Audit and Compliance Register to be developed in Quarter 2.	EXECUTION

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Risk Management Framework	Initial research commenced and external risk workshop attended by staff. Review of current state and existing risk and audit documentation.	Model and approach to consider relevance and fitness-for-purpose based on organisational risk appetite and maturity.	CONCEPT
Governance Charter/Framework	Revisions to the Corporate Management Committee Charter undertaken.  Initial research commenced, with discussions and networking with other local councils.	Some dependency on upcoming changes to the Local Government Act.	CONCEPT
Delegations Review	Initial research commenced, with discussion paper drafted.	Ground up review required.	CONCEPT
Code of Conduct	Initial research commenced.	On hold pending upcoming changes to Local Government Act and publication of guidance and template by WALGA in early 2020.	CONCEPT
Review of financial process and controls	Discussions with Internal Auditors commenced regarding audit of payment processes and systems.	Internal audit of payment processes and systems planned for Quarter 2.	PLANNING
Review of leases and management arrangements	Initial work on corporate leasing framework commenced, with particular application to Men's Shed and other key Town asset-based initiatives.	Proposals to be presented to Council in Quarter 2.	PLANNING

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Build Community Engagement	<p>Proposal endorsed by Council to host Council briefings in the community as part of a 12 month trial.</p> <p>Capability development of key staff in community engagement through completion of IAP2 training.</p> <p>Asset Mapping undertaken in conjunction with community to identify community strengths, network opportunities and passion projects.</p>	<p>November Council briefing being planned for Ashfield Community Centre.</p> <p>New community directory to be developed.</p>	TBC
Develop Internal Good Governance & Business Improvements Program, with a project management framework, resourcing plan and timeframe for delivery over the next 24 months	Initial concept and requirements developed.	<p>Detailed scope and programming/prioritisation and sequencing to be defined in Quarter 2 and aligned with upcoming strategic and business planning activities.</p> <p>Project management structure, documentation and reporting to be developed and implemented.</p> <p>A "Roadmap" resourcing plan and timeframe for delivery over the next 24 months will be developed as part of upcoming strategic planning exercise.</p>	PLANNING
Costing & Pricing Framework		Scoping to occur in Quarter 3.	CONCEPT

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Procurement and contract management framework	Procurement and Contract Tender Evaluation processes strengthened.	Procurement, Contracts & Leases Coordinator to commence in Quarter 2.	
Review of Land and Property Assets	<p>Work commenced on compiling a central register of Town property and built assets, including leases and asset condition.</p> <ul style="list-style-type: none"> <li>• Assets with development potential</li> <li>• Assets for disposal</li> <li>• Assets with options to be identified (strategic options)</li> </ul>	This work will be progressed in Quarter 2 with a review of the current state.	

## STRATEGIC PRIORITY 5. GOOD GOVERNANCE

### Services and Programs

SERVICE/PROGRAM	COMMENTS
Organisational Development	<p><b>Corporate Training and Development</b></p> <ul style="list-style-type: none"> <li>• Monthly CEO Briefing and Networking Sessions</li> <li>• Employee Scorecard Survey Results presentation by Catalyse to senior leadership team and staff</li> <li>• IAP2 Engagement Methods</li> <li>• IAP2 Engagement Design</li> <li>• Equal Employment Opportunity Workshops</li> <li>• One Planet Living Workshop</li> <li>• Corporate Induction</li> <li>• Staff Representative Group Workshop to consider driving cultural change opportunities</li> </ul> <p><b>Wellbeing Events and Initiatives</b></p> <ul style="list-style-type: none"> <li>• R U OK Day</li> </ul> <p><b>Occupational Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Safety Induction (Staff and Contractors)</li> </ul>
Human Resources	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Director Community Planning</li> <li>• Executive Manager Infrastructure</li> <li>• Manager Governance and Strategy</li> <li>• Coordinator Recycling and Waste</li> <li>• Library Officer</li> <li>• Library Clerk</li> <li>• Amenity Horticulturalist</li> <li>• IT Support Officer</li> </ul>

SERVICE/PROGRAM	COMMENTS
Audit and Risk Management	<p>Internal Audit reports presented at August Audit and Governance Committee meeting.</p> <p>Report on management action developed. Commenced discussions with internal auditors on internal audit program for 2019-2020.</p> <p>Audit and Compliance Register to be developed in Quarter 2. Audited accounts for the 2018/2019 Financial Year to be presented to the Audit and Governance Committee in Quarter 2.</p>

# **ATTACHMENT NO. 8**

# **TOWN OF BASSENDEAN**

## **MINUTES**

### **TOWN ASSETS COMMITTEE**

**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON WEDNESDAY 9 OCTOBER 2019, AT 9.30AM**

---

#### **1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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

#### **2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Jai Wilson, Presiding Member  
Cr Renee McLennan, Mayor  
Cr Kathryn Hamilton

##### Staff

Peta Mabbs, CEO  
Phil Adams, Executive Manager Infrastructure  
Steve Morrissey, Parks & Gardens Supervisor  
Deanie Carbon, Communications Coordinator  
Amy Holmes, Minute Secretary

#### **3.0 DEPUTATIONS**

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Town Assets Committee Meeting held on 10 July 2019**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Cr McLennan, Seconded Cr Hamilton, that the minutes of the Town Assets Committee meeting held 10 July 2019, be confirmed as a true record.

**CARRIED UNANIMOUSLY 3/0**

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

Nil

**6.0 DECLARATIONS OF INTEREST**

Nil

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

**8.0 REPORTS**

**8.1 Update – Tree Planting in the Town**

**APPLICATION**

The purpose of this report is to garner support on a range of species to be purchased in October 2019 for the 2020 Winter tree planting program.

**BACKGROUND**

Council has set the direction for the Town's Street Tree Planting program through ROC18/62196 which provides a high level aim of canopy of 70% and detailed components along with a budget of \$1.088M which includes purchasing, planting, watering and tree maintenance whilst taking into consideration the soil types of the area.

Infrastructure Services is developing a Street Tree Planting Program that will encompass the entire Town including verges, roundabouts, median strips, reserves, playgrounds, Industrial area, carparks and areas where Power Lines have been undergrounded. A program of works will be developed itemising plantings for specific locations based upon soil types and residents' preferences (where applicable).

Priority areas have been set by Council and include Eden Hill West, Ashfield where the Overhead Power Lines have previously been undergrounded; in addition to the Industrial area and roundabouts at Walter/Iolanthe and Ida/Scaddan Streets. The Ashfield carpark adjacent to the child care centre and play areas such as the skate park at Bassendean Oval will also be priority areas. Other specific areas identified

within the attached document "Suggestions re: future Tree program" will also be worked into the program.

Additionally, tree planting will be incorporated into innovative road safety initiatives that incorporate plantings into roundabouts and chicanes such as in Hardy Rd and other locations throughout the Town.

### COMMUNICATION AND ENGAGEMENT

The Town is an open and engaging Local Government and therefore residents will be provided a list of species to choose from, based upon the soil type within the area. Providing residents with choice within the range suitable for their area will ensure people value and are committed to caring for their verge tree. The Town will run a marketing program that promotes the benefits of trees and encourages residents to choose the largest trees possible.

There are obvious benefits to this approach in terms of ownership by residents of their new verge tree. This program alone however will not achieve the significant plantings targeted for winter 2020 and beyond in order to achieve the significant tree plantings and desired canopy target.

Whilst a resident-driven approach will be adopted for verge trees in residential areas, the Town will select all other plantings to ensure larger trees with greater canopy are the preferred choice where overhead power lines do not preclude them.

**Methodology:** To plan this sufficiently, the Parks and Gardens Unit will assess each specific area (verge, median, roundabout, reserve etc) and develop up a program of works. This can incorporate boulevard type plantings and diverse plantings that fit within the current street scape and which is suitable to the residents of that area.

This detailed planning will ensure the most suitable species will be planted for the location. It is anticipated that for roundabouts we will plant the Illawarra Flame Tree and for reserves in river areas we will plant the Flooded gum, Marri, Tuart and Rivergums. In areas where we have large open spaces such as reserves and wide verges (such as Reid and Hamilton St) we will plant the large Eucalypts and in the Industrial area the Corymia's, Maculata's and Tuarts would be suitable.

**Limitations of large species:** The Parks and Gardens Unit understands the intent of procuring large species to maximise canopy cover whilst also balancing the preferences of residents for smaller to medium trees on residential verges.

By way of background, the Unit often receives requests from residents to remove tree limbs, which leave some of the trees ineffective as a canopy producer or for the trees to be removed entirely. Providing flexibility for residents to therefore select trees that are suitable for their particular area i.e. a choice within a vegetation and soil band, whilst also acknowledging whether underground power is a factor, will be important in succeeding.

**Longer term planning:** The Parks and Gardens Unit is currently investigating improved sourcing arrangements with the City of Bayswater, other LGAs and the EMRC.

**Species:** Below is table of proposed species for the 2020 winter planting season. The Parks and Gardens Unit has added additional larger species to those presented at a recent Councillor workshop.

Over the past winter (2019), eighty-four (84) residents requested a street tree based upon a selection of six tree species. Two of those were Eucalyptus rudis and Corymbia maculata, both large trees, the other four species were of medium height. Out of the 84 requests, only five residents selected Eucalyptus rudis and two selected Corymbia maculata.

The intent of the below table is for the Asset Committee to nominate the percentage of each tree species to be procured with the current aim of ordering 600 trees in October 2019. Through experience, it is anticipated that the majority of the tree plantings in the long term will incorporate the following proportions: 5% large, 60% medium and 35% small trees based upon resident preferences on verges.

**Procurement:** The options available to the Town that could be considered are to procure a minimal amount until the detailed planning is undertaken or to procure a range from the below list that makes up a total of 600 trees.

### SMALL TREES

Name	Height	Width
Eucalyptus Torquata – Coral Gum	6 – 12m	5 – 10m
Lagerstroemia Indica -Crepe Myrtle	6 – 8m	3 -4m
Melaleuca Viridiflora – Paperbark	3 – 10m	6 – 8m
Prunis Cerasifera – Black cherry plum	4 – 6m	4 – 6m
Bauhinia cunninghamii Kimberley Bauhinia	5m	6m

### MEDIUM TREES

Name	Height	Width
Jacaranda Mimosifolia - Jacaranda	10 -15m	10 -15m
Corymbia Ficifolia – Red flowering gum	10 – 15m	10m
Fraxinus Raywoodii – Claret Ash	10 – 12m	6m
Eucalyptus Todtiana – Coastal Blackbutt	10 – 15m	4 – 5m
Tipuana tipu Pride of Bolivia	12 – 15m	10m
Brachychiton acerifolius Illawarra Flame tree	12m	7m

### LARGE TREES

Name	Height	Width
Corymbia Calophyllia – Marri	30 – 40m	20 – 25m
Eucalyptus Gomphocephla – Tuart	30 – 40m	10 – 15m
Corymbia Citriodora - Lemon scented gum	30 – 40m	15 – 20m
Platinus Acerifolia – Plane tree	20 – 30m	15 – 20m
Erythina Variagata – Coral tree	25 – 30m	12 – 15m
Eucalyptus rudis Flooded gum	30m	20m
Corymbia Maculata Spotted gum	40 - 45m	20m

### RISK ASSESSMENT

At this time many other Local Governments are undertaking procurement of the future planting stocks and there is a risk that the Town will not be able to purchase the volume of preferred species it is seeking for Winter 2020.

### STATUTORY REQUIREMENTS

Nil

### FINANCIAL CONSIDERATIONS

The Budget is allocated.

### OFFICER RECOMMENDATION — ITEM 8.1

That the Town Assets Committee:

1. Receives the Street Tree Planting Program report.
2. Supports the procurement of the tree species being 5% large, 60% medium and 35% small on verges.

*Cr Wilson moved the officer recommendation with an amendment to Point 2, as follows:*

### COMMITTEE RECOMMENDATION — ITEM 8.1

**TAC - 1/10/19** MOVED Cr Wilson, Seconded Cr McLennan, that the Town Assets Committee:

1. Receives the Street Tree Planting Program report; and
2. Supports the procurement of the tree species being **30% large, 50% medium and 20% small.**

CARRIED UNANIMOUSLY 3/0

### 9.0 CLOSURE

The next meeting is to be advised.

There being no further business, the Presiding Member declared the meeting closed at 9.48am.

# **ATTACHMENT NO. 9**

# **TOWN OF BASSENDEAN**

## **MINUTES**

**BASSENDEAN YOUTH ADVISORY COUNCIL MEETING  
HELD AT BASSENDEAN YOUTH SERVICES  
CORNER WEST AND GUILDFORD ROADS, BASSENDEAN  
ON FRIDAY, 26 JULY 2019 AT 5.05PM**

---

### **1.0        DECLARATION    OF    OPENING/ANNOUNCEMENT    OF VISITORS**

Mr Matthew Pearson volunteered to be Chairperson. He declared the meeting open at 5:05pm, welcomed all those in attendance and conducted an Acknowledgement of Country.

### **2.0        ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

#### Present

Mr Matthew Pearson (Chairperson)  
Mr Ethan Collins  
Mr Adam Foster  
Mr Andrew Harrison  
Mr Michael Young  
Mr Peter Steed

#### Officers

Greg Neri, Manager Youth Services  
Ayden Mackenzie, Youth Development Officer

#### Members of the Public

Nil

### **3.0        DEPUTATIONS**

Nil

#### **4.0 CONFIRMATION OF MINUTES**

##### **4.1 Minutes of the Bassendean Youth Advisory Council meeting held on 28 June 2019**

##### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1**

MOVED Ethan Collins, Seconded Michael Young, that the minutes of the Bassendean Youth Advisory Council meeting held on 28 June 2019, be confirmed as a true record.

CARRIED

#### **5.0 WORKSHOP TOPIC**

##### **5.1 NAIDOC Day Youth Zone**

The Youth Advisory Council discussed the NAIDOC Day Youth Zone from earlier this month and looked what could be done next year.

The YAC felt that the silent disco that was added in this year event should be retained for a few years.

It was felt that the temporary tattoos were popular with younger children and teenagers and should factored into future NAIDOC events. Adding in the bean bags this year was also popular and the YAC recommended that they be used again.

The YAC discussed the number of younger children in the space and felt that having a combined children and youth zone worked for the event, especially with younger people running a number of the activities in the space.

#### **6.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil.

#### **7.0 REPORTS**

Nil.

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

Nil.

**9.0**            **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE  
NEXT MEETING**

Nil.

**10.0**           **CLOSURE**

The meeting closed at 6.29pm.

The next meeting is to be advised due to a review of Council's  
Committee structure.