

# **ATTACHMENTS**

## **BRIEFING SESSION**

### **17 JULY 2018**

#### **Attachment No. 1:**

- WALGA Infopage
- Submission response

#### **Attachment No. 2:**

Email to Mr Grau

#### **Attachment No. 3:**

- Community Facilities, Ovals/Reserves & Boating Infrastructure Audit and Needs
- Assessment (Revised edition: July 2018)

#### **Attachment No. 4:**

Quarterly Reports P/E Sep 2017, PE 31 December 2017, P/E 31 March 2018 and P/E 30 June 2018

Confidential Report and Attachment

# **ATTACHMENT NO. 1**



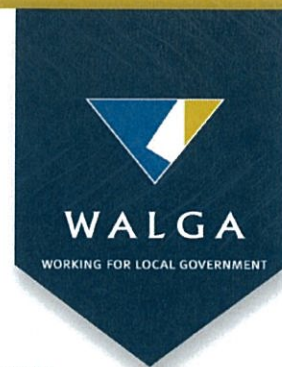
**To: All Councils**

**From: Tony Brown  
Executive Manager Governance &  
Organisational Services**

**Date: 13 June 2018**

**Priority: High**

**Subject: STOP PUPPY FARMING - LOCAL GOVERNMENT CONSULTATION  
PAPER**



Operational Area:	Governance
Key Issues:	<ul style="list-style-type: none"><li>• The McGowan Government has committed to introducing laws to:<ul style="list-style-type: none"><li>- stop puppy farming and the supply chains that support this industry;</li><li>- improve the health and welfare of dogs in Western Australia; and</li><li>- stop the overbreeding of dogs.</li></ul></li><li>• The Government released a public Consultation Paper in May 2018</li><li>• The Government has now prepared a Local Government Consultation Paper and has requested WALGA to coordinate a sector response.</li><li>• WALGA is conducting this consultation process in alignment with the State and Local Government Partnership Agreement.</li></ul>
	Council endorsed response requested by <b>Friday 3 August 2018</b>

## Stop Puppy Farming Proposal

The McGowan Government recently released a public Consultation Paper explaining its commitment to introduce laws to:

- stop puppy farming and the supply chains that support this industry;
- improve the health and welfare of dogs in Western Australia; and
- stop the overbreeding of dogs

The Government aims to implement the following key elements of the Stop Puppy Farming Policy:

- mandatory de-sexing of dogs unless an exemption is requested for breeding purposes or for reasons stated by a registered veterinarian;
- a centralised registration system to ensure every dog and puppy can be identified at the point of sale or adoption, including in advertisements for sale; and
- the transition of pet shops into adoption centres that will only sell puppies and dogs from approved rescue organisations and animal shelters;
- mandatory standards for dog breeding, housing, husbandry, transport and sale.

## Local Government Consultation

WALGA, together with Local Government Professionals WA, are members of the Ministerial Working Group overseeing the Stop Puppy Farming initiative and have promoted the view that the Local Government sector should be the subject of a consultation process separate to the public consultation process.

The Stop Puppy Farming Local Government Consultation Paper is designed for Local Governments to consider and comment on the recommended actions and proposed implementation process of the stop puppy farming proposals.



Local Government has a long-standing involvement in animal welfare and has a majority interest in the introduction of legislative measures to reduce overbreeding which results in unwanted and abandoned dogs, and the poor animal welfare standards often associated with unregulated breeding of dogs for profit.

In a separate process, the Department of Local Government, Sport and Cultural Industries will soon develop a cost modelling project aimed at collecting current information about the cost to Local Governments to implement the Dog Act and the projected costs associated with implementation of the Stop Puppy Farming initiative.

The feedback provided in both processes will assist to inform the Government on the role of Local Governments support for the implementation of the stop puppy farming initiative, identify resource requirements and cost implications.

## **Feedback Opportunity**

WALGA is seeking a Council-endorsed response by **Friday 3 August 2018**. Your response will assist the preparation of an item for consideration by all WALGA Zones and, ultimately, State Council. This consultation process aligns with the State and Local Government Partnership Agreement.

### **For further information please contact:**

Manager Governance, James McGovern  
on 9213 2093 or email [jmcgovern@walga.asn.au](mailto:jmcgovern@walga.asn.au)

# **STOP PUPPY FARMING**

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Local Government Consultation

June 2018

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June 2018

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# Having your say

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This paper is designed for local government to discuss the recommended actions and proposed implementation process of the stop puppy farming proposals.

The feedback provided will assist in informing the government on the role of local government in supporting the implementation of the stop puppy farming provisions and identify the resource requirements.

The Department is committed to working with local government to stop puppy farming. We are working with WALGA and Local Government Professionals to ensure this discussion paper reflects the information you need to make a considered response and tell us what these initiatives mean for the business of local government.

The review of the Cat and Dog Act is likely to commence in the next financial year, which presents an opportunity for us to start thinking about our 'companion animals' and how they should be managed, and the process costed. Given the Stop Puppy Farming initiatives will require an amendment to the Dog Act it's timely to turn our minds to what this may look like.

As such, the Department is partnering with WALGA and Local Government Professionals to develop a cost modelling project. The purpose of this project will be to collect current information about the costs to your council to implement the Dog Act and what you believe may be the costs to implement the Stop Puppy Farming initiatives.

# Stop Puppy Farming

## 1.1 Introduction

The Western Australian Minister for Local Government has committed to introducing the necessary legislative provisions to stop puppy farming and improve the health and wellbeing of all dogs in Western Australia.

While there are already legislative powers to investigate and prosecute those who mistreat their animals, legislation relevant to puppy farming is needed to facilitate the investigation and prosecution of puppy farming in WA.

The RSPCA defines 'puppy farming' as intensively breeding dogs under inadequate conditions that fail to meet the dogs' behavioural, social and/or physiological needs.<sup>1</sup> The issue with puppy farming is that dogs bred in inadequate conditions, or used for breeding in inadequate conditions, can suffer from a range of health and behavioural issues. The other issue is that puppy farming is resulting in too many dogs being bred that do not have homes.

Currently, the management of puppy farms is through a two-pronged approach.

The *Dog Act 1976* provides for the responsible management of all dogs in Western Australia. The Act is administered and enforced by local governments and provides for the control and registration of dogs, the ownership and keeping of dogs and the obligation and rights of dog owners. The Dog Act requires that all dogs are registered and places certain limits on the number of dogs a person can have at any property. This Act therefore impacts on puppy farming by limiting dog numbers.

The other legislation used to manage puppy farms is the *Animal Welfare Act 2002* (Animal Welfare Act) which provides for the protection of animals from cruelty. This piece of legislation covers the treatment of the animals on a puppy farm.

There is currently no legislation which deals specifically with the overbreeding of dogs in Western Australia or encourages responsible breeding.

In May 2016, the WA Labor Government released its Stop Puppy Farming Policy. The Policy outlines a number of measures to stop the overbreeding of dogs, covering changes to both the Animal Welfare Act (mandatory standards) and to the Dog Act (other initiatives).

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<sup>1</sup> RSPCA, What is a puppy farm? [http://kb.rspca.org.au/What-is-a-puppy-farm\\_322.html](http://kb.rspca.org.au/What-is-a-puppy-farm_322.html)

These measures include:

- the transition of pet shops into adoption centres that will only sell puppies and dogs from approved rescue organisations and animal shelters;
- mandatory de-sexing of dogs unless an exemption is requested for breeding purposes or for reasons stated by a registered veterinarian;
- a centralised registration system to ensure every dog and puppy can be identified at the point of sale or adoption, including in advertisements for sale; and
- mandatory standards for dog breeding, housing, husbandry, transport and sale.

Consultation with the community on the impact and implementation of these measures is currently being undertaken. Community members can provide their feedback through a variety of means including undertaking an online survey, submitting a written response, or attending a community workshop.

Consultation with the local government sector is being undertaken in a separate process. The Department is working with WALGA to consult with the sector on how these measures can be implemented and what the impact will be on local governments.

## **1.2 Local Government's Role**

Recent publicly available research indicates that between 34%-42% of households in Western Australia own a dog which compares to the national average of 38%<sup>23</sup>. With the number of households in Western Australia estimated to be 938,000, this suggests there are in the range of 320-390,000 dogs in the State. A survey of local governments conducted by the Department of Local Government, Sport and Cultural Industries has indicated that approximately 345,000 dogs are registered with local governments in Western Australia. Averaging these estimates provides a dog population of around 350,000.

The Government has commissioned research and consulted on ways to prevent puppy farming, and reduce the number of unwanted dogs that are either euthanised, surrendered or abandoned. The most pragmatic approach to achieve the key objectives is to amend to the Dog Act.

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<sup>2</sup> Animal Medicines Australia, Pet Ownership in Australia 2016. Note that the sample size for this report is small and, therefore, the results may not be accurate.

<sup>3</sup> Doggone it: pet ownership in Australia, Roy Morgan Research 2014.



Currently, Local Governments are responsible for administering and enforcing the provisions of the Dog Act in their district.

Amendments to the Dog Act are being considered that would impose additional responsibilities on local government authorities, including:

- enforcing the mandatory dog de-sexing requirement (by taking action against owners when this comes to the local government's attention);
- processing dog breeder applications;
- enforcing the dog breeder registration requirement;
- inputting information into a centralised registration system, as opposed to the local government's own dog register.

It is proposed that the State will develop a centralised registration system that is used by all local governments. For local government this means instead of maintaining individual dog registration databases, local government will continue to be responsible for processing of dog registrations and uploading the registrations to a centralised system. We are working with the local government sector to undertake economic modelling to anticipate what these costs may look like.

The costs that will be evaluated include:

- costs associated with enforcing the provisions (as itemised above);
- costs associated with transitioning local governments to a centralised registration system;
- costs involved with assisting communities to comply with the new provisions, for example, assisting remote communities to access veterinary services to de-sex dogs by the mandatory age;
- costs of prosecution and defending appeals to prosecution; and
- scoping the capacity and costs of local governments being the agency responsible for enforcing the requirement that pet shops only source dogs from accredited rescues and shelters.

### **1.3 Other Enforcement Agencies**

Consideration is being given to which authority or agency should be responsible for enforcing other aspects of these proposals, such as:

- the requirement that pet shops only source and sell dogs from accredited rescue organisations or shelters;
- the requirement to provide particular information when advertising and/or transferring a dog.

The Government's commitment to introduce mandatory standards for dog breeding, housing, husbandry, transport and sale (the standards) is being progressed by the Department of Primary Industries and Regional Development (DPIRD) the agency responsible for administering the *Animal Welfare Act 2002*.

Amendments to the Animal Welfare Act are currently before Parliament. If these amendments are adopted, animal standards will be able to be adopted under the Animal Welfare Act, including the mandatory standards for dog breeding, housing, husbandry, transport and sale.

DPIRD will undertake consultation on the standards once they have been drafted. Their enforcement will be a matter to be determined at that stage.

Currently the Animal Welfare Act is enforced by inspectors appointed under the Animal Welfare Act. Local governments therefore do not have the power to enforce the standards unless they have employees who are inspectors appointed under the Animal Welfare Act.

The local government will be able to refuse or cancel dog breeder registrations where a breach of the Animal Welfare Act or the standards is found. At this stage, local governments will not be responsible for determining if a breeder is compliant with the standards when approving dog breeder registrations, but will need to ensure the owner has made a declaration that they are compliant with the standards.

## **1.4 Cost Recovery**

The proposed initiatives are also about working towards improving services to the community. While efficiencies will be realised, local governments may incur costs in undertaking these additional responsibilities. The Department is working with WALGA and LG Professionals to develop a cost recovery methodology to ensure appropriate fees can be set for local governments to recover these costs.

Currently, local government collect dog registration fees that contribute to local government costs. The State Government is responsible for setting dog registration fees which apply to all local government jurisdictions – these have been set after surveying local governments as to their costs.

It is proposed that local governments could recover costs through the following fees:

- dog registration fees;
- dog breeder registration fees;
- kennel establishment fees.

The amount of these fees would be based on recovering costs for local governments.

## Questions

1. What mechanisms should local governments use to collect funds to cover the costs associated with enforcing the new provisions under the Dog Act? (multiple options can be selected):
  - ☐ By charging cost-recoverable dog registration and dog breeder registration fees to cover all costs
  - ☒ By charging dog registration and dog breeder registration fees at a level to recover these costs and increasing fines to recover enforcement costs
  - ☐ Other – please specify: \_\_\_\_\_
2. Should fees used to cover the costs incurred by local governments to enforce the Dog Act be consistent across the State, or should local governments be able to set their own fees?
  - ☐ Fees should be consistent across the State
  - ☒ Fees should be set by the individual local government and apply to their district only
  - ☐ Unsure
  - ☐ Other – please specify: \_\_\_\_\_
3. Is charging cost recovery likely to have any adverse impacts for your community?
  - ☐ No
  - ☐ Yes
  - ☒ Unsure
  - ☒ If yes, please provide details: \_\_Potentially. As Bassendean is a smaller Local Government and we do not have provisions for kennel establishments in our Town, cost recovery will be dependent on the level of costs to be recovered if they are set consistent across the state. If the Town does not have to charge costs for services we can't provide, i.e. commercial breeder and kennel establishments, then if we can set our costs for what we require, we can take our community requirements into consideration and limit the cost recovery burden.\_\_
4. Are there benefits in your local government subsidising registration costs?

## Questions

- ☒ No
- ☐ Yes
- ☐ Unsure
- ☐ If yes, please provide details: \_\_\_\_\_

# Mandatory De-sexing for Non-Breeding Dogs

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## 3.1 Introduction

Currently, dogs are not required to be de-sexed in Western Australia. Owners are encouraged to de-sex their dogs, and owners of de-sexed dogs pay a lower dog registration fee than owners of other dogs.

A recent survey of Western Australian local governments, with 43 out of 137 local governments responding, found that 82% of registered dogs were de-sexed.

The additional consultation in this document focuses on the following elements of implementation:

- Age of mandatory de-sexing
- Age for registration and microchipping
- Additional exemptions
- De-sexing vouchers
- Enforcement

## 3.2 Objective

The objective of mandatory dog de-sexing is two-fold:

- to prevent unwanted litters being bred
- to prevent puppy farmers from breeding dogs unless they are registered breeders.

The primary objective of mandatory dog de-sexing is to reduce the number of unwanted dogs being born that are then either euthanised, abandoned, or surrendered to dog rescues or shelters.

Uncontrolled and unrestricted breeding of dogs can lead to dogs being overbred and contribute to the unwanted dog population. Mandatory de-sexing will help to ensure there is no unintended breeding of dogs.

Dog owners will be required to de-sex their dog unless they register as a dog breeder.

The objective is to stop indiscriminate breeding, and only allow people that are registered breeders to breed dogs, so they can be identified and traced.

### 3.3 Age of mandatory de-sexing

The Dog Act will be amended to require all dogs to be de-sexed by the time they reach a particular age. This age is yet to be determined.

#### **Option 1: Mandatory dog de-sexing by three months of age**

One option is to require all dogs to be de-sexed by three months of age. This would be consistent with the current requirement for registration and microchipping and with the age for de-sexing dangerous (restricted breed) dogs. Dogs are generally unable to breed before the age of three months so this age eliminates the risk of unwanted puppies being born.

Exemptions issued by veterinarians are proposed for dogs that are too young to be de-sexed. Dogs to be used for breeding would also be exempt.

#### **Option 2: Mandatory dog de-sexing by six months of age**

Another option is to require all dogs to be de-sexed by six months of age.

Opinions differ on the best age for de-sexing with many veterinarians preferring not to de-sex a dog until it is close to six months old.

Both male and female dogs are generally able to breed by six months, with the females of smaller breeds becoming sexually mature by four months. Larger breeds may not be sexually mature for a year or more.

South Australia and the Australian Capital Territory have introduced mandatory dog de-sexing by six months old.

## Questions

1. Should mandatory dog de-sexing apply to all dogs, including existing dogs, or just dogs born after a particular date?
  - ☒ All existing dogs, with a phase in period for when existing dogs must be de-sexed
  - ☐ Only dogs born after a particular date
  - ☐ Unsure

### **3.4 Age for registration, microchipping and de-sexing**

Currently dogs are required to be registered and microchipped by the time they are three months old.

The following addresses possible ways to deal with registration and microchipping if the requirement for de-sexing is set at six months or an age that is greater than three months.

#### **Option 1 – Registration, microchipping and de-sexing by six months**

Under this option, the Dog Act would be amended so that registration, microchipping and de-sexing must be completed by the time a dog reaches six months of age.

The benefits include:

- enabling local governments to sight evidence of microchipping and de-sexing at the time of registration
- administrative efficiency for local governments
- less confusion for owners, which would increase compliance
- convenience for dog owners in being able to have their dog microchipped and de-sexed in the same veterinarian visit.

The key disadvantage is the inability to identify dogs (either by registration records or microchips) before six months. This may result in dogs not being returned to owners and being sent to the pound and/or a dog rescue or shelter. This would also result in a three month delay in revenue collection for local governments.

#### **Option 2 – Limited registration at three months; full registration on de-sexing**

This option proposes the following:

- the retention of the current provisions under the Dog Act requiring dogs to be registered and microchipped by three months of age, and
- a short-term registration (three months) for dog owners registering a dog that has not been de-sexed.

This allows dogs to be identified from three months of age but provides an additional administrative burden on both the owner and the local government in having to register a dog twice. Furthermore, local governments would need to follow up when people do not re-register their dogs at 6 months incurring further costs to local governments.

#### **Option 3 – Registration at three months; onus on owner to advise when dog de-sexed**

Under this option, the owner would be responsible for notifying the relevant local government once their dog was de-sexed. The owner would need to provide a copy of the sterilisation certification to the local government – this could be done by email or attached to an electronic form.

The local government would then update the registration database. This would create an additional administrative burden on local governments.

Owners of dogs that had their dog de-sexed after registering their dog would be eligible for a refund of a portion of their dog's registration fee, to account for the fact that the dog is now de-sexed. This would create an additional administrative burden on local governments in having to conduct refunds.

## Questions

2. Please indicate your preference for the following:

- ☒ Option 1 – registration, microchipping and de-sexing by six months
- ☐ Option 2 – limited registration at three months; full registration on de-sexing
- ☐ Option 3 – registration at three months; onus on owner to advise when dog de-sexed

Please provide reasons for your preference: \_\_People will be more inclined to comply when the process is easier to do. A once off initial registration contact will be easier than owners having to come back in 3 months. Often times the owner forgets to come back or other factors interfere and then the burden falls on enforcement officers to follow the registration up for completion.\_\_

From 1 July 2018 South Australian veterinarian practices will be responsible for updating a centralised dog registration database when a dog is de-sexed. This would replace the need to issue a sterilisation certificate.

3. Would you support this approach?

- ☒ Yes
- ☐ No
- ☐ Unsure

Please provide reasons for your response: \_\_The registration would then have an authorised officer declaring that the dog was sterilised and it would reduce the paperwork load. Consideration would be required into how the process would work, as if the dog was getting sterilised to then be registered there would be no record to update. \_\_



### 3.5 Additional possible exemptions from de-sexing

Exemptions from mandatory de-sexing will apply for health and welfare reasons as assessed by a veterinarian, and if the dog owner is a registered dog breeder.

Dog breeders will be required to register with their local government. Dog breeder registration is discussed in more detail in the Centralised Registration System section of this paper.

#### Livestock working dogs

Livestock working dogs require particular traits, with dogs that demonstrate these traits being bred to ensure that future working dogs also have these particular traits. Livestock working dogs are generally only used for breeding once the dog has a proven ability as a working dog, usually by two to three years of age.

If a primary producer is required to de-sex their dog at an early age, they will not be able to assess whether a dog has the desirable traits and should be used for breeding. Mandatory de-sexing could reduce the working dog gene pool.

On the other hand, unintended breeding could result in unwanted dogs.

## Questions

4. Should livestock working dogs be exempt as a class from mandatory dog de-sexing?

- ☒ Yes
- ☐ No
- ☐ Unsure

Please provide reasons for your preference: \_\_Bona fide working dogs are not domestic pets. They are involved in the Primary Production Industry and it often takes time working with a dog to know whether or not it is a good working dog and then to breed from it. Bona fide working dogs are already provided for in the Act for registration fees.\_\_

## Questions

5. If working dogs are required to be de-sexed by a particular age, at what age should working dogs be required to be de-sexed?  
By 2 years of age.
6. How could this be enforced?  
The Local Government the dog is kept in or relevant State Government agency as determined would need to follow this up.

### **Dogs held by persons registered with recognised breeding associations**

Consideration is being given to exempting members of recognised dog breeding associations from having to de-sex their dogs.

## **3.6 Transferring dogs**

Dog breeders and dog owners will be required to de-sex any dog transferred to another person unless:

- the new owner is a registered breeder
- the new owner is a member of a recognised association or organisation that is exempt from the mandatory de-sexing requirement
- the dog is exempt by a veterinarian from being de-sexed on health grounds (unless the exemption is because the dog is too young to be de-sexed)
- the dog is too young to be de-sexed and is accompanied by a prepaid de-sexing voucher.

Requiring dog owners and breeders to de-sex a dog before it is transferred will ensure there is compliance with the de-sexing requirements.

In cases where a dog is too young to be de-sexed, it is proposed that a breeder or owner transferring a dog provide the new owner with a pre-paid voucher that will at least partially cover the cost of de-sexing. This aligns with the requirements in the Cat Act.

The cost of having a dog de-sexed varies greatly, depending on such factors as the age and weight of the dog. The voucher could be set at a particular amount with the new owner paying any additional amount.

One of the matters to be considered is how these vouchers could be used at veterinarian practices other than the issuing one. This is important for owners who source their dogs from places far from their homes.

### **3.7 Enforcement**

It is necessary to consider how mandatory dog de-sexing will operate alongside the current requirements under the Dog Act; and how local governments can efficiently monitor compliance.

Currently, local governments are responsible for monitoring and enforcing compliance with the following requirements under the Dog Act:

- dogs to be registered with the local government by the age of three months
- dogs to be microchipped by the age of three months.

Local governments check compliance with the microchipping requirement at the point of registration. A local government can refuse to register a dog that is not microchipped and it is an offence for a person to keep a dog over the age of three months if it is not registered. Effectively, an owner must have their dog microchipped before they can register a dog with their local government.

Owners of certain dangerous dogs are currently required to de-sex their dogs. A dog owner is required to provide a dog sterilisation certificate issued by a veterinarian as evidence that the dog is de-sexed. Alternatively, a dog's de-sexed status can be checked by the local government by viewing a sterilisation tattoo on the dog's ear, although this method of marking a dog is now rare.

Local governments would appear to be the relevant authority responsible for monitoring and enforcing the compliance of mandatory dog de-sexing, especially at the point of registration.

Local governments would be responsible for:

- checking a dog's de-sexed status when processing dog registrations;
- enforcing the mandatory dog de-sexing requirement against non-compliant owners.

Currently, owners who register de-sexed dogs with their local government pay a lower registration fee than owners of dogs that are not de-sexed, creating an incentive for owners to de-sex their dog. It is proposed to maintain a lower registration fee for de-sexed dogs to further incentivise de-sexing.

Economic modelling will be undertaken to assess the costs that local governments will incur as a result of enforcing these requirements.

## Questions

7. Who do you believe is best placed to monitor compliance with de-sexing?

☒ Local Governments

☐ Other – please specify: \_\_\_\_\_

Please provide reasons for your preference: \_If the requirement is set under the Dog Act the Local Government is already the body charged with enforcement of that Act and also has the interaction with the community and dog owners in the district.\_

# Centralised Registration System

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## 4.1 Introduction

A key element of the McGowan Government's Stop Puppy Farming commitment is the introduction of an online centralised dog registration system in Western Australia.

The centralised registration system will be used to identify every dog or puppy by recording:

- dog registrations
- dog breeder registrations
- any change in ownership of dogs or puppies.

The Dog Act will be amended to make it a requirement to register on the system and update particular information on the system within seven days of the change occurring.

The additional consultation in this document focuses on the following elements of implementation:

- General
  - Access to the system
  - Additional information to be included in the system
- Dog Registrations
  - Dog registration information to be included in the system
  - Updating dog registration information in the system
  - Transitioning existing dog registers
- Dog Breeder Registrations
  - Application and approval of dog breeder registrations
  - Conditions of dog breeder registration
  - Exemptions
- Transferring a dog

## 4.2 Current situation

### Local Governments

Currently under the Dog Act, the local government is responsible for keeping a record of dogs registered in their district. The dog register is specific only to that local government district (unless two or more local governments work together to maintain a joint system). This can create difficulties in identifying lost dogs from different local government districts, particularly if a dog's microchip information has not been updated with the current owner's details.

The local government is responsible for processing dog registration applications and can refuse to register a dog on specific grounds, such as when a dog is not microchipped.

The local government issues each dog registered in their district with a registration number and a registration tag.

### **Dog breeders**

Dog breeders in Western Australia are not currently required to register as 'dog breeders'. They are, like all dog owners, required to register their dogs with their local government. They are also required to obtain an exemption or kennel establishment licence if they keep more dogs on any one premises than is permitted.

## **4.3 Objective**

Currently, the difficulty in identifying puppy farms hinders the enforcement and prosecution of relevant legislation against puppy farmers.

### **Centralised Registration System**

The centralised registration system is a tool which will allow authorities to identify and monitor all dog breeders and dog owners for compliance with legislative requirements.

Members of the public will be educated about sourcing their new dog or puppy from breeders who are registered and who supply the dog's microchip number and the seller's dog owner number. The centralised registration system is the tool that will allow members of the public to verify if a dog breeder is registered, to allow them to source dogs and puppies from registered dog owners and dog breeders.

### **Dog Breeder Registration**

Dog breeder registration will allow authorities to identify dog breeders so they can be monitored for compliance with legislative requirements. If a dog breeder is not breeding dogs in accordance with the Dog Act, any relevant Dog Local Law, the Animal Welfare Act or the mandatory standards for dog breeding, housing, husbandry, transport and sale, the local government will be able to cancel the dog breeder registration and require that their dogs be sterilised in accordance with the Dog Act to ensure they can no longer breed dogs.

Breaches of the standards would be pursued under the Animal Welfare Act, with breeders' subject to prosecution and fines under that Act. Only an animal welfare inspector can determine if a standard has been breached.

Recording the breeder's dog owner number on a dog's microchip database will allow authorities to trace a dog back to its breeder if issues with puppies or dogs are identified, such as genetic health concerns.

## 4.4 Access to the System

	View and update own information*	View and update all information	Limited dog breeder verification information**	Search for dogs on the system
Dog owners	X			
Dog breeders	X			
Local governments and State government authorities	X	X	X	X
Members of the public			X	
Dog management facilities and recognised dog shelters and rescues	X		X	X

\*Dog owners would be able to update certain information (not all information) of their registration such as a change of address or changes to other contact details. Dog owners could also update the status of their dog, including updating its status to 'missing' or 'deceased'.

\*\*As a minimum, the information on the dog owner that will be shown to a member of the public will include:

- their name;
- their postcode;
- their unique dog owner number; and
- their dog breeder registration status.

## Questions

## Questions

1. Are any other authorities or groups that should have access to the system?

- ☐ Yes – please specify below.
- ☐ No
- ☒ Unsure

Please specify: \_\_If vets are to be responsible for updating sterilisation status on dogs at the time of sterilisations, they will need access to the system to do so.\_\_

2. What type of access should they have?

- ☐ View their own records
- ☐ Update their own records
- ☐ View all records
- ☒ Update all records
- ☐ Approve changes to records

3. What information on a dog owner should a member of the public be able to view to ascertain if the dog owner is a registered dog breeder? (more than one option can be selected)

- ☒ A dog owner's name
- ☒ A dog owner's postcode
- ☒ A dog owner's number
- ☒ Whether the dog owner is a registered dog breeder
- ☐ Other – please specify: \_\_\_\_\_

## 4.5 Additional information

The breadth of information recorded on the centralised registration system will affect how it can be used, and by whom it can be used. It is also likely to affect the cost.

There is the potential to record additional information on the centralised registration system, including the following:

- A register of approved kennel establishments in Western Australia (including the ability to apply for a kennel establishment licence on the system)
- A register of dog management facilities in Western Australia
- A register of pet shops transferring and selling dogs in Western Australia
- A register of dangerous dogs (declared and restricted breed)



- Information on particular dog owners, such as dog owners that are subject to a court order or have been convicted of offences under:
  - the Dog Act
  - a dog local law or by-law
  - the Animal Welfare Act
- Information on dogs:
  - that have been seized by the local government at any time
  - that have been involved in a dog attack
  - that have not been controlled by their owner in accordance with the Dog Act
  - that have caused a nuisance or are subject to a nuisance complaint
  - that are subject to a destruction order
- Information to inform compliance with the standards for dog breeding, housing, husbandry, transport and sale.

The benefit of keeping this information is that these facilities, businesses, dogs and dog owners could be more readily identified and monitored by relevant authorities.

The inclusion of this additional information could result in additional costs, including:

- costs associated with creating a system that included and stored this additional information
- costs to particular stakeholders who would be responsible for uploading this information
- costs to local governments in processing this information
- costs to relevant enforcement authorities in monitoring this information.

Dog registration fees, and dog breeder registration fees would need to accommodate these costs.

## **Cat Registration**

Currently under the *Cat Act 2011*, local governments are responsible for:

- processing cat registration applications;
- approving cat breeder applications; and
- maintaining a register of cats in their district.

As with dog registers, cat registers are specific only to that local government district (unless two or more local governments work together to maintain a joint system).

## **Questions**

4. Would it be beneficial for your local government if cat and cat breeder registrations were also transitioned to the centralised registration system?
- ☒ Yes
  - ☐ No
  - ☐ Unsure
5. How would transitioning cat and cat breeder registrations to a centralised registration system be beneficial to your local government?
- ☒ Administrative efficiency
  - ☒ Consistency with centralised dog registrations
  - ☒ No requirement to maintain own register
  - ☐ Other – please specify: \_\_\_\_\_
  - ☐ It would not be beneficial – please specify: \_\_\_\_\_
6. Would any of the following additional information be useful for your local government?
- ☐ Approved kennel establishments
  - ☐ Dog management facilities
  - ☐ Pet shops that sell or transfer dogs
  - ☒ Dangerous dogs
  - ☒ Dog owner's subject to Court orders or convicted of particular offences
  - ☒ Dogs that have been seized by the local government
  - ☒ Dogs involved in a dog attack
  - ☒ Dogs that have not been controlled by the owner
  - ☒ Dogs that have caused a nuisance or are subject to a nuisance complaint
  - ☒ Dogs that are subject to a destruction order
  - ☒ Other information – please specify: A place to record History/Comments on the dog/owner that has not resulted in infringements/court action but is still relevant to managing the dog/owner

Please indicate why you think it would be useful: Not all interactions with dogs/owners results in penalties/prosecution but is good to know when dealing with them for future interactions – proves intentions/inclinations

7. What additional costs would including this information in the system create for your local government?
- ☒ Processing the additional information
  - ☒ Monitoring the additional information
  - ☐ Other: \_\_\_\_\_

8. Would it be easier for your local government to process and record kennel establishment licences through the system?

- ☐ Yes  
☐ No  
☒ Unsure

Please give your reasons: Our Town doesn't have any kennel establishments and they are not permitted under our planning schemes

## 4.6 Dog registration information

The breadth of information recorded on the centralised registration system will affect how it can be used, and by whom it can be used. It is also likely to affect the cost.

### General information

Dog registration information that will be kept on the centralised registration system will include:

- Current information requirements: the information a dog owner must currently provide to register a dog in Western Australia is set out under Form 4 of Schedule 1 of the *Dog Regulations 2013*. This includes information on the following:
  - dog owner details, including their address and contact details
  - whether the dog can be effectively confined to the premises
  - dog details, including age, breed, microchip details, whether the dog is a commercial security dog or a dangerous dog
  - the number of dogs on the premises
  - information on any previous convictions for offences against the Dog Act, Cat Act or Animal Welfare Act
  - a declaration that the information in the application is true and correct
- In addition, dog owners will be required to provide:
  - further information on their dog's sterilisation status
  - their unique dog owner number (if known, otherwise they will be issued with one)
  - the dog owner number of the dog's breeder (if known).

This is the minimum level of dog registration information that will be stored on the centralised registration system.

## Questions – All

9. Please indicate if you think any of the additional information should be included on a dog's registration:

- ☒ information on whether the dog is used as a livestock working dog
- ☒ information on whether the dog is used as an assistance dog

Please indicate why you think this information will be beneficial: \_\_Under the Dog Act these dogs are exempt or discounted relating to registration fees and potentially sterilisation requirements as per previous comments.\_\_

### 4.7 Updating dog registration information

The online centralised registration system will have the capacity to allow a range of users to register and update information recorded on the system in Western Australia.

Verification of some of the information recorded on the system will need to be undertaken to ensure the information is accurate, such as the sterilisation status of a dog.

The following users will be able to register a dog on the centralised registration system:

- dog owners
- local governments on behalf of dog owners (registrations made in person or hard copy form)
- dog shelters and rescue organisations
- dog management facilities.

The following stakeholders will be able to use the system to register as a dog breeder on the centralised registration system:

- dog owners (who wish to breed from their dog)
- local governments on behalf of dog breeders (registrations made in person or hard copy form)
- dog shelters and rescue organisations
- dog management facilities.

Local governments will be responsible for approving dog and breeder registrations in their district. The registration will not be complete until approved by the local government. In the process of approving dog registration applications, local

governments can verify the microchip and de-sexing details through, for example, examining the dog's sterilisation certificate.

### **Potential Role for Veterinarians**

Another possible option is that veterinarians be required to update the system with a dog's de-sexed and microchip information. In South Australia and New South Wales, veterinarians are able to update their centralised system with a dog's microchip details. The advantages of this are:

- a veterinarian can verify the de-sexing and microchipping of the dog without a local government having to examine a sterilisation certificate
- this is likely to be a more accurate and reliable method
- local governments can quickly process dog registrations as they do not have to confirm the microchip and de-sexing details (unless not already entered)
- the information is verified and entered in the system at the point of microchipping and de-sexing, meaning there is no delay in updating this information.

This will create a cost to veterinarian practices who will need to expend time and resources on undertaking this function.

Veterinarians will not be responsible for ensuring dog owners comply with the microchipping and de-sexing requirements. They will also not be obliged to notify a local government of a dog owner's non-compliance with the requirements.

Under this proposal, a veterinarian will be able to update a registered dog's details. If the dog is not registered prior to the veterinarian undertaking the microchipping and/or de-sexing, the veterinarian will still be able to enter the dog's microchip details and sterilisation status into the centralised registration system.

Owners will then be responsible for searching the system for the microchip details of their dog, and completing their registration.

Reports could be generated to show dogs that have been entered in the system by veterinarians, but have not been registered by their owner. Local governments would then be able to identify dog owners that have not registered their dog in accordance with the Dog Act.

## **Questions**

10. Do you think veterinarians should be able to update and input dog's microchip and sterilisation details into the system?

- ☒ Yes
- ☐ No
- ☐ Unsure

Please indicate why it would be useful: \_\_If entered at the time of sterilisation/implantation the information is immediately available and there is less chance of error, lost paperwork and delay in obtaining the relevant information\_\_

11. Should it be a mandatory requirement for veterinarians to input this information into the system, or optional for veterinarians to input this information?

- ☒ Mandatory
- ☐ Optional
- ☐ Not applicable

Please provide reasons for your preference: \_\_If it is optional, the benefits are lost as not all vets will choose to input the data. It needs to be either required of them or not.\_\_

12. Do you perceive any benefits in veterinarians undertaking this role?

Yes, as stated above, there is less opportunity for owner error, lost information and delays in accessing/obtaining the information. If the onus is not on the owner to provide it, compliance opportunities are increased.

13. Please indicate what other information you think veterinarians should be able to update or access on the system?

- ☐ Enter a dog registration on an owner's behalf
- ☒ Search for the identity of a dog and its owner
- ☒ Enter vet specific information on any registered animal
- ☒ Report and enter details of animal incidents such as dog attacks
- ☒ Report dog deaths
- ☐ Other – please specify: \_\_\_\_\_

## 4.8 Transition existing dog registers

Introducing a centralised registration system will mean the information in the existing local government dog registers will need to be transferred to the central register. This could be phased in over a number of years.

Local governments currently use at least five different registration systems, ranging from a sophisticated purpose-built database to a spreadsheet. A survey of local governments, with 53 local government respondents, found that 68% used Synergy, 13% used Civica, 8% used TechnologyOne, 8% used Pathway and 2% used an Excel spreadsheet.

### **Annual dog registrations**

It is proposed that annual dog registrations will be transferred to the centralised system from the local government systems on renewal. Under the Dog Act, annual dog registrations expire on 1 November of every year.

Once the centralised registration system is developed and launched, annual dog registrations will be incorporated into the centralised registration system by requiring dog owners to renew their annual dog registration through the centralised system.

Essentially, dog owners that have registered their dogs annually will be captured when they renew their dog registration.

### **Three year dog registrations**

Similar to annual dog registrations, owners that have registered their dog for a period of three years will be transferred to the centralised system when they renew their dog's registration. As for annual registrations it will be the owner's responsibility to enter their data into the new system at the time of re-registration.

This means that it will take the centralised system three years to incorporate the three-year period dog registrations.

### **Lifetime dog registrations**

Lifetime dog registration means the owner never has to renew their dog's registration. As such, their dog's registration cannot be recorded on the centralised dog registration system through the renewal of the registration.

There are three options to capture lifetime dog registrations on the centralised system:

#### **Option 1: Software**

Data migration software could be created to transfer the information in each local government's register to the centralised system.

Software created to transfer dog registration information from local government systems to the centralised system would need to be specific to each type of software system the local governments currently use. It is not known if local governments using the same registration system have it configured in the same way. The expense of creating data migration software for each system would be significant, and adequate time would be needed to develop the data migration software for each type of registered software used by local governments.

Dog registration fees would potentially have to increase to cover the costs of funding the data migration software or a one-off registration charge apply for registrations on the new system. The disadvantage with this option is that the cost is also borne by new dog owners, as opposed to just the existing dog owners whose data is being migrated. Owners with life-time registration would bear none of the costs.

### **Option 2: Manual entry**

Another option is to manually transfer the lifetime dog registrations to the centralised system. This would require local government staff to enter the information.

It would also mean that local government resources would be used on transferring information as opposed to undertaking other local government duties. It would, however, mean that local governments would no longer have to manage a dual system of registrations so there would be time and cost savings in the medium and longer term.

Sufficient time would also need to be provided to allow local governments to transfer the information – this could be three years in line with the transition of the three-year registrations.

### **Option 3: Owner's responsibility**

Another option is to make it the responsibility of existing owners to re-register under the new centralised system.

Local governments could identify lifetime registrations on their system and send letters and information to owners with lifetime dog registrations instructing them to re-register their dog on the centralised system. There would be no charge for this process.

Upon re-registering online, owners would complete a specific registration form identifying them as a dog owner with an existing lifetime dog registration. Local



governments could confirm this against their existing register and waive the registration fee.

If a person does not have online access, the local government could process the re-registration on the owner's behalf.

Currently, owners with a lifetime dog registration are not required to update a local government when their dog dies. Local governments are likely to therefore have active registrations for dogs that have passed away. One advantage of owners re-registering their lifetime dog registrations is that the register will not be updated with deceased dogs.

There is a risk that owners will not undertake the re-registration and may not re-register their dog.

## Questions

14. Please indicate your preference for the following:

- ☒ Option 1 – Develop and provide data migration software to transfer lifetime dog registrations to the centralised registration system.
- ☐ Option 2 – Local governments manually enter lifetime dog registrations into the centralised registration system.
- ☐ Option 3 – Owners re-register their lifetime dog registration on the centralised registration system.

Please indicate reasons for your preference: \_\_Less chance of data entry error if the existing data is transferred electronically.\_\_

15. Are there other options for transferring existing dogs onto the centralised system? No

16. Which of the following would you support to cover the costs of migrating existing data?

- ☒ an increase in the registration fee
- ☐ a one-off payment by dog owners
- ☐ other
- ☐ none

One option is that existing lifetime dog registrations are not transferred to the new system and local government registers would need to be retained for at least a 15-year period following the launch of the centralised system and authorities would

have to refer to both the centralised system and individual local government dog registers.

17. Should lifetime dog registrations be transferred to the new system?

- ☒ Yes
- ☐ No
- ☐ Unsure

18. Please indicate your local government district and the software you currently use for your dog register:

a) Local government district: Town of Bassendean

b) Dog register software: Synergyssoft

19. Please indicate if the software used for your local government dog register is the same as the software used for your local government's cat register:

- ☒ Yes
- ☐ No
- ☐ Unsure

20. Have you modified the software you currently use?

- ☐ Yes
- ☒ No
- ☐ Unsure

21. Is your local government easily able to identify lifetime dog registrations in your dog register?

- ☒ Yes
- ☐ No
- ☐ Unsure

22. How many lifetime dog registrations does your local government currently have? 931

23. Does your local government have the capacity to extract data from your dog register software and provide the extracted data in an Excel spreadsheet?

- ☒ Yes
- ☐ No
- ☐ Unsure

## 4.9 Application and approval – dog breeder registration

A dog breeder will be broadly defined under the Dog Act, and will include any owner who has a dog that is not de-sexed, except if the dog is not de-sexed on health grounds.

The requirement to register as a dog breeder will come into effect once the centralised registration system is operational.

While it is envisaged that a majority of breeders will be registered prior to their dog having puppies, dog owners that are not registered will need to register as a breeder within seven days of the birth of puppies and/ or before the puppies are transferred to another person. This will ensure the local government has adequate time to process and approve the dog breeder registration application before the puppies are potentially transferred to another owner.

The information supplied by dog breeders at registration will impact the ability of the local governments to make an informed decision on approval of dog breeder registration.

The information cat breeders must provide when applying for approval to breed cats includes:

- the breeder's details, including address and contact details
- the cat's details, including microchip details
- questions in relation to the breeding of the cat, including the number of cats being kept on the premises, a description of the facilities, and whether they are a member of one of the listed organisations
- the requirement to provide details of any previous convictions against the Cat Act, Dog Act or Animal Welfare Act
- a declaration that the information provided is true and correct.

It is proposed that similar information is provided when dog breeders apply for dog breeder registration. Instead of providing information on the premises and facilities, it is proposed that dog breeders would need to indicate and certify that they were compliant with any minimum standards for dog breeding, housing and husbandry (once they came into effect).

Breeders will be required to renew their dog breeder registrations annually. Registered breeders will also be required to update any change to their information within seven days.

## Questions

## Questions

1. What information do you think a dog breeder should provide when applying for breeder registration or renewal?
  - ☒ The number of dogs being kept on the premises
  - ☒ A description of the premises where the dogs are being kept
  - ☒ A description of the facilities
  - ☒ The breed of dogs
  - ☒ Whether a person has been convicted of an offence under the Dog Act, Cat Act, Animal Welfare Act or a dog or cat local law.
  - ☒ Certification that they comply and will continue to comply with animal breeding, housing and husbandry standards
  - ☐ Other – please specify: \_\_\_\_\_
2. What do you think local governments should take into account when considering a dog breeder application or renewal?
  - ☒ The number of dogs being kept on the premises
  - ☒ The breed of dogs
  - ☒ Convictions under the Dog Act, Cat Act, Animal Welfare Act, or a dog or cat local law
  - ☐ Other – please specify: \_\_\_\_\_

The Dog Act allows a dog registration officer from the local government, with the consent of the owner or occupier, to enter and inspect premises to ascertain whether a dog will be effectively confined on the premises. It is a condition of dog registration that a dog must be effectively confined to the premises in which it is kept.

3. Should local governments have the power to enter and inspect premises of a dog breeder, or premises that are subject to a dog breeder application or renewal?
  - ☒ Yes
  - ☐ No
  - ☐ Unsure
4. In what situations should a local government be able to enter and inspect premises of a dog breeder of that are subject to a dog breeder application or renewal?
  - ☒ Where the dog breeder owns more than a certain number of dogs, or owns a kennel establishment If yes, how many? 2 dogs
  - ☐ No
  - ☐ Unsure

## Questions

### **4.10 Conditions – dog breeder registration**

Dog breeders registered with the government will be required to comply with particular conditions. This will include legislative requirements relating to information that must be provided when transferring a dog and the requirement to update a dog's microchip database details with the breeder's dog owner number.

Dog breeders will also be required to comply with the requirements under the Dog Act, Cat Act and Animal Welfare Act and the mandatory dog breeding standards and guidelines when they are introduced under the Animal Welfare Act.

Registered dog breeders will also be required to notify the local government if any details of their dog registration changes.

#### **Dog numbers**

The number of dogs a dog breeder can keep on their premises will remain consistent with the current requirements under the Dog Act.

Currently local governments, through the adoption of local laws, can limit the number of dogs ordinarily kept on premises that are aged over three months to any number between two and six. If a person would like to keep more than the permitted number of dogs, they must apply for a kennel licence from their local government.

Under the Cat (Uniform Local Provisions) Regulations, members of certain cat associations are allowed to have three times the number of cats allowed on premises. This provision was introduced for cats as there were no existing limits on cat numbers before the introduction of the Cat Act. Dog breeders who are members of certain dog associations will not be able to keep more dogs than the limits set by their local government.

It is possible that the standards for dog breeding, housing, husbandry, transport and sale will consider setting limits on the number of breeding dogs a person can own. This will be considered during consultation on the standards.

## Questions

5. Please specify any additional conditions with which dog breeders should comply:  
Standards in relation to kennel set-up, construction and maintenance/cleaning. For home breeders (non-commercial) they should have to ensure fencing/containment of non-sterilised dogs is adequate. All breeders should be required to prove they meet minimum veterinarian checks on the health and well being of the breeding dogs and also that the dogs are kept in clean and appropriate housing for their breed/size.
6. On what grounds do you believe a local government could cancel a dog breeder registration?
- ☒ The dog breeder is convicted of an offence under the Dog Act, Cat Act, Animal Welfare Act, or a dog or cat local law
  - ☒ The dog breeder is convicted of an offence under Australian Consumer Law in relation to dogs they have sold or transferred
  - ☒ Failing to provide their dog owner number on the microchips of the puppies that they breed
  - ☒ Failing to provide their dog owner number when advertising or transferring a dog
  - ☒ Keeping more than the approved number of dogs on the premises
  - ☐ Other – please specify: \_\_\_\_\_

### 4.11 Exemptions – dog breeder registration

#### Livestock working dogs

In Queensland, primary producers that own and breed livestock working dogs are exempt from registering as dog breeders where they sell or transfer puppies they have bred to other primary producers.

If a primary producer sells or transfers a puppy they have bred to someone who is not a primary producer, then they are required to register as a dog breeder, and supply their dog breeder registration number.

Queensland legislation defines a **primary producer** as meaning a person who is primarily engaged in the occupation of a –

- (i) dairy farmer; or
- (ii) wheat, maize, or cereal grower; or
- (iii) cane grower; or
- (iv) fruit grower; or
- (v) grazier; or
- (vi) farmer, whether engaged in general or mixed farming, cotton, potato, or vegetable growing, or poultry or pig raising; and

includes a person engaged in primary production.

A **working dog** is defined as meaning a dog that is usually kept or proposed to be kept on rural land by an owner who is a primary producer, or a person engaged or employed by a primary producer; and is used primarily for the purpose of—

- (i) droving, protecting, tending, or working, stock; or
- (ii) being trained in droving, protecting, tending, or working, stock.

## Questions

7. Should primary producers in WA be exempt from registering as dog breeders where they breed and transfer livestock working dogs to other primary producers?

- ☐ Yes
- ☒ No
- ☐ Unsure

Please provide reasons for your response: \_\_One of the purposes of registering breeders is that the puppies can then be tracked throughout their life. Potentially not all puppies produced from matings with working dogs will be homed with primary producers and will then require tracking as per domestic pets.\_\_

8. Should primary producers in WA be exempt from registering as dog breeders where they breed and transfer livestock working dogs to any person?

- ☐ Yes
- ☒ No
- ☐ Unsure

Please provide reasons for your response: \_\_As above\_\_

## Questions

### **Dog breeders registered with recognised breeding associations**

There are dog breeders in WA that are members of non-Government dog breeding organisations and associations.

Dogs West, as an example, is a pedigree breeding association in Western Australia whose members are required to abide by a Code of Ethics.

Following the introduction of the centralised registration system, members of Dogs West will be required to register as a dog breeder with the Government.

## Questions

9. Should particular dog breeders that are members of particular dog breeding associations be exempt from registering with the Government as dog breeders?

- ☐ Yes  
☒ No  
☐ Unsure

Please provide reasons for your response: Enforcement of the regulations under the Dog Act falls to the Local Government so the members of Associations should be registered with the Government.

In South Australia, dog breeder registration has recently been introduced.

Members of Dogs SA (the Dogs West equivalent) are not exempt from registering as dog breeders, but Dogs SA are responsible for inputting and maintaining their member's details into the dog breeder register.

The membership number issued by Dogs SA is also used as the Government dog breeder registration number.



## Questions

10. Should recognised dog breeder associations in WA be responsible for inputting the details of their members into the Government's dog breeder register on the centralised registration system?

- ☐ Yes
- ☐ No
- ☒ Unsure

Please provide reasons for your response: \_\_What would be in place for enforcement should the Association fail to do so? Would the breeder or the Association receive the penalty? Also, should a fee be associated with this registration, who is responsible for collecting/paying the fee?\_\_

11. What do you perceive to be the benefits of recognised dog breeder associations inputting their members details into the Government's dog breeder register? (You may select more than one option)

- ☐ Creates consistency between registers
- ☐ Avoids duplication for dog breeders who would otherwise need to register with both associations
- ☒ Potentially lessens the administrative burden on local governments
- ☐ Ensures that dog breeders registered with dog breeder associations are also registered with the Government and can be traced on the Government system
- ☐ Other – please specify: \_\_\_\_\_

12. What obligations should there be on recognised dog breeder associations that input their members details into the Government's dog breeder register? (you may select more than one option)

- ☒ Recognised dog breeder associations must update any change of their member's details within seven days of being notified of the change
- ☒ Recognised dog breeder associations must notify the relevant local government when a dog breeder is no longer a member of their association
- ☒ Recognised dog breeder associations must notify the relevant local government if a member's membership of their association is cancelled by the association
- ☒ Recognised dog breeder associations must notify relevant enforcement agencies where they find evidence that one of their members is not complying with the requirements under the Dog Act, Animal Welfare Act or a relevant dog local law
- ☐ Other – please specify: \_\_\_\_\_

## **4.12 Transferring a dog**

### **Dog breeders and dog microchip information**

Under the new centralised registration system, every owner that registers a dog will be issued with a 'dog owner number' that is unique to the owner. Effectively, every dog owner will have an identification number.

A dog breeder will be required to record their details and their unique 'dog owner number' alongside the microchip details of every puppy bred from their dog/s. This will ensure that the breeder's details are permanently recorded for each dog.

Microchip implanters will be required to provide the following information to the microchip company:

- Information on the dog breeder that owns and bred the dog's mother:
  - Their 'dog owner number'
  - Their name, address and contact details
- If known, information on the dog breeder that owns the dog's fathers:
  - Their 'dog owner number'
  - Their name, address and contact details

Microchip database companies will be required to record and retain this information alongside the microchip information of a dog.

### **Providing information when transferring a dog**

Any person who sells, gives away, transfers or advertises a dog will be required to provide their 'dog owner number' and the dog's microchip number. Both numbers must be provided in any advertisement that advertises dogs or puppies for sale.

This will assist in tracking a dog, and identifying where a dog has come from.

Furthermore, if the person selling, giving away, transferring or advertising a dog claims to have bred the dog, a consumer can verify if they are a registered breeder on the centralised registration system by searching the 'dog owner number' provided by the breeder.

Consumers will be educated about only sourcing dogs from dog owners that provide their dog owner number and the dog's microchip number. This will help members of

the public source dogs and puppies from registered dog breeders that can be identified and held accountable.

If a person has not bred a dog and transfers a dog, they must still provide their dog owner number and the dog's microchip number, to ensure authorities can identify and trace where a dog has been sourced from.

To monitor compliance with this requirement, members of the public will be encouraged to report non-compliant advertisements to an enforcement agency.

## Questions

13. Are there other ways to monitor or ensure dog advertisements comply with the requirement to provide both the dog owner number and dog's microchip number? Please specify: No, there needs to be an overarching and consistent enforcement body that is responsible for monitoring and actioning advertisements.
14. What agency could be responsible for prosecuting dog owners and breeders that do not comply with the transfer and advertisement requirements?
- ☒ Department of Local Government, Sport and Cultural Industries
  - ☐ Department of Primary Industries and Regional Development
  - ☒ Consumer Protection WA
  - ☐ RSPCA
  - ☐ Unsure
  - ☐ Other – please specify: \_\_\_\_\_
15. What is your agency's capacity (considering benefits, issues and costs) to enforce these requirements?
- ☐ Full capacity
  - ☐ Some capacity
  - ☐ Limited capacity
  - ☒ No capacity

### Jurisdictional issues

Dog breeders and dog owners outside of WA are not subject to the requirement to have a dog owner number. If they sell, advertise or transfer a dog to a person in WA, they will not be able to comply with the requirement to provide a dog owner number.

If the transaction occurs outside of WA, then the transaction is not subject to WA law and the requirement to provide such details.

If the transaction occurs within WA, then this will be an issue.

For dog breeders and dog owners that reside outside the State and need a dog owner number to advertise and transfer dogs in WA, they will still need to apply for an 'interstate dog owner number'. Such applications will need to be made to a central agency, most likely the Government Department responsible for administering the Dog Act.

Online advertisements posted online outside of WA, but that are shown and advertised within WA also present a unique issue with enforcing the requirements. These issues are under consideration by the Department.

## 4.13 Enforcement

Local governments will be required to enforce the requirement that dog breeders, and owners of dogs that are not de-sexed unless they are exempt, are registered.

Enforcement will involve:

- Processing dog breeder applications;
- Cancelling dog breeder registrations where non-compliance with the dog breeder conditions is discovered;
- Investigating dog breeding by unregistered dog breeders;
- Prosecuting or fining an unregistered dog breeder.

The expectation is that local governments will investigate non-compliance with the dog breeder requirements upon complaint. This could include inspecting premises to determine compliance with the Dog Act, including whether a dog owner is breeding dogs without being registered, or keeping more than the number of dogs allowed on their premises. It is not proposed that this will include investigating compliance with the mandatory standards for dog breeding, housing, husbandry, transport and sale as the standards are not being introduced under the Dog Act.

Economic modelling will be undertaken to assess the costs that local governments will incur as a result of enforcing these requirements.

## Questions

8. To ensure dog breeders are complying with the requirements under the Dog Act, would your local government prefer to:
- ☒ investigate non-compliance upon complaint
  - ☐ undertake a regular inspection regime

## Questions

☐ unsure

(This will **not** include investigating compliance with the Mandatory Standards for Dog Breeding, Housing, Husbandry, Transport and Sale).

9. Are the current fines under the Dog Act sufficient to cover the cost of investigating and enforcing non-compliance?

☐ Yes

☒ No

☐ Unsure

### Enabling enforcement

The centralised registration system is intended to make it easier for local government authorities to identify dog owners and dog breeders across the State.

The centralised registration system could also assist in monitoring and enforcing the current and proposed requirements under the Dog Act.

The system could potentially be designed to generate reports to identify specific information for each local government such as:

- dog owners that have not renewed their dog registration, or annual dog breeder registration;
- dogs that are not de-sexed or that are exempt from de-sexing;
- the number of dogs kept on a single premises that exceeds the limit, or dog owner's that own more dogs than the limit on a single premises so they can be monitored for compliance.

## Questions

1. Please indicate what reports would assist local governments in enforcing the requirements under the Dog Act:

☒ Dog owners that have not renewed their dog registration

☒ Dog owners that have not renewed their annual dog breeder registration

☒ Dogs that are not de-sexed

☒ Premises where the number of dog exceeds the limit

☒ Number of dogs owned by a dog owner that exceeds the limit that can be kept on a single premises

2. What other reports would assist local governments to monitor and enforce the existing and proposed provisions under the Dog Act?

When a dog in the district has it's status changed i.e. gets sterilised, gets declared dangerous, is involved in a dog attack outside of the district etc

# Transitioning Pet Shops to Adoption Centres

---

## 5.1 Introduction

As detailed in the Stop Puppy Farming Consultation Paper, it is intended to amend the *Dog Act 1976* (the Dog Act) so that pet shops will only be able to source puppies and dogs for sale from 'properly accredited' rescue organisations or shelters.

The areas of implementation on which further input is sought are:

- the accreditation of rescue organisations or shelters;
- the assessment of the health and behaviour of dogs;
- the period to transition pet shops to adoption centres;
- the arrangements that will need to be developed between pet shops and rescue organisations and shelters; and
- enforcement, including who will be responsible and how enforcement will be undertaken.

## 5.2 Objective

The objective of transitioning pet shops to adoption centres is to help break the supply chain with puppy farms and to address the homeless dog problem.

Puppy farming...is a covert industry that relies on hiding the true circumstances of how puppies are raised from buyers. Because of this, puppy farmers rely on pet shops, online sales, newspapers, and markets to sell puppies.<sup>4</sup>

Purchasing a dog from a pet shop means that the consumer is unable to trace, or know with any certainty, from where a dog was sourced. Restricting pet shops to only sourcing dogs from dog rescues and shelters will mean that a potential outlet for puppy farms is closed.

People looking to purchase or acquire a puppy will either need to purchase a puppy directly from the source (directly from a dog breeder) or purchase or adopt an abandoned or surrendered dog from a pet shop, dog rescue or shelter.

Consumers will be educated about sourcing puppies only from dog breeders registered on the centralised database and will be encouraged to visit the dog breeder

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<sup>4</sup> Page 3, Steering Committee Report - *Puppy Farming in Western Australia: why this trade needs to end and recommendations to achieve this*, November 2015, Appendix 1.

and view the conditions in which the puppy was bred and reared. This will ensure that consumers are not purchasing dogs from 'puppy farms', or at the very least will assist in tracing dogs to irresponsible breeders if issues with the puppy arise.

Consumers that purchase an abandoned or surrendered dog from a pet shop will assist in reducing the number of unwanted dogs that are either euthanised or kept at rescue or shelter facilities.

### 5.3 Accreditation of rescue organisations and shelters

Under the new proposals, pet shops will only be able to source puppies and dogs for sale from 'properly accredited' rescue organisations or shelters. Dog rescue organisations and shelters will be accredited by the State Government.

#### Questions

1. Should accredited rescue organisations and shelters be monitored?

- ☒ Yes
- ☐ No
- ☐ Unsure
- ☐ Depends on the following factors (please specify): \_\_\_\_\_

2. How should they be monitored?

- ☒ Audits
- ☐ Inspections
- ☒ Annual reporting
- ☐ Unsure
- ☐ Not applicable – they should not be monitored
- ☐ Other: \_\_\_\_\_

3. Do you believe your agency should have a role in accrediting rescue organisations and shelters?

- ☐ Yes
- ☒ No
- ☐ Unsure
- ☐ Depends on the following factors (please specify): \_\_\_\_\_

Please specify reasons for your response: \_\_Enforcement/monitoring should come from a single source/authority.

4. If you answered yes, what would this role be?



## Questions

### 5.4 Assessment of the health and behaviour of dogs

The origins of dogs in rescue organisations and shelters is generally unknown. To provide confidence to potential new owners, it is intended that every dog supplied to a pet shop must pass a health and behavioural assessment. Pet shops will need to ensure that each dog has a health and behavioural certificate.

### 5.5 Transition period

Pet shops will be gradually transitioned into adoption centres to allow time for pet shops to make arrangements with dog rescue organisations and shelters.

#### Option 1 – Two year transition

Under this option, pet shops will be transitioned within two years of the legislation coming into effect.

In the interim, pet shops will be able to source puppies and dogs as they currently do.

#### Option 2 – Five-year transition

Under this option, pet shops will be transitioned within five years.

From date of amendment to the Dog Act	Where pet shops can source dogs:
0 to 2 years	Pet shops can source dogs from a dog breeder registered as such on the centralised database.
2 to 5 years	Pet shops selling dogs will be required to source dogs from accredited dog rescues and shelters, but can still also source dogs from registered breeders.
5 years onwards	Pet shops can only source dogs from accredited dog rescues and shelters.

### 5.6 Arrangements between pet shops and rescue organisations and shelters

It is likely that pet shops will need to form arrangements with accredited dog rescue organisation and shelters to ensure the responsible supply of dogs.

Pet shops and rescue organisations have been asked to provide feedback on what those arrangements should cover, for example, where the dog will be housed.

## **5.7 Enforcement**

It is estimated that there are approximately 15 pet shops in Western Australia that sell puppies and dogs. After the transition period, pet shops will need to be monitored to ensure they are only sourcing dogs from accredited dog rescue organisations and shelters.

Furthermore, during the transition period pet shops would need to be monitored to ensure they are only sourcing dogs from registered dog breeders (following the introduction of dog breeder registration).

Pet shops could be monitored in a number of ways:

### **Option 1 – Public monitoring**

Pet shops would be required to display a certificate confirming the source of the dog is from an accredited rescue organisation or shelter. The public could report pet shops to an enforcement agency that are not providing a certificate verifying the dog's source.

### **Option 2 – Inspections**

An enforcement agency would be responsible for inspecting pet shops that sell dogs, whether randomly or periodically, and require the pet shop to provide information upon request.

### **Option 3 – Audits**

Pet shops would be required to be audited by a particular enforcement agency, whether periodically or randomly.

### **Option 4 – Audited and inspected upon complaint**

The enforcement agency would inspect and audit a pet shop only where concerns were raised about the pet shops compliance with the laws.

The type of enforcement undertaken will assist in informing what agency is best placed to undertake enforcement. The capacity and resources of the agency would also need to be considered.

## Questions

5. Should pet shops have to register with a relevant authority if they sell dogs?
- ☒ Yes
  - ☐ No
  - ☐ Unsure
6. Should it be an offence to fail to register?
- ☒ Yes
  - ☐ No
  - ☐ Unsure
7. What information and records should a pet shop maintain to ensure compliance with the pet shop provisions can be monitored?
- ☒ Records of where dogs have been sourced from
  - ☒ Details of new owners
  - ☒ Details of health and behaviour checks
  - ☐ Other – please specify: \_\_\_\_\_
8. What information and records should a rescue organisation and rescue maintain to ensure pet shops can be monitored and information verified?  
Rescue organisations should have to record where the dog came from, which pet shop it was provided to, evidence of a registered pet shop, identification of dog details (microchip/dog number etc), health/wellbeing/temperament records for the time in the rescue.
9. How should a pet shop be monitored for compliance?
- ☐ Option 1 – Public monitoring
  - ☒ Option 2 – Inspections
  - ☒ Option 3 – Audits
  - ☐ Option 4 – Audited and inspected upon complaint
  - ☐ Other – please specify: \_\_\_\_\_

# **ATTACHMENT NO. 2**

**From:** Salvatore Siciliano <[SSiciliano@bassendean.wa.gov.au](mailto:SSiciliano@bassendean.wa.gov.au)>  
**Sent:** Friday, 29 June 2018 5:23 PM  
**To:** Michael Grau <[michgrau@hotmail.com](mailto:michgrau@hotmail.com)>  
**Cc:** Maria Fatouros ([MFatouros@bassendean.wa.gov.au](mailto:MFatouros@bassendean.wa.gov.au)) <[MFatouros@bassendean.wa.gov.au](mailto:MFatouros@bassendean.wa.gov.au)>; Graeme Haggart ([GHaggart@bassendean.wa.gov.au](mailto:GHaggart@bassendean.wa.gov.au)) <[GHaggart@bassendean.wa.gov.au](mailto:GHaggart@bassendean.wa.gov.au)>  
**Subject:** OEM-7600818 - Use of Commercial Kitchen - Bassendean Senior Citizens Centre

Dear Michael

How are you? Hope all has been going well for you!

Just wanted to touch base given that we are almost at the end of 30 June 2018 regarding your use of the Commercial Kitchen as per Council's resolution below.

I'm also conscious that you weren't able to fully utilise the kitchen until March 2018, given that we had to sort out the issues for the installation of 3-phase power to the kitchen and Maria has informed me that you wish to continue using the kitchen past 30 June to fully utilise the six month period.

To ensure that we obtain the appropriate approvals for an extension to the time period past the 30 June 2018, I am required to table a report to Council requesting an extension. The next Council meeting will be held on Tuesday 24 July 2018.

Given that the decision to grant a six month tenancy of the kitchen as a pilot project is a Council resolution, it will need to be Council to consider granting an extension. Unfortunately as a Staff member I don't have the authority to grant an extension.

I apologise for any inconvenience caused. If you have any queries, please feel free to give me a call on 0407 440 677.

**OCM – 27/12/17**      MOVED Cr Wilson, Seconded Cr Quinton, that:

1. Council agrees to allow the use of the Bassendean Seniors' and Community Centre kitchen for the purpose of a Community Kitchen Pilot Programme for a maximum period of six months;
2. Council approves the allocation and expenditure of \$1,500 for the installation of three phase power in the Bassendean Seniors' and Community Centre kitchen;
3. Council authorises the CEO to enter into an agreement with Michael Grau for the non-exclusive use of the facility for a maximum period of six months commencing from 1 January 2018 requiring Michael Grau to provide a report to Council on the Pilot and providing recommendations for the future use of the facility;
4. The Applicant indemnifies Council from any liability and provides a copy of the current insurance certificates;
5. The Applicant ensures that any of their own equipment used on the premises complies with the requirements of the Occupation Health and Safety Act and has been certified by a qualified electrician; and
6. At the conclusion of the six month period, Council will consider the outcomes of the Community Kitchen Pilot Program before deciding whether to continue the Pilot, adopt other arrangements or discontinue the Pilot. Should Council decide to discontinue the Pilot the user/s of the Community Kitchen will be required to remove and make good any alterations that the user has made to the premises during the agreement period.

CARRIED UNANIMOUSLY 7/0

Thank you in advance Michael.

Yours sincerely,

**Salvatore Siciliano**

# **ATTACHMENT NO. 3**



# Community Facilities, Ovals/ Reserves & Boating Infrastructure Audit & Needs Assessment

Prepared for the Town of Bassendean

July 2018





AECOM would like to acknowledge the influences of all parties throughout the process and development of the Plan. In particular thanks to Salvatore Siciliano and Tim Dayman who provide invaluable advice, information and assistance when required. The Town of Bassendean would like to acknowledge the financial contribution from the Department of Local Government Sports and Cultural Industries and the support from all the community, groups and organisations within the Town.

**Quality information**

Document name	Prepared for	Date
Community Facilities, Ovals/Reserves & Boating Infrastructure Audit and Needs Assessment	Town of Bassendean	10/07/2018

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Bassendean Memorial Library



# Executive Summary

For the purpose of the report, community facilities are defined as, Public Open Space (POS), formal sports and recreation on POS and structured recreation and leisure infrastructure which accommodate services, programs and activities. It also refers to facilities which accommodate services that support and contribute to the needs of people living, working, visiting and studying within the area.

Examples of such infrastructure within the Town of Bassendean (Town) includes; libraries, meeting places, sports and recreation facilities and centres, family/children and senior support services, boating infrastructure, arts and culture and community health, which are designed to enhance community well being.

## Purpose

The purpose of the report is to assess if the Town's community facilities, POS and boating infrastructure are diverse, innovative and if the facilities & open space positively contribute towards the Town's identity, vibrancy and sense of place whilst enhancing the community's health and well being.

The ultimate success of the assessment requires:

- Recognition of open space and community facility benefits and values by the entire community and at the highest strategic levels;
- Capacity building in the planning and maintenance involved in open space and community facilities and the diversity of the network of facilities; and

- Incorporation of open space and community facilities as an essential, rather than optional, component in the urban development process.

The Town is a small Local Government Area (LGA) located approximately 10 kilometres north- east of Perth Central Business District (CBD). The total LGA is 11 square kilometres and is bounded by the Swan River, the City of Swan to the North and the City of Bayswater to the West. The majority of the eastern side of the council has river frontage of approximately 7km.

FOUNDED IN  
**1901**

**73**  
PUBLIC  
OPEN SPACE

**3** PLACE  
AREAS

**3** TRAIN  
STATIONS

**19**  
COMMUNITY  
FACILITIES

POPULATION IN  
2017 **16,101**

**38** MEDIAN  
AGE

**5** BOATING  
FACILITIES

**5** SCHOOLS

## Scope

The degree of growth and change projected for the Town reinforces the need for a strategic approach to planning social infrastructure to ensure that growing and changing community needs can continue to be met in ways that are effective, efficient and sustainable for the local communities. Like many other small urban local governments, the Town is facing considerable asset management challenges. These include managing an asset portfolio with many community facilities ageing, not 'fit for purpose' and becoming increasing burdens with ongoing maintenance and management.

It is in this context that the Town is considering new ways to plan facilities and services that better address increasingly diverse and complex community needs. The intention of this report is to provide recommendations for the timely provision of a full range of community facilities and services appropriate to the current and changing needs of the Bassendean community for the next 10 years.

For the purposes of this report, the audit and needs assessment has focussed on the existing provision and usage of all POS and Town owned community facilities in meeting the needs of the community. Whilst community infrastructure can be, and often is, provided by the not-for-profit sector, churches or other organisations (including State Government), the principal focus has been on Town owned facilities which may be hired or licensed to a variety of community groups.

## Key Objectives

The key objectives for this assessment are:

- Identify key findings and recommendations relevant to the Town's strategic direction, up until 2027 in respect of community facilities, open space and boating infrastructure;
- Assess and prioritise the possibility of upgrading, redeveloping and enhancing community facilities, POS and boating infrastructure through the analysis of facilities/POS usage data and the provision of such facilities;
- Provide potential rationale on investment, through potential grants and government opportunities;
- Investigate co-location opportunities for existing services and provision of community, sporting and recreation facilities;
- Enable the use of the community facilities/POS as a lobbying tool for future potential development opportunities, providing other government bodies with a justification for development; and
- Provide guidance on model agreements, management and leases with current user groups

## Localities of Interest

The audit identified 73 localities of POS, 19 community facilities and 5 items of boating infrastructure. All these localities of interest will guide future planning. This report examines the current and future needs with a focus on the localities of interest. The recommendations have not been made for all localities rather a broader strategic look of the Town asset provision. That said recommendations have been identified for specific reserves throughout the Town.





## Methodology

The audit and needs assessment has been developed in the response to the changing demographics, future community needs and likely development within the Town. The previous plans were conducted in 2006 for a 10 year period. The Community Facilities & Oval/ Reserve Audit and Needs Assessment (Plan) seeks to integrate and provide direction and guidance on future planning, provision of facilities, options for development, funding and management arrangements for sporting, recreation, public open space and community facilities within the Town.

The audit is based on the current available data, benchmarks and trends as well as reflecting the changes in demographics and community needs. The Plan is based upon a multi criteria analysis framework and integrated with the Town's Strategic Community Plan, Forward 10 Year Financial Plan and the Corporate Business Plan.

The process has taken into consideration both stakeholder and community consultation outputs within the Town, through high level integration into the strategic planning framework. This enables priorities on facility redevelopment, refurbishment, future use and demand for community facilities and open space.

## Key Findings

The key findings from the research, consultation and analysis process are presented in Table 1: Key Findings. detailed recommendations have been identified in Table 4: Supported Recommendations (next four year priorities) and in the Initial Recommendations in Appendix A

**Table 1: Key Findings**

Key Findings	Actions
Strategically plan open space, sport and recreation facilities.	<ul style="list-style-type: none"> <li>- Development of an Open Space Strategy within the Town.</li> <li>- Further analysis, research, development and management of all POS within the Town needs investment. Specifically, District/ Regional open spaces, as they do not currently meet the need or function of a growing demographic and ability to adapt to change.</li> </ul>
Asset Management Plan	<ul style="list-style-type: none"> <li>- Implementation of Asset Management Plans.</li> <li>- Proactive maintenance scheduling.</li> </ul>
Integrated Planning	<ul style="list-style-type: none"> <li>- Integrated Planning: Integration of plans, assets and facilities and maintenance throughout the Town.</li> <li>- Assets need to be adaptable to change.</li> <li>- Integration and collaboration within business units within the Town.</li> <li>- The introduction of cross functional business unit project management discussions.</li> </ul>
Access : Complete a specific Access Compliance Audit on all facilities	<ul style="list-style-type: none"> <li>- Majority of facilities and public open space have poor access for all, the need to upgrade ramps, access doors, to meet current Australian Standards.</li> <li>- Incorporate technologies and systems which allow users the ease of access to facilities as well the Town of Bassendean to maintain and monitor the use of facilities.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>- Improve safety within and around facilities and open spaces.</li> <li>- Solar street lighting, park and ambient lighting.</li> <li>- Review of all sports flood lighting needs to be undertaken to assess against Australia Standards and increase the use of the facilities.</li> </ul>
Lease Agreements	<ul style="list-style-type: none"> <li>- Develop a standard and consistent management &amp; lease agreement which clearly outlines roles &amp; responsibilities.</li> </ul>
Storage	<ul style="list-style-type: none"> <li>- The need for improved storage in all facilities, with dedicated spaces for clubs and user groups.</li> <li>- Systematically implement modern storage design within facilities.</li> </ul>





Bassendean Youth Centre and Skate Park  
Regional Facility



## Open Space and Facility Topology and Classification

Throughout the development of the study, the proposed hierarchical approach for the planning and delivery of the audit is based upon four levels. These four levels represent the population catchments, size, form and function of a facility. The facility is recognised by its type, space and amenities which in turn meet the needs and uses for the community. The guidelines in which the hierarchical function has been assessed are those from the Department of Sports and Recreation (DSR) facility classifications and are outlined in the table below.

POS hierarchy is very similar to facility hierarchy. Although, it is segmented into five levels, to account for smaller scale provision, such as Pocket Parks, which are classified

as a small piece of open space (up to 400m<sup>2</sup>) which has little to no form or function and are generally used for pedestrian access or road reserves.

Catchment distances may vary from facility to facility. For the purpose of this Plan, the catchments have been set to the appropriate boundaries for the Town.

The maps on the following pages identify the location of facilities within their hierarchy.

**Table 2: Recommendations**

Level of Hierarchy	Catchment	Facility Size	Catchment	Description
Regional	Serves a catchment of the entire Town, surrounding local governments and the central metropolitan area of Perth.	>20.0ha	10km	A facility and/or service that provides extensive opportunities for participation and usage.
District	Serves a catchment of a mid-sized locality of approximately 25,000 people and surrounding smaller residential areas	5.0ha - 20ha	2km	Service capacity for outlying smaller localities and provides facilities such as open space, meeting spaces that can facilitate social and cultural activities endorsing cohesion within the broader community.
Neighbourhood	Serves a catchment of a small locality (area) of around 4,000 people and or residential area (may vary due to form or function).	1.0ha - 5ha	800m	Provides access to open space, sessional delivery of early years programs, pre-school education, meeting space, etc.; though on a smaller scale; plays local role; supports local networks and community cohesion
Local	Serves a catchment of the immediate residential population	0.4ha - 1ha	400m	Provides access to areas such as open space, sessional delivery of early years programs, playgroups, meeting spaces and supports the local networks and community cohesion
Pocket (POS only)	Serves immediate residential population to a smaller scale	<0.4 ha	300m	Provides access to open space with little use, can provide small meeting spaces with playgrounds, more informal recreational use, with no intent of social community cohesion.

## Facility Provision

The classification framework for community facilities, open spaces and boating infrastructure identifies a range of specific functions considered essential for well-designed community-focused resources, services, facilities and open space networks. These include the following:

**Table 3: Definitions**

Facility	Description
Community Services	– Spaces that include allied health professionals, maternal and children services, education and training (that have not been identified throughout the facilities audit) – these services should be included within the community facilities plan.
Library	– Includes either a dedicated library space and or incorporated within multi-purpose community facility.
Meeting Rooms	– Usually incorporated within another community facility, enables spaces for people/ organisations and groups to meet for a common recreational activity.
Boating Infrastructure	– Infrastructure that provides access to the Swan River for small leisure boats and recreation equipment (canoeing, kayaking and stand-up paddle)
Public Open Space	– Parks and open space refers to land that has been reserved for the purpose of sporting, recreation and nature space, preservation of natural environments, green space and/or urban storm water management.
Cultural and Arts Facility	– Including indoor and outdoor spaces, places, trails and facilities where people celebrate, heritage, culture, diversity and environments.
Sports and Recreation Space	– Such as playing fields, provision of parks, picnic areas and playgrounds.
Facilities that cater for specific target groups	– Includes facilities with long term lease arrangements, senior, youth, children disability, cultural (aboriginal) services/ organisations.
Amenities	– Public toilets, water tanks, telecommunications (Wi-Fi), men's/ maintenance sheds, BBQ facilities, shelter, works depots and other associated services.

This document sets out a number of recommendations in which the council officers will play the lead advocacy role to achieve the best use of the Town's assets, community facilities, public open spaces and boating infrastructure.

The audit identified identified 73 localities of public open space, 19 community facilities and 5 items of boating infrastructure (localities of interest). All these localities of interest will be included in future planning.

### Boating Infrastructure

The following key considerations have been identified:

- Surrounding Local Governments (Bayswater and Swan) both have regional boat ramps and associated infrastructure.
- Department of Transport have allocated funding for a concept to be designed for Pickering Park, to incorporate some associated amenities with the boat ramp access.
- The consultation highlighted the majority of Bassendean residents use other neighbouring boat ramps for larger boat access. However, they use the boating infrastructure within the Town for water sports and smaller uses.

This report examines the current and future needs. The recommendations refer to a broader strategic approach rather than an individual facility.



## Better outcomes for Open Space & Community Facilities

The following opportunities have been identified throughout the assessment:

- Increase support to current users of community facilities and open spaces to gain better access to facilities;
- Promote better planning and governance arrangements with facility users and sports clubs;
- Facilitate improved communications and coordination with users and clubs;
- Ensure facilities and open spaces are multi-purpose and resilient;
- Encourage participation of all sports throughout the community, enabling a greater economic benefit for the region;
- Work with stakeholders to ensure access constraints don't reduce participation; and
- Enhance management and controls of community facilities and public open space.



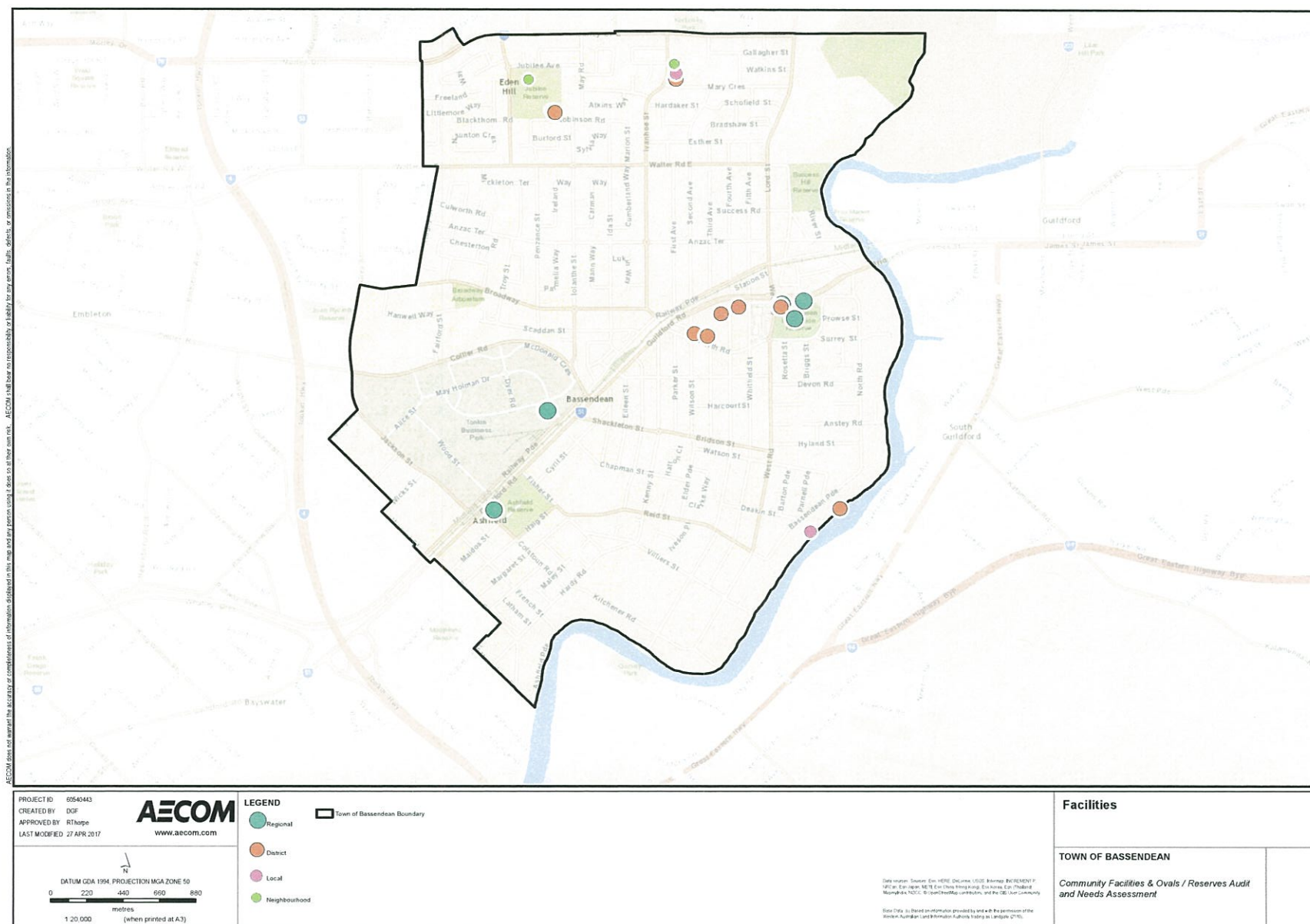


Figure 1: Town of Bassendean Facilities & Open Space Map (All facilities & POS) Source: AECOM SPADE



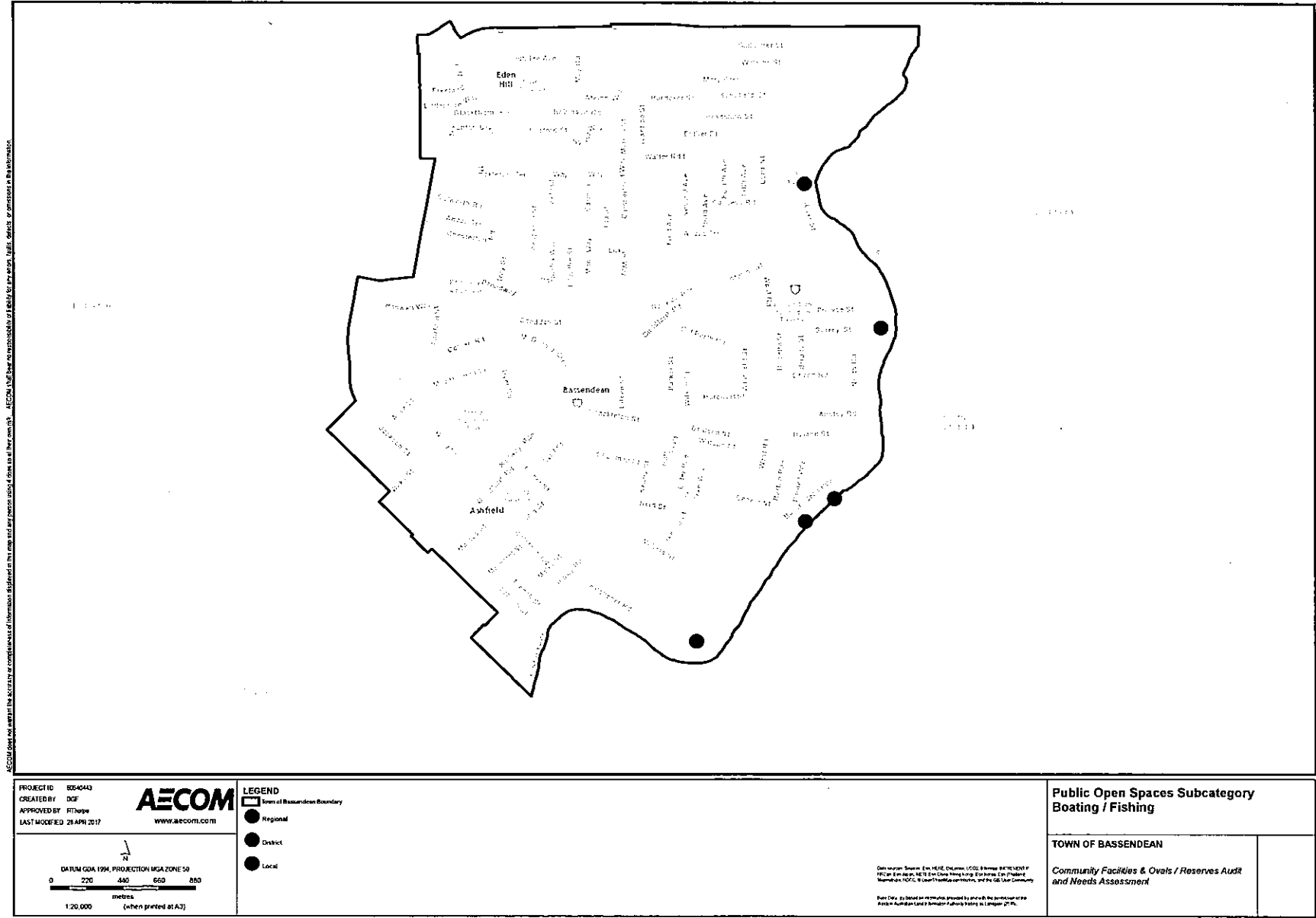
# Town of Bassendean Community Facilities Map

Figure 2: Town of Bassendean Facilities Map (All facilities) Source: AECOM SPADE



Town of Bassendean Community Facilities Map

Figure 3: Town of Bassendean Boating Infrastructure Source: AECOM SPADE



## Management of Facilities & Open Spaces

The majority of facilities are managed by the Town. Although, there are a few facilities that have external lease arrangements. The following section is an overview of the outcome of consultation with stakeholders and provides the future recommendations for management options for community facilities within the Town.

Taking into account industry trends, previous project experience and benchmarking, six potential management options have been identified in relation to the overall management :

1. Management by the Local Government Authority (Town).
2. Management by a locally appointed not for profit, established solely for the purpose of operating the facility.
3. Management by an established independent trust (e.g. WA Sports Trust).
4. Management by an organisation (e.g. YMCA).
5. Management by a consortium representing the key tenant club(s) or users.
6. Management by key user (i.e. Bassendean Amateur Football Club).
7. Management by a State Sporting Association in partnership with other service providers.

The following recommendations have been developed in the consideration of the following:

- Alignment with Strategic Asset Management Plans.
  - Alignment to current management and lease agreements within Local Government.
  - Mitigate the risk and liability for the Town.
  - Ensure that facilities are maintained to required standards and fit for purpose.
  - Mitigate safety issues.
- It became apparent throughout the audit that four specific management recommendations needed to be developed for Ashfield Sports Club, Stan Moses Pavilion, SPARX early childhood & Swan Districts Football Club.
- It is recommended that all leases should include the roles and responsibilities within an annexure to the lease.
  - Recommended that the lease be renewed by the Town, with the inclusion of the roles and responsibilities annexure (this is to include more specifically the responsibility of the Town, club and users regarding the minor/ major maintenance and the renewal works to the facility).
  - Further recommended that the hiring of the playing fields is done through consultation with the Towns booking officer to ensure a quality and safety of the playing surface is maintained, to avoid overuse of facilities/ operation maintenance and to improve scheduling of playing surfaces.
  - Current Local trends suggest that Government specify 3 year options - This is a specific reference for SPARX.
  - It is recommended that the Town in consultation with the Stan Moses Sporting Association, resumes the management, maintenance and hiring of the facility to ensure the identified risks are mitigated.
  - Development of a Minor Asset Upgrade Process for clubs/ user groups to identify any minor works required or replacements within the forward capital financial Plan.
  - The current Swan Districts Football club lease is recommended to be renewed in line with the current conditions, until such time as a new facility is constructed. The matter of a new lease will be resolved within the proposed business case, for the development of a new facility which includes all aspects of the site, including access, shared use, safety, car parking, grandstands, ground, lighting, social and change rooms.
  - Furthermore the Town should explore the use of the commercial kitchen within the community hall for external users. Priority should be given to local non-for-profit users with the understanding the hire fee covers service charges.



## Recommendations

This document and the recommendations contained within should be used as a guide for all future facility planning, strategies and policy development. The initial recommendations (refer to Appendix A) were derived from the qualitative and quantitative research, audit and analysis of the Town's community facilities.

It is recommended that this document and project priorities are reviewed yearly and amended according to available resources and funding.

The initial recommendations were presented at a number of presentations and Council workshops, to ensure integration and aligned to the Town's strategic

direction and current business planning. The outcome of these workshops resulted in a set of projects, "supported recommendations" which have been budgeted over the next four years.

The following table outline the priority (H: High, within the next four years) and the (M:medium, ongoing) projects:

**Table 4: Supported Recommendations**

ASHFIELD : SUPPORTED RECOMMENDATIONS					
Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Ashfield Reserve Change-room Upgrade</b> The current Ashfield soccer pavilion facilities are meeting the need of an NPL level facility, and require an upgrade to change rooms to achieve access for all (disabled access, unisex) and promote female high level competition. Potential to increase social aspects as there is high support and following from a variety of community groups. This should includes resilient, ESD and CPTED principles of development.	M	<ul style="list-style-type: none"> <li>Town of Bassendean</li> <li>Ashfield Sports Association – members from each sporting team, a part of one club</li> <li>Sporting clubs</li> <li>Surrounding local residents has been complaints about noise and lighting infrastructure usage of time.</li> <li>NPL level clubs, Football West, softball users.</li> </ul>	<ul style="list-style-type: none"> <li>The needs to upgrade women's facilities, as players have refused to play at the site, due to the unsanitary ablution facilities.</li> <li>Changing need for multi-purpose facilities due to the rise in women's sport.</li> <li>Mitigate surrounding resident concerns of use.</li> <li>Overall playing surface upgrades, lighting upgrade to Australian Standards.</li> </ul>	Capital Budget \$150,000	Short Term 2019/20
<b>General amenity upgrade across the Town</b> A general upgrade to access, amenities, maintenance and infrastructure within open space creating more contemporary open spaces the local surrounding communities. All open space within the Town requires amenity upgrades, increased accessibility, park lighting and general maintenance. This should be in line with the Town's POS strategy, asset management plans and capital works plans.	M	<ul style="list-style-type: none"> <li>Town of Bassendean</li> <li>Asset Management and Parks</li> <li>Local community</li> </ul>	<ul style="list-style-type: none"> <li>Increase use which provides accessible, safe and resilient open space, creating a sense of place and proactively contributes to the ecosystem of the area.</li> </ul>	Within current capital financial plans, asset management plans, current Town resources.	Ongoing

## BASSENDEAN : SUPPORTED RECOMMENDATIONS

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Bassendean Tennis &amp; Bowl Club</b> General upgrade to infrastructure and amenities. Potential to incorporate into one collocated building to be used by external users, clubs and community groups. Consider rationalisation of current facility and investigate considerations to develop a co-located precinct facility.	H	<ul style="list-style-type: none"> <li>- Local community</li> <li>- Town of Bassendean</li> <li>- Bassendean Tennis Club</li> <li>- Bassendean Bowls Club</li> <li>- Club users</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities need to be upgraded.</li> <li>- Facilities are no longer fit for purpose and past their practical life.</li> </ul>	Capital Budget	2020/21
<b>Bassendean Civic &amp; Community Building (Seniors/ Community Centre)</b> Facilities are dated; need to be fit and multi-purpose, to meet the need of the changing community. Potential to explore new redeveloped Bassendean Civic and Community Centre and incorporate majority of the facilities within the one centre. This should also consider a permanent art and culture space for community groups to display, sell and develop their work.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- All users of the Town of Bassendean reception, community hall and buildings</li> <li>- Seniors</li> <li>- Will be a part of future consultation of the Town Centre Revitalisation project.</li> </ul>	<ul style="list-style-type: none"> <li>- High demand for a new multi-purpose contemporary civic building which has the opportunity to be flexible to change and meet the needs of future demographics.</li> <li>- The memorial library and associated facilities was the last new built facility within the Town, completed approximately 11 years ago, though are not connected.</li> <li>- The Town needs a new sense of place and activation, though a new facility which all residents can access and promotes and creates a multi-purpose community hub.</li> <li>- Allow community use of the commercial kitchen within the facility, allowing hire from local, external not-for-profit users.</li> </ul>	Capital Budget	2021/22
<b>Pickering Park</b> Installation of amenities, such as an ablution facilities block, water fountain, showers, signage, car parking.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Local residents – boating users</li> <li>- Water sports participants</li> </ul>	<ul style="list-style-type: none"> <li>- Accessible boating infrastructure is limited, there is the need to including associated infrastructure to increase ease of access with current boating facilities within the Town.</li> </ul>	Within current Town resources and asset management plans.	2019/20

**BASSENDAN : SUPPORTED RECOMMENDATIONS**

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Sandy Beach Reserve Master Plan</b> Need to Master Plan the site, as current amenities, services and infrastructure will not be sufficient into the future. This includes specific actions around the inclusion and greater access of boating infrastructure and associated amenities.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Local residents – boating users</li> <li>- Event participants</li> <li>- Water sport users</li> </ul>	<ul style="list-style-type: none"> <li>- Current infrastructure and amenities are dated lack flexibility and meet the needs of the community</li> <li>- Services infrastructure not located in an area for events and current use for the site.</li> <li>- Enhance requirement and hard stand for events / festivals and general community use.</li> <li>- Disabled access is poor (access &amp; egress)</li> </ul>	Capital Budget \$30,000	2018/20
<b>General amenity upgrade</b> A general upgrade to access, amenities, maintenance within the built infrastructure to meet current standards and access for all requirements.	M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Asset Management services</li> <li>- Parks</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the needs of the changing demographic, flexibility for the changing or multi-purpose use.</li> <li>- Improve access, resilience, lighting, safety.</li> </ul>	Within current Town resources and aligned to plans.	Ongoing



## EDEN HILL : SUPPORTED RECOMMENDATIONS

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Jubilee Reserve Master Plan</b> Precinct master plan for the site, including infrastructure, surfaces and amenities (access/ lighting/ services). The facilities are currently not meeting the needs for the associated sports groups and surrounding local residents; explore an option with a centrally collocated mixed-use community building as well as activation and maintenance to open space surfaces.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Bassendean senior and junior cricket club</li> <li>- Bassendean senior (amateur football club) and junior football clubs</li> <li>- Bassendean little athletics</li> <li>- Caledonian soccer club</li> <li>- Dog agility training (Bassendean)</li> <li>- Group trainers</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the needs of the changing demographic which are flexibility and multi-purpose.</li> <li>- Social cohesion - increase participation and alternative use of facilities and improved amenities.</li> <li>- Co-location / Shared resources.</li> <li>- Goal posts, lighting, improve playing surface.</li> <li>- Disabled access is poor (access &amp; egress) and require attention which will reduce risks and safety concerns.</li> <li>- Current building infrastructure does not meet Australian guidelines. Required to be upgraded to modern facility provision and compliance.</li> <li>- Limits growth and use of user groups. Significant pressure on user group resources.</li> </ul>	Capital Budget \$30,000	2018/20
<b>Mary Crescent Reserve Master Plan</b> General upgrades and improved maintenance of open space and associated amenities including park lighting and amenities.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- SPARX Child care</li> <li>- Alf Faulkner community</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Limitation of use due to lack of lighting, safety and amenities.</li> <li>- Need for overflow space</li> <li>- Ageing infrastructure</li> <li>- Lack of a consolidated approach to the precinct.</li> </ul>	Capital Budget	2019/20
<b>Active Reserves Lighting Audit</b> Review the performance and compliance with current Australian Standards.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Asset Management services</li> <li>- Parks</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the needs of the changing demographic, flexibility for the changing or multi-purpose use.</li> <li>- Improve access, resilience, lighting, safety.</li> </ul>	Capital Budget \$20,000	2018/19





# APPENDIX A

The rise of female sports within Bassendean  
in all sports is significant



## Initial Recommendations

Table 5: Initial Recommendations

ASFHFIELD : OPEN SPACE RECOMMENDATIONS					
Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Master Plan for Ashfield Flats Wetland</b> Ashfield flats is one of the largest natural wetlands within the region, with a lack of maintenance, activation and use. There is opportunity to create a regional conservation/ biodiversity precinct. Furthermore, there is the potential to incorporate recreational interperative opportunities i.e. trails. Implementation of environmental management plan for the site will be required to ensure the classification requirements are considered.	H	<ul style="list-style-type: none"> <li>- CAN Groups</li> <li>- Associated users, and surrounding residents</li> <li>- Regional catchment</li> <li>- Department of Planning (WAPC)</li> <li>- Department of Water and Environmental Regulations</li> <li>- Management with State Government authorities.</li> </ul>	<ul style="list-style-type: none"> <li>- High biodiversity regional reserve with the lack of management and maintenance within the Town.</li> <li>- Potential to activate and educate the community and surrounding residents of the high heritage and biodiversity value the Town has to offer.</li> </ul>	Municipal Approx. \$40,000	2018/19
<b>Master Plan development for Ashfield Reserve</b> Explore a future Master plan for the Ashfield Reserve site. To maximise the open space, upgrade sports pavillion to meet the needs of modern sporting requirements.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Ashfield Sports Association members</li> <li>- Surrounding local residents</li> <li>- Football West / Perth Glory</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the needs of the changing demographic, flexibility for the changing or multi-purpose use.</li> <li>- Access for all, gender multi-purpose change facilities that meet Australian Standards</li> </ul>	Municipal Approx. \$20,000	2018/19
<b>General amenity upgrade</b> A general upgrade to access, amenities, maintenance and infrastructure within open space creating more contemporary open spaces the local surrounding communities. All open space within the Town requires amenity upgrades, increased accessibility, park lighting and general maintenance. This should be in line with the Town's POS strategy, asset management plans and capital works plans.	M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Asset Management and Parks</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Increase use which provides accessible, safe and resilient open space, creating a sense of place and proactively contributes to the ecosystem of the area.</li> </ul>	Within current capital financial plans, asset management plans, current Town resources.	Short Term ongoing

**ASHFIELD : COMMUNITY FACILITY RECOMMENDATIONS**

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Ashfield Sports Association Soccer Club Upgrade</b> The current Ashfield soccer pavilion facilities are meeting the need of an NPL level facility, although require an upgrade to change rooms to achieve access for all (disabled access, unisex) and promote female high level competition. Potential to increase social aspects as there is high support and following from a variety of community groups. This should include resilient, ESD and CPTED principles of development.	M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Ashfield Sports Association – members from each sporting team, a part of one club</li> <li>- Sporting clubs</li> <li>- Surrounding local residents has been complaints about noise and lighting infrastructure usage of time.</li> <li>- USE by NPL level clubs, Football West, softball users.</li> </ul>	<ul style="list-style-type: none"> <li>- The needs to upgrade women's facilities, as players have refused to play at the site, due to the unsanitary ablution facilities.</li> <li>- Changing need for multi-purpose facilities due to the rise in women's sport.</li> <li>- Mitigate surrounding resident concerns of use.</li> <li>- Overall playing surface upgrades, lighting upgrade to Australian Standards.</li> </ul>	Capital costs associated with asset management plans (depending on type of maintenance/ upgrade) \$10,000 for design of new built infrastructure in line with Ashfield Masterplan.	Short Term 2018/19

**BASSENDAN : OPEN SPACE RECOMMENDATIONS**

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Bassendean Oval / Steel Blue Oval Master Plan</b> Open Space Precinct & Swan District Facilities. Outcome of the community facilities/open space plan, work with the Department of Sport and Recreation, Council & Swan District Football Club on future redevelopment and master plan for the site, with upgrade to current change rooms and creating a community hub for the Town of Bassendean. Master Plan that considers the function of the entire precinct, which designates uses and management. Should consider upgrades to all facilities, access for all and provide POS which creates a greater sense of place.	M/H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- General community and surrounding residents</li> <li>- Swan Districts Football Club</li> <li>- Youth services</li> <li>- Skate park users</li> </ul>	<ul style="list-style-type: none"> <li>- Open spaces are perceived to be restricted and unusable. The need to incorporate access to the surrounding community and utilise a regional open space. The facility is the Town's greatest regional facility which requires significant investment to provide the community and the region with a modern, flexible and multi-purpose facility.</li> <li>- Facilities and services are not meeting the need of the changing demographic and flexibility for the change of use/ be multi-purpose into the future.</li> <li>- Capability to host major events and competitions.</li> <li>- Increase alternative use and sports such as; touch football, recreational football, ultimate Frisbee golf.</li> </ul>	Municipal Approx. \$40,000	2017/18

Site Specific	Priority	Future Provision & Associated	Justification	Costs (Capital or	Trigger
<b>BIC Reserve</b> The site has the ability to be used as an overflow space for other reserves during renovation periods. Installation of goal sleeves would facilitate this recommendation. It should further increase lighting and passive recreation facilities.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Surrounding residents</li> <li>- St Michael's school</li> <li>- Casa Mia Motessori School</li> <li>- Sporting groups</li> </ul>	<ul style="list-style-type: none"> <li>- Potential to incorporate overflow usage during rest and renovation periods on other sports fields within the Town. (Town lacks official sporting spaces, potential to utilise other open spaces with right management and services.)</li> <li>- The need to provide open space that can accommodate alternative use which increases physical activity.</li> </ul>	Within current Town resources and aligned to plans.	2018/19
<b>General amenity upgrade</b> A general upgrade to access, amenities, maintenance and infrastructure within open space creating more contemporary open spaces the local surrounding communities.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Asset Management services</li> <li>- Parks</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the needs of the changing demographic, flexibility for the changing or multi-purpose use.</li> <li>- Improve access, resilience, lighting, safety.</li> </ul>	Within current Town resources and aligned to plans.	Short Term ongoing



## BASSENDAN : COMMUNITY FACILITY RECOMMENDATIONS

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Bassendean Skate Park &amp; Youth Services</b> Consider these facilities within the greater Bassendean Oval Master Plan, creating a youth precinct with modern facilities and outdoor infrastructure for children/ youth. Create a place for youth to hang out and be surrounded by a healthy environment.	M	<ul style="list-style-type: none"> <li>- Regional facility</li> <li>- Local community</li> <li>- Youth services</li> <li>- Skate WA</li> </ul>	<ul style="list-style-type: none"> <li>- The rising need for facilities within the Town for youth and young adults.</li> <li>- The current facilities and services are not meeting the needs, new contemporary facilities and technologies need to be considered for the changing needs of the demographic.</li> <li>- Increase the safety and participation within roller sports.</li> </ul>	Within current resources and integrated with Bassendean Oval Masterplan.	Incorporated within the Bassendean Oval Master Plan
<b>Anzac Terrace Primary School Sports Courts</b> Encourage an agreement with the school, where courts are left open for a period of time after school hours that can be used by local residents or teams, or incorporate within the Town's online booking system.	M	<ul style="list-style-type: none"> <li>- Local community</li> <li>- Town of Bassendean</li> <li>- Anzac Terrace Primary School</li> <li>- Netball, basketball, bike polo, in-line hockey</li> </ul>	<ul style="list-style-type: none"> <li>- Well maintained facility, located adjacent to an open space with associated facilities/ amenities that are not used due to the lack of promotion and knowledge to surrounding residents about the facility.</li> <li>- Shared use facilities increase opportunities, participation and social connection.</li> </ul>	No Cost associated/ Agreement with the Town of Bassendean and Anzac Terrace Primary School	2017-Short term
<b>Bassendean Tennis &amp; Bowl Club</b> General upgrade to infrastructure and amenities. Potential to incorporate into one collocated building to be used by external users, clubs and community groups. Consider rationalisation of current facility and investigate considerations to develop a co-located precinct facility.	M	<ul style="list-style-type: none"> <li>- Local community</li> <li>- Town of Bassendean</li> <li>- Bassendean Tennis Club</li> <li>- Bassendean Bowls Club</li> <li>- Club users</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities need to be upgraded.</li> <li>- Facilities are no longer fit for purpose and past their practical life.</li> </ul>	Feasibility / Master Plan \$20,000 to co-located facility	2020

**Bassendean Civic & Community Building (Seniors/ Community Centre)**

H

Facilities are dated; need to be fit and multi-purpose, to meet the need of the changing community. Potential to explore new redeveloped Bassendean Civic and Community Centre and incorporate majority of the facilities within the one centre. This should also consider a permanent art and culture space for community groups to display, sell and develop their work.

- Town of Bassendean
- All users of the Town of Bassendean reception, community hall and buildings
- Seniors
- Will be a part of future consultation of the Town Centre Revitalisation project.

- High demand for a new multi-purpose contemporary civic building which has the opportunity to be flexible to change and meet the needs of future demographics.
- The memorial library and associated facilities was the last new built facility within the Town, completed approximately 11 years ago, though are not connected.
- The Town needs a new sense of place and activation, though a new facility which all residents can access and promotes and creates a multi-purpose community hub.
- Allow community use of the commercial kitchen within the facility,

Approx.  
\$50,000

2020

**BASSENSEAN : BOATING INFRASTRUCTURE RECOMMENDATIONS**

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Pickering Park</b> Funding was allocated by the Department of Transport for a design for the future of Pickering Park boating infrastructure. Potential to incorporate further associated amenities, such as an ablution facilities block, water fountain, showers, signage, car parking.	M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Local residents – boating users</li> <li>- Water sports participants</li> </ul>	<ul style="list-style-type: none"> <li>- Accessible boating infrastructure is limited, there is the need to including associated infrastructure to increase ease of access with current boating facilities within the Town.</li> </ul>	Within current Town resources and asset management plans.	2020
<b>Sandy Beach Reserve</b> Need to Master Plan the site, as current amenities, services and infrastructure will not be sufficient into the future. This includes specific actions around the inclusion and greater access of boating infrastructure and associated amenities.	L/M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Local residents – boating users</li> <li>- Event participants</li> <li>- Water sport users</li> </ul>	<ul style="list-style-type: none"> <li>- Current infrastructure and amenities are dated lack flexibility and meet the needs of the community</li> <li>- Services infrastructure not located in an area for events and current use for the site.</li> <li>- Enhance requirement and hard stand for events / festivals and general community use.</li> <li>- Disabled access is poor (access &amp; egress)</li> </ul>	\$20,000	2020

## EDEN HILL : OPEN SPACE RECOMMENDATIONS

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Jubilee Reserve Master Plan</b> Precinct master plan for the site, including infrastructure, surfaces and amenities (access/ lighting/ services). The facilities are currently not meeting the needs for the associated sports groups and surrounding local residents; explore an option with a centrally collocated mixed-use community building as well as activation and maintenance to open space surfaces.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Bassendean senior and junior cricket club</li> <li>- Bassendean senior (amateur football club) and junior football clubs</li> <li>- Bassendean little athletics</li> <li>- Caledonian soccer club</li> <li>- Dog agility training (Bassendean)</li> <li>- Group trainers</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the needs of the changing demographic which are flexibility and multi-purpose.</li> <li>- Social cohesion - increase participation and alternative use of facilities and improved amenities.</li> <li>- Co-location / Shared resources.</li> <li>- Goal posts, lighting, improve playing surface.</li> <li>- Disabled access is poor (access &amp; egress) and require attention which will reduce risks and safety concerns.</li> <li>- Current building infrastructure does not meet Australian guidelines. Required to be upgraded to modern facility provision and compliance.</li> <li>- Limits growth and use of user groups. Significant pressure on user group resources.</li> </ul>	\$30,000	2018
<b>Mary Crescent Reserve Master Plan</b> Precinct Master Plan for the site, including Sparx child care and Alf Faulkner Hall. Potential to incorporate overflow sports fields, ambient lighting and upgraded amenities and infrastructure. Opportunities to create a distinct play space, bike/road safety school, interpretative paths, dog exercise area.	M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- SPARX Child care</li> <li>- Alf Faulkner community</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Limitation of use due to lack of lighting, safety and amenities.</li> <li>- Need for overflow space</li> <li>- Ageing infrastructure</li> <li>- Lack of a consolidated approach to the precinct.</li> </ul>	\$20,000	2019/20
<b>General amenity upgrade</b> A general upgrade to access, amenities, maintenance and infrastructure within open space creating more contemporary open spaces the local surrounding communities.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Short term wins for the tenants of buildings</li> <li>- Not included within the precinct master plan for Mary Crescent reserve/ Jubilee Reserve</li> </ul>	<ul style="list-style-type: none"> <li>- Improve resilience, lighting, safety and amenities required to create a sense of place and activation.</li> </ul>	Within Town resources and asset management plans.	Ongoing



## EDEN HILL : OPEN SPACE RECOMMENDATIONS

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Eden Hill Tennis Courts</b> Open and free access to the facilities to increase use and incorporated within Mary Crescent Master Plan	L	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Creating sense of place</li> <li>- Increase physical activity</li> <li>- Use of facilities</li> <li>- Greater use of existing facilities</li> </ul>	No Cost associated general capital cost of asset maintenance, management & advertising. In house resources.	2017
<b>Alf Faulkner Hall</b> Upgrade and increase storage capacity, with a caged system. Will allow users to create more controlled and sustainable storage system. Upgrade access to the centre (swipe cards).	M	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Alf Faulkner community group users.</li> <li>- Short term win, upgrading access to the facility (swipe cards) and storage, creating personal storage for each community group/ potential new users.</li> </ul>	<ul style="list-style-type: none"> <li>- Increase security for user groups.</li> <li>- Enhanced use of facility, safety and monitoring.</li> </ul>	Within Town resources and asset management plan.	2020
<b>General Upgrade</b> General upgrades and improved maintenance of open space and associated amenities including street and park lighting, play spaces and access.	H	<ul style="list-style-type: none"> <li>- Local community</li> </ul>	<ul style="list-style-type: none"> <li>- Facilities and services are not meeting the need of the changing demographic and flexibility for the change of use/ be multi-purpose into the future.</li> <li>- Creating liveable neighbourhoods which positively contribute to the ecosystem services and social elements of the community.</li> </ul>	Within current resources and asset management plan, POS / Playspace Strategy	Ongoing

## TOWN OF BASSENDEAN : GENERAL RECOMMENDATIONS

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Open Space Strategy</b> The need to explore an open space strategy and master plan major open spaces within the Town, including; playspaces as it acknowledges park lighting requirements that reflect the culture and heritage of the Town. It also includes recreational opportunities specifically around boating infrastructure to enhance access to and around the water (Swan River) within the Town. There is an overwhelming need to develop a strategic plan to guide the future development of open space within the Town.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean, implemented by the Asset services</li> <li>- Need a bottom up approach, to come from the asset services team; if the plan isn't followed it will have future affects for the Town of Bassendean.</li> </ul>	<ul style="list-style-type: none"> <li>- Lack of a strategic approach to POS / PS</li> </ul>	\$10,000 - includes Urban Forest Plan	2017/18
<b>Asset management Plan</b> Continue to review, update and implement asset management plans.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- SPARX Child care</li> <li>- Alf Faulkner community</li> </ul>	<ul style="list-style-type: none"> <li>- Current plans are not being followed / implemented.</li> </ul>	Within Town resources	2018 - 2027 Review annually
<b>Integrated Planning</b> Activity demonstrates integrated planning and implementation of strategies and plans.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean &amp; all business units within the council</li> </ul>	<ul style="list-style-type: none"> <li>- The lack of integrated planning and implementation of plans, influenced by political and resource considerations.</li> <li>- The current community facilities and open space plan is being developed to be implemented and not sit on the shelf.</li> <li>- The need for integrated planning to create a plan for change and meet the needs of the Town's future demographic.</li> </ul>	Within Town resources	Short Term wins 2017/18

Site Specific	Priority	Future Provision & Associated Stakeholders	Justification	Costs (Capital or Municipal)	Trigger Year
<b>Access</b> Greater access to all facilities, the Town still uses keys to community groups/ sports clubs. Upgrade to new technologies and systems through swipe cards, this will be easier to track through an online system.	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- All community facilities and open spaces users.</li> <li>- Need for upgrade to path infrastructure &amp; disabled access to facilities within the Town.</li> </ul>	<ul style="list-style-type: none"> <li>- Disabled access is poor (access &amp; egress) to all facilities and open space.</li> <li>- Upgrade to access ramps to facilities/ open space (pathway infrastructure).</li> <li>- Meet current Australian standard guidelines within facilities.</li> </ul>	Within Town resources	2017 - 2027 Parts need to be acted on immediately, although can be fixed throughout the life of the project.
<b>Lighting</b> Upgrade to lighting infrastructure within and around public open space, amenities and infrastructure (community facilities). This include path lighting, bus stops and around areas with pedestrian activation. Upgrade to sporting space flood lighting to meet compliance with Australian Standards	M/H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Asset management plans</li> <li>- Lighting strategy should be developed</li> </ul>	<ul style="list-style-type: none"> <li>- Lighting within and around open space and areas where facilities and infrastructure are highly used, lighting is poor and not seen as safe.</li> <li>- The need for CPTED design</li> </ul>	Within Town resources	2018 - 2027 Throughout the life of the project
<b>Lease Agreements</b> Update and amend lease agreements The following clubs/ community groups have leases with the Town of Bassendean <ul style="list-style-type: none"> <li>- Bassendean Cricket Club Inc.</li> <li>- Ashfield Sports Club</li> <li>- Bowling Club</li> <li>- Sparx Child Care</li> <li>- Caledonian Soccer Football Club Inc.</li> <li>- Tennis Club</li> <li>- Swan District Football Club</li> <li>- Stan Moses Pavilion Management Group Inc.</li> </ul>	H	<ul style="list-style-type: none"> <li>- Town of Bassendean</li> <li>- Tenants / users of open space/ community facility</li> <li>- Majority of leases need to be updated to include responsibilities and controls. Lack of processes and clear roles and responsibilities from both Council and user groups.</li> <li>- Should be the Town's responsibility to upgrade all amenities within facilities/ infrastructure.</li> <li>- Control this through a yearly asset management report from the tenant, as well future endeavours, what they wish to see upgraded fixed within the coming financial years (1, 3 &amp; 5) depending on the time of the tenants lease.</li> </ul>	<ul style="list-style-type: none"> <li>- Tenants under current lease have explained there lease is old, and does not clearly define roles and responsibilities of the club and or council (Town of Bassendean).</li> </ul>	Within Town resources	2017 - Review every 3 years

# BASSENDEN OVAL

OTHER S



Bassenden Oval  
Bassenden's sports and facility history  
needs to be celebrated

# **ATTACHMENT NO. 4**



# **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 4<sup>th</sup> April Community Facilities Audit workshop</p> <p>Wednesday 11<sup>th</sup> April Workshop Review of the Corporate Business Plan</p> <p>Wednesday 18<sup>th</sup> April Corporate Business Plan Review continues</p> <p>Thursday 19<sup>th</sup> April Workshop Transport Study</p> <p>Tuesday 1<sup>st</sup> May Sandy Beach Playground workshop</p> <p>Wednesday 2<sup>nd</sup> May Bindaring wetlands workshop</p> <p>Wednesday 16<sup>th</sup> May EMRC Flood Risk presentation</p> <p>Tuesday 29<sup>th</sup> May Draft Capital Works budget workshop</p> <p>Monday 11<sup>th</sup> June Workforce Plan workshop</p> <p>Wednesday 30<sup>th</sup> June Workshop with Marketing consultant</p> <p>Inspections of property to better inform planning decisions were held on Tuesday 15<sup>th</sup> 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 1<sup>st</sup> 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 – 4<sup>th</sup> April 2018
- Disability Awareness Training for new staff – held on 5<sup>th</sup> April 2018
- CPR First Aid Training for Asset Services – 17<sup>th</sup> & 24<sup>th</sup> April 2018
- Front End Loader Training for Asset Services – 15<sup>th</sup> & 16<sup>th</sup> May 2018
- Defusing Angry and Abusive Customers for Library Staff – 15<sup>th</sup> May & 12<sup>th</sup> June 2018
- Skid Steer Training for Asset Services – 23<sup>rd</sup> and 24<sup>th</sup> May 2018
- Basic Traffic Management for Asset Services – 22<sup>nd</sup> and 30<sup>th</sup> May 2018
- Who Killed Mr Stanley for Leaders & OHS Reps – 7<sup>th</sup> June 2018
- Time 2 Talk Training for Leaders – held on 19<sup>th</sup> & 21<sup>st</sup> June 2018

#### **Corporate Inductions**

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

- Corporate and Safety Induction – 27<sup>th</sup> June 2018
- Next Corporate and Safety Induction – 26<sup>th</sup> September 2018

#### **Wellbeing Events & Initiatives**

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

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

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#### **Wellbeing Committee**

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

- Tuesday, 12<sup>th</sup> June 2018
- Next Wellbeing Committee meeting on 11<sup>th</sup> September 2018

#### **OH&S Committee**

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

- Wednesday, 20<sup>th</sup> June 2018
- Next OH&S Meeting Wednesday, 15<sup>th</sup> 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"> <li>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.</li> </ul>
(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"> <li>o New Policy 6.24 – Town of Bassendean Advisory Group Policy</li> <li>o New Policy 6.25 - Caretaker policy</li> <li>o Amended Policy 6.7 – Electronic Recordings and Live Streaming of Council Meetings, amended</li> </ul>

## 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 (April to June)
1.1.1	<b>Facilitate engagement and empowerment of local communities</b>	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	<b>Activate neighbourhood spaces to facilitate community gathering</b>			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	<b>Ensure our unique culture and history are shared and celebrated</b>				
1.1.4	<b>Continue to support and facilitate participation in the arts, community festivals and events</b>				
				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>

			<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			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.
1.2.3 Enhance partnerships with the local Noongar people				
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><b>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</b></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 <i>(April to June)</i>
<b>1.3.1 Facilitate safer neighbourhood environments</b>  <b>1.3.2 Promote and advocate community health and wellbeing</b>		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	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
				CCTV & Security lighting in Jubilee and Mary Cr. Reserves & advocate for installation in other identified crime hotspots	Jubilee Reserve and Mary Crescent Reserve CCTV systems operational.
				'Club Connect' initiative	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'



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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4th Quarter</b> <b>(April to June)</b>
<b>1.4.1 Facilitate healthy and active aging in place</b>	<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>

<b>1.4.2 Partner with service providers to improve / expand access to services and facilities</b>  <b>1.4.3 Enhance the wellbeing, and participation of our youth and children</b>			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 (April to June)
2.1.1	<b>Strengthen environmental sustainability practices and climate change mitigation</b>	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	Listed funds in 2018-19 Operational budget to run a Sustainable House workshop in September 2018.
2.1.2				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.]
2.1.3				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"><li>• OCM – 7/02/18 in part to receives the Survey Data Report on the implementation of a 3-bin waste collection system.</li><li>• OCM – 14/05/18 endorsed the implementation of a three bin</li></ul>

				<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"> <li>• 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 &amp; Resource Recovery Pty Ltd to discuss future recycling options to assist with the preparation of a draft Waste Strategy.</li> <li>• 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.</li> <li>• 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</li> </ul>
			Develop Local Planning Policies and Guidelines for sustainable design of buildings	<p>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.]</p>

## 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 <i>(April to June)</i>
2.2.1	<b>Protect and restore our biodiversity and ecosystems</b>	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.	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.  The Bassendean Preservation Group has arranged planting days, in June July, for Broadway Reserve and Ashfield flats.
2.2.2	<b>Sustainably manage significant natural areas</b>				
2.2.3	<b>Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</b>		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.	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 30 <sup>th</sup> July and "Your Say" Bassendean website consultation closes Monday 13 August 2018.

				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.	2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams	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	Open Space Master Plan listed in the draft 2018/2019 Corporate Business Plan and funds listed in the draft 2018/209 budget for Council consideration
		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	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
		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)		Sustainable water sensitive urban designs incorporated within drainage networks.	Water sensitive urban designs constructed include: <ul style="list-style-type: none"><li>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.</li><li>Eco cell stormwater detention systems at Christie Park (Briggs / Old Perth).</li></ul>



				<ul style="list-style-type: none"> <li>• Villiers Street stormwater detention systems scheduled to be completed by the 25th July.</li> </ul>
			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"> <li>• Water Corp. Site 9994 -2<sup>nd</sup> &amp; 3<sup>rd</sup> Ave</li> <li>• Water Corp Site 9984 - 3<sup>rd</sup> &amp; 4<sup>th</sup> Ave</li> <li>• Water Corp Site 9982 -Reid St, Clarke Way and Hamilton St;</li> <li>• Water Corp Site adjacent to Railway Museum East Compensation Basin;</li> <li>• Water Corp Site 9983 - Iveson, Hamilton and Reid Street ( Chapman Street Drain)</li> </ul> <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 25<sup>th</sup> 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 (April to June)
<b>3.1.1 Facilitate diverse housing and facility choices</b>	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.
<b>3.1.2 Implement sustainable design and development principles</b>		Community Satisfaction with participation and engagement	Local Planning Strategy Review + Local Planning Scheme 10 Review	In June 2018 Council adopted a revised <i>(Indicative) Strategic Planning Framework (SPF) Implementation Plan 2018-2020</i> .
<b>3.1.3 Plan for local neighbourhoods and their centres</b>	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.
<b>3.1.4 Ensure infrastructure is appropriate for service delivery</b>				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><b>Local Planning Strategy</b></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><b>Local Planning Scheme 10 Review</b></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	<p>No action this quarter.</p> <p>[NB: The development of local planning policies will form part of a review of existing local planning policies, commencing January 2019.]</p>
			Prepare and develop Precinct/ Neighbourhood plans	<p>No action this quarter.</p> <p>[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.]</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>	4th Quarter <i>(April to June)</i>
3.2.1	<b>Connect the Town through a safe and inviting walking and cycling network.</b>	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.
3.2.2	<b>Advocate for improved and innovative transport access and solutions.</b>	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.)		Funding listed in the draft 20918/2019 budget for Council consideration to commence the project
3.2.3	<b>Enhance the liveability of local neighbourhoods.</b>				
3.2.4	<b>Enhance Road Safety through Design</b>				

### 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 <b>(April to June)</b>
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>
			Prepare streetscape policies for the Town	<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)
<b>4.1.1 Encourage and attract new investment and increase capacity for local employment</b>	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	Preparation for the Economic & Commercial Activity Strategy underway. Investigation of industry alignment to feed into cluster analysis and finalization of strategy.
<b>4.1.2 Plan for and build capacity for Commercial and Industrial activities</b>	New businesses (including home based) granted development approval by the Town.	Increased number of new businesses from baseline data		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
<b>4.1.3 Support and promote home based businesses</b>			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)
<b>4.2.1 Strengthen local business networks and partnerships</b>	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.
<b>4.2.2 Continue the activation of Bassendean Town Centre</b>	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).

<b>4.2.3 Enhance economic activity in neighbourhood centres</b>	New local + neighbourhood centres	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	As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year	See preceding comments in this column in respect to the <i>Local Economic Overview</i> .
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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 <i>(April to June)</i>
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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>4th Quarter</b> <b>(April to June)</b>
<b>5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement</b>	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 WEST CHOICE		\$ 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:

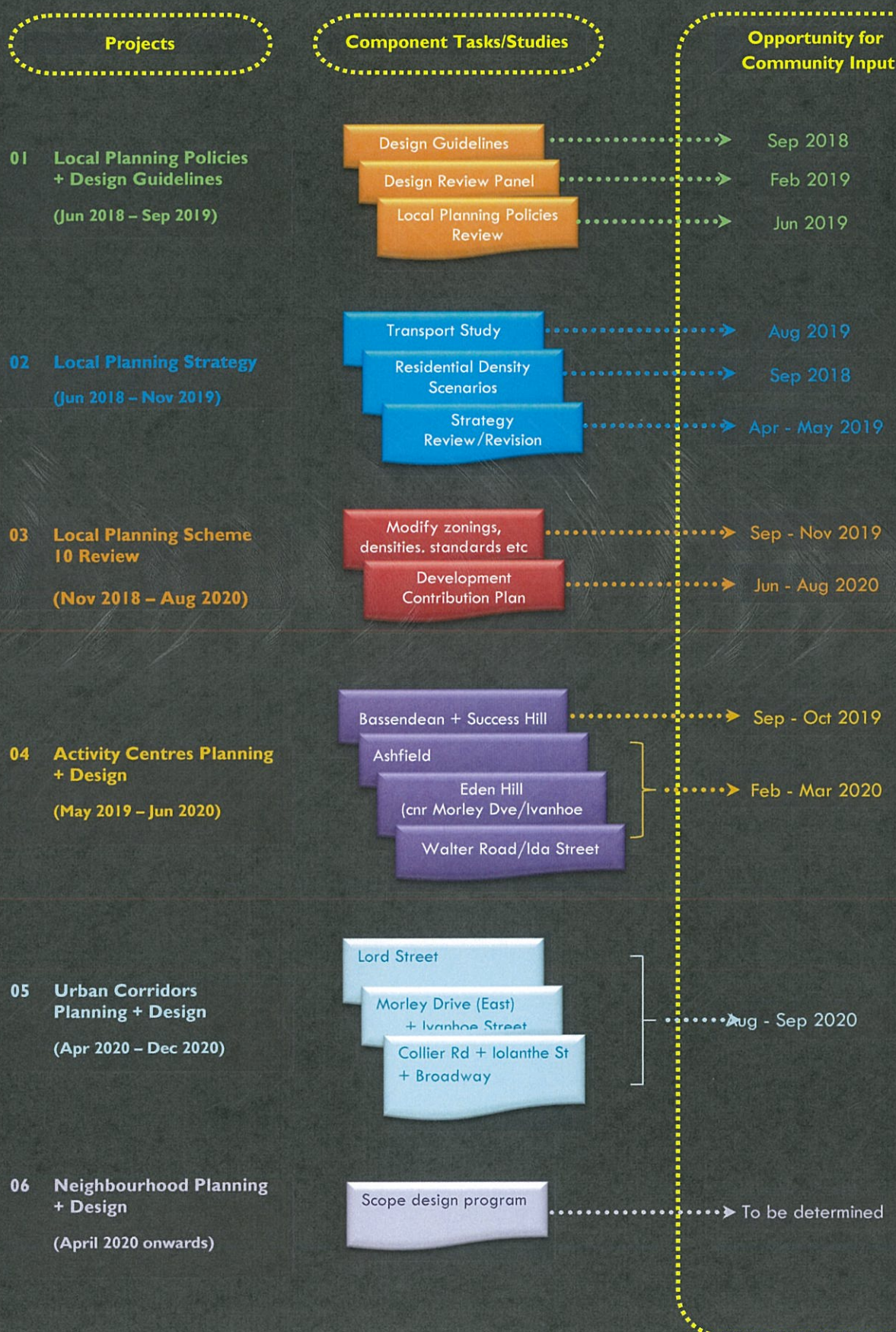
Health Services provided assistance to the East Metropolitan Health Services in gathering information for their project which is aimed to map food outlets in the East metropolitan region to assess nutrition risk.

#### 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"> <li>• 31<sup>st</sup> January 2018- Surrey Street Project</li> <li>• 6 February 2018- Town Assets Committee and River Parks Committee</li> <li>• 7 February 2018- Design Bassendean Committee</li> <li>• 13 February 2018- Workshop on PSP and Ficus Trees Guildford Road</li> <li>• 6 March 2018- Workshop on the 2017/18 Budget Review</li> <li>• 13 March 2018- Workshop 1 Surrey Street - Family &amp; Children's Services Facility</li> <li>• 19 March 2018- Workshop- Draft Local Economic Overview</li> <li>• 21 March 2018- Workshop – Mens Shed</li> </ul> <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 pro-active 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 – 14<sup>th</sup> March 2018
- Manual Tasks Training (Seniors) – 27<sup>th</sup> March 2018
- Disability Awareness Training for new staff – scheduled for 5<sup>th</sup> April 2018

#### **Corporate Inductions**

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

- Corporate and Safety Induction – 28<sup>th</sup> 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 – 7<sup>th</sup> March 2018 – 21 staff participated
- Emergency Response Drills – throughout January and February
- Employee Superannuation Lunch & Learn Sessions – 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> March 2018
- Closing the Gap Lunch – 16<sup>th</sup> March 2018
- HBF Run for a Reason – 10 staff expressed interest in participating
- Easter Egg Raffle – week of 26<sup>th</sup> 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><b><u>Wellbeing Committee</u></b>  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"> <li>• Tuesday, 13<sup>th</sup> March 2018</li> <li>• Next Wellbeing Committee meeting on 12<sup>th</sup> June 2018</li> </ul> <p><b><u>OH&amp;S Committee</u></b>  The following OH&amp;S Committees were held during this quarter on:</p> <ul style="list-style-type: none"> <li>• Wednesday, 14<sup>th</sup> February 2018</li> <li>• Next OH&amp;S Meeting Wednesday, 18<sup>th</sup> April 2018</li> </ul> <p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Home and Garden Maintenance Officer</li> <li>• Assistant in Home Nursing and Activities Officer (Casuals)</li> <li>• Educators (Casuals)</li> <li>• Executive Assistant (Director Community Development &amp; Director Operational Services)</li> <li>• Engineering Technical Coordinator</li> </ul>
(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 <sup>rd</sup> Quarter (January to March)
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				

			Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan	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.
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**OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED**

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>3<sup>rd</sup> Quarter</b> <b>(January to March)</b>
<b>1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.</b>	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.
<b>1.2.2 Provide life-long learning opportunities</b>				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.
<b>1.2.3 Enhance partnerships with the local Noongar people</b>				Selling process for the Chapman and Lord St properties in progress and currently out for tender.
<b>1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</b>	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	Plan and build Men's Shed facility	Lotterywest has been engaged in the project and indicated support for an application to be prepared once detailed design is complete.
<b>1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive</b>	Volunteer Rate	Increased Volunteer Participation		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 1.3 - PLAN FOR A HEALTHY AND SAFE COMMUNITY

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>3<sup>rd</sup> Quarter</b> <b>(January to March)</b>
<b>1.3.1 Facilitate safer neighbourhood environments</b>  <b>1.3.2 Promote and advocate community health and wellbeing</b>	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	In February 2018, 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
			CCTV & Security lighting in Jubilee and Mary Cr. Reserves & advocate for installation in other identified crime hotspots	CCTV project completed at Jubilee Reserve and Mary Crescent Reserves. Server based system implemented within 48 OPR. Funding acquitted.

## 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>	3 <sup>rd</sup> Quarter (January to March))
<b>1.4.1 Facilitate healthy and active aging in place</b>	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.	
	Level of engagement of the aged community in their own care and wellbeing	High level of involvement and participation	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
<b>1.4.2 Partner with service providers to improve / expand access to services and facilities</b>				
<b>1.4.3 Enhance the wellbeing, and participation of our youth and children</b>				
			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 <sup>rd</sup> Quarter <i>(January to March)</i>
<b>2.1.1 Strengthen environmental sustainability practices and climate change mitigation</b>  <b>2.1.2 Reduce waste through sustainable waste management practices</b>  <b>2.1.3 Initiate and drive innovative Renewable Energy practices</b>	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	Officers are investigating two new education initiatives that will be reviewed at sustainability committee meeting in March
			Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	No action this quarter
			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>	3 <sup>rd</sup> Quarter <i>(January to March)</i>
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).  Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.	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				
	2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river			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.



## 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 <sup>rd</sup> Quarter <i>(January to March)</i>
<b>2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.</b>		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.
				Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan	Draft strategy was reviewed by Urban Forrest working group and has not yet been completed or endorsed by council
<b>2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams</b>		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.	Sustainable water sensitive urban designs incorporated within drainage networks.	Tender specification have been developed and will be put out for quotes for Shackleton St swales
				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 <sup>rd</sup> 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	<p><b>Local Planning Strategy</b></p> <p>Phase 2 of the Bassendean Built Form and Character Study commenced and is nearing completion – see remarks under Objective 3.3;</p> <p>Local Economic Overview progressed and is presently being finalised – see remarks under Objective 4.1;</p> <p>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>
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>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><b>Local Planning Scheme 10 Review</b> 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>	3 <sup>rd</sup> Quarter <i>(January to March)</i>
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>	3 <sup>rd</sup> Quarter <i>(January to March)</i>
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)	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.
3.3.2 Strengthen and promote Bassendean's unique character and heritage			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.
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 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>	3 <sup>rd</sup> Quarter <i>(January to March)</i>
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	<b>Local Economic Overview</b> 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	- 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	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 <sup>rd</sup> Quarter (January to March)
<b>4.2.1 Strengthen local business networks and partnerships</b>	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.
<b>4.2.2 Continue the activation of Bassendean Town Centre</b>	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.

<b>4.2.3 Enhance economic activity in neighbourhood centres</b>	New local + neighbourhood centres	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	As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year	See preceding comments in this column in respect to the draft Local Economic Overview.
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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 <sup>rd</sup> 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			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	Compliance Audit	100% Statutory Compliance met.	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 <sup>th</sup> May 2018.
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>	3 <sup>rd</sup> 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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>3<sup>rd</sup> Quarter</b> <b>(January to March)</b>
<b>5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement</b>	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

September 2016

June 2018

Review existing LPS, research/investigations/analysis etc	Strategy Revision	Advertising (minimum 21 days) + adoption
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### URBAN INTENSIFICATION PLANS (eg. TOD's)

October 2016

June 2018

Review + analysis of requirements etc	Structure Planning	Advertising (14 - 21 days) + adoption
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### LOCAL PLANNING SCHEME

September 2017

(September 2018) (October 2018)

June 2019

(Basic amendment undertaken in-house; no advertising req'd)	(Prepare comprehensive amendment - changes to zones, R codings + development provisions)	Approvals process including 60 days advertising
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### LOCAL PLANNING SCHEME POLICIES + DESIGN GUIDELINES

January 2017

June 2019

Policies review and revision	Preparation of design guidelines	Advertising + adoption
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**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 <b>nominal</b> 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>10<sup>th</sup> October 2017</p> <p>21<sup>st</sup> November 2017</p> <p>12<sup>th</sup> December 2017</p> <p><u>Councillor information Workshops</u></p> <p>31<sup>st</sup> October 2017 Strategic Planning Overview by Helen Hardcastle</p> <p>7<sup>th</sup> November 2017 City Deals presentation by EMRC</p> <p>21<sup>st</sup> November 2017 workshop 1 Surrey Street</p> <p>12<sup>th</sup> December 2017 workshop Council Committees and Australia Day</p> <p>21<sup>st</sup> December 2017 Built Form and Character Studies workshop</p>



	<p><u>New Councillor inductions</u></p> <p>26<sup>th</sup> October 2017 with Neil Douglas</p> <p>7<sup>th</sup> November 2017 with Director Operational Services and Acting Director Community Development</p> <p>14<sup>th</sup> November 2017 strategic and statutory planning</p> <p>22<sup>nd</sup> 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 – 16<sup>th</sup> November 2017
- Fire Warden Refresher Training – 13<sup>th</sup> December 2017
- Basic Traffic Management training – 13<sup>th</sup> – 15<sup>th</sup> November 2017
- Slip Trips and Falls (online training) – October 2017
- Lodgement of the Inside Enterprise Agreement – 25<sup>th</sup> 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 – 6<sup>th</sup> 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 – 1<sup>st</sup> & 9<sup>th</sup> November and 13<sup>th</sup> December 2017
- Staff Christmas Decoration Competition – December 2017
- Hep A & B Vaccinations - Ongoing
- Staff End of Year Function – 22<sup>nd</sup> December 2017
- Employee Year of Service Awards – 22<sup>nd</sup> December 2017
- Employee Birthday Cards - Ongoing
- Slow Cooker Club - Ongoing
- Employees Recognition Awards – Ongoing
- Emergency Response Drills – 14<sup>th</sup> December 2017
- Mental Health – Walk to Clear the Mind – 11<sup>th</sup> October 2017
- Audiometric Hearing Testing – 15<sup>th</sup> & 16<sup>th</sup> November 2017
- Promoted Skin Cancer Action Week – 19<sup>th</sup> – 25<sup>th</sup> November 2017

	<p><b><u>Wellbeing Committee</u></b>  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"> <li>• Tuesday, 13<sup>th</sup> December 2017</li> <li>• Next Wellbeing Committee meeting TBA</li> </ul> <p><b><u>OH&amp;S Committee</u></b>  The following OH&amp;S Committees were held at the Town of Bassendean:</p> <ul style="list-style-type: none"> <li>• Wednesday, 20<sup>th</sup> December 2017</li> <li>• Next OH&amp;S Meeting Wednesday, 14<sup>th</sup> February 2018</li> </ul> <p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Home and Garden Maintenance Officer</li> <li>• Assistant in Home Nursing and Activities Officer x 3</li> <li>• Planning Officer</li> <li>• Community Development Officer (Volunteers)</li> <li>• Library Clerk</li> <li>• Executive Assistant (Current)</li> <li>• Educator Casual x 3</li> <li>• Casual Building Facilities Maintenance Officer</li> </ul>
(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	<b>Facilitate engagement and empowerment of local communities</b>	Community / Stakeholder Satisfaction Survey  (Engagement and Participation)	Improved Community feedback (based on baseline data collected 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	<b>Activate neighbourhood spaces to facilitate community gathering</b>		Completion of heritage architect's plans and securing of the Lotterywest grant in Year 1	Develop revised Culture Plan	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.
1.1.3	<b>Ensure our unique culture and history are shared and celebrated</b>				
1.1.4	<b>Continue to support and facilitate participation in the arts, community festivals and events</b>				



				<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"> <li>a) Insufficient funding allocation;</li> <li>b) LotteryWest Grant Variation requirements;</li> <li>c) Stakeholder feedback received;</li> <li>d) Risks and consequences associated with the stakeholder &amp; community consultation process, the detailed investigation and design process;</li> </ul>

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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>2nd Quarter</b> <b>(October to December)</b>
<p><b>1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.</b></p> <p><b>1.2.2 Provide life-long learning opportunities</b></p> <p><b>1.2.3 Enhance partnerships with the local Noongar people</b></p> <p><b>1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</b></p>	<p>Community / Stakeholder Satisfaction Survey (Activity and connectivity)</p> <p>Volunteer Rate</p>	<p>Improved Community feedback (based on baseline data collected in year 1)</p> <p>Increased Volunteer Participation</p>	<p>Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve</p>	<p>Sandy Beach – The Town received a favourable <i>Flood Impact Assessment Study</i> in November 2017, indicating that the construction of the playground would have negligible impact on peak flood levels in the event of a flood. This favourable response then enabled Officers to conduct the community consultation phase seeking feedback from the community and stakeholders on the concept design. Feedback received on the concept design will be used to form the agenda for a community consultation meeting to answer questions about the design and any general questions by the community and stakeholders. The community consultation timelines have been amended to conclude by Friday 9 March 2018 and the Community Consultation Forum to be held on Wednesday 28 March, 6pm – 8pm. The intention is that the working group will be reconvened to consider feedback from community and the draft final design before going to a workshop with Councillors and ultimately to Council to adopt the final design of the playground hopefully at the 26 June OCM.</p>

1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive				Mary Crescent Reserve – tender specifications for the construction of the playground are near completion with the aim to go to tender in early 2018.
			Plan and build Men's Shed facility	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>Develop a new Reconciliation Action Plan</p> <p>Continue to implement the Bushcare Volunteers program</p>	<p>The Reconciliation Action Plan Working Group met in December 2017 to review the plan at the new level of “Innovate” from the entry level of “Reflect” that the Town had original adopted with the first Reconciliation Action Plan in 2012. Reconciliation Australia has provided feedback on the plan at the “Innovate” level and Officer’s are aiming to report back to Council in early 2018 with the final Reconciliation Action Plan for adoption.</p> <p>The Town has 3 active Volunteer Bushcare Groups and each group is requested to submit their proposed Action Plan in December each year for upcoming financial year and for budget consideration. No plans have been received as of yet. Bassendean Preservation Group have been active in collecting seed and potting out new seedlings to be ready for the 2018 planting season along with undertaking manual weed control within planting sites at Ashfield.</p> <p>SDS supports the Street Doctor and Moorditj Djena Podiatry Services in making health care accessible to local Nyoongar people.</p> <p>SDS provided direct support to people with disability to participate in community life through the NDIS.</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>	2nd Quarter <i>(October to December)</i>
1.3.1	Facilitate safer neighbourhood environments	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.
1.3.2	Promote and advocate community health and wellbeing			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

## 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>	2nd Quarter (October to December)
1.4.1	Facilitate healthy and active aging in place	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.	Review was not undertaken but planned for next quarter.
1.4.2	Partner with service providers to improve / expand access to services and facilities				Maintained HRV and supported residents to continue to live well within the Bassendean community. The AGM was held in October and new resident committee was elected ensuring residents have an active voice and are engaged in the management of the complex.
1.4.3	Enhance the wellbeing, and participation of our youth and children				Through HACC and HCP Supported older community members to continue to live independently in their homes. SDS had its 3 yearly quality review (an independent assessment by the Australian Aged Care Quality Agency) in November against the Community Care Standards and found to be compliant across all 18 Outcomes. SDS partnered with other organisations to provide services to clients across a number of service areas.
				Review and implement Youth Plan	Review completed



## 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 <b>(October to December)</b>
<b>2.1.1 Strengthen environmental sustainability practices and climate change mitigation</b>  <b>2.1.2 Reduce waste through sustainable waste management practices</b>  <b>2.1.3 Initiate and drive innovative Renewable Energy practices</b>	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	School program developed for early 2018
			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 policies for Council consideration
			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 <i>(October to December)</i>
2.2.1	<b>Protect and restore our biodiversity and ecosystems</b>	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	<b>Sustainably manage significant natural areas</b>				
2.2.3	<b>Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</b>		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.	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 <i>(October to December)</i>
2.3.1	<b>Enhance and develop open spaces and natural areas to facilitate community use and connection.</b>	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	No works have taken place as of yet
				Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan	In February 2016, Council (OCM – 7/02/16) received the draft Urban Forest Strategy for the purpose of community consultation. The Livable Town Advisory Committee - Urban Forest Working Group. has re-drafted the strategy. The Livable Town Advisory Committee was suspended in October 2017 due to Council elections. Council established a new Sustainability Committee and on 30th January 2018 Council will consider the nominations for the 2017-2019 term of the committee with future meetings occurring on 13 March, 29 May, 3 July and 2 October 2018.
				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
2.3.2	<b>Sustainably manage ground water and facilitate the conversion of drains to living streams</b>	<p>Increase in Public Open Space</p> <p>Tree Canopy Area monitoring (Private and public realms)</p> <p>Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)</p>	<p>2017 Baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses.</p> <p>Annual monitoring of Water Quality.</p>		

				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 was part of the public submissions for the Drainage for Livability Program:</p> <ul style="list-style-type: none"> <li>• 9994 (Second Avenue and Third Avenue);</li> <li>• 9984 (Third Avenue and Fourth Avenue);</li> <li>• 9982 (Reid Street, Clarke Way, Hamilton Street);</li> <li>• Railway Museum East Compensating Basin;</li> <li>• - 9983 (Iveson, Hamilton &amp; Reid Streets);</li> </ul> <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 <b>(October to December)</b>
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)  The level of community engagement and participation into Local Area Planning. (input into plans and policy development)	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 participation engagement	Local Planning Strategy Review + Local Planning Scheme 10 Review	<b>Local Planning Strategy</b> Consultant contracts prepared and awarded for carrying out the following tasks: (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  (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
3.1.3 Plan for local neighbourhoods and their centres				
3.1.4 Ensure infrastructure is appropriate for service delivery				

				<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><b>Local Planning Scheme 10 Review</b> 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><b>LPP 1.14 – Design Review Panel</b> 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 <i>(October to December)</i>
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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measure</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>2nd Quarter</b> <b>(October to December)</b>
<b>3.3.1 Improve amenity and the public realm</b>	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.
<b>3.3.2 Strengthen and promote Bassendean's unique character and heritage</b>			Preserve Heritage buildings with protection of the Local Planning Scheme	No action this quarter.
<b>3.3.3 Implement design policies and provisions of buildings and places</b>			Winding up of Town Planning Scheme 4A.	No action this quarter.
			Establish a Design Advisory Panel	<b>LPP 1.14 – Design Review Panel Policy</b> 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>
			Advocate for underground power and environmentally sustainable Lighting	<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 <i>(October to December)</i>
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	Preparation of a <b>Local Economic Overview</b> 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).
4.1.3 Support and promote home based businesses				Place Activation is being approached under the Localism banner. Discussion Paper completed and presented to key community leaders.
			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)
<b>4.2.1 Strengthen local business networks and partnerships</b>	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.
<b>4.2.2 Continue the activation of Bassendean Town Centre</b>	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>

<b>4.2.3 Enhance economic activity in neighbourhood centres</b>	New local + neighbourhood centres	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	As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year	See preceding comments in this column in respect to the compilation of the Local Economic Overview.
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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 <i>(October to December)</i>
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)	New Elected Member Training and Community Committee member orientation         Review the Risk Management Framework	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.  Initial work has been undertaken by LGIS to review existing framework. It is anticipated that this will be completed by February 2018.
5.1.2	Ensure financial sustainability				
5.1.3	Strengthen governance, risk management and compliance		100% Statutory Compliance met.		
5.1.4	Improve efficiency and effectiveness of planning and services		100% Risk Mitigation as determined by insurer.		
5.1.5	Ensure optimal management of assets		Asset Ratios met or Improved (intermediate level)		



		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 <i>(October to December)</i>
<b>5.2.1 Improve customer interfaces and service</b>  <b>5.2.2 Engage and communicate with the community</b>  <b>5.2.3 Advocate and develop strong partnerships to benefit community</b>		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"> <li>• Australia Day Review</li> <li>• Planning for Playtime @ Sandy Beach Reserve!</li> <li>• Local Planning Strategy</li> <li>• 3 Bin Waste System Community Survey</li> <li>• Notional Planning Precincts</li> <li>• Naming of Right of Way running between Geraldine St and Shackleton St</li> <li>• Renaming of Clarke Way Reserve to Abell Reserve</li> <li>• Leadership &amp; Governance Policies Review</li> </ul>
				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 <i>(October to December)</i>
<b>5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement</b>	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

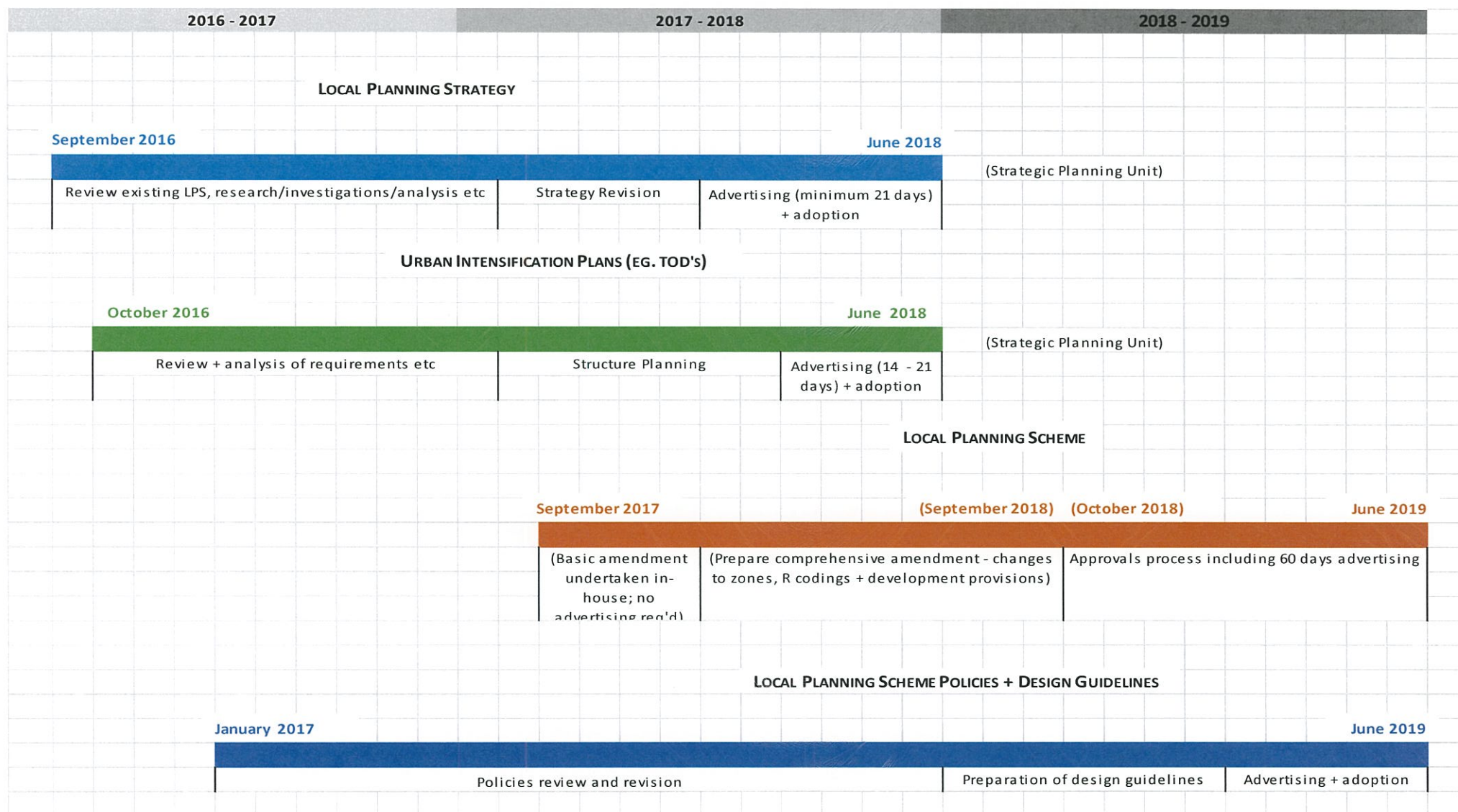
Cash In Lieu Public Open Space Balance at 31 December 2017							
Trust ID	Subdivision	Original Trust Receipts	Project	Approved for Expenditure from this Trust	Balance Available in Trust after Completion of Projects based on no projects under budget	Amount Drawn to Date	Cash In Lieu Public Open Space 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><b>Density Codings</b></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><b>Analysis of Existing and Future Commercial Floor Space Needs</b></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"> <li>(i) To inform a review of the Town of Bassendean's current <i>2015 Local Planning Strategy</i> (2015 LPS), especially in relation to future commercial floor space needs; and</li> <li>(ii) To inform the making of a new economic development plan for the Town.</li> </ul> <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><b>Traffic and Transport Assessment</b></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>
(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> <ul style="list-style-type: none"> <li>• 31<sup>st</sup> August and 12 September Briefing by the EMRC on the Resource Recovery Facility Tender Outcome</li> <li>• 29<sup>th</sup> August – workshops on the Reconciliation Action Plan and Notional Planning Precincts</li> <li>• 11<sup>th</sup> July – Presentation by Department of Sport and Recreation</li> <li>• 3<sup>rd</sup> July Budget and Corporate Business Plan Workshop</li> </ul> <p>Site inspections to assist Council with decision making on specific reports were held on the: 18<sup>th</sup> July, and 15<sup>th</sup> August,</p>
(c) Increased focus on bike plan and streetscapes	<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>
(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>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.



- (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 -16<sup>th</sup> August 2017

#### **Corporate Inductions**

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

- Corporate and Safety Induction –6<sup>th</sup> September 2017
- Next Corporate and Safety Induction – 6<sup>th</sup> 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 – 12<sup>th</sup> July 2017
- Diabetes Week / Jelly Bean Competition - 17<sup>th</sup> July 2017
- Women's Health Week – 6<sup>th</sup> September 2017
- RUOK Day – 14<sup>th</sup> 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, 19<sup>th</sup> September 2017
- Next Wellbeing Committee meeting Tuesday, 12<sup>th</sup> December 2017

#### **OH&S Committee**

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

- Wednesday, 23<sup>rd</sup> August 2017
- Next OH&S Meeting Wednesday, 4<sup>th</sup> October 2017

	<p><b><u>Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• Parks and Gardens Team Leader (Mowing)</li> <li>• Food Coordinator</li> <li>• Library Officer (Casual)</li> <li>• Building Facilities Handyperson (casual)</li> <li>• Engineering Design Officer</li> <li>• Youth Worker - Casual</li> <li>• Information Technology support Officer</li> <li>• Library Clerk</li> <li>• Senior Educator</li> <li>• Parks and Gardens Team Member (Mowing)</li> <li>• Educator</li> <li>• Senior Educator</li> <li>• Educator Food Coordinator Wind in the Willows</li> </ul>
(j) ensure the effective and accountable application of financial and physical resources;	<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 advance of many other local governments.</p> <p>The Town has received an unqualified Audit Report for 2016/2017.</p>
(k) develop and implements change management strategies to enhance service delivery; and	<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>
(l) initiate the development, implementation and review of effective policies.	<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 <sup>st</sup> 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	

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

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Target</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>1<sup>st</sup> Quarter</b> <b>July to September</b>
<p><b>1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.</b></p> <p><b>1.2.2 Provide life-long learning opportunities</b></p> <p><b>1.2.3 Enhance partnerships with the local Noongar people</b></p> <p><b>1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life</b></p>	<p>Community / Stakeholder Satisfaction Survey (Activity and connectivity)</p> <p>Volunteer Rate</p>	<p>Improved Community feedback (based on baseline data collected in year 1)</p> <p>Increased Volunteer Participation</p>	<p>Nature-based Playground Facilities at Sandy Beach and Mary Cres Reserve</p>	<p>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. Engineering and environmental consultancy BMT WBM Pty Ltd have been engaged to provide a flood impact assessment. Hydraulic modelling is currently being completed to determine what will occur when the water moves through the Ashfield Flats Reserve. 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				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.
			Plan and build Men's Shed facility	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.
			Develop a new Reconciliation Action Plan  Continue to implement the Bushcare Volunteers program	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>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>	1 <sup>st</sup> Quarter July to September
<b>1.3.1 Facilitate safer neighbourhood environments</b>  <b>1.3.2 Promote and advocate community health and wellbeing</b>		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>	1 <sup>st</sup> Quarter July to September
1.4.1	Facilitate healthy and active aging in place	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 <sup>rd</sup> quarter.
1.4.2	Partner with service providers to improve / expand access to services and facilities			Review and implement Youth Plan	No action taken this quarter and is scheduled to be completed in the 4 <sup>th</sup> quarter.
1.4.3	Enhance the wellbeing, and participation of our youth and children				

## 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>	1 <sup>st</sup> Quarter <i>July to September</i>
<b>2.1.1 Strengthen environmental sustainability practices and climate change mitigation</b>  <b>2.1.2 Reduce waste through sustainable waste management practices</b>  <b>2.1.3 Initiate and drive innovative Renewable Energy practices</b>	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 <sup>st</sup> Quarter <i>July to September</i>
2.2.1	<b>Protect and restore our biodiversity and ecosystems</b>	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).  Achievement of an Ashfield Flats Management Plan by the end of 2018/19 financial year.	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.
	<b>2.2.2 Sustainably manage significant natural areas</b>			Advocate with relevant partners to collaborate on protection and rehabilitation.	
	<b>2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river</b>				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 <sup>st</sup> Quarter <i>July to September</i>
2.3.1	<b>Enhance and develop open spaces and natural areas to facilitate community use and connection.</b>	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	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	<b>Sustainably manage ground water and facilitate the conversion of drains to living streams</b>	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.	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 <sup>st</sup> Quarter <i>July to September</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		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	<b>Local Planning Strategy</b> <ul style="list-style-type: none"> <li>Investigation, analysis and mapping work ongoing (density codings, open space provision, flooding, contaminated sites etc);</li> <li><i>Bassendean Built Form and Character Study</i> underway (see separate line item under Objective 3.3);</li> <li>RFQ issued for compilation of <i>Local Economic Overview</i> – quotations received being assessed and evaluated;</li> <li>RFQ for <i>Traffic and Transport Assessment</i> in preparation.</li> </ul>
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><b>Local Planning Scheme 10 Review</b></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>
			Develop Local Planning Policies	<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>
			Prepare and develop Precinct/ Neighbourhood plans	<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>	1 <sup>st</sup> Quarter <i>July to September</i>
3.2.1	<b>Connect the Town through a safe and inviting walking and cycling network.</b>	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)	Improved community / stakeholders satisfaction (Roads, footpaths, Cycle paths)	Implement Bicycle Boulevards on Whitfield Street	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.
3.2.2	<b>Advocate for improved and innovative transport access and solutions.</b>	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.)		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.
3.2.3	<b>Enhance the liveability of local neighbourhoods.</b>				
3.2.4	<b>Enhance Road Safety through Design</b>				



### 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>	1 <sup>st</sup> Quarter <i>July to September</i>
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.
			Winding up of Town Planning Scheme 4A.	No action this quarter.
3.3.3 Implement design policies and provisions of buildings and places			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
<b>4.1.1 Encourage and attract new investment and increase capacity for local employment</b>  <b>4.1.2 Plan for and build capacity for Commercial and Industrial activities</b>  <b>4.1.3 Support and promote home based businesses</b>	Economic and Commercial Activity  New businesses (including home based) granted development approval by the Town.	Increase in Economic and Commercial Activity against baseline data  Increased number of new businesses from 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.
			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.
			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
<b>4.2.1 Strengthen local business networks and partnerships</b>	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	Finalising digital marketing strategy with investigation of local business group.
			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.
<b>4.2.2 Continue the activation of Bassendean Town Centre</b>	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.

<b>4.2.3 Enhance economic activity in neighbourhood centres</b>	New local + neighbourhood centres	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	As per aforementioned Retail Needs Assessment and new Economic and Commercial Activity Strategy during this financial year	No action this quarter.
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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 <sup>st</sup> Quarter <i>July to September</i>
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)	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 <sup>th</sup> October 2017 at the EMRC Offices.  LGIS will facilitate workshops in October to review the Business Continuity Plan and Risk Management Plan.  New Procurement Procedures are being completed with Assistance from the Internal Auditor. These will be completed in November 2017..
5.1.2	Ensure financial sustainability				
5.1.3	Strengthen governance, risk management and compliance		100% Statutory Compliance met.		
5.1.4	Improve efficiency and effectiveness of planning and services		100% Risk Mitigation as determined by insurer.	Review the Risk Management Framework	
5.1.5	Ensure optimal management of assets		Asset Ratios met or Improved (intermediate level)  Financial Ratios met or improved (intermediate level)	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	



## 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 <sup>st</sup> Quarter <b>July to September</b>
<b>5.2.1 Improve customer interfaces and service</b>  <b>5.2.2 Engage and communicate with the community</b>  <b>5.2.3 Advocate and develop strong partnerships to benefit community</b>	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"> <li>• Local Planning Strategy 2017-2030</li> <li>• Australia Day Review</li> <li>• Notional Planning Precincts</li> <li>• Leadership &amp; Governance policies Review</li> <li>• Naming of Right of Way running between Geraldine and Shackleton Streets</li> <li>• Renaming of Clarke Way Reserve to Abell Reserve</li> <li>• 2017 Bassendean Visual Art Awards</li> </ul>
			Develop a new Marketing Plan	RFQ has been prepared and has been sent to WALGA preferred suppliers in the Marketing ad Communication.

### OBJECTIVE 5.3 - STRIVE FOR IMPROVEMENT AND IMPROVEMENT

<b>Strategies</b> <i>How we're going to do it</i>	<b>Success Measures</b>	<b>Targets</b>	<b>Projects</b> <i>New projects that will be implemented</i>	<b>1<sup>st</sup> Quarter</b> <b>July to September</b>
<b>5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement</b>	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

Cash In Lieu Public Open Space Balance at 30 September 2017										
Trust ID	Subdivision	Original Trust Recelpts	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 & RECN 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

