

# **ATTACHMENT NO. 3**



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15 March 2018

Mr Bob Jarvis  
CEO  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934  
**By email: mail@bassendean.wa.gov.au**

**cc:**  
Client

Dear Mr Jarvis

**Lot 5 (246) Morley Drive East, Eden Hill, Western Australia**

I act for Birmingham Properties Pty Ltd, the registered proprietor of lot 4 (248), and Morley Drive East, Morley, which abuts the above property.

As you would appreciate, there have been negotiations which span several years, between my client and the town, concerning the possible acquisition of lot 5, being land owned by the town.

My clients planning consultant, Mr Vernon Butterly of Veris has provided me with a copy of an email from Brian Reed (Manager Development Services) of the town, to Mr Butterly.

Further, as you would appreciate the email on 28 February 2018 from Mr Reed to Mr Butterly in essence:

- 1 rejects the current offer to purchase lot 5;
- 2 requests that the Chief Executive Officer of the town to proceed immediately to have an improvement plan prepared for lots 4 & 5; and
- 3 requests officers of the town to prepare a report for the ordinary council meeting in March 2018, detailing proposed actions to be undertaken in conjunction with the initiation of an improvement plan, as well as a remediation works for lot 5, for consideration by council.

My clients are very concerned about the unilateral rejection of the offer to acquire lot 5, without further consultation with my client and indeed with an attempt to initiate an improvement plan for lots 4 & 5, as well as presumably, a potential rezoning of that land.

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My instructions from Mr Butterly are that the relevant lots are currently zoned to support commercial development and council may have in mind an improvement plan and possible rezoning, for residential purposes. To be entirely clear, respectfully, my client strongly opposes any rezoning of the land and improvement plan which would see the current commercial opportunities eliminated and residential uses substituted, through zoning and improvement plan processes.

In my experience, improvement plans are ordinarily undertaken for significantly larger land holdings than those the subject of lots 4 & 5, are complicated statutory planning documents and of course require support from the Western Australian Planning Commission (**WAPC**) at a minimum.

Further, as you would be aware, any rezoning of the land requires support not only from the WAPC, but also the Minister for Planning.

My clients position is that the highest and best use of the land, supported by planning advice from its consultant, is for commercial purposes, consistent with the current zoning, not residential purposes. With that in mind, my client will vigorously oppose at Department of Planning and Commission level, any attempts to change the current status of the land from commercially focused, to a residential site.

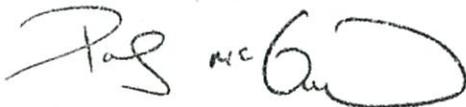
Rather than coming embroiled in a contest with the council regarding the most appropriate form of development for lots 4 & 5, my client would prefer to continue negotiations with the council and its officers to see if an appropriate development could be progressed, which integrates lots 4 & 5 and would potentially facilitate an acquisition of lot 5 by my client. For that purpose, my client is prepared to work up a schematic development plan with a renowned architectural consultant and then to discuss that proposal with council on a conceptual level.

Could you please indicate, by way of written response to this letter, whether council is prepared to embrace the further discussions contemplated in this letter, rather than proceed to initiate proposals, which could prove destructive to the best community outcome for the land the subject of consideration. It is also worth bearing in mind, that there is currently an environmental investigation underway with respect to lots 4 & 5 and it would be premature to progress any form of development proposals or improvement plans, or indeed any rezoning, of the land, until after that investigation has been concluded.

I look forward to your written confirmation that this letter has been put before council, considered by you and your staff and for your response as to whether the possible discussions put forward by my clients will be embraced by the town and its officers.

If you have any questions in relation to the matters set out in this letter, please do not hesitate to telephone me.

Yours sincerely



Paul McQueen  
Partner

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Please notify us if this communication has been sent to you by mistake. If it has been, any privilege between solicitor and client is not waived or lost and you are not entitled to use it in any way.

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# **ATTACHMENT NO. 4**

## Yvonne Zaffino

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**From:** Brian Reed <BReed@bassendean.wa.gov.au>  
**Sent:** Monday, 9 April 2018 4:42 PM  
**To:** Brian Reed (BReed@bassendean.wa.gov.au)  
**Subject:** FW: IEM-13387618 - Attn: Mr Brian Reed - Town of Bassendean Dust and Building Waste Local Law - Department comments

Brian Reed  
Manager Development Services  
Town of Bassendean

Phone: (08) 9377 8000  
Direct Line: (08) 9377 8005  
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Email: [breed@bassendean.wa.gov.au](mailto:breed@bassendean.wa.gov.au)

Web: [www.bassendean.gov.au](http://www.bassendean.gov.au)

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I check my email a couple of times a day do not expect an instant reply to your email

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-----Original Message-----

From: Carmen Chia [mailto:[carmen.chia@dlgsc.wa.gov.au](mailto:carmen.chia@dlgsc.wa.gov.au)]  
Sent: Thursday, 15 February 2018 12:21 PM  
To: Town of Bassendean CEO <[mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)>  
Subject: IEM-13387618 - Attn: Mr Brian Reed - Town of Bassendean Dust and Building Waste Local Law - Department comments

Dear Mr Reed

This email is in response to your letter dated 18 January 2018 addressed to the Minister for Local Government regarding the Town's proposed local law.

The Department's comments are noted below. Please contact me if you have any queries regarding the comments.

Town of Bassendean Dust and Building Waste Local Law

## 1. Title block

The title block above the enacting clause should be centralised and include the Local Government Act 1995 and the "Town of Bassendean". An example has been provided below for the Town's consideration:

---

LOCAL GOVERNMENT ACT 1995  
Town of Bassendean  
Dust and Building Waste Local Law 2018

---

## 2. Page numbers

It is suggested the page numbers be removed from the footer of the local law. These numbers may no longer be accurate when the local law is published in the Government Gazette. The page numbers can also be removed from the contents page, since the clause numbers will be sufficient for navigation purposes.

In the event that the Town chooses to maintain a public version on the local law in hard copy or electronic format, the Town can choose to retain the contents page with page numbers.

## 3. References to local government

The Delegated Legislation Committee has previously voiced concerns at the use of the word "City", "Town" or "Shire" in local laws as a replacement for the term "local government".

The Committee's current position is that "the local government" is the correct terminology to be used in local laws since this is consistent with the term used in the Local Government Act 1995.

As a result, it is suggested that the Town delete the definition for Town in clause 1.4 and insert the following definition:

---

local government means the Town of Bassendean;

---

All instances of "the Town" should be replaced with "the local government".

## 4. Formatting of clauses

As the local law is currently written, many clauses contain inconsistent formatting or do not clearly indicate where paragraphs begin or end.

This makes the local law difficult to read and also leads to errors in cross references. For example, clause 4.1(2) indicates that a person must comply with clause 2.1(a) or (b), but those two paragraphs are not clearly listed in clause 2.1.

It is suggested that the Town comprehensively review the formatting of the local law and amend the clauses as necessary.

For example, clause 2.1 has been redrafted below for the Town's consideration:

---  
2.1 Dust, sand and sand drift control measures An owner or occupier of land must take effective measures to -

- (a) stabilise dust and sand on the land;
- (b) ensure that no dust, sand or sand draft is released or escapes from the land whether by means of wind, or any other cause; and
- (c) notify the owners or occupiers of adjoining land in writing 48 hours prior to the commencement of any activity that has the potential to cause the release or escape of dust or sand from the land giving details of -
  - (i) the nature of the activity;
  - (ii) the proposed time and location of the activity; and
  - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.

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## 5. Schedule 1 - Prescribed offences

It is suggested that Schedule titles should be bold, centralised and not in block print. The heading should then be followed by a bracketed reference to the relevant clause in the local law. For example:

---

**Schedule 1 - Prescribed Offences**  
[Clause 5.2]

---

Further, the referenced paragraphs in the description column should instead, be referenced in the clause column. The first three items in the Schedule have been provided as an example below for the Town's consideration:

Item

Clause

Description

Modified Penalty

1

2.1(a)

Failure to take effective measures to stabilise dust and sand drift

\$500

2

## 2.1(b)

Failure to take effective measures to ensure no dust or sand is released or escapes from the land

\$500

3

## 2.1(c)

Failure to take effective measures to notify the owners or occupiers of adjoining land as required

\$500

If the Town chooses to amend the Schedule, the Town should ensure that the item column is updated accordingly.

## 6. Minor edits

The following minor edits are suggested:

\* For best drafting principles, it is suggested that Part headings be centralised. Amend the Part headings throughout the local law and in the contents page accordingly.

\* Clause 1.4(1):

o In the definition of development, designate the paragraphs beginning with the words "any demolition" and "the carrying out" as paragraphs (a) and (b) respectively.

o In the definition of extractive industry, designate the paragraphs beginning with the words "the management of products" and "the storage" as paragraphs (a) and (b) respectively.

o Replace the defined term regulations with Regulations.

\* Part 2: in this part, bold the clause headings. For example, "2.1 Dust, sand and sand drift control measures" should be "2.1 Dust, sand and sand drift control measures".

\* Clause 2.1(2): the defined term "Approved Receptacle" should be bold and italics.

\* Clause 2.3(2):

o The defined terms "load" and "vehicle" should be bold and italics.

o Italicise "Road Traffic Code 2000".

\* Clause 4.1

o In subclause (1), replace the comma after the word "land" with a semicolon.

o Subclause (3) has been redrafted below for the Town's consideration:

---

(3) The requirements set out in a notice issued under subclause (2) must be complied with -  
(a) immediately, if the notice so specifies;  
(b) within such other period as is specified in the notice; or  
(c) where no other time period is specified in the notice -

(i) within 24 hours of the notice being given to the owner or occupier; or

(ii) to the person who has not complied.

---

\* Schedule 1: in item 8, delete the full stop after the word "Failure".

The Town should conduct a thorough review to ensure all references and cross-references within the local law are accurate, particularly if any changes are made as a result of these comments.

Minister's Directions - pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the Town has published a local law in the Government Gazette, the Town must comply with the requirements of the Minister's Local Laws Explanatory Memoranda Directions 2010. The Town must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk

Joint Standing Committee on Delegated Legislation Legislative Council Committee Office GPO  
Box A11 PERTH WA 6837

Email: [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au)

Tel: 9222 7404

Fax: 9222 7805

A copy of the Minister's Directions and Explanatory Memoranda forms can be downloaded from the Department of Local Government and Communities website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)<<http://www.dlgc.wa.gov.au>>. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- \* have been provided to assist the Town with drafting matters in relation to the local law;
- \* do not constitute legal advice;
- \* have been provided in good faith for the Town's consideration; and
- \* should not be taken as an approval of content.

The Town should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Town's policies and objectives.

Kind regards

Carmen Chia

Legislation Officer - Local Government

Department of Local Government, Sport and Cultural Industries

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[<https://i.dlgc.wa.gov.au/lgar.jpg>]<<https://www.dlgc.wa.gov.au/LegislationCompliance/Pages/LGARview.aspx>>

[Department of Local Government, Sport and Cultural Industries and Lotterywest supported logo]

Our new Department combines the:

- \* Department of Local Government
- \* Department of Sport and Recreation
- \* Department of Culture and the Arts
- \* Department of Racing, Gaming and Liquor
- \* Office of Multicultural Interests
- \* Aboriginal History Research Unit (formerly with Department of Aboriginal Affairs).

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**LOCAL GOVERNMENT ACT 1995**

**Town of Bassendean**

**Dust and Building Waste Local Law 2018**

**PART 1—PRELIMINARY**

- 1.1 Citation**
- 1.2 Commencement**
- 1.2 Application**
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**PART 2—GENERAL CONTROL MEASURES**

- 2.1 Dust, sand and sand drift control measures**
- 2.2 Building waste control measures**
- 2.3 Escape of loads being transported**

**PART 3—DUST MANAGEMENT PLANS**

- 3.1 Dust generating development**
- 3.2 Requirement for a dust management plan**
- 3.3 Content of dust management plan**
- 3.4 Assessing a dust management plan**
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**PART 4—NOTICES**

- 4.1 Notice to comply**
- 4.2 Notice to cease activity**
- 4.3 Notice to prevent possible breach**
- 4.4 Withdrawing a notice**

**PART 5—OFFENCES AND PENALTIES**

- 5.1 Offences**
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- 5.3 Prescribed notices**
- 5.4 Penalties**

**Schedule 1—Prescribed Offences**

## **DUST AND BUILDING WASTE LOCAL LAW 2018**

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the Town of Bassendean resolved on 24 April 2018 to make this local law.

### **PART 1—PRELIMINARY**

#### **1.1 Citation**

This local law may be cited as the *Town of Bassendean Dust and Building Waste Local Law 2018*.

#### **1.2 Commencement**

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

#### **1.3 Application**

This local law applies throughout the district.

#### **1.4 Interpretation**

(1) In this local law, unless the contrary intention appears—

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

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

**building site** means a site on which building works or construction works are being, or are proposed to be, undertaken;

**building waste** means builders rubble, demolition waste and other waste, from or in connection with a building site;

**building works** means building works in respect of which a building permit or demolition permit is required under the *Building Act 2011*;

**CEO** means Chief Executive Officer of the Local government;

**development** means the development or use of any land, including—

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land; and
- (b) the carrying out on the land of any excavation or other works;

**district** means the district of the Town and includes any area placed under the jurisdiction of the Local government under any written law;

**dust** means any visible granular or particulate material which has or has the potential to become airborne and includes organic matter and sand, but does not include smoke;

**dust generating development** means a development referred to in clause 3.1 of this local law;

**dust management plan** means a plan referred to in Part 3 of this local law;

**equipment** means equipment, machinery or vehicles used for or in connection with the development of land;

**extractive industry** means an industry which involves the activity of extraction of sand, gravel, clay, soil, rock, stone or similar substance from land, and includes—

(a) the management of products from any of those materials when the manufacture is carried out on the land from which any of the materials so used is extracted or on land adjacent to that land; and

(b) the storage of such materials or products;

**land** includes any land, premises, building or other structure on the land;

**local government** means the Town of Bassendean;

**occupier** means any person who is in control of any land or part of any land or authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land or to perform any work in relation to any land and includes a builder or contractor;

**owner** has the same meaning given to it in the Act;

**person in charge** means the person on or near a site who appears to the local government to be the person apparently in charge of a dust generating development on the site;

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

**sand** means any granular or particulate material consisting of rocks finer than gravel, and includes dust and organic matter;

**sand drift** means the movement of sand, sediment and similar materials across, within or along a surface;

**street** means a thoroughfare which the public is entitled to use, and includes every part of the thoroughfare, including the verge and other things including bridges and culverts appurtenant to it; and

**waste** has the meaning given to it in section 3(1) of the *Waste Avoidance and Resource Recovery Act 2007*.

Where, under this local law, a duty or liability is imposed on an owner, the duty or liability, as the case may be, is deemed to be imposed jointly and severally on each of the owner and occupier.

Where, under this local law, an act is required to be done in relation to any land, the owner and occupier of the land must each cause that act to be done.

Where, under this local law, an act is forbidden to be done in relation to any land, the owner and occupier of the land must each prevent that act from being done.

Where this local law refers to the giving of notice, this is to be given as set out in sections 9.50, 9.52 and 9.53 of the Act. and in the form determined by the local government from time to time.

## **PART 2—GENERAL CONTROL MEASURES**

### **2.1 Dust, sand and sand drift control measures**

An owner or occupier of land must take effective measures to—

- (a) stabilise dust and sand on the land;
- (b) ensure that no dust, sand or sand drift is released or escapes from the land whether by means of wind, water or any other cause; and
- (c) notify the owners or occupiers of adjoining land in writing 48 hours prior to the commencement of any activity that has the potential to cause the release or escape of dust or sand from the land giving details of—
  - (i) the nature of the activity;
  - (ii) the proposed time and location of the activity; and
  - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.

### **2.2 Building waste control measures**

- (1) A person must not commence or continue, or permit the commencement or continuation of building works on a building site unless—
  - (a) an **Approved Receptacle** is provided and maintained on the building site;
  - (b) all building waste is placed, and kept securely, in the **Approved Receptacle**;
  - (c) the lid of the **Approved Receptacle** is kept securely in place at all times except when building waste is being placed in, or removed from, the **Approved Receptacle**; and
  - (d) the **Approved Receptacle** is maintained in an effective and operable condition.

(2) In this clause—

**Approved Receptacle** means—

- (a) a receptacle with a capacity of at least 4 cubic metres with a lid;
- (b) a wire enclosure with a capacity of at least 4 cubic metres with a lid; or
- (c) any other receptacle or container, with a lid, that is approved by the local government or an authorised person.

### 2.3 Escape of loads being transported

(1) A person must not drive a vehicle carrying a load from a dust or sand generating development, or a building site, unless effective measures have been taken to ensure that the load, or any part of it, cannot escape from the vehicle.

(2) In this clause—

- (a) **load** includes any material or other thing used in connection with the load; and **vehicle** has the meaning given to it in the *Road Traffic Code 2000*.

## PART 3—DUST MANAGEMENT PLANS

### 3.1 Dust generating development

(1) A dust generating development is a development that—

- (a) has been authorised, or requires authorisation, under an application for subdivision approval for land exceeding an area of 5,000 square metres;
- (b) is an extractive industry; or
- (c) is determined by the local government, under this clause, to be a dust generating development.

(2) The local government may determine that a development which—

- (a) is proposed to be carried out, or is being carried out; and
- (b) involves or may involve a significant risk of the release or escape of dust or sand affecting adjoining land, is a dust generating development.

(3) Examples of proposed developments for the purpose of subclause (2) are those that are the subject of—

- (a) an application for subdivision approval for land having an area of 5,000 square metres or less;
- (b) an application for development approval under a town planning scheme of the local government; or
- (c) an application for a building permit or a demolition permit.

- (4) Written notice of a determination made under subclause (2) is to be given, in whatever form the local government considers to be appropriate, to—
- (a) the owner or occupier of the land on which the dust generating development is to be carried out or is being carried out;
  - (b) a contractor or developer carrying out the dust generating development;
  - (c) an applicant for approval for, or in relation to, the dust generating development; or
  - (d) the person in charge.

### **3.2 Requirement for a dust management plan**

- (1) A person must not commence or carry out a dust generating development unless—
- (a) a dust management plan, in a form approved by the local government, has been lodged with the local government;
  - (b) the local government has approved the dust management plan; and
  - (c) the person complies with any condition to which the approval is subject.

### **3.3 Content of dust management plan**

A dust management plan must—

- (a) specify the nature and extent of the development;
- (b) identify the dust and sand exposure risks associated with that development;
- (c) specify the measures that are proposed to be taken to address the risks;
- (d) specify targets for maximum atmospheric concentrations of dust;
- (e) specify the measures to be taken for the monitoring of dust including, where appropriate, professionally monitored dust measuring devices to be stationed at the dust generating development site;
- (f) be signed by the owner of the land which is the subject of the dust generating development; and
- (g) be given to the local government and accompanied by whatever plans, documents or other information as the local government may reasonably require.

### **3.4 Assessing a dust management plan**

- (1) The local government may—
- (a) refuse to consider a dust management plan that does not comply, or in its opinion does not adequately comply, with the requirements of this Part; and
  - (b) require the owner or occupier to provide further plans, documents or other information to enable it to properly assess the dust management plan.

(2) In assessing a dust management plan, the local government may—

- (a) consult with any person or body; and
- (b) have regard to any relevant publications from the Department of Water and Environmental Regulation or other relevant State Authority.
- (c) The local government may refuse to approve or may approve a dust management plan.

The local government may—

- (a) impose whatever conditions it considers appropriate in granting approval; and
- (b) limit the period during which the approval is to be valid.

### **3.5 Other situations where a dust management plan required**

Where it appears to an authorised person that dust or sand is escaping, being released or being carried, or is likely to escape, be released or be carried, from any land, the authorised person may, by notice in writing, direct the owner or occupier, within a time specified in the notice, to submit to the local government for its approval a dust management plan.

## **PART 4—NOTICES**

### **4.1 Notice to comply**

(1) This clause applies where the local government is of the opinion that—

- (a) an owner or occupier has not complied with clause 2.1(a) or (b);
- (b) dust or sand or building waste has been released or escaped from the owner's or occupier's land; or
- (c) a person has not complied with a term or condition of an approved dust management plan.

(2) Where the local government is of the opinion referred to in subclause (1), it may give to the owner or occupier of the land, or the person who has not complied, a notice requiring the owner or occupier, or other person, to do one or more of the following—

- (a) comply with clause 2.1(a) or (b);
- (b) clean up and properly dispose of any released or escaped dust, sand or building waste;
- (c) comply with the terms and conditions of the approved dust management plan;
- (d) clean up and make good any damage resulting from the released or escaped dust, sand or building waste, including any damage to adjoining or other affected properties; and
- (e) take effective measures to stop any further release or escape of dust, sand or building waste from the land.

- (3) The requirements set out in a notice issued under subclause (2) must be complied with—
- (a) immediately, if the notice so specifies;
  - (b) within such other period as is specified in the notice; or
  - (c) where no other time period is specified in the notice—
    - (i) within 24 hours of the notice being given to the owner; or
    - (ii) to the person who has not complied.

#### **4.2 Notice to cease activity**

- (1) This clause applies where the local government is of the opinion that—
- (a) dust, sand or building waste has escaped or has been released as the result of an activity undertaken on land or as a consequence of the use of equipment on land; or
  - (b) as a result of the failure of a person to comply with a term or condition of an approved dust management plan, there is a risk that dust, sand or building waste may be released or may escape from the land.
- (2) Where the local government is of the opinion referred to in subclause (1), it may give a notice to the owner or occupier of the land, the person responsible for complying with the approved dust management plan or the person in charge, as the case may be, requiring that, for the period specified in the notice—
- (a) the activity or use of the equipment on the land cease immediately; or
  - (b) any development on the land under the dust generating development cease immediately.

#### **4.3 Notice to prevent possible breach**

Where the local government is of the opinion that dust or building waste may be released or escape as a result of an activity which is likely to be carried on from any land, the local government may give to the owner or occupier of the land, or the person in charge, a notice prohibiting the activity from being carried on except in accordance with the conditions that are specified in the notice.

#### **4.4 Withdrawing a notice**

- (1) The local government may withdraw a notice that has been issued under this local law to the owner or occupier of any land, or any other person, if the owner, occupier or other person satisfies the local government, within 24 hours or within any other period that is specified in the notice from the date of giving of the notice, that—

- (a) he or she was not responsible for the conduct in respect of which the notice was given under clause 4.1, or the activity in respect of which a notice was given under clause 4.2, as the case may be;
  - (b) he or she took all reasonable precautions to prevent the conduct or activity, as the case may be; and
  - (c) where another person was responsible for the conduct or activity, he or she identifies the person responsible for the conduct or activity sufficiently to enable the notice to be issued to that person.
- (2) Subclause (1) is not to apply where a notice is issued to which clause 4.1(2)(c) applies.

## **PART 5—OFFENCES AND PENALTIES**

### **5.1 Offences**

Any person who—

- (a) fails to comply with a notice issued under this local law;
- (b) fails to do anything required or directed to be done under this local law;
- (c) does anything which under this local law the person is prohibited from doing; or
- (d) contravenes any provision of this local law, commits an offence.

### **5.2 Prescribed offences**

An offence against a clause of this local law specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

### **5.3 Prescribed notices**

For the purposes of this local law—

- (a) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (b) the form of the infringement withdrawal notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

### **5.4 Penalties**

A person who commits an offence under this local law is to be liable to—

- (a) a penalty not exceeding \$5,000 and not less than—
  - (i) in the case of a first such offence, \$500;
  - (ii) in the case of a second such offence, \$1,500; and
  - (iii) in the case of a third or subsequent offence, \$3,000, and

- (b) if the offence is of a continuing nature, an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

**Schedule 1—Prescribed Offences  
[Clause 5.2]**

<b>Item No.</b>	<b>Clause</b>	<b>Description</b>	<b>Modified Penalty</b>
1	2.1(a)	Failure to take effective measures to stabilise dust and sand drift :	\$500
2	2.1(b)	Failure to take effective measures to ensure no dust, or sand is released or escapes from the land.	\$500
3	21(c)	Failure to take effective measures to notify the owners or occupiers of adjoining land as required.	\$500
4	2.2(1)(a)	Failure to provide an approved receptacle or enclosure or approved container on a building site.	\$500
5	2.2(1)(b)	Failure to place in, and secure, all building waste in an approved receptacle.	\$500
6	2.2(1)(c)	Failure to keep secure lid of approved receptacle	\$500
7	2.2(1) (d)	Failure to maintain the approved receptacle in an effective and operable condition.	\$500
8	2.3(1)	Failure to take effective measures to prevent a load or any part of it escaping from a vehicle during transportation.	\$500
9	3.2(1)(a)	Commencing or carrying out a dust generating development without lodging an appropriate dust management plan.	\$500
10	3.2(1)(b)	Commencing or carrying out a dust generating development without the approval of a dust management plan	\$500
11	3.2(1)(c)	Commencing or carrying out a dust generating development approval. contrary to a condition of approval on the approved dust management plan	\$500
12	4.1	Failure to comply with a notice.	\$500
13	4.2(2)	Failure to comply with a notice to cease activity or development.	\$500
14	4.3	Failure to comply with a notice to prevent a possible breach	\$500

The common seal of the local government was affixed by authority of a resolution of the Council in the presence of—

RENEE MCLENNAN MAYOR

BOB JARVIS CHIEF EXECUTIVE OFFICER

Dated: \*\*\*\*\*.

# **ATTACHMENT NO. 5**

# **LOCAL GOVERNMENT ACT 1995**

## **TOWN OF BASSENDEAN REPEAL LOCAL LAW 2018**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Bassendean resolved on 24 April, 2018 to make the following local law.

### **1 Citation**

This local law may be cited as the *Town of Bassendean Repeal Local Law 2018*.

### **2 Commencement**

This local law will come into operation 14 days after publication in the *Government Gazette*.

### **3 Repeal**

The following local laws are repealed:

- (a) The *By-law regarding Discount on Rates*, published in the *Government Gazette* on 17 September 1920;
- (b) The *Schedule of Poundage and Sustenance Fees*, published in the *Government Gazette* on 19 February 1915 and as amended and published in the *Government Gazette* on 16 December 1921, 7 September 1923, 9 October 1942, 13 August 1948 and 18 April 1952;
- (c) The *By-law prescribing a Shopping and Residential Area*, published in the *Government Gazette* on 11 January 1935;
- (d) The *Local Law relating to Parks and Reserves*, published in the *Government Gazette* on 13 August 1937;
- (e) The *Local Law relating to Health Model By-laws Series "A"*, published in the *Government Gazette* on 14 November 1941;
- (f) The *Adoption of Draft Model By-laws (Street Lawns and Gardens) No. 11*, published in the *Government Gazette* on 11 June 1963;
- (g) The *By-laws relating to Parking of Commercial Vehicles on Street Verges*, published in the *Government Gazette* on 29 May 1981 and as amended and published in the *Government Gazette* on 21 April 1989;



# **ATTACHMENT NO. 6**

Photo of the crossover and the verge after being hit by the truck and before removing the retaining wall



Photo of the crossover and the verge after being hit by the truck and after removing the retaining wall





# **ATTACHMENT NO. 7**



# Quote

Solarban WA  
Unit 4,53 Mayholman Dve  
Bassendean WA 6054  
Tel: 9377 0677 Fax 9279 6326  
solarban@tpg.com.au

DATE	QUOTE NO.
2/02/2018	1534

Daniel Stefanelli  
13 Hamilton St  
Bassendean  
WA 6054  
0466808001

P.O. NO.

DESCRIPTION	QTY	TOTAL
Quotation for window tinting. Supply and fir NS series to upstairs stairwell, office and girl's bedroom. Daniel as discussed if there is any information you require please don't hesitate to phone. Thanks again Jason	1	544.50
<b>Subtotal</b>		\$495.00
<b>Tax</b>		\$49.50
<b>TOTAL</b>		\$544.50



Superior Metal Industries Australia  
 Po Box 3008,  
 Carlisle South, WA, 6101  
 Phone: +61 8 9472 9128  
[cheyne@superiormi.com.au](mailto:cheyne@superiormi.com.au)  
[www.superiormi.com.au](http://www.superiormi.com.au)  
 ABN: 47 098 641 868

*"Proudly Delivering Superior Quality Metal Products & Solutions"*

To: Daniel Stefanelli  
 Company: Stefanelli Group  
 Date: 1-Mar-18

Project: 13 Hamilton st Bassendean  
 Scope: screens

Contact: Cheyne Turnour.  
 Email: [cheyne@superiormi.com.au](mailto:cheyne@superiormi.com.au)  
 Pages: 4

Quotation # Q03094Q

We have pleasure in submitting the following quote for your consideration.  
 This quote is from Superior MI to **supply only** the following  
 as per the plans received / discussed with me.

QUANTITY	DESCRIPTION									
LOUVRES	<b><u>SECTION 1 - LOUVRES</u></b>									
	<b><u>"Avon"</u></b>									
	<b>Powdercoated Aluminium 67mm Elliptical Louvres</b> Fitted within welded 50 x 25 powdercoated aluminium frame									
	2 areas									
	<b><u>Parapet wall</u></b>									
1	frame (25 X 50) approx 500mm high x 4195mm wide with									
2	Louvres within approx 450mm high x 2060mm wide each - ( 4120 total)									
	<b><u>Boundary wall</u></b>									
3	frame (25 X 50) approx 1200mm high x 2500mm wide with									
3	Louvres within approx 1150mm high x 2400mm wide each - ( 7518 total) *									
	Posts									
4	4 x 3.8m 90mm steel posts powdercoated plus concrete. <span style="float: right;">600</span>									
PRICE SUBJECT TO APPORVAL OF SAMPLE TO BE PROVIDED										
QUOTE IS SUPPLY ONLY										
Colour	Dwg A01, Elevations									
<span style="border: 1px solid black; padding: 2px;">woodland grey</span>	Dwg A02, Elevations									
<table border="1"> <tr> <td>Net Quote Value</td> <td>\$</td> <td>3,854.60</td> </tr> <tr> <td>GST</td> <td>\$</td> <td>385.46</td> </tr> <tr> <td><b>Total Quote Value</b></td> <td><b>\$</b></td> <td><b>4,240.06</b></td> </tr> </table>		Net Quote Value	\$	3,854.60	GST	\$	385.46	<b>Total Quote Value</b>	<b>\$</b>	<b>4,240.06</b>
Net Quote Value	\$	3,854.60								
GST	\$	385.46								
<b>Total Quote Value</b>	<b>\$</b>	<b>4,240.06</b>								



Superior Metal Industries Australia  
Po Box 3008,  
Carlisle South, WA, 6101  
Phone: +61 8 9472 9128

[www.superiormi.com.au](http://www.superiormi.com.au)  
ABN: 47 098 641 868

*"Proudly Delivering Superior Quality Metal Products & Solutions"*

Quotation # Q03094Q





Superior Metal Industries Australia  
 Po Box 3008,  
 Carlisle South, WA, 6101  
 Phone: +61 8 9472 9128  
[cheyne@superiormi.com.au](mailto:cheyne@superiormi.com.au)  
[www.superiormi.com.au](http://www.superiormi.com.au)  
 ABN: 47 098 641 868

*"Proudly Delivering Superior Quality Metal Products & Solutions"*

Quotation # Q03094Q

Colour – Blades, **Standard powdercoat colour** colour – Fixings **Standard powdercoat colour**  
 please confirm colour

Style "The Avon" 6715 - 67mm x 15mm x 3mm alum elliptical louvre style

<b>TOTAL QUOTE FOR ALL SECTIONS</b>		
Net Quote Value	\$	3,854.60
GST	\$	385.46
<b>Total Quote Value</b>	<b>\$</b>	<b>4,240.06</b>

**Price includes**

Onsite measure, all deliveries and installation  
 Complete with satisfactory fixings  
 Fasteners shall be class 3-4, mill finish, Stainless steel grade 316 fasteners and or aluminium 6-4 rivets  
 Finish to be of the standard powdercoat colours available  
 All dimensions shall be confirmed on site.  
 Product Samples can be submitted for architect's approval prior to fabrication if required.

**Price excludes**

Any items not mentioned above  
 Shop drawings can also be submitted for architect's approval prior to fabrication if required at an additional cost  
 EWP, Scaffold and or Scissor to be supplied by builder if required  
 No additional screens have been allowed for  
 Water and power to site to be provided by builder

\*This quote is valid for 30 days

**AT THE TIME OF THIS QUOTE**

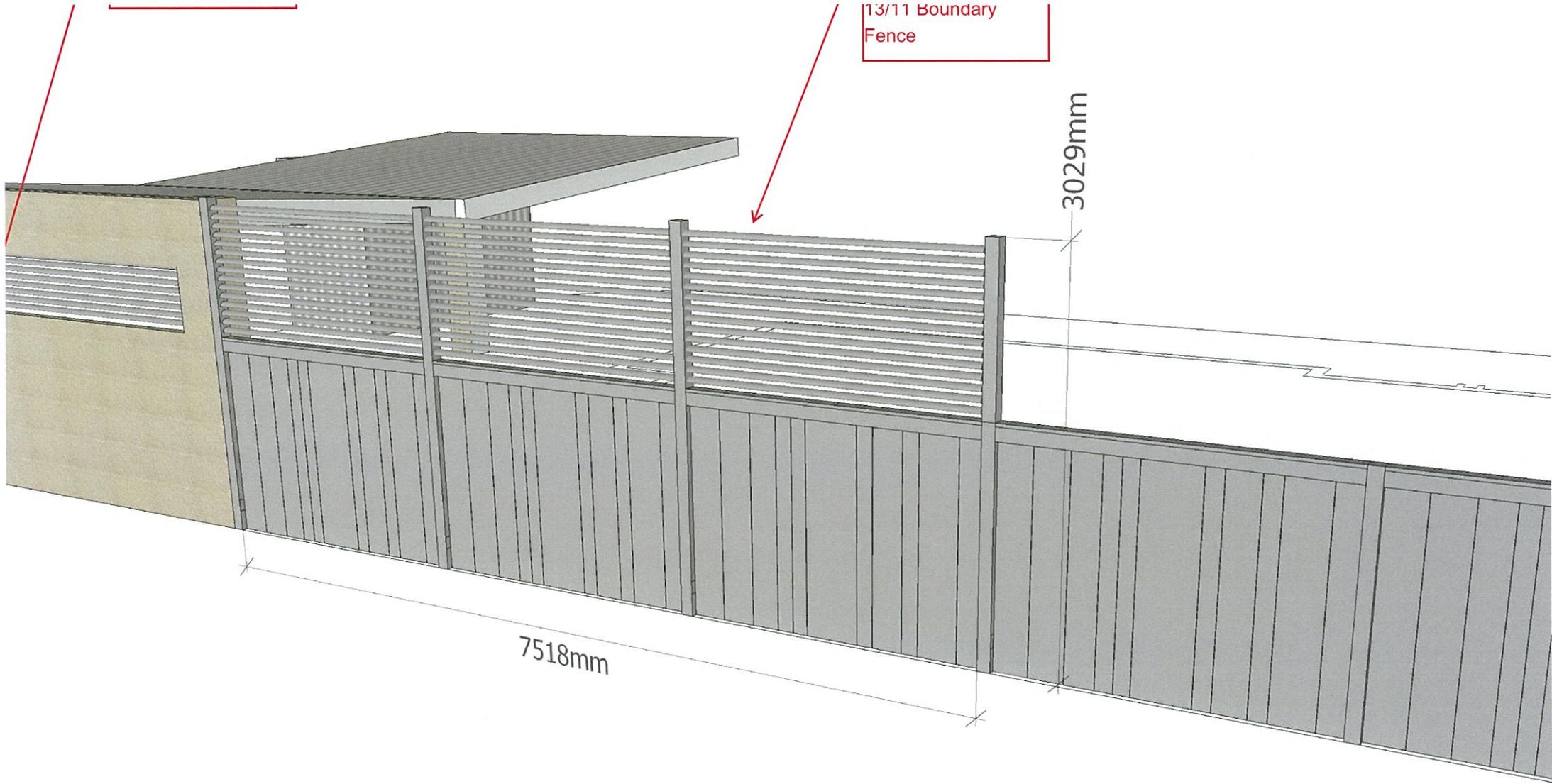
Our current lead time is approximately SIX weeks for manufacturing .

Please ensure maximum lead time is given if quote is accepted to ensure this project can be achieved within its deadline

When making deposit please use quote number as reference.

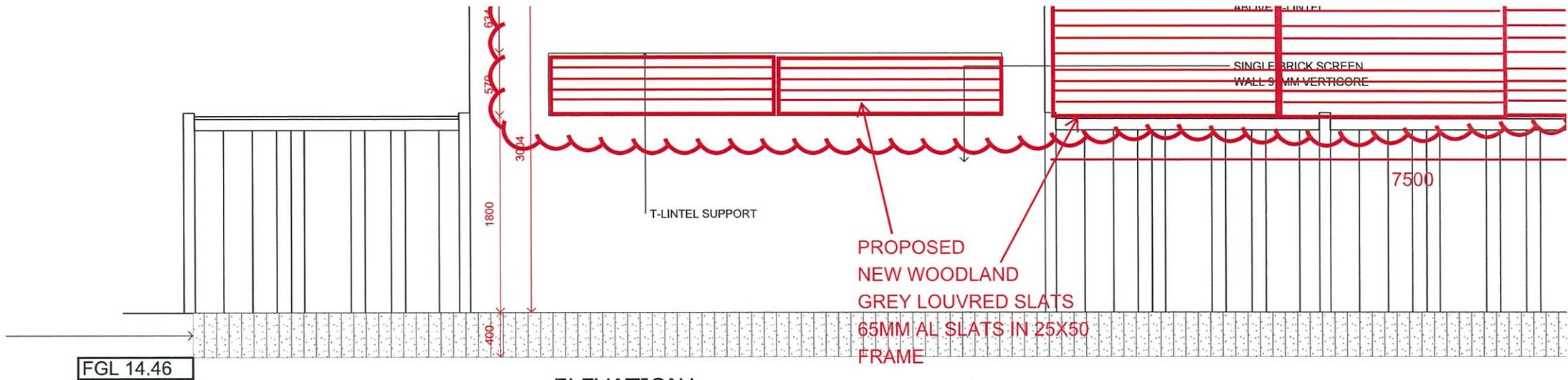
**ref no** Q03094Q

13/11 Boundary  
Fence



7518mm

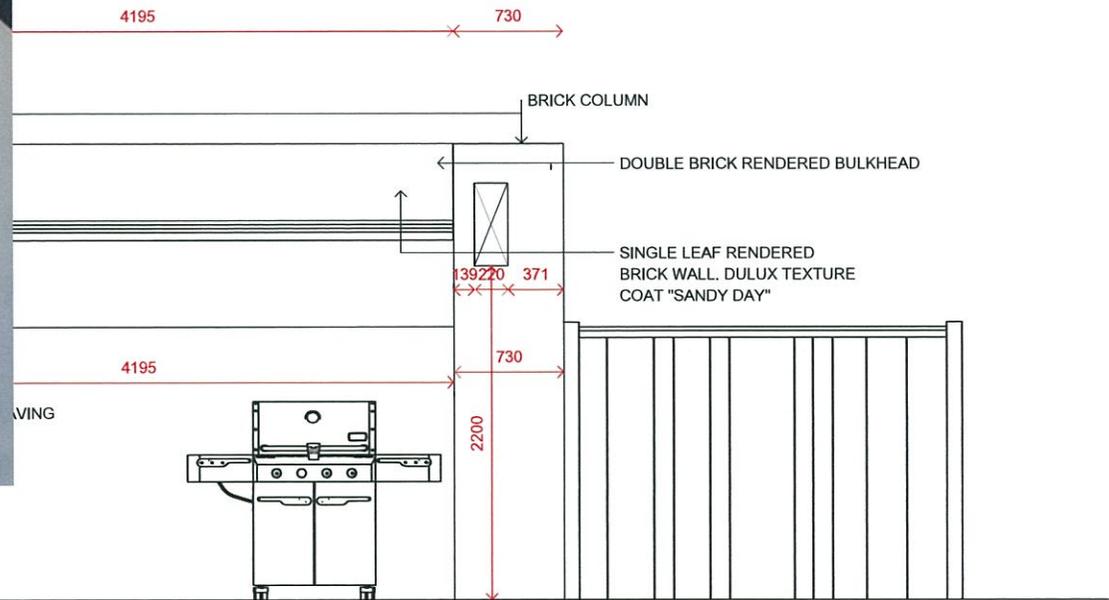
3029mm



ELEVATION1

1:50

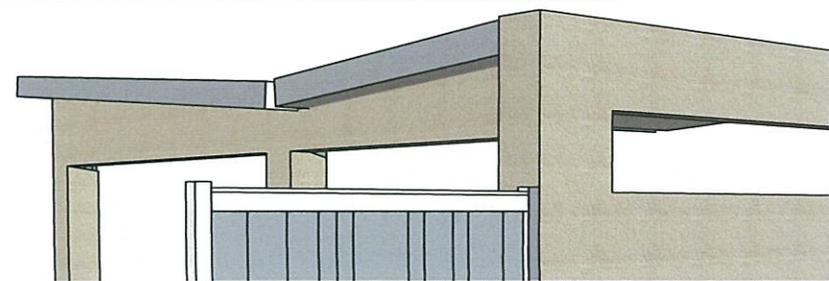
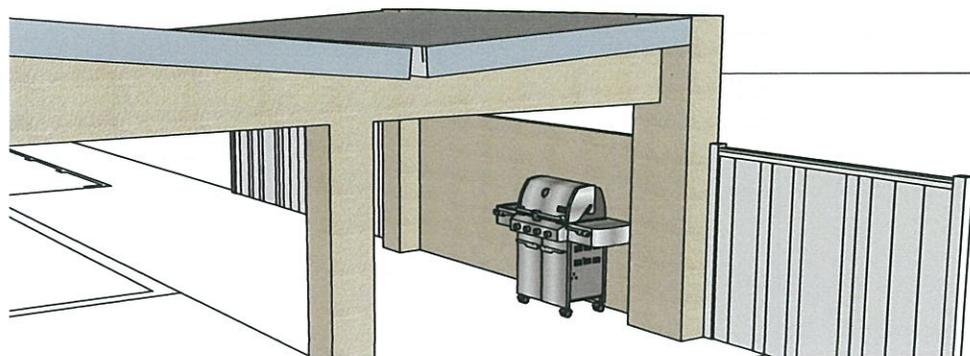
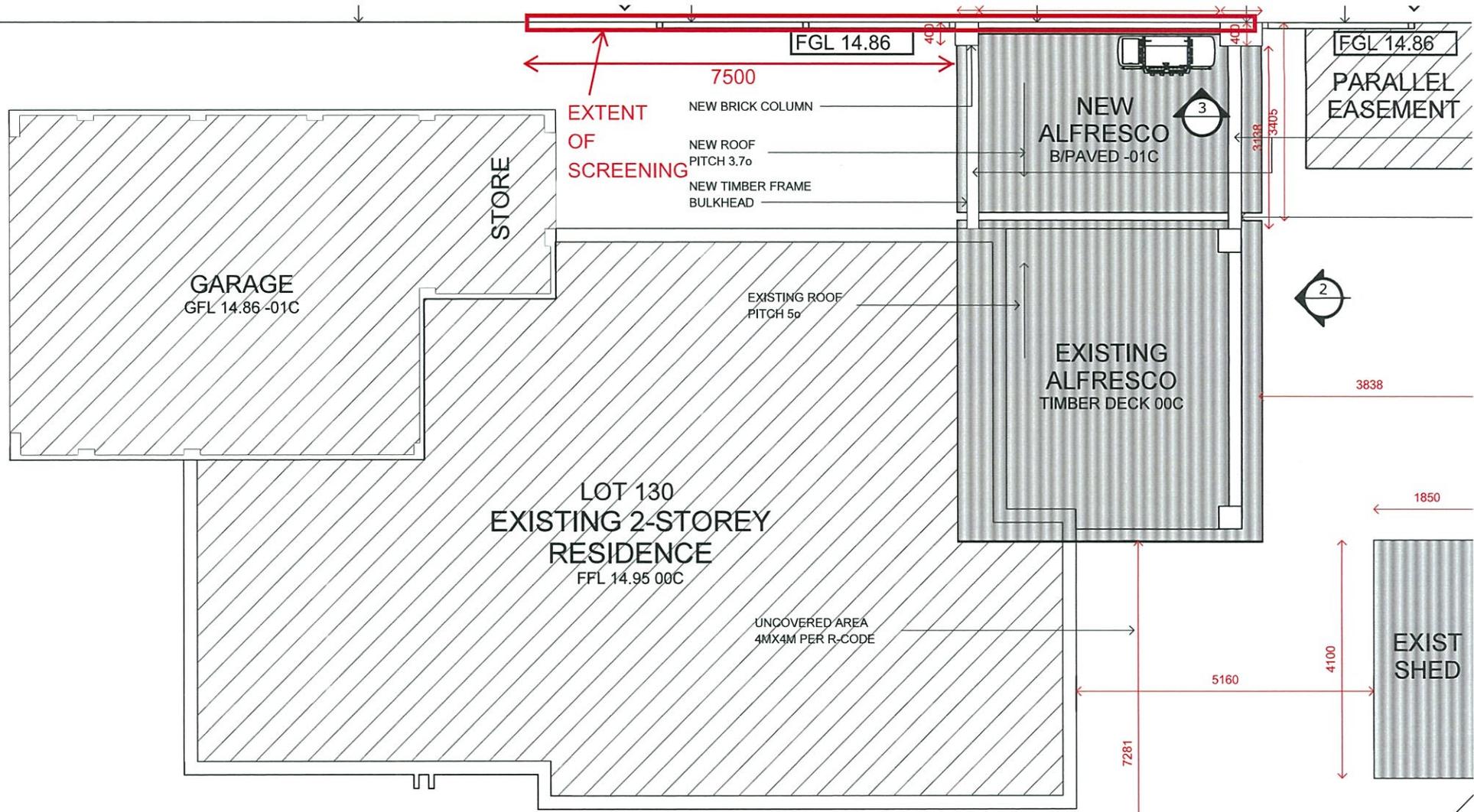
AL)

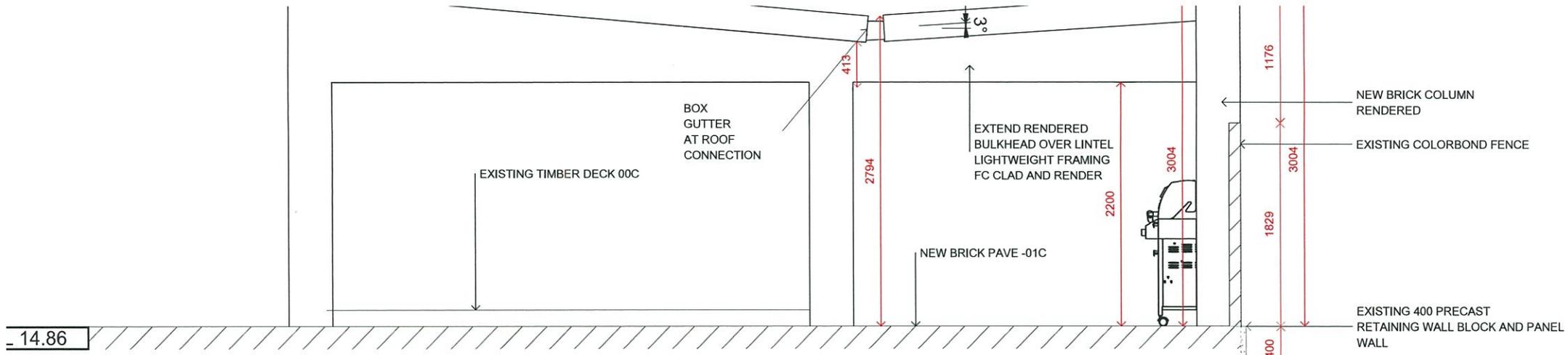


FGL 14.86

ELEVATION2

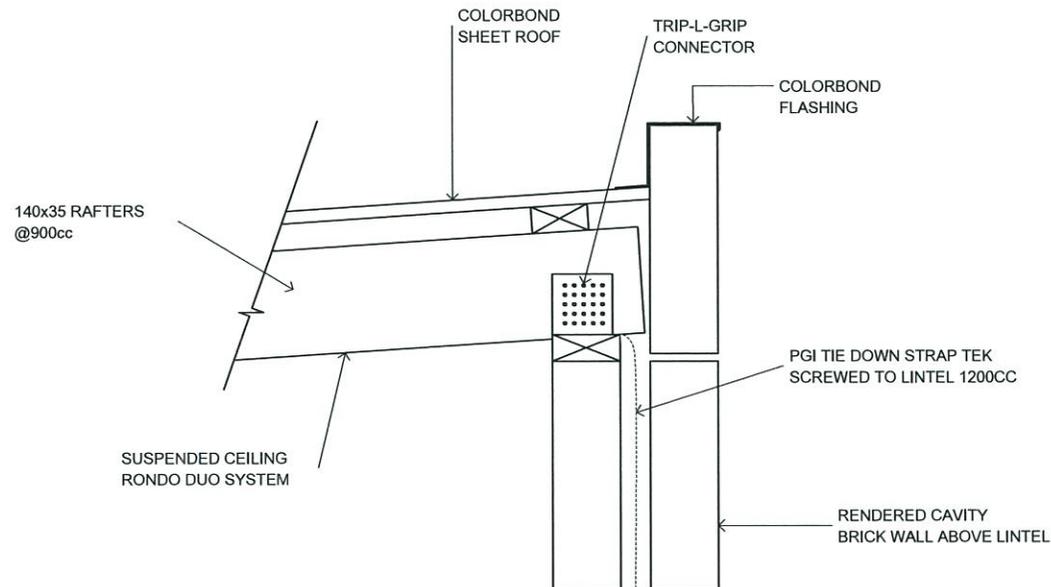
1:50





ELEVATION3

1:50



NOTES

1. 26 x 1.2mm thick PGI tie down straps tek screwed 12g to lintel at 1200c. Fix strap over wall plate via 3 No 30 x 2.18 dia galv clouds.
2. Fix each rafter to wall plate via triple-grip-connector



# **ATTACHMENT NO. 8**

**DRAFT**  
**Project Brief**  
**For**

**1 Surrey Street Interpretation, Infant Health, Community Use and Playgroup**

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

To achieve the State Heritage Office, Lotterywest grant funding requirements and Council's direction the following project brief has been prepared to guide and achieve the desired outcomes discussions:

**Interpretation**

- In accordance with State Heritage Office correspondence dated 15<sup>th</sup> October 2012 (ILET-5944712) the following issues are to be addressed:
  - Provide a focal point for the community that will centre as much of the "cultural life" of the Town of Bassendean at 1 Surrey Street
  - The proposed use of the place as a diverse cultural centre as a positive use for the place and will reflect its significance to the Town of Bassendean and to the State of WA
  - Any development proposals are required to be referred to the Heritage Council of WA for advice and formal support prior to commencement of works
  - Any proposed physical modifications to the place for interpretive purposes should not be to the detriment of the significant fabric of the place
  - Acknowledgement of the state significance of the place should be provided to visitors because it is important to both local and state levels
  - Interpreting the evolutionary story of the fabric of the place as well as social and historical stories needs to be accommodated
- Museum Australia WA correspondence dated 28 August 2015 (OEM-5345215) conditionally agreed that Option 2 of the architectural drawing successfully meets the recommendations of the 2012 Interpretation Plan produced by Dr Brian Shepherd particularly Recommendation 4-7 increasing community engagement and separating the heritage area from the area designated for community use.
- Creative Designs prepared in August 2016 the Interpretative Exhibition Layout for the Pensioner Guard Cottage and the 1893 Residence

**Infant Health facility**

- The 2c building design is to provide a comfortable space for parents and carers of young children to come together. The community space to provide the opportunity for Pre and Post Natal education and Exercise sessions, mothers' / Parents groups, this building is not to be a daycare facility. Where possible within the 2c building design, a space for clinicians could be provided, which the Town could rent out to generate income
- Department of Health, Child & Adolescent Community Health Services - Facilities Manager confirmed 5<sup>th</sup> April 2018 that the attached Consultancy / Clinic Room Layout (RL.CO4.04) & Typical child Health Clinic Layout (CC.001) are current and outlines the extent of facilities to be provided in the clinicians room and the waiting area. It should be noted that the Clinic

windows need to be able to be blacked out so the nurses can undertake eye tests. [Child Health plans.pdf](#)

- If Child Health was to be located with other services in the building then a waiting area, toilets, kitchen / pantry area can be shared.
- Bassendean Child Health Clinic current hours, are Monday to Friday 0800-1630 with a total of 1.39 FTE working from this site (1 nurse Mon – Wed and 2 nurses on Thursdays and Fridays)
- Bassendean Child Health Clinic – attendance between October - December 2017
  - 160 Attended in person or received a Home Visits for an assessment
  - 158 Attended the Drop in Clinic
  - Total of 318 occasions of service recorded for that period Please note there was only 1FTE of nursing time allocated during this time frame.
- Security – CCTV camera and the nurses are required to follow the working alone procedures.
- Lockable Child Health Clinic room to store confidential information.
- Clinic requires double outlets for the telephone and data and preferred to have double (even 2) GPO's and behind the nurses desk so as children cannot play with this.
- Clinic floor coverings are preferred to be vinyl.
- Clinic windows need to be able to be blacked out so the nurses can do their eye tests in a darker area

### Community Use

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

Activity	Estimated number of people	Estimated frequency	General meeting times
Opening of Pensioner Guard Cottage	-	Currently the cottage is open last Sunday of Each Month.	Bassendean Historical Society volunteers currently open the Pensioner Guard Cottage 10am – 1:30pm
Bassendean Historical Society	15-20	Between February and November on the last Thursday of each Month	7pm
Early Parenting Groups sessions eg Midvale Parenting Hub	7-10	Program may occur various days	Generally 1-2 hours sessions

Yoga (Hatha, Mums & Bubs)	10-15	Monday	Yoga (Hatha, Mums & Bubs)
Pilates.	10-15	Tuesday	6:30pm -8:30pm
Bassendean Arts Council including Fibrant Community Arts group	10-20	Every Thursday	10am - 1pm
Story telling	10-15	Friday Saturday	6pm – 8pm 3pm to 7pm

### Playgroup

- Early Years Nature Play space is to be provided at rear of Community space that is designed for children 0 – 3 years old and allows parents to plan and help grow their child's Development, Health and wellbeing, Confidence, Curiosity and Family Bonds, taking into consideration the following:
  - Compliant with appropriate Legislation and regulations for shade requirements in all seasons and provisions for wind, sun, air quality and winter conditions must be made.
  - Multiuse space for other community groups and at the same time will provide adequate shade, potentially provide tricycle tracks, retention of mature trees to create living shade options - willow tunnels, domes or shaded sand play areas.
  - Nature based things to do, identify suggestions from the library for 0-3 year olds that can be incorporated into the rear of community space  
<https://www.natureplaywa.org.au/library/1/file/Resources/families/51things%20to%20do%20before%20youre%2012%202017.pdf>
  - Nature based programs for early years  
<https://www.natureplaywa.org.au/programs/early-years>
  - Nature based checklist [Nature Play WA - ReadySetWonderLR1.pdf](#)
  - Storage space for playgroup equipment
- Current Playgroups list on the Town of Bassendean community directory does not indicate frequency or number of children attending the following existing groups:
  - Bassendean Primary School Playgroup: Playgroup for 0-5 yr olds run at Bassendean Primary School.
  - Casa Mia Montessori Playgroup,
  - Good Shepherd Playgroup
  - Humpty Dumpty Toy Library, Altone Leisure Centre, Saturdays 10am-12pm
  - Salvation Army Morley Playgroup Inc
  - St Michael's Playgroup

### Lotterywest

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

- State Heritage Office
- Bassendean Historical Society Inc
- National Trust of Australia (WA)

- The Royal Western Australian Historical Society (Inc).

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

# CONSULTING/CLINIC ROOM (CHILD HEALTH CENTRE)

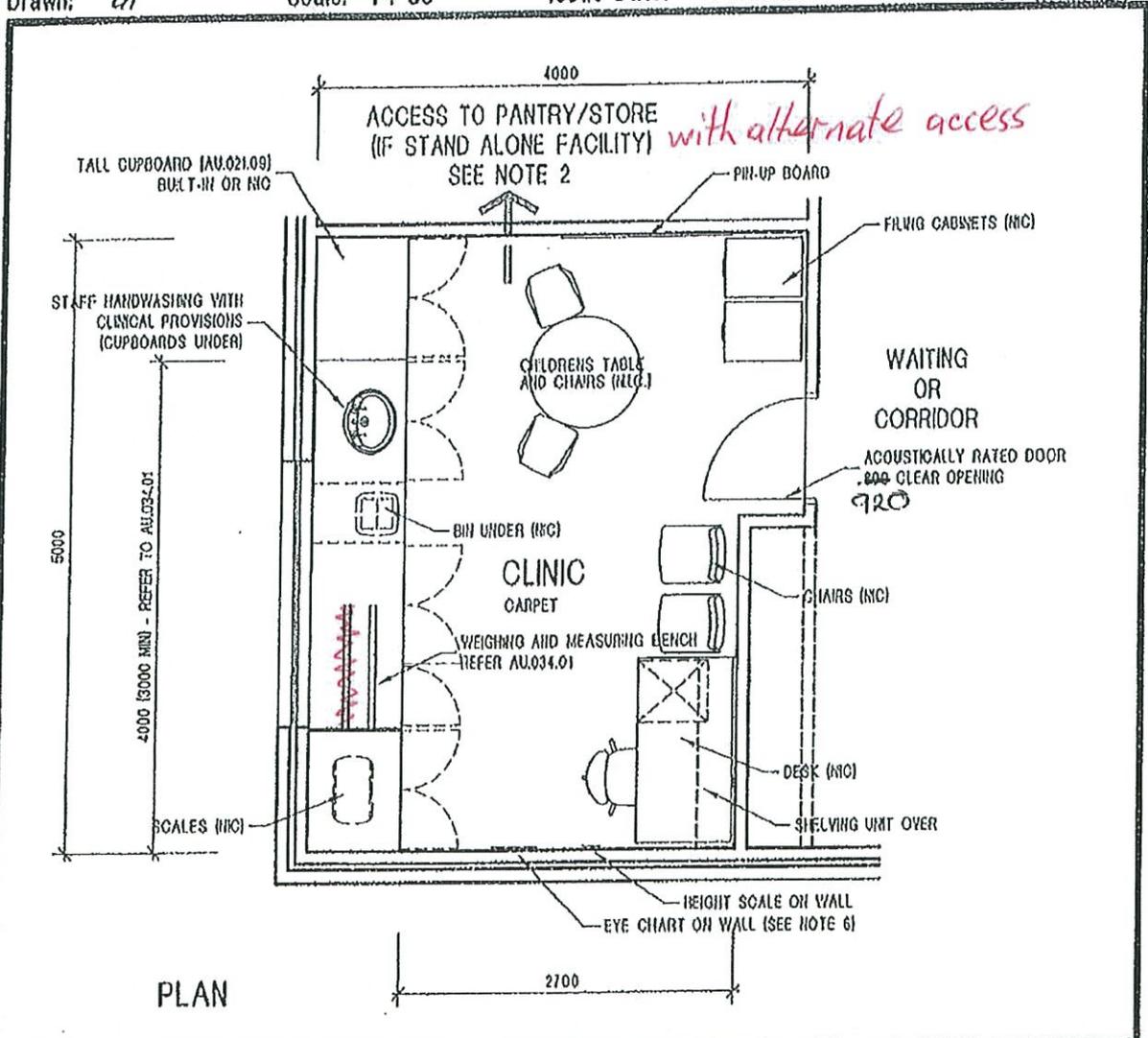
**RL** ROOM LAYOUT  
**RL.C04.04**

Drawn: *th*

Scale: 1 : 50

Issue Date: 19.06.2001

Director: *[Signature]*



Plan shown above is to be used as a guide for positioning of fixtures and equipment.  
Plan to be read in conjunction with Activity Space Data Sheet No. DS.C04.04 and Activity Units.  
Indicated dimensions are mandatory unless otherwise noted.

Nominal Net Area

*20* 18.5m<sup>2</sup>

**NOTES:**

1. For further detailed information refer to the document "Child Health Guidelines" available from the Health Department of W.A. Facilities Unit.
2. Above layout has been adapted from a stand alone unit (providing utility room, disabled toilet with baby change and a waiting space with provision for prams, etc.). When provided as a single Child Health Consulting Room, as part of a large facility, the provision of these spaces will need to be considered. This may also impact on the area of Consulting/Clinic Room.
3. All cupboards are to lockable and fitted with adjustable shelves.
4. The provision of a window above or near the work bench would be an advantage as natural light assists in the assessment and treatment process. Not mandatory as window location would depend upon specific layout.
5. Space to be acoustically rated (refer to Data Sheet).
6. Eye Testing - Viewing distance for pre-school children is between 3000mm and 4000mm. Refer H.D.W.A.

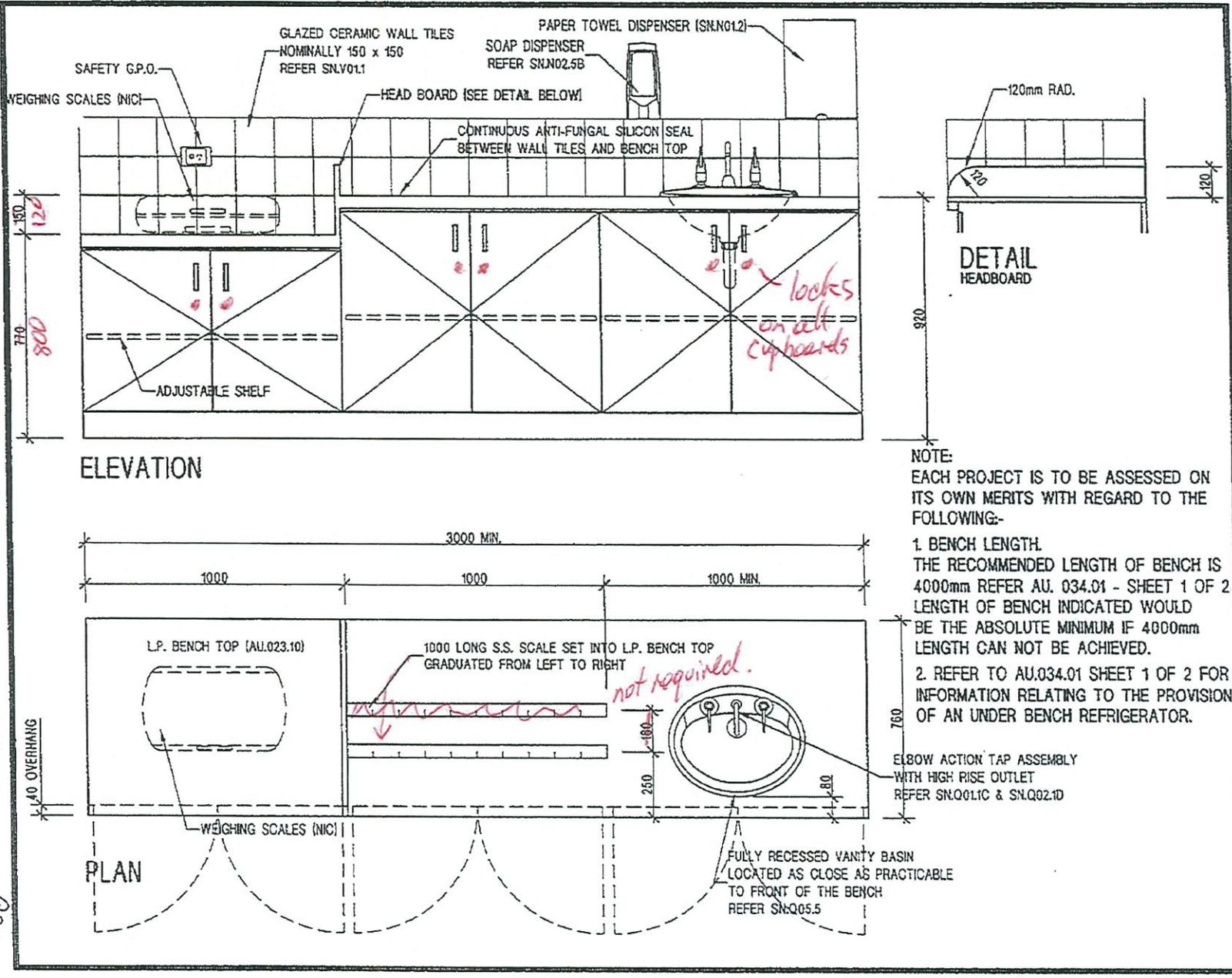
*7. Fire/Smoke detect on installation is preferred*



**CHILD HEALTH CARE  
EXAMINATION, WEIGHING AND MEASURING BENCH  
(MINIMUM REQUIREMENTS - SEE NOTE)**

**AU** ACTIVITY UNIT  
AU.034.01  
Sheet 2 of 2

Drawn: *ZL* Scale: 1 : 20 Issue Date: 19.10.2001 Director: *[Signature]*



**NOTE:**  
EACH PROJECT IS TO BE ASSESSED ON ITS OWN MERITS WITH REGARD TO THE FOLLOWING-

1. BENCH LENGTH. THE RECOMMENDED LENGTH OF BENCH IS 4000mm REFER AU. 034.01 - SHEET 1 OF 2 LENGTH OF BENCH INDICATED WOULD BE THE ABSOLUTE MINIMUM IF 4000mm LENGTH CAN NOT BE ACHIEVED.
2. REFER TO AU.034.01 SHEET 1 OF 2 FOR INFORMATION RELATING TO THE PROVISION OF AN UNDER BENCH REFRIGERATOR.

ELBOW ACTION TAP ASSEMBLY WITH HIGH RISE OUTLET REFER SN.Q01.C & SN.Q02.1D

*Western Australia*

**CHILD HEALTH CARE  
BABY CHANGE STATION**

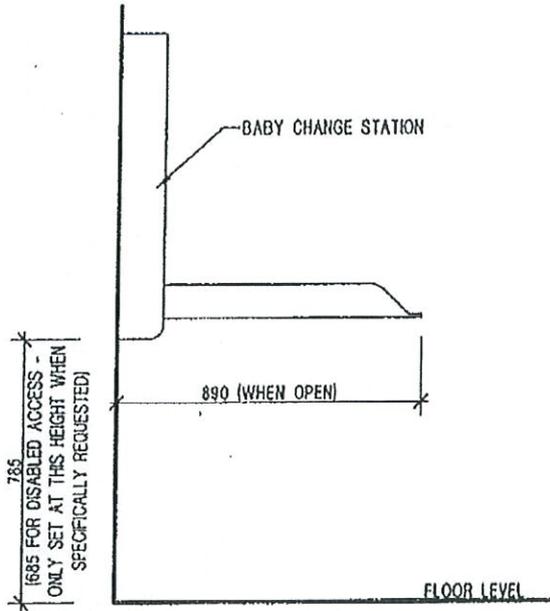
**AU** ACTIVITY UNIT  
**AU.034.02**

Drawn: *th*

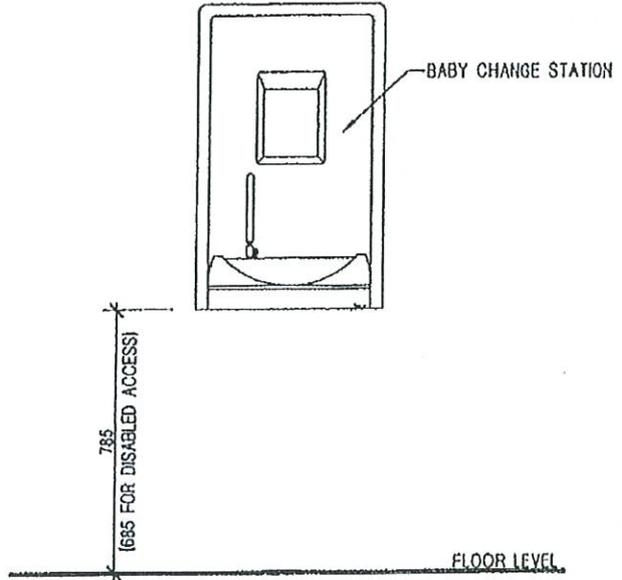
Scale: 1 : 20

Issue Date: 25.05.2001

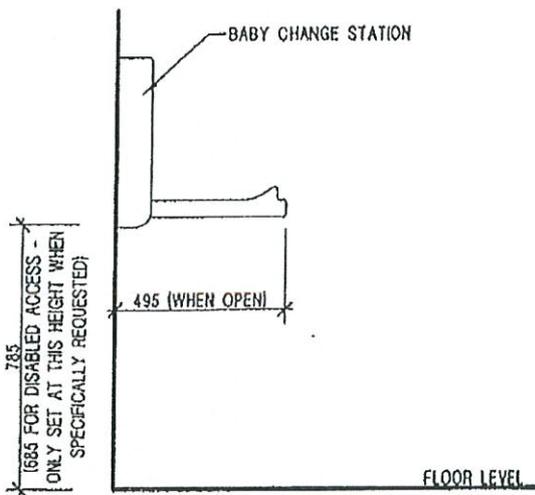
Director: *[Signature]*



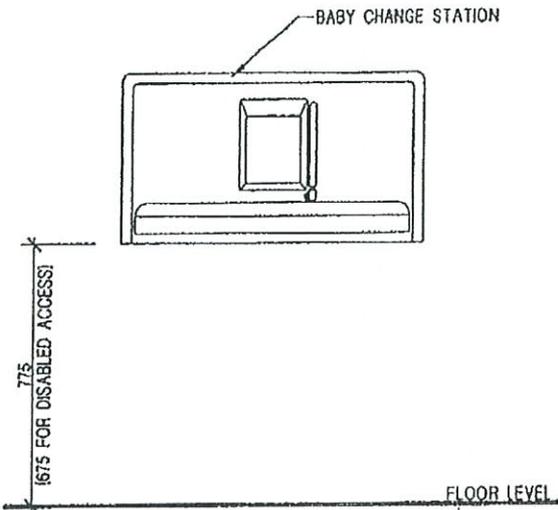
**SIDE ELEVATION  
PREFERRED OPTION**



**ELEVATION**



**SIDE ELEVATION  
ALTERNATIVE OPTION**



**ELEVATION**

**NOTE:**  
EXAMPLE OF THE BABY CHANGE STATION SHOWN IN THIS ACTIVITY UNIT IS BASED ON THAT AVAILABLE FROM JD MACDONALD - Tel. 9271-8455

1800 023 441  
[www.jdmacdonald.com.au](http://www.jdmacdonald.com.au)

# **ATTACHMENT NO. 9**

**Innovate**  
**Reconciliation Action Plan**  
**Town of Bassendean**  
**Reconciliation Action Plan for the years July 2018 – June 2021**

Our vision for reconciliation is to close the 17 year life expectancy gap between Aboriginal and non-Aboriginal people by building awareness, acceptance and understanding and to provide opportunities for the community to engage with Aboriginal and Torres Strait Islander peoples assist community empowerment, and recognise the cultural and historical connections.

**Our business**

The Town of Bassendean is a local government authority established by the Local Government Act 1995. The Town provides a range of statutory and community services and facilities to its residents and ratepayers.

The Town of Bassendean employs 125 Full Time Equivalent (FTEs), of which there are currently two (2) employees that identify as being of Aboriginal and Torres Strait Islander descent.

The Town is located approximately 10 kilometres northeast of Perth and five minutes from the Swan Valley. With a total area of 11 square kilometres, the Town is bounded by the Swan River, the City of Swan to the north and the City of Bayswater to the west. Office locations include the Administration and Council Chambers building, Bassendean Memorial Library, Wind in the Willows Childcare Centre, Senior Citizens Centre, Volunteer Centre, Youth Services and the Customer Service Centre. It has a river frontage of seven kilometres. Its primary focus is on servicing the needs of residents and ratepayers within its geographical area however it does seek to influence the state's approach to local government via the WA Local Government Association.

Bassendean is considered a greater area than just the town boundaries and is significant to Nyoongar Traditional Owners and Elders, the wider Perth Nyoongar community and Aboriginal and Torres Strait Islander and former residents.

There is a strong association for a large number of Aboriginal and Torres Strait Islander peoples with Bassendean and more specifically with Nyoongar/Whadjuk peoples with Ashfield, Success Hill and Eden Hill. In discussions with Aboriginal and Torres Strait Islander peoples identify strongly with the area. If asked, all would say that they "come from" Bassendean, although many may currently live outside of the Town boundaries.

The Bassendean area has a rich history for the Nyoongar/Whadjuk peoples. Several significant Nyoongar sites are located within the Town or close-by to the Town. Some areas, such as Success Hill, have been well signposted by the Town with their Aboriginal and Torres Strait Islander cultural significance fully acknowledged.

According to Australian Bureau of Statistics (ABS) data from the 2016 census, 388 people have identified themselves as Aboriginal and Torres Strait Islander in the Town, out of a population of 14,404. This represents about 2.7 per cent of the total Town of Bassendean population.

Consultations with the Town's Aboriginal and Torres Strait Islander community suggest that there is a slightly larger Aboriginal and Torres Strait Islander population in the Town than the census suggests and an even larger group who identify strongly with the Bassendean area. In discussions with locals, they estimate that there are at least 600 to 800 residents who identify as Aboriginal and Torres Strait Islander descent. This includes those people and their families who identify strongly with the area and are in the area regularly utilising local facilities and services.

### **Our Reconciliation Action Plan**

The main purpose for developing our Reconciliation Action Plan is that it was acknowledged that the actions taken by the Town prior to the adoption of the first Reconciliation Action Plan (2012-2016) had been ad hoc and uncoordinated and in May 2010, Council resolved to formalise affirmative action strategies within the context of Reconciliation Action Plan. The first Reconciliation Action Plan has expired; hence, the organisation has determined to continue its journey through the development and implementation of a new Reconciliation Action Plan for the period 2018 to 2020.

The Reconciliation Action Plan will be championed by members of the Bassendean Cultural Advancement Group, the Director Community Development and identified Town employees. The CEO has, and will continue to have, an overriding leadership role in encouraging and supporting the Reconciliation Action Plan initiatives. Likewise, the Mayor also plays a leading role in supporting Reconciliation Action Plan initiatives at the Council level.

A working party was established comprising employee representatives; Anthony Dowling, Salvatore Siciliano, Greg Neri, William Barry, Janet Megarrity and Rhonda Browning. The Bassendean Cultural Advancement Group (the members being Lyn Cox, Vivienne Wier, Diana Cox and Che Cox) was identified as a body to assist in coordinating community input.

### **Our Reconciliation Journey to Date**

Council expressed a desire for the Town of Bassendean to grow to know, understand and respect Whadjuk traditions and culture. Decisions and actions that it has taken in support of its Reconciliation Action Plan include:

- Adoption and successful implementation of a majority of the initiatives outlined in the first Reconciliation Action Plan – 2012-2016;
- Cultural awareness training for all employees in 2015;
- Raising the Aboriginal and Torres Strait Islander flags daily alongside the Australian, West Australian and Town flags;
- Conducting the NAIDOC Family Day - an annual free community festival on Thursday of NAIDOC Week in partnership with Derbarl Yerrigan Health Services;
- Promoting the annual Dandjoo Koorliny Harmony Walk;
- Construction of a gathering site at Mary Crescent Reserve;
- Respectful dialogue on Swan River foreshore rehabilitation and other capital projects in the Town;
- Undertaking an audit into the appropriateness and accessibility of its services and facilities to Aboriginal and Torres Strait Islander peoples/cultures/histories;
- An annual Closing the Gap luncheon with employees and local Aboriginal and Torres Strait Islander community as a “get to know you activity” (this was an initiative emanating from the accessibility audit) in March;

- Aboriginal and Torres Strait Islander specific family focussed events during school holidays;
- An annual Sorry Day and tree planting event in May (Dandjoo Koorliny);
- Annual Christmas BBQ at Ashfield Reserve in conjunction with the Street Doctor;
- Regular meetings of the Bassendean Cultural Advancement Group; and
- The appointment of a consulting firm to assist with the implementation of the Reconciliation Action Plan and Aboriginal and Torres Strait Islander engagement.

### **Our partnerships/current activities**

The Town has the following relationships:

- Bassendean Cultural Advancement Group;
- Derbarl Yerrigan Health Services;
- Aboriginal Workforce Development;
- Swan Districts Football Club;
- The David Wirrpanda Foundation; and
- Street Doctor – 360 Health.

### **Internal activities/initiatives**

The Town of Bassendean undertakes the following Reconciliation Action Plan related activities:

- Administrative support for the Bassendean Cultural Advancement Group and financial support for their activities;
- NAIDOC Family Day – an annual free community festival on each Thursday of NAIDOC Week (July) in partnership with Derbarl Yerrigan Health Services;
- Annual Dandjoo Koorliny Harmony Walk (July) in conjunction with the NAIDOC Family Day;
- Annual Closing the Gap luncheon with employees and local Aboriginal and Torres Strait Islander community members in March;
- Annual Sorry Day and tree planting event in May (Dandjoo Koorliny);
- Various youth programs such as the annual Adventure World event organised by the Town of Bassendean's Youth Services department; and
- Annual Christmas BBQ at Ashfield Reserve in conjunction with the Street Doctor.

## Relationships

The development of genuine two-way relationships with our Aboriginal and Torres Strait Islander families and communities will help our organisation to ensure its operations and practices reflect and support Aboriginal and Torres Strait Islander cultures and customs. Building strong relationships is also essential for improving and enhancing Aboriginal and Torres Strait Islander peoples experience and understanding of what our organisation does and demonstrates to Aboriginal and Torres Strait Islander peoples a practical commitment to reconciliation. Actions include a focus on strengthening both internal and external relationships, ensuring shared understanding, increasing awareness of our RAP and promoting reconciliation more broadly within the organisation and community. Our RAP Working Group will directly support the implementation of our RAP.

Our focus area is to value our community, having a place of belonging through engagement, consultation and communication.

Action	Deliverable	Timeline	Responsibility
1. RAP Working Group (RWG) actively monitors RAP development and implementation of actions, tracking progress and reporting	1.1 Review and update Terms of Reference for the RWG.	July 2018, 2019	Director, Community Development
	1.2 RWG oversees the development, endorsement and launch of the RAP.	September, December, March, June 2018, 2019, 2020	Director, Community Development
	1.3 Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG through the Bassendean Cultural Advancement Group.	September, December, March, June 2018, 2019	Director, Community Development
	1.4 Meet at least four times per year to monitor and report on RAP implementation.	September, December, March, June 2019	Director, Community Development
2. Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians	2.1 Organise at least one event for NRW each year.	27 May - 3 June 2019, 2020	Director, Community Development
	2.2 Register all NRW events via Reconciliation Australia's NRW website.	27 May- 3 June 2018, 2019, 2020	Director, Community Development
	2.3 Support an external NRW event by ensuring our RAP Working Group and Executive Team participates in an external event to recognise and celebrate NRW.	June 2019, 2020	Director, Community Development Chief Executive Officer
	2.4 Encourage Town employees to participate in at least one Reconciliation Australia event.	June 2019, 2020	Director, Community Development Chief Executive Officer
	2.5 Download and circulate Reconciliation Australia's National Reconciliation Action Week resources and reconciliation materials to	June 2019, 2020	Director, Community Development/ Director, Operational Services

	all Town employees a week before National Reconciliation Week.		
3. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	3.1 Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement.	July 2018	Director, Community Development
	3.2 Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.	December 2018	Director, Community Development
	3.3 Have an Aboriginal and Torres Strait Islander person or organisation connect with and/or present to employees on their reconciliation journey.	March 2019, 2020 September 2018, 2019	Director, Community Development
	3.4 Develop and maintain a list of Reconciliation Action Plan organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.	July 2019	Director, Community Development/ Director, Operational Services
	3.5 Develop a relationship with Reconciliation WA.	March 2019, 2020 September 2018, 2019	Director, Community Development
4. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector	4.1 Develop and implement a strategy to communicate our RAP to all internal and external stakeholders through official launch, website, social media and other media.	March 2019	Director, Community Services
	4.2 Raise awareness amongst employees about our Reconciliation Action Plan commitments.	August 2018, August 2019.	Director, Community Development / Chief Executive Officer / Coordinator Human Resources
	4.3 Develop and implement a Reconciliation Action Plan Implementation Plan to engage and inform key internal stakeholders of their responsibilities.	February 2019	Director, Community Development

## Respect

We respect the valued contribution Aboriginal and Torres Strait Islander peoples bring to our learning and understanding and development of our appreciation and acknowledgement of their pride in their identity and their rightful status as the original inhabitants of Australia, the importance of their cultural ways of doing things, their traditional connections to their country including the land and waters, their history before, during and after colonisation to the present day, the contemporary issues they face today, and their right to be treated equitably and fairly as Australian citizens. This respect will be demonstrated by working together to plan and implement cultural learning opportunities, developing a profile of the local Nyoongar peoples and community, participation in NAIDOC Week events, and in creating culturally safe and inclusive environments and resources.

Our focus area is for Aboriginal and Torres Strait Islander cultural awareness and development for staff by being actively engaged with the Aboriginal and Torres Strait Islander community.

Action	Deliverable	Timeline	Responsibility
5 Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements	5.1 Investigate opportunities to work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.	June 2019	Coordinator Human Resources Director, Community Development
	5.2 Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for our staff which defines cultural learning needs of employees in all areas of our business and considers various ways cultural learning can be provided (online, face to face workshops or cultural immersion).	December 2019	Coordinator Human Resources Director, Community Development
	5.3 Provide opportunities for RWG members, RAP champions, HR manager and other key leadership staff to participate in cultural training.	December 2019	Coordinator Human Resources Director, Community Development
	5.4 Deliver projects that Increase awareness of Aboriginal culture, history and achievements.	June 2019, 2020	Director, Community Development Librarian
	5.5 Identify and engage a suitable Aboriginal (Nyoongar) person to deliver and provide cultural awareness training to all current and newly engaged employees of the Town.	June 2019, 2020	Coordinator Human Resources
	5.6 Establish and maintain a profile of the local Nyoongar community, outlining the history of local Aboriginal people in the region.	March 2020	Library and Information Services Manager Librarian

	5.7	Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements.	June 2019	Library and Information Services Manager Librarian
	5.8	Conduct a review of cultural awareness training needs within our organisation.	June 2019	Chief Executive Officer, Coordinator, Human Resources
	5.9	Create opportunities for local Aboriginal families to research their family history as part of the history of Town.	September 2018	Library and Information Services Manager Librarian
6. Engage employees in understanding the significance of Aboriginal and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning	6.1	Develop, implement and communicate a cultural protocol document for Welcome to Country and Acknowledgement of Country.	July 2018	Director, Community Development
	6.2	Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships.	September 2018	Library and Information Services Manager Librarian
	6.3	Invite a Traditional Owner to provide a Welcome to Country at significant events, including the Dandjoo Koorliny Reconciliation Gathering.	March 2019, 2020 May 2019, 2020	Director, Community Development
	6.4	Include an Acknowledgement of Country at the commencement of all important internal and external meetings.	July 2018	Chief Executive Officer
	6.5	Encourage staff to include an Acknowledgement of Country at the commencement of all meetings.	December 2020	Chief Executive Officer
	6.6	Invite local Traditional Owners to come to our organisation and share insights of their culture and community.	March 2018, 2019, 2020	Director, Community Development
	6.7	Identify local Traditional Owners of the lands and waters within our organisation's sphere of influence.	December 2018	Director, Community Development

	6.8	Increased understanding of the meaning and significance behind Acknowledgement of Country and Welcome to Country protocols (including any other relevant local cultural protocols).	December 2018	Director, Community Development	
	6.9	Ensure Business Units improve the collection and use of data in order to improve engagement with Aboriginal and Torres Strait Islander peoples.	June 2019	Directors - Strategic Planning, Community Development, Operations Services and Corporate Services.	
7	Provide opportunities for Aboriginal and Torres Strait Islander staff to engage with their culture and communities by celebrating NAIDOC Week	7.1	Review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week.	December 2018	Chief Executive Officer, Coordinator, Human Resources
		7.2	Provide opportunities for all Aboriginal and Torres Strait Islander staff to participate with their cultures and communities during NAIDOC Week.	December 2018	Chief Executive Officer, Coordinator, Human Resources
		7.3	Raise awareness of the meaning of NAIDOC Week.	July 2018, 2019	Director, Community Development
		7.4	Promote and encourage employees to attend local NAIDOC Week activities.	July 2018, 2019	Director, Community Development
		7.5	Ensure our Working Group participates in at least one external NAIDOC Week event.	July 2018, 2019	Director, Community Development
		7.6	Recognise and celebrate milestones for Aboriginal and Torres Strait Islander peoples within the Town.	July 2018	Library and Information Manager Librarian
8	Publically recognise and celebrate Aboriginal and Torres Strait Islander culture and history.	8.1	Encourage all employees of the Town to post good news stories and events on the Reconciliation Australia's Share Our Pride online tool.	December 2018, 2019	Director, Community Development

<b>Opportunities</b>			
We have a strong commitment to creating opportunities for engaging and working with Aboriginal and Torres Strait Islander peoples which we acknowledge is central to developing our knowledge and understanding, building positive relationships and enabling equitable access to our systems and processes. This creation of opportunities for Aboriginal and Torres Strait Islander peoples includes the areas of employment in varying categories within our organisation and self-employment through procurement for small businesses.			
Our focus area is the engagement and partnerships with Aboriginal and Torres Strait Islander peoples to create jobs and economic opportunities.			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
9 Investigate opportunities to improve and increase Aboriginal and Torres Strait Islander employment outcomes within our workplace	9.1 Collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities.	June 2019	Chief Executive Officer, Coordinator, Human Resources
	9.2 Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development.	June 2019	Chief Executive Officer, Coordinator, Human Resources
	9.3 Review HR and recruitment procedures and policies to ensure there are no barriers to Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.	June 2019	Chief Executive Officer, Coordinator, Human Resources
	9.4 Develop and implement an Aboriginal and Torres Strait Islander Employment and Retention strategy.	December 2019	Chief Executive Officer, Coordinator Human Resources
	9.5 Actively encourage the participation of local Aboriginal and Torres Strait Islander peoples in the workforce by advertising job applications through the Aboriginal Workforce Development Centre and review the effectiveness of this.	December 2018, December 2019.	Chief Executive Officer, Coordinator Human Resources
	9.6 Explore Aboriginal and Torres Strait Islander peoples training and employment opportunities with the workforce (including eligible trainees, cadets and interns).	July 2019	Chief Executive Officer, Coordinator Human Resources
10. Investigate opportunities to incorporate Aboriginal and Torres Strait Islander supplier diversity	10.1 Review and update procurement policies and procedures to ensure there are no barriers for procuring goods and services from Aboriginal	December 2018	Director, Corporate Services Senior Economic

within our organisation	and Torres Strait Islander businesses.		Development Officer
	10.2 Develop and communicate to staff a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services.	June 2019, 2020	Director, Corporate Services Senior Economic Development Officer
	10.3 Connect and form relationships with Aboriginal businesses whereby the Town is able to access and meet eligible Aboriginal businesses with whom the Town may be able to develop at least one commercial relationship with an Aboriginal and/or Torres Strait Islander owned business.	June 2020	Director, Corporate Services Senior Economic Development Officer
	10.4 Investigate Supply Nation membership.	June 2019	Director, Corporate Services Senior Economic Development Officer
	10.5 Actively engage, encourage and invite sub-contractors and suppliers to participate in some of our Reconciliation Action Plan activities as well as encourage them to develop their own reconciliation journey.	October 2018, October 2019.	Director Corporate Services

<b>Governance, tracking progress and reporting</b>			
<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
11. Report RAP achievements, challenges and learnings to Reconciliation Australia	11.1 Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.	September 2018, September 2019.	Director, Community Development Director, Corporate Services
	11.2 Investigate participating in the RAP Barometer.	June 2019	Director, Corporate Services
	11.3 Define resource needs for Reconciliation Action Plan implementation.	February 2019, 2020	Director, Community Development Director, Corporate Services
	11.4 Track, measure and report on Reconciliation Action Plan activities.	September 2018, 2019.	Director, Community Development Director, Corporate Services
12. Report RAP achievements, challenges and learnings internally and externally	12.1 Publically report our RAP achievements, challenges and learnings.	September 2018, 2019.	Director, Community Development Director, Corporate Services
13. Review, refresh and update RAP	13.1 Liaise with Reconciliation Australia to develop a new RAP based on learnings, challenges and achievements.	October 2019	Director, Community Development
	13.2 Send draft RAP to Reconciliation Australia for review and feedback.	November 2019	Director, Community Development
	13.3 Submit draft RAP to Reconciliation Australia for formal endorsement.	January 2020	Director, Community Development

**Contact details** Include contact details (job title, phone and email) for public enquiries about your RAP

Name: Graeme Haggart

Position: Director, Community Development

Phone: (08) 9377 8016

Email: [ghaggart@bassendean.wa.gov.au](mailto:ghaggart@bassendean.wa.gov.au)

# **ATTACHMENT NO. 10**

## 6.7 Electronic Recording and Livestreaming of Council Meetings

### Objective

The objective of this Policy is to:

- Outline the manner in which Council meetings shall be recorded and broadcast;
- Ensure that a true and accurate account of the debate and discussions at the meetings is available;
- Provide a process in which a Councillor may question the accuracy of minutes improve transparency, Community engagement, customer service and access to Council decision making.

**Commented [R.Mc1]:** This is in conflict with your point below about the disclaimer so you may not want to include this.

### Strategy

#### Electronic Recording and Livestreaming of Meetings

This policy applies to all Ordinary Council Meetings, Special Council Meetings, Agenda Briefings and Electors' Meetings. This policy does not apply to any part of the meeting which is closed under Section 5.23 of the Local Government Act.

The Town is committed to engaging with its community and recognises that providing opportunities for the community to attend council meetings will result in more informed and engaged residents.

The Town will therefore provide access for the public to attend Council meetings through the live streaming of meetings through the internet.

The recording & live streaming will commence at the times that the meetings are due to commence and finish when the presiding member closes or adjourns the meeting for any reason.

Meetings closed for consideration of matters under Section 5.23 of the Local Government Act or by resolution of Council will not be streamed or uploaded to the website but will be recorded for the records of the local government.

Meetings shall be recorded and live streamed in accordance with this policy unless a motion to the contrary is passed by simple majority at the beginning or at any other time during the meeting.

No protection will be afforded to Councillors, staff or the public for comments and statements made during the live streaming of meetings which are subsequently challenged in a court of law and determined to be slanderous.

Copies of electronic recordings of meetings, where taken, shall be made available to the public via the Town's website and include a disclaimer that advises the public that the recordings are not the official record of a Council meeting and Council cannot guarantee the accuracy or the quality of this recording and it cannot be assumed to be a complete record of proceedings.

A sign will be prominently displayed at each Council Meeting notifying attendees that the meeting will be web streamed.

The Presiding Member is to make an announcement at the start of every meeting, drawing attention to the fact that Council meetings will be web streamed.

Members of the public shall not make copies of recordings or any part thereof without the approval of the Council or tamper with them so as to produce a false record.

Audio recordings of Agenda Briefing Sessions, Ordinary Council Meetings and Special Council Meetings are to be made available to the public via the website within three days of the date of each meeting.

Members of the public may listen to a recording at the Council Library free of charge. Two working day's notice is to be given by members of the public who wish to listen to the recording at the Library.

Electronic recordings are to be stored for long-term storage as a State Record in accordance with the requirements of the State Records Act.

**Commented [R.Mc2]:** Is there a capacity to make the video recording available online or just the live streaming? If so, the word "Audio" should be removed

**Commented [MC3R2]:** The intention was to have the video livestream and not recorded

**Commented [R.Mc4]:** Is this relevant considering they will be online? Maybe relevant for archived recordings only?? Potentially be removed.

**Commented [MC5R4]:** Relevant to People who do not have access to internet at home and may want to use the free internet facility at the Library.

## Application

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

<p><b>Policy Type:</b> Strategic Policy</p>	<p><b>Responsible Officer:</b> Chief Executive Officer</p>
<p><b>Link to Strategic Community Plan:</b> Good Governance</p>	<p><b>Last Review Date:</b> March 2018 <b>Version 2</b></p>
	<p><b>Next Review due by:</b> May 2021</p>

**ATTACHMENT NO. 11**



TOWN OF  
**BASSENDEAN**  
*Home by the Swan*

## TOWN OF BASSENDEAN ADVISORY GROUP POLICY

### OBJECTIVES

To provide guidance for the establishment and operation of the Town's Advisory Groups.

### POLICY STATEMENT

#### DEFINITIONS

*"Advisory Group"* means a group established by a resolution of the Council pursuant to this Policy.

*"Financial Interest"* has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

*"Proximity Interest"* has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

*"Impartiality Interest"* means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

### 1. ESTABLISHMENT

1.1 The Council may establish an Advisory Group to:

- (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- (b) to provide advice; and
- (c) support to the Town, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy **are not, and are not intended to be**, Committees established under Section 5.8 of the *Local Government Act 1995*.

## 2. OPERATION

Operation of an Advisory Group is to occur in accordance with the following principles:

- 2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the Town's Administration.
- 2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:
  - (a) A clear statement of objective and the scope of activity to be undertaken.
  - (b) Membership/stakeholder representation.
  - (c) The operational and administrative framework by which activities are to occur.

## 3. TERMS OF REFERENCE AND ROLE

Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

- 3.1 The role of an Advisory Group is to act in an advisory capacity, providing the Town's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.
- 3.2 The Advisory Group **will only** consider matters referred to it by the Council.
- 3.3 An Advisory Group **has no** decision making powers and **does not** have any authority to act on behalf of the Town. In operation, the group **cannot** direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the Town.
- 3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the Town's record keeping systems.
- 3.5 Advisory Group members either collectively or individually **are not** authorised to speak on behalf of the Town or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

## 4. ROLE OF THE CHAIRPERSON

- 4.1 The Advisory Group Chairperson is to be appointed by the Council.
- 4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior Town Officer.

- 4.3 The Chairperson (in liaison with the most Senior Town Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.

## **5. MEETING PROCEDURES**

### **5.1 Meetings**

- (a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year.

### **5.2 Quorum**

A quorum will be by simple majority plus one.

### **5.3 Agendas**

- (a) The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

### **5.4 Minutes/Meeting Notes**

- (a) The relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the Town's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:

- (i) Consistent with the Town's established strategic and operational planning and the objective for which the Advisory Group was established.
  - (ii) Within the Town's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
  - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

## **6. ADMINISTRATIVE ACTION AND SUPPORT**

- 6.1 A Town employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:
- Issuing of the Agenda;
  - Recording of Apologies prior to the meeting;
  - Preparation of the Minutes/meeting notes;
  - Room booking; and
  - Catering requirements.
- 6.2 Any items which have been dealt with by the Advisory Group will not be implemented by the Town's Administration until a report has been submitted to the Council for a decision.
- 6.3 The Town's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 – *"Minutes/Meeting Notes"* and Clause 6.2 – *"Administration Action and Support"*, above.

## **7. CODE OF CONDUCT**

- 7.1 Community Members of the Town's Advisory Groups will be advised of the relevant provisions of the Town's Code of Conduct and must comply with the relevant requirements.
- 7.2 The Town's Code of Conduct shall apply to members of the Advisory Groups.
- 7.3 All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.
- 7.4 A copy of the Town's Code of Conduct will be provided to each member upon their appointment.

7.5 The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

## 8. CONFLICT OF INTEREST

The Chairperson, when opening the meeting, will acknowledge the traditional Owners of the land on which the Advisory group meeting is taking place, and will also make the following statement.

**“In the interests of ethical and impartial decision making all members of this advisory group will pay close attention to all matters being discussed, and any items of correspondence, or any other reports or written materials, to ensure that there is nothing before the working group in which the member has a conflict of interest. If the interest was not recognised when considering the agenda or at the beginning of the meeting, then the member shall bring the interest to the attention of the chair as a matter of urgency and excuse themselves from the meeting.”**

- 8.1(a) Whilst the financial, proximity and impartiality interest provisions of the *Local Government Act 1995* do not apply to the Town's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the *Local Government Act 1995* and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.
- (b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.
- (c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:
- \* Trivial or insignificant; or
  - \* an interest in common to a significant number of electors or ratepayers.
- (d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.
- (e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:
- determine that the Member should not participate in that part of the meeting;
  - remain in the meeting and participate in discussion; or
  - remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

- (f) Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.
  - (g) The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.
  - (h) If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior Town Officer in attendance at the meeting.
- 8.2 Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Elected Councillors should be aware that they are still subject to the Local Government Rules of Conduct Regulations 2007 where they pertain to behaviours and general rules of conduct whilst in an advisory group meeting.

## **9. INSURANCES**

The Town will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

## **10. MEMBERSHIP**

Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.

- 10.1 Where Advisory Group membership includes representatives to stakeholder organisations, the Town shall seek written nomination/s from the organisation/s.
- 10.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the Town shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.
- 10.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:

- (a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.
- (b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the Town's Administration, whichever was the convenor of the Advisory Group.

10.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.

## **11. TENURE OF APPOINTMENT**

11.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.

11.2 The Advisory Group Membership is normally for a period of two years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.

11.3 If a member fails to attend three consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a group is terminated.

11.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:

- (a) the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group;  
or
- (b) the member is found to be in breach of the Town of Bassendean Code of Conduct or a serious contravention of the *Local Government Act 1995*;  
or
- (c) a member's conduct, action or comments brings the Town of Bassendean into disrepute.

## **12. VACANCIES**

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two years duration of the convened Advisory Group, as approved by the Council.

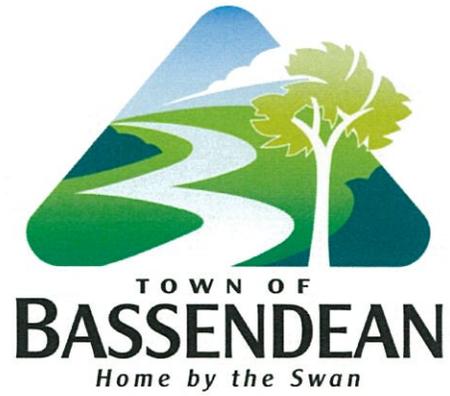
## **13. COUNCIL DECISION**

The Town's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

## **14. REVIEW**

The operations of an Advisory Group shall be reviewed every two years, or sooner if required.

# **ATTACHMENT NO. 12**



**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 <b>(January to March)</b>
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	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	<b>Activate neighbourhood spaces to facilitate community gathering</b>				
1.1.3	<b>Ensure our unique culture and history are shared and celebrated</b>			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	<b>Continue to support and facilitate participation in the arts, community festivals and events</b>				

			<p>Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan</p>	<p>Council resolved (OCM – 14/11/17 &amp; OCM – 12/12/17) in part, to request 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 Councilor 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 &amp; Children’s Services Facility.</p>
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**OBJECTIVE 1.2 - ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED**

<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		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	Plan and build Men's Shed facility	Councillors Workshop conducted on 21 March to consider how to progress given that Lotterywest had approved a reduced grant of \$200,000. It was agreed to reconsider May Holman Reserve and the Fire Station as alternative sites to the Depot site such

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

**OBJECTIVE 1.3 - 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**

<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>1.4.1 Facilitate healthy and active aging in place</b>	Community / Stakeholder Satisfaction Survey (Aged, Families and Youth)  Level of engagement of the aged community in their own care and wellbeing	Improved Community feedback (based on baseline data collected in year 1)  High level of involvement and participation	Review Service delivery models for seniors including community care and Hyde Retirement Village.  Continue to provide inclusive opportunities for social for connection to encourage active ageing in place	Supported activities provided through SDS for the aged and frail to stay active and engaged
<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>	Waste reduction ratio to population–	Reduction in waste by tonnage per annum in relation to population	Develop and implement Environmental Community Education program	Officers are investigating two new education initiatives that will be reviewed at sustainability committee meeting in March
<b>2.1.2 Reduce waste through sustainable waste management practices</b>	Carbon emissions (“Planet Footprint”)	Reduction in Carbon Emissions	Develop Local Planning Policies, promote and implement best practice renewable energy guidelines including sustainability initiatives	No action this quarter
<b>2.1.3 Initiate and drive innovative Renewable Energy practices</b>			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	<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.	Anzac Terrace foreshore drainage restoration and foreshore stabilization works have been completed, the site will be revegetated during the winter months.
2.2.2	<b>Sustainably manage significant natural areas</b>			Advocate with relevant partners to collaborate on protection and rehabilitation.	
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.	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**

<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>2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.</b>  <b>2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams</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.
	Increase in Public Open Space	2017 baseline tree canopy area maintained by ensuring the public realm increases excess the private realm losses.	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
	Tree Canopy Area monitoring (Private and public realms)	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 (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)	Water Quality monitoring	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 <b>(January to March)</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)	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	<b>Local Planning Strategy</b> Phase 2 of the Bassendean Built Form and Character Study commenced and is nearing completion – see remarks under Objective 3.3;
3.1.3 Plan for local neighbourhoods and their centres	The level of community engagement and participation into Local Area Planning. (input into plans and policy development)			Local Economic Overview progressed and is presently being finalised – see remarks under Objective 4.1;
3.1.4 Ensure infrastructure is appropriate for service delivery				Request for Quotation (RfQ 363 2017-18) to undertake the Bassendean Transport Study was completed and issued in early January 2018. The procurement process has been completed with a contract recently issued to the successful consultant (ARUP). An inception meeting with the consultant was held in late March 2018 and the study is now underway;

			<p>Preliminary Land Use and Residential Density mapping was completed and presented to Councillors and Design Bassendean Committee members for consideration and review at a presentation on 26 March 2018. This mapping requires further review subsequent to the development of further residential density scenarios.</p> <p>Just prior to the aforementioned presentation the Minister for Planning announced that the <i>Perth and Peel @ 3.5 Million</i> planning framework (a key determinant of the Local Planning Strategy review) had been finalised and endorsed by State Cabinet.</p> <p><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>				
			<table border="1"> <tr> <td>Develop Local Planning Policies</td> <td>No action this quarter</td> </tr> <tr> <td>Prepare and develop Precinct/ Neighbourhood plans</td> <td>No action this quarter</td> </tr> </table>	Develop Local Planning Policies	No action this quarter	Prepare and develop Precinct/ Neighbourhood plans	No action this quarter
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

<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>3<sup>rd</sup> Quarter</b> <b>(January to March)</b>
<b>3.2.1 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	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.
<b>3.2.2 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.)		
<b>3.2.3 Enhance the liveability of local neighbourhoods.</b>				
<b>3.2.4 Enhance Road Safety through Design</b>				

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

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

### OBJECTIVE 4.1 - BUILD ECONOMIC CAPACITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3 <sup>rd</sup> Quarter <i>(January to March)</i>
<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	<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.
<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	- 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.
<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 (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.

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

### OBJECTIVE 5.1 - ENHANCE ORGANISATIONAL ACCOUNTABILITY

Strategies <i>How we're going to do it</i>	Success Measures	Targets	Projects <i>New projects that will be implemented</i>	3 <sup>rd</sup> Quarter <i>(January to March)</i>
5.1.1 <b>Enhance the capability of our people</b>	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 <b>Ensure financial sustainability</b>	Compliance Audit	100% Statutory Compliance met.	Review the Risk Management Framework	Staff continue to monitor the Risk Management profiles and a report will be presented to the Audit and Governance Committee in December
5.1.3 <b>Strengthen governance, risk management and compliance</b>	Risk Management Profile	100% Risk Mitigation as determined by insurer.	Continue the Internal Audit Project to ensure statutory compliance and reduction in Risk Management.	Internal Audit Completed for the fees and charges and a report will be presented to the Audit and Governance Committee on the 9 <sup>th</sup> May 2018.
5.1.4 <b>Improve efficiency and effectiveness of planning and services</b>	Financial Ratio Benchmarked.	Asset Ratios met or Improved (intermediate level)		
5.1.5 <b>Ensure optimal management of assets</b>	Asset Ratio Benchmarked	Financial Ratios met or improved (intermediate level)		

**OBJECTIVE 5.2 - PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS**

<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>5.2.1</b>	<b>Improve customer interfaces and service</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	The Consultant has been appointed and is currently works with Business Unit Managers to develop the plan
<b>5.2.2</b>	<b>Engage and communicate with the community</b>			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
<b>5.2.3</b>	<b>Advocate and develop strong partnerships to benefit community</b>				

**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
<b>TOTALS (includes completed projects)</b>		\$ 2,097,876.26		\$ 1,589,736.92	\$ 508,139.34	\$ 1,212,591.35	\$ 885,284.91
				\$ 885,284.91	<b>TOTAL in TRUST</b>		
				-\$ 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



**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.

**ATTACHMENT NO. 13**

**LIST OF OBJECTIVES, STRATEGIES, AND PROJECTS OF THE COMMITTEE  
EXTRACTED FROM THE TOWN'S STRATEGIC COMMUNITY PLAN  
2017-2027**

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**3.0 OBJECTIVES + STRATEGIES**

In accordance with the *2017-2027 Strategic Community Plan*, the Committee shall make recommendations to Council on the following objectives and Strategies:-

**3.1 Plan for an increased population and changing demographics**

- 3.1.1 Facilitate diverse housing and facility choices
- 3.1.2 Implement sustainable design and development principles
- 3.1.3 Plan for local neighbourhoods and their centres
- 3.1.4 Ensure infrastructure is appropriate for service delivery

**3.2 Enhance connectivity between places and people**

- 3.2.1 Connect the Town through a safe and inviting walking and cycling network.
- 3.2.2 Advocate for improved and innovative transport access and solutions.
- 3.2.3 Enhance the liveability of local neighbourhoods.
- 3.2.4 Enhance Road Safety through Design

**3.3 Enhance the Town's appearance**

- 3.3.1 Improve amenity and the public realm
- 3.3.2 Strengthen and promote Bassendean's unique character and heritage
- 3.3.3 Implement design policies and provisions of buildings and places

## **PROJECTS OF THE COMMITTEE**

- Review Local Planning Policy (LPP) – Bassendean Town Centre Area Strategy
- Local Planning Strategy Review & Local Planning Scheme 10 Review
- Prepare a Strategy for the removal of contaminated cells within industrial area to free up land for industrial development
- Develop Local Planning Policies
- Prepare and develop Precinct/ Neighbourhood plans
- Prepare a Development Contributions Plan
- Identify land within areas destined for intensive development adjacent to stations and major transport routes for acquisition and development into pocket parks
- Bassendean Built Form and Character Study (part of Local Planning Strategy Review)
- Preserve Heritage buildings with protection of the Local Planning Scheme
- Winding up of Town Planning Scheme 4A
- Establish a Design Advisory Panel
- Finalise and implement the Municipal Heritage Inventory
- Develop Local Planning Policies and Guidelines for sustainable design of buildings
- Identify land within areas destined for intensive development adjacent to stations and major transport routes for acquisition and development into pocket parks

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# **TOWN OF BASSENDEAN MINUTES**

## **DESIGN BASSENDEAN COMMITTEE**

**HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN  
ON THURSDAY 5 APRIL 2018, AT 7.05PM**

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

#### **Acknowledgement of Traditional Owners**

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

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

#### **Present**

David Doy, Presiding Member (from 7.27pm)  
Cr Renee McLennan, Deputy Presiding Member (acting Presiding Member (until 7.27 pm)  
Cr Jai Wilson  
Cr Kathryn Hamilton (Deputy Member)  
Ross Jutras-Minett, Community Representative  
Phillip Burton, Community Representative  
Moss Johnson, Community Representative  
Jennie Collins, Community Representative  
Coan Harvey, Community Representative (from 7.07pm)  
Anthony Dowling, Director Strategic Planning  
Brian Reed, Manager Development Services  
Donelle Maxwell, Minute Secretary

#### **Apologies**

Cr John Gangell

#### **Member of the Public**

Angie Piantadosi

### **3.0 DEPUTATIONS**

Nil

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

##### **4.1 Inaugural Meeting held on 7 February 2018**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1(a)**

MOVED Jennie Collins, Seconded Moss Johnson, that the minutes of the inaugural meeting held on 7 February 2018, be received.

**CARRIED UNANIMOUSLY 9/0**

###### **COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1(b)**

MOVED Cr Jai Wilson, Seconded Moss Johnson, that the minutes of the inaugural meeting held on 7 February 2018 be confirmed as a true record.

**CARRIED UNANIMOUSLY 9/0**

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

Nil

#### **6.0 DECLARATIONS OF INTEREST**

Nil

#### **7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

Nil

#### **8.0 REPORTS**

##### **8.1 Proposal to Disband the Design Bassendean Committee and reconstitute it as an Advisory Group of Council**

###### **Background**

Council, at its Ordinary meeting held on 27 March 2018, considered a proposal by the Mayor to reconstitute the Design Bassendean Committee as a working group of Council, modelled on the way working groups are structured and operate at the City of Vincent.

Generally, reconstituting the Committee as a working (or advisory) group of the local government will enable less rigidity and formality in conducting meetings as well as enabling a more holistic approach to be undertaken in developing a design framework that can facilitate better built design outcomes.

It also provides an opportunity for the Design Bassendean Committee (proposed Working Group) to take a more proactive role in assisting the Director Strategic Planning and other relevant staff in plan-making and policy formulation etc.

Further details about the proposal will be outlined by the Mayor at the meeting.

#### Comment

*The Mayor outlined further details about the proposal with the Committee following which the Committee agreed to transitioning to an advisory group of the Council.*

#### COMMITTEE RECOMMENDATION – ITEM 8.1

**DBC-1/04/18** MOVED Coan Harvey, Seconded Phillip Burton, that the Committee supports the Design Bassendean Committee transitioning to an Advisory Group of Council.

CARRIED UNANIMOUSLY 9/0

### **8.2 Bassendean Built Form and Character Study**

#### Background

On Monday 26 March 2018 Stephen Carrick Architects (SCA) presented an overview of Phase 2 of the *Bassendean Built Form Character Study* (BBFCS) to Councillors and members of the Design Bassendean Committee at a Council Information Workshop.

Members were invited to review and provide initial feedback on the study at the meeting for consideration of presenting a collective response to the study consultant.

#### Comments

*Whilst Committee members requested more time to provide feedback on Phase 2 of the study, the Committee expressed a desire that the recommended design responses transpose into design guidelines that seek to ensure that future development within the Town is cognisant and reflective of the Town's unique character.*

*It was agreed by the Committee that further feedback on the study from Committee members be provided to the Director, Strategic Planning by 23 April 2018.*

### COMMITTEE RECOMMENDATION – ITEM 8.2

**DBC-2/04/18** MOVED Cr McLennan, Seconded Cr Hamilton, that for Council to receive the *Bassendean Built Form and Character Study* to inform the preparation of a local planning policy and design guidelines that seek to find the right balance between developing for the future and preserving our Town's unique character.

This is considered the highest priority.

Key matters to be considered are:

- a) Resourcing implications for the Town's administration;
- b) Impact on the timing of other strategic planning projects;
- c) Development of a community consultation plan; and
- d) Draft *State Planning Policy 7—Design Principles* and draft *State Planning Policy 7.3—Apartment Design*.

CARRIED UNANIMOUSLY 9/0

## **8.3 Preliminary Land Use and Residential Density Changes**

### Background

Also on Monday 26 March 2018 at the Councillors' Information Workshop, the Director Strategic Planning presented a 'first cut' of proposed land use and residential density changes for consideration by Council and the Design Bassendean Committee.

In light of the suggested land use and residential density changes, Councillors and members of the Design Bassendean Committee in attendance at the 26 March workshop expressed a collective view to the effect that consideration be given to the following two key matters in the further development of a revised Local Planning Strategy:

- (i) A range of **residential density scenarios** (perhaps three) be developed, ranging from say the application of residential densities recommended in the *Perth and Peel @ 3.5 Million* planning framework to more modest density increases concentrated or focused in discrete areas of the Town; and

- (ii) **Design guidelines** be developed and prepared to illustrate preferred residential densities and associated built form with such guidelines to accompany any draft residential density plan made available for public/community consultation.

Comment

Further discussion on the aforementioned matters occurred with the Committee agreeing that the Director Strategic Planning prepare at least three residential density scenarios, all of which are to be based upon the infill dwelling target of 4,150 dwellings set down in the finalised *Perth Peel @ 3.5 Million* planning framework for Bassendean.

COMMITTEE RESOLUTION – ITEM 8.3

- DBC-3/04/18** MOVED Coan Harvey, Seconded Ross Jutras-Minett, that the Town's Director Strategic Planning be requested to prepare three residential density scenarios for further consideration by the Committee, with each scenario maintaining the State's dwelling target for the Town of Bassendean of 4,150 dwellings by 2050.

CARRIED UNANIMOUSLY 9/0

**8.4 Proposed Community Engagement/Consultation Strategies for Strategic Planning Projects**

Background

As part and parcel of developing the aforementioned land use and residential density plans and design guidelines, it is considered that opportunities be provided to the Bassendean community to become engaged early in the process of developing these, especially in respect to the areas where they live or work.

To this end, it was suggested that the Committee explore and consider how best to engage the local community and to develop and recommend to Council strategies to achieve this.

Comment

The Committee expressed a view that prior to further developing and considering a range of strategies for community engagement and consultation the Director Strategic Planning be requested to prepare a revised Strategic Planning Framework schedule in order to inform the subsequent development of a community engagement/consultation strategy.

**COMMITTEE RECOMMENDATION – ITEM 8.4**

**DBC-4/04/18** MOVED Cr Hamilton, Seconded Jennie Collins, that the Director Strategic Planning be requested to prepare a revised draft schedule of the strategic planning framework for further consideration by the Design Bassendean Committee.

**CARRIED UNANIMOUSLY 9/0**

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

Nil

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

Nil

**11.0 CONFIDENTIAL BUSINESS**

Nil

**12.0 CLOSURE**

The next meeting date to be confirmed.

The meeting closed at 9.07pm.