

ATTACHMENT NO. 7



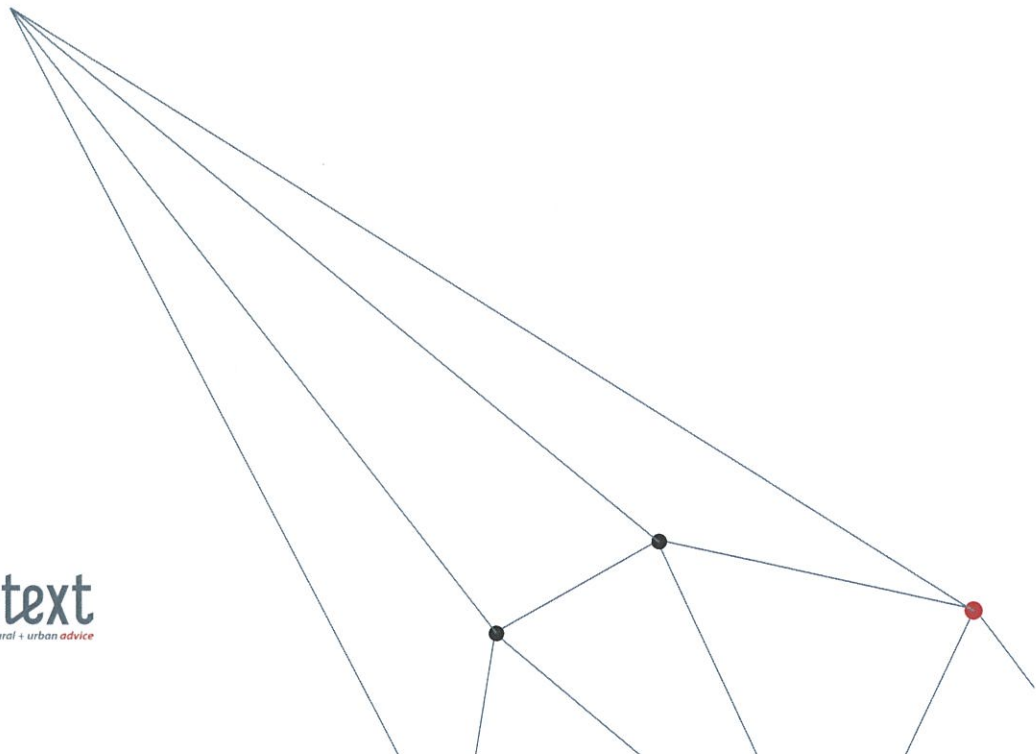
Key Stakeholder Consultation

1 Surrey Street, Bassendean



Workshop Report
for Town of Bassendean

July 2018



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GLOSSARY

2C	Refers to the SIA Architect design, dated December 2014, known as 2C and previously approved by Council.
Proposed new use	Design 2C with change configuration of rooms in new build to include Infant Health Clinic.
Representative Organisations	Those organisations specifically referred to in the LotteryWest conditions, namely: State Heritage Office, National Trust of Western Australia, Royal Western Australian Historical Society, Bassendean Historical Society.
Infant Health Clinic	Variously described as Infant Health Clinic, Infant Health Centre, Infant Health Facility.
Residence	1893 residence adjacent to Pensioner Guard Cottage.

RATIONALE FOR THE WORKSHOP

CONTEXT

- Council had previously approved design 2C for the place by SIA Architects Pty Ltd dated December 2014.
- This design has received grants funding from LotteryWest of \$375,000 contingent upon support from the Representative Organisations.
- Support had been given by the Representative Organisations for the 2C proposal.
- The 2C proposal has been conditionally approved by the State Heritage Office.

Shifting priorities have meant that Council resolved in part on 11 February 2018 to explore the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility.

LotteryWest has requested that the Town:

Provide details of the proposed changes to Option 2c design to clarify any differences between the original 2C design presented to Lotterywest as part of the grant application (421010236) and the impact on how the community will access and use the facility, and the preliminary estimated costs for the proposed restoration and construction works for the final design.

An extension of the grant was applied for by the Town and a Variation and Extension approval was granted by LotteryWest on 19 July 2017 [Application Number 421010236] on the following basis:

Initial drawdown of this grant is due on 30 April 2019. Subsequent drawdown periods must be no further than 6 months apart.

Although an extension to LotteryWest funding, in support of proposal 2C, was granted in July 2017, there is now some urgency to secure — and fulfil the requirements for initial drawdown upon — of the allocated grants funding by April 2019.

It is unlikely that should the current funding available to the Town from the current LotteryWest grant lapse, the such a level of funding will be able to be attained in the future.

There has been a significant decline in LotteryWest revenue over the past 3 years —primarily due to the impact of online gambling.

Therefore, there is a window of opportunity for the Town to secure the funding and move forward with the conservation of the Pensioner Guard Cottage and the restoration and adaptive reuse of the Residence.

BRIEF

On 11 February 2018, Council resolved to:

'engage a suitable consultant to undertake a workshop with an appropriate representative from the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc,

Department of Health, Child & Adolescent Community Health Services, together with representatives from Council with a view to:

- a) repurposing the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility and for the consultant to provide a report on the outcomes to achieve the Council direction; and*
- b) a scaled back version of the 2C design with an interpretation of the Heritage listed site without an infant health centre and playgroup option*

Subsequently, the Town issued an RFQ dated 26 April 2018 in order to appoint a consultant to undertake **Key Stakeholder Consultation for 1 Surrey Street , Bassendean.**

A copy of the brief is attached to this report at Appendix 1.

Dr Felicity Morel-EdnieBrown, of consultancy Culture+Context, was appointed to facilitate the workshop.

A copy of the Consultant's credentials is attached to this report at Appendix 2.

THE WORKSHOP

The workshop was held on 4 July 2018 at the Council Meeting Room in Bassendean.

PARTICIPANTS IN THE WORKSHOP

Participants in the Workshop were the Representative Organisations which had previously provided written support to the Town to support LotteryWest funding for the 2C option:

- Bassendean Historical Society Inc.
- National Trust of Australia (WA)
- Royal Western Australian Historical Society Inc.
- State Heritage Office

Also in attendance were:

- Department of Health, Child & Adolescent Community Health Services
- Her Worship the Mayor Councillor McLennan
- Councillor Hamilton
- Director Operational Services

URGENCY FOR DECISION

The key factors relating to the urgency of the decision are:

- The deadline in relation to the approval and initial drawdown for LotteryWest funding, despite being granted an extension of time to April 2019.
- The need for conservation to be undertaken on the Pensioner Guard Cottage as a place of State heritage significance.

- The need for remedial works to address the ongoing and compounding deterioration of the Residence— for example, the ceiling which is currently held up by strapping.

ISSUES TO HAND

The Workshop was in part, to reconcile two different perspectives regarding the potential use of the place and, in particular, the use of the Residence as a Museum or Interpretation Centre for the history of Bassendean.

Key issues were:

- The conservation of the Pensioner Guard Cottage.
- The restoration and adaptive reuse of the Residence as a place for the interpretation of the history of Bassendean in the Pensioner Guard Cottage.
- The relationship of the new build at the rear and community use of that place in relation to the Residence in particular.
- Whether a change of use of part of the new build to an Infant Health Clinic would be deleterious to the cultural heritage significance of the State registered place (the Cottage) and the degree of impact upon the use of the Residence for interpretation.

EXISTING LETTERS OF SUPPORT

The 2016 letters of support supported option 2C on the following basis:

- National Trust — ‘extended support the proposed conservation works at 1 Surrey Street Bassendean consisting of the Bassendean Pensioner Guard Cottage and the adjacent circa 1893 residence’.
- The Royal Western Australian Historical Society — ‘the circa 1893 residence... Will be used to how’s new interpretation for the cottage. It will be fitted out with replica furniture and utensils so that visitors get their information about the town of Bassendean, the pensioner guards and the people who occupied the cottage in the residents and the local history.’
- The Royal Western Australian Historical Society — ‘is in addition to the refurbishment of the two buildings, further the plans for a new building to be constructed the rear of the residence will have difficulty making facilities for people visiting the museum and provide for curators office located in this new building.’
- Bassendean Historical Society — ‘encourages and supports initiatives to develop permanent interpretive display to enhance knowledge and community connection with the pensioner guard cottage’.

The letters are attached to this report at Appendix 3.

POINTS TO RESOLVE

Primary

- The 2C design had previously been approved by the Representative Organisations as being suitable for LotteryWest funding.
- Potential need to use part of the Residence for community purposes — impacting upon space available for interpretation.
- The proposed change of use would potentially affect part of the new build and entail the removal of the Curators Office.
- The Curators Office had formed part of the support for the 2C given by the Royal Western Australian Historical Society.

Secondary

- It was recognised that there have been differing points of view expressed by some members of one Representative Organisation as to the appropriateness or otherwise of the 2C design.
- As LotteryWest funding is contingent on the 2C design, alternative designs and their merit or otherwise did not form part of the deliberations of the Workshop.

OUTCOMES DESIRED

Three principle outcomes were desired:

- **Primary** — to gain the support of the Representative Organisations for the new use to confirm the existing LotteryWest funding.
- **Secondary** — to obtain support for the new use in relation to the cultural heritage significance of the places and the potential change of use of part the Residence in relation to interpreting the history of Bassendean and the Pensioner Guard Cottage.
- **Tertiary** — to gain a clearer understanding of how a change of use would impact upon the operation of the place.

FOCUS OF WORKSHOP

- The proposed use of the heritage listed site, incorporating an Infant Health Clinic, playgroup and providing the opportunity for other community use of the facility.
- Impacts upon interpretation of the heritage listed site with and without an Infant Health Centre and playgroup option.

Seeking approval from the Department of Health for the design of the Infant Health Clinic did not form part of the Workshop.

However, the representative of the Department indicated verbally that they did not see an impediment to the insertion of the Residence in the design, pending additional discussion and more detailed design being supplied.

APPROACH OF WORKSHOP

The approach of the workshop was to:

- Outline proposed changes to place.
- Discuss the impact of the proposed change of use on the cultural heritage significance of the place.
- Articulate any proposed adaptive reuse in relation to change of use requirements.
- Gain input into interpretation of the place if new uses adopted.
- Guide support for continuation of existing heritage-based funding.

PROCESS OF WORKSHOP

- The previously approved 2C plans were reviewed.
- Statements of support from Museums Australia, Bassendean Historical Society, National Trust of Western Australia, Royal Western Australian Historical Society and the State Heritage Office (now Department of Planning, Lands and Heritage) were reviewed.
- Changes to the use of the place and the reconfiguration of some of the rooms were explained.
- The impact of the changes on the use of the place were discussed.
- The impact of the changes on the interpretation of the place were discussed.

The Workshop did not discuss design options although the impact of the proposed change of use and change to the original design was outlined by SIA Architects.

A graphic representation of that as shown at the workshop is attached at Appendix 4.

ISSUES RAISED

The Representative Organisations agreed that there were advantages and concerns in the proposal:

Advantages

- Opportunity to conserve and interpret the Pensioner Guard Cottage and the Residence.
- The new proposal will be in new construction at the rear. It has the opportunity to enhance community use of the site and to bring new audiences to the Interpretive Centre and Pensioner Cottage.
- Potential to reach a broader range of the Bassendean community and to achieve greater awareness of the Pensioner Guard Cottage and the history of Bassendean.
- Capture of existing LotteryWest funding.
- Potential place for visiting historical exhibitions.

Concerns

- That insufficient space would be available for interpretation of the history of Bassendean and the Pensioner Guard Cottage.
- That there would be 'usage creep' from the proposed new build into the Residence, diminishing the use of that place for interpretation in the future.
- That activities held may be deleterious to the interpretation of the place.

- That the configuration of the rooms would not be suitable for interpretation.

After an unfiltered, robust and sometimes heated debate, it was recognised by the Representative Organisations that the capacity to obtain funding for the conservation of the Pensioner Guard Cottage and the restoration and adaptive reuse of the Residence was paramount.

Whilst not ideal, some compromise as to the use and interpretation of the Residence would need to be made and that the decision was effectively a binary one — that the LotteryWest funding was contingent upon approval — and that, should LotteryWest funding not be obtained, it was likely that remedial and conservation works to the premises would be deferred, to the detriment of the buildings.

Consideration of the impact of any change of use was discussed, including different types of interpretation and how this might be proactively used across the site, external to the site, digitally/electronically, and how different parts of the site might be used by the groups.

It was acknowledged by the Town that this compromise in the space available for interpretation would be best approached by undertaking additional consultation after securing the LotteryWest grant.

Future consultation as to the extent of any changes to the *Creative Spaces Pensioner Guard Cottage Site Interpretation Plan* would form the focus of another workshop and, to that purpose, funds were listed for Council consideration as part of the Town's 2018/2019 Draft Budget.

POINTS OF AGREEMENT

The following understandings form the basis of agreement:

- No change be made to the conservation and interpretation proposed in the Pensioner Guard Cottage.
- That the Residence had an integral role to play in the interpretation of the history of the Pensioner Guard Cottage.
- That the Bassendean Historical Society's intention for the Residence was as a place of interpretation of the history of Bassendean from a time before the existence of the structures on the site, to the present; and, that the existence of the Residence was an integral part of the Pensioner Guard Cottage and the locale, encompassing history.
- That the Residence had the potential to be used as a place to house travelling historical displays
- That the Residence primary use would be as an Interpretation Centre with passive use of the spaces for compatible purposes.
- That given current funding constraints it was unlikely that a full-time — or part-time — Curator would be available for the site. Therefore it was agreed that a Curator's office would not be required at this point in time.

OUTCOME ACHIEVED

Support for the change of use was endorsed by the Representative Organisations on the basis that this support would be forwarded to LotteryWest as an indication of their support:

- Royal Western Australian Historical Society
- National Trust of WA
- State Heritage Office
- Bassendean Historical Society

The endorsement supported the change of use on the following basis:

The Residence: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

The signed document is attached to this report at Appendix 5.

RECOMMENDATIONS

It is recommended that Council:

1. Accept the support of the Representative Organisations attending the workshop for the endorsement supporting the change of use on the following basis:

The Residence: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

2. Proceed to secure the LotteryWest grant on the basis that the grant conditions relating to the support from the Representative Organisations is now substantially met.
3. Acknowledge that compromise by the Representative Organisations has been made to allow the Town to move forward to secure the future of these heritage buildings.
4. Subsequent to receipt of LotteryWest funding approval, review the *Creative Spaces Pensioner Guard Cottage Site Interpretation Plan* – exhibition layout plan for the Residence —to assess passive use of the space for purposes compatible with interpretation.

APPENDICES

- RFQ
- Consultant credentials
- Letters of approval previously gained
- Indicative changes
- Signed document

Appendix 1 RFQ

**Council adopted Project Brief
For
1 Surrey Street Interpretation, Infant Heath, Community Use and Playgroup**

Council's (OCM – 11/02/18) resolved in part to explore the SIA Architect Option 2c design with a view to repurposing the homestead and extension for use as a Family & Children's Services Facility

In April 2017, Council approved the below project brief to engage a suitable consultant to undertake a workshop with an appropriate representative from the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc, Department of Health, Child & Adolescent Community Health Services, together with representatives from Council with a view to:

- A) repurposing the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Heath Clinic and providing the opportunity for other community use of the facility and for the consultant to provide a report on the outcomes to achieve the Council direction; and
- B) a scaled back version of the 2C design with an interpretation of the Heritage listed site without an infant health centre and playgroup option

To achieve the State Heritage Office, Lotterywest grant funding requirements and Council's direction this project brief has been prepared to guide the appointed Stakeholder Consultant to understand the project requirements. The outcomes from the stakeholder workshop is to be reviewed by SIA Architect Pty Ltd and if necessary propose minor amendments to the 2C design are to be prepared for consideration. Pending Council's further direction, finalise the 2C detailed design and specifications and provide relevant information for the development application, which is to be submitted in a timely manner, in order to achieve the following desired outcomes:

Interpretation

- In accordance with State Heritage Office correspondence dated 15th October 2012 (ILET-5944712) the following issues are to be addressed:
 - Provide a focal point for the community that will centre as much of the "cultural life" of the Town of Bassendean at 1 Surrey Street
 - The proposed use of the place as a diverse cultural centre as a positive use for the place and will reflect its significance to the Town of Bassendean and to the State of WA
 - Any development proposals are required to be referred to the Heritage Council of WA for advice and formal support prior to commencement of works
 - Any proposed physical modifications to the place for interpretive purposes should not be to the detriment of the significant fabric of the place
 - Acknowledgement of the state significance of the place should be provided to visitors because it is important to both local and state levels
 - Interpreting the evolutionary story of the fabric of the place as well as social and historical stories needs to be accommodated
- Museum Australia WA correspondence dated 28 August 2015 (OEM-5345215) conditionally agreed that Option 2 of the architectural drawing successfully meets the recommendations of the 2012 Interpretation Plan produced by Dr Brian Shepherd particularly Recommendation 4-7 increasing community engagement and separating the heritage area from the area designated for community use.

- Creative Designs prepared in August 2016 the Interpretative Exhibition Layout for the Pensioner Guard Cottage and the 1893 Residence

Infant Health facility

- The 2c building design is to provide a comfortable space for parents and carers of young children to come together. The community space to provide the opportunity for Pre and Post Natal education and Exercise sessions, mothers' / Parents groups, this building is not to be a daycare facility. Where possible within the 2c building design, a space for clinicians could be provided, which the Town could rent out to generate income
- Department of Health, Child & Adolescent Community Health Services - Facilities Manager confirmed 5th April 2018 that the attached Consultancy / Clinic Room Layout (RL.CO4.04) & Typical child Health Clinic Layout (CC.001) are current and outlines the extent of facilities to be provided in the clinicians room and the waiting area. It should be noted that the Clinic windows need to be able to be blacked out so the nurses can undertake eye tests. [Child Health plans.pdf](#)
- If Child Health was to be located with other services in the building then a waiting area, toilets, kitchen / pantry area can be shared.
- Bassendean Child Health Clinic current hours, are Monday to Friday 0800-1630 with a total of 1.39 FTE working from this site (1 nurse Mon – Wed and 2 nurses on Thursdays and Fridays)
- Bassendean Child Health Clinic – attendance between October - December 2017
 - 160 Attended in person or received a Home Visits for an assessment
 - 158 Attended the Drop in Clinic
 - Total of 318 occasions of service recorded for that period Please note there was only 1FTE of nursing time allocated during this time frame.
- Security – CCTV camera and the nurses are required to follow the working alone procedures.
- Lockable Child Health Clinic room to store confidential information.
- Clinic requires double outlets for the telephone and data and preferred to have double (even 2) GPO's and behind the nurses desk so as children cannot play with this.
- Clinic floor coverings are preferred to be vinyl.
- Clinic windows need to be able to be blacked out so the nurses can do their eye tests in a darker area

Community Use

- Multifunctional space so that other community groups can use both the indoor and outdoor the space eg Local and State visitors to Pensioner Guard Cottage/ 1893 Residence, School interpretation and education
- Once the 1856-1857 Pensioner Guard Cottage and the 1893 Residence are restored, Council may wish to allocate funding to increase opportunity for viewing, due to the buildings heritage significance and to provide opportunity for interpretation and education.
- Storage space for Town of Bassendean community furniture and equipment
- Multifunctional space is to provide cultural and community focal point or education programs, such as the following examples:

Activity	Estimated	Estimated frequency	General meeting
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	number of people		times
Opening of Pensioner Guard Cottage	-	Currently the cottage is open last Sunday of Each Month.	Bassendean Historical Society volunteers currently open the Pensioner Guard Cottage 10am – 1:30pm
Bassendean Historical Society	15-20	Between February and November on the last Thursday of each Month	7pm
Early Parenting Groups sessions eg Midvale Parenting Hub	7-10	Program may occur various days	Generally 1-2 hours sessions
Yoga (Hatha, Mums & Bubs)	10-15	Monday	Yoga (Hatha, Mums & Bubs)
Pilates.	10-15	Tuesday	6:30pm -8:30pm
Bassendean Arts Council including Fibrant Community Arts group	10-20	Every Thursday	10am - 1pm
Story telling	10-15	Friday Saturday	6pm – 8pm 3pm to 7pm

Playgroup

- Early Years Nature Play space is to be provided at rear of Community space that is designed for children 0 – 3 years old and allows parents to plan and help grow their child's Development, Health and wellbeing, Confidence, Curiosity and Family Bonds, taking into consideration the following:
 - Compliant with appropriate Legislation and regulations for shade requirements in all seasons and provisions for wind, sun, air quality and winter conditions must be made.
 - Multiuse space for other community groups and at the same time will provide adequate shade, potentially provide tricycle tracks, retention of mature trees to create living shade options - willow tunnels, domes or shaded sand play areas.
 - Nature based things to do, identify suggestions from the library for 0-3 year olds that can be incorporated into the rear of community space
<https://www.natureplaywa.org.au/library/1/file/Resources/for-families/51things%20to%20do%20before%20youre%2012%202017.pdf>
 - Nature based programs for early years
<https://www.natureplaywa.org.au/programs/early-years>
 - Nature based checklist [Nature Play WA - ReadySetWonderLR1.pdf](#)
 - Storage space for playgroup equipment
- Current Playgroups list on the Town of Bassendean community directory does not indicate frequency or number of children attending the following existing groups:
 - Bassendean Primary School Playgroup: Playgroup for 0-5 yr olds run at Bassendean Primary School.
 - Casa Mia Montessori Playgroup,

- Good Shepherd Playgroup
- Humpty Dumpty Toy Library, Altona Leisure Centre, Saturdays 10am-12pm
- Salvation Army Morley Playgroup Inc
- St Michael's Playgroup

Lotterywest requirement

LotteryWest grant variation, states the \$375,000 grant "payment will be made on the provision of written approvals and or endorsement for Council's final adopted plans for the conservation and redevelopment of the Pensioner Guard Cottage, from the following organisations:

- State Heritage Office
- Bassendean Historical Society Inc
- National Trust of Australia (WA)
- The Royal Western Australian Historical Society (Inc).

In addition, the LotteryWest grant variation required the **initial drawdown of this grant** be concluded **by 30 April 2019** and subsequent drawdown periods must be no further than 6 months apart. Once the overall conditions have been met, payment will be made in arrears on provision of receipts or original Builders'/Architects' certificates or certified copies for progress payments and a written request for payment.

Provide details of the proposed changes to Option 2c design to clarify any differences between the original 2C design presented to Lotterywest as part of the grant application (421010236) and the impact on how the community will access and use the facility, and the preliminary estimated costs for the proposed restoration and construction works for the final design.

Appendix 2 Consultant credentials

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Postal: PO Box 6760, East Perth, Western Australia 6892
Web: www.cultureandcontext.com.au
ABN: 62 130 369 970

Dr Felicity Morel-EdnieBrown PhD, BA (Hons), FRSA, FAIM, MAICD, M. ICOMOS, MPHA, MPRIA

Felicity has over 30 years' experience in both the private and public sector in cultural management, urban analysis, and heritage consulting.

She is known for her inter and multi-disciplinary approach to cultural development and urban interaction. With 20 years in State Government, over 17 of which were with the Department of the Premier and Cabinet, Felicity has extensive experience in dealing with all tiers of government and stakeholders in matters of cultural heritage significance and urban policy.

Felicity left Government for family reasons and established Culture+Context which specialises in providing expert advice in strategic planning, urban policy and cultural matters including the independent review of policies, projects and programmes.

Her last government role was as Strategic Advisor to the WA Museum in which she advised the CEO on strategic matters associated with the New Museum and emerging and digital interpretation. Prior to that she was Advisor to the Director-General of Planning 2010-2012 advising on whole of agency and structural matters.

From 2005-2010, Felicity was the Director of the Northbridge History Project where she initiated a programme to reset the purpose, vision and values of Northbridge in the face of urban decline and contextualise the development and uniqueness of Northbridge in the urban policy, education and policing debate.

Felicity is a Member of the Urban Design Committee of the Australian Institute of Architects (WA Chapter) and speaks regularly at national and international conferences on urban, heritage, policy and cultural heritage practice.

Experience (selected)

- Was on shortlisted team for the New Museum Project:
 - Based on her knowledge of both museum design and operations and the history of this site, Felicity was able to make a significant contribution to the narrative developed by the architectural team (comprising Foster+ Partners, Hames Sharley and Griffith Architects). This included both the content of the narrative as well as the tone and structure of the presentation and its interpretation in the resulting built form. This was achieved by utilising Felicity as an integral member of the project team, so that she could contribute to both planning and design issues*
- The Northbridge History Project was internationally recognised for using cultural heritage significance to revitalise Northbridge, leading to decreased crime and increased business investment. Praised by ICOMOS for contribution as
 - 'one of the finest examples of successful community engagement in heritage ... not just for tourism or historic preservation, but also to improve the life of a community and to recognize the dignity of its people and their memories.'*
- Member, Museums Australia and has spoken at MA conferences.

- Liaison, Western Australian Museum digital capture project/CyArk, 2011-2013.
- Author Conservation Plan for the WA Museum site (UWA, Morel Consulting, Molyneux Architects 1992).
- Initiated the development of a protocol for assessing significance for museum collections through work done as a Commonwealth Valuer for Art TIAS. [Later developed by others to become Heritage 2.0 Cultural significance for Museum Collections.]
- Author: policy and funding for travelling curators for community collections.
- Highly experienced across all aspects of curatorial practice, exhibition design, operations and outreach.
 - Curator: Our Constitution.
 - Brought the first holographic display to Western Australia.
 - Supervising curator: A Vote of Her Own.
 - Producer: Documentary – A Vote of Her Own.
 - Pioneered the use of digital technologies to record community and state history.
 - Advisor: WA Museum.
 - Author and presenter: various podcasts, radio presentations and curriculum materials.
- Curator of travelling and static exhibitions.

Other cultural heritage expertise includes:

- Established and managed the Assessment protocols for the State Register of Heritage Places.
- In the Department of the Premier and Cabinet (DPC), was the Project Manager for the adaptive reuse of the Old Hale School Buildings into the award winning Constitutional Centre of WA. The project set the standard for adaptive reuse of Government heritage buildings.
- Strategic heritage adviser on cultural heritage policy, urban design, interpretation and adaptive reuse, major sites: WA Museum, Newspaper House Group.
- Member Cabinet-appointed Working Party to determine use of Old Treasury Building.

Qualifications (selected)

Felicity holds an interdisciplinary PhD in History/GIS from the University of Western Australia studying the development of Perth's urban core. Her PhD Thesis was recommended *cum laude*. Her Honours Dissertation explored the semiotics of architecture in Perth and Fremantle and was used to critically examine the work of others.

She has been an Honorary Research Fellow at the University of Western Australia from 2007 to 2016, and is an Affiliate, Electronic Cultural Atlases Initiative (ECAI) at Berkeley University/ECAI.

Felicity is an Expert Member of the ICOMOS International Scientific Committee on Interpretation and Presentation, and a Life Fellow of the Royal Society of Arts (UK) and of the Symposium on Digital Earth (Beijing).

Professional Letters/Memberships (selected)

- Life Fellow, Royal Society of Arts [UK] (FRSA).
- Member, International Council On Monuments and Sites (ICOMOS).
- Australian Expert Member, ICOMOS International Scientific Committee on Interpretation and Presentation of Cultural Heritage Sites (ICIP) (by invitation).
- Professional Member, Professional Historians and Researchers Association (MPHR).
- Member, Museums Australia
- Professional Member, Public Relations Institute of Australia (MPRIA).
- Commonwealth Valuer for Art and Cultural Materials (former) (Comm.Val.TIAS).

Committees/Boards (selected)

- Research Representative, Australian National Archives Consultative Forum (WA).
- Member Working Party, Australia ICOMOS 2015 National Conference and Chair of Asian Heritage Session
- Member, Digital Cities Working Party, International Society of Digital Earth, Beijing.
- Member, Conference Steering Committee Planning History Urban History Conference, Perth, 2011-2012.
- Member (by invitation), International Committee, Steering Committee, Computer Applications in Archaeology, University of Leiden, Netherlands (CAA), 2010-2012.
- Councillor, History Council of Western Australia, 2005-2012.
- Convenor, Historical GIS of Perth Industry Partners Working Group, 2007-2010.
- Deputy Chair, Historical GIS of Perth Academic Partners Working Group, 2007-2010.
- Convenor Northbridge History Studies Days, 2007-2010.
- Deputy Chair: Police, Jewish, Italian, Irish, MSC, Vietnamese, Chinese, Greek, Aboriginal and Town of Vincent History Steering Committees, 2005-2010.
- Convenor: Premier's Northbridge History Reference Panel, 2004-2010.
- Member Curriculum Committee and Lead Editor developing materials teaching cultural heritage skills and local history for the first four years of high school including Heritage Studies, 2006-2007.
- Secretary, Premier's Indigenous Cultural Precinct Working Group, 2002-2005.
- Member, Australian Executive, International Council on Monuments and Sites (ICOMOS) working on the listing of the Melbourne Exhibition Building as a World Heritage Site, 2002-2004.
- Member Cabinet-appointed Working Party on the Old Treasury Buildings Development, 2001-2002.
- Board Member, Metropolitan Cemeteries Board, 1997-2002.
- Championed the inclusion of *cultural* tourism in Forum Advocating Cultural and Eco Tourism (FACET), 1991-1993; Deputy Convenor FACET working Executive, 1993-1995.

Other professional experience (selected)

- Tier 2 Strategic Advisor providing expert advice to the Department of Planning on a range of issues associated with the Department including but not limited to urban planning and design, cultural heritage, urban interpretation and community engagement, 2010-2014.
- Director Northbridge History Project, Department of the Premier and Cabinet, responsible for conceptualization and direction of Northbridge History Project, including but not limited to expert advice on history, heritage, governance and city interpretation; Research and digital collection of cultural heritage materials about the area of Northbridge; Presenting scholarly papers, seminars, scripts and workshops to promote the preservation of intangible cultural heritage, 2005-2010.
- Convenor, Northbridge History Studies Days, 2007-2010.
- Convenor, Historical GIS of Perth Industry Partners Working Group, 2010-2007.
- Policy briefings on urban policy, adaptive reuse, heritage, urban planning, social planning, 1999-2010.
- Director, Constitutional Centre of Western Australia, developing and running programmes to showcase Australia's constitutional heritage, 1997-1999.
- Project Manager, Old Hale School Development, Ministry of the Premier and Cabinet. Responsible for the conservation and adaptive reuse of a substantial heritage building for use as the Constitutional Centre of Western Australia which established the standard for the conservation of heritage buildings in Government hands. Cited as the conservation and adaptive reuse standard for the Old Treasury Buildings and Hale House, 1996-1997.
- Facilitator, Australian Heritage Commission, National Estates Towards 2000 Strategic Planning Workshop: Historic Environment, 1995.
- Facilitator, Australian Heritage Commission, National Estates Towards 2000 Strategic Planning Workshop: Aboriginal Environments, 1995.
- Senior Conservation Officer, Heritage Council of Western Australia responsible for Managing Assessment Programme and supervising consultants and student (planners, architects, historians, archaeologists, etc.) in the preparation of heritage assessments for the Register of Heritage Places; Undertake heritage assessments and give advice on registration and heritage issues and represent the Heritage Council on cultural tourism matters, 1993-1996.
- Secretary, Register Committee; Gave advice on registration and heritage issues to Council and Minister, 1994-1996.
- Author, Strategic Plan and Key Performance Indicators: Heritage Council of Western Australia, 1993-1994.
- Development consultant guidelines for State Register and Municipal Inventories : Heritage Council of Western Australia, 1993-1994.
- Strategic heritage consultant advising on cultural heritage policy, urban design, interpretation and adaptive reuse, 1992-1994 major sites: WA Museum, Newspaper House Group.

Recognition (selected)

- *Finalist:* Heritage Council Outstanding Contribution to Heritage by a Professional in the Heritage Industry Heritage Council of Western Australia, 2011.
- *Finalist:* (for Northbridge History Project) Heritage Council Outstanding Contribution to Heritage by a Public or Private Organisation Heritage Council of Western Australia, 2011.
- *Finalist:* (for Northbridge History Project) Heritage Council Outstanding Interpretation Project that enhances a place, Heritage Council of Western Australia, 2011.
- *Award:* Glammy Award, 2010, Building Bridges Within or Between Communities, PrideWA for the Gay and Lesbian Community of Western Australia.
- *Valued contributor:* Polish Community of Western Australia, 2010, for conserving Polish cultural heritage in Western Australia.
- *Valued contributor:* Gay and Lesbian Community of Western Australia, 2010, for conserving gay and lesbian cultural heritage in Northbridge.
- *Finalist:* Museums Australia National Awards for Excellence, 2009, Northbridge History Project, (short listed from 406 entries).
- *Showcase:* Shaping the Future with History showcased by Education Department as exemplary curriculum materials.
- *Finalist:* Margaret Metcalf Award for Excellence in Research and Referencing, Perth, 2009.
- *Awards:* (as Project Manager, Old Hale School Development for the conservation and adaptive reuse of the building won awards for conservation): two Royal Australian Institute of Architects Awards – conservation category and the recycling (adaptive reuse) category; and the Master Builders Centenary Award - conservation construction. The building also received an award for Disability Access.

Heritage consulting (selected)

- Culture+Context was launched in February 2015 and we have advised upon and/or facilitated projects from AUD \$5k to \$428m in commercial, hospitality, heritage and cultural spheres. Experienced in SAT matters.
- Author or Principal Editor of Heritage Assessments for Heritage Council of Western Australia 1993-1996, Heritage Council of Western Australia, Perth,.
- Consultant, Donaldson + Warn, 1994.
- Consultant, City of Perth Study with Professor Jan Gehl ,1993.
- Consultant, Hocking Planning and Architecture, 1993.
- Overseas consulting in heritage: England, Scotland, France, Denmark and Singapore, 1993.
- Heritage Consultant, University of Western Australia, Centre for West Australian History, 1992-1993.
- Author, Heritage Assessment for the Museum of Western Australia Conservation Plan WA Museum, 1992-1993.
- Consultant, Ian Molyneux Architects, 1992-1993.
- Consultant, KTA Architects, 1992-1993.

Academic

- Honorary Research Fellow, Department of Humanities, University of Western Australia, 2007-current.
- Affiliate, Electronic Cultural Atlases Initiative (UCBerkeley/ECAI).
- Co-Chair Computer Applications in Archaeology Conference, Across Space and Time, Perth, 2013 [International conference exploring current theory and applications of quantitative methods and information technology in the fields of archaeology, history, cultural heritage, mathematics computer science and digital technologies.] The conference ran in conjunction with the University of Western Australia, Sydney University, Macquarie University, University and the Western Australian Museum
- Peer reviewer (by invitation): *Heritage & Society*, (formerly *Heritage Management*) published by Left Coast Press. *Heritage & Society* is an international, peer-reviewed journal that provides a forum for scholarly, professional, and community reflection on the cultural, political, and economic impacts of heritage on contemporary society.
- Peer reviewer (by invitation): *Australian Planner*, Routledge Press. *Australian Planner* is Australia's leading peer reviewed journal for the planning profession, and is the most read and influential planning journal in Australia and the Pacific Region.
- Peer reviewer: *Urban History Planning History Conference Proceedings*, University of Western Australia, February 2012.
- Guest Lecturer, School of History, UWA, 2010, 2011, 2012.
- Guest Lecturer, School of Architecture and Landscape Architecture, UWA, 2011, 2012.
- Guest Lecturer in Public History: Murdoch University, 1994, 1995.

Publications (selected)

- Chapter (by invitation). Morel-EdnieBrown, Felicity Anne (2012), 'Wither Genius Loci?: The City, Urban Fabric and Identity in Perth', in Hernan Casakin and Fatima Bernado (eds.), *The Role of Place Identity in the Perception, Understanding, and Design of Built Environments* (Sharjah: Bentham Science Publishers Ltd), 275-299.
- Panel member (by invitation): 'The context of culture', (by invitation with former Minister of Planning): *Planning Institute of Australia*, State Conference, Mandurah, 18 November 2011.
- Refereed Journal (by invitation): Morel-EdnieBrown, F. A., 'Community Engagement, Heritage, and Rediscovering a Sense of Place in Northbridge, Perth, Australia', *International Journal of Asia-Pacific Studies*, Published Volume 7 No 1 January 2011, pp. 1-25.
- Morel-EdnieBrown, F. A., 'Hidden cities: authenticity and city fabric', in Frischer, Bernard, Jane Webb Crawford & David Koller (eds), 2010. *Making History Interactive. Computer Applications and Quantitative Methods in Archaeology (CAA). Proceedings of the 37th International Conference, Williamsburg, Virginia, United States of America, March 22-26.* BAR S2079. (Archaeopress, Oxford, 2010).
- Morel-EdnieBrown, F. A., 'EarthTextSpaceTime: making historical sources available through the agency of GIS', published proceedings *Computer Applications and*

Quantitative Methods in Archaeology 2009, online

<http://www.caa2009.org/PapersProceedings.cfm> (The Colonial Williamsburg Foundation and The University of Virginia, Williamsburg, 2010).

- Morel-EdnieBrown, F. A., 'Mashed up culture? interpretation, authenticity, technology and reinvention', *Computer Applications and Quantitative Methods in Archaeology 2009*, convened by the University of Granada, Granada, Spain, 2010.
- 'A firm foundation: intangible heritage and interpreting cityscapes', *Changing Landscapes: Museums Australia State Conference*, Wanneroo Cultural and Learning Centre, 8-10 October 2009.
- Paper: (by invitation of UC Berkeley) Morel-EdnieBrown, F. A., 'Creating genius loci in hyperspace', *International Joint GIS-IDEAS 2008, Pacific Neighborhood Consortium and Electronic Cultural Atlas Initiative Conference: 'Towards Sustainable and Creative Humanosphere'*, convened by Japan- Vietnam Geoinformatics Consortium, Kyoto University and Hanoi University of Science, Hanoi, Vietnam, 4-6 December 2008.
- Morel-EdnieBrown, F. A., 'From inside my mind': using oral histories to create authenticity in city interpretation', *The Talk About Town: Urban Lives and Oral Sources in 20th Century Australia*, State Library of Victoria and the Melbourne Museum, Melbourne, 27-28 August 2009.

Appendix 3 Letters of approval previously gained



2 September 2016

YOUR REF
OUR REF P131/41933
ENQUIRIES Moss Wilson (08) 6552 4056

Mr Brian Reed
Manager Development Services
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934



Document #: ILET-10898516
Date: 02.09.2016
Officer: BRIAN REED
File: COUP/PROGM/1 A673

Dear Brian

P131 PENSIONER GUARD COTTAGE
Town of Bassendean Application 4 August 2016

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number	P131
Place Name	Pensioner Guard Cottage
Street Address	1 Surrey Street, Bassendean
Referral date	4 August 2016
Development Description	Restoration, reconstruction and refurbishment of heritage buildings

We received the following information and drawings prepared by SIA architects dated July 2016:

Refurbishment – Materials and Finishes
A01 – Existing Residency – Internal Elevations
A02 – Community Kitchen & Toilet Internal Elevations
AC01 – Pensioner Guard Cottage – Conservation Works
DA01 – Title Sheet, Survey and Site Plan
DA02 – Demolition Plan & Ground Floor Plan
DA03 – Roof & Stormwater Plans
DA04 – Elevations
DA05 – Shadow Diagrams

The referral for the proposed development has been considered in the context of the identified cultural significance of *Pensioner Guard Cottage* and the following advice is given:

Findings

- *Pensioner Guard Cottage* comprises a small rendered brick and shingle residence established c.1857, and is significant as the only known extant Pensioner Guard Cottage in Bassendean. The place is also associated with the convict system in the state's colonial period.

stateheritage.wa.gov.au
info@stateheritage.wa.gov.au

- The proposal is for a large-scale series of alterations and refurbishment of the site. A number of specific changes are proposed, but can be summarised as:
 - Conservation work to the cottage, including replacement of the shingles, reinstatement of a rear lean-to, reinstatement of an 1860s colour scheme and the extension of the gable ends to match their original position.
 - Alterations to the residency building, including underpinning of the foundations and floor repair, roof and ceiling repair, replacement of the front verandah, internal layout changes and the replacement of the rear addition with a new community building.
 - Additions to the site, including the replacement of the toilet block, a new artist studio, reinstatement of the front fences, trellis treatments to the east and west boundaries and installation of drainage and soak wells to heritage buildings.
- The Conservation Plan for the place (Gray and Sauman 2007) identifies the cottage as being of considerable significance, the front ground grounds and core residence building as being of some significance and the rest of the residence building and remaining site as being of little significance. The conservation recommendations for these levels of significance are to retain, restore and conserve elements, with adaption and discreet adaption and alterations acceptable for elements of some significance and adaptive works for future use requirements acceptable for elements of little significance (Guides 2.21-2.23).
- Overall, the proposed works are in accordance with the Conservation Plan for the place and represent a good approach to the adaptive reuse of the site.

Advice

The proposed development, in accordance with the plans submitted, is supported subject to the following conditions:


1. New pavement should not abut the walls of the cottage or residency building.
2. A standard archival record shall be provided to the satisfaction of the Executive Director of the State Heritage Office of the structures that are proposed to be demolished. The record shall be prepared in accordance with the guide which can be downloaded from http://stateheritage.wa.gov.au/docs/general-publications/guide-to-preparing-an-archival-record_2012.pdf?sfvrsn=4.
3. More information on the proposed services and impacts on the heritage buildings are provided to the satisfaction of the Executive Director of the State Heritage Office when these plans have been confirmed.
4. More information on the proposed landscape design, particularly the garden trellis along the east and west boundaries of the site are provided to the satisfaction of the Executive Director of the State Heritage Office when these plans have been confirmed.

5. An archaeological management plan prepared by a qualified historical archaeologist is to be prepared to the satisfaction of the Executive Director of the State Heritage Office prior to works commencing.

We would appreciate a copy of your Council's determination for our records.

Should you have any queries regarding this advice please contact Moss Wilson at moss.wilson@stateheritage.wa.gov.au or on 6552 4056.

Yours sincerely



Harriet Wyatt
A/DIRECTOR DEVELOPMENT & INCENTIVES



THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY INC

27 September 2016

Mr Bob Jarvis
Chief Executive
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

E: bjarvis@bassendean.wa.gov.au

To whom it may concern

**A letter of support for: Pensioner Guard Cottage & an associated residence
constructed c.1893 - two buildings on the site: Project**

Location: 1 Surrey Street Bassendean WA 6934

On behalf of the Council of The Royal Western Australian Historical Society (Inc) I am writing to support the Town of Bassendean in its work to achieve community funding for this project. The support from your local community has been strong and we are pleased that members of the Bassendean Historical Society (Inc), one of the Society's long time affiliated societies, and our Society are joining you in this project. The restoration of the original buildings is an example of a Cottage and associated residence, which are in its original configuration. Once restored it will become the only Pensioner Guard Museum in the metropolitan area.

Volunteers at the Town of Bassendean's Pensioner Guard Museum have been working for some years to reach the stage where plans have been completed for conservation work and refurbishment with Council approval and plans submitted to the State Heritage Office for assessment in readiness for a campaign for community funding support.

This Society understands that it was the construction of the building by the Brown family that led to the retention of the Cottage. The family used the Cottage as their kitchen and dining room. The Town plans to be doing some conservation works to the Cottage, such as installing a new shingle roof, and re-instating the rear verandah.

The Cottage currently houses a Museum with Interpretation. Once the c.1893 Residence has been refurbished it will be used to house new interpretation for the Cottage. It will be fitted out with replica furniture and utensils so that visitors get their information about the Town of Bassendean, the Pensioner Guards and the people who occupied the Cottage in the Residence and the local history. The community will be able to use their imagination to get a feeling for how life might have been like in a small two roomed Cottage.

In addition to the refurbishment of the two buildings, further plans for a new building to be constructed at the rear of the Residence to accommodate community groups will have tea and coffee making facilities for people visiting the Museum and provide for a Curator's office located in this new building.

Yours sincerely

Lennie McCall AM
Chairperson of Council, Vice President

Stirling House, 49 Broadway, Nedlands, Western Australia. 6009
Tel: (08) 9386 3841 Fax: (08) 9386 3309 Email: admin@histwest.org.au Website: www.histwest.org.au
ABN 43 607 110 473



Government of Western Australia
Department of Culture and the Arts



Mr Bob Jarvis
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

3 October 2016

Dear Mr Jarvis

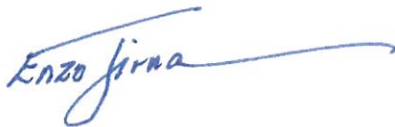
RE: LETTER OF SUPPORT - 1 SURREY STREET, BASSENDEAN

The National Trust of Western Australia wishes to extend its support to the proposed conservation works at 1 Surrey St, Bassendean consisting of the Bassendean Pensioner Guard Cottage and adjacent c.1893 residence. The Cottage was originally recognized by the National Trust in 1970 and Classified 1987. The residence has supported the use of the Pensioner Guard Cottage for many years firstly in a domestic setting and secondly to house a small historic collection.

It is understood new interpretation is planned for the residence however stabilization and conservation works are required as part of a staged plan. These works will enable the residence to continue to be used and are fully supported by the National Trust.

This is a significant precinct and the Trust commends the Bassendean Historical Society for proactive ensuring this place is appropriately conserved and interpreted.

Yours Sincerely



Enzo Sirna AM
A/Chief Executive Officer



Document #: ILET-11052316
Date: 01.10.2016
Officer: SIMON STEWERT-DAWKINS
File: GOVN/CCLMEET/3



Original Bassendean Homestead

**BASSENDEAN
HISTORICAL
SOCIETY**
INCORPORATED

PO Box 496
Bassendean 6934

1 October 2016

Mr Bob Jarvis
CEO Town of Bassendean
48 Old Perth Road
Bassendean WA 6054

Dear Bob

The Bassendean Historical Society (Inc.) (BHS) was formed in August 1991 and has this year commemorated its 25th anniversary. Since then our society has worked consistently with the Bassendean Town Council to support the preservation, recording, and promotion of the history and heritage of our local government district.

At the meeting held 28 July 2016 the following updated objectives of the BHS were unanimously carried by our members.

The objectives of the Bassendean Historical Society (Inc.) are to foster and encourage an understanding of the history and heritage of the Bassendean district (Bassendean, Ashfield, and Eden Hill) including:

1. To support the Bassendean Local Studies Library and collection.
2. To support preservation of the built heritage of Bassendean.
3. To encourage interest in the natural and cultural heritage of Bassendean and the protection of historic sites.
4. To promote and support our district's Aboriginal history and heritage.
5. To assist in the preservation, protection, and interpretation of the Pensioner Guard cottage site.
6. To undertake or support projects which have as their intention research into and promotion of the history and heritage of the district.

Over the 25 years since the Society's establishment, it has taken a key role in the custodianship and promotion of the former Pensioner Guard cottage which is a unique metropolitan example of a building constructed by convicts for an Enrolled Pensioner Guard

and his family in 1856. BHS volunteers are responsible for opening the cottage each month for visitors as well as hosting special openings on other occasions. BHS volunteers also work collaboratively with the Librarian in charge of the Bassendean Local History collection. The BHS is formally affiliated with the Royal Western Australian Historical Society (Inc).

The BHS encourages and supports initiatives to develop a permanent interpretive display to enhance knowledge and community connection with the Pensioner Guard cottage. The Society's members look forward to being closely involved in such efforts.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Jennie Carter".

Jennie Carter
Acting President

28 August 2015

Mr Simon Stewart-Davies
Director Operational Services
Town of Bassendean
P O Box 87
BASSENDEAN WA 6934

Dear Simon

Museums Australia Response to refurbishment of 1 Surrey Street, Bassendean

Thank you for the opportunity to view the above property and consult with strategic personnel. We see our role as advocate and informed commentator on industry standards relating to museum best-practice, which includes the interpretation and management of the site. Specifically for the above property I respond to the impact of the proposed redevelopment of the 1893 residence and the ensuing modifications and extension to the interpretation within.

We conditionally agree that *Option 2*, of the architectural drawings presented, successfully meets the recommendations of the 2012 Interpretation Plan produced by Dr Brian Shepherd: Particularly Recommendations 4 to 7: increasing community engagement and separating the heritage area from the area designated for community use.

Concerns raised by stakeholders

1. It is noted that the potential increase for community engagement with the new purpose-built community centre and extended space for interpretation within the 1893 residence may increase the need for more staff supervision. It is also noted that access to the site is always in the form of supervised access, i.e., staff will always need to be present to allow access.

In order to allay any fears that supervision provided by the present staff cohort of Historical Society members may be unsustainable with the expanded development of the site, the Historical Society should be assured of support from the Town of Bassendean. Assurance regarding future staffing of the site should be in writing to the Bassendean Historical Society, guaranteeing ongoing support to facilitate regular access to 1 Surrey Street: the scope and definition of regular access needs to be agreed upon by both parties.



2. It is noted that *Option 2* potentially allows for more than one access point to the 1893 residence, rather than the existing front-of-house entry. Does this have the potential to compromise how an audience will experience the interior interpretation?

There is no evidence to support the premise that an audience will have an optimum museum experience by following a prescribed linear engagement with the space, for example, the traditional didactic time-line approach. To the contrary, visitors to museum sites engage in informal learning, tend to negotiate content in group situations, and bring their own levels of knowledge and experiences with them¹. Furthermore, the visitor's perception of free will in how he/she engages with museum exhibitions enhances the visitor experience.

The refurbished lay-out of interpretive material has the capacity to offer enriching content from a variety of access points.

With the necessary support and promotion from the Town of Bassendean I believe that the redevelopment of 1 Surrey Street, according to Option 2, can create a practical and welcoming hub for community engagement while maximising audience awareness of the site's heritage significance.

Yours faithfully

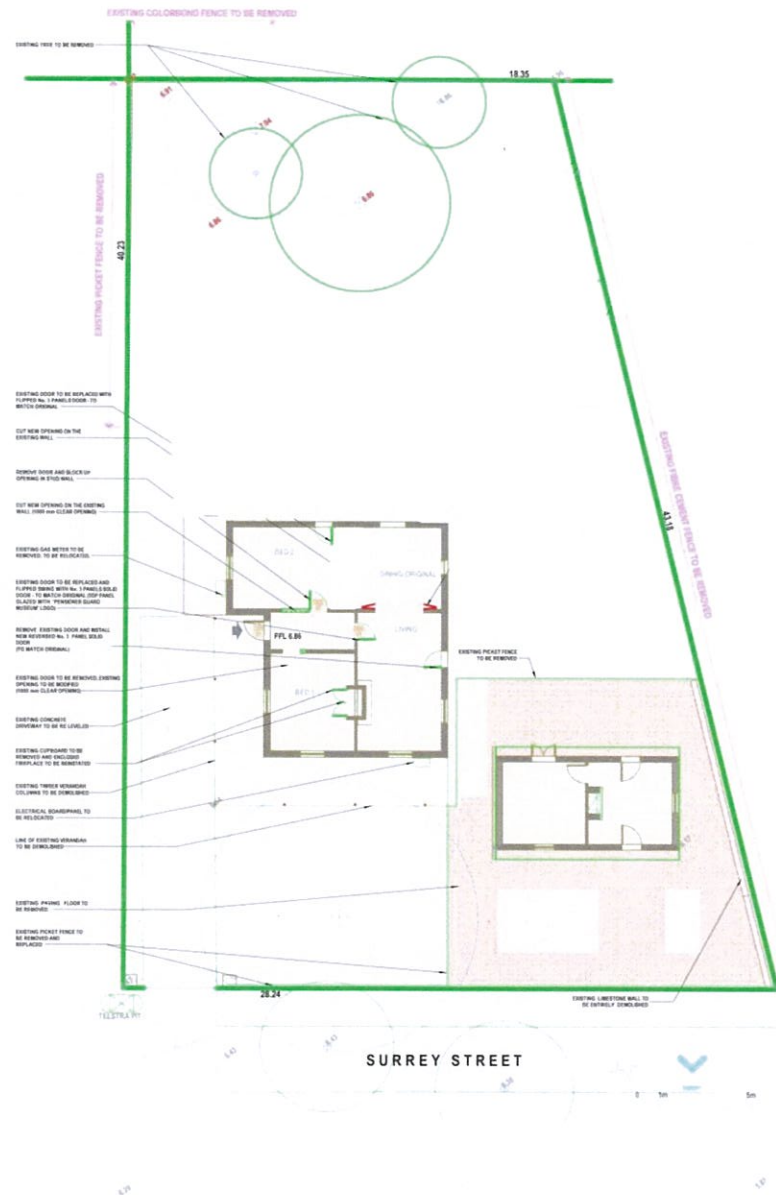


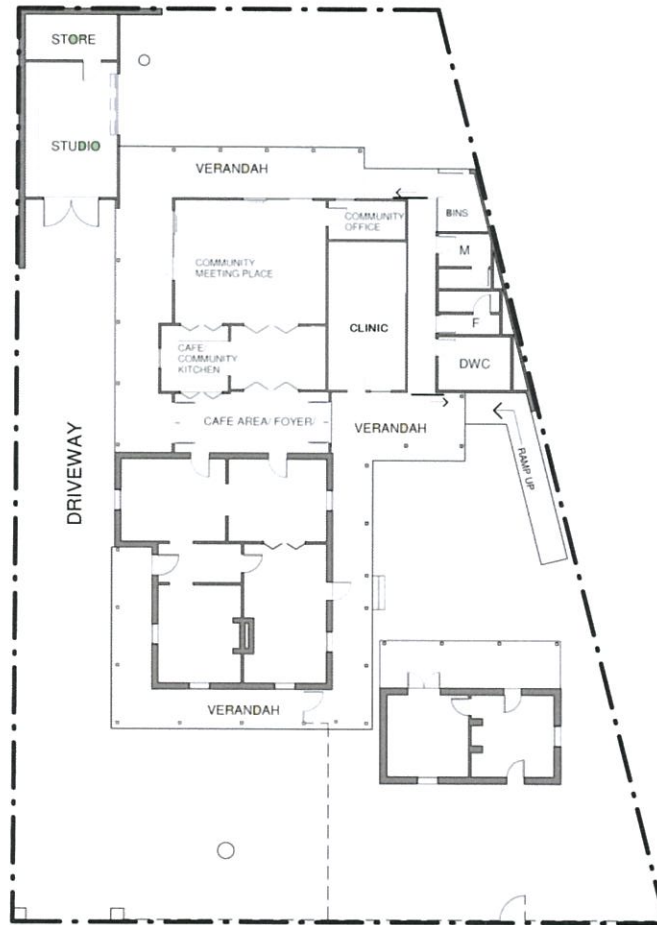
Rosemary Fitzgerald
Coordinator
Programmes and Communications
Museums Australia WA

¹ Falk, J & Dierking, L, 2000, *Learning from Museums – Visitor Experiences and the making of Meaning*, Altamira Press, Walnut Creek, p 97. Falk is an international expert on the museum experience. Also relevant from his many publications is *Free-Choice Learning and the Environment* (2009).

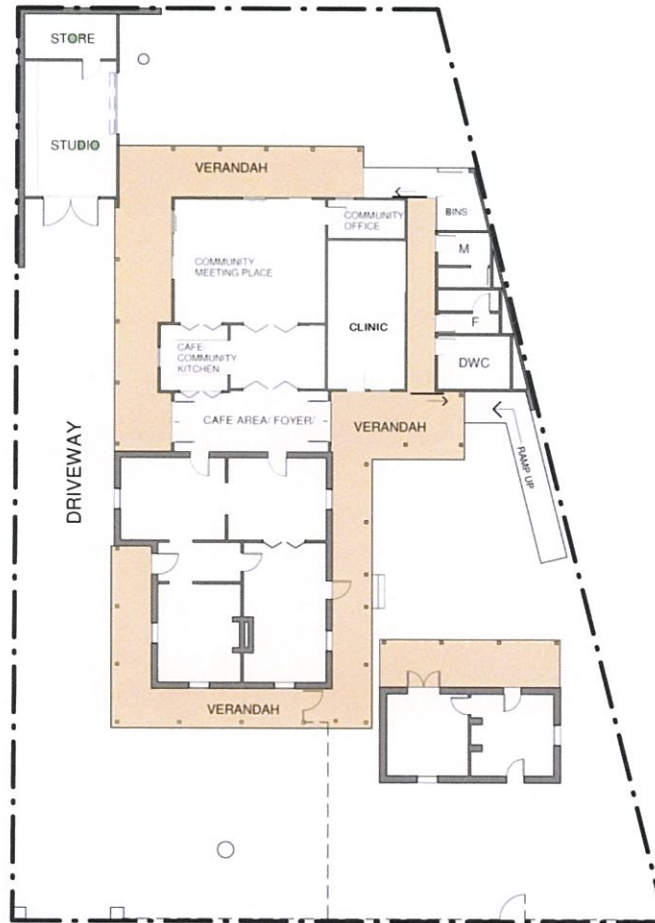


Appendix 4 Indicative changes

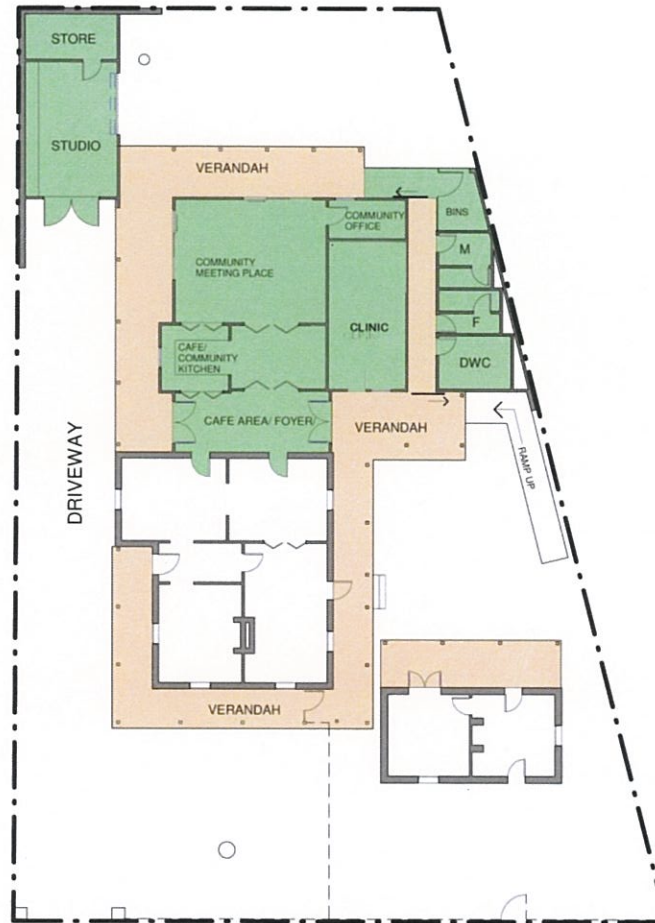




SURREY STREET



SURREY STREET



SURREY STREET



SURREY STREET

Appendix 5 Signed document







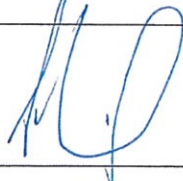

Our ref:
File ref:

4 July 2018

WORKSHOP 4 JULY 2018 RE PLANNED CHANGE OF USE FOR PART OF SURREY ST BASSENDEAN SITE

The residency: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

ATTENDEES:

Councillor McLennan – Mayor, Town of Bassendean		Karl Haynes - National Trust of WA	
Councillor Quinton – Town of Bassendean		Karen Jackson - DPLH	
Councillor Hamilton – Town of Bassendean		Jennie Carter - Bassendean Historical Society	
Bob Jarvis – Town of Bassendean		Michelle Powell - Child and Adolescent Community Health	
Simon Stewart-Dawkins – Town of Bassendean		Felicity Morel-EdnieBrown - Culture+Context	
Christian Buttle – Town of Bassendean		Sasha Ivanovich - SIA Architects	
Fiona Bush - Royal WA Historical Society			



Culture+Context

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East Perth
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AUSTRALIA

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W: www.cultureandcontext.com.au

+
culture+context
strategic cultural + urban advice

ATTACHMENT NO. 8



QUARTERLY REPORT

PERIOD ENDING 30 JUNE 2018

KPI'S	EVIDENCE
(a) Strategic regeneration of Town Centre redevelopment	A range of residential density scenarios is presently being developed. This will assist in determining likely future scale and form of redevelopment within the Town Centre.
(b) Responsive to Councillor enquiries	<p>The Administration provides timely and comprehensive advice and responds to Councillors through Workshops, briefings and inspection that were organised during the quarter under review to provide more detailed information for Councillors to assist with decision making. These included:</p> <p>Wednesday 4th April Community Facilities Audit workshop</p> <p>Wednesday 11th April Workshop Review of the Corporate Business Plan</p> <p>Wednesday 18th April Corporate Business Plan Review continues</p> <p>Thursday 19th April Workshop Transport Study</p> <p>Tuesday 1st May Sandy Beach Playground workshop</p> <p>Wednesday 2nd May Bindaring wetlands workshop</p> <p>Wednesday 16th May EMRC Flood Risk presentation</p> <p>Tuesday 29th May Draft Capital Works budget workshop</p> <p>Monday 11th June Workforce Plan workshop</p> <p>Wednesday 30th June Workshop with Marketing consultant</p> <p>Inspections of property to better inform planning decisions were held on Tuesday 15th May.</p>
(c) Increased focus on bike plan and streetscapes	<p>Council OCM – 12/03/18 receives the Community consultation responses and FLYT Consultant report for the Whitfield Safe Active Street project; approved the third phase of the project to prepare detailed design incorporating the results of the community consultation and the peer review of the concept design.</p> <p>Funding listed in the draft 2018/2019 Budget for Council consideration to commence the Whitfield Safe Active Street project.</p>

(d) Review Executive Team to include a Strategic Land-use Planner. Coach and mentor a new executive team for the future sustainability of the Town	Director Strategic Planning in place.
(e) Define KPIs together with the alignment of the Corporate Business plan in the current contract.	KPI's aligned with Corporate Business Plan
(f) provide accurate and timely advice to the Council;	Respond as quickly as possible to requests for advice from Council and Councillors
(g) work in collaboration with the Council;	Provide workshops where appropriate or requested to better facilitate communication with elected members. Meet weekly with the Mayor and as required on other occasions to discuss the management of agendas and business.
(h) provide innovative and visionary leadership;	<p>In May, the Town received an award from the Department of Water and Environmental Regulation for its Light Industry Programme (conducted by the Environmental Health Officer) which reduced contamination to the River.</p> <p>On the 1st May the CEO and the Town's Senior Environment Officer was presented with a "Gold Waterwise Council" Award for the Town's outstanding water conservation programmes.</p>

- (i) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;

Corporate Training & Development

The following staff corporate training and information sessions were conducted at the Town of Bassendean:

- Fire Extinguisher Training – 4th April 2018
- Disability Awareness Training for new staff – held on 5th April 2018
- CPR First Aid Training for Asset Services – 17th & 24th April 2018
- Front End Loader Training for Asset Services – 15th & 16th May 2018
- Defusing Angry and Abusive Customers for Library Staff – 15th May & 12th June 2018
- Skid Steer Training for Asset Services – 23rd and 24th May 2018
- Basic Traffic Management for Asset Services – 22nd and 30th May 2018
- Who Killed Mr Stanley for Leaders & OHS Reps – 7th June 2018
- Time 2 Talk Training for Leaders – held on 19th & 21st June 2018

Corporate Inductions

The following corporate and safety inductions were conducted by Human Resources at the Town of Bassendean:

- Corporate and Safety Induction – 27th June 2018
- Next Corporate and Safety Induction – 26th September 2018

Wellbeing Events & Initiatives

The following staff wellbeing events and initiatives were held during this quarter:

- Flu Vaccinations – held on the 17th May 2018
- HBF Run for a Reason – 10 staff participated on 27th May 2018
- Men's Health Week Event – held at Depot on 14th June 2018
- Red Apple Day Event – held on 20th June 2018
- OH&S Newsletter Distributed to staff – 3rd July 2018
- Staff Newsletter Distributed to staff – 5th July 2018
- National Diabetes Week – Quiz to be held on 10th July 2018
- Staff Soup Lunch – to be held on 19th July 2018
- Hep A & B Vaccinations provided to appropriate staff - Ongoing
- Employee Birthday Cards - Ongoing
- Slow Cooker Club - Ongoing
- Employees Recognition Awards – Ongoing

Wellbeing Committee

Town of Bassendean Wellbeing Committee formed in August 2011 and the following committee meetings have been held during this quarter on:

- Tuesday, 12th June 2018
- Next Wellbeing Committee meeting on 11th September 2018

OH&S Committee

The following OH&S Committees were held during this quarter on:

- Wednesday, 20th June 2018
- Next OH&S Meeting Wednesday, 15th August 2018

Recruitment

- Events Officer
- Engineering Technical Coordinator
- Library Clerk (Casual)
- Engineering Technical Assistant and Compliance Officer (Maternity Leave)
- Assistant in Home Nursing (Casual)
- Executive Assistant (Director Operational Services and Director Community Development)

Achievements

- The negotiation process was completed for the Town's Enterprise Bargaining Agreement (Outside Staff). Voting will commence in the middle July 2018 and lodged for approval with Fair Work Commission in early August 2018.
- All of the required OH&S Training was completed in this quarter ensuring employees received more education about job safety, use of equipment, duty of care and legislative responsibilities. This again demonstrates the Town's commitment to provide our employees with important training to continue build a strong OH&S culture.
- The Town's payroll system required various updates and changes to superannuation along with meeting the new Australian Tax Office requirements to process and report on employee tax. This has taken a considerable amount of resources along with the completion of end of financial year. Well done to the Town's Payroll Officer for the timely distribution of the employee payment summaries whilst also working towards meeting the Superannuation and ATO's transactions and processes.

	<ul style="list-style-type: none"> Human Resources completed the 2018 Workforce Plan Review with all of statistical data and changes to reflect the current and proposed workforce. This document is an essential component of understanding our workforce profile and identifying emerging risks for future planning.
(j) ensure the effective and accountable application of financial and physical resources;	Ongoing internal audit review of all processes continues, as per Department Guidelines.
(k) develop and implement change management strategies to enhance service delivery; and	NDIS funded programme reviewed and report provided to Council. Council resolved to withdraw from NDIS programme. Quotations are being sought to complete full review of Seniors Services.
(l) initiate the development, implementation and review of effective policies.	<p>Two new policies adopted this quarter and one policy amended, as follows:</p> <ul style="list-style-type: none"> New Policy 6.24 – Town of Bassendean Advisory Group Policy New Policy 6.25 - Caretaker policy Amended Policy 6.7 – Electronic Recordings and Live Streaming of Council Meetings, amended

MEASURES OF OUR SUCCESS (THE 2017/18 OUTCOMES OPERATE AS KPI'S)

Strategic Priority 1. Social

OBJECTIVE: 1.1 - BUILD A SENSE OF PLACE AND BELONGING

Strategies <i>How we're going to do it</i>		Success Measures	Target	Projects <i>New projects that will be implemented</i>	4th Quarter <i>(April to June)</i>	
1.1.1	Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)	Improved Community feedback (based on baseline data collected in year 1) Completion of heritage architect's plans and securing of the Lotterywest grant in Year 1	Facilitate community action driven Neighbourhood activation plans	Events Sponsorship Guidelines revised to accommodate support for community activation groups such as Ashfield CAN, Eden Hill Community Network, Bindaring Vision, SHAG and the like. A budget request for \$20,000 has been sought for the purpose.	
1.1.2	Activate neighbourhood spaces to facilitate community gathering			Develop revised Culture Plan		Development of the new Cultural Plan continues to progress. In addition to a comprehensive multi-layered community consultation process, an online survey conducted through Your Say Bassendean closed at the end of June 2018. The consultant has commenced drafting the Cultural Plan and briefing meetings have been scheduled with CMT on 16 July and a Councilors Workshop for 31 July 2018.
1.1.3	Ensure our unique culture and history are shared and celebrated			Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan	<i>Council resolved the following this quarter: OCM – 17/04/18 approved a project brief and resolved to engage a suitable consultant to undertake a workshop with an key stakeholders(Lotterywest requirement) and a Department of Health representative</i>	
1.1.4	Continue to support and facilitate participation in the arts, community festivals and events					

				<p><i>to repurpose the Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community.</i></p> <p><i>On 4 July 2018 the stakeholder workshop was conducted and a report is planned to be presented to the July OCM.</i></p>
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OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Community / Stakeholder Satisfaction Survey (Activity and connectivity)	Improved Community feedback (based on baseline data collected in year 1)	Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve	A Request for Tender document released in June, closing 13 July, for the Mary Crescent Playground. Report on the Regional Playground referred to Council in May resulting in a request for an update on the projects finances ahead of agreeing to progress the planning further.
1.2.2 Provide life-long learning opportunities				
1.2.3 Enhance partnerships with the local Noongar people			Plan and build Men's Shed facility	Report provided to May OCM Initial viability analysis complete. Lot 590 May Holman Dve chosen as most likely site for further investigation. Engineering company engaged to estimate drainage pipe relocation. Company engaged to provide site classification certificate and feature survey.
1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life	Level of engagement of people with disability and those from diverse backgrounds	High level of engagement of people with disability and those from diverse backgrounds	Develop a new Reconciliation Action Plan Continue to provide inclusive opportunities for social connection	New Reconciliation Action Plan endorsed by Reconciliation Australia. Proceeding to publishing. Partnership forged with Intelife (Disability Specialist Organisation) ensuring the Wings Group successfully supported in transitioning their services to that organisation. Wings still runs out of Ashfield – continues to be and provided with physical resources at no cost.

<p>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</p>	<p>Volunteer Rate</p>	<p>Increased Volunteer Participation</p> <p>Support and empower community groups</p>	<p>Continue to implement the Bushcare Volunteers program</p> <p>Increase the promotion of volunteer opportunities</p> <p>Facilitate training events for community group to support development and growth</p>	<p>All NDIS/WANDIS participants supported in relocating services to specialist disability service providers.</p> <p>Council OCM – 29/05/18 received the 2018/2019 Bushcare Volunteer Action Plans submitted by the Bassendean Preservation Group, Friends of Bindaring Park Bassendean and, Friends of Success Hill Reserve.</p> <p>A comprehensive list of current volunteer opportunities are now available online through the Centre's website</p> <p>Two-part training event for community groups on the recruitment and retention of volunteers presented by Dr Judy Esmond</p>
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OBJECTIVE 1.3 - PLAN FOR A HEALTHY AND SAFE COMMUNITY

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
<p>1.3.1 Facilitate safer neighbourhood environments</p> <p>1.3.2 Promote and advocate community health and wellbeing</p>	<p>Community / Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)</p>	<p>Improved Community feedback (based on baseline data collected in year 1).</p>	<p>Improve lighting along main pedestrian routes to public transport hubs</p> <p>CCTV & Security lighting in Jubilee and Mary Cr. Reserves & advocate for installation in other identified crime hotspots</p> <p>'Club Connect' initiative</p>	<p>Council (OCM – 6/02/18) revoked previous resolution and resolved in part to wait until July 2018 when it is anticipated that Western Power will have completed its proposed new light-emitting diode (LED) replacement program and that a report be presented to the Town Assets committee for further investigation. However as part of the draft 2018/2019 budget funding has been listed for Council consideration</p> <p>Jubilee Reserve and Mary Crescent Reserve CCTV systems operational.</p> <p>Discussions and indicative costs received from Youth Focus for the delivery of Mental Health First Aid Training to clubs and parents. Discussions undertaken with SDFC regarding delivery within 'Fathering Project'</p>

OBJECTIVE 1.4 - IMPROVE LIFESTYLE CHOICES FOR THE AGED, FAMILIES AND YOUTH

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
<p>1.4.1 Facilitate healthy and active aging in place</p>	<p>Community / Stakeholder Satisfaction Survey (Aged, Families and Youth)</p> <p>Level of engagement of the aged community in their own care and wellbeing</p>	<p>Improved Community feedback (based on baseline data collected in year 1)</p> <p>High level of involvement and participation</p>	<p>Review Service delivery models for seniors including community care and Hyde Retirement Village.</p> <p>Continue to provide inclusive opportunities for social for connection to encourage active ageing in place</p>	<p>Consultants brief developed and circulated for review of Seniors and Disability Services Business Unit, including Hyde Retirement Village.</p> <p>Two new residents have entered the village taking occupancy of two of the four units that have been vacated in the last 6 months. There are still 2 more units available.</p> <p>TOB signed a new agreement with the Federal Department of Health to deliver the Commonwealth Home Support Program (CHSP). CHSP replaces HACC services for people over the age of 65 needing care at home and the community. The Town will receive \$2.6million over the life of the 2-year agreement.</p> <p>TOB will receive over \$180k from WADOH to continue to provide HACC services to people under the age of 65 years not eligible for NDIS.</p>

<p>1.4.2 Partner with service providers to improve / expand access to services and facilities</p> <p>1.4.3 Enhance the wellbeing, and participation of our youth and children</p>			Review and implement Youth Plan.	Youth Statement updated and accepted at June OCM
			Partner with alternative education provider to offer Yr. 9/10/11 equivalency program.	Partnership with Youth Futures to deliver CERT I/II/III General Education to disengaged youth via 'Anchor Point' program at Bassendean Youth Services. Built to full capacity this quarter.
			Expand the RYDE Program to other Local Government areas	Program delivered by City of Mandurah became operational within this quarter
			Parenting support services and the Midvale Parenting Hub	Children's Services are working in cooperation with the Midvale hub to develop parenting support in the North East Metro. Lisa Armstrong, Children's Service Employee is currently trained in Tuning into Kids and has assisted with delivery of the program for families in the North East Metro. Training in Circle of Security will occur later in the year.
			Crèche services to aid citizenry participation	Children's Services are providing crèche facilities for greater participation in council operations for the local community. To date only 1 crèche has been required.

Strategic Priority 2. Natural Environment

OBJECTIVE 2.1 - TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter <i>(April to June)</i>
2.1.1 Strengthen environmental sustainability practices and climate change mitigation 2.1.2 Reduce waste through sustainable waste management practices 2.1.3 Initiate and drive innovative Renewable Energy practices	Waste reduction ratio to population–	Reduction in waste by tonnage per annum in relation to population	Develop and implement Environmental Community Education program	Listed funds in 2018-19 Operational budget to run a Sustainable House workshop in September 2018.
	Carbon emissions (“Planet Footprint”)	Reduction in Carbon Emissions	Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	No action this quarter. [NB: The development of a local planning policy addressing renewable energy will be included in the review of existing local planning policies, commencing January 2019.]
			Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects	The Sustainability Committee received (SC – 6/03/18) the first draft ACER Emission Reduction Plan and committee members were requested to provide feedback to Town’s Officers by Friday 14 April 2018. The March 2018 Sustainability Committee identified a number of projects and estimated budget requirements for consideration as part of the 2018/2019 draft budget
			Investigate a 3 bin system for general, recyclable and green/putrescible waste collection	Council resolved: <ul style="list-style-type: none"> • OCM – 7/02/18 in part to receives the Survey Data Report on the implementation of a 3-bin waste collection system. • OCM – 14/05/18 endorsed the implementation of a three bin

				<p>system and to list funds in the draft 2018/19 budget with rollout and education program commencing in the 2019/20 financial year</p> <ul style="list-style-type: none"> • As per OCM – 14/05/18 a workshop was held on 7 July 2018 with Councillors and the Sustainability Committee, WALGA, Waste Authority EMRC and Suez Recycling & Resource Recovery Pty Ltd to discuss future recycling options to assist with the preparation of a draft Waste Strategy. • 22 June 2018 the Town (OEM-7586918) wrote to EMRC Director of Waste Services and on 12 July 2018 a formal letter was written to the EMRC as per OCM – 14/05/18 concerning the purchase of an anaerobic digester (or similar) at Red Hill and that planning for such a facility be included for consideration in the EMRC draft 2019/20 budget. • As per OCM – 14/05/18 and OCM 13/06/18 the Smart Cities Round 2 expression of interest grant application was submitted 2nd July 2018 for waste management
			Develop Local Planning Policies and Guidelines for sustainable design of buildings	To action this quarter. NB: The development of a local planning policy addressing sustainable building design will be included in the review of existing local planning policies, commencing January 2019.]

OBJECTIVE 2.2 - PROTECT OUR RIVER, BUSH LAND RESERVES, AND BIODIVERSITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
<p>2.2.1 Protect and restore our biodiversity and ecosystems</p> <p>2.2.2 Sustainably manage significant natural areas</p> <p>2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</p>	<p>Community / Stakeholder satisfaction Survey (River, Bushland and Reserves)</p> <p>Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement</p>	<p>Improvement in community and stakeholder satisfaction survey (River, Bushland and Reserves).</p> <p>Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.</p>	<p>Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.</p> <p>Advocate with relevant partners to collaborate on protection and rehabilitation.</p>	<p>Commencing 9 June 2018, the Towns Contractor commenced revegetation works in all Natural areas. A total of 5000 plants will be planted over all areas.</p> <p>The Bassendean Preservation Group has arranged planting days, in June July, for Broadway Reserve and Ashfield flats.</p> <p>February and May 2018, the Department of Planning, Lands & Heritage presented to the River Parks Committee a proposed Ashfield Flats Concept Plan & 2018-2023 works program. Council OCM – 29/05/18 resolved to request that an amended Concept Plan be uploaded to the "Your Say" Town of Bassendean website for community consultation and advertised via Facebook. Community consultation commenced 11 June 2018, the Department of Planning, Lands & Heritage will conduct a community briefing Monday 30th July and "Your Say" Bassendean website consultation closes Monday 13 August 2018.</p>

				As per OCM – 17/03/18, Officers have contacted representatives from Department of Biodiversity, Conservation and Attractions, Department of Water and Environmental Regulation to discuss point 2a, 3a, 3b, 3c, 3d and 3e of the RPMC–2/02/18 recommendation
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OBJECTIVE 2.3 - ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)	Improvement in Community / Stakeholder Satisfaction (Open Space and use of Open Space, including community facilities, ovals and reserves)	Formulate Open Space Master Plans	Open Space Master Plan listed in the draft 2018/2019 Corporate Business Plan and funds listed in the draft 2018/2019 budget for Council consideration
2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams	Increase in Public Open Space Tree Canopy Area monitoring (Private and public realms) Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)	2017 baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses. Annual monitoring of Water Quality.	Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan Sustainable water sensitive urban designs incorporated within drainage networks.	Council OCM – 15/06/18 received the report on the history of the draft Town of Bassendean Urban Forest Strategy and the community group's reworked Urban Forest Strategy and resolved in part to extends an invitation to the Members of the former Working Group to seek their feedback on adopting an objective in the Strategy and lists for Council consideration funding in the draft 2018/2019 budget to prepare the Urban Forest Management Plan and revised Street Tree Master Plan Water sensitive urban designs constructed include: <ul style="list-style-type: none"> • Eco cell stormwater detention systems installed in Shackleton Street (under the road) plus the 1-year storm event rain gardens located on the Shackleton street verge. • Eco cell stormwater detention systems at Christie Park (Briggs / Old Perth).

				<ul style="list-style-type: none"> • Villiers Street stormwater detention systems scheduled to be completed by the 25th July.
			Water Quality monitoring	Officers are waiting on the quarter water Sampling Analysis report.
			Plan and convert drains to Living Streams	<p>Council OCM-11/5/17 resolved to submit to the following proposals to the Water Corporation for their Drainage Livability Program</p> <ul style="list-style-type: none"> • Water Corp. Site 9994 -2nd & 3rd Ave • Water Corp Site 9984 - 3rd & 4th Ave • Water Corp Site 9982 -Reid St, Clarke Way and Hamilton St; • Water Corp Site adjacent to Railway Museum East Compensation Basin; • Water Corp Site 9983 - Iveson, Hamilton and Reid Street (Chapman Street Drain) <p>In April 2018, the Town wrote to Water Corporation seeking a formal update. A letter of response (ILET-14020318) was received in May 2018 advising that the Water Corporation had committed to undertaking a hydrological study at the Chapman Street drain (9983) by constructing a gauging station to better understand the drainage water contribution to Ashfield Flats</p> <p>Water Corporation Principal Asset Strategy officer coordinating the State Governments Living Stream project and the Department of Water Senior Engineering have arrange a meeting to discuss the project scheduled for the 25th July 2018.</p>

				The draft 2018/2019 budget lists funding for Council consideration
			Develop Swan River Precinct Plan.	The River Parks Committee in February 2018 received a report on the program to finalise the Swan River Precinct Plan.

Strategic Priority 3. Built Environment

OBJECTIVE 3.1 - PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	4th Quarter <i>(April to June)</i>
3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050)	Average of 105 dwelling approvals per annum to achieve the 2050 year target	The target requires 26.25 dwellings to be built per quarter to meet the target.	During the quarter approvals were issued for the construction of 6 new dwellings while demolition permits were granted for the removal of 7 dwellings.
3.1.2 Implement sustainable design and development principles		Community Satisfaction with participation and engagement	Local Planning Strategy Review + Local Planning Scheme 10 Review	In June 2018 Council adopted a revised (<i>Indicative</i>) <i>Strategic Planning Framework (SPF) Implementation Plan 2018-2020</i> .
3.1.3 Plan for local neighbourhoods and their centres	The level of community engagement and participation into Local Area Planning. (input into plans and policy development)			A stylised diagram of the revised framework denoting indicative dates for formal community consultation is provided at the end of this report.
3.1.4 Ensure infrastructure is appropriate for service delivery		The revised framework prioritises the development of built form and design guidelines. These are presently in preparation, contemporaneously with the development of residential density scenarios. Once completed these – together with the completion of the <i>Bassendean Transport Study</i> and the completed <i>Bassendean Built Form and Character Study</i> and the completed <i>Bassendean Local Economic Overview</i> will inform a revised Local Planning Strategy.		

				<p>Local Planning Strategy</p> <p>The <i>Bassendean Built Form and Character Study</i> has essentially been completed. The proposed design responses contained within will be transposed into built form guidelines which will then be incorporated into a Local Planning Policy (see preceding remarks in this column).</p> <p>The <i>Local Economic Overview</i> was completed and endorsed by Council in May 2018.</p> <p>The <i>Bassendean Transport Study</i> commenced in March 2018. Phase 1, comprising an assessment of Bassendean's existing transport network has been completed. This assessment will inform Phase 2 of the study which is the development of a Local Integrated Transport Plan (LITP). A draft of this plan is in preparation and is envisaged to be released for public comment and feedback in August or September 2018.</p> <p>Local Planning Scheme 10 Review</p> <p>No action this quarter. [NB: It is anticipated that the drafting of a major (complex) amendment to LPS 10 to give effect to the recommendations in the revised Local Planning Strategy (especially in relation to recommended land use and density changes) will commence in January 2019.]</p>
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			Develop Local Planning Policies	No action this quarter. [NB: The development of local planning policies will form part of a review of existing local planning policies, commencing January 2019.]
			Prepare and develop Precinct/ Neighbourhood plans	No action this quarter. [NB: The iterative development of precinct (Activity Centres, Urban Corridors) plans will commence in May 2019 and continue through to December 2020. The iterative development of Neighbourhood Plans is envisaged to commence in April 2020, and depending upon the number and scope of these plans, is likely to continue on into 2021.]

OBJECTIVE 3.2 - ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE

Strategies <i>How we're going to do it</i>		Success Measure	Target	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
3.2.1	Connect the Town through a safe and inviting walking and cycling network.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)	Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)	Implement Bicycle Boulevards on Whitfield Street	Council OCM – 12/03/18 received the community consultation responses and FLYT Consultant report for the Whitfield Safe Active Street project; approves the third phase of the project to prepare detailed design incorporating the results of the community consultation and the peer review of the concept design. Funding listed in the draft 20918/2019 budget for Council consideration to commence the project
3.2.2	Advocate for improved and innovative transport access and solutions.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)	Increased Community/ Stakeholder Satisfaction (access to public transport both access to Town and within.)		
3.2.3	Enhance the liveability of local neighbourhoods.				
3.2.4	Enhance Road Safety through Design				

OBJECTIVE 3.3 - ENHANCE THE TOWN'S APPEARANCE

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (amenity and appearance)	Improved Community / Stakeholder Satisfaction against baseline.	Bassendean Built Form and Character Study (part of Local Planning Strategy Review)	See preceding remarks under Local Planning Strategy Review in this column.
3.3.2 Strengthen and promote Bassendean's unique character and heritage			Preserve Heritage buildings with protection of the Local Planning Scheme	Heritage list adopted by Council at its meeting held May 2018.
3.3.3 Implement design policies and provisions of buildings and places			Winding up of Town Planning Scheme 4A.	No action this quarter.
			Establish a Design Advisory Panel	No action this quarter. [NB: The development of guidelines for the establishment and conduct of this panel and the types of design matters it ought to review is slated to commence in October 2018.]
			Advocate for underground power and environmentally sustainable Lighting	Council (OCM -10/08/07) resolved in part to consider allocating funding into a "reserve" account for properties adjacent to Town of Bassendean owned/vested land in order to fund an underground power program. In 2010, Council resolved to submit an expression of Interest application for the suburb of Ashfield in accordance with the State Government's Round 5 Underground Power program criteria. With the majority of Ashfield Ratepayers supporting the proposal to financially contribute to the costs, the application was successful.

				<p>In 2015, Council resolved to submit an expression of interest application for Eden Hill east in accordance with the State Government's Round 6 Underground Power program criteria. The majority of Eden Hill east Ratepayers did not support the proposal to financially contribute to the costs, as a result the application was not successful.</p> <p>The State Government's Round 7 Underground Power program has not been advertised</p>
			<p>Prepare streetscape policies for the Town</p>	<p>Council (OCM-10/01/18) requested amendments to the Verge Treatment Policy and Verge Maintenance Policy liaise with the Verge Transformation Group and provide a further report for the Town Assets Committee's consideration. February 2018, the Verge Transformation representative provided a deputation to the Asset Committee (TAC - 2/02/18). Asset Services completed risk assessment and in June 2018 LGIS provided recommendations. The revised draft Verge Treatment Policy and Verge Maintenance Policy has been prepared and the Thoroughfares Local Law is currently being modified.</p> <p>Local Planning Streetscape policies -</p>

				<p>No action this quarter.</p> <p>[NB: The development of streetscape policies will form part of a review of existing local planning policies, commencing January 2019. Guidelines for streetscape preservation are presently being developed in conjunction with built form design guidelines.]</p>
			Finalise and implement the Municipal Heritage Inventory	The MHI was adopted by Council at its meeting held August 2017.

Strategic Priority 4. Economic

OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
4.1.1 Encourage and attract new investment and increase capacity for local employment	Economic and Commercial Activity	Increase in Economic and Commercial Activity against baseline data	Develop new Economic and Commercial Activity Strategy including: - Initiate industry Cluster Analysis during this financial year - Advocate and facilitate digital technology integration in to the Town over the four years of the plan	Preparation for the Economic & Commercial Activity Strategy underway. Investigation of industry alignment to feed into cluster analysis and finalization of strategy.
4.1.2 Plan for and build capacity for Commercial and Industrial activities	New businesses (including home based) granted development approval by the Town.	Increased number of new businesses from baseline data	- Place activation over the four years of the plan	Place activation received significant boost from the Festival of Local Business. Additionally, the Markets programme driven by new co-ordinator will generate fresh momentum for the retail precinct
4.1.3 Support and promote home based businesses			Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year	The retail needs assessment has been completed. It is incorporated in the <i>Local Economic Overview</i> which was adopted by Council in May 2018.
			Establish baseline data for the achievement of nominal targets during this financial year	ABR data is fully available and is being utilised and assessed.
			Investigate options and develop business case for potential future redevelopment of civic buildings during this financial year	No action this quarter.

OBJECTIVE 4.2 - FACILITATE LOCAL BUSINESS RETENTION AND GROWTH

	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
4.2.1 Strengthen local business networks and partnerships	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)	Increase in engagement of local businesses. Increasing recognition of Bassendean branding. (Baseline to be established in year one)	Establish local business group of operators within the Town and those utilising the Town over the four years of the plan	Hosted inaugural Festival of Local Business. This event championed business groups of various industries, including the Arts, Education & Training, retail, Small & Home Based Business. Further interest and focus given to Bassendean Business Association.
			Review & refresh Bassendean Means Business brand during this financial year	Web refresh completed and launched at the Festival of Local Business.
			Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand over the four years of the plan	Ongoing engagement campaign initiated which has resulted in doubling the businesses listed on the directory in 6 weeks from launch of web site.
4.2.2 Continue the activation of Bassendean Town Centre	Increase in the diversity and level of mixed uses, and increase in higher density residential dwellings	Baseline data to be established following completion and adoption of revised Local Planning Strategy and Bassendean Transit-oriented Development (TOD) plan	As per Local Planning Strategy Review + Local Planning Scheme 10 Review under Objective 3.1 during this financial year	Baseline data has been established through the <i>Local Economic Overview</i> (which was adopted by Council in May 2018).

<p>4.2.3 Enhance economic activity in neighbourhood centres</p>	<p>New local + neighbourhood centres</p>	<p>Baseline data to be established following completion of Retail Needs Assessment and completion and adoption of revised Local Planning Strategy and new Economic and Commercial Activity Strategy</p>	<p>As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year</p>	<p>See preceding comments in this column in respect to the <i>Local Economic Overview</i>.</p>
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Strategic Priority 5. Good Governance

OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter <i>(April to June)</i>
5.1.1	Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)	Community / stakeholders improvement on Year 1 baseline (Governance)	New Elected Member Training and Community Committee member orientation	4 Councillors undertook formal training this quarter.
5.1.2	Ensure financial sustainability			Review the Risk Management Framework	Scheduled for December 2018, as per the LG Act Regulations.
5.1.3	Strengthen governance, risk management and compliance	Compliance Audit	100% Statutory Compliance met.	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	The Auditor General's Office conducted a performance audit during this period. Following receipt of the final report Staff will present the findings to the Audit and Governance Committee in the next quarter.
5.1.4	Improve efficiency and effectiveness of planning and services	Risk Management Profile	100% Risk Mitigation as determined by insurer.		
5.1.5	Ensure optimal management of assets	Financial Ratio Benchmarked.	Asset Ratios met or Improved (intermediate level)		
		Asset Ratio Benchmarked	Financial Ratios met or improved (intermediate level)		

OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
5.2.1	Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)	Improvement in Community and Stakeholder Satisfaction (community engagement and participation)	Develop a new Community Engagement Strategy	Community and Staff surveys prepared and are being conducted in the next quarter,
5.2.2	Engage and communicate with the community			Develop a new Marketing Plan	Council has met with the Consultant and agreed a Strategy to prepare a Marketing Plan. A Marketing Officer/Consultant has been included in the draft 2018/19 Budget.
5.2.3	Advocate and develop strong partnerships to benefit community				

OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND INNOVATION

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	4th Quarter (April to June)
5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks.	Improved efficiency and effectiveness of services.	Adopt a formal service review program	NDIS review has been completed, with Council resolving to exit the programme. Exit has been completed. Ongoing internal audit programme reviews all of its processes on a continuous basis.
	Percentage uptake of the community of Ecommerce applications	Increased E-commerce applications	E-commerce development through the Town's Website	On Line software has been finalised and will be implemented in the next quarter.

CASH IN LIEU

Cash In Lieu Public Open Space Balance at 30 June 2018							
Trust ID	Subdivision	Original Trust Receipts	Project	Approved for Expenditure from this Trust	Balance Available in Trust after Completion of Projects based on no projects under budget	Amount Drawn to Date	Cash In Lieu Public Open Space Balance at 30 June 2018
T1148 MINISTRY OF HOUSING		\$ 212,000.00	Broadway Aboretum Stage 2	\$ 85,000.00	\$ -	\$ 40,899.14	\$ 73,524.33
			Broadway Aboretum Stage 1	\$ 38,800.00		\$ 38,800.00	
			Construction of 2 additional hard tennis courts	\$ 58,776.53		\$ 58,776.53	
			Sandy Beach Playground	\$ 29,423.47		\$ -	
T1174 WESTCHOICE		\$ 194,000.00	Path Network & outdoor Gym	\$ 47,043.24	\$ -	\$ 47,043.24	\$ 53,621.24
			Public Toilet	\$ 93,335.52		\$ 93,335.52	
			Sandy Beach Playground	\$ 53,621.24		\$ -	
T1607 Danmar Homes	50 IVANHOE STREET - WAPC#951-11	\$ 130,000.00	Sandy Beach Playground	\$ 130,000.00	\$ -	\$ -	\$ 130,000.00
T1803 Westfocus	92-96 FIRST AVE	\$ 97,000.00			\$ 97,000.00	\$ -	\$ 97,000.00
T1946 PD Projects	141 FIRST AVE - WAPC REF 149585	\$ 85,311.75			\$ 85,311.75	\$ -	\$ 85,311.75
T1992 Miluc Pty Ltd	LOT 3 MORLEY DRIVE WAPC # 146605	\$ 295,000.00	Mary Crescent Res Playground	\$ 250,000.00	\$ 45,000.00	\$ -	\$ 295,000.00
T 2045 PD Projects	# 137 First Ave Bassendean	\$ 70,000.00			\$ 70,000.00	\$ -	\$ 70,000.00
T1400 Interest on POS		\$ 180,726.15	Sandy Beach Playground (\$25,655.29)	\$ 118,155.29	\$ 62,570.86	\$ 92,500.00	\$ 88,226.15
TOTALS (includes completed projects)		\$ 2,105,274.82		\$ 1,745,392.21	\$ 359,882.61	\$ 1,212,591.35	\$ 892,683.47
				\$ 892,683.47	TOTAL in TRUST		
				-\$ 44,100.86	Less Approved Projects (Broadway Aboretum Stage 2)		
				-\$ 250,000.00	Less Approved Projects (Mary Crescent Playground)		
				-\$ 238,700.00	Less Approved Projects (Sandy Beach Playground)		
				-\$ 250,000.00	Less Unapproved Project (Sandy Beach Public Conveniences)		
				\$ 109,882.61	Available for additional projects		

GRANTS

COA	Description	Inc/Exp Analysis Summary	Original Budget	Budget Amendments	Current Budget	YTD Actual
122201	SPORT & RECN GRANT - KIDS SPORT	Operating Grants	-\$19,000	\$0	-\$19,000	-\$9,000
132015	INCOME - RESERVES - GRANT INCOME	Operating Grants	\$0	-\$122,000	-\$122,000	-\$55,000
182472	INCOME - PUBLIC EVENTS - OTHER INCOME	Operating Grants	\$0	-\$4,500	-\$4,500	-\$5,000
212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	Operating Grants	-\$52,394	\$0	-\$52,394	-\$30,174
212161	INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS	Operating Grants	\$0	-\$30,000	-\$30,000	-\$20,000
322001	INCOME - GRANTS - ROADS GRANT	Operating Grants	-\$120,000	\$26,639	-\$93,361	-\$212,319
322002	INCOME - GRANTS - GENERAL PURPOSE GRANT	Operating Grants	-\$164,000	\$19,464	-\$144,536	-\$308,206
542013	INCOME - ES - GRANTS	Operating Grants	-\$45,000	\$0	-\$45,000	-\$56,090
872011	INCOME - BYS - DEPT CHILD PROTECTION GRANTS	Operating Grants	-\$90,400	\$0	-\$90,400	-\$91,292
902011	INCOME - VOLUNTEER - GRANTS	Operating Grants	-\$1,000	\$0	-\$1,000	-\$1,000
942001	INCOME - SDS - HACC GRANTS	Operating Grants	-\$1,512,480	-\$56,455	-\$1,568,935	-\$1,572,470
942102	INCOME - HCP SUBSIDIES	Operating Grants	-\$360,000	\$360,000	\$0	\$0
952102	INCOME - SDS -HCP SUBSIDIES & SUPPLEMENTS	Operating Grants	\$0	-\$360,000	-\$360,000	-\$658,344
952103	INCOME - SDS -HCP CLIENT TRANSFERS IN	Operating Grants	\$0	-\$1,000	-\$1,000	\$0
112160	INCOME - HALLS - GRANTS (NO GST)	Non Operating Grants	\$0	-\$30,000	-\$30,000	-\$30,000
122011	INCOME - SPORT & REC - GRANTS	Non Operating Grants	-\$500,000	\$0	-\$500,000	\$0

122015	INCOME - SPORT & REC - CAPITAL GRANT & POS(NO GST)	Non Operating Grants	-\$250,000	\$0	-\$250,000	\$0
132015	INCOME - RESERVES - GRANT INCOME	Non Operating Grants	-\$67,000	\$57,035	-\$9,965	-\$9,965
212001	INCOME - ROAD MAINT - CAPITAL GRANT NO GST(RTR)	Non Operating Grants	-\$190,000	\$0	-\$190,000	-\$205,347
212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	Non Operating Grants	-\$401,462	\$0	-\$401,462	-\$375,356
212161	INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS	Non Operating Grants	\$0	-\$44,721	-\$44,721	\$0
532011	INCOME - LAW - GRANT INCOME	Non Operating Grants	\$0	-\$4,250	-\$4,250	-\$3,864
862284	INCOME - RYDE GRANT	Non Operating Grants	-\$20,000	\$0	-\$20,000	-\$20,000
872014	INCOME - BYS -GRANTS	Non Operating Grants	-\$50,000	\$30,000	-\$20,000	-\$20,000
			-\$3,842,736	-\$159,788	-\$4,002,524	-\$3,683,427

HEALTH OFFICER'S QUARTERLY REPORT
HEALTH OFFICER'S QUARTERLY REPORT – JUNE 2018

Public Health complaints/requests:

A total of 47 complaints were received in relation to health related matters (other than noise complaints which are reported separately). The majority were in relation to mosquitoes (8), followed by waste/rubbish bins (5).

Noise Complaints:

A total of 25 noise complaints were received during the quarter. Only one noise complaint has been an on-going issue, the rest were resolved during the quarter.

Noise Management Plans:

Nine Noise Management Plans were received and assessed during the quarter, the majority of which were from the Public Transport Authority and in relation to track and overhead line maintenance. Other noise management plans were submitted from Western Power and the Water Corporation.

Community Education:

Health Services continued to communicate information to residents through the Bassendean Briefings, Facebook and the Health Hub (Your Say Bassendean) on a number of Health related matters including mosquito activity, Food Recalls, Asbestos and smoke.

Food Business Inspections:

A total of 23 food business risk assessments were carried out assessed during the quarter to ensure compliance with the Food Safety Standards and the Food Act 2008.

Food Safety Audits:

Three high risk food businesses (Child Care Centres) were due for their third party Food Safety Audits during the quarter. Audits were conducted and the Audit Reports were submitted to the Town's Senior Environmental Health Officer for assessment and action as required.

Temporary Food Businesses:

A total of 12 applications for temporary food premises were received and assessed during the quarter. These applications were primarily for the Old Perth Road Markets.

Food Business Registrations:

A total of 14 food businesses were registered during the quarter. These were in response to change of ownership and the establishment of new businesses (including mobile food businesses).

Food Recalls:

A total of 8 Food Recall Notifications were issued by the Department of Health, which required follow up to ensure that the products were removed from retail sale. Food recalls were also posted on the Town's Facebook page and the Health Hub (Your Say Bassendean).

Public Event Applications:

Four applications for public events were assessed during the quarter. These applications were for the following events:

- NAIDOC Family Day 2018
- Morley Baptist Church fete
- Danjoo Koorliny Reconciliation Gathering
- ANZAC Day.

Food Sampling:

17 food products were collected from a food manufacturer in the Town in response to the detection of *Listeria Monocytogenes* in ready to eat foods. The products were submitted to the PathWest food laboratory at QEII, to determine which batches affected. Microbiological swabbing was undertaken at the premises which included the swabbing of utensils and hard surfaces (food contact and non-food contact surfaces). A total of 10 swabs were taken.

Public Building Inspection:

One public building inspection was undertaken during the quarter.

Ross River Virus:

One notification for Ross River Virus was received during the quarter. Health Services is obtaining the relevant information from the patient, which in turn, will be provided to the Department of Health for epidemiological purposes.

Mosquito Control Program:

Ordinarily, the Mosquito monitoring and control program concludes late April to early May each year, however, the unusually warm weather had seen the mosquito breeding season continue to late May an early June. This resulted in more site inspections and treatments being undertaken during this quarter.

Rat Bait:

Approximately 1700 sachets of rat bait (Generation First Strike and Racumin) were issued during the quarter. This is very similar to the same period last year (1600).

A total of 48 letters regarding increased rat activity were also prepared and posted during the quarter.

Recreational Water Sampling:

The Environmental Water Sampling program concluded at the end of April. A total of 12 samples were collected from sites, at Point Reserve, Sandy Beach and Success Hill during the quarter.

Referrals from State Government Departments:

Health Services also receive referrals from State Government departments. These referrals are in relation to liquor licenses, gaming, pollution, food matters. A total of 8 referrals were received and actioned by Health Services during this quarter.

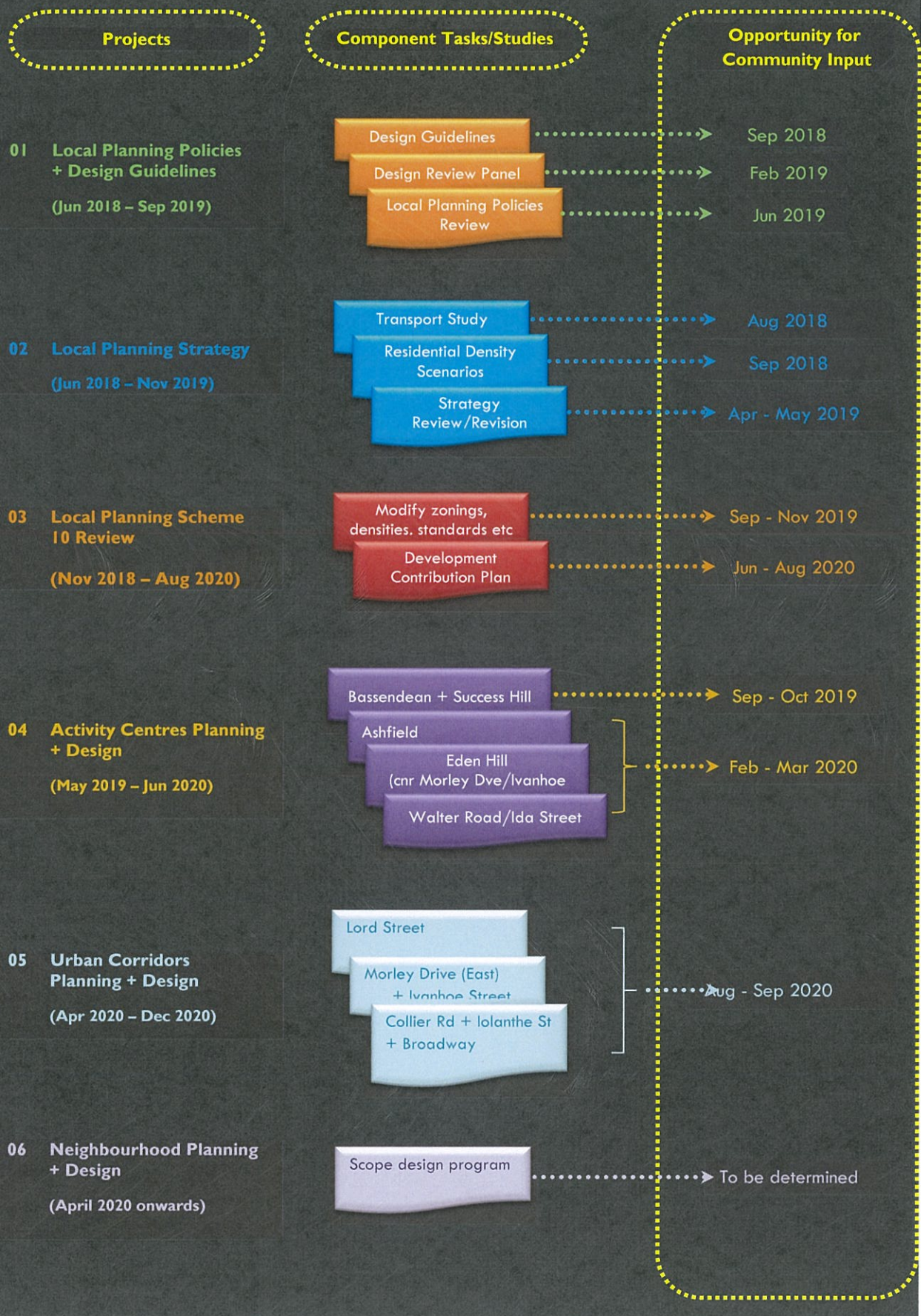
Projects:

Health Services provided assistance to the East Metropolitan Health Services in gathering information for their project which is aimed to map food outlets in the East metropolitan region to assess nutrition risk.

Sub-Standard Premises:

Work schedules were issued on three premises during the quarter, two of which were residential and once commercial premises. The owners of each premises are required to repair premises to ensure compliance with relevant health legislation.

STRATEGIC PLANNING FRAMEWORK (SPF)
(INDICATIVE) IMPLEMENTATION PLAN 2018 - 2020





QUARTERLY REPORT

PERIOD ENDING 31 MARCH 2018

KPI'S	EVIDENCE
(a) Strategic regeneration of Town Centre redevelopment	Preliminary analysis of existing and future potential lot and dwelling density yields that could be achieved under current local and regional planning frameworks has been undertaken and has been completed but requires further revision in line with feedback provided at the 26 March 2018 Councillors Information Session on Preliminary Land Use and Residential Density Changes.
(b) Responsive to Councillor enquiries	<p>The Administration provides timely and comprehensive advice and responds to Councillors through Workshops, briefings and inspection that were organised during the quarter under review to provide more detailed information for Councillors to assist with decision making. These included:</p> <ul style="list-style-type: none"> • 31st January 2018- Surrey Street Project • 6 February 2018- Town Assets Committee and River Parks Committee • 7 February 2018- Design Bassendean Committee • 13 February 2018- Workshop on PSP and Ficus Trees Guildford Road • 6 March 2018- Workshop on the 2017/18 Budget Review • 13 March 2018- Workshop 1 Surrey Street - Family & Children's Services Facility • 19 March 2018- Workshop- Draft Local Economic Overview • 21 March 2018- Workshop – Mens Shed <p>Site inspections were also conducted to assist Council with decision making on specific Council reports</p>
(c) Increased focus on bike plan and streetscapes	Whitfield Street Safe Active Street (Bicycle Boulevard) Community Engagement process commenced 5 February and concluded Monday 5 March 2018 including community information session on the 1 March 2018. The March Ordinary Council Meeting considering the Officer report seeking approval for the Town to proceed with the Detailed Design stage for this project.
(d) Review Executive Team to include a Strategic Land-use Planner. Coach and mentor a new executive team for the future sustainability of the Town	This matter is now not required given the Director of Strategic Planning has been employed for more than a year.
(e) Define KPIs together with the alignment of the Corporate Business plan in the current contract.	KPI's are linked to Corporate Business Plan and were adopted by Council

(f) provide accurate and timely advice to the Council;	Respond as quickly as possible to requests for advice from Council and Councillors
(g) work in collaboration with the Council;	Provide workshops where appropriate or requested to better facilitate communication with elected members. Meet weekly with the Mayor and as required on other occasions to discuss the management of agendas and business.
(h) provide innovative and visionary leadership;	<p>Expansion of RYDE Mentor Program within peer Local Governments</p> <p>The Town has recently received statistics from our insurers, LGIS highlighting our excellent progress in managing and reducing our workers' compensation claims. Over the past four years, our total number of claims have consistently decreased from 16 claims in 2014 to only 8 claims in 2017. This again shows our continuous commitment to address and improve workplace risks along with our proactive approach to injury management.</p> <p>In early March 2018, the Western Australian Local Government Association released the 'Salary and Workforce Survey 17/18' to subscribing local governments. A total number of 53 local governments in WA completed the survey. The median employee turnover rate in the survey for 2016/17 was 18.2%, compared to the Town's average turnover rate in 2017 of 9.6%. This shows a healthy turnover at the Town and demonstrates our commitment to being a quality local government employer.</p>

- (i) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;

Corporate Training & Development

The following staff corporate training and information sessions were conducted at the Town of Bassendean:

- Ergonomic Assessments completed at Depot, SDS – January 2018
- Website Training for relevant staff – 14th March 2018
- Manual Tasks Training (Seniors) – 27th March 2018
- Disability Awareness Training for new staff – scheduled for 5th April 2018

Corporate Inductions

The following corporate and safety inductions were conducted by Human Resources at the Town of Bassendean:

- Corporate and Safety Induction – 28th March 2018
- Next Corporate and Safety Induction – June 2018

Wellbeing Events & Initiatives

The following staff wellbeing events and initiatives were held during this quarter:

- Health Assessments – 7th March 2018 – 21 staff participated
- Emergency Response Drills – throughout January and February
- Employee Superannuation Lunch & Learn Sessions – 12th, 13th, 14th March 2018
- Closing the Gap Lunch – 16th March 2018
- HBF Run for a Reason – 10 staff expressed interest in participating
- Easter Egg Raffle – week of 26th March 2018
- Flu Vaccinations – scheduled for late March/April 2018
- Promotion of LGIS Health Portal for all employees to access online health topics
- New kitchen facilities at 48 OPR
- Staff uptake of the RELAX program – Zumba x 6 staff
- OH&S Newsletter Distributed to staff – February 2018
- Hep A & B Vaccinations provided to appropriate staff - Ongoing
- Employee Birthday Cards - Ongoing
- Slow Cooker Club - Ongoing
- Employees Recognition Awards – Ongoing

	<p><u>Wellbeing Committee</u> Town of Bassendean Wellbeing Committee formed in August 2011 and the following committee meetings have been held during this quarter on:</p> <ul style="list-style-type: none"> • Tuesday, 13th March 2018 • Next Wellbeing Committee meeting on 12th June 2018 <p><u>OH&S Committee</u> The following OH&S Committees were held during this quarter on:</p> <ul style="list-style-type: none"> • Wednesday, 14th February 2018 • Next OH&S Meeting Wednesday, 18th April 2018 <p><u>Recruitment</u></p> <ul style="list-style-type: none"> • Home and Garden Maintenance Officer • Assistant in Home Nursing and Activities Officer (Casuals) • Educators (Casuals) • Executive Assistant (Director Community Development & Director Operational Services) • Engineering Technical Coordinator
(j) ensure the effective and accountable application of financial and physical resources;	Budget review completed, preparations in place for review of Corporate Business Plan, Workforce Plan and Asset Management Plan. These will inform the Long Term Financial Plan and the 2018/19 budget.
(k) develop and implement change management strategies to enhance service delivery; and	Review of the Credit Card Procedures and Procurement procedures processes reviewed to, more appropriately, address risk and efficiency.
(l) initiate the development, implementation and review of effective policies.	Governance Policies have been reviewed and adopted by Council, with the exception of Policy 6.7- Recording and Live Streaming of meetings.

MEASURES OF OUR SUCCESS (THE 2017/18 OUTCOMES OPERATE AS KPI'S)

Strategic Priority 1. Social

OBJECTIVE: 1.1 - BUILD A SENSE OF PLACE AND BELONGING

Strategies <i>How we're going to do it</i>		Success Measures	Target	Projects <i>New projects that will be implemented</i>	3 rd Quarter <i>(January to March)</i>
1.1.1	Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)	Improved Community feedback (based on baseline data collected in year 1) Completion of heritage architect's plans and securing of the Lotterywest grant in Year 1	Facilitate community action driven Neighbourhood activation plans	Ashfield CAN has been a highly successful community development organization over the past 9 years. Council funding for the Groups activities has been forwarded following a request and including a program of activities and financial statements on the past years activities. The Eden Hill Community Network is to launch on Saturday 21 April at an event to be held in Alf Faulkner Hall..
1.1.2	Activate neighbourhood spaces to facilitate community gathering				
1.1.3	Ensure our unique culture and history are shared and celebrated			Develop revised Culture Plan	A review of the Cultural Plan continues to progress. Community gathering meetings were conducted during the month of March 2018 in each of the Town's suburbs Ashfield, Bassendean and Eden Hill. A community survey was launched through the Town's <i>Your Say Bassendean</i> portal and will run across the months of April to May 2018. Survey results will inform the Arts and Cultural Plan development by June 2018.
1.1.4	Continue to support and facilitate participation in the arts, community festivals and events				

			<p>Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan</p>	<p>Council resolved (OCM – 14/11/17 & OCM – 12/12/17) in part, to requests staff provide an update of all expenditure to date associated with the investigation, creation of plans and investigate the whole of life costs for the 1 Surrey Street Project and provide to this Council the business cases for Option 1 and Option 2c. On the 31st January 2018 a Councillor Workshop was conducted and in February 2018 Council (OCM – 11/02/18) Council amended the 2017/18 budget for the purpose of engaging a suitable contractor to explore the SIA Architect Option 2c design with a view to repurposing the homestead and extension for use as a Family & Children’s Services Facility.</p>
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OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Community / Stakeholder Satisfaction Survey (Activity and connectivity)	Improved Community feedback (based on baseline data collected in year 1)	Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve	Tender documents for the construction of the Mary Crescent Reserve Playground have been finalised. Additional consultation is being undertaken with Aboriginal Elders of the Town prior to the issuing of the tender.
1.2.2 Provide life-long learning opportunities				Community Consultation on the endorsed design for the Sandy Beach Reserve playground is now complete with a community forum to receive the survey feedback conducted on Wed 28 March. The designers are now to meet with the Town on a detail design brief.
1.2.3 Enhance partnerships with the local Noongar people				Selling process for the Chapman and Lord St properties in progress and currently out for tender.
1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life	Level of engagement of people with disability and those from diverse backgrounds	High level of engagement of people with disability and those from diverse backgrounds		Lotterywest has been engaged in the project and indicated support for an application to be prepared once detailed design is complete.
1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive	Volunteer Rate	Increased Volunteer Participation	Plan and build Men's Shed facility	Councillors Workshop conducted on 21 March to consider how to progress given that Lotterywest had approved a reduced grant of \$200,000. It was agreed to reconsider May Holman Reserve and the Fire Station as alternative sites to the Depot site such that the funds allocated for renovating

				the Deopt could be reallocated as contribution to constructing the Men's Shed. A report on the final preferred site and facility-funding model is to be presented at the May OCM.
			Develop a new Reconciliation Action Plan	Draft new RAP received at a Workshop by Councillors on Wednesday 21 March. Officer Report being prepared seeking Council adopt the new draft RAP.
			Continue to provide inclusive opportunities for social connection	Supported activities provided through SDS to people with disability, aged and of diverse backgrounds.
			Continue to implement the Bushcare Volunteers program	Support has been provided to friends groups, BPG has been provided with new bushcare tools, and seed propagation supplies. Action plans have been received for all environmental friends groups for budget purposes leading into 2018-19 financial year.

OBJECTIVE 1.4 - IMPROVE LIFESTYLE CHOICES FOR THE AGED, FAMILIES AND YOUTH

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
1.4.1 Facilitate healthy and active aging in place	Community / Stakeholder Satisfaction Survey (Aged, Families and Youth) Level of engagement of the aged community in their own care and wellbeing	Improved Community feedback (based on baseline data collected in year 1) High level of involvement and participation	Review Service delivery models for seniors including community care and Hyde Retirement Village. Continue to provide inclusive opportunities for social for connection to encourage active ageing in place	Supported activities provided through SDS for the aged and frail to stay active and engaged
1.4.2 Partner with service providers to improve / expand access to services and facilities				
1.4.3 Enhance the wellbeing, and participation of our youth and children				
			Review and implement Youth Plan.	Plan reviewed in 2017. To be revised using input from members of the

				People's Services Committee.
			Partner with alternative education provider to offer Yr. 9/10/11 equivalency program.	Engaged Youth Futures as RTO. Program commenced Feb 2018.
			Expand the RYDE Program to other Local Government areas	Preparations for rollout of City of Mandurah Program next quarter.
			Review Service delivery models for seniors including community care and Hyde Retirement Village.	<p>Review of services delivered under NDIS underway. Consultants brief for a comprehensive review of all funded services to seniors in draft.</p> <p>HRV continues to have vacancies with higher than usual turnover of tenants in recent time. Preparing for the first compliance audit against Retirement Villages Act to occur in the near term.</p> <p>Preparing for the transition of HACC to Federal CHSP program as of July 2018. Considerable work involved given there remains more than 400 HACC clients.</p>

			Parenting support services and the Midvale Parenting Hub	Children's Services have identified a parenting champion Lisa Armstrong who in partnership with the Midvale Hub is training to deliver parenting workshops across the North East. Lisa will facilitate her first workshop for families at the Swan Children and Family Centre in May.
			Creche services to aid citizenry participation	To further promote inclusion of our local community in council meetings and decision making Children's Services is supporting council will provision of a crèche at these times.
			Cultural diversity	Celebration of cultural diversity is a key element of curriculum planning in service delivery at Wind in the Willows, children have engaged in many meaningful celebrations and education including Harmony Week, Holi, Chinese New Year and Easter.

Strategic Priority 2. Natural Environment

OBJECTIVE 2.1 - TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3 rd Quarter (January to March)
2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population– Carbon emissions (“Planet Footprint”)	Reduction in waste by tonnage per annum in relation to population	Develop and implement Environmental Community Education program	Officers are investigating two new education initiatives that will be reviewed at sustainability committee meeting in March
2.1.2 Reduce waste through sustainable waste management practices		Reduction in Carbon Emissions	Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	No action this quarter
2.1.3 Initiate and drive innovative Renewable Energy practices			Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects	In March 2018 the Sustainability Committee received (SC – 6/03/18) the first draft ACER Emission Reduction Plan and committee members were requested to provide feedback to Town’s Officers by Friday 14 April 2018. The March 2018 Sustainability Committee identified a number of projects and estimated budget requirements for consideration as part of the 2018/2019 draft budget
			Investigate a 3 bin system for general, recyclable and green/putrescible waste collection	In February 2018 Council (OCM – 7/02/18) resolved in part to receives the Survey Data Report on the implementation of a 3-bin waste collection system. Noted that Officers are preparing a funding submission

				to the Government of Western Australia's Waste Authority, for funding to implement a "Better Practice Kerbside Collection Service" (3 bin system), that will support higher recovery and the achievement of the State Government's 2020 municipal solid waste targets.
			Develop Local Planning Policies and Guidelines for sustainable design of buildings	No action this quarter

OBJECTIVE 2.2 - PROTECT OUR RIVER, BUSH LAND RESERVES, AND BIODIVERSITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
2.2.1 Protect and restore our biodiversity and ecosystems	Community / Stakeholder satisfaction Survey (River, Bushland and Reserves)	Improvement in community and stakeholder satisfaction survey (River, Bushland and Reserves).	Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.	Anzac Terrace foreshore drainage restoration and foreshore stabilization works have been completed, the site will be revegetated during the winter months.
2.2.2 Sustainably manage significant natural areas	Biodiversity and Bush Condition (“Keighery” Scale of bush condition) measurement	Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.	Advocate with relevant partners to collaborate on protection and rehabilitation.	On 6 February 2018, the River Parks Committee were asked to consider the Department of Planning, Lands & Heritage proposed 2018/2023 works programme. the Department of Biodiversity, Conservation & Attractions, proposed grant funding opportunity and three draft Bindaring Wetland Concept plans.
2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river				

OBJECTIVE 2.3 - ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3 rd Quarter <i>(January to March)</i>
2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)	Improvement in Community / Stakeholder Satisfaction (Open Space and use of Open Space, including community facilities, ovals and reserves)	Formulate Open Space Master Plans	On 6 February 2018, the River Parks Committee considered three draft Bindaring Wetland Concept plans.	
				Draft strategy was reviewed by Urban Forrest working group and has not yet been completed or endorsed by council	
2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams	Increase in Public Open Space	2017 baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses. Annual monitoring of Water Quality.	Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan	Tender specification have been developed and will be put out for quotes for Shackleton St swales	
	Tree Canopy Area monitoring (Private and public realms)			Sustainable water sensitive urban designs incorporated within drainage networks.	
	Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)			Water Quality monitoring	Bayswater water quality officer is monitoring the Towns drains and will be presenting 2017 SAP report soon.
				Plan and convert drains to Living Streams	Town officers submitted 5 drainage projects as part of livable drainage program , water corporation have not committed to any projects as of yet.
			Develop Swan River Precinct Plan.	On 6 February 2018, the River Parks Committee noted the status and program to finalise the Bassendean Foreshore Precinct Plan.	

Strategic Priority 3. Built Environment

OBJECTIVE 3.1 - PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	3 rd Quarter <i>(January to March)</i>
3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050)	Average of 105 dwelling approvals per annum to achieve the 2050 year target	The target requires 26.25 dwellings to be built per quarter to meet the target.	During the quarter 23 new dwellings were completed.
3.1.2 Implement sustainable design and development principles		Community Satisfaction participation engagement with and	Local Planning Strategy Review + Local Planning Scheme 10 Review	Local Planning Strategy Phase 2 of the Bassendean Built Form and Character Study commenced and is nearing completion – see remarks under Objective 3.3;
3.1.3 Plan for local neighbourhoods and their centres	The level of community engagement and participation into Local Area Planning. (input into plans and policy development)			Local Economic Overview progressed and is presently being finalised – see remarks under Objective 4.1;
3.1.4 Ensure infrastructure is appropriate for service delivery				Request for Quotation (RfQ 363 2017-18) to undertake the Bassendean Transport Study was completed and issued in early January 2018. The procurement process has been completed with a contract recently issued to the successful consultant (ARUP). An inception meeting with the consultant was held in late March 2018 and the study is now underway;

				<p>Preliminary Land Use and Residential Density mapping was completed and presented to Councillors and Design Bassendean Committee members for consideration and review at a presentation on 26 March 2018. This mapping requires further review subsequent to the development of further residential density scenarios.</p> <p>Just prior to the aforementioned presentation the Minister for Planning announced that the <i>Perth and Peel @ 3.5 Million</i> planning framework (a key determinant of the Local Planning Strategy review) had been finalised and endorsed by State Cabinet.</p> <p>Local Planning Scheme 10 Review Amendment 10 to LPS 10 to bring the Scheme in line with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> was endorsed by the WAPC and subsequently gazetted.</p>
			Develop Local Planning Policies	No action this quarter
			Prepare and develop Precinct/ Neighbourhood plans	No action this quarter

OBJECTIVE 3.2 - ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE

Strategies <i>How we're going to do it</i>		Success Measure	Target	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
3.2.1	Connect the Town through a safe and inviting walking and cycling network.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)	Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)	Implement Bicycle Boulevards on Whitfield Street	Whitfield Street Safe Active Street (Bicycle Boulevard) Community Engagement process commenced 5 February and concluded Monday 5 March 2018 including community information session on the 1 March 2018. The March Ordinary Council Meeting considering the Officer report seeking approval for the Town to proceed with the Detailed Design stage for this project.
3.2.2	Advocate for improved and innovative transport access and solutions.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)	Increased Community/ Stakeholder Satisfaction (access to public transport both access to Town and within.)		
3.2.3	Enhance the liveability of local neighbourhoods.				
3.2.4	Enhance Road Safety through Design				

OBJECTIVE 3.3 - ENHANCE THE TOWN'S APPEARANCE

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
3.3.1 Improve amenity and the public realm 3.3.2 Strengthen and promote Bassendean's unique character and heritage 3.3.3 Implement design policies and provisions of buildings and places	Community / Stakeholder Satisfaction Survey (amenity and appearance)	Improved Community / Stakeholder Satisfaction against baseline.	Bassendean Built Form and Character Study (part of Local Planning Strategy Review)	Draft Design Responses – forming Phase 2 of the study – were completed and subsequently presented at a Councillor Information Workshop held on 26 March 2018. The study is now moving into the finalisation phase.
			Preserve Heritage buildings with protection of the Local Planning Scheme	Consultation was undertaken with the property owners of the individual properties intended to be given statutory protection under the Local Planning Scheme.
			Winding up of Town Planning Scheme 4A.	No action this quarter.
			Establish a Design Advisory Panel	No action this quarter except that the status of this redrafted policy was outlined at the inaugural Design Bassendean Committee meeting held on 7 February 2018. The redrafted policy requires further scoping as to the type/range of design matters, building typologies, and development scales desired or considered ought to be subject to design reviews.
			Advocate for underground power and environmentally sustainable Lighting	Liaised with Western Power regarding LED lighting for future street lighting.
			Prepare streetscape policies for the Town	In development as part of Phase 2 of the <i>Bassendean Built Form and Character Study</i> .

			Finalise and implement the Municipal Heritage Inventory	The Municipal Heritage Inventory was adopted by Council in August 2017
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Strategic Priority 4. Economic

OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
4.1.1 Encourage and attract new investment and increase capacity for local employment	Economic and Commercial Activity	Increase in Economic and Commercial Activity against baseline data	Develop new Economic and Commercial Activity Strategy including: - Initiate industry Cluster Analysis during this financial year - Advocate and facilitate digital technology integration in to the Town over the four years of the plan - Place activation over the four years of the plan	Local Economic Overview has been completed. There will be additional presentation tools created to facilitate the data inclusion in related strategies and in publicity media.
4.1.2 Plan for and build capacity for Commercial and Industrial activities	New businesses (including home based) granted development approval by the Town.	Increased number of new businesses from baseline data		Place activation and localism is a key element of the Festival of Local Business (8 April 2018). The festival is the launch of this approach and will be the spring board for on-going engagement with community.
4.1.3 Support and promote home based businesses			Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year	The retail needs assessment has been completed (forms part of the <i>Local Economic Overview</i> , which is presently being finalised).
			Establish baseline data for the achievement of nominal targets during this financial year	ABR data is fully available and is being utilised and assessed.
			Investigate options and develop business case for potential future redevelopment of civic buildings during this financial year	No action this quarter.

OBJECTIVE 4.2 - FACILITATE LOCAL BUSINESS RETENTION AND GROWTH

	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3 rd Quarter (January to March)
4.2.1 Strengthen local business networks and partnerships	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)	Increase in engagement of local businesses.	Establish local business group of operators within the Town and those utilising the Town over the four years of the plan	Engaged with Bassendean Business Association with a view of driving Council economic development initiatives through this group.
		Increasing recognition of Bassendean branding. (Baseline to be established in year one)	Review & refresh Bassendean Means Business brand during this financial year	Refreshed branding complete and upgraded web site 90% complete. This will be live from 8 April.
			Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand over the four years of the plan	Business engagement strategy will be implemented after the web site goes live. The strategy will encourage businesses to list and to contribute to content on the site.
4.2.2 Continue the activation of Bassendean Town Centre	Increase in the diversity and level of mixed uses, and increase in higher density residential dwellings	Baseline data to be established following completion and adoption of revised Local Planning Strategy and Bassendean Transit-oriented Development (TOD) plan	As per Local Planning Strategy Review + Local Planning Scheme 10 Review under Objective 3.1 during this financial year	A draft of the Local Economic Overview (a study to inform the Local Planning Strategy review) has been completed and was presented at a Councillors' Information Workshop on 19 March 2018. It is presently being finalised.

<p>4.2.3 Enhance economic activity in neighbourhood centres</p>	<p>New local + neighbourhood centres</p>	<p>Baseline data to be established following completion of Retail Needs Assessment and completion and adoption of revised Local Planning Strategy and new Economic and Commercial Activity Strategy</p>	<p>As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year</p>	<p>See preceding comments in this column in respect to the draft Local Economic Overview.</p>
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Strategic Priority 5. Good Governance

OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3 rd Quarter <i>(January to March)</i>
5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)	Community stakeholders improvement on Year 1 baseline (Governance)	New Elected Member Training and Community Committee member orientation	Two councilors attended training in the quarter under review - at WALGA.
5.1.2 Ensure financial sustainability	Compliance Audit	100% Statutory Compliance met.	Review the Risk Management Framework	Staff continue to monitor the Risk Management profiles and a report will be presented to the Audit and Governance Committee in December
5.1.3 Strengthen governance, risk management and compliance	Risk Management Profile	100% Risk Mitigation as determined by insurer.	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	Internal Audit Completed for the fees and charges and a report will be presented to the Audit and Governance Committee on the 9 th Mary 2018.
5.1.4 Improve efficiency and effectiveness of planning and services	Financial Ratio Benchmarked.	Asset Ratios met or Improved (intermediate level)		
5.1.5 Ensure optimal management of assets	Asset Ratio Benchmarked	Financial Ratios met or improved (intermediate level)		

OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
5.2.1	Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)	Improvement in Community and Stakeholder Satisfaction (community engagement and participation)	Develop a new Community Engagement Strategy	The Consultant has been appointed and is currently works with Business Unit Managers to develop the plan
5.2.2	Engage and communicate with the community			Develop a new Marketing Plan	Consultant appointed. Start-up meeting with Project Control Group. Informing phase underway with literature review and interviews with officers from across the organization
5.2.3	Advocate and develop strong partnerships to benefit community				

OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND INNOVATION

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3rd Quarter (January to March)
5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks.	Improved efficiency and effectiveness of services.	Adopt a formal service review program	Consideration has been undertaken to exit the NDIS
	Percentage uptake of the community of Ecommerce applications	Increased E-commerce applications	E-commerce development through the Town's Website	Meeting with web designers to progress an on-line payment system.

CASH IN LIEU

Cash In Lieu Public Open Space Balance at 31 March 2018							
Trust ID	Subdivision	Original Trust Receipts	Project	Approved for Expenditure from this Trust	Balance Available in Trust after Completion of Projects based on no projects under budget	Amount Drawn to Date	Cash In Lieu Public Open Space Balance at 31 March 2018
T1148 MINISTRY OF HOUSING		\$ 212,000.00	Broadway Aboretum Stage 2	\$ 85,000.00	\$ -	\$ 40,899.14	\$ 73,524.33
			Broadway Aboretum Stage 1	\$ 39,500.00		\$ 38,800.00	
			Construction of 2 additional hard tennis courts	\$ 87,500.00		\$ 58,776.53	
T1174 WESTCHOICE		\$ 194,000.00	Path Network & outdoor Gym	\$ 47,522.08	\$ -	\$ 47,043.24	\$ 53,621.24
			Public Toilet	\$ 146,477.92		\$ 93,335.52	
T1607 Danmar Homes	50 IVANHOE STREET - WAPC#951-11	\$ 130,000.00		\$ -	\$ 130,000.00	\$ -	\$ 130,000.00
T1803 Westfocus	92-96 FIRST AVE	\$ 97,000.00			\$ 97,000.00	\$ -	\$ 97,000.00
T1946 PD Projects	141 FIRST AVE - WAPC REF 149585	\$ 85,311.75			\$ 85,311.75	\$ -	\$ 85,311.75
T1992 Miluc Pty Ltd	LOT 3 MORLEY DRIVE WAPC # 146605	\$ 295,000.00	Mary Crescent Res Playground	\$ 250,000.00	\$ 45,000.00	\$ -	\$ 295,000.00
T 2045 PD Projects	# 137 First Ave Bassendean	\$ 70,000.00			\$ 70,000.00	\$ -	\$ 70,000.00
T1400 Interest on POS		\$ 173,327.59		\$ 92,500.00	\$ 80,827.59	\$ 92,500.00	\$ 80,827.59
TOTALS (includes completed projects)		\$ 2,097,876.26		\$ 1,589,736.92	\$ 508,139.34	\$ 1,212,591.35	\$ 885,284.91
				\$ 885,284.91	TOTAL in TRUST		
				-\$ 44,100.86	Less Approved Projects (Broadway Aboretum Stage 2)		
				-\$ 250,000.00	Less Approved Projects (Mary Crescent Playground)		
				-\$ 238,700.00	Less Approved Projects (Sandy Beach Playground)		
				\$ 352,484.05	Available for additional projects		

GRANTS

31/03/2018	COA	Description	Inc/Exp Analysis Summary	Original Budget	Budget Amendments	Current Budget	YTD Actual
	122201	SPORT & RECN GRANT - KIDS SPORT	Operating Grants	-\$19,000	\$0	-\$19,000	-\$9,000
	132015	INCOME - RESERVES - GRANT INCOME	Operating Grants	\$0	-\$122,000	-\$122,000	\$0
	182472	INCOME - PUBLIC EVENTS - OTHER INCOME	Operating Grants	\$0	-\$4,500	-\$4,500	-\$5,000
	212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	Operating Grants	-\$52,394	\$0	-\$52,394	-\$30,174
	212161	INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS	Operating Grants	\$0	-\$30,000	-\$30,000	\$0
	322001	INCOME - GRANTS - ROADS GRANT	Operating Grants	-\$120,000	\$26,639	-\$93,361	-\$70,021
	322002	INCOME - GRANTS - GENERAL PURPOSE GRANT	Operating Grants	-\$164,000	\$19,464	-\$144,536	-\$108,402
	542013	INCOME - ES - GRANTS	Operating Grants	-\$45,000	\$0	-\$45,000	-\$34,135
	872011	INCOME - BYS - DEPT CHILD PROTECTION GRANTS	Operating Grants	-\$90,400	\$0	-\$90,400	-\$91,292
	902011	INCOME - VOLUNTEER - GRANTS	Operating Grants	-\$1,000	\$0	-\$1,000	\$0
	942001	INCOME - SDS - HACC GRANTS	Operating Grants	-\$1,512,480	-\$56,455	-\$1,568,935	-\$1,229,099
	942102	INCOME - HCP SUBSIDIES	Operating Grants	-\$360,000	\$360,000	\$0	\$0
	952102	INCOME - SDS -HCP SUBSIDIES & SUPPLEMENTS	Operating Grants	\$0	-\$360,000	-\$360,000	-\$564,943
	952103	INCOME - SDS -HCP CLIENT TRANSFERS IN	Operating Grants	\$0	-\$1,000	-\$1,000	\$0
	112160	INCOME - HALLS - GRANTS (NO GST)	Non Operating Grants	\$0	-\$30,000	-\$30,000	-\$30,000
	122011	INCOME - SPORT & REC - GRANTS	Non Operating Grants	-\$500,000	\$0	-\$500,000	\$0
	122015	INCOME - SPORT & REC - CAPITAL GRANT & POS(NO GST)	Non Operating Grants	-\$250,000	\$0	-\$250,000	\$0
	132015	INCOME - RESERVES - GRANT INCOME	Non Operating Grants	-\$67,000	\$57,035	-\$9,965	-\$9,965
	212001	INCOME - ROAD MAINT - CAPITAL GRANT NO GST(RTR)	Non Operating Grants	-\$190,000	\$0	-\$190,000	-\$174,110
	212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	Non Operating Grants	-\$401,462	\$0	-\$401,462	-\$199,547
	212161	INCOME - ROAD MAINT - CONTRIBUTIONS TO WORKS	Non Operating Grants	\$0	-\$44,721	-\$44,721	\$0
	532011	INCOME - LAW - GRANT INCOME	Non Operating Grants	\$0	-\$4,250	-\$4,250	-\$3,864
	862284	INCOME - RYDE GRANT	Non Operating Grants	-\$20,000	\$0	-\$20,000	-\$20,000
	872014	INCOME - BYS -GRANTS	Non Operating Grants	-\$50,000	\$30,000	-\$20,000	-\$20,000
				-\$3,842,736	-\$159,788	-\$4,002,524	-\$2,599,551

(REVISED) BASSENDEAN STRATEGIC PLANNING FRAMEWORK - IMPLEMENTATION TIMETABLE

A S O N D J F M A M J J A S O N D J F M A M J J A S O N D J F M A M J J A S O N D

2016 - 2017 2017 - 2018 2018 - 2019

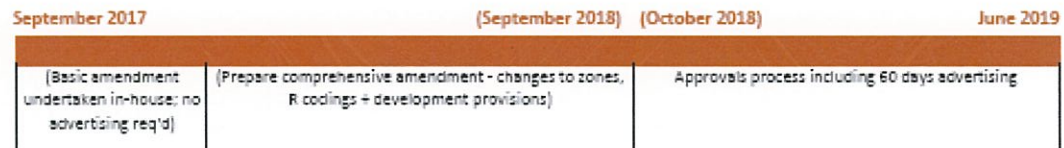
LOCAL PLANNING STRATEGY



URBAN INTENSIFICATION PLANS (EG. TOD'S)



LOCAL PLANNING SCHEME



LOCAL PLANNING SCHEME POLICIES + DESIGN GUIDELINES



HEALTH OFFICER'S QUARTERLY REPORT
HEALTH OFFICER'S QUARTERLY REPORT – MARCH 2018

Public Health complaints/requests:

A total of 48 complaints were received in relation to health related matters (other than noise complaints which are reported separately). The majority were in relation to the keeping of poultry and rat activity.

Noise Complaints:

A total of 29 noise complaints were received during the quarter. Some of these were resolved during the quarter, however, several have been long term.

Noise Management Plans:

Two Noise Management Plan was received from PTA for works to be done along the Railway tracks. These were assessed and approved. One application was also received from Western Power.

Community Education:

Health Services continued to provide information to residents through social media (Facebook) on a number of Health related matters including mosquito activity, Food Recalls, Asbestos and on rockmelons.

The Health Hub was also created and continues to be expanded upon. It located on the *Your Say Bassendean Community Consultation* platform.

Food Business Inspections:

A total of 63 food business risk assessments were carried out assessed during the quarter to ensure compliance with the Food Safety Standards and the Food Act 2008. This included food businesses at the Australia Day Celebrations and the Little Italy Street Festival.

A total of 5 Improvement Notices were also issued to food businesses during the quarter.

Food Safety Audits:

Five high risk food businesses (Child Care and Aged Care) were due for their third party Food Safety Audits during the quarter. Audits were conducted and the Audit Reports were submitted to the Town's Senior Environmental Health Officer for assessment and action as required.

Temporary Food Businesses:

A total of 21 applications for temporary food premises were received and assessed during the quarter. These applications were for the Twilight Markets and the Little Italy Street Festival.

Food Business Registrations:

Five food businesses were registered during the quarter. These were in response to change of ownership and the establishment of new businesses.

Food Recalls:

A total of 17 Food Recall Notifications were issued by the Department of Health, which required follow up to ensure that the products were removed from retail sale. Food recalls are now also being posted on our Facebook page and the Health Hub.

Public Event Applications:

Five applications for public events were assessed during the quarter. These applications were for the following events:

- Gravit8,
- Little Italy Street Festival,
- Anzac Day ceremony,
- Morley Baptist Church fete, and
- Casa Mia fundraising event.

Health also attended the Australia Day Celebrations event to conduct public building and food business inspections, in accordance with the relevant legislation.

Food Sampling:

Two food complaints were received during the quarter. One was in relation to mould on bread which was purchased from a takeaway premises. The second complaint was a foreign body baked in a loaf of bread. These matters are still under investigation.

Public Building Inspection:

Four public buildings were inspected during the quarter to assess compliance with the Health (Public Buildings) Regulations 1992. Premises are inspected annually or biennially, depending on risk classification.

Ross River Virus:

There were no notifications for mosquito borne viruses during the quarter. The Disease Stats for WA (to February 2018) showed a total of 347 cases statewide of which 181 cases were in the metropolitan area. A total of 43 cases were identified for the East Swan River CLAG, of which Town of Bassendean is a member of.

Mosquito Control Program:

The Mosquito Monitoring and Control program continued during the quarter. Increased mosquito activity resulted from rains which occurred in mid January, coupled with the high tides towards the end of January (approx. 1.3metres at Ashfield Flats. The sites are continuing to be treated and monitored.

Rat Bait:

Approximately 1300 sachets of rat bait (Generation First Strike and Racumin) were issued during the quarter. This is very similar to the same period last year. A total of 118 letters regarding increased rat activity were also prepared and posted during the quarter.

Recreational Water Sampling:

The Environmental Water Sampling program commenced this quarter. Samples are collected from Point Reserve, Sandy Beach and Success Hill on a weekly basis. During the quarter 60 samples were collected for analysis for bacterial and amoeba levels. The samples were collected from Success Hill, Point Reserve and Sandy Beach Reserve.



QUARTERLY REPORT

PERIOD ENDING 31 DECEMBER 2017

Note that KPI's in the Corporate Business Plan section apply only to those outcomes listed for **commencement** in the 2017/2018 Financial Year.

KPI'S	EVIDENCE
(a) Strategic regeneration of Town Centre redevelopment	<p>Preliminary analysis of existing and future potential lot and dwelling density yields that could be achieved under current local and regional planning frameworks has been undertaken and is almost complete (see comments under the 'Second Quarter' column under Objective 3.1 of this report).</p> <p>This analysis has been applied to nominal planning precincts, including a nominal Town Centre precinct, in order to identify and designate potential future locations, areas and sites for increased dwelling density.</p> <p>It is intended for this analysis, and the spatial distribution of suggested (initial) residential density increases, to be presented to a proposed Councillors workshop/forum in February 2018 for consideration and review.</p>
(b) Responsive to Councillor enquiries	<p>The Administration attempted to provide timely and comprehensive advice and responses to Councillors. Workshops, briefings and inspection were organised during the quarter under review to provide more detailed information for Councillors to assist with decision making. These included:</p> <p><u>Inspections prior to Council meeting</u></p> <p>10th October 2017</p> <p>21st November 2017</p> <p>12th December 2017</p> <p><u>Councillor information Workshops</u></p> <p>31st October 2017 Strategic Planning Overview by Helen Hardcastle</p> <p>7th November 2017 City Deals presentation by EMRC</p> <p>21st November 2017 workshop 1 Surrey Street</p> <p>12th December 2017 workshop Council Committees and Australia Day</p> <p>21st December 2017 Built Form and Character Studies workshop</p>

	<p><u>New Councillor inductions</u></p> <p>26th October 2017 with Neil Douglas</p> <p>7th November 2017 with Director Operational Services and Acting Director Community Development</p> <p>14th November 2017 strategic and statutory planning</p> <p>22nd November 2017 with CEO and Director Corporate Services</p>
(c) Increased focus on bike plan and streetscapes	<p>In September 2017, the Town received the final concept plan and technical notes for the proposed Bike Boulevard along Whitfield Street from Main Roads.</p> <p>Discussions held with Main Roads about preservation of trees as part of the extension of the PSP through Success Hill, and an on-site inspection held with Councillors and Main Roads representatives was held on 10 October 2017.</p>
(d) Review Executive Team to include a Strategic Land-use Planner. Coach and mentor a new executive team for the future sustainability of the Town	Director Strategic Planning has now been employed for more than 12 months. Review of structure will follow service level reviews.
(e) Define KPIs together with the alignment of the Corporate Business plan in the current contract.	KPI's include contract KPI's and deliverables from the Corporate Business Plan
(f) provide accurate and timely advice to the Council;	Provided verbal and written advice to Council and individual Councillors as requested. Provided updates on statutory and governance issues through weekly bulletins. Ensured that reports to Council are of a high standard and provided accurate and timely advice.
(g) work in collaboration with the Council;	Participate in workshops and briefings with councillors and respond to Councillor's requests for information and clarification
(h) provide innovative and visionary leadership;	Successful Youth Ryde programme continues to be expanded into other local authorities. The Town's Insurers in a meeting with the CEO have recognised the Town's performance in safety and risk management in December 2017. The Town can expect a financial dividend in 2018 as a result of its and the pool's performance in past 12 months.

- (i) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;

Corporate Training & Development

The following staff corporate training and information sessions were conducted at the Town of Bassendean:

- Manual Tasks Training – 16th November 2017
- Fire Warden Refresher Training – 13th December 2017
- Basic Traffic Management training – 13th – 15th November 2017
- Slip Trips and Falls (online training) – October 2017
- Lodgement of the Inside Enterprise Agreement – 25th October 2017
- Staff Performance Appraisals – September – December 2017

Corporate Inductions

The following corporate and safety inductions were conducted by Human Resources at the Town of Bassendean:

- Corporate and Safety Induction – 6th December 2017
- Next Corporate and Safety Induction – TBA

Wellbeing Events & Initiatives

The following staff wellbeing events were conducted at the Town of Bassendean:

- Skin Scans – 1st & 9th November and 13th December 2017
- Staff Christmas Decoration Competition – December 2017
- Hep A & B Vaccinations - Ongoing
- Staff End of Year Function – 22nd December 2017
- Employee Year of Service Awards – 22nd December 2017
- Employee Birthday Cards - Ongoing
- Slow Cooker Club - Ongoing
- Employees Recognition Awards – Ongoing
- Emergency Response Drills – 14th December 2017
- Mental Health – Walk to Clear the Mind – 11th October 2017
- Audiometric Hearing Testing – 15th & 16th November 2017
- Promoted Skin Cancer Action Week – 19th – 25th November 2017

	<p><u>Wellbeing Committee</u> Town of Bassendean Wellbeing Committee formed in August 2011 and the following committee meetings have been held on:</p> <ul style="list-style-type: none"> • Tuesday, 13th December 2017 • Next Wellbeing Committee meeting TBA <p><u>OH&S Committee</u> The following OH&S Committees were held at the Town of Bassendean:</p> <ul style="list-style-type: none"> • Wednesday, 20th December 2017 • Next OH&S Meeting Wednesday, 14th February 2018 <p><u>Recruitment</u></p> <ul style="list-style-type: none"> • Home and Garden Maintenance Officer • Assistant in Home Nursing and Activities Officer x 3 • Planning Officer • Community Development Officer (Volunteers) • Library Clerk • Executive Assistant (Current) • Educator Casual x 3 • Casual Building Facilities Maintenance Officer
(j) ensure the effective and accountable application of financial and physical resources;	Internal Auditors are currently undertaking review of financial policies practices and procedures. This review should be completed by January 2018. A report on the findings will be prepared and referred to the Audit Committee. The Annual Financial Audit was completed in October 2017.
(k) develop and implements change management strategies to enhance service delivery; and	Seniors and Disability Services has undergone the most dramatic changes to service delivery and regulations and programmes for many years and the Town's services have continuously adapted to the changes and requirements of clients and funding bodies. The Town's services have passed regular audits and service evaluations and attained high levels of compliance and satisfaction.
(l) initiate the development, implementation and review of effective policies.	Governance policies largely completed during the quarter.

MEASURES OF OUR SUCCESS (THE 2017/18 OUTCOMES OPERATE AS KPI'S)

Strategic Priority 1. Social

OBJECTIVE: 1.1 - BUILD A SENSE OF PLACE AND BELONGING

Strategies <i>How we're going to do it</i>		Success Measures	Target	Projects <i>New projects that will be implemented</i>	2nd Quarter <i>(October to December)</i>
1.1.1	Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)	Improved Community feedback (based on baseline data collected in year 1) Completion of heritage architect's plans and securing of the Lotterywest grant in Year 1	Facilitate community action driven Neighbourhood activation plans	"Localism and the Town of Bassendean" discussion paper completed and released to limited number of business owners and community members. Promotes neighbourhood activity through grass roots support for local entrepreneurs, sharing of ideas and local economy.
1.1.2	Activate neighbourhood spaces to facilitate community gathering			Develop revised Culture Plan	
1.1.3	Ensure our unique culture and history are shared and celebrated			A review of the Town's Cultural Plan continues to progress. On 6 November the project reference group met to undertake a SWOT analysis of the plan and agreed to an updated timeline for the public comment period in early June with a presentation to Council in June/ July 2018. Community consultations have been scheduled for March 2018 in each of the 3 suburbs: Eden Hill – Alf Faulkner Hall – Thurs 8/15 March Bassendean – Community Hall – Sat 17 March Ashfield – CJ Artshouse – Sat 10 March (tbc). The consultant will also undertake separate discussions with community groups.	
1.1.4	Continue to support and facilitate participation in the arts, community festivals and events				

				<p>A notice will be included in the February issue of the Bassendean Briefings promoting the community consultations.</p> <p>Officers and the Consultant are presently working with a graphic designer to create branding for the review process. This will be used in promoting the consultations, survey and any other communication regarding the review. The imagery will be used to populate the draft final Cultural Plan to brief Council at a future meeting on the initial findings of the consultations – key issues and potentially some recommendations.</p>
			<p>Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan</p>	<p>November 2017 Council (OCM – 7/11/17) resolved to:</p> <p>1.Note the RFQ 351 2017-18 Heritage Architect report associated with the project management of the consultation, design and construction process at 1 Surrey Street, Bassendean and noted the following:</p> <ul style="list-style-type: none"> a) Insufficient funding allocation; b) LotteryWest Grant Variation requirements; c) Stakeholder feedback received; d) Risks and consequences associated with the stakeholder & community consultation process, the detailed investigation and design process;

				<p>2. Does not accept any of RFQ 351 2017-18 Heritage Architect proposals submitted to project manage the consultation, design and construction process at 1 Surrey Street, Bassendean;</p> <p>3. Requests staff provide an update of all expenditure to date associated with the investigation and creation of plans for the 1 Surrey Street Project;</p> <p>4. Requests staff investigate the whole of life costs for the 1 Surrey Street Project and provide to this Council the business cases for Option 1 and Option 2c;</p> <p>5. Requests staff inform the key stakeholders that a Councillor Workshop will be held early in the New Year to consider alternative options that include the whole of life costs including any ongoing management requirements associated with future options for the use of the 1 Surrey Street heritage site.</p> <p>December (OCM – 12/12/17) Council resolved to defer any further expenditure on this project, pending the outcome of the Councillor workshop in January 2018 and request that staff provide as much information as possible on the financial aspects of the project for consideration at the Councillor workshop.</p>
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<p>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</p>				<p>Mary Crescent Reserve – tender specifications for the construction of the playground are near completion with the aim to go to tender in early 2018.</p>
			<p>Plan and build Men’s Shed facility</p>	<p>Officers have met with Lotterywest in December 2017 to progress the application that was already lodged in June 2017. At that time Lotterywest indicated that a grant of \$500,000 was being ear marked for the construction of a shed for the Bassendean Men’s Shed. Lotterywest indicated to Officers in December 2017 that the current landscape had changed with regards to a diminishing funding pool and a change of direction with a new State Government and executive leadership of Lotterywest. Lotterywest indicated to Officers that it is less likely that a grant of \$500,000 would be approved for the construction of a shed. Despite this indication from Lotterywest, Officers are continuing with providing additional information to Lotterywest to give the application every chance to be successful. Officers are also working on developing a back up plan in the event that Lotterywest either approve a reduced amount or provide no funding at all. Council will continue to be kept up to date on the project.</p>

OBJECTIVE 1.3 - PLAN FOR A HEALTHY AND SAFE COMMUNITY

Strategies <i>How we're going to do it</i>		Success Measures	Target	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
1.3.1 Facilitate safer neighbourhood environments	1.3.2 Promote and advocate community health and wellbeing	Community / Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)	Improved Community feedback (based on baseline data collected in year 1).	Improve lighting along main pedestrian routes to public transport hubs	Consultant appointed and completing lighting review. Report to Council February 2018.
				CCTV & Security lighting in Jubilee Reserve & advocate for installation in other identified crime hotspots	RFQ invited and contractor appointed to install new CCTV at Jubilee Reserve and Mary Crescent Reserve. Works commenced in December and due to be completed by end of January 2018

Strategic Priority 2. Natural Environment

OBJECTIVE 2.1 - TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population–	Reduction in waste by tonnage per annum in relation to population	Develop and implement Environmental Community Education program	School program developed for early 2018
2.1.2 Reduce waste through sustainable waste management practices	Carbon emissions (“Planet Footprint”)	Reduction in Carbon Emissions	Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	Town officers met with EMRC consultant to review of current policies and prepare draft new polices for Council consideration
2.1.3 Initiate and drive innovative Renewable Energy practices			Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects	In December 2017 the 2016/2017 Emissions Data Analysis report card was received which demonstrated the 7.5% reduction of total corporate emissions was achieved a year early. Therefore the Town’s a new emission reduction target has been aligned to the Australian Government’s 2030 Emissions Reduction Target to “reduce 2014/2015 corporate emissions by 26 – 28% by 2029/2030”
			Investigate a 3 bin system for general, recyclable and green/putrescible waste collection	Investigation in progress, Survey of Residents completed. Report to Council February 2018.

			Develop Local Planning Policies and Guidelines for sustainable design of buildings	In progress – initial development has occurred by investigating and researching other local government policies and guidelines that might provide models for the development of sustainable design policies and guidelines
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OBJECTIVE 2.2 - PROTECT OUR RIVER, BUSH LAND RESERVES, AND BIODIVERSITY

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
2.2.1	Protect and restore our biodiversity and ecosystems	Community / Stakeholder satisfaction Survey (River, Bushland and Reserves) Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement	Improvement in community and stakeholder satisfaction survey (River, Bushland and Reserves).	Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.	Weed mapping has been undertaken of all reserves and revegetation works completed, over summer months when tides are low minor erosion control measures to be implemented. Contracts have been awarded for the Anzac Terrace Foreshore Drainage and Foreshore Restoration works due to commence in January 2018.
2.2.2	Sustainably manage significant natural areas			Advocate with relevant partners to collaborate on protection and rehabilitation.	
2.2.3	Partner with stakeholders to actively protect, rehabilitate and enhance access to the river		Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.	Bassendean River Parks Management Committee was suspended in October 2017 due to Council elections. On 30 January 2018 Council will consider the new nominations for the 2017-2019 term of the Committee with the future meetings occurring on 6 February, 8 May, 7 August and 6 November 2018	

OBJECTIVE 2.3 - ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)	Improvement in Community / Stakeholder Satisfaction (Open Space and use of Open Space, including community facilities, ovals and reserves)	2017 Baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses. Annual monitoring of Water Quality.	Formulate Open Space Master Plans	No works have taken place as of yet
	2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams			Increase in Public Open Space	Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan
	Tree Canopy Area monitoring (Private and public realms)			Sustainable water sensitive urban designs incorporated within drainage networks.	In accordance with Council's (OCM – 17/09/16) Drainage Assessment Report future drainage works are included into the Town's Asset Management Drainage Program including incorporate water sensitive urban design. Tenders being invited for in accordance with Council (OCM11/7/16) resolution for Shackleton Street drainage swales, underground storm water storage, central traffic islands and road
	Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)				

				resurfacing works due to commence in February 2018
			Water Quality monitoring	Water quality monitoring has been taking place, SAP report should be provided in February 2018
			Plan and convert drains to Living Streams	<p>In May 2017 Council (OCM – 11/05/17) resolved to submit the following sites to the Water Corporation as part of the public submissions for the Drainage for Livability Program:</p> <ul style="list-style-type: none"> • 9994 (Second Avenue and Third Avenue); • 9984 (Third Avenue and Fourth Avenue); • 9982 (Reid Street, Clarke Way, Hamilton Street); • Railway Museum East Compensating Basin; • - 9983 (Iveson, Hamilton & Reid Streets); <p>The expression of Interest applications submitted to the Water Corporation. At this stage, Water Corporation still reviewing and no determinations have been made.</p>
			Develop Swan River Precinct Plan.	No action this quarter

Strategic Priority 3. Built Environment

OBJECTIVE 3.1 - PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050)	Average of 105 dwelling approvals per annum to achieve the 2050 year target	The target requires 26.25 dwellings to be built per quarter to meet the target.	During the quarter the number of new dwellings exceeded demolitions by 13 dwellings which represents approximately 50% of the target
3.1.2 Implement sustainable design and development principles		Community Satisfaction with and participation engagement	Local Planning Strategy Review + Local Planning Scheme 10 Review	Local Planning Strategy Consultant contracts prepared and awarded for carrying out the following tasks:
3.1.3 Plan for local neighbourhoods and their centres	The level of community engagement and participation into Local Area Planning. (input into plans and policy development)			(i) a built form and character analysis of the Bassendean local government area (LGA) – a further summary of this is provided in this column under Objective 3.3 of this report); and
3.1.4 Ensure infrastructure is appropriate for service delivery				(ii) preparation of a local economic overview of the LGA – a further summary of this is provided in this column under Objective 4.1; Preparation and drafting of a consultant brief and contract to commission a suitable transport consultant to assist the Town in undertaking a Transport Study across the LGA also commenced this quarter and at the time of writing is being finalised for issue in early

			<p>January 2018 to select transport consultants, inviting them to quote.</p> <p>Existing and future potential lot and density yields analysis based on current LPS 10 zonings and potential zoning changes, the <i>2015 Local Planning Strategy</i> land use designations, and infill dwelling targets set out in the draft <i>Perth Peel @ 3.5 Million</i> planning framework for the Bassendean LGA has been ongoing.</p> <p>This analysis is near completion and is intended to be presented to a proposed Councillors workshop/forum in February 2018 for consideration and review.</p> <p>Local Planning Scheme 10 Review Amendment 10 to LPS 10 to bring the Scheme in line with the Planning and Development (Local Planning Schemes) Regulations is with the WAPC for endorsement.</p>
		Develop Local Planning Policies	<p>LPP 1.14 – Design Review Panel has been reviewed in line with the WAPC's <i>Design WA</i> initiative – a summary of which is provided in this column of this report under Objective 3.3</p>
		Prepare and develop Precinct/ Neighbourhood plans	<p>The preparation of precinct (or TOD) plans based around the Ashfield, Bassendean and Success Hill train stations is earmarked to commence within the first quarter of 2018.</p>

				<p>The preparation of neighbourhood plans is earmarked to occur in years 2 – 4 of the current Corporate Business Plan.</p> <p>Preliminary discussions have been held with the Mayor in respect to establishing more 'place-based' community groups (aka AshfieldCAN) within Bassendean as a vehicle for increased community engagement and input into the planning of Bassendean's neighbourhoods.</p>
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OBJECTIVE 3.2 - ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE

Strategies <i>How we're going to do it</i>		Success Measure	Target	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
3.2.1	Connect the Town through a safe and inviting walking and cycling network.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)	Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)	Implement Bicycle Boulevards on Whitfield Street	Council (OCM – 12/11/17) approved stage two of the Whitfield Street, Bassendean Bicycle Boulevard project and to commence the community consultation period. Community consultation period planned from 22 January to 2 March 2018.
3.2.2	Advocate for improved and innovative transport access and solutions.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)	Increased Community/ Stakeholder Satisfaction (access to public transport both access to Town and within.)		
3.2.3	Enhance the liveability of local neighbourhoods.				
3.2.4	Enhance Road Safety through Design				

OBJECTIVE 3.3 - ENHANCE THE TOWN'S APPEARANCE

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
3.3.1 Improve amenity and the public realm 3.3.2 Strengthen and promote Bassendean's unique character and heritage 3.3.3 Implement design policies and provisions of buildings and places	Community / Stakeholder Satisfaction Survey (amenity and appearance)	Improved Community / Stakeholder Satisfaction against baseline.	Bassendean Built Form and Character Study (part of Local Planning Strategy Review)	Phase 1 of this study – an analysis of Bassendean's existing built form and character - has been completed. The outcome of this analysis was presented to Councillors at a workshop in late December 2017. This phase will inform Phase 2 of the study, which is the development of appropriate design responses to guide the design and form of Bassendean's future built environment. It is expected that this phase will be completed by late February or early March 2018 where after it will be presented to Council for consideration and authorization for release for public comment and feedback.
			Preserve Heritage buildings with protection of the Local Planning Scheme	No action this quarter.
			Winding up of Town Planning Scheme 4A.	No action this quarter.
			Establish a Design Advisory Panel	LPP 1.14 – Design Review Panel Policy has been reviewed in line with the WAPC's <i>Design WA</i> initiative applying to the establishment and operation of design review panels.

				<p>The outcomes of the WAPC’s design initiatives, especially as to how they will apply to local planning, are still awaited.</p> <p>Notwithstanding, the review of LPP 1.14 has resulted in the policy being redrafted but is yet to be completed. Completion of the redrafting is considered dependent upon Council (perhaps through its Bassendean Design Committee) scoping the type/range of design matters, building typologies, and development scales it desires or considers ought to be subject to design reviews.</p> <p>It is anticipated that this matter will be considered at the inaugural meeting of the Bassendean Design Committee on 7 February 2018.</p>
			<p>Advocate for underground power and environmentally sustainable Lighting</p>	<p>In 2010, the Ashfield ratepayers supported financially contributing to Round Five of the State Underground Power program and as a result the Town’s application was successful. In 2017 the Eden Hill ratepayers did not support financially contributing to the Round Six of the State Underground Power program and as a result the Town’s application was not progress.</p>

				The State Government is not likely to announce Round Seven of the Underground Power program until the current works are nearing completion.
			Prepare streetscape policies for the Town	The preparation and development of these will follow the completion of Phase 2 of the aforementioned <i>Bassendean Built Form and Character Study</i> as such policies ought to be informed by the resultant draft design responses that will be developed in this phase. Phase 1 of the study included identification and assessment of a range of streetscape types.
			Finalise and implement the Municipal Heritage Inventory	The MHI has been finalised.

Strategic Priority 4. Economic

OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
4.1.1 Encourage and attract new investment and increase capacity for local employment	Economic and Commercial Activity	Increase in Economic and Commercial Activity against baseline data	Develop new Economic and Commercial Activity Strategy including: - Initiate industry Cluster Analysis during this financial year - Advocate and facilitate digital technology integration in to the Town over the four years of the plan	Preparation of a Local Economic Overview of the Bassendean LGA has commenced but has somewhat stalled due to issues with the release by the Australian Bureau of Statistics (ABS) of economic data from the 2016 Census.
4.1.2 Plan for and build capacity for Commercial and Industrial activities	New businesses (including home based) granted development approval by the Town.	Increased number of new businesses from baseline data	- Advocate and facilitate digital technology integration in to the Town over the four years of the plan - Place activation over the four years of the plan	Completion of the overview is expected in February 2018 (subject to the availability of the 2016 Census economic data). Place Activation is being approached under the Localism banner. Discussion Paper completed and presented to key community leaders.
4.1.3 Support and promote home based businesses			Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year	The retail needs assessment is part of the compilation of the Local Economic Overview (see preceding comments in this column)
			Establish baseline data for the achievement of nominal targets during this financial year	ABR data is fully available and is being utilised and assessed.

			Investigate options and develop business case for potential future redevelopment of civic buildings during this financial year	No action this quarter.
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OBJECTIVE 4.2 - FACILITATE LOCAL BUSINESS RETENTION AND GROWTH

	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
4.2.1 Strengthen local business networks and partnerships	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)	Increase in engagement of local businesses.	Establish local business group of operators within the Town and those utilising the Town over the four years of the plan	Engaged with Bassendean Business Association with a view of driving Council economic development initiatives through this group.
		Increasing recognition of Bassendean branding. (Baseline to be established in year one)	Review & refresh Bassendean Means Business Brand during this financial year	RFQ for Bassendean Means Business brand refresh and website upgrade prepared and published. Five organisations invited to quote or which four responded by the closing date.
			Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand over the four years of the plan	This will be part of the Brand refresh project in the next quarter.
4.2.2 Continue the activation of Bassendean Town Centre	Increase in the diversity and level of mixed uses, and increase in higher density residential dwellings	Baseline data to be established following completion and adoption of revised Local Planning Strategy and Bassendean Transit-oriented Development (TOD) plan	As per Local Planning Strategy Review + Local Planning Scheme 10 Review under Objective 3.1 during this financial year	<p>The review of the Local Planning Strategy will be completed with the data provided Preparation of a Local Economic Overview of the Bassendean LGA has commenced but has somewhat stalled due to issues with the release by the Australian Bureau of Statistics (ABS) of economic data from the 2016 Census.</p> <p>Completion of the overview is expected in February 2018 (subject to the availability of the 2016 Census economic data).</p>

<p>4.2.3 Enhance economic activity in neighbourhood centres</p>	<p>New local + neighbourhood centres</p>	<p>Baseline data to be established following completion of Retail Needs Assessment and completion and adoption of revised Local Planning Strategy and new Economic and Commercial Activity Strategy</p>	<p>As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year</p>	<p>See preceding comments in this column in respect to the compilation of the Local Economic Overview.</p>
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Strategic Priority 5. Good Governance

OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance) Compliance Audit Risk Management Profile Financial Ratio Benchmarked. Asset Ratio Benchmarked	Community stakeholders improvement on Year 1 baseline (Governance) 100% Statutory Compliance met. 100% Risk Mitigation as determined by insurer. Asset Ratios met or Improved (intermediate level)	New Elected Member Training and Community Committee member orientation	New Councillor training 26th:October 2017 with Neil Douglas 7th November 2017 with Director Operational Services and Acting Director Community Development 14th November 2017 strategic and statutory planning 22nd November 2017 with CEO and Director Corporate Services All councilors provided with training schedule from WALGA with a number of councilors taking up courses offered.
5.1.2 Ensure financial sustainability				
5.1.3 Strengthen governance, risk management and compliance				
5.1.4 Improve efficiency and effectiveness of planning and services				
5.1.5 Ensure optimal management of assets				
			Review the Risk Management Framework	Initial work has been undertaken by LGIS to review existing framework. It is anticipated that this will be completed by February 2018.

		Financial Ratios met or improved (intermediate level)	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	Internal Auditors will undertake & complete the programme for 2017/18. Depending when the report is completed by Moore Stephens (appointed Auditor) this may be considered by the Audit committee in February 2018.
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OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
5.2.1 Improve customer interfaces and service 5.2.2 Engage and communicate with the community 5.2.3 Advocate and develop strong partnerships to benefit community	Community / Stakeholder Satisfaction Survey (Community engagement and participation)	Improvement in Community and Stakeholder Satisfaction (community engagement and participation)	Develop a new Community Engagement Strategy	Engagement HQ software is being used with the following public consultations were undertaken this quarter: <ul style="list-style-type: none"> • Australia Day Review • Planning for Playtime @ Sandy Beach Reserve! • Local Planning Strategy • 3 Bin Waste System Community Survey • Notional Planning Precincts • Naming of Right of Way running between Geraldine St and Shackleton St • Renaming of Clarke Way Reserve to Abell Reserve • Leadership & Governance Policies Review 	
			Develop a new Marketing Plan	SDS held its annual Stakeholder Sundowner in November with a very good turnout of partner organisations, internal stakeholder and community Groups including 55 Plus and the Melody Club.	

OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND INNOVATION

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	2nd Quarter (October to December)
5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks.	Improved efficiency and effectiveness of services.	Adopt a formal service review program	Seniors services identified as a priority for review with impending new funding regime.
	Percentage uptake of the community of Ecommerce applications	Increased E-commerce applications	E-commerce development through the Town's Website	Customer Service and Building Applications software purchased. The preparation of the server and application for certificate has been implemented. Training for staff being planned.

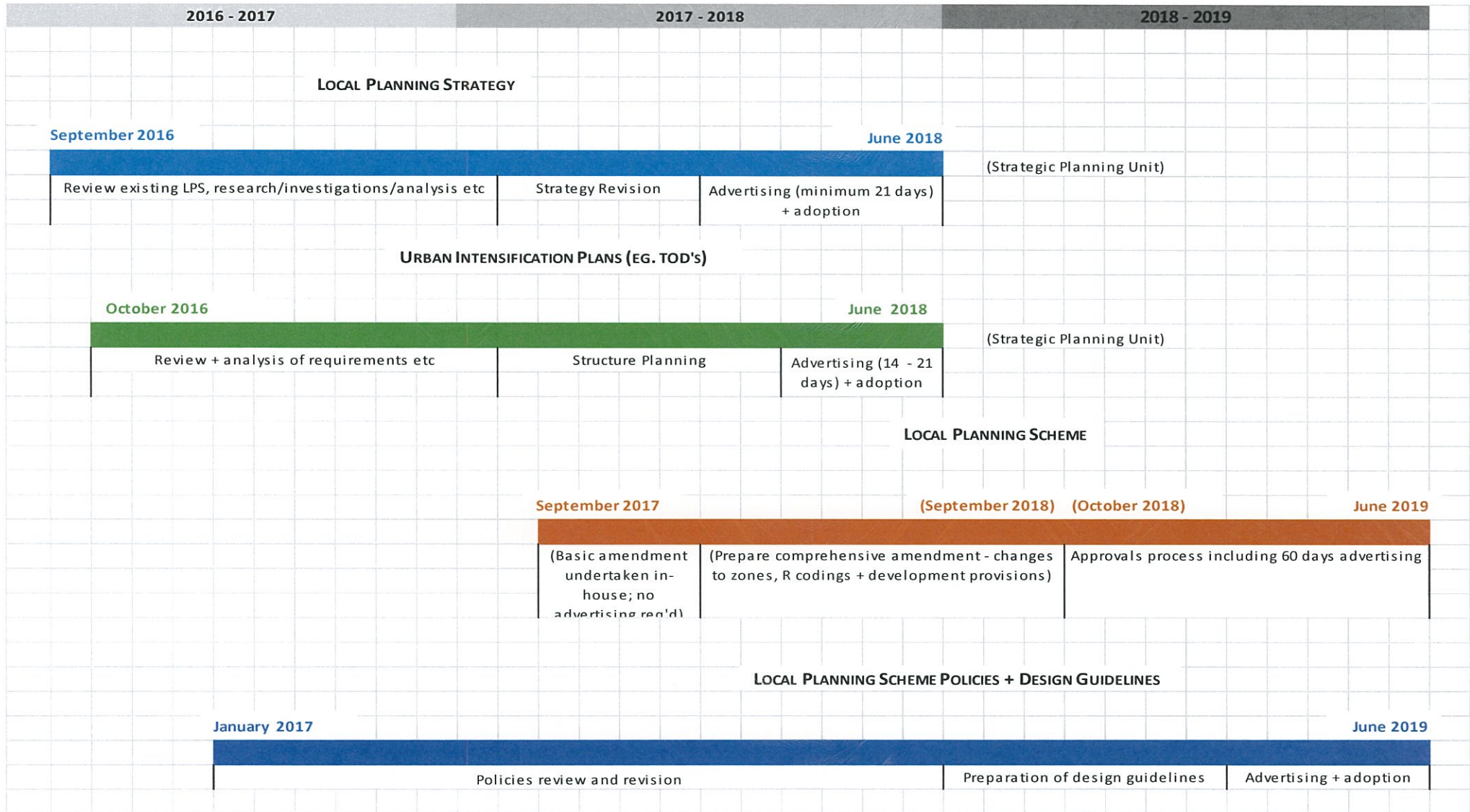
CASH IN LIEU

Cash In Lieu Public Open Space Balance at 31 December 2017							
Trust ID	Subdivision	Original Trust Receipts	Project	Approved for Expenditure from this Trust	Balance Available in Trust after Completion of Projects based on no projects under budget	Amount Drawn to Date	Cash In Lieu Public Open Space Balance at 31 December 2017
T1148 MINISTRY OF HOUSING		\$ 212,000.00	Broadway Aboretum Stage 2	\$ 85,000.00	\$ -	\$ 40,899.14	\$ 73,524.33
			Broadway Aboretum Stage 1	\$ 39,500.00		\$ 38,800.00	
			Construction of 2 additional hard tennis courts	\$ 87,500.00		\$ 58,776.53	
T1174 WESTCHOICE		\$ 194,000.00	Path Network & outdoor Gym	\$ 47,522.08	\$ -	\$ 47,043.24	\$ 53,621.24
			Public Toilet	\$ 146,477.92		\$ 93,335.52	
T1607 Danmar Homes	50 IVANHOE STREET - WAPC#951-11	\$ 130,000.00		\$ -	\$ 130,000.00	\$ -	\$ 130,000.00
T1803 Westfocus	92-96 FIRST AVE	\$ 97,000.00			\$ 97,000.00	\$ -	\$ 97,000.00
T1946 PD Projects	141 FIRST AVE - WAPC REF 149585	\$ 85,311.75			\$ 85,311.75	\$ -	\$ 85,311.75
T1992 Miluc Pty Ltd	LOT 3 MORLEY DRIVE WAPC # 146605	\$ 295,000.00		\$ 250,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
T 2045 PD Projects	# 137 First Ave Bassendean	\$ 70,000.00			\$ 70,000.00	\$ -	\$ 70,000.00
T1400 Interest on POS		\$ 163,904.27		\$ 92,500.00	\$ 71,404.27	\$ 92,500.00	\$ 71,404.27
TOTALS (includes completed projects)		\$ 2,088,452.94		\$ 1,589,736.92	\$ 498,716.02	\$ 1,212,591.35	\$ 625,861.59
				\$ 625,861.59	TOTAL in TRUST		
				-\$ 44,100.86	Less Approved Projects (Broadway Aboretum Stage 2)		
				-\$ 290,000.00	Less Sandy Beach Playground Awaiting Ministerial Approval		
				\$ -			
				\$ 291,760.73	Available for additional projects		

GRANTS

COA	Description	Inc/Exp Analysis Summary	Original Budget	YTD Actual
112160	INCOME - HALLS - GRANTS (NO GST)	Non Operating Grants	\$0	-\$30,000.00
122011	INCOME - SPORT & REC - GRANTS	Non Operating Grants	-\$500,000	\$0.00
122015	INCOME - SPORT & REC - CAPITAL GRANT & POS(NO GST)	Non Operating Grants	-\$250,000	\$0.00
132015	INCOME - RESERVES - GRANT INCOME	Non Operating Grants	-\$67,000	\$0.00
212001	INCOME - ROAD MAINT - CAPITAL GRANT NO GST(RTR)	Non Operating Grants	-\$190,000	-\$32,560.00
212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	Non Operating Grants	-\$401,462	-\$160,584.00
862284	INCOME - RYDE GRANT	Non Operating Grants	-\$20,000	\$0.00
872014	INCOME - BYS -GRANTS	Non Operating Grants	-\$50,000	-\$20,000.00
122201	SPORT & RECN GRANT - KIDS SPORT	Operating Grants	-\$19,000	-\$9,000.00
212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	Operating Grants	-\$52,394	-\$30,174.00
322001	INCOME - GRANTS - ROADS GRANT	Operating Grants	-\$120,000	-\$46,680.50
322002	INCOME - GRANTS - GENERAL PURPOSE GRANT	Operating Grants	-\$164,000	-\$72,268.00
542013	INCOME - ES - GRANTS	Operating Grants	-\$45,000	-\$23,892.50
612013	INCOME - ASSETS - OTHER INCOME (NO GST)	Operating Grants	\$0	\$0.00
862284	INCOME - RYDE GRANT	Operating Grants	\$0	-\$20,000.00
872011	INCOME - BYS - DEPT CHILD PROTECTION GRANTS	Operating Grants	-\$90,400	-\$67,905.51
902011	INCOME - VOLUNTEER - GRANTS	Operating Grants	-\$1,000	\$0.00
942001	INCOME - SDS - HACC GRANTS	Operating Grants	-\$1,512,480	-\$866,427.00
942102	INCOME - HCP SUBSIDIES	Operating Grants	-\$360,000	-\$214,620.12
			-\$3,842,736	-\$1,594,112

(REVISED) BASSENDEAN STRATEGIC PLANNING FRAMEWORK - IMPLEMENTATION TIMETABLE



HEALTH OFFICER'S QUARTERLY REPORT – DECEMBER 2017

Public Health complaints/requests:

A total of 44 complaints were received in relation to health related matters (other than noise complaints that are reported separately). The majority were in relation to asbestos, food and backyard mosquito breeding.

Community Education:

Health Services continued to provide information to residents through social media (Facebook) on a number of Health related matters including Food Recalls, Environmental Water Sampling, and Mosquito Monitoring and Control Program.

Food Business Inspections:

A total of 35 food businesses were assessed during the quarter to ensure compliance with the Food Safety Standards and the Food Act 2008.

Food Safety Audits:

Two high risk food businesses (Child Care and Aged Care) were due for their third party Food Safety Audits during the quarter. Audits were conducted and the Audit Reports were submitted to the Town's Senior Environmental Health Officer for assessment and action, in order to assist the food businesses with closing out all non-compliances found during the audit.

Temporary Food Businesses:

A total of 32 applications for temporary food premises were received and assessed during the quarter. These applications were for the Twilight Markets, WAMFest and Australia Day event scheduled for January 2018.

Food Business Registrations:

Two new food premises were fitted out and opened during the quarter, 7-Eleven and Caff on Broadway. Final inspections and registration of these premises were carried out in accordance with the Food Act 2008.

Food Recalls:

Four Food Recall Notifications were issued by the Department of Health, which required follow up to ensure that the products were removed from retail sale.

Public Event Applications:

Four public event applications were submitted, assessed and approved during the quarter, being WAMfest, Morley Baptist Church Christmas Festival, Outdoor Cinema, and Bassendean Church of Christ Christmas Carols.

Food Sampling:

Microbiological food sampling was carried out in response to an exploding tin of tomatoes.

Chemical sampling was undertaken due to a foreign body (plastic) in a food item.

Public Building Inspection:

Two public building was inspected during the quarter to assess compliance with the Health (Public Buildings) Regulations 1992. Premises are inspected annually or biennially, depending on risk classification.

Noise Complaints:

A total of 20 noise complaints were received during the quarter. Noise complaints were in relation to loud music / party noise.

Noise Management Plans:

One Noise Management Plan was received from PTA for works to be done along the Railway tracks, assessed and approved.

Ross River Virus:

There were no notifications for mosquito borne viruses during the quarter.

Mosquito Control Program:

The Mosquito Monitoring and Control program commenced this quarter. Health Services commenced baiting a number of stormwater drains in the area. This involved inspecting stormwater drains and treating with ProLink Briquettes where drains were found to be holding water and some larvae present. There have been no mosquito complaints received from any of the areas where baiting has been carried out.

Ashfield Flats continues to be assessed on a weekly basis and treatment undertaken as required.

Rat Bait:

Approximately 970 sachets of rat bait (Generation First Strike and Racumin) were issued during the quarter. This is approximately double of what was issued to residents the same quarter last year.

Recreational Water Sampling:

The Environmental Water Sampling program commenced this quarter. Samples are collected from Point Reserve, Sandy Beach and Success Hill on a weekly basis. To date 36 samples have been collected and analysed by the labs.

Health Warning signage was made in December to provide users of these sites, with general information about the water quality at the sites.



QUARTERLY REPORT

PERIOD ENDING 30 SEPTEMBER 2017

Note that KPI's in the Corporate Business Plan section apply only to those outcomes listed for **commencement** in the 2017/2018 Financial Year.

KPI'S	EVIDENCE
(a) Strategic regeneration of Town Centre redevelopment,	<p>Density Codings</p> <p>Residential density codings prescribed in <i>Local Planning Scheme (LPS) 10</i> and proposed in the <i>2015 Local Planning Strategy</i> are currently being reviewed within the context of the draft <i>Perth Peel @ 3.5 Million</i> planning framework, <i>State Planning Policy 4.2—Activity Centres for Perth and Peel</i>, and draft <i>State Planning Policy 7.3—Apartment Design</i>.</p> <p>A report outlining future density proposals—including within proposed mixed use development sites within the Bassendean Town Centre—for incorporation in the proposed revised Local Planning Strategy will be presented to Council for consideration in the near future (anticipated November 2017).</p> <p>Analysis of Existing and Future Commercial Floor Space Needs</p> <p>A Request for Quotation (RfQ) was recently issued to select consultants inviting the submission of quotations to compile a Local Economic Overview of the Town.</p> <p>The purpose of the overview is to:</p> <ul style="list-style-type: none"> (i) To inform a review of the Town of Bassendean's current <i>2015 Local Planning Strategy (2015 LPS)</i>, especially in relation to future commercial floor space needs; and (ii) To inform the making of a new economic development plan for the Town. <p>In relation to (i) above, identification of future floor space needs will include an assessment of future floor space needs within the Bassendean Town Centre.</p> <p>Five quotations were received from economic development consultants to the RFQ and are currently being assessed and evaluated. It is anticipated that compilation of the overview will commence by the end of October 2017.</p>

	<p>Traffic and Transport Assessment</p> <p>A consultant brief inviting select consultants to quote on carrying out a traffic and transport assessment of the Bassendean local government area (LGA) is in preparation.</p> <p>As part of this work, and due to its complex nature, additional external expertise is being sought to assist in the preparation of the consultant brief, particularly to ensure that the assessment is carried out generally in accordance with the Western Australian Planning Commission's <i>Transport Impact Assessment Guidelines</i> (August 2016).</p> <p>Although the assessment will be Town-wide, it will have a particular focus on the Town's three (3) proposed TOD locations of Ashfield, Bassendean, and Success Hill.</p>
<p>(b) Responsive to Councillor enquiries</p>	<p>The Administration attempted to provide timely and comprehensive advice and responses to Councillors. Workshops, briefings and inspection were organised during the quarter under review to provide more detailed information for Councillors to assist with decision making. These included:</p> <ul style="list-style-type: none"> • 31st August and 12 September Briefing by the EMRC on the Resource Recovery Facility Tender Outcome • 29th August – workshops on the Reconciliation Action Plan and Notional Planning Precincts • 11th July – Presentation by Department of Sport and Recreation • 3rd July Budget and Corporate Business Plan Workshop <p>Site inspections to assist Council with decision making on specific reports were held on the: 18th July, and 15th August,</p>
<p>(c) Increased focus on bike plan and streetscapes</p>	<p>September 2017 the Town received the final concept plan and technical notes for the proposed Bike Boulevard along Whitfield St from Main Roads.</p> <p>Discussions held with Main Roads about preservation of trees as part of the extension of the PSP through Success Hill.</p>
<p>(d) Review Executive Team to include a Strategic Land-use Planner. Coach and mentor a new executive team for the future sustainability of the Town</p>	<p>Director Strategic Planning has now been employed for 12 months. Review of structure will follow service level reviews</p>

(e) Define KPIs together with the alignment of the Corporate Business plan in the current contract.	KPI's include contract KPI's and deliverables from the Corporate Business Plan
(f) provide accurate and timely advice to the Council;	Provided verbal and written advice to Council and individual Councillors as requested. Provided updates on statutory and governance issues through weekly bulletins. Ensured that reports to Council are of a high standard and provide accurate and timely advice.
(g) work in collaboration with the Council;	Participate in workshops and briefings with councillors and respond to Councillor's requests for information and clarification
(h) provide innovative and visionary leadership;	The Town has been recognised for its leadership in water management, and its innovative Youth Driver Education programme which is now being franchised to other metropolitan and country local authorities. The Town's CCTV programme which enables WA Police to log in and monitor and manipulate camera vision in real time, and which will soon be expanded to include Jubilee and Mary Crescent Reserve has been praised by Police and other local authorities.

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- (i) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;

Corporate Training & Development

The following staff corporate training and information sessions were conducted at the Town of Bassendean:

- Armed Hold Up Training -16th August 2017

Corporate Inductions

The following corporate and safety inductions were conducted by Human Resources at the Town of Bassendean:

- Corporate and Safety Induction –6th September 2017
- Next Corporate and Safety Induction – 6th December 7

Wellbeing Events & Initiatives

The following staff wellbeing events were conducted at the Town of Bassendean:

- Men's Health Week / Lunch and Learn Session – 12th July 2017
- Diabetes Week / Jelly Bean Competition - 17th July 2017
- Women's Health Week – 6th September 2017
- RUOK Day – 14th September 2017
- Slow Cooker Club - Ongoing
- Employees Recognition Awards – Ongoing
- Commenced Hep A & B Vaccinations – September 2017
- Staff Newsletter – September 2017
- Staff Safety Newsletter - August 2017

Wellbeing Committee

Town of Bassendean Wellbeing Committee formed in August 2011 and the following committee meetings have been held on:

- Tuesday, 19th September 2017
- Next Wellbeing Committee meeting Tuesday, 12th December 2017

OH&S Committee

The following OH&S Committees were held at the Town of Bassendean:

- Wednesday, 23rd August 2017
 - Next OH&S Meeting Wednesday, 4th October 2017
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	<p>Recruitment</p> <ul style="list-style-type: none"> • Parks and Gardens Team Leader (Mowing) • Food Coordinator • Library Officer (Casual) • Building Facilities Handyperson (casual) • Engineering Design Officer • Youth Worker - Casual • Information Technology support Officer • Library Clerk • Senior Educator • Parks and Gardens Team Member (Mowing) • Educator • Senior Educator • Educator Food Coordinator Wind in the Willows
<p>(j) ensure the effective and accountable application of financial and physical resources;</p>	<p>The Town has been acknowledged as being at no financial risk in evidence provided to State Parliament this year, in 2013 the Town was considered at low risk.. The Town's Asset Management strategies and plan are acknowledged as being of high quality, and in in advance of many other local governments.</p> <p>The Town has received an unqualified Audit Report for 2016/2017.</p>
<p>(k) develop and implements change management strategies to enhance service delivery; and</p>	<p>Preparations are underway for the review of all services provided by the Town, including officers attending workshops on the review process.</p> <p>Preparing for a review of the Town's Local Laws.</p>
<p>(l) initiate the development, implementation and review of effective policies.</p>	<p>All but a few Governance Policies reviewed, advertised for public comment and adopted by Council.</p>

Note: It should be noted that the KPI's above are a draft only and are yet to be endorsed by Council.

MEASURES OF OUR SUCCESS (THE 2017/18 OUTCOMES OPERATE AS KPI'S)

Strategic Priority 1. Social

OBJECTIVE: 1.1 - BUILD A SENSE OF PLACE AND BELONGING

Strategies <i>How we're going to do it</i>		Success Measures	Target	Projects <i>New projects that will be implemented</i>	1 st Quarter <i>(July to September)</i>
1.1.1	Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)	Improved Community feedback (based on baseline data collected in year 1) Completion of heritage architect's plans and securing of the Lotterywest grant in Year 1	Facilitate community action driven Neighbourhood activation plans	No action taken this quarter.
1.1.2	Activate neighbourhood spaces to facilitate community gathering			Develop revised Culture Plan	The consultant has commenced work on the reviewing the Town's Cultural Plan. A project reference group has been set up and discussions have occurred with the RAP, staff and Library Services. Expressions of interest for the reference group were sought recently and dates for focus groups had been listed. An online survey is being prepared, with the reference group providing feedback on the original draft. In response to community feedback from the first reference group meeting, the Town is reconsidering the timeline for this project. As a result, the proposed focus groups for October will be re-scheduled.
1.1.3	Ensure our unique culture and history are shared and celebrated				
1.1.4	Continue to support and facilitate participation in the arts, community festivals and events			Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan	Request for Quote to appointment Architect is completed. Three offers received and evaluation process is commencing.

OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Community / Stakeholder Satisfaction Survey (Activity and connectivity)	Improved Community feedback (based on baseline data collected in year 1)	Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve	Nature Play Solutions has finalised the concept plan, images and video fly through that will form part of the online consultation process facilitated through <i>Your Say Bassendean</i> . The online community consultation process will be undertaken and this will culminate in a community workshop to address feedback from the community.
1.2.2 Provide life-long learning opportunities				Engineering and environmental consultancy BMT WBM Pty Ltd have been engaged to provide a flood impact assessment.
1.2.3 Enhance partnerships with the local Noongar people				Hydraulic modelling is currently being completed to determine what will occur when the water moves through the Ashfield Flats Reserve.
1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life	Volunteer Rate	Increased Volunteer Participation		The hydraulic modelling is expected to be completed by the end of October 2017 with the final flood impact assessment to be completed within 2 to 3 months. On-line community consultation will be conducted once the flood impact assessment has been finalised.

<p>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</p>				<p>The Mary Crescent Reserve Playground concept design has been finalised. Officers are currently developing the tender documents from the contractors' detailed plans. The Minister for Planning has approved the use of Cash In Lieu (CIL) funding for the project.</p>
			<p>Plan and build Men's Shed facility</p>	<p>A development application for the proposed construction of the Bassendean Men's Shed at the Council Depot was approved by the Town on 3 October 2017. Officers are now in the process of obtaining additional quotes (bill of quantities) from suitable builders to complete a formal application to Lotterywest for grant funding.</p>
			<p>Develop a new Reconciliation Action Plan</p> <p>Continue to implement the Bushcare Volunteers program</p>	<p>Council endorsed the newly drafted Reconciliation Action Plan at the Ordinary Council Meeting on 26 September 2017. The Reconciliation Action Plan is being forwarded to Reconciliation Australia for their feedback and approval. Upon receiving advice from Reconciliation Australia, the Reconciliation Action Plan will be tabled at a future Council meeting for adoption.</p>

				<p>The volunteer centre continued to provide opportunities for community participation through volunteering</p> <p>Naidoc Day : Two, volunteer Community Transport drivers assisted in transporting participants between the Town Centre and Ashfield Reserve whilst seven volunteers assisted in the management of event stalls and event feedback surveys.</p> <p>Art Awards: 33 shifts were covered by volunteers. 6 volunteers assisted with setting up the venue Duties included front counter reception, taking artist's details, cataloguing art, assisting the curator to set up the presentation stands and labelling the art pieces.</p> <p>Volunteer centre engaged 6 volunteers who supported referral service and community groups additionally a placement student from Mount Lawley high school attended for one week to gain community experience.</p> <p>Verge Transformation Project was assisted to become a formalised group by working in collaboration with Community Gardens.</p>
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				<p>Historical society was assisted to recruit volunteers for pensioner guard cottage.</p> <p>Community Transport volunteers continued to deliver a service for members of the community.</p>
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OBJECTIVE 1.3 - PLAN FOR A HEALTHY AND SAFE COMMUNITY

Strategies <i>How we're going to do it</i>		Success Measures	Target	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
1.3.1 Facilitate safer neighbourhood environments	1.3.2 Promote and advocate community health and wellbeing	Community / Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)	Improved Community feedback (based on baseline data collected in year 1).	Improve lighting along main pedestrian routes to public transport hubs	Sage Consulting Engineers have been engaged to undertake the Survey, within 200 meters of Success Hill Train Station, late September early October 2017.
CCTV & Security lighting in Jubilee Reserve & advocate for installation in other identified crime hotspots				The Town was successful in obtaining a grant for \$99,960 from the Commonwealth Attorney General Office for the installation of CCTV at Jubilee and Mary Crescent Reserve. A Request for quote is currently being completed to engage a suitable supplier for the design, supply and installation of CCTV.	

OBJECTIVE 1.4 - IMPROVE LIFESTYLE CHOICES FOR THE AGED, FAMILIES AND YOUTH

Strategies <i>How we're going to do it</i>	Success Measures	Target	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
1.4.1 Facilitate healthy and active aging in place 1.4.2 Partner with service providers to improve / expand access to services and facilities 1.4.3 Enhance the wellbeing, and participation of our youth and children	Community / Stakeholder Satisfaction Survey (Aged, Families and Youth)	Improved Community feedback (based on baseline data collected in year 1)	Review Service delivery models for seniors including community care and Hyde Retirement Village.	No action taken in this quarter. Review Service delivery model will be undertaken by the Director Community Development upon return from long service leave in the 3 rd quarter.
			Review and implement Youth Plan	No action taken this quarter and is scheduled to be completed in the 4 th quarter.

Strategic Priority 2. Natural Environment

OBJECTIVE 2.1 - TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
2.1.1 Strengthen environmental sustainability practices and climate change mitigation 2.1.2 Reduce waste through sustainable waste management practices 2.1.3 Initiate and drive innovative Renewable Energy practices	Waste reduction ratio to population– Carbon emissions (“Planet Footprint”)	Reduction in waste by tonnage per annum in relation to population Reduction in Carbon Emissions	Develop and implement Environmental Community Education program	Waste education/Information tent set up at the July 2017 TOB Markets
			Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	The renewable energy working group are currently reviewing the Town’s and other Local Government policies.
			Develop Carbon Reduction plan and as funding permits progressively implemented carbon reduction projects	Town officers together with EMRC are currently updating the Carbon reduction plan to reflect the federal government’s target of 26-28% carbon reduction by 2030
			Investigate a 3 bin system for general, recyclable and green/putrescible waste collection	Developing questions for survey of residents for 3 bin system and verge Greenwaste & Bulk Rubbish collections.
			Develop Local Planning Policies and Guidelines for sustainable design of buildings	Identification of other local government sustainable building design policies is currently being identified and examined as potential models for application to the Town.

OBJECTIVE 2.2 - PROTECT OUR RIVER, BUSH LAND RESERVES, AND BIODIVERSITY

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1 st Quarter July to September
2.2.1 Protect and restore our biodiversity and ecosystems	Community / Stakeholder satisfaction Survey (River, Bushland and Reserves) Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement	Improvement in community and stakeholder satisfaction survey (River, Bushland and Reserves).	Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.	2017 revegetation program was implemented with approximately 6,000 seedlings planted and weed control undertaken as per Towns weed management plan.	
2.2.2 Sustainably manage significant natural areas					
2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river		Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.	Advocate with relevant partners to collaborate on protection and rehabilitation.	Town officers met with Rivers and Parks Management committee on 2 August. At this meeting WAPC announced it is currently preparing an establishment Plan for Ashfield Flats.	

OBJECTIVE 2.3 - ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1 st Quarter July to September
2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)	Increase in Public Open Space	Improvement in Community / Stakeholder Satisfaction (Open Space and use of Open Space, including community facilities, ovals and reserves)	Formulate Open Space Master Plans	No action on this project this quarter.
				Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan	Town officers met with Urban Forest working group to finalize the draft urban forest strategy, the working group is still reviewing the plan and the next stage is to undertake review of street tree masterplan.
2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams	Tree Canopy Area monitoring (Private and public realms)	Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)	2017 Baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses. Annual monitoring of Water Quality.	Sustainable water sensitive urban designs incorporated within drainage networks.	The Town developed 3 projects this year and each project is in the design stage and planning for construction in Feb-Mar 2018. The projects are located in Shackleton St, Old Perth Road corner Briggs St and Villiers Rd West.
				Water Quality monitoring	2017 Sampling Analysis Plan has been produced and sampling is underway with report due in early 2018.
				Plan and convert drains to Living Streams	Town have applied to water corporation for livable drainage program, still awaiting feedback from water corp.
				Develop Swan River Precinct Plan.	No Action on this project this quarter

Strategic Priority 3. Built Environment

OBJECTIVE 3.1 - PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	1 st Quarter July to September
3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050)	Average of 105 dwelling approvals per annum to achieve the 2050 year target		For the period of July to September the housing stock increased by 8 dwellings
3.1.2 Implement sustainable design and development principles		Community Satisfaction with participation engagement	Local Planning Strategy Review + Local Planning Scheme 10 Review	Local Planning Strategy <ul style="list-style-type: none"> Investigation, analysis and mapping work ongoing (density codings, open space provision, flooding, contaminated sites etc); <i>Bassendean Built Form and Character Study</i> underway (see separate line item under Objective 3.3); RFQ issued for compilation of <i>Local Economic Overview</i> – quotations received being assessed and evaluated; RFQ for <i>Traffic and Transport Assessment</i> in preparation.
3.1.3 Plan for local neighbourhoods and their centres	The level of community engagement and participation into Local Area Planning. (input into plans and policy development)			
3.1.4 Ensure infrastructure is appropriate for service delivery				

			<p>Local Planning Scheme 10 Review</p> <p>Amendment 10 to LPS 10 prepared by staff and initiated by Council at the September 2017 OCM (Phase 1 of LPS 10 review)`</p> <p>(A copy of the Strategic Planning Framework (SPF) timetable is attached at the end of this report)</p>
			<p>Develop Local Planning Policies</p> <p>LPP 1.14 - Design Review is being redrafted to align with the WAPC's 'Design WA' initiative.</p> <p>See also line item under Objective 2.1 pertaining to proposed sustainable building design policies.</p>
			<p>Prepare and develop Precinct/ Neighbourhood plans</p> <p>A Councillors workshop was held on 29 August 2017 to consider the revised Notional Planning precinct as well as public submissions.</p> <p>The outcome of the workshop was to revise the extent and size of the precincts with a view to reducing the number of precincts by increasing their size. Finalisation of the precincts will be contingent upon (among other things) the outcomes of the <i>Bassendean Built Form and Character Study</i>.</p>

OBJECTIVE 3.2 - ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE

Strategies <i>How we're going to do it</i>		Success Measure	Target	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
3.2.1	Connect the Town through a safe and inviting walking and cycling network.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)	Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)	Implement Bicycle Boulevards on Whitfield Street	<p>In August 2017 the Town was advised that it was successful in receiving funding for the second stage of the Bike Network grant from Department of Transport (DoT) This stage is to carry out the community consultation and detail design for the proposed Bike Boulevard along Whitfield Street, Bassendean.</p> <p>In September 2017, the Town received the final concept plan and technical notes for the proposed Bike Boulevard along Whitfield St from Main Roads WA.</p>
3.2.2	Advocate for improved and innovative transport access and solutions.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)	Increased Community/ Stakeholder Satisfaction (access to public transport both access to Town and within.)		
3.2.3	Enhance the liveability of local neighbourhoods.				
3.2.4	Enhance Road Safety through Design				

OBJECTIVE 3.3 - ENHANCE THE TOWN'S APPEARANCE

Strategies <i>How we're going to do it</i>	Success Measure	Target	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (amenity and appearance)	Improved Community / Stakeholder Satisfaction against baseline.	Bassendean Built Form and Character Study (part of Local Planning Strategy Review)	Stephen Carrick Architects (SCA) is carrying out this study.
3.3.2 Strengthen and promote Bassendean's unique character and heritage			Preserve Heritage buildings with protection of the Local Planning Scheme	No action this quarter.
3.3.3 Implement design policies and provisions of buildings and places			Winding up of Town Planning Scheme 4A.	No action this quarter.
			Establish a Design Advisory Panel	See line item under Objective 3.1 in relation to 'Develop Local Planning Policies'
			Advocate for underground power and environmentally sustainable Lighting	No action this quarter.
			Prepare streetscape policies for the Town	Currently reviewing the Streetscape Verge policy to include edible plant garden beds and water sensitive verges. Policies are in draft format and should be presented to Council at the November 2017 OCM.
			Finalise and implement the Municipal Heritage Inventory	The MHI has been finalised.

Strategic Priority 4. Economic

OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
4.1.1 Encourage and attract new investment and increase capacity for local employment	Economic and Commercial Activity	Increase in Economic and Commercial Activity against baseline data	Develop new Economic and Commercial Activity Strategy including: - Initiate industry Cluster Analysis during this financial year - Advocate and facilitate digital technology integration in to the Town over the four years of the plan - Place activation over the four years of the plan	In collaboration with Strategic Planning prepared and issued an RFQ for a consultant to compile a Local Economic Overview for the Town. This profile will include compilation of a community profile, local economic profile, commercial floor space needs analysis, and local housing market profile. Quotations received are presently being assessed and evaluated.
4.1.2 Plan for and build capacity for Commercial and Industrial activities	New businesses (including home based) granted development approval by the Town.	Increased number of new businesses from baseline data	Retail Needs Assessment (part of Local Planning Strategy Review) During this financial year	Retail needs assessment is included within the commercial floor space needs analysis.
4.1.3 Support and promote home based businesses			Establish baseline data for the achievement of nominal targets during this financial year	Re-established authority with ABR for intelligence data on local business activity
			Investigate options and develop business case for potential future redevelopment of civic buildings during this financial year	No action this quarter.

OBJECTIVE 4.2 - FACILITATE LOCAL BUSINESS RETENTION AND GROWTH

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
4.2.1 Strengthen local business networks and partnerships	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)	Increase in engagement of local businesses.	Establish local business group of operators within the Town and those utilising the Town over the four years of the plan	Finalising digital marketing strategy with investigation of local business group.
		Increasing recognition of Bassendean branding. (Baseline to be established in year one)	Review & refresh Bassendean Means Business Brand during this financial year	Finalising Digital marketing strategy for web site refresh
			Produce a survey for local business, to gauge their understanding and recognition of Bassendean Means Business brand over the four years of the plan	No action on this topic in this quarter.
4.2.2 Continue the activation of Bassendean Town Centre	Increase in the diversity and level of mixed uses, and increase in higher density residential dwellings	Baseline data to be established following completion and adoption of revised Local Planning Strategy and Bassendean Transit-oriented Development (TOD) plan	As per Local Planning Strategy Review + Local Planning Scheme 10 Review under Objective 3.1 during this financial year	No action this quarter.

<p>4.2.3 Enhance economic activity in neighbourhood centres</p>	<p>New local + neighbourhood centres</p>	<p>Baseline data to be established following completion of Retail Needs Assessment and completion and adoption of revised Local Planning Strategy and new Economic and Commercial Activity Strategy</p>	<p>As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year</p>	<p>No action this quarter.</p>
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Strategic Priority 5. Good Governance

OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1 st Quarter July to September
5.1.1	Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)	Community / stakeholders improvement on Year 1 baseline (Governance)	New Elected Member Training and Community Committee member orientation	New Councillor Training will occur in-house for orientation with the Town's Policy, structure and procedures. Formal overview of roles and responsibilities will be provided by one of the State's leading local government lawyers on the 26 th October 2017 at the EMRC Offices.
5.1.2	Ensure financial sustainability	Compliance Audit	100% Statutory Compliance met.		
5.1.3	Strengthen governance, risk management and compliance	Risk Management Profile	100% Risk Mitigation as determined by insurer.	Review the Risk Management Framework	LGIS will facilitate workshops in October to review the Business Continuity Plan and Risk Management Plan.
5.1.4	Improve efficiency and effectiveness of planning and services	Financial Ratio Benchmarked.	Asset Ratios met or Improved (intermediate level)	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	New Procurement Procedures are being completed with Assistance from the Internal Auditor. These will be completed in November 2017..
5.1.5	Ensure optimal management of assets	Asset Ratio Benchmarked	Financial Ratios met or improved (intermediate level)		

OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS

Strategies <i>How we're going to do it</i>		Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1 st Quarter July to September
5.2.1 Improve customer interfaces and service	5.2.2 Engage and communicate with the community	Community / Stakeholder Satisfaction Survey (Community engagement and participation)	Improvement in Community and Stakeholder Satisfaction (community engagement and participation)	Develop a new Community Engagement Strategy	Engagement HQ software is being used with the following public consultations already undertaken in this quarter: <ul style="list-style-type: none"> • Local Planning Strategy 2017-2030 • Australia Day Review • Notional Planning Precincts • Leadership & Governance policies Review • Naming of Right of Way running between Geraldine and Shackleton Streets • Renaming of Clarke Way Reserve to Abell Reserve • 2017 Bassendean Visual Art Awards
				Develop a new Marketing Plan	
5.2.3 Advocate and develop strong partnerships to benefit community					

OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND IMPROVEMENT

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	1st Quarter July to September
5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks.	Improved efficiency and effectiveness of services.	Adopt a formal service review program	No Action this quarter
	Percentage uptake of the community of Ecommerce applications	Increased Ecommerce applications	Ecommerce development through the Town's Website	The Town has purchased the on line Customer Service and Building Applications. These will be implemented by December 2017.

CASH IN LIEU

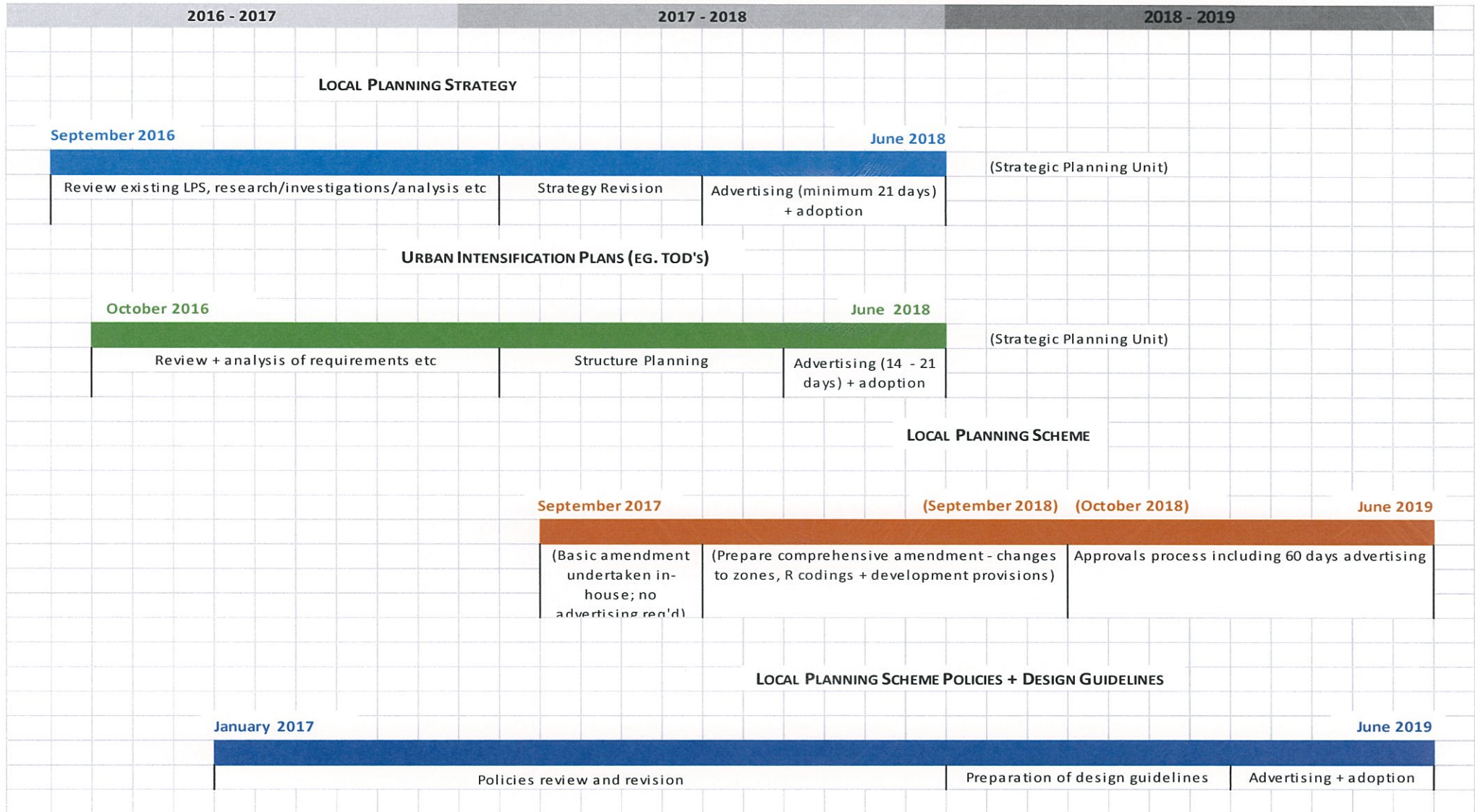
Cash In Lieu Public Open Space Balance at 30 September 2017

Trust ID	Subdivision	Original Trust Receipts	Project	Approved for Expenditure from this Trust	Balance Available in Trust after Completion of Projects based on no projects under budget	Amount Drawn to Date	Cash In Lieu Public Open Space Balance at 30 September 2017	Current Projects - Still to draw down from Trust	Actual V Budget (+ Under budget/- Over budget)	Amount Available after Project Completion as a result of Project Underspends
T1148 MINISTRY OF HOUSING		\$ 212,000.00	Broadway Aboretum Stage 2	\$ 85,000.00	\$ -	\$ 40,899.14	\$ 73,524.33	\$ 44,100.86		
			Broadway Aboretum Stage 1	\$ 39,500.00		\$ 38,800.00			\$ 700.00	
			Construction of 2 additional hard tennis courts	\$ 87,500.00		\$ 58,776.53			\$ 28,723.47	\$ 29,423.47
T1174 WESTCHOICE		\$ 194,000.00	Path Network & outdoor Gym	\$ 47,522.08	\$ -	\$ 47,043.24	\$ 53,621.24		\$ 478.84	
			Public Toilet	\$ 146,477.92		\$ 93,335.52		\$ -	\$ 53,142.40	\$ 53,621.24
T1607 Danmar Homes	50 IVANHOE STREET - WAPC#951-11	\$ 130,000.00		\$ -	\$ 130,000.00	\$ -	\$ 130,000.00			
T1803 Westfocus	92-96 FIRST AVE	\$ 97,000.00			\$ 97,000.00	\$ -	\$ 97,000.00			
T1946 PD Projects	141 FIRST AVE - WAPC REF 149585	\$ 85,311.75			\$ 85,311.75	\$ -	\$ 85,311.75			
T1992 Miluc Pty Ltd	LOT 3 MORLEY DRIVE WAPC # 146605	\$ 295,000.00			\$ 295,000.00	\$ -	\$ 295,000.00			
T 2045 PD Projects	# 137 First Ave Bassendean	\$ 70,000.00			\$ 70,000.00	\$ -	\$ 70,000.00			
T1400 Interest on POS		\$ 163,904.27		\$ 92,500.00	\$ 71,404.27	\$ 92,500.00	\$ 71,404.27			
TOTALS (includes completed projects)		\$ 2,088,452.94		\$ 1,339,736.92	\$ 748,716.02	\$ 1,212,591.35	\$ 875,861.59	\$ 44,100.86	\$ 83,044.71	\$ 83,044.71
				\$ 875,861.59	TOTAL in TRUST					
				-\$ 44,100.86	Less Approved Projects (Broadway Aboretum Stage 2)					
				-\$ 290,000.00	Less Sandy Beach Playground Awaiting Ministerial Approval					
				-\$ 250,000.00	Less Mary Crescent Playground Awaiting Ministerial Approval					
				\$ 291,760.73	Available for additional projects					
										\$ 875,861.59

GRANTS

Type Description	COA	Description	IE Summary	Inc/Exp Analysis Summary	Original Budget	YTD Actual
Operating Income	112160	INCOME - HALLS - GRANTS (NO GST)	13	Non Operating Grants	\$0	-\$30,000.00
Operating Income	122011	INCOME - SPORT & REC - GRANTS	13	Non Operating Grants	-\$500,000	\$0.00
Operating Income	122015	INCOME - SPORT & REC - CAPITAL GRANT & POS(NO GST)	13	Non Operating Grants	-\$250,000	\$0.00
Operating Income	132015	INCOME - RESERVES - GRANT INCOME	13	Non Operating Grants	-\$67,000	\$0.00
Operating Income	212001	INCOME - ROAD MAINT - CAPITAL GRANT NO GST(RTR)	13	Non Operating Grants	-\$190,000	-\$32,560.00
Operating Income	212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	13	Non Operating Grants	-\$401,462	\$0.00
Operating Income	862284	INCOME - RYDE GRANT	13	Non Operating Grants	-\$20,000	\$0.00
Operating Income	872014	INCOME - BYS -GRANTS	13	Non Operating Grants	-\$50,000	-\$20,000.00
Operating Income	122201	SPORT & REC GRANT - KIDS SPORT	11	Operating Grants	-\$19,000	-\$9,000.00
Operating Income	212011	INCOME - ROAD MAINT - CAPITAL GRANT(MRWA)	11	Operating Grants	-\$52,394	\$0.00
Operating Income	322001	INCOME - GRANTS - ROADS GRANT	11	Operating Grants	-\$120,000	-\$23,340.25
Operating Income	322002	INCOME - GRANTS - GENERAL PURPOSE GRANT	11	Operating Grants	-\$164,000	-\$36,134.00
Operating Income	542013	INCOME - ES - GRANTS	11	Operating Grants	-\$45,000	\$0.00
Operating Income	612013	INCOME - ASSETS - OTHER INCOME (NO GST)	11	Operating Grants	\$0	\$909.09
Operating Income	862284	INCOME - RYDE GRANT	11	Operating Grants	\$0	-\$25,810.06
Operating Income	872011	INCOME - BYS - DEPT CHILD PROTECTION GRANTS	11	Operating Grants	-\$90,400	-\$45,270.34
Operating Income	902011	INCOME - VOLUNTEER - GRANTS	11	Operating Grants	-\$1,000	\$0.00
Operating Income	942001	INCOME - SDS - HACC GRANTS	11	Operating Grants	-\$1,512,480	-\$461,684.00
Operating Income	942102	INCOME - HCP SUBSIDIES	11	Operating Grants	-\$360,000	-\$139,199.78
					-\$3,842,736	-\$822,089

(REVISED) BASSENDEAN STRATEGIC PLANNING FRAMEWORK - IMPLEMENTATION TIMETABLE



ATTACHMENT NO. 9

TOWN OF BASSENDEAN
MINUTES
SUSTAINABILITY COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON TUESDAY 3 JULY 2018, AT 7.05PM

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

Acknowledgement of Traditional Owners

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**

Present

Caroline Easton, Presiding Member
Chris Mahony, Deputy Presiding Member
Cr Renee McLennan, Mayor
Cr Kathryn Hamilton
Mick Doyle, Community Representative

Officers

Simon Stewert-Dawkins, Director Operational Services
Jeremy Walker, Senior Environmental Officer
Donelle Maxwell, Minute Secretary

Apologies

Cr Sarah Quinton
Ken Cardy Manager Asset Services
Miles Flavel, Community Representative
Laura Simes, Community Representative

3.0 DEPUTATIONS/PRESENTATIONS

Mr Bryan Cantu and Mr Mark Gee from Haystack Works were in attendance to present a Powerpoint presentation to the Sustainability Committee.

The Presiding Member thanked Mr Cantu and Mr Gee for attending the meeting and providing the presentation.

The Refund Cup powerpoint presentation and promotional information is attached to these minutes.

4.0 CONFIRMATION OF MINUTES

4.1 Sustainability Committee Meeting held on 29 May 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Cr McLennan, Seconded Mick Doyle, that the minutes of the Sustainability Committee meeting held 29 May 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Member noted on the 24 July 2018, she attended the Old Perth Road Markets with the volunteers from the Bassendean Bag Ladies. The ladies handed out all of 200 bags and ran out by 10.30am, they restocked with more bags and they were sold out by 11.30am. On the day, flyers were handed out about the Town of Bassendean local businesses that are already supporting the War on Waste (see attachment to minutes). The day was very successful and well received.

The next Old Perth Road Markets will be held on Sunday 29 July 2018.

6.0 DECLARATIONS OF INTEREST

Nil.

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil.

8.0 **REPORTS**

8.1 **Sustainability Initiatives updates (REF ENVM/PLANNG/1 – Jeremy Walker, Senior Environmental Officer)**

APPLICATION

The purpose of the report was to provide an update on the following recommendations of the May 2018 Sustainability Committee meeting:

1. EMRC facilitation of Solar Bulk buying Scheme;
2. Peer to Peer trading project with Power ledger;
3. Town supporting Plastic Free July via Reusable shopping bags and that a stall be provided at the June 24th Sunday Markets;
4. Sustainability Event to be held on Sunday 16th September for Sustainable House day;
5. Officers investigate Switch your Thinking program;
6. Officers Investigate Cities Power Partnership.

BACKGROUND

At the May 2018 Sustainability Committee meeting, the Committee noted the updates provided by Officers (SC – 1/05/18) and provided feedback. The Committee requested updates on the following:

- Contact Hawaiian regarding Electric Charging station
- Contact the EMRC to request further information on facilitation of a bulk Solar buying Scheme
- Contact Power Ledger's James Eggleston regarding peer to peer trading trial
- Contact Hawaiian & Suez in regards to co-finding reusable shopping bags in Support of Plastic free July (SC-3/05/18)
- Officers Investigate Joining Switch your Thinking
- Officers Investigate Cities Power Partnership

The following were recommended and passed at the May 2018 Sustainability Committee meeting:

That:

1. The Town provides a stall at the June 2018 Old Perth Road Markets for volunteers to promote "Plastic Free July";
2. Promotes "Plastic Free July" on the Town's Facebook page; and
3. Officers investigate hosting an event for Sustainable House Day on 16 September 2018.

COMMUNICATION & ENGAGEMENT

Nil.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
2.1 To display leadership in environmental sustainability	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population
	2.1.2 Reduce waste through sustainable waste management practices	Carbon emissions ("Planet Footprint")
	2.1.3 Initiate and drive innovative Renewable Energy practices	

COMMENT

In regards to the May 2018 Sustainability Committee meeting, the following updates are provided:

Electric Car Charging Station

In April 2018, Council (OCM 25/04/18) resolved in part to:

- list for consideration in the 2018/2019 draft Budget \$6,000 to provide an electric charging station;
- investigate a suitable location for the installation of the electric charging station;
- contact Hawaiian to request that they also consider installing an electric car charging station at the Bassendean Shopping Centre.

On 7 June 2018, Hawaiian provided the letter of response advising that they would be interested in Council installing a charge station in their carpark.

In accordance with OCM 25/04/18, the Officers are continuing to investigate a suitable location for the installation of the electric charging station.

See attached Town of Bassendean 28th June 2018 follow up letter to Hawaiian Pty Ltd.

EMRC Bulk buying Solar Scheme

Officers contacted Eastern Metropolitan Regional Council (EMRC) after the May 2018 Committee meeting and the EMRC staff member advised that the EMRC is currently investigating if such a scheme is feasible from a legal/financial perspective in line with the Local Government Act 1995.

The EMRC has advised that purchase of goods for on-selling, particularly if the goods could be classed as assets, may be an issue, however the EMRC is making enquires to determine if there may be other types of contracts which could be feasible. The EMRC is also investigating whether there would be significant savings in such an arrangement, and at what volume this would be feasible. The volume will dictate how many residents or Local Government Authorities will need to be involved to make such a scheme work.

Once EMRC has this information, it will be in a position to provide a more comprehensive response in regards to the legalities from a Local Government Act perspective and on the feasibility of the EMRC facilitating a bulk buying solar scheme. EMRC staff member indicated that by the next scheduled committee meeting on the 2 October 2018, that a further update will be provided.

Power Ledger, Peer to Peer Trading Project

Officers made contact with James Eggleston who advised that the Town does not need to provide information to Power Ledger, James provided Officers with the following Instructions and advice:

1. To get a sense for the number of systems and installed capacity within the Town of Bassendean, go to the Download Data section and find 'Postcode data for small-scale installations - all data' on the CER website <http://www.cleanenergyregulator.gov.au/RET/Forms-and-resources/Postcode-data-for-small-scale-installations>
2. Also, look to the Western Power Annual Report, to understand if there are any network issues in your area <https://westernpower.com.au/media/2512/annual-report-2017.pdf>
3. Understand what Smart Meters are connected in the area.

James advised that once the above has been investigated, the Town will need to get a sense of the need for Power Ledgers software within Bassendean and from there contact Western Power and Synergy to convince Western Power that the project would be of benefit by reducing the load capacity within Bassendean.

Officers have obtained the data from the links provided, which indicate that 2,111 small scale systems have been installed within Bassendean with an Small Generation Units (SGU) rated output of 7,325.191Kw.

Western Power's Network Capacity Mapping Tool shows that Bassendean is fed by the Hadfield's substation and currently has remaining capacity of 25<=x<30 MVA with the long-range forecast for the year 2036 showing a remaining capacity of 20<=x<25. The information obtained indicates that the Town Bassendean is not located in an area with Network capacity issues and therefore would not be considered a priority within Western power to allow current infrastructure to engage in the peer to peer trading.

Plastic Free July

Officers have contacted Suez Recycling & Recovery Pty Ltd Suez and Hawaiian shopping centre and have been successful in obtaining funding for re-usable shopping bags promoting "Plastic Free July". The budget with co-contributions allowed for 410 bags to be produced at a cost \$1,800 or \$3.95 per bag of which 200 were provided to Caroline Easton and the supporting residents to hand out as promotional items at the Sunday 24 June Markets. The remaining bags along with any left over from the markets will be provided to Bassendean Hawaiian Shopping Centre who will disperse the bags as part of a plastic free campaign they are running in the centre during the month July.

Please noted the costs for the bags were shared equally between Suez Recycling & Recourse Recovery Pty Ltd, Hawaiian Shopping Centre and the Town of Bassendean.

Sustainability Committee members may have also observed that Coles is currently selling at the Bassendean Shopping centre reusable bags at the checkout for \$2 per bag.

Council did not specifically allocate funds in the 2017/2018 budget to purchase these reusable shopping bags, however, if Council was of the mind to support the Sustainability Committee's recommendation, the Town would identify suitable funding.

The Town's Economic Development Officer organised a stall at the June 2018 Old Perth Road Markets for Caroline Easton and the supporting residents to promote plastic free July. The Economic Development Officer also produced a flyer advertising Plastic Free July and recognition of local businesses already practicing these principles, the flyer was handed out at the markets. (see attachment)

Sustainable House Day

Officers have tentatively booked the Alf Faulkner Hall for the Sustainable House Day event on Sunday 16th September from 4pm onwards, Officers have contacted Environment House to provide a quote to undertake a sustainability focused workshop for residents on 16 of September 2018.

Switch your Thinking

Officers have contacted Switch Your Thinking and have spoken to the Co-ordinator for the program. The Co-ordinator advised that to be involved in the program there is a flat fee of \$5,000 pa (plus GST) which includes all of the programs and workshops. Switch Your Thinking also have two optional additions which are joining Responsible Cafés (once off \$500 subscription fee) and/or joining the Last Straw (once off \$250 subscription fee).

In June 2017, information was provided to the Ordinary Council meeting regarding the Switch Your Thinking – Responsible Café program which outlined the following:

Switch your thinking, in partnership with Responsible Cafes and Keep Australia Beautiful WA, are calling on cafes to offer a discount to customers who bring their own cup.

Responsible Cafes has been established for coffee drinkers to promote sustainable business and to change the paradigm on takeaway cup waste. (refer:).

Participating cafes are provided with posters that let people know about the issue, and are included on a national map of participating cafes, and are offered free promotion on social media.

Within the Town of Bassendean, the following cafes have registered on the Responsible Cafes website:

- O2 Café - 24 Old Perth Road, Bassendean; and
- Need for Feed lunch bar - 37A Guildford Road, Ashfield.

The two cafes that are registered on the Responsible Café website have indicated that they provide a 50 cents discount to customers who bring their own takeaway cup.

The Responsible Cafe website states:

Key benefits for Councils

- *Educational resource for positive behavioural change addressing an identified waste gap to complement existing sustainability programs;*
- *Reduce litter and landfill, cutting long-term waste collection costs.*
- *Reduce carbon, water, paper, and oil footprint in your LGA*
- *Media and publicity opportunities for councils and cafes.*
- *Optional use of 1.8m-tall giant disposable cup for events or display.*
- *Build community pride and public awareness of waste and litter.*
- *Partnership with a national not-for-profit organisation with demonstrated social and environmental outcomes.*

Key benefits for cafes

- *Simple online registration process with downloadable poster.*
- *Inclusion on searchable, mobile-responsible map of participating cafes.*
- *Opportunity to provide a fun photo for promotion on our website, social media, and media.*
- *Capture latent income stream by attracting environmentally-aware customers and selling reusable cups.*
- *Increase customer loyalty.*
- *Reduce ecological and waste footprint.*
- *Cost savings through reduced disposable cup/lid expenditures.*
- *Activate cafe culture and community pride.*

The founder of the Responsible Action Network offer a 2-year licensing fee of \$1,000 (negotiable) to the Town of Bassendean. The fee is used to help them maintain operational costs and develop new tools for reducing waste in cafes. This includes all branded marketing materials, listing of Town of Bassendean cafes on its website, which includes a searchable map along with the information outlined above.

No funding is specifically allocated in the waste education budget for the 2 year licence fee, however, due to the small expense, this can be absorbed.

Council subsequently resolved that the Town partner with relevant community groups and the financially supported the Responsible Café program. The Town is listed as a supporter along with the Town of Bassendean's LOGO and Switch Your Thinking will provide all the marketing collateral and materials. The Economic Development Officer has used the materials and promoted the Responsible Café program with local business and the Town's Facebook pages.

The Switch Your Thinking Co-ordinator advised that there are a lot of additional programs, however, it would be a full time job to roll them all out to their maximum potential in Bassendean, which is why they don't suggest that Councils run every program.

Switch Your Thinking work initially to identify which programs are of interest to Council and tackle those ones first. Once they're established and don't need much attention they start building up the next one. Once the programs are up and running they don't require constant input. There is no onus to do any of the programs, Council may just select the programs that would achieve the most benefits and we would like to run.

Switch Your Thinking also offer a free community workshop series. In addition to the workshops, there is a workshop on development of solar battery storage and a new workshop to offer in August 2018 on climate science adaption.

The subscription is a rolling annual subscription; 12 months after sign up the Town will be asked if we'd like to be invoiced to participate for the next 12 months.

If the Town's subscription expired and it was midway through a project, Switch Your Thinking would complete the project and stay in touch about any legacy programs that have remained in the community.

Two other benefits Switch Your Thinking are currently working on providing to member Councils is a \$1 per student discount for the Climate Clever initiative and discount on MeetTAP portable water bubblers.

If the Town gets involved in this program, it may eliminate the need for the EMRC to provide a bulk buying Solar scheme as this program provides member Councils access to reputable Solar panel providers.

Cities Power Partnership

The Cities Power Partnership is a free national program that exists to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities. It's a coalition of the willing – made up of mayors, councillors and communities who are committed to a sustainable, non-polluting energy future. Local councils who join the partnership pledge to take 5 key actions across renewable energy, efficiency, transport and working together. There are dozens of actions: whether it's putting solar on the local library, switching to electric buses, or opening up old landfills for new solar farms.

At the March 2018 Sustainability Committee meeting, Officers presented the Town's draft Emission Reduction Plan.

The draft Emission Reduction Plan was prepared as part of the implementation of the Town of Bassendean's Carbon Reduction Strategy. The Emission Reduction Plan has set a Target for the Town to reduce 2014/2015 corporate emissions by 26-28% by 2029/2030, to achieve this the Town will need to reduce our carbon emissions by 441.8-475.7 tCO₂-e by 2029/2030.

The Emission reduction plan contains an implementation plan that identifies key actions in order to achieve this Target. The Cities Power Partnership aligns with these actions set out in the Town's draft Emission Reduction Plan, therefore, joining the partnership could be included in the Emission Reduction Plan as part of the reporting process.

FINANCIAL CONSIDERATIONS

In accordance with Sustainability Committee held in March 2018 and Council (OCM - 25/04/18) resolution, the following funds have been listed in the draft 2018/2019 budget for further Council consideration:

- \$6,000 to provide an electric charging station

- \$10,000 to initiate sustainability grants for community sustainability projects;
- \$10,000 for community education programmes; and
- \$5,000 for the Climate Clever programme.

Should the Sustainability Committee see the merit in subscribing to the Switch Your Thinking program the annual subscription fee is \$5,000. An Option the committee may wish to consider is to recommend to Council that \$5,000 of the draft \$10,000 listed for community education funding be used for the Switch Your Thinking program.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

SC - 1/07/18

MOVED Cr McLennan, Seconded Cr Mykytiuk, that the Sustainability Committee:

1. Receives the progress report on EMRC Bulk solar buying Scheme and note that a detailed response will be provided prior to the next Committee meeting in October;
2. Receives the letter from Hawaiian and notes that the Town has written a new letter seeking clarification if Hawaiian would supply and install and electric charging station at its cost;
3. Receives the progress report on Peer to Peer trading trial, the information obtained from Western Power resources and that the Town of Bassendean Officers contact western power regarding the Pier to Pier trading to explore further opportunities;
4. Receives the update on Plastic Free July promotion within the Town and Officers to follow up promoting the event through Council's Facebook and webpage.;
5. Receives the update on Sustainable House Day with a workshop presented by Environment house to take place on Sunday 16 September at Alf Faulkner Hall, Eden Hill;
6. Receives the report on Switch Your Thinking program including and invites Switch Your Thinking coordinator to provide a deputation to the October Sustainable Committee meeting 2 October 2018;
7. Recommends to Council that \$5,000 of the \$10,000 Community education funding listed in Draft 2018-19 budget be used for Switch Your Thinking program; and

8. Receives update on Cities Power Partnership and that Officers to liaise with Eastern Metropolitan Regional Council to include the Cities Power Partnership as part of the Town of Bassendean's Emission Reduction Plan reporting requirements prior to going out on the have your say website.

CARRIED UNANIMOUSLY 6/0

9.0 **MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

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

Nil.

11.0 **CONFIDENTIAL BUSINESS**

Nil.

12.0 **CLOSURE**

The next meeting date to be held on Tuesday 2 October 2018 commencing at 7.00pm.

There being no further business, the Presiding Member closed the meeting at 9.10pm.



REFUND CUP

INITIATIVE

SPONSORED BY

REFUND CUP

A HAYSTACK WORKS COMPANY

THE ISSUE FACING ALL COUNCILS



- Many disposable coffee cups contain a thin layer of plastic that doesn't biodegrade
- Australians use an estimated 1 billion cups each year of which up to 90% end up in landfill.
- Major pollution hazard

THE REFUND-CUP INITIATIVE



- Made from Food-grade Polypropylene
- Fully Recyclable Cup and Lid
 - Into more cups
 - Into many other things
- Low cost to the public
- Cost savings to Coffee Shops
- Our Company is based in WA
- Great "Refund" model





ISSUES AND WAYS WE ADDRESS THEM

- **People don't want to change their "throw away" behaviour.**

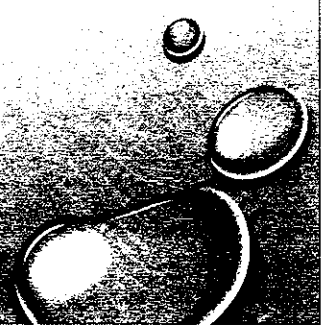
We address this by:

- Incentivizing the cup's return and reuse
- Providing them with a cheap environmentally friendly alternative that is fully refundable

- **Coffee Shops don't want to stop using disposable cups.**

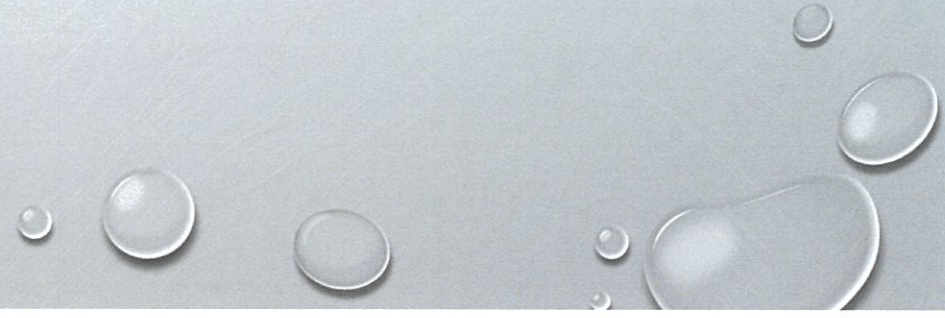
We address this by:

- Providing them with additional revenue streams,
- Promoting them, via the App, through our incentive schemes as an environmentally conscious business,
- Pointing out the savings on the cost of disposable cups.





HOW DOES IT WORK



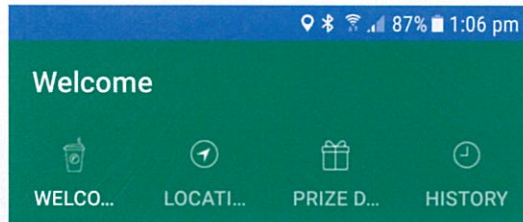


HOW DOES IT WORK





HOW DOES IT WORK – THE APP



Hello & Welcome!

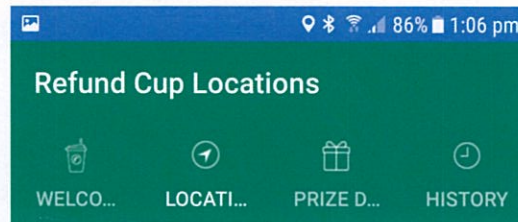


Participate with others enjoying a good coffee, entering into great prize draws and doing something for the environment.

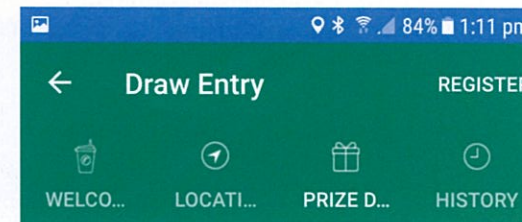
Start by purchasing a coffee at one of our participating Refund Cup Stores and ask to use the Refund Cup.

Pay the \$2 deposit on each of the Refund Cup you use. The deposit will be refunded to you when the cups are returned to any participating Refund Cup store.

Using the barcodes on the cup and the barcodes in the participating Refund Cup Stores. You can use your mobile device and the Refund Cup App to enter into



Edith Cowan University (ECU) Joondalup Campus
270 Joondalup Dr, Joondalup, 6027, WA



Lion Thai



More Promotion Info?
Tap image above.

Enjoy a \$50 voucher at the Lion Thai Restaurant. Great authentic Thai restaurant, fabulously fresh flavourful food, The best Thai food outside Thailand, Absolutely delicious.

Closing: Tue. 31 Jul. 2018

To enter into this draw you must:

1. Scan the Cup:

SCAN CUP

2. Scan the Store Barcode:

STORE ID

3. Agree to Terms & Conditions

READ T&C'S



EARLY ADOPTERS

Early Adopters - Corporate



Joondalup / Mt Lawley

Early Adopters - Prizes



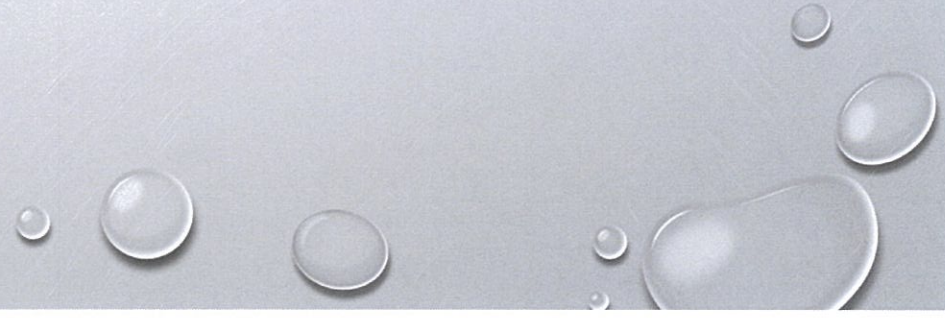
Lion Thai - \$50



Mini Golf - \$50



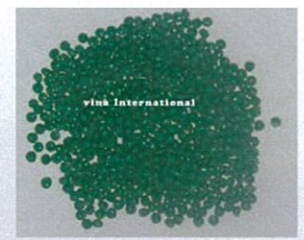
Meal - \$50



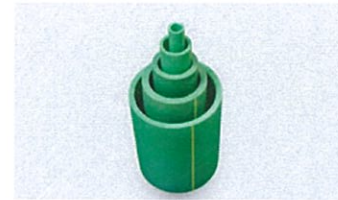


TOTALLY RECYCLABLE

Local Recycling Company



Recycled Polypropylene



Plastic Pipe Fittings



Containers



Recycled plastic filament – 3D printing



Plastic Furniture



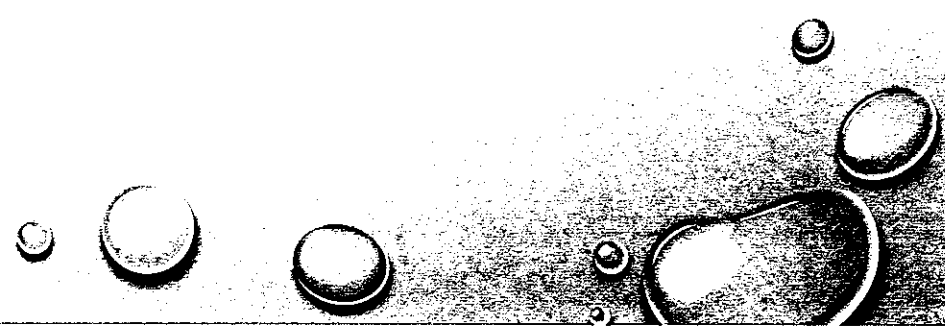
Recycled Refund Cups





WHAT WE WOULD LIKE TO HAPPEN

- Promoted by the Council as a viable fully recyclable alternative to disposable cups
- The Bassendean City Council to become a Corporate sponsor and use the cups themselves rather than disposable cups. This includes: at council offices and events held by the council.
- Inclusion in the Council's recycling program to catch any cups being thrown out.



QUESTIONS





CONTACT DETAILS

Mark Gee: 043 992 2777
mark.gee@haystackworks.com.au

Bryan Cantu: 045 921 5385
bryan.cantu@haystackworks.com.au

Website: <https://refundcup.com.au>





GROW YOUR BUSINESS

THE ALTERNATIVE TO DISPOSABLE COFFEE CUPS

AN OPPORTUNITY TO CHANGE FOR THE BETTER

- Give your customers an opportunity to do something about the millions of throw-away coffee cups ending up in landfill,
- Promote yourself as an environmentally conscious business, and reward your customers
- Attract new customers and distinguish yourself against your competitors
- Be easily found by participating customers through our App



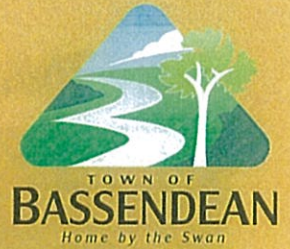
LEARN MORE AT

www.refundcup.com.au

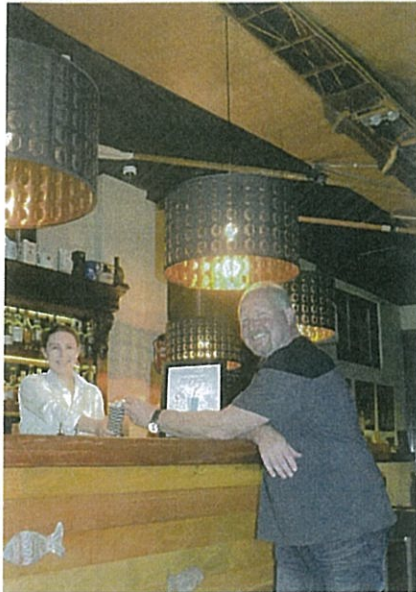


War on waste

It's our business



CORK & BOTTLE



Holly Twine and Stuart Ridgway

“IF YOU CAN AVOID PRODUCING THE WASTE IN THE FIRST PLACE THIS IS BETTER THAN TRYING TO MANAGE IT AFTER THE FACT.”

We are constantly looking at ways of reducing plastic in particular and waste in general. We have eliminated all single use plastics from the front of house which included going to paper straws last year.

We have always believed that a minimum impact waste policy is the only way to truly tackle our ever growing problem in the environment.



“NO MORE PLASTIC PLATES”

In our busy coffee shop we use a lot of disposable items. We noticed that we could make a big difference to reduce how much goes into landfill. We now only use paper based burger containers and biodegradable coffee cups.

We will soon use environmentally friendly disposable knives and forks.

BASSENDEAN HOTEL



“SMALL STEPS ALL MAKE A DIFFERENCE”

In 2017 we collaborated to support Plastic Free July and ever since we have been reducing the plastic usage across the hotel both out the front and in the back of house.

“PAPER FROM THE BEGINNING”

We decided right from the beginning four and a half years ago to provide our customers with paper bags, and fully recyclable gift wrapping paper. We also stock reusable straws, coffee cups, food wraps, water bottles, and shopping and produce bags ... with more reusable products in the works.

Every little bit helps!



Further help and information

Jeremy Walker - Environmental Officer
William Barry - Snr Economic Development Officer
w: <https://bassendeanbusiness.com.au/programs/war-on-waste>
e: jwaker@bassendean.wa.gov.au
wbarry@bassendean.wa.gov.au
p: 08 9377 8000



Our ref: OLET-7597418

Ms Alison Reid
General Manager – Shopping Centres
Hawaiian Pty Ltd
235 St Georges Terrace
PERTH WA 6000

Dear Ms Reid

**INSTALLATION OF ELECTRIC VEHICLE CHARGING STATION AT
HAWAIIAN'S BASSENDEAN SHOPPING CENTRE**

Thank you for your letter dated 7 June 2018 in response to the Town's letter regarding installing an electric vehicle charging station at the Bassendean Hawaiian shopping centre. The letter received states that Hawaiian would be interested in Council installing an electric vehicle charging station within your carpark.

I'd just like to clarify that my original letter to you outlined what the Town of Bassendean was proposing to undertake and then asked if Hawaiian would consider installing an electric vehicle charging station within the shopping centre carpark, funded and installed by Hawaiian.

The Town would appreciate a further response to advise if Hawaiian Pty Ltd would purchase and install an electric vehicle charging station for the Bassendean shopping centre complex.

Should you wish to discuss any aspect of this matter further, please contact the Town's Senior Environmental Officer, Mr Jeremy Walker on 9377 9026 during office hours.

Yours faithfully



BOB JARVIS
CHIEF EXECUTIVE OFFICER

28 June 2018

ATTACHMENT NO. 10

TOWN OF BASSENDEAN

MINUTES

ECONOMIC DEVELOPMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON TUESDAY 10 JULY 2018, AT 7.04PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

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

Present

Cr John Gangell, Presiding Member
Stuart Ridgeway, Deputy Presiding Member
Cr Bob Brown, Town of Bassendean
Michael Gordon, Community Representative
Elliott Brannen, Community Representative
Petra Richardson, Community Representative

Officers

William Barry, Senior Economic Development Officer
Donelle Maxwell, Minute Secretary

Apologies

Kim Veale, Community Representative

3.0 DEPUTATIONS

Dr Jane Genoviese, CEO of Learning Fundamentals, was in attendance to present a background to the Smart Busy Program for Business.

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Economic Development Committee meeting of 8 May 2018

COMMITTEE / OFFICER RECOMMENDATION – ITEM 4.1

MOVED Cr Gangell, Seconded Michael Gordon, that the minutes of the Economic Development Committee meeting held 8 May 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

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 Smart Busy Program for Business

APPLICATION

For the Committee to consider the “*Smart Busy Programme for Business*” to offer to local business owners and entrepreneurs.

BACKGROUND

Amongst the roles of Economic Development and the Council for local business, is as a facilitator and resource that supports local commercial activity. Fundamental to this, is building knowledge and confidence. Training in the important skills of marketing, financial management, logistics is provided through Small Business Development Corporation and its agencies.

However, latest research reveals that the challenges for successful business owners goes beyond this, is more complicated and less easily defined.

There is a gap in the training market to support the ability of business owners to maintain growth of a business against competing issues and lack of time. There is an assumption that to succeed in business, business owners need to push themselves to work long hours, often to the detriment of their health, wellbeing and relationships. The *Smart Busy* programme for business challenges this idea to help local business owners and entrepreneurs to reclaim a sense of control and be more productive as well as happier and healthier.

This programme was initially developed and trialled as part of a PhD project at Murdoch University that helped Western Australians manage their time and cope more effectively with the stresses and pressures of modern life. The presenter is Dr Jane Genovese who is based in Guildford.

COMMUNICATION & ENGAGEMENT

A trial workshop – *Can I have your attention? How to focus in the age of distraction* - was held on the 31 May 2018 in the Senior Citizens' Hall. Thirty five people attended this event. The feedback from the event was overwhelmingly positive and will form the foundation of ongoing marketing for this program.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
4.1 Build economic capacity	4.1.1 Encourage and attract new investment and increase capacity for local employment	Economic and Commercial Activity New businesses (including home based) granted development approval by the Town.
	4.1.2 Plan for and build capacity for Commercial and Industrial	
	4.1.3 Support and promote home based businesses	
4.2 Facilitate local business retention and growth	4.2.1 Strengthen local business networks and partnerships	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)
	4.2.2 Continue the activation of Bassendean's Town Centre	
	4.2.3 Enhance economic activity in neighbourhood centres	

COMMENT

It is proposed that the *Smart Busy* programme is adapted to more directly target business owners and entrepreneurs and build up their productivity, resilience and capacity.

The research conducted on this programme strongly indicates there is a need and a market for this course. Program evaluation of previous *Smart Busy* courses has found that participants experienced a statistically significant increase in wellbeing, time affluence (i.e. the sense of having enough time to engage in meaningful activities) and mindfulness levels.

The program consists of seven sessions. There is a one month gap between the sixth and seventh session where participants integrate the strategies and techniques into their daily lives. The seventh session is a reboot session and an opportunity for participants to reconnect, share successes and challenges and set goals for the next few months.

This programme requires a substantial time commitment from participants (1.5-2 hours per session each week). It is proposed that the course costs \$75 per person. This is approximately 25% of the actual cost and is set to attract the numbers, but also to ensure there is commitment to attend each session and complete the *Smart Busy* programme.

In comparison to training opportunities offered by other Local Governments the *Smart Busy* programme is unique. Bassendean will be a leader and setting a standard that other operators in this area will be inspired to follow. It will require a concerted publicity and marketing effort to reach the market and convince them that this is professional with clear and attainable outcomes.

The programme designer and facilitator (Dr Jane Genovese) has the added benefit of having local knowledge and engagement. As the co-convener of Transition Town Guildford, she brings a strong ambit of localism to the program and builds on the importance and value of localism and building connections and identity with the region. The linkage to this theme will remind our businesses of the Localism approach that was launched in April. It will build on this and have immediate recognition.

The program will be capped at 35 participants. The Town will provide facilities and publicity.

STATUTORY REQUIREMENTS

Nil.

FINANCIAL CONSIDERATIONS

The overall cost is \$5,950. It is estimated the Town will potentially receive \$2,625 in registration fees, reducing overall cost to \$3,325. This program is included in the 2018-19 Budget submission.

Committee members discussed this item and made the following comments:

- *The programme should be tailored to suit local businesses – not a one size fits all approach.*
- *There is a strong need for training of this standard and should be encouraged.*

COMMITTEE / OFFICER RECOMMENDATION – ITEM 8.1

EDC - 1/07/18

MOVED Michael Gordon, Seconded Petra Richardson, that the Economic Development Committee recommends to Council that it endorses the implementation of this course to boost local entrepreneurship and commercial endeavours.

CARRIED UNANIMOUSLY 6/0

8.2 Economic Development Officer's Activity Report

Working Group for Festival of Local Business 2019

At the last Committee meeting, it was agreed to hold the Festival of Local Business again in 2019. A lot of new ideas have been shared, as well as lessons learned for consideration in the second festival. It is proposed that a working group is set up to coordinate the festival and ensure that it delivers on the growing expectations within Council and in the community.

It is envisaged that membership of the working group would be approximately 8 residents of the Town with an interest in or experience in business activity (preferably representing a variety of commercial endeavours and interests), relevant officer/s from the Town of Bassendean and a Town of Bassendean Councillor.

The working group would report to this Committee.

Members of this Committee are asked to nominate themselves to join this working group. The first task will be to write a Terms of Reference which will set out :

- Purpose (tasks & outcomes);
- Reporting timeframes; and
- Project milestones.

The draft Terms of Reference will be presented back to this Committee for endorsement at our next meeting

Budget 2018/19

The Economic Development 18/19 Budget submission has to be ratified at the Ordinary Council Meeting to be held on 24 July 2018. The budget submission is in line and consistent with 2017-2018 expenditure. It is aligned to the (approved) Corporate Business Plan.

While planning can proceed unencumbered, any expenditure is restricted until the budget is passed by Council to "ongoing" activities only, eg, the markets.

Single Use Plastic Bag Ban Campaign

The decision by Council at the March OCM to actively support the State Government's Single Use Plastic Bag Ban has tapped into strong local support to address all types of plastic packaging, disposable utensils and other single use plastic. Our publicity campaign to communicate the Council stand, has significantly focused on our local businesses. The overall approach has been to:

- Provide information and links to support agencies, suppliers of alternative products;
- Educate community members on affects of plastic to change their habits; and
- Promote the Town and our businesses as environmentally aware, engaged and professional.

Nine local business were featured on the initial flyer and replicated on the information page on Bassendeanbusiness.com.au/War on Waste. An invitation was sent out to other businesses that are taking steps to reduce their plastic use to contact the Town, with a view to adding them to the expanding movement to bring about lasting change. This has already resulted in a number of additional businesses sending in their actions and details.

Permanent Electricity for Markets

Part of the budget submission for 2018/19 is to install a permanent electricity source to operate the Old Perth Road Twilight Markets. Currently, a generator is hired for each of the five Twilight Markets. The estimated cost is estimated between \$3,000 and \$7,000. Hiring of the generator costs is approximately \$3,500 each year (for five markets)

Training for stall holders

An initiative of the Markets Management Committee (Bassendean Men's Shed, Swan Valley Rotary Club, Markets Coordinator and Economic Development Officer) is to offer training for stall holders.

After every market we are always faced with stall holders who say they have had the best market ever and others that say it was a waste of time for them to attend. We believe the heart of the problem is the stalls themselves. The issues relate to what they are selling, how do they display and set up their stall, and how do they behave and present themselves etc.

Many stall holders are new to business and their lack of knowledge and skills means they sell much less than they otherwise might. The decision was taken as the appeal and popularity of the markets overall is wholly dependent on the individual stall holders. The more attractive and vibrant each stall is, the more attractive and vibrant are the markets!

The training sessions will take place at the August and September markets.

Marketing refresh for Old Perth Road Markets

The current branding of the markets, including the website, needs a refresh. The branding is 8 years old and faced with emerging competition and the markets have to maintain their appeal against constantly changing activities and competing attractions.

It is proposed to re-name the markets to Old Perth Road Community Markets. This positions the markets in a community setting. It accentuates the authentic values that the markets represent and further strengthens the sense of ownership of the markets by our residents.

Local Business Activity

The heart of Bassendean along Old Perth Road continues to have a high churn of businesses opening and closing. Generally, the diversity of new businesses is good and their individual ability is encouraging.

Of particular note two new businesses which are arriving are the Wasteless Pantry and Ivy B Unpackaged Goods.

Wasteless Pantry (WP) is taking a unit in Bassendean Hawaiian and will open in September. WP was established in Mundaring a number of years ago and have pioneered a following for their unstinting crusade to reduce the need for packaging on any type of produce. Their hard work has been rewarded with numerous awards, and national media coverage. Their decision to branch out to Bassendean has been a long time coming and is seen as a precursor to possibly more branches opening in Fremantle, Joondalup and Armadale.

Ivy B Unpackaged Goods is a smaller business but driven with the same mission. Owned by Renee Barker, they plan to open a permanent shop at 20 Old Perth Rd. It is expected they will also have a stall at the July markets.

Committee members discussed this report and made and the following comments:

- *Recruitment of members for the Festival of Local Business Reference Group should be carried out through the Bassendean Business network database. A number of those members have already put their hands up to assist and frame the content of the new festival*
- *The stall holder training for markets should aim to raise the standard, quality and expand the range and diversity of stalls at the market.*
- *That the marketing refresh of the Old Perth Rd Markets retain the logo.*
- *The Community Fund of the markets should receive a publicity boost*
- *The programme should be tailored to suit local businesses – not a one size fits all approach*
- *There is a strong need for training of this standard and should be encouraged.*

- *It is very encouraging to see new businesses opening up in the Town (in reference to Wasteless pantry and Ivy B). The Proprietor of Ivy B is a local resident and personally known to committee members and is has a long standing interest and passion for the protection of the environment.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

EDC - 2/07/18

MOVED Elliott Brannen, Seconded Cr Brown, that the Senior Economic Development Officer's Report be received.

CARRIED UNANIMOUSLY 6/0

8.3 Other Committee Business

At the May meeting, the following matters were discussed. Businesses in Bassendean believe that the following will help the Town attract more people and new business into the area:

1. Bold branding of Bassendean;
2. An inviting tagline;
3. Signage to attract people into Old Perth Road;
4. Signage to highlight types of businesses and activities;
- and
5. Development of a business hub/space.

The Committee noted the above items.

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil.

11.0 CONFIDENTIAL BUSINESS

Nil.

12.0 **CLOSURE**

The next meeting is to be held on Tuesday 4 September 2018, commencing at 7.00pm.

There being no further business, the Presiding Member closed the meeting at 8.09pm.

ATTACHMENT NO. 11

TOWN OF BASSENDEAN

MINUTES

ACCESS & INCLUSION COMMITTEE

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN
ON WEDNESDAY 11 JULY 2018, AT 10.00AM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 10am and noting there was not a quorum present, called for a 15 minute adjournment.

At 10.15am the Presiding Member acknowledged that no further members had entered the room and a quorum had therefore not been achieved. The Presiding Member adjourned the meeting for a further 15 minutes.

At 10.30am, with a quorum was still not achieved, the Presiding Member ruled the meeting out for lack of a quorum.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Cr Kathryn Hamilton, Presiding Member
Tina Klein, Community Member

Officers

Graeme Haggart, Director Community Development
Mona Soliman, Manager Seniors and Disability Services

Apologies

Annie Klaassen, Community Member
Amy Holmes, Minute Secretary

3.0 CLOSURE

The next meeting is to be held on Wednesday 12 September 2018, commencing at 10.00am.

ATTACHMENT NO. 12

**LIST OF PAYMENTS
FOR PERIOD
ENDED 30th JUNE 2018**

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-30 June 2018	34947 – 35211	2,480,335.07
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	85939 – 85949	22,709.62
		<hr/>
		\$2,503,044.69
		<hr/> <hr/>

DIRECTOR CORPORATE SERVICES' DECLARATION:

This schedule of accounts to be passed for payment, covering vouchers as above, which was submitted to each member of Council on 24th July 2018 been checked and is fully supported by vouchers and invoices, which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown are due for payment.

DIRECTOR CORPORATE SERVICES

MAYOR'S DECLARATION

I hereby certify that this schedule of accounts, covering vouchers as above, was submitted to the Council on 24th July 2018 and that the amounts were approved by the Council for payment.

MAYOR

1st June 2018

to

30th June 2018

Chq/EFT	Date	Name	Description	Amount
EFT34947	07/06/2018	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-216.00
EFT34948	12/06/2018	AUSTRALIAN SERVICES UNION	Payroll Deductions	-192.15
EFT34949	12/06/2018	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-86,059.00
EFT34950	12/06/2018	CHILD SUPPORT AGENCY	Payroll Deductions	-231.21
EFT34951	12/06/2018	LGRCEU	Payroll Deductions	-41.00
EFT34952	12/06/2018	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,178.86
EFT34953	13/06/2018	ETTINA WHICHIO	Hall & Key Bond Refund	-1,050.00
EFT34954	13/06/2018	MOYIZ MAIMOON	Hall & Key Bond Refund	-1,050.00
EFT34955	13/06/2018	SUE THOMPSON	Key Bond Refund	-50.00
EFT34956	13/06/2018	A. M BOLTS & NUTS	Depot - Minor Supplies - May 2018	-280.61
EFT34957	13/06/2018	AHA ! CONSULTING	Town Planning - Stategies For Dealing With Outrage	-770.00
EFT34958	13/06/2018	ALLAN R KICKETT	Reconciliation Action Plan - Storytelling And Presentation	-650.00
EFT34959	13/06/2018	ALSCO PERTH	Office Linen And Laundry Services	-65.53
EFT34960	13/06/2018	AMAZING BRICK PAVING	Various Sites - Footpath And Brick Paving Repairs	-3,595.00
EFT34961	13/06/2018	ANNE YARDLEY	Oral History Interview And Transcript For Betty Tasma	-950.00
EFT34962	13/06/2018	ARUP	Bassendean Transport Study	-28,239.86
EFT34963	13/06/2018	AUSTRALIA POST	Various Business Units - Postal Charges - May 2018	-3,394.79
EFT34964	13/06/2018	BARRETT EXHIBITION GROUP PTY LTD	Bassendean Visual Art Awards 2018 - Deposit Equipment Hire	-5,863.00
EFT34965	13/06/2018	BASSENDEAN MEN'S SHED INC	Traffic Management For Markets	-500.00
EFT34966	13/06/2018	BASSENDEAN SES ESL ACCOUNT	Esl Operating Account Grant 2017/2018 Qtr 1	-11,266.75
EFT34967	13/06/2018	BCITF	Building & Construction Industry - Levy Collected - May 2018	-4,005.83
EFT34968	13/06/2018	BERNADETTE NASH	Council Crossover Contribution	-348.00
EFT34969	13/06/2018	BUILDING SUPPLIES WA	Building - Maintenance Supplies	-214.50
EFT34970	13/06/2018	CITY OF SOUTH PERTH	Rangers Services - Pound Fees Dog And Cat	-5,331.49
EFT34971	13/06/2018	COMMUNITY NEWSPAPER GROUP LTD	Seniors - Advertising	-2,105.04
EFT34972	13/06/2018	CUSTOM CARS	Depot Fleet Vehicle - Fit Front Seat Cover	-379.50
EFT34973	13/06/2018	CYRIL JACKSON SENIOR CAMPUS	Relax Instructor - Ceramics (3 Classes)	-630.00
EFT34974	13/06/2018	DEPARTMENT OF COMMERCE	Building Services Levy Collected - May 2018	-2,134.48
EFT34975	13/06/2018	DIAL A NAPPY	Wind In The Willows - Laundry Supplies	-945.50
EFT34976	13/06/2018	DIANA RAYNER	Council Crossover Contribution	-393.00

1st June 2018
to
30th June 2018

Chq/EFT	Date	Name	Description	Amount
EFT34977	13/06/2018	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing	-121.00
EFT34978	13/06/2018	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-62,417.02
EFT34979	13/06/2018	FOOD TECHNOLOGY SERVICES PTY LTD	Food Safety Services - Contract - May	-1,548.91
EFT34980	13/06/2018	GREAT SOUTHERN FUEL SUPPLIES	Depot - Fuel Supplies	-14,026.07
EFT34981	13/06/2018	HATCHET PTY LTD ATF DM TRUST	Various Business Units - Website Maintenance	-264.00
EFT34982	13/06/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-3,021.55
EFT34983	13/06/2018	HEATHER CAMPBELL	Library - Oral History Interview	-1,205.00
EFT34984	13/06/2018	JORDAN PHILIP ANDONOVSKI	Bassendean Visual Art Awards - Graphic Design	-360.00
EFT34985	13/06/2018	JW BOBCAT AND CIVIL	Success Hill - Bobcat Works/Spread Mulch	-836.00
EFT34986	13/06/2018	KOSTERA NOMINEES PTY LTD	Rates Refund	-1,991.51
EFT34987	13/06/2018	LESTER BLADES PTY LTD	Consulting Commencement Fee	-9,350.00
EFT34988	13/06/2018	LUCY BROMELL	Old Perth Road Markets - Stall Holder Coordination	-1,082.00
EFT34989	13/06/2018	MANHEIM PTY LTD	Rangers Services - Fees For Impounded Vehicle	-55.00
EFT34990	13/06/2018	MIDLAND BUS COMPANY	Reconciliation Action Plan - Bus Children To And From Event	-1,140.00
EFT34991	13/06/2018	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-208.00
EFT34992	13/06/2018	NATURE CALLS PORTABLE TOILETS	Walking Group - Hire Single Toilets	-1,069.00
EFT34993	13/06/2018	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-3,136.59
EFT34994	13/06/2018	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-970.26
EFT34995	13/06/2018	PHILLIP O'SHEA	Council Crossover Contribution	-325.00
EFT34996	13/06/2018	PROQUEST LLC	Library - Syndetics Subscription To May 2019	-626.62
EFT34997	13/06/2018	QEC DISTRIBUTION	Library - Dvd Purchases	-722.49
EFT34998	13/06/2018	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-176.00
EFT34999	13/06/2018	REECE'S STRUCTURES	Reconciliation Action Plan - Event - Equipment Hire	-2,109.53
EFT35000	13/06/2018	RICKY ARNOLD AND ASSOCIATES	Consultancy Services - Develop A Cultural Plan	-5,000.00
EFT35001	13/06/2018	ROBYN SOUTHORN	Relax Program - Class Cancelled	-20.00
EFT35002	13/06/2018	RODE TO NOWHERE	Event Staff - Audit Storerooms	-325.00
EFT35003	13/06/2018	SEALANES (1985) PTY LTD	Children Services - Groceries	-397.53
EFT35004	13/06/2018	SEMANN SLATTERY & ASSOCIATES PTY LTD	Children Services - Staff Training - Spaces That Inspire	-150.00
EFT35005	13/06/2018	SPIDERWEB SOLUTIONS PTY LTD	Ryde Program - System Maintenance - May 2018	-478.50
EFT35006	13/06/2018	STUART RIDGWAY DESIGN	Design Of Flyer For - Think Like An Entrepreneur	-132.00

1st June 2018

to

30th June 2018

Chq/EFT	Date	Name	Description	Amount
EFT35007	13/06/2018	SUPREME SHADES	Children Services - Remove And Store Shade Sails	-1,200.00
EFT35008	13/06/2018	SYSTENET MANAGED SERVICES	Seniors - Computer - Traccs Maintenance & Support	-286.00
EFT35009	13/06/2018	T & C COURIER & TRANSPORT SERVICES	Courier Service - Document Delivery	-119.25
EFT35010	13/06/2018	THE ARTIST'S CHRONICLE EST 1991	Visual Art Awards - Advertising - May/June Edition	-620.00
EFT35011	13/06/2018	THE ENVIRONMENTAL PRINTING COMPANY	Bassendean Visual Art Awards - Printing - Entry Form	-176.00
EFT35012	13/06/2018	THE MANJEDAL ACTIVITY CENTRE	Youth Services - Activity With Youth Futures Students	-620.00
EFT35013	13/06/2018	WATER2WATER PTY LTD	Various Sites - Maintenance Fee - Water Filter System	-49.50
EFT35014	21/06/2018	BASSENDEAN SES ESL ACCOUNT	Esl Operating Account Grant 2017/2018 Qtr 2, 3 & 4	-33,800.25
EFT35015	21/06/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy - 2017/2018 Esl Quarter 4 Contribution	-235,319.90
EFT35016	21/06/2018	KLEENIT PTY LTD	Various Sites - Graffiti Removal	-1,310.32
EFT35017	26/06/2018	AUSTRALIAN SERVICES UNION	Payroll Deductions	-192.15
EFT35018	26/06/2018	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-86,188.00
EFT35019	26/06/2018	CHILD SUPPORT AGENCY	Payroll Deductions	-231.21
EFT35020	26/06/2018	LGRCEU	Payroll Deductions	-41.00
EFT35021	26/06/2018	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-2,178.86
EFT35022	27/06/2018	STAN MOSES PAVILION MANAGEMENT GROUP	Stan Moses Management Fees - Remainder 17/18	-21,963.87
EFT35023	27/06/2018	ALITA CONSTRUCTIONS	Development Bond Refund	-15,250.00
EFT35024	27/06/2018	ANITA TASESKI	Hall & Key Bond Refund	-550.00
EFT35025	27/06/2018	DALE ALCOCK HOMES PTY LTD	Security Bond Refund	-2,290.00
EFT35026	27/06/2018	DAVID KELLY	Security Bond Refund	-2,290.00
EFT35027	27/06/2018	DAVLEY BUILDING PTY LTD	Cancelled Security Bond Refund	-2,290.00
EFT35028	27/06/2018	FAIZA RAZVI	Hall & Key Bond Refund	-1,050.00
EFT35029	27/06/2018	HALINA BURMEJ	Key Bond Refund	-50.00
EFT35030	27/06/2018	JAN DE GROOT	Development Bond Refund	-1,270.00
EFT35031	27/06/2018	SWAN RIVER PIONEERS 1829 - 1838 INC	Key Bond Refund	-50.00
EFT35032	27/06/2018	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Hyde Ret Village Bonds - Drawdowns 30/06/2018	-69,450.00
EFT35033	28/06/2018	CR JAI WILSON	Meeting Fees - April, May & June	-4,875.00
EFT35034	28/06/2018	CR JRH GANGELL	Meeting Fees - April, May & June	-4,875.00
EFT35035	28/06/2018	CR KATHRYN HAMILTON	Meeting Fees - April, May & June	-4,875.00
EFT35036	28/06/2018	CR MELISSA MYKYTIUK	Meeting Fees - April, May & June	-4,875.00

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EFT35037	28/06/2018	CR RENEE MCLENNAN	Meeting Fees - April, May & June	-16,125.00
EFT35038	28/06/2018	CR ROBERT BROWN	Meeting Fees - April, May & June	-7,125.00
EFT35039	28/06/2018	CR SARAH QUINTON	Meeting Fees - April, May & June	-4,950.00
EFT35040	28/06/2018	ABCORP AUSTRALASIA PTY LTD	Library - Supplies (Cards)	-979.00
EFT35041	28/06/2018	ADAMAS CORPORATE SOLUTIONS	Seniors - Mobile Applications - 20 Users To December 2018	-3,960.00
EFT35042	28/06/2018	ADASOUND	Relax Program - Sound Requirements	-125.00
EFT35043	28/06/2018	ADVANCE PRESS (2013) PTY LTD	Various Business Units - Printing	-4,884.00
EFT35044	28/06/2018	ADVANTEERING CIVIL ENGINEERS	Provide An Indicative - Check Dial Before You Dig Information	-2,002.00
EFT35045	28/06/2018	AFTER TOUCH	Seniors - Support Workers - Hand Sanitisers	-66.00
EFT35046	28/06/2018	ALSCO PERTH	Office Linen And Laundry Services	-96.78
EFT35047	28/06/2018	ANGEL FLOWERS	Flower Arrangement - Condolences	-80.00
EFT35048	28/06/2018	APRIL WARD	Silent Screen Live Sound Event - Photography	-500.00
EFT35049	28/06/2018	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-4,468.75
EFT35050	28/06/2018	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD (APRA)	Bassendean Community Centre - To 30/06/2019 - Apra License	-71.73
EFT35051	28/06/2018	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Air Conditioning Repairs & Maintenance	-715.00
EFT35052	28/06/2018	BAILEYS FERTILISER	Bassendean Oval - Fertiliser And Supplies	-715.00
EFT35053	28/06/2018	BARCODE DIRECT	Library - Cordles Scanner Kit Black	-665.50
EFT35054	28/06/2018	BASSENDEAN MEN'S SHED INC	Old Perth Road Markets - Traffic Management	-500.00
EFT35055	28/06/2018	BASSENDEAN NEWSAGENCY	Library - Subscriptions - Magazines - May	-118.91
EFT35056	28/06/2018	BASSENDEAN TENNIS CLUB	Bassendean Tennis - Court Maintenance Agreement 2017/18	-4,582.60
EFT35057	28/06/2018	BASSENDEAN WELLNESS CLINIC	Sniors - Client - Podiatry Home Visit	-52.95
EFT35058	28/06/2018	BATTERY SPECIALTIES (AUST) PTY LTD-WA	Success Hill Reserve -Solar Lights Batteries	-968.00
EFT35059	28/06/2018	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-11,990.00
EFT35060	28/06/2018	BERNADETTE NASH	Council Crossover Inspection Fee - Reimbursement	-142.00
EFT35061	28/06/2018	BETTER PETS & GARDENS	Ranger Services - 2 X Animal Transport Cages	-150.00
EFT35062	28/06/2018	BLUE FORCE PTY LTD	Seniors - Alarm Monitoring Services & Client Supplies	-643.30
EFT35063	28/06/2018	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-57.67
EFT35064	28/06/2018	BOWDEN TREE CONSULTANCY	Various Sites - Tree Inspection - Arborist Reports	-1,182.50
EFT35065	28/06/2018	BRICKS 4 KIDS MIDLAND	Library - Activities - Supplies	-225.00
EFT35066	28/06/2018	BUDGET PEST CONTROL	Various Sites - Ant Inspections And Treatments	-198.00

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EFT35067	28/06/2018	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-2,026.51
EFT35068	28/06/2018	BUNZL LTD	Depot - Toilet & Office Supplies	-821.92
EFT35069	28/06/2018	CABCHARGE AUSTRALIA LIMITED	Seniors - Transport For Clients	-1,192.41
EFT35070	28/06/2018	CAFE2U EMBLETON MORLEY	Mens Health Week Coffee Van For One Hour	-250.00
EFT35071	28/06/2018	COMMAND-A-COM PTY LTD	Installation Of New Data Point And Split Socket For Handset	-1,078.00
EFT35072	28/06/2018	D & S BRESCACIN	Rates Refund	-375.22
EFT35073	28/06/2018	DANIELE FOTI CUZZOLA	Festival Of Local Business - Publicity Services	-1,600.00
EFT35074	28/06/2018	DAVLEY BUILDING PTY LTD	Refund - Building Permit & Inspection Fee Refunded	-279.00
EFT35075	28/06/2018	IVANA SCOTFORD	Rates Refund	-3,247.12
EFT35076	28/06/2018	J & J SWIFT	Various Sites - Building & Maintenance Repairs	-1,727.00
EFT35077	28/06/2018	KRISTY LEANNE ARAVIDIS	Contractor - Placing Street Signage Up & Removal	-1,212.50
EFT35078	28/06/2018	SARA WINTON	Relax Program Instructor - Metafit	-890.00
EFT35079	28/06/2018	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-3,954.85
EFT35080	28/06/2018	CLEANDUSTRIAL SERVICES PTY LTD	Various Buildings - Cleaning	-17,937.04
EFT35081	28/06/2018	COMBINED TEAM SERVICES	Staff Training - Who Killed Mr Stanley Workshop	-2,420.00
EFT35082	28/06/2018	COMESTIBLES	Various Council Functions - Catering	-528.25
EFT35083	28/06/2018	COMMISSIONER OF POLICE	Volunteer Services - Volunteer Police Checks - May 2018	-15.10
EFT35084	28/06/2018	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-454.85
EFT35085	28/06/2018	COVS - COVS PARTS PTY LTD	Depot - Minor Fleet Vehicle Parts	-75.01
EFT35086	28/06/2018	CPE GROUP	Seniors - Labour Hire	-502.63
EFT35087	28/06/2018	DAILY LIVING PRODUCTS	Seniors - Client Independent Living Supplies	-455.64
EFT35088	28/06/2018	DAIMLER TRUCKS PERTH	Depot - Fleet Vehicle - Parts And Service	-20.74
EFT35089	28/06/2018	DANISH PATISSERIE	Various Meetings - Consumables	-89.32
EFT35090	28/06/2018	DATA3	Microsoft Office & Server Software Assurance And Additional Licenses	-26,292.38
EFT35091	28/06/2018	DENTONS AUSTRALIA PTY LTD	Legal Advise - Lease Agreement With Casa Mia Montessori	-2,007.83
EFT35092	28/06/2018	DEPARTMENT OF TRANSPORT	Ranger Services - Vehicle Ownership Checks	-33.50
EFT35093	28/06/2018	DEVELOPMENT CARTOGRAPHICS	Contract Drafting Services - Strategic Planning	-2,330.00
EFT35094	28/06/2018	DI CANDILO & SONS	Depot - Minor Supplies	-39.60
EFT35095	28/06/2018	DIAMONDLITE ENTERPRISES	Relax Program Instructor - Samba Drumming	-1,200.00
EFT35096	28/06/2018	DOMUS NURSERY	Various Street Garden Sites - New Plants	-5,356.79

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EFT35097	28/06/2018	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-4,224.00
EFT35098	28/06/2018	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-98.95
EFT35099	28/06/2018	DVG MORLEY CITY	Depot - Minor Fleet Vehicle Parts	-991.00
EFT35100	28/06/2018	DY-MARK (AUST) PTY LTD	Depot - Minor Supplies	-1,204.01
EFT35101	28/06/2018	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing	-1,758.90
EFT35102	28/06/2018	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-64,001.52
EFT35103	28/06/2018	ENTITY MEDIA	Library - Video Recording Public Events	-1,500.00
EFT35104	28/06/2018	FAST FINISHING SERVICES / CLASSIC BOOK BINDING	Binding Of Official Minute Books	-499.40
EFT35105	28/06/2018	FRIDGE & WASHER CITY MORLEY	Jubilee - New Fridge	-1,574.00
EFT35106	28/06/2018	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-6,378.92
EFT35107	28/06/2018	GALLERIA MOTORS PTY LTD	Depot - Fleet Vehicle - Parts	-632.39
EFT35108	28/06/2018	GALVINS PLUMBING PLUS	Various Sites - Channel /Grate Supplies	-94.78
EFT35109	28/06/2018	GBC FORDIGRAPH PTY LTD	Various Business Units - Office Stationery	-179.30
EFT35110	28/06/2018	GLENVIEW MACHINE KERBING	Various Sites - Kerbing Repairs	-3,667.51
EFT35111	28/06/2018	GRAFFITI FORCE	Various Sites - Graffiti Removal	-28.75
EFT35112	28/06/2018	GREEN PROMOTIONS	Enviromental - Long Handle Calico Bags Promotions	-1,800.00
EFT35113	28/06/2018	GREENACRES TURF GROUP	Various Sites - Vegetation Program	-6,118.00
EFT35114	28/06/2018	HATCHET PTY LTD ATF DM TRUST	Old Perth Road Markets Hosting - 08/07/2018 To 07/01/2019	-330.00
EFT35115	28/06/2018	HAVILAH LEGAL	Professional Legal Fees - Legal Letters	-44.00
EFT35116	28/06/2018	HEATLEY SALES PTY LTD	Depot - Minor Supplies	-146.63
EFT35117	28/06/2018	HOME CHEF	Seniors - Clients - Meals At Home - May 2018	-163.93
EFT35118	28/06/2018	MT LAWLEY MILK	Office Milk Supplies - 35, 46 & 48 Old Perth Road	-338.00
EFT35119	28/06/2018	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Various Business Units - Labour Hire	-3,458.21
EFT35120	28/06/2018	HEALTHSTRONG PTY LTD	Seniors - Client - Assessment And Report	-653.50
EFT35121	28/06/2018	HEDGEHOGS CAFE	Volunteers - Lunch Vouchers	-1,419.00
EFT35122	28/06/2018	HELEN DOBBIE	Relax Program Instructor - Monday Night Yoga	-840.00
EFT35123	28/06/2018	I E MARKETING	Preparation Of Marketing And Communication Strategy	-10,560.00
EFT35124	28/06/2018	JEFF GREEN TREE LOPPING	Various Sites - Emergency Call Out Fallen Branches	-2,335.00
EFT35125	28/06/2018		Cancelled	0.00
EFT35126	28/06/2018	JW BOBCAT AND CIVIL	Various Sites - Bobcat Works - Spreading Of Much	-1,672.00

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EFT35127	28/06/2018	KELYN TRAINING SERVICES	Depot Staff Training - Worksite Traffic Management Training	-3,435.00
EFT35128	28/06/2018	KLEENIT PTY LTD	Various Sites - Remark Parking Bays	-3,578.25
EFT35129	28/06/2018	LANDCARE WEED CONTROL	Various Sites - Application Of The Herbicide Roundup	-489.50
EFT35130	28/06/2018	LANDGATE	Gross Rental Evaluation & Land Queries	-2,412.79
EFT35131	28/06/2018	LEARNING FUNDAMENTALS	Business Motivation Seminar - Presentation	-100.00
EFT35132	28/06/2018	LOCHNESS LANDSCAPE SERVICES	Bassendean Oval - Applications & Soil Enhancer	-2,062.50
EFT35133	28/06/2018	LOCKDOC	Children Services - Front Door Lock Repairs	-330.00
EFT35134	28/06/2018	MAIN ROADS WESTERN AUSTRALIA	West Road Reinstatement Of Linemarking	-12,719.61
EFT35135	28/06/2018	MAJOR MOTORS	Depot - Fleet Vehicle - Parts	-65.65
EFT35136	28/06/2018	MARKETFORCE PTY LTD	Various Business Units - Advertising	-1,930.02
EFT35137	28/06/2018	MARTINS TRAILER PARTS	Various Fleet Vehicles - Parts	-38.21
EFT35138	28/06/2018	MCDERMOTT GROUP	Various Sites - Plumbing Repairs	-1,994.85
EFT35139	28/06/2018	MCINERNEY FORD	Fleet Vehicle - Weather Shield Kit	-179.81
EFT35140	28/06/2018	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-6,735.00
EFT35141	28/06/2018	MIDLAND MOWERS	Depot - Minor Plant Parts	-6,425.50
EFT35142	28/06/2018	MIDLAND RUBBER STAMPS	Various Business Units - Authorisation Stamps	-78.70
EFT35143	28/06/2018	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-7,864.08
EFT35144	28/06/2018	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-1,233.04
EFT35145	28/06/2018	MULTIMIX CONCRETE PTY LTD	Various Sites - Supply Concrete For Footpath Repairs	-594.22
EFT35146	28/06/2018	N & N J HAEUSLER	Library & Volunteer - Daily/Weekly Newspaper Subscriptions	-26.00
EFT35147	28/06/2018	NAMEPLATE ENGRAVERS	Various Business Units - Staff Name Badges	-114.40
EFT35148	28/06/2018	NATURAL AREA HOLDINGS	Various Sites - Restoration And Planting	-5,500.00
EFT35149	28/06/2018	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-8,991.95
EFT35150	28/06/2018	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-421.12
EFT35151	28/06/2018	PARKS AND LEISURE AUSTRALIA	State Conference - Staff Attendance	-1,870.00
EFT35152	28/06/2018	PATRICIA FLETCHER	Relax Program Instructor - Zumba - Mon, Wed And Thurs	-2,600.00
EFT35153	28/06/2018	PERTH BAYSWATER RUGBY UNION CLUB	Kidsport Voucher	-150.00
EFT35154	28/06/2018	PERTH TRAINING CENTRE PTY LTD	Depot Staff Training - Skid Steer Loader Training	-920.00
EFT35155	28/06/2018	PLE COMPUTERS	Various Business Units - Computer Supplies	-6,302.00
EFT35156	28/06/2018	PPCA LTD	Various Sites - Public Performance Of Protected Music License	-565.09

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EFT35157	28/06/2018	ASSET INFRASTRUCTURE MANAGEMENT	Assets - Consulting Fee	-5,783.25
EFT35158	28/06/2018	BEAVER TREE SERVICES	Various Sites - Under Powerline Pruning	-53,125.60
EFT35159	28/06/2018	COVS - COVS PARTS PTY LTD	Depot - Minor Fleet Vehicle Parts	-152.48
EFT35160	28/06/2018	E FIRE & SAFETY (WA)	Various Sites And Library - Panel Testing	-121.00
EFT35161	28/06/2018	FLYER SQUAD	Distribution - (7600) Waste & Recycling Guides 2018/19	-720.00
EFT35162	28/06/2018	JOHN PAPAS TRAILERS (AUSTRALIA) PTY LTD	Depot - New Heavy Duty Trailer	-2,915.00
EFT35163	28/06/2018	LOCHNESS LANDSCAPE SERVICES	Bassendean Oval - Applications Of Bacteria Turf & Soil Enhancer	-687.50
EFT35164	28/06/2018	MARTINS TRAILER PARTS	Depot Vehicle - Bearing Repair Kits	-92.36
EFT35165	28/06/2018	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-4,432.50
EFT35166	28/06/2018	MORLEY FLOORING CENTRE	Council Chambers - New Carpet	-1,400.00
EFT35167	28/06/2018	PERTH SAFETY PRODUCTS PTY LTD	Depot - Safety Equipment And Signage	-1,622.50
EFT35168	28/06/2018	PRECISION PANEL & PAINT	Fleet Vehicle - Repairs	-1,620.67
EFT35169	28/06/2018	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Sites - Traffic Management	-61,000.69
EFT35170	28/06/2018	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-669.33
EFT35171	28/06/2018	RCA CIVIL GROUP PTY LTD	Stormwater Drainage System At Christie Park - Progress Payment 1	-25,617.59
EFT35172	28/06/2018	READY GARDEN SERVICES	Various Reserves - Bore Maintenance & Retic Upgrades	-19,558.00
EFT35173	28/06/2018	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-88.00
EFT35174	28/06/2018	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-495.00
EFT35175	28/06/2018	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-870.72
EFT35176	28/06/2018	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-206.80
EFT35177	28/06/2018	RJ BACK	Audit Risk Management - Committee Meetings Consulting	-1,485.00
EFT35178	28/06/2018	ROADS 2000	Various Sites - Road Re-Surfacing, Kerbing And Drainage Works	-230.00
EFT35179	28/06/2018	ROTARY CLUB OF SWAN VALLEY	Management Of Markets	-1,600.00
EFT35180	28/06/2018	SOUTH REGIONAL TAFE	Depot Staff Training - Training Transport & Store Chemicals	-484.80
EFT35181	28/06/2018	SPORTS TURF TECHNOLOGY	Various Sites - Soil & Nematode Testing	-2,475.00
EFT35182	28/06/2018	STIHL SHOP MALAGA	Seniors - Electric Chainsaw - Sharpened	-115.00
EFT35183	28/06/2018	STIRLING SENATORS BASKETBALL CLUB	Kidsport Voucher	-330.00
EFT35184	28/06/2018	STOTT AND HOARE	Library - All In One Lenovo (Computer Supplies)	-5,808.00
EFT35185	28/06/2018	STUART RIDGWAY DESIGN	Design Of Flyer To Promote Plastic Ban	-165.00
EFT35186	28/06/2018	STYLUS DESIGN	Bassendean Briefings Newsletter - Design & Preparation - June/July	-2,625.70

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EFT35187	28/06/2018	SUBARU WANGARA / WANGARA VOLKSWAGEN	Depot - Minor Plant Parts	-406.95
EFT35188	28/06/2018	SUEZ RECYCLING & RECOVERY PTY LTD	Waste Collection Services	-144,914.94
EFT35189	28/06/2018	SUSSEX INDUSTRIES	Guildford Road - Maintenance Tree Stakes	-677.05
EFT35190	28/06/2018	T-QUIP	Depot - Fleet Vehicle - Parts	-3,112.00
EFT35191	28/06/2018	TACTILE INDICATORS PERTH	Palmerston Street - Supply & Install Tactiles	-3,150.00
EFT35192	28/06/2018	THE ENVIRONMENTAL PRINTING COMPANY	Relax Program - Term 3 Booklet 2018	-1,507.00
EFT35193	28/06/2018	TIM EVA'S NURSERY	Various Street Garden Sites - New Trees	-5,690.00
EFT35194	28/06/2018	TL ENGINEERING (AUS) TRADING PTY LTD	Seniors Vehicle - Replacement Walking Frame Holder Commuter	-504.00
EFT35195	28/06/2018	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-281.85
EFT35196	28/06/2018	TRILLION TREES	Plants To Residents Scheme - Seedlings	-6,600.00
EFT35197	28/06/2018	WATTLE FACILITIES GROUP	Various Sites - Slashing, Pruning & Rubbish Removal	-3,388.00
EFT35198	28/06/2018	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-1,027.40
EFT35199	28/06/2018	WCP CIVIL PTY LTD	Various Streets - Replace Old Bitumen And Drainage	-6,233.92
EFT35200	28/06/2018	WESBAR VANQUIP	Depot - Fleet Vehicle - Parts	-220.00
EFT35201	28/06/2018	WEST COAST GYMNASTS INC	Kidsport Voucher	-104.50
EFT35202	28/06/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Review Of Asset Services Enterprise Agreement	-1,734.00
EFT35203	28/06/2018	WESTERN IRRIGATION PTY LTD	Park Estate - Removal & Replacement Of Faulty Bore Pump	-9,947.12
EFT35204	28/06/2018	WINC. AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-235.49
EFT35205	28/06/2018	XP KITCHENS	Ashfield Community Centre - Replace Cabinet Top	-1,320.00
EFT35206	28/06/2018	ZIRCODATA PTY LTD	Records - Bin Rental & Storage Fees - April	-57.24
EFT35207	28/06/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 160 Interest Payment - Library Redevelopment	-17,057.66
EFT35208	29/06/2018	GREG KUSZEWSKI	Development Bond Refund	-1,500.00
EFT35209	29/06/2018	MARGARET STERNAL	Development Bond Refund	-15,000.00
EFT35210	29/06/2018	TOWN OF BASSENDEAN (TRANS FROM TRUST TO MUNI)	Breast Cancer Donation	-586.00
EFT35211	29/06/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 157 Interest Payment - Self Supporting Loan Ashfield Soccer	-1,373.66

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DD16286.1	01/06/2018	ONHOLD MAGIC	Messages On Hold - June 2018	-138.80
DD16379.1	04/06/2018	COMMONWEALTH CREDIT CARDS	Credit Card - May 2018	-21,105.04
DD16292.2	12/06/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-27.25
DD16298.1	12/06/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-41,779.19
DD16298.2	12/06/2018	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-678.83
DD16298.3	12/06/2018	VIC SUPER	Superannuation Contributions	-223.42
DD16298.4	12/06/2018	MLC SUPER FUND	Superannuation Contributions	-379.29
DD16298.5	12/06/2018	SUPER DIRECTIONS FUND	Superannuation Contributions	-223.42
DD16298.6	12/06/2018	ANZ SMART CHOICE SUPER	Payroll Deductions	-305.72
DD16298.7	12/06/2018	PRAEMIUM SMA SUPERANUATION FUND	Payroll Deductions	-645.92
DD16298.8	12/06/2018	AMP SUPERLEADER	Payroll Deductions	-414.80
DD16298.9	12/06/2018	IOOF SUPERANUATION	Superannuation Contributions	-204.93
DD16298.10	12/06/2018	NGS SUPER	Superannuation Contributions	-303.74
DD16298.11	12/06/2018	MLC SUPER FUND	Superannuation Contributions	-245.95
DD16298.12	12/06/2018	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Payroll Deductions	-600.12
DD16298.13	12/06/2018	SUN SUPER	Superannuation Contributions	-30.51
DD16298.14	12/06/2018	COLONIAL FIRST STATE	Payroll Deductions	-784.43
DD16298.15	12/06/2018	HESTA SUPER FUND	Payroll Deductions	-2,111.29
DD16298.16	12/06/2018	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-983.46
DD16298.17	12/06/2018	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-4,605.24
DD16298.18	12/06/2018	HOST PLUS	Superannuation Contributions	-284.32
DD16298.19	12/06/2018	TWU SUPERANNUATION	Superannuation Contributions	-274.54
DD16298.20	12/06/2018	REST SUPERANNUATION	Superannuation Contributions	-655.30
DD16318.1	15/06/2018	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - June 2018	-19,554.83
DD16333.1	26/06/2018	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-42,065.35
DD16333.2	26/06/2018	REST SUPERANNUATION	Superannuation Contributions	-636.43
DD16333.3	26/06/2018	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-678.83
DD16333.4	26/06/2018	VIC SUPER	Superannuation Contributions	-223.42
DD16333.5	26/06/2018	MLC SUPER FUND	Superannuation Contributions	-447.94
DD16333.6	26/06/2018	SUPER DIRECTIONS FUND	Superannuation Contributions	-223.42

1st June 2018
to
30th June 2018

Chq/EFT	Date	Description	Amount
TOTAL TRUST CHEQUE PAYMENTS			0.00

Chq/EFT	Date	Name	Description	Amount
85939	13/06/2018	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-1,836.95
85940	13/06/2018	TELSTRA	Telstra Telephone & Mobile Account - May 2018	-6,005.63
85941	13/06/2018	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Various Business Units - Petty Cash	-487.40
85942	13/06/2018	WATER CORPORATION	Various Sites - Water Rates & Usage Charges	-20.86
85943	27/06/2018	CITY OF ROCKINGHAM	Reimbursement - Long Services Leave Entitlements - Malcom Deniese	-2,285.24
85944	27/06/2018	COMMISSIONER OF STATE REVENUE	Rates Refund	-75.84
85945	27/06/2018		Cancelled	0.00
85946	27/06/2018	DONALD CLINTON	Library - Pirates Chest - Childrens Book Week	-165.00
85947	27/06/2018	MICHAEL CHAN	Lawn Mower Damaged Vehicle Windscreen	-100.00
85948	27/06/2018	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-10,725.20
85949	27/06/2018	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Various Business Units - Petty Cash	-1,007.50
TOTAL MUNICIPAL CHEQUES			-22,709.62	

TOTAL PAYMENTS FOR JUNE 2018	-2,503,044.69
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