

ATTACHMENTS

BRIEFINGS SESSION AGENDA

11 DECEMBER 2018

Attachment No. 1:

Development Control Policy 2.2 – Residential Subdivision

Attachment No. 2:

- Planning report prepared by Urbis
- Telstra Smart City Payphones Brochure
- Plans of proposed Telstra Smart City Payphone
- Sign Management/Advertising Strategy

Attachment No. 3:

- Letters sent to adjacent residents
- “Your Say” engagement report
- Responses received and officer comment
- Current Design Drawings

Attachment No. 4:

Draft Town of Bassendean Emission Reduction Plan

Attachment No. 5:

Draft Instrument of Appointment and Delegation – River Parks Committee

Attachment No. 6:

- Arborist report
- Public liability risk assessment

Attachment No. 7:

- Draft 2017/18 Annual Report
- 2017/18 Audited Annual Financial Statements including the Audit Report

Attachment No. 8:

Notice of Motion – Cr Quinton: letter of endorsement from ECAWA

Confidential Report and Attachment

ATTACHMENT NO. 1



Department of
Planning



Western
Australian
Planning
Commission

May 2017

DC Policy 2.2

– Residential Subdivision

Development Control Policy 2.2

– Residential Subdivision

[click to follow](#)

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Background notes

1. *Development Control Policy 2.2 – Residential Subdivision* establishes the Western Australian Planning Commission (WAPC) position on residential subdivision. The policy considers *State Planning Policy 3.1 – Residential Design Codes (R-Codes)* and other relevant WAPC policies.

2. This policy complements the following and should be read in conjunction with these relevant policies and planning instruments.

State Planning Policy 3.1 – Residential Design Codes (R-Codes)

Development Control Policy 1.1 – Subdivision of Land - General Principles

Development Control Policy 1.3 – Strata Titles

Development Control Policy 2.3 – Public Open Space in Residential Areas

Development Control Policy 2.4 – School Sites

Development Control Policy 2.5 – Special Residential Zones

Development Control Policy 2.6 – Residential Road Planning

Liveable Neighbourhoods

Government Sewerage Policy – Perth Metropolitan Region

1. Citation

This is a Development Control policy prepared under Section 14(b)(ii) of the *Planning and Development Act 2005*.

This policy may be cited as *Development Control Policy 2.2 – Residential Subdivision (DC 2.2)*.

2. Introduction

This policy sets out the Western Australian Planning Commission's requirements for the subdivision of land into residential lots. It is related to the site area per dwelling standards contained in the R-Codes; and to other WAPC policies outlined in **Background notes**. It is intended that, when read together, these policies create a flexible framework for the use of statutory planning powers within which the creation of a wide range of lot and housing types is possible.

3. Policy objectives

- To establish a consistent and coordinated approach to the creation of residential lots throughout the Western Australia.
- To adopt criteria for residential lots that will ensure each lot has a suitable level of amenity, services and access.

- To facilitate the supply of residential lots in a range of shapes and sizes that reflect the statutory provisions of local planning schemes – including the R-Codes, the availability of reticulated sewerage, and the need for frontage to public roads.

4. Policy measures

4.1 General requirements

- 4.1.1 Applications for the subdivision of land into residential lots will be assessed against:

- the relevant criteria set out in clause 4.1.3
- the context of the general subdivision requirements of *Development Control Policy 1.1 – Subdivision of Land – General Principles*
- any relevant endorsed local structure plan
- other matters that may apply to the circumstances of the proposal.

Conditions of approval may also be imposed to ensure compliance with the criteria.

- 4.1.2 If the WAPC considers that a plan for subdivision may affect a local government, a public authority or utility service provider,



it is required under the *Planning and Development Act 2005* (as amended) to consult with, and consider the advice of the local government and any relevant public bodies and government departments before making a decision on the application for subdivision.

4.1.3 All new residential lots will be:

- capable of development in accordance with the R-Code density assigned under the relevant local planning scheme, and any local variations that may apply
- located in an area with physical characteristics suitable for subdivision (such as topography, soils, drainage, vegetation and natural features); and in accordance with an approved structure plan (where applicable) or for infill sites, which reflects those characteristics
- located within a system of vehicle and pedestrian movement consistent with the principles of *Development Control Policy 2.6 – Residential Road Planning*, in terms of roads hierarchy, road safety, lot access and provision of cycleways and pedestrian walkways
- convenient to areas of passive and active open space in accordance with *Development Control Policy 2.3 – Public Open Space*, in terms of

appropriate location and configuration, and having regard for the existing and proposed distribution of open space in the immediate locality

- served by a suitable level of community services, schools, retail and other facilities and services as determined under other relevant WAPC policies
- screened or otherwise protected from the effects of adjacent land uses that may affect the amenity of the occupants of the lot.

4.2 Lot sizes

4.2.1 The minimum lot size and frontage requirements of the relevant R-Code form the basis for the subdivision of residential land. Lot sizes greater than the specified minimum will be considered, unless the WAPC, having regard for the reasons for the selection of the particular R-Code and any commitments made to service infrastructure, considers the uneconomic use of services would result.

4.2.2 In greenfield subdivisions, the WAPC may consider subdivision applications with lot sizes for single houses below the minimum for the relevant R-Code, provided the subdivision complies with the average for the relevant R-Code.

4.2.3 In existing residential areas, the WAPC will only consider subdivision or survey-strata applications proposing variations to lot sizes for single houses and grouped dwellings below the minimum site area requirements (meaning below the minimum and below the average lot sizes) specified in *Table 1* or elsewhere in the R-Codes, where it determines it will have a beneficial outcome for the community; and where the following criteria is met.

Variations to average lot size

- All lots in the subdivision meet the minimum lot size specified in *Table 1* or elsewhere in the R-Codes.
- The variation reduces the average lot size of the subdivision by no more than five per cent of the average lot size specified in *Table 1* or elsewhere in the R-Codes. Any average lot size variation greater than five per cent meets the following criteria:
 - a residential coding of R10 to R30 applies to the land
 - the site is a corner lot with frontage to more than one road (excluding a regional road) or has dedicated road access or right-of-way access to both front and rear boundaries
 - the proposed lots comply with the minimum frontage requirements



specified in *Table 1* of the R-Codes and are regular in shape

- crossovers and driveways to the proposed lots are provided in accordance with Australian Standard (AS) 2890 and the R-Codes
- any corner truncation is excluded from the calculation of the average lot size.
- The applicant provides information that demonstrates the variation will have a beneficial outcome for the community.

Variations to minimum and average lot size

- The minimum lot size variation only applies to one lot in the subdivision.
- The variation reduces the area of that one lot by no more than five per cent of the minimum lot size specified in *Table 1* or elsewhere in the R-Codes.
- The variation in the area of that one lot reduces the average lot size of the overall subdivision by no more than five per cent of the average lot size specified in *Table 1* or elsewhere in the R-Codes.
- The applicant has provided information that demonstrates the variation will have a beneficial outcome for the

community, which could include one or more of the following:

- protection of an environmental or heritage feature
- retention of a significant element that contributes toward the amenity of an existing streetscape
- development of lots with separate and sufficient frontage to more than one public street (for example, corner lots or lots with two or more street frontages)
- overcoming a special or unusual limitation imposed on the development of the land by its size, shape or other feature (for example, past or proposed excision for an electrical sub-station or service easement, irregular boundary or change in existing ground levels)
- allowing land to be developed with housing of the same type and form as land in the vicinity, which would not otherwise be able to be developed
- achieving specific objectives of the local government's local planning framework.

- In considering variations, the WAPC will give regard to the recommendations of the local government.
- Where a local government objects to a variation, the objection should be supported by reasons, with reference to the criteria set out above.
- Where a local government objects to a variation and the WAPC is of the view the application should be supported, further consultation will be undertaken with the local government before the application is determined by the WAPC.

4.2.4 In the interests of variety and choice, there is merit in the provision of a range of lot sizes, where possible, in residential subdivisions. The provisions of the R-Codes provide some opportunity for diverse lot sizes and to a lesser extent, lot shapes – giving greater choice to the community.

4.2.5 For the purpose of calculating average lot size specified in *Table 1* or elsewhere in the R-Codes, the WAPC accepts that with many large-scale projects, subdivisions will proceed in stages, following an overall structure plan for the locality or district, and that component stages may not separately comply with the average lot size requirement. In such cases, the WAPC may choose to base the required calculation



upon subdivision of the entire project area provided that where a particular stage does not comply, it can be assured that subsequent stages will restore compliance, and that those stages will be completed within a reasonable period of time.

4.3 Connection to sewerage

- 4.3.1 The WAPC will apply the *Government Sewerage Policy – Perth Metropolitan Region 1995* (as amended) in its consideration of applications for the creation of residential lots in unsewered areas of the metropolitan region. The basis of that policy is the provision of reticulated sewerage to all new residential subdivisions is mandatory, unless the exemptions as specified in that policy apply.
- 4.3.4 Similarly, outside the metropolitan region, the WAPC will give regard to the Water Corporation of WA's *Country Towns Sewerage – Subdivision Policy*, which specifies those towns or parts of towns where the provision of sewerage is mandatory for new subdivisions, together with exceptions.
- 4.3.5 Where the WAPC is prepared to approve new residential lots without sewerage, it will need to be satisfied that an on-site effluent disposal system is provided in accordance with current policy requirements and practice.

4.4 Single residential lots

- 4.4.1 Single residential lots should be rectangular in shape to accommodate project housing, with preferably a greater depth than width to maximise private space, privacy and amenity; and with an economy of street frontage. Frontage to depth ratios of between 1:1.5 and 1:2 have been common in practice and proved effective.
- 4.4.2 The shape of a lot becomes more critical for those with an area less than 260 square metres, since the proportion covered by a building tends to increase with reductions in area. Accordingly, the WAPC will pay closer attention to this aspect of subdivision proposals and, where irregularly shaped lots are proposed, may seek illustration of the manner in which such lots can be developed effectively in accordance with R-Code requirements before making a decision on an application.

4.5 Small residential lots

- 4.5.1 Proposals to subdivide land to create two or more lots of less than 260 square metres should be submitted with information regarding the arrangement of proposed buildings, fences, driveways and other development on the land to enable the relationship between the subdivision and the development to be assessed.

- 4.5.2 Where proposed lots of less than 260 square metres are narrow, irregularly shaped, present vehicular access difficulties or involve the development to proceed with boundary walls, the WAPC may require, having regard to the views of the local government, that deposited plans of survey or vacant/survey-strata plans not be endorsed until the buildings are constructed to plate height, unless there is a detailed area plan/local development plan adopted under an operative local planning scheme.

4.6 Battle-axe subdivision

- 4.6.1 For the purpose of this section, a battle-axe lot means a lot to which access is provided by a distinct access leg of sufficient width to accommodate a driveway and the necessary public utility services, which is attached to and forms part of the lot. Effective lot area means that part of the battle-axe lot that is capable of development, and excludes the access leg and associated truncations.
- 4.6.2 Extensive use of the battle-axe configuration in the subdivision of new greenfields areas is not favoured. Exceptions may be permitted where:
- battle-axe legs can be used to provide an alternative access for lots fronting major roads with access controls, or public open space



- full advantage can be taken of the views out of the site or where vegetation can be protected through reduced road construction requirements.
- 4.6.3 In existing areas, the WAPC recognises battle-axe subdivisions can provide housing choice and make effective use of land where no other access is practicable. The WAPC, however, considers that where opportunities are provided by dedicating existing laneways and rights-of-way as public roads – both as a means of providing alternative access and a street aspect, this is a preferred outcome to the provision of battle-axe lots.
- 4.6.4 Where local governments consider that battle-axe subdivisions are likely to seriously threaten the character of an established residential area that ought to be protected (for example, heritage precincts or special design control areas) density controls and other provisions may be included in local planning schemes to limit or otherwise ensure that battle-axe subdivisions are in keeping with their surroundings. Provisions should take into account the character and built form outcome of the area.
- 4.6.5 In locations subject to the provisions of the R-Codes, the minimum lot area will be as set out in clause 5.1.1 and column 4 of *Table 1* of the R-Codes. The WAPC will not permit
 - reductions in the minimum or average lot sizes set by the R-Codes for battle-axe subdivisions.
- 4.6.6 In locations not subject to the provisions of the R-Codes, the WAPC will normally require residential battle-axe lots to have an effective lot area of at least 850 square metres to overcome the sense of confinement from lack of street frontage. In areas characterised by small lots, the WAPC may, with the advice of the relevant local government, reduce that basic requirement when it is satisfied that the lot is capable of development without undue effect on adjacent properties. The WAPC may wish to view development plans before making its decision.
- 4.6.7 Access legs to battle-axe lots should be a minimum of 4 metres in width to allow for a constructed driveway and the necessary public utility services. Where the lot is to be created for grouped or multiple dwelling development, the WAPC may require the width of the leg to be increased. Driveways are required to be constructed and drained as a condition of subdivision approval in accordance with the specification of the local government.
- 4.6.8 In rural, rural-residential and low-density subdivisions requiring long battle-axe legs, and locations where there are particular physical or topographical constraints,
 - the WAPC, on the advice of the local government, may require a battle-axe leg wider than 4 metres.
- 4.6.9 In cases where access legs to battle-axe lots are adjoining, the WAPC may accept a reduced width of 3 metres for each leg, subject to the subdivider entering into an agreement with the local government to ensure reciprocal rights of access over adjoining battle-axe legs. The reciprocal rights should also extend into the effective lot areas to allow for a shared turning area.
- 4.6.10 Battle-axe arrangements involving more than two access legs will not normally be accepted unless there are exceptional circumstances to justify such an arrangement. Where more than two adjoining battle-axe legs are proposed, access should be provided by way of a constructed road.
- 4.6.11 The WAPC will not normally accept undersized battle-axe legs as a means of obtaining alternative road frontage and to avoid the costs of extending a water main or sewer in accordance with normal requirements.
- 4.6.12 A truncation of 4.24 metres may be required at the point where the access leg joins the effective area of the lot, to improve vehicular access into the lot. A further truncation, generally of 2.12 metres may be required at the point where the access leg



meets the road reserve, to improve visibility for vehicles entering or leaving the lot. The WAPC will give particular regard to the advice of the local government on these requirements.

- 4.6.13 The WAPC will normally require proposals for the creation of battle-axe lots for residential purposes to comply with the design standards set out in this policy. The WAPC may permit variations to the policy upon the advice of the relevant local government, public bodies and government departments, and where it is satisfied that such variations would be consistent with orderly and proper planning.

4.7 Access to residential lots

- 4.7.1 The creation of lots having road access to both front and rear boundaries is not generally favoured, although exceptions may be made if the proposed lot is specifically designed for multiple or grouped dwellings and the proposal is consistent with the operational and safety requirements of the abutting streets and relevant R-Code provisions.
- 4.7.2 For lots without street frontage, vehicular access should be provided in accordance with the following:
- Battle-axe lots (including survey-stratas with no common property) to

be provided with an access leg of 4 metres in width, with a reduced width of 3 metres, for each access leg when they adjoin.

- The R-Code requirements for strata lots (including survey-stratas with access via common property) to be provided with driveways of 4 metres width, or 3 metres width where necessary to retain an existing dwelling. Driveways should be designed to allow vehicles to pass in opposite directions at one or more points where six or more dwellings are served by the driveway.
- Where it is proposed to retain an existing dwelling and access is not by common property, the WAPC, in considering any strata subdivision will generally require that:
 - there should be no eaves overhangs or other protrusions into the driveway space and no major opening in the wall adjacent to the driveway
 - there will be adequate space for the car parking required by the R-Codes, and sufficient space for safe vehicle manoeuvring.

4.8 Provision of screen fencing

- 4.8.1 Where lots are being created with rear or side boundaries that abut public reserves – particularly major roads to which the lots have no access – the amenity and safety of those reserves is often best protected by the provision of uniform fencing along the common boundary. Arrangements for such fencing should be made at the time of subdivision. Accordingly, a condition of subdivision may require the subdivider to reach agreement with the local government on fencing to include such matters as specification, complementary landscaping and the timing of its provision.
- 4.8.2 The suitability of fences for given locations will depend on function and setting, but the fences will be:
- substantially of solid construction and of sufficient height (normally between 1.8 metres and 2.4 metres) to provide privacy and screening
 - of materials or finished treatment to give a long-lasting, aesthetic appearance, preferably with a low maintenance factor and complemented with landscaping where appropriate
 - of uniform height, design and materials with adjacent lots and of compatible design and/or materials



where changes in design or height are justified due to the requirements of topography or to relieve monotony

- of sufficient height and strength and of appropriate design where it is necessary to produce a barrier in the interests of safety.

4.8.3 Where residential subdivisions include or adjoin public uses such as schools and open spaces, it is preferable to separate the residential lots and public uses by the road system. Arranging parklands and schools to front streets contributes to the local streetscape, creates a safer and more secure environment and avoids the unattractive appearance of extensive back fences.

4.9 Underground power

4.9.1 The WAPC recognises that considerable advantages are gained in the provision of reticulated underground power in residential subdivision, including improved aesthetics, safer and more reliable power supply, greater flexibility in road design and lower maintenance costs. Therefore, as part of its consideration of applications for subdivision, the WAPC will normally require the provision of underground power to residential lots, with regard to the advice of the relevant licensed service provider.

ATTACHMENT NO. 2

1. OVERVIEW

1.1 Smart Cities

Telstra is committed to future proofing our cities by providing the essential infrastructure facilitating the ever-growing digital connections binding our communities. The new **Smart Media Network** is the latest initiative by Telstra to smart city development.

The **Smart Media Network** breathes new life into Telstra's existing 30,000 assets located in all parts of the country – providing vibrant digital infrastructure that connects people across Australia. The **Smart Media Network** includes upgraded formats of Telstra's public communications products, transformed into cutting edge media products befitting smart cities. These facilities include:

- Smart Billboards
- Smart Hubs
- Smart City Payphones
- Interactive Community Spaces
- 5G Network Connectivity
- Big Data Collection and Analytics

1.2 Smart City Payphones

Telstra is partnering with JCDecaux, the largest outdoor communication company in the world, to provide, operate, service and maintain over 1,800 new **Smart City Payphones** areas across Australia. These innovative facilities replace existing dated public payphone facilities, and will include:

- Publicly accessible Wi-Fi (at select locations).
- An NFC enabled 'always-on' mobile interaction hub allowing mobile users to tap for instant digital content, with two tabs allocated for council use.
- USB charging ports.
- A digital screen partly available for council digital content.
- Public transport information.
- Public emergency messaging system.
- Understated timeless aesthetic sits comfortably within the urban fabric of unique cities and different precincts within those cities.
- Designed and built to the highest quality standards to ensure a premium product is maintained throughout its life.
- First genesis of a modern payphone cabinet that integrates into a smart city.

1.3 Statutory Process

Telstra can install and operate the **Smart City Payphones** as a 'low-impact facility' with immunity from state law and the powers and functions of local government, pursuant to of Schedule 3 of the *Telecommunications Act 1997* (Cth). This statutory right includes the installation and use of a digital screen (as a part of the **Smart City Payphone**) for the purposes of advertising, related only to the supply of standard telephone services and display of information. However, town planning approval is required to use the digital screen (as a part of the **Smart City Payphone**) for third party advertising content purposes.

The introduction of an additional form of advertising content on the **Smart City Payphone**, after the completion of the compliant exercise of statutory rights under Schedule 3 of the *Telecommunications Act 1997* Cth (and subject to town planning approval being procured for a change of content for the existing digital screen), does not invalidate the installation nor affect Telstra's statutory powers and immunities in respect of the **Smart City Payphone**.

1.4 The Proposal

This application seeks consent for the change of content from Telstra Standard Telephone Service (STS) advertising to allow third-party advertising at a Smart City Payphone at 25 Old Perth Road, Bassendean.

2. SITE LOCATION AND HISTORY

2.1 Site Details

The Smart City Payphone subject to this application is identified within the attached location map and in Table 1.

The proposed site is within a road reserve/ footpath area. The Smart City Payphone at this location will replace an existing booth at located approximately 70m north-west of the proposed location, adjacent to the intersection of Old Perth Road and Guildford Road. The existing payphone will be removed.

TABLE 1 – TOWN OF BASSENDEAN SMART CITY PAYPHONE LOCATIONS

CabID	Address	Latitude	Longitude	Zone	MRS Zone
08927902X2	25 OLD PERTH ROAD, BASSENDEAN	-31.904137	115.948179	No Zone	Urban

The general siting and location of the facility is directed to areas of high pedestrian movement, in this instance in the Bassendean town centre.

3. PROPOSED DEVELOPMENT

Development approval is sought for the change of content from Telstra Standard Telephone Service (STS) advertising, to allow third-party advertising on the facility arising from the upgrade to Telstra's payphone infrastructure and technology.

The scope of this application is limited to the third-party advertising content change only (detailed below). No material or modifications of the structure is required as part of this proposal.

Dimensions for the signage are 1,600mm height and 900mm width. The proposed signage dimensions will remain consistent with the existing sign dimensions as the same digital screen will be utilised. Please refer to the included plans for more information.

The proposed signage will display a total of 6 advertisements per minute with an instantaneous transition time.

The **Smart City Payphone** (including digital screen) will be initially installed under Schedule 3 of the Telecommunications Act 1997 (Cth) and will display Telstra STS related advertising (in accordance with *Telecommunications (Low-impact Facilities) Determination 2018*).

3.1 Illumination

Each electronic display screen has an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced.

The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting. Screen brightness is summarised in Table 2.

TABLE 2 – SCREEN BRIGHTNESS LEVELS

Lighting Condition	Average	Maximum
Full direct sun on panel	2,000 cd/m ²	2,500 cd/m ²
Day time	1,200 – 1000 cd/m ²	1,500 cd/m ²
Inclement Weather	1,000 – 900 cd/m ²	1,000 cd/m ²
Night Time	350 – 300 cd/m ²	500 cd/m ²

3.2 Content Management

All digital infrastructure is remotely monitored and controlled by JCDecaux staff via an internal content management software. The content management system has firewalls and security protocols in place to ensure the integrity of the digital advertising network.

3.3 Monitoring and Maintenance

The electronic advertising sign is equipped with features that continuously monitor the operating parameters of the unit and automatically send alerts if an operational problem or loss of content occurs to JCDecaux's management software.

If power is entirely lost, the screen maintains sufficient power to allow for an orderly shut-down of the electronic advertising sign and operating system, saving all settings and slowing the modem to send an alert about the problem. Once power is restored the electronic advertising sign will automatically display a black screen.

The electronic advertising sign is equipped with features that continuously monitor the operation of the facility.

The sign will be cleaned weekly and scheduled to a monthly maintenance check.

3.4 Emergency Messaging System

JCDecaux has developed a web-based Emergency Messaging System to which the City of Perth will have direct access. In emergency situations the City of Perth can take over the Telstra Smart Phone digital inventory across the local government area or particular areas to display emergency information. The system has a number of features to assist in emergencies including:

- The ability to upload pre-prepared emergency messages and creative;
- The ability to select assets and form groups or networks: a group could be all assets, the assets located on a particular suburb;
- Automatic expiry function to deactivate emergency messaging and return to normal advertising displays;
- Multiple emergency messages across multiple assets can be displayed simultaneously; and
- Full training will be provided by JCDecaux.

3.5 Industry Membership and Advertising Codes

JCDecaux is a member of the Outdoor Media Association (OMA) who are the peak body representing Out-of-Home advertising within Australia. As a tier one member of the OMA, JCDecaux are committed to complying with the following codes that regulate the content and placement of advertisements which include:

- OMA Code of Ethics
- OMA Alcohol Advertising Guidelines
- OMA Environment and Sustainability
- AANA Code of Ethics
- AANA Environmental Claims in Advertising and Marketing Code
- AANA Code for Advertising and Marketing in Communications for Children
- AANA Food and Beverages Advertising and Marketing Communications Code
- Alcohol Beverages Advertising Code
- Federal Chamber of Automotive Industries
- Voluntary Code of Practice for Motor Vehicle Advertising

JCDecaux have an internal creative review process to ensure that advertisements do not breach any applicable code. This review process is undertaken prior to creatives being sent for printing/production and being displayed.

It is also noted that the partnership between JCDecaux and Telstra also adds an additional layer of content control, with Telstra (a notably risk-adverse company), also applying certain parameters as to what third-party advertising is permissible on their facilities.

4. PLANNING CONTROLS

Legislation and planning controls relevant to this application are identified below:

- Commonwealth Legislation:
 - Telecommunications Act 1997 (Cth).
 - Telecommunications (Low-impact Facilities) Determination 2018.
- State Planning Policy 5.2 – Telecommunications Infrastructure.
- Town of Bassendean Local Planning Scheme No.10.
- Bassendean Town Centre Strategy and Guidelines.
- Local Planning Policy No.16 – Control of Advertisements.

4.1 Commonwealth Legislation

Telstra can install and operate the **Smart City Payphones** as a 'low impact facility' with immunity from state law and the powers and functions of local government, pursuant to of Schedule 3 of the *Telecommunications Act 1997 (Cth)*. This statutory right includes the installation and use of a digital screen (as a part of the **Smart City Payphone**) for the purposes of advertising, related only to the supply of standard telephone services and display of information. However, town planning approval is required to utilise the digital screen, (as a part of the **Smart City Payphone**) for non-Telstra related (third-party) advertising.

In this instance, it is proposed that the **Smart City Payphone** will only display advertising related to the supply of standard telephone services (in compliance with the Low Impact Facilities Determination 2018 Cth) during and upon the completion of the exercise of statutory right under Schedule 3 of the *Telecommunications Act 1997 (Cth)*. Subject to the relevant planning approval being obtained for the change of content from STS advertising, to allow third-party advertising, this would then be introduced at a future point in time.

The introduction of an additional form of advertising content on the **Smart City Payphone**, after the completion of the compliant exercise of statutory rights under Schedule 3 of the *Telecommunications Act 1997 Cth* (and subject to town planning approval being procured for a change of content for the existing

digital screen), does not invalidate the installation nor affect Telstra's statutory powers and immunities in respect of the **Smart City Payphone**

4.2 State Planning Policy 5.2 – Telecommunications Infrastructure

State Planning Policy 5.2 (SPP5.2) identifies the need to provide efficient and effective communication facilities throughout the State, and notes that "adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks", and further notes that "contact between emergency services and the community increasingly relies on the telecommunications networks".

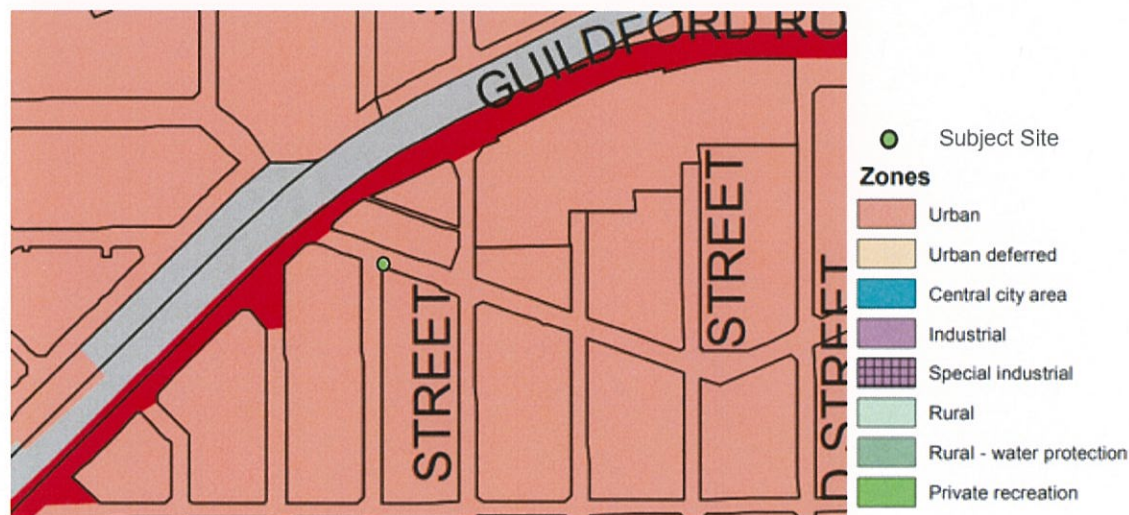
As per section 3.5 of SPP5.2, telecommunications facilities identified under Schedule 3 of the *Telecommunications Act* are exempted from development approval, as also noted within section 4.1 of this report.

In this regard, and as previously noted throughout this report, approval is therefore only sought for the change of advertising content to enable third-party advertisement.

4.3 Metropolitan Region Scheme (MRS)

The underlying land is zoned 'Urban' under the MRS, which facilitates residential, commercial, recreational and light industry. In this regard, it is considered that the proposed advertising would be considered consistent and ancillary to typical uses in the Urban zone.

Figure 1 – MRS Zoning

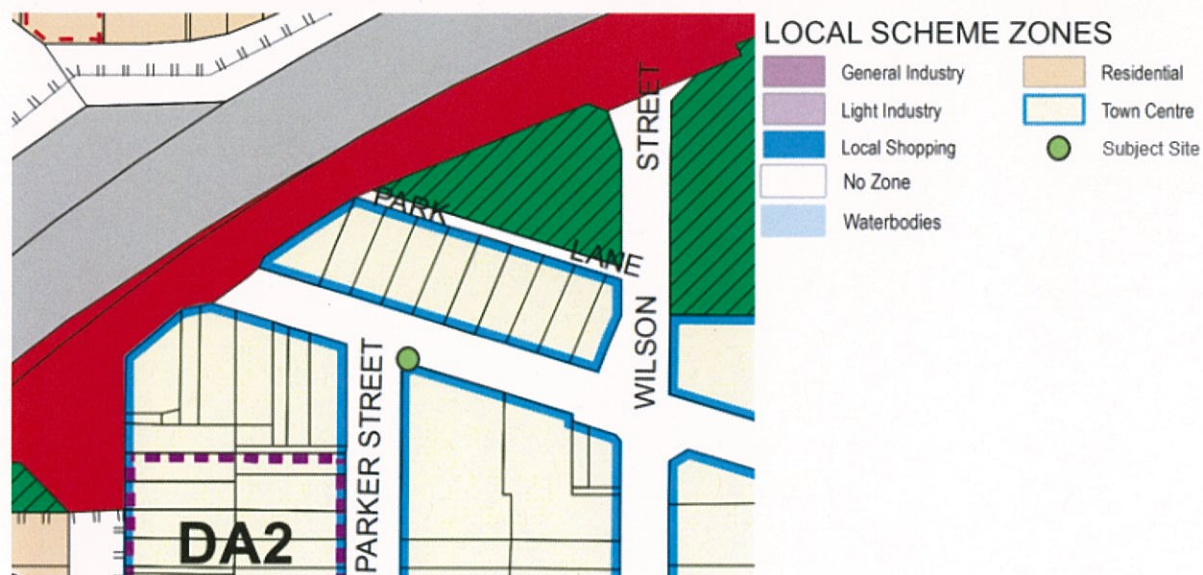


Source: DPLH 2018

4.4 Town of Bassendean Local Planning Scheme No.10

4.4.1 Zoning, Permissibility and Objectives

Figure 2 – Town of Bassendean LPS Zoning



Source: DPLH 2018

The subject site is also within the Bassendean Town Centre Strategy area (refer to s4.4.1).

Whilst the site is not zoned under LPS10, the objectives of the surrounding Town Centre zone are considered relevant – refer to Table 3.

TABLE 3 – TOWN CENTRE ZONE OBJECTIVES

Objective	Comment	Compliance
a) To promote, facilitate and strengthen the town centre zone as the principal focus of the district in terms of shopping, professional, administrative, cultural, entertainment and other business activities;	The Telstra Smart City Payphone itself is a universal facility that is available and accessible to all people at all times. The front digital display screen will be made available to the City to promote local events and other items, with the larger screen also able to be accessed in disaster or emergency situations. The modern payphone and high-quality signage and screens will enhance the town centre as the principal place of commerce in the municipality.	✓
b) To recognise the unique and specific function of each precinct within the town centre in terms of: i) traditional main street pedestrian based commercial retail, west of Wilson Street ...	The facility is designed to be used by and viewed by pedestrians, and therefore will contribute to the main street character of the locality. The signage will enable the installation of the Telstra Smart City Payphone which will provide essential and enhanced services. The additional provision of third-party advertising will also be able to assist in enhancing the commercial and retail interest at a pedestrian level through the area, consistent with the desired function of the precinct.	✓
c) To accommodate a diversity of commercial, cultural and residential facilities;	The upgrading of the facility will result in the continued provision of essential community services as per Telstra's service obligation to operate and maintain payphone facilities nationally.	✓
d) To encourage the integration of existing and proposed facilities within the zone so as to promote ease of pedestrian movement and the sharing of infrastructure, as well as to retain the opportunity for any future expansion of the area;	The Telstra Smart City Payphone itself is a universal facility that is available and accessible to all people at all times. The introduction of the third-party advertising will be accessible to the City to promote local events and other items, with the larger screen also able to be accessed in emergency situations. The flexibility of the facility and its options to display various information therefore ensures that the advertising and facility itself is adaptable for both current and future development.	✓
e) To achieve safety and efficiency in traffic circulation.	The proposal is not intended to impact on the safety or efficiency of traffic circulation in the area.	N/A

Objective	Comment	Compliance
f) To ensure that buildings, ancillary structures and advertising are of high quality and achieve an architectural theme contributing to the uniqueness of the townscape;	The Telstra Smart City Payphone has been architecturally designed and built to the highest quality standards to ensure a premium product is maintained throughout its life. The Telstra Smart City Payphone will replace an existing, outdated phone booth facility, and as such will provide a facility which is modern, has a high-level of service and provides a range of additional community benefits. Accordingly, the proposed third-party advertising will be the catalyst for the provision of such a facility.	✓
g) To provide sheltered places for pedestrians and shade to car parking areas;	The payphone component of the facility is weather protected.	N/A
h) To preclude the storage of bulky and unsightly goods from public view;	N/A	N/A
i) To provide landscaping appropriate to the scale of development; and	N/A	N/A
j) To ensure that development conforms with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council.	Consideration of the Local Planning Strategy and relevant policies has been addressed in Table 4 and TABLE 6 of this application.	✓

It is considered that the proposed facility is considered to be consistent with the objectives of LPS10.

4.4.1 Bassendean Town Centre Strategy and Guidelines

The site is located within the Bassendean Town Centre Strategy area which envisages that by 2030 “the Town of Bassendean will be an ideal, highly accessible urban village location where people can participate in a cohesive, vibrant and diverse community lifestyle and a thriving local business economy with a high quality built and natural environment”.

Section 8.9 of the strategy specifically considers the provision of signage and public art within the town centre – refer to Table 4.

TABLE 4 – SECTION 8.9 SIGNAGE AND PUBLIC ART ASSESSMENT

Provision	Comment	Compliance
Refer to Public Art Policy and Master Plan and Commercial Advertising Signage Policy	Consideration of the appropriate policies has been undertaken within Section 4.6 of this application.	✓
Pylon signs will not generally be permitted. Signage designed as part of the building and themed to complement development is encouraged and if a building has numerous tenants, consolidated signage is preferred.	The proposed third-party advertising is to be incorporated into the upgraded Telstra Smart City Payphone facility and as such is neither a pylon sign, nor able to be designed as part of a building, however is an integral part of the payphone structure.	N/A

Provision	Comment	Compliance
Illuminated signage (not pulsating or flashing) is preferred to externally lit signs. Signs should be lit at night.	<p>The electronic display screen has an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced. The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting.</p> <p>The signage will be lit 24/7 via the internal illumination system as previously noted and addressed within Section 3.1 of this application.</p>	✓

In accordance with the above it is considered that the proposal is consistent with the objectives of the Town Centre Strategy.

4.4.2 Other Relevant Local Controls

A review of any potential heritage impacts has been considered and have been informed by the State Heritage Council State Heritage Office inHerit search system. Accordingly, it has been identified that the facility is located within an area of heritage significance as indicated below in Figure 3. Consideration has been given, as outlined in Table 5, as to the impact of the site on the heritage item.

Figure 3 – State & Local Heritage Areas



Source: Heritage Council – State Heritage Office 2018

TABLE 5 – HERITAGE CONSIDERATIONS

Proposed Site Id	Address	Heritage Impact	Comment
08927902X2	25 Old Perth Road	Bassendean Hotel (Local-133)	Whilst not shown in Figure 3, the proposed sign is located adjacent to the locally listed Bassendean Hotel. The payphone and associated signage sits in the road reserve as a typical piece of street furniture that is distinct and separate from the hotel. Third-party advertising will not any material impact above any perceived impact of telecommunications related advertising which is permitted as of right.

A review of the Aboriginal Heritage Inquiry System concluded that the site and the surrounding area is not within any areas of Aboriginal significance.

Similarly, a review of the SLIP mapping system has indicated that the site is not within a bushfire prone area.

4.6 Town of Bassendean Local Planning Policies

4.6.1 Local Planning Policy 16 – Control of Advertisements

It is not considered that the proposed sign falls into a standard sign-type definition in LPP16 and therefore, the definition of 'Other Advertisements' has been utilised. An 'Other Advertisement' is described as "an advertisement which is not described by any other category of advertisement referred to in clause 2.1 of this Policy".

As per Clause 2.3 of the policy *"the local government may exercise its discretion to approve a deviation from the specific standards subject to the applicant demonstrating that the likely effect of the location, height, bulk, scale, orientation and appearance of the advertisement will not:*

- a) *Conflict with or detrimentally affect the amenity of the locality;*
- b) *Interfere with traffic safety; and*
- c) *Create visual pollution".*

Furthermore, Clause 2.4 outlines instances where an advertisement should not be displayed. Relevant provisions from relevant clauses are addressed in Table 6.

TABLE 6 – SECTION 2.4 – PLACEMENT OF ADVERTISEMENT ASSESSMENT

Provision	Comment	Compliance
b) In the case of an internally illuminated advertisement, its display would cause glare or dazzle or would otherwise distract the driver of any vehicle.	Each electronic display screen has an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced. The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting. Further details are outlined in Table 2 and the Sign Management Strategy included with this application.	✓
d) It would be likely to interfere with, or cause risk or danger to traffic on a thoroughfare by virtue of the fact that it: i) May be mistaken or confused with, or obstruct or reduce the effectiveness of any traffic control device; ii) Would invite traffic to turn and would be sited so close to the turning point that there would not be reasonable time for a driver of a vehicle to signal and turn safely; iii) Would invite traffic to move contrary to any traffic control device; iv) Would invite traffic to turn where there is fast moving traffic and no turning lane; v) May obscure the vision of a person driving a vehicle.	JCDecaux have an internal creative review process to ensure that advertisements do not breach any applicable code, including in relation to traffic safety. This review process is undertaken prior to creatives being sent for printing/production and being displayed. As a result, any advertising will not be interfering with/be confused with traffic control signals. The subject site is also located within a low-speed environment and approximately 75m east from the closest signalled intersection.	✓
e) In the case of an illuminated advertisement, it may be confused with or mistaken for the stop or tail light of a vehicle or vehicles.	Refer to the above.	✓

Provision	Comment	Compliance
g) It would detrimentally affect the amenity of the area.	<p>The Telstra Smart City Payphone has been architecturally designed and built to the highest quality standards to ensure a premium product is maintained throughout its life. The Telstra Smart City Payphone will replace an existing, outdated phone booth facility, and as such will provide a facility which is modern, has a high-level of service and provides a range of additional community benefits. Accordingly, the proposed third-party advertising will be the catalyst for the provision of such a facility.</p> <p>It is considered that the overall benefits of the facility and subsequent third-party advertising present a far greater benefit to the surrounding area than the existing outdated facility which is to be replaced.</p>	✓
h) It would detrimentally affect the significance and aesthetics of a Heritage Area or a place on the Heritage List.	Refer to Table 5.	✓

Additional standard specifications are outlined within Table 1 of the policy. These specifications have been noted within the table below.

TABLE 7 – ADVERTISING STANDARD SPECIFICATIONS

Standard	Specification	Comment	Compliance
Max height of device (m)	6	Height of advertising is to be 1.6m high	✓
Max length/width of device (m)	8	Length of advertising is to be 0.9m	✓
Max area (m ²)	30	Area of advertising is approximately 1.44m ²	✓
Min headroom (m)	-	The signage is to be incorporated into the Telstra Smart City Payphone Facility	✓
		The signage is to be incorporated into the Telstra Smart City Payphone Facility and as such is only able to provide clearances otherwise allowable by the structure.	✓
Max height above ground (m)	6		
Projection max (mm)	-	The advertising will not project from the facility.	✓
Setbacks front (m)	6		
Setbacks side (m)	3	The advertising is not to be incorporated or displayed on a	N/A

Standard	Specification	Comment	Compliance
Other setbacks (m)	6	building and as such cannot achieve any specified setback requirements.	
Minimum distance between ads	-	Only one site is subject to this application. It is noted that no existing facilities similar in nature are located nearby.	✓
Location	As Approved	Approval is sought for the facility to be located within the road reserve/footpath area adjacent to 25 Old Perth Road, Bassendean.	N/A

As per the above, and under the specifications placed upon signs within the 'other signs' definition, it is considered that the proposed third-party signage is compliant with the requirements set out within the policy.

5. PLANNING ASSESSMENT

Planning approval is required to utilise the electronic advertising screen, within the **Smart City Payphone**, for non-Telstra related (third-party) advertising. The suitability of this application assessed against relevant planning policies and considerations, is summarised as follows:

- The proposed sign is permissible under the planning controls applying to the site.
- The size, design and character of the proposed sign is considered to appropriately address relevant planning controls and policies.
- The proposed sign will enhance the vitality of the area whilst avoiding visual pollution. It does not increase the level of light spill and respecting the architecture of the surrounding buildings and the surrounding streetscape character.
- The sign is confined within the **Smart City Payphone** and does not protrude above surrounding buildings or tree canopies.
- The scale and form of the proposed sign is appropriate to the streetscape.
- The proposed sign is constructed of high quality materials and will contribute positively to the visual interest of the streetscape.
- The sign facilitates visual communication of a scale and extent that does not result in adverse visual effects or clutter.
- The internal illumination of the sign complies with relevant Australian Standards and does not result in glare or other effects that compromise the safety of pedestrians, bicyclists and vehicles.
- The proposed sign does not detract from the overall amenity and character of the area and does not adversely impact any residences or other sensitive land uses in the area.
- The proposal is situated and designed appropriately to ensure it does not detract from the quality of any heritage areas.
- The proposal does not result in the removal of significant flora and fauna on the site.
- No important views, vistas or viewing rights of other advertisers are affected by the proposed sign.
- The site is suitable for the proposed development given its existing use as a Telstra payphone booth.

6. CONCLUSION

This proposal seeks approval to display third-party advertising on an upgraded Telstra payphone known as a **Smart City Payphone**, accordingly the proposal requires development approval to be granted. The design, location and extent of signage is appropriate for the identified highly pedestrianised locations.

We trust the above is to the Town's satisfaction. Should you have any queries or require further information do not hesitate to contact Sean Morrison or Adam Wood on 08 9346 0500.

DISCLAIMER

This report is dated 11 October 2018 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of assumptions used and representations, opinions, conclusions or recommendations in this report, which are given in good faith. Urbis Pty Ltd (Urbis) has prepared this report with due care and diligence and on the instructions of, and for the sole use and benefit only, of JCDecaux Australia (Instructing Party) in relation to the planning permit requirements for third party signage usage on new and replacement telephone booth infrastructure (Purpose) and not for any other purpose or use. The report is not suitable for use by and may not be provided to any other party without the specific approval of Urbis. Whilst Urbis has made all reasonable inquiries it believes necessary in preparing this report, it is not responsible for determining the completeness or accuracy of the information provided by the Instructing Party on which the report is based and such information is not independently verified unless otherwise stated. To the maximum extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to any person (including the Instructing Party) for any loss suffered as a result of reliance or purported reliance on this report for any purpose other than the Purpose, and to any other person for any loss suffered as a result of reliance or purported reliance on this report for any purpose whatsoever (including the Purpose). Copyright. Urbis Pty Ltd 2017 all rights reserved.

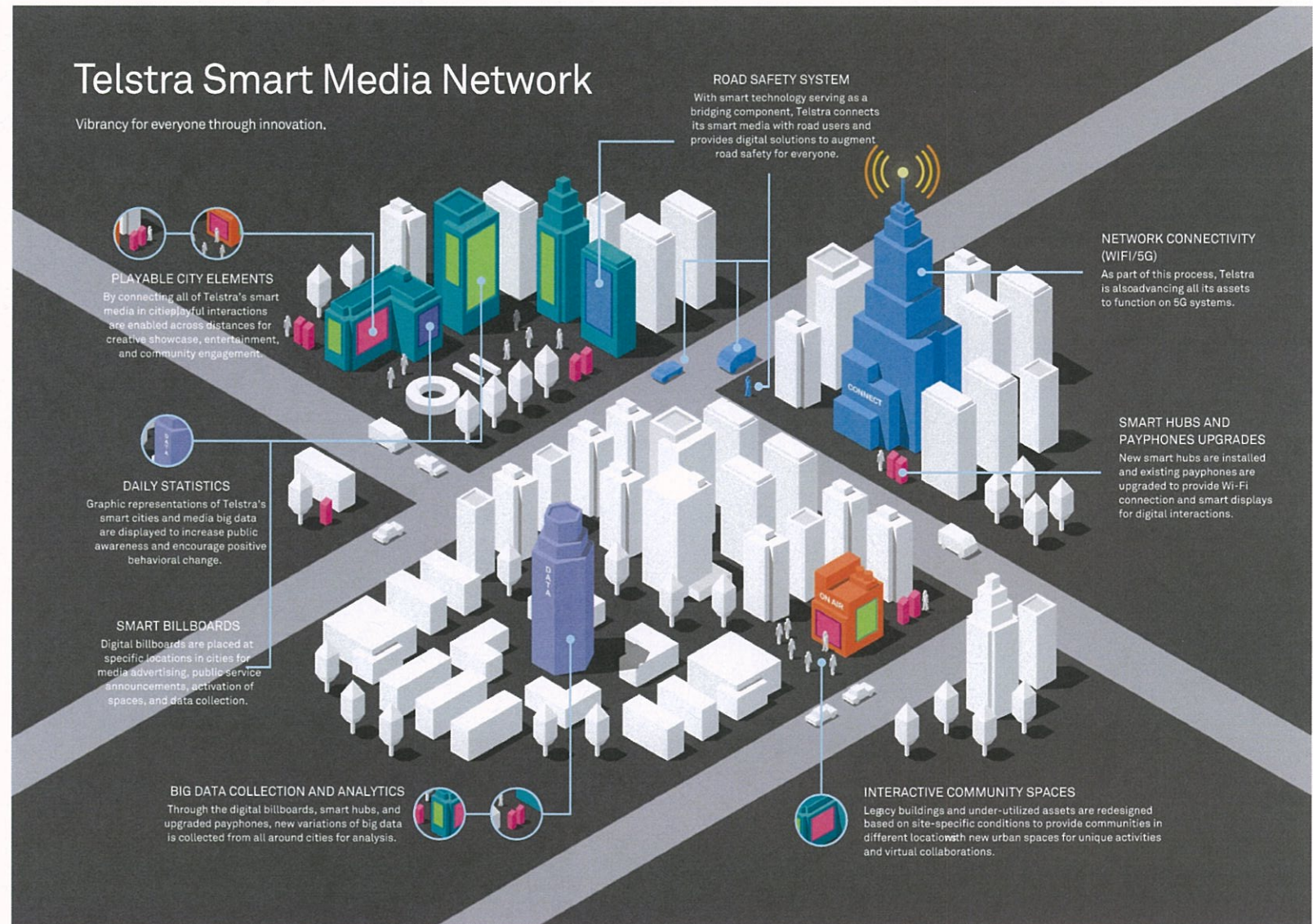
Streetdigi

Introducing Telstra Next Generation Payphone



What is the Smart Media Network?

It is a city-wide connectivity infrastructure that integrates current technology and information and provides smarter and faster digital content to everyone, regardless of their device, location or information requirements e.g. traffic information, tourist maps, events, directions, advertising or shopping.





Telstra Smart City Payphones Benefits to the City

Telstra is partnering with JCDecaux, the largest outdoor communication company in the world, to provision, operate, service and maintain over 1,800 new Smart City Payphones areas across Australia.

The redesign of the Telstra Pedestal phone has resulted in the creation of a contemporary technically-relevant Smart City Payphone structure that will be introduced across Australia.

The Smart City Payphone is developed to incorporate Telstra's smart cities technology and philosophies with key features including:

- An NFC enabled 'always-on' mobile interaction hub allowing mobile users to tap for instant digital content, with two tabs allocated for council use;
- A 32" screen partly available for Council's digital content;
- USB charging outlet for citizens;
- Understated timeless aesthetic sits comfortably within the urban fabric of unique cities and different precincts within those cities;

- Designed and built to the highest quality standards to ensure a premium product is maintained throughout its life;
- First genesis of a modern payphone cabinet that integrates into a smart city; and
- Telstra WiFi for citizens (at select locations)
- Ability to display emergency warnings and messaging on the digital screen via an online system fully operated by Council

Whilst the broader benefits of the upgraded facilities will be substantial, it is noted that the provision, operation as well as the servicing and maintenance is only able to be completed through the revenue contributions received through the permissibility of third-party advertising at each site. In this regard, it is considered that the third-party advertising component is a catalyst for the broader benefits to be achieved.

An example of the proposed facilities can be seen on the following page.

Nearfield Communication 'Tap for Information' Tags

An integrated 'Mobile Hub' will be available at each facility that allows for users to simply tap their mobile phone to receive direct information to their device, or alternatively be redirected to an appropriate information page.

Telstra propose to integrate the following nearfield communication (NFC) tags:

- Telstra Thanks Sports
- Telstra Thanks Music
- Telstra Thanks Movies
- Telstra Thanks Arts
- Telstra Live Pass

Telstra will provide an additional two NFC tags which are able to be utilised and programmed for the use of the Council. The NFC tags are able to provide information that is pre-selected and programmed and could potentially include a redirection to the Council's 'What's On' page, or alternatively a link to Council's website to provide more information to users.



Screen Sharing Capability (32" forward facing screen)

Integrated into the facility is a 32" screen which is located on the front of the facility, above the payphone handset. Whilst this screen will generally be used to display Telstra standard telephone service (STS) advertising, provision has been made whereby Council is able to utilise this screen to display agreed content. For example, content could include upcoming community events or announcements.





Features



Near Field Communication (NFC) enabled to include council content



Large 32" screen for Telstra and agreed council content



Telstra WiFi (at selected locations)

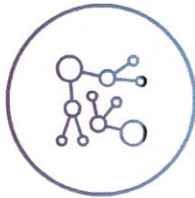


USB Charging station

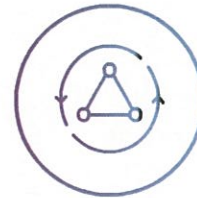
Future Proofed



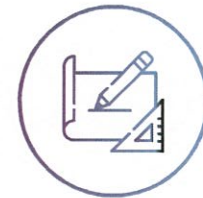
Interface with Smart
Cities technology



New technology
integration



New or improved
system updates



Functional
urban design

Additional Benefits



24/7 Cleaning and
Maintenance hotline



Regular cleaning



High quality
construction



Automatic Light
Sensor Control

Emergency Messaging System

JCDecaux has developed a web-based Emergency Messaging System to which Council will have direct access. In emergency situations Council can use the Telstra Smart Phone digital inventory across the local government area or particular areas to display emergency information. The system has a number of features to assist in emergencies including:

- The ability to upload pre-prepared emergency messages and creative;
- The ability to select assets and form groups or networks: a group could be all assets, the assets located on a particular suburb;
- Automatic expiry function to deactivate emergency messaging and return to normal advertising displays;
- Multiple emergency messages across multiple assets can be displayed simultaneously; and
- Full training will be provided by JCDecaux.



BASSENDAN
08927902X2



● Smart City Payphone
Facility Location

NOTES:

- All dimensions are in millimetres
- Construction to be undertaken in accordance with the requirements of AS1428.1-4 Design for Access and Mobility.
- All works shall comply with the ACCESSIBILITY OF PAYPHONES INDUSTRY GUIDELINE 2006

JCDecaux

JCDecaux Australia Pty Ltd
Units 2 & 3, 182 -190 Euston Road,
Alexandria NSW 2015
T: 02 9557 6555
F: 02 9557 6982

PROJECT TITLE

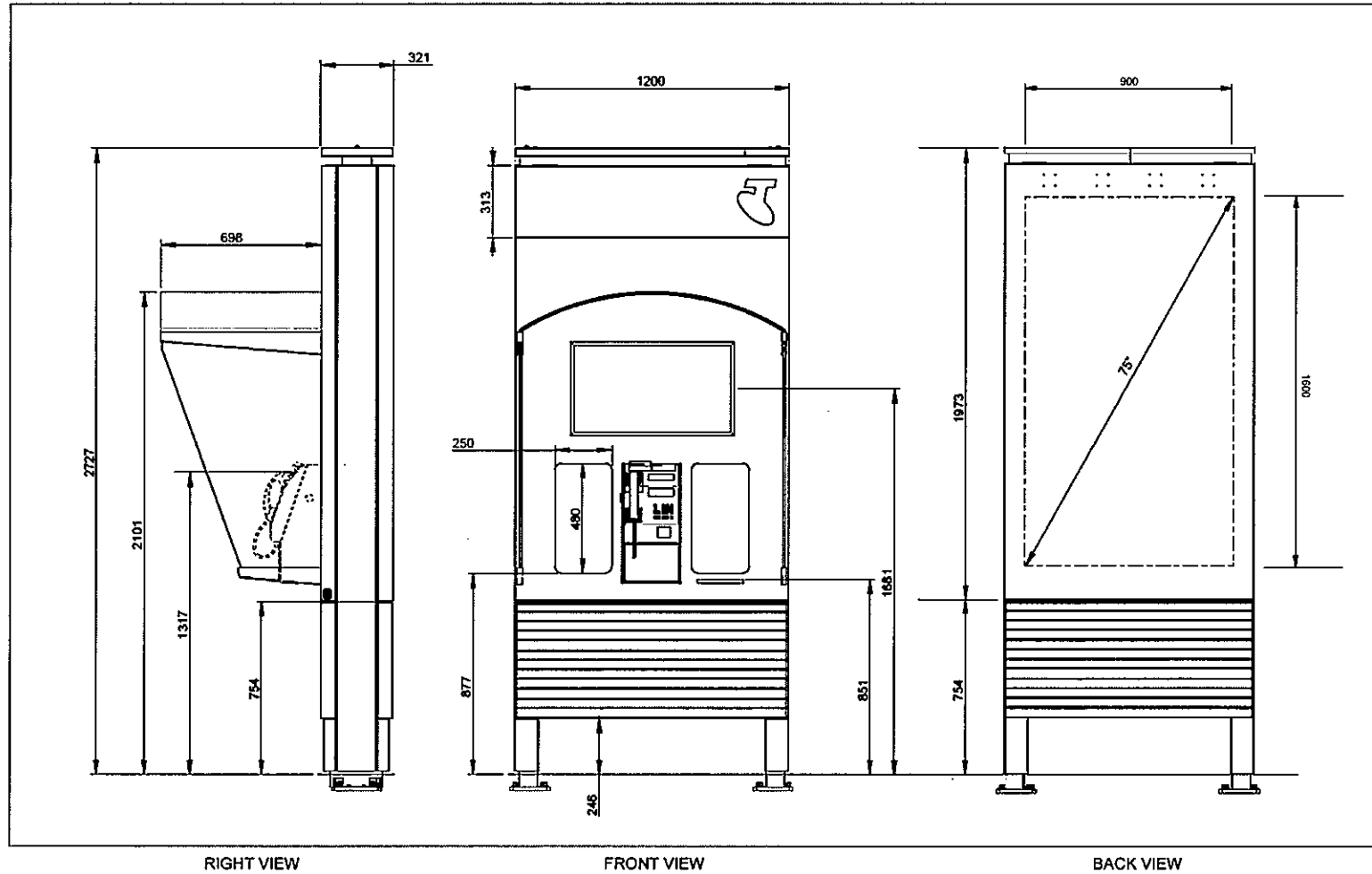
TELSTRA DIGITAL PHONE

© This drawing and design is protected by copyright and may not be copied or used without the written approval of JCDecaux Australia Pty Ltd

DATE	7 JUNE 2018	Issue	Description	Date	Drawn
SCALE	1:20 (A3)				
DESIGN	JCDECAUX				
DRAWN	JCD				
REVISION					
DRAWING NO.	TEL-001				

LEGEND

 Area subject to planning approval (Third-party Signage).



Sign Management / Advertising Strategy for New Technology Signs Associated with New Telstra Smart City Payphones in the Town of Bassendean

October 2018

1. Introduction

Telstra is partnering with JCDecaux, the largest outdoor communication company in the world, to provision, operate, service and maintain over 1,800 new **Smart City Payphones** areas across Australia. These innovative facilities replace existing dated public payphone facilities, and will include:

- Publicly accessible WIFI
- NFC Interaction
- USB Charging Ports
- Digital Screen
- Public Transport Information
- Public Emergency Messaging System
- Interactive Digital Capabilities such as Community Polling, Wayfinding, What's on and Disability Services.

This Sign Management Strategy seeks to outline the following components:

- Content Management
- Illumination
- Monitoring and Maintenance
- Emergency Management Systems
- Complaints and Compliance

2. Content Management

- 2.1 All digital infrastructure is remotely monitored and controlled by JCDecaux staff via an internal content management software system. The content management system has firewalls and security protocols in place to ensure the integrity of the digital advertising network.
- 2.2 Moreover, JCDecaux is a member of the Outdoor Media Association (OMA) who are the peak body representing Out-of-Home advertising within Australia. As a tier one member of the OMA, JCDecaux are committed to complying with the following codes that regulate the content and placement of advertisements which include:
 - OMA Code of Ethics
 - OMA Alcohol Advertising Guidelines
 - OMA Environment and Sustainability
 - AANA Code of Ethics
 - AANA Environmental Claims in Advertising and Marketing Code
 - AANA Code for Advertising and Marketing in Communications for Children
 - AANA Food and Beverages Advertising and Marketing Communications Code
 - Alcohol Beverages Advertising Code
 - Federal Chamber of Automotive Industries Voluntary Code of Practice for Motor Vehicle Advertising.

- 2.3 JCDecaux have an internal creative review process to ensure that advertisements do not breach any applicable code. This review process is undertaken prior to creatives being sent for printing and displayed.
- 2.4 Notwithstanding, the following operational conditions are placed on the facilities in relation to content management:
- 2.4.1 The operator is to comply with the Australian Association of National Advertisers Code of Ethics (the Code) in respect of content of the advertising signs.

3. Illumination

- 3.1 Each electronic display screens have an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced. The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting. Screen brightness is summarised in Table 1.

Table 1 – Screen brightness levels

Lighting Condition	Average	Maximum
Full direct sun on panel	2,000 cd/m2	2,500 cd/m2
Day time	1,200 – 1000 cd/m2	1,500 cd/m2
Inclement Weather	1,000 – 900 cd/m2	1,000 cd/m2
Night Time	350 – 300 cd/m2	500/m2

- 3.2 Notwithstanding the above, the following operational compliances for all facilities in relation to illumination are:
- 3.2.1 The operator is to comply with the Australian Standard AS4282:1997 for the Control of the Obtrusive Effects of Outdoor Lighting.
- 3.2.2 Advertising panels that are illuminated must be maintained so as to be illuminated.
- 3.2.3 Advertisements displayed on the advertising panels are not to be flashing or pulsating.

4 Monitoring and Maintenance

- 4.1 The electronic advertising sign is equipped with features that continuously monitor the operating parameters of the unit and automatically send alerts if an operational problem or loss of content occurs to JCDecaux's management software.
- 4.2 If power is entirely lost, the screen maintains sufficient power to allow for an orderly shut-down of the electronic advertising sign and operating system, saving all settings and slowing the modem to send an alert about the problem. Once power is restored the electronic advertising sign will automatically display a black screen.
- 4.3 The sign will be cleaned weekly and scheduled to a monthly maintenance check.
- 4.4 Accordingly, the following operational compliances are placed on all facilities in terms of their ongoing maintenance and operation:
- 4.4.1 The advertising panels will be maintained to a high standard at all times.
- 4.4.2 The operator will repair any damage (including graffiti) to the advertising panels within 24 hours of notification.

- 4.4.3 Advertising panels that are new technology signs must be maintained so as to be new technology signs.
- 4.4.4 The advertising panels are to have a default setting that will display an entirely black screen when no content is being displayed or when a malfunction occurs (unless the malfunction itself impacts the ability to comply with this clause).

5 Emergency Messaging Systems

- 5.1 JCDecaux has developed a web-based Emergency Messaging System to which the Town of Bassendean will have direct access. In emergency situations the Town of Bassendean can take over the Telstra Smart Phone digital inventory across the local government area or particular areas to display emergency information. The system has a number of features to assist in emergencies including:
 - 5.1.1 The ability to upload pre-prepared emergency messages and creative
 - 5.1.2 The ability to select assets and form groups or networks: a group could be all assets, the assets located on a particular suburb
 - 5.1.3 Automatic expiry function to deactivate emergency messaging and return to normal advertising displays
 - 5.1.4 Multiple emergency messages across multiple assets can be displayed simultaneously.
- 5.2 Whilst no operational compliances are required in relation to the emergency messaging systems, the following is proposed:
 - 5.2.1 Full training will be provided by JCDecaux to the Town of Bassendean, with any ongoing training to be coordinated between JCDecaux and the Town of Bassendean where appropriate.

6 Complaints and Compliance

- 6.1 Where the Town of Bassendean considers that the content of third party signage offends the Code, or that the advertising panel has not been properly maintained or operated, the process as set out in this clause shall be undertaken:
 - 6.1.1 The Town of Bassendean will advise the operator of the particulars of its concern, including the location of the advertising panel, the content of the advertising panel, and the way in which it offends either clause 2 or 3 of this Sign Management Strategy, or the way in which the advertising panel has not been maintained or operated.
 - 6.1.2 The point of contact for the operator is:
Paul Trimble - JCDecaux Australia
Mobile number: 0419 417 732
Email address: paul.trimble@jcdecaux.com
- 6.2 The operator will respond to the Town's concerns by COB the following business day, in one of the following ways:
 - 6.2.1 Where the operator agrees with the Town's concern, the content of the advertising panel will be removed (in relation to breaches of clause 2 and 3) or repaired (in relation to maintenance/operation).
 - 6.2.2 Where the operator does not agree with the Town's concern, by providing its reasons in writing.
- 6.3 Where the parties cannot agree, and the nature of the complaint relates to a breach of the Code as set out in clause 2, then the procedures under the Code apply.

- 6.4 Where the parties do not agree, and the nature of the complaint relates to a breach of clause 3, then the Town's written direction in regard to the complaint must be complied with by the operator.
- 6.5 Where the parties cannot agree, and the nature of the complaint relates to a breach of the maintenance or operation of the signs, then the parties must meet within another 5 business days (in person or by telephone) to discuss an agreed way forward.

ENDS.

ATTACHMENT NO. 3

Our Ref: ROAD/MAINT/5
TRAF/PLANNG/3

To the Owner / Occupier
Broadway
BASSENDEAN WA 6056

12th October 2018.

Dear Owner / Occupier,

BROADWAY CYCLING AND PEDESTRIAN UPGRADES – IOLANTHE STREET TO RAILWAY PARADE, BASSENDEAN.

The Town of Bassendean and Public Transport Authority (PTA) intend to improve cycling and pedestrian infrastructure along Broadway from Iolanthe Street to Railway Parade, terminating at Bassendean Station.

The project will make riding or walking to Bassendean Station a more attractive option for local residents by improving the separation of these modes from vehicle movements. The project also has the potential to reduce traffic congestion around Bassendean Station by encouraging more people to choose active transport modes when commuting to the station.

The project will include:

- Upgrading 550m of bicycle lane on either side of the roadway along Broadway,
- Upgrade of kerbing and footpaths at the start and finish of the bicycle lanes to improve connectivity with existing bicycle and pedestrian paths, and
- Improvements to pedestrian crossings at the intersection of Broadway and Railway Parade.

The red asphalt bicycle lanes will be 1.25m wide and separated from traffic lanes by a 0.5m painted buffer. The lanes will be created within the existing roadway without encroaching on verges or driveways.

The Town of Bassendean and PTA would like to present the Broadway concept design and conduct a "walk through" on 18th October between 4:00pm and 5:00pm to adjacent residents so that they have the opportunity to ask questions ahead of construction; please find these preliminary plans enclosed.

Further streetscape and onsite stormwater infiltration improvement will be considered in the detailed design phase.

After the consideration of community feedback, construction is expected to start in the first half of 2019 and will be delivered by PTA contractors. The PTA will keep residents informed of potential construction impacts prior to and during work.

Should you have any queries or wish to attend the "walk through" please contact the Town, mail@bassendean.wa.gov.au or 9377 8000 by 26th October 2018.

Yours faithfully,



Ken Cardy
MANAGER OF ASSET SERVICES

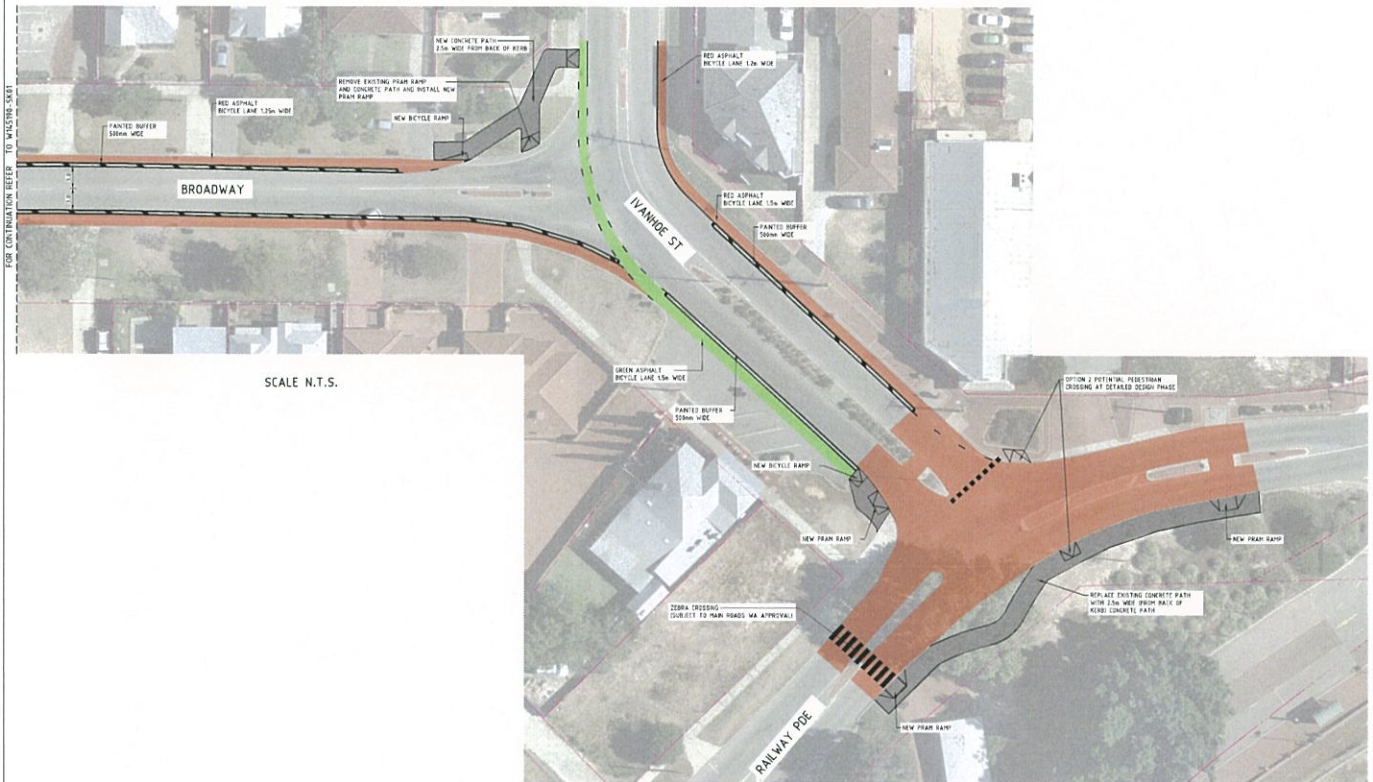
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Edinburgh	011 300 4400
Cardiff	01446 7400
Manchester	0161 275 414
Sheffield	0114 272 7465
Leeds	0114 275 1000

CLIENT	PUBLIC TRANSPORT AUTHORITY
BASSEMAN ACCESS TO TRAIN STATION	
CIVIL WORKS - CONCEPT DESIGN	
BROADWAY BETWEEN IOLANTHE STREET	
AND RAILWAY PDE	
CONCEPT LAYOUT SHEET 2 OF 3	
DATE	20/01/2018
DRAWING NO	W145190-SK01
SHEET	2 OF 3
SCALE	P2





SCALE N.T.S.

AMENDMENTS	DESCRIPTION	BY	CHK	APP
P2 IN R/B	PUBLIC CONSULTATION	SP	IS	TI
P1 IN R/B	PRELIMINARY ISSUE	SLP	IS	TI

GENERAL NOTES

DESIGNED BY S. PEDRETTI	DESIGN CHECK S. STOREY
DRAWN BY S. PEDRETTI	DRAFTING CHECK S. STOREY
APPROVED BY R. AUST	DATE APPROVED FOR FINAL ISSUE
SCALE 1:200	DATUM W145190-SK02, SP12-PT10-02

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CLIENT PUBLIC TRANSPORT AUTHORITY			
BASSEMEADE ACCESS TO TRAIN STATION CIVIL WORKS - CONCEPT DESIGN BROADWAY BETWEEN IOLAN THE STREET AND RAILWAY PDE CONCEPT LAYOUT SHEET 3 OF 3			
MAP REF	DRAWING NO	SHEET	ISSUE
	W145190-SK02	3 OF 3	P2

WARNING
This drawing is a concept design and is not to be used for construction. It is for information only and is subject to change without notice.

CONCEPT PLAN
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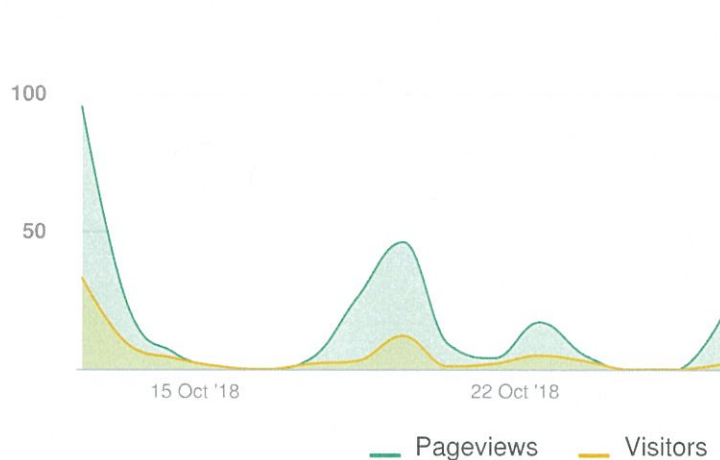
Project Report

12 October 2018 - 26 October 2018

Your Say Bassendean Broadway Cycling and Pedestrian Upgrades



Visitors Summary

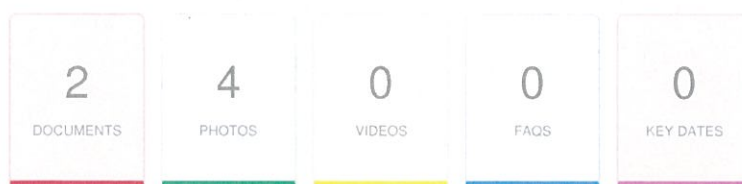


Highlights

TOTAL VISITS	79	MAX VISITORS PER DAY	33
NEW REGISTRATIONS	3	ENGAGED VISITORS	7
		INFORMED VISITORS	41
		AWARE VISITORS	75

Aware Participants	75	Engaged Participants	7		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	75				
Informed Participants	41	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	7	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	12	Participated in Quick Polls	0	0	0
Downloaded a document	17	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	0	0	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	33	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	7				

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Broadway cycling and pedestrian upgrades	17	18
Document	Broadway Cross Section	4	4
Photo	Broadway Cycling And Pedestrian	11	11
Photo	Broadway Cycling And Pedestrian. 2 Png	8	8
Photo	Broadway Cross Section	4	5
Photo	2018 10 10 15 53 06 Bass Station Access Report.Pdf Adobe Acrobat Re...	4	4
Key Dates	Key Date	0	0



SCALE N.T.S.



SCALE N.T.S.

AMENDMENTS			
NO	DATE	DESCRIPTION	BY
P3	27/11/18	AMENDMENTS FOLLOWING MAIN ROADS COMMENTS	SP
P2	26/01/18	PUBLIC CONSULTATION	SP DS TJ
P1	01/11/17	PRELIMINARY ISSUE	S.P.

GENERAL NOTES			

DESIGNED S. PEDRETTI	DESIGN CHECK D. STOREY
DRAWN S. PEDRETTI	DRAFTING CHECK D. STOREY
APPROVED BY T. JUDG	DATE APPROVED FOR INITIAL ISSUE
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**BASSEDEAN ACCESS TO TRAIN STATION
CIVIL WORKS - CONCEPT DESIGN
BROADWAY BETWEEN IOLANTHE STREET
AND RAILWAY PDE
CONCEPT LAYOUT SHEET 2 OF 3**

MAP REF: **W145190-SK01** DRAWING NO: **2 OF 3** SHEET: **P3**

WARNING:
REMARKS OF UNDERGROUND SERVICES
THE LOCATION OF UNDERGROUND SERVICES ARE
APPROXIMATE ONLY. FIELD SURVEY DATA SHOULD
BE PROVIDED ON SITE. NO GUARANTEE IS
MADE FOR THE ACCURACY OF THE INFORMATION
CONTAINED HEREIN.

CONCEPT PLAN
FOR CONCEPT DESIGN ONLY
This plan has been prepared to show
the location of the proposed works only and
has no formal or official status.

Responded at	Q1 (Please give us your opinion below:)	Officers Comment
2018-10-12 17:49:23 +0800	Anything that reduces the speed along this strip and creates a safer space will be wonderful. We desperately need the cars to slow down. Every day I see or hear cars hooning well over the speed limit. They fly around the bend down by Ivanhoe street and up along Broadway to the roundabout. On rainy days people also come down to do skids and slide around on the long straits. There's not a day that goes by where I don't think a car will crash into a house or clip my pram. Anything will be a great improvement. Possibly the angled islands like on Grey Street?	The design of the bike path will create a visual deterrent which slows traffic down. Officers will monitor surrounding streets for speeding and hooning activities and advise the local Police.
2018-10-12 18:46:59 +0800	What about the rest of the roads? No point unless it's going to be broadened to every road in Bassendean as surrounding areas. What happens when you reach the end and have to ride on normal rd? This is for the minority not the majority. Waste of money	Officers will monitor surrounding streets for speeding and hooning activities and provide feedback to the local police.
2018-10-13 12:46:10 +0800	There's nothing wrong with the road or cycleway it's the footpath that needs upgrading.	The Bike path needs to be delineated and separated from traffic for safety of pedestrians and bicycle users.
2018-10-13 17:04:01 +0800	Anything to make roads safer for cyclists is great. We actually rode down Broadway today and a designated lane would be fantastic.	Agree
2018-10-18 22:07:44 +0800	Excellent initiative! Full support. Would be great to extend the concept for the entirety of Broadway.	Agree
2018-10-19 15:22:51 +0800	I congratulate the Town on supporting this great initiative. Any improvements to the current road network to accommodate a more convenient and safe cycling environment are welcomed. I would make further consideration to the right turn movement at the junction of Broadway (travelling east) and Ivanhoe as the cycle lane drops off - impatient cars can sometimes undertake unsafely here. There appears to be enough room to create a bi-directional cycle lane on the southern edge of the Broadway pavement, which could then wrap around the Broadway bend, cross Railway Pde and join directly to the PTA's cycle locker?	PTA did not support the bidirectional cycle lane on the southern edge suggestion.
2018-10-22 09:48:00 +0800	This is a great plan as it improves the safety of bicycle users within the area and provides a connection between the bike lane on Iolanthe St and Broadway. However the map shows that the bicycle lanes will not be connected instead at the roundabout where Iolanthe St and Broadway meet Cyclists are forced back into the line of traffic, which I note is also the narrowest part of the street, having to merge with vehicles before moving through the roundabout back into the safety of the bicycle zone. Please replace the proposed 2.5 meter wide concrete path with a continuous bicycle lane, improving safety for bicycle users and vehicles alike and set the pedestrian footpath behind. This is how it's done in Amsterdam and it works very well. Three clear lines of traffic pedestrian, bicycles and cars. It would also be great to have a Bicycle boulevard, approx 3 meters wide running the entire length of Walter Rd East. This would reduce the road to one lane each way and reduce traffic in a community neighbourhood. Since the Tonkin hwy roadworks were completed the street has become a racetrack to get through to other parts of Eden Hill and Beechboro.	PTA did not support the suggestions as it will be a higher funding requirement. Funding for other bicycle paths will be investigated in conjunction with PTA,

		<p>Reducing this road to one lane would improve safety for local residents, I also note that we have two primary schools, a day care and a community centre that are on the road so slowing traffic down by inserting a bike lane would be better for the residents. It would then get the traffic to head over to Morley drive which is where it should be directed. Thanks</p>	
<p>24-10-2018 9:55am (email)</p>		<p>A few weeks ago we received a letter in the mail with regards to the proposed bike lane upgrade on either side of Broadway. As you know, there was a group walk around session last Thursday afternoon (18th Oct). Unfortunately I was unable to attend as I work away.</p> <p>I am writing this email to discuss a potential safety issue with the upgrade. As you are aware, Broadway is a heavily used thoroughfare. Multiple times a day (at all times over a 24hr period) cars/motorbikes can be clearly heard/seen breaking the speed limit of 50km/hr along Broadway. This occurs in both directions. I have personally witnessed cars/motorbikes travelling (to what I believe) would be approximately double the speed limit. This poses a great safety risk to the residents, road users, and pedestrian traffic on Broadway for obvious reasons.</p> <p>With the proposed "width reduction" of Broadway to incorporate the new bike paths, I only see this increasing the risk of a fatal accident on an already dangerous road. I believe the regular negligent driving is going to become more of a risk after the upgrade due to having less lane width, and closer incorporation with pedestrian traffic.</p> <p>I want to make it clear that I am not against the proposed bike path. I am simply highlighting the safety issues with this upgrade, and proposing that Broadway would benefit greatly by having speed restricting devices (speed bumps/traffic islands) and speed signs installed at the same time as the upgrade.</p> <p>I personally have submitted multiple complaints/reports to the Kiara Police station for individual offenders, yet I believe there needs to be a more permanent solution to help solve this issue. I hold support of many residents of Broadway, and would be happy to ask for their personal details to support this claim.</p> <p>I would be more than happy to present this idea at a future council meeting, but am unsure of the protocol. I would appreciate if you could please let me know if I am able/need to raise this further, and how I can do so.</p> <p>Thank you for the consideration of this email,</p> <p>Regards,</p>	<p>The design of the bike path will create a visual deterrent which slows traffic down. Officers will monitor Broadway and surround streets for speeding and hooning activities and explore traffic calming devices, and create monitoring opportunities with the local police where required..</p>

ATTACHMENT NO. 4



Town of Bassendean

DRAFT

Emissions Reduction Plan



2018 - 2023

Acknowledgement and Disclaimer

The Draft Emissions Reduction Plan has been prepared for the Town of Bassendean by the Eastern Metropolitan Regional Council (EMRC) with valuable assistance from Town staff.

The Plan has been prepared as part of the implementation of the Town of Bassendean's Carbon Reduction Strategy. Analysis has been performed on data provided by Planet Footprint through the Town's subscription and the information is correct at the time of publication, to the best of our knowledge. It should be noted that data may change over time due to revisions by utilities.

The Emissions Reduction Plan remains the property of the Town of Bassendean, as owner of the facilities and producer of emissions.

Document Control

Version number	Date	Changes	Author
<i>Rev A</i>	<i>09/02/2018</i>	<i>First Draft</i>	<i>Cristyn Fielding (EMRC)</i>
<i>Rev B</i>	<i>18/07/2018</i>	<i>Draft for 'Your Say'</i>	<i>Cristyn Fielding (EMRC)</i>



Executive Summary

The Town of Bassendean's *Emissions Reduction Plan* is an update of the Town's previous *Carbon Reduction Plan* (CRP) which was reviewed in 2017 after the Town's successful achievement of its 2015 Carbon Reduction Target to reduce base year (2011/2012) corporate emissions by 7.5% by 2016/2017. This plan comes under the Town's *Carbon Reduction Strategy* which outlines the Town's objectives to mitigate the future impacts of climate change by reducing the Town's corporate emissions. The *Emissions Reduction Plan* is an implementation tool for the strategy and provides actions for the Town over a five year period (2018-2023) to achieve a new Emissions Reduction Target.

The CRP review included a desktop study that identified the Town's achievements since 2015. Key achievements from the last few years include the installation of solar PV systems on council owned and operated buildings, the rollout of LED lighting retrofits, energy efficient upgrades to park lighting, and an air conditioner retrofit. The review also identified emerging technology and trends such as electric vehicles, solar batteries, microgrids, sustainable building design and energy efficient products.

Prior to the review, a new Emissions Reduction Target was chosen by the Town, reflecting the Australian Government's Emissions Reduction Target developed as part of the its commitment to the 2015 Paris Agreement global climate change treaty. The Town's new target is to 'reduce 2014/2015 corporate carbon emissions by 26-28% by 2029/2030'. This will require emissions reductions against the Town's current carbon footprint within all organisational units including Buildings and Facilities, Fleet, Parks and Gardens, Auxiliary Lighting and Street Lighting.

Since the new target baseline year of 2014/2015, the Town has already reduced its corporate carbon emissions by 10.8% through the implementation of solar PV systems, LED lighting, energy efficient products and much more. For the Town to achieve its new target, corporate carbon emissions will need to reduce by a further 258.0 - 331.5 tonnes CO²-e by 2029/2030.

Within this plan, the Town's emissions boundary is defined and actions developed in the CRP review process are listed in action tables. To aid in identifying priority actions, the action tables list budget types, estimated cost ranges, emissions reduction potential and timeframes, as well as outline the responsible department/s. These actions will assist the Town to progress emissions reductions towards its new target over a five year period, 2018-2023.

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Introduction

Australia and the world are at a critical stage to combat the impacts of climate change. Local governments and communities are leading the way in taking action towards potentially the most detrimental and sudden change in climate that humans have ever experienced.

The Town of Bassendean has been implementing strategies and actions since 2000 to address the impacts of climate change such as increased heatwaves, floods and storms that will affect current and future generations and the local Bassendean environment. Reducing the emission of greenhouse gases is one way that the Town is contributing to mitigating climate change as well as the sustainability of corporate activities and the resilience of the Bassendean community.

Since 2015, the Town has striven to be a leader in reducing corporate carbon emissions and implementing renewable energy. The Town's achievements in recent years have stimulated the development of an *Emissions Reduction Plan*, updating the initial *Carbon Reduction Plan* (CRP).

The *Emissions Reduction Plan* supports the Town's strategic objectives in relation to protecting the natural environment by aiding the Town to directly reduce emissions within corporate activities and also to influence the community to reduce emissions and energy use. The Plan assists with development of future environmental plans, energy efficiency and carbon emissions reduction projects, and supports grant and funding opportunities.

This Plan is the Town's delivery method of the *Carbon Reduction Strategy*. The Town's original Carbon Reduction Target to reduce base year (2011/2012) corporate emissions by 7.5% by 2016/2017 was achieved in 2016 and a new target was then developed. This was followed by a review of the CRP that included a comprehensive desktop study.

The *Emissions Reduction Plan* revises and updates the Town's previous CRP and outlines actions to be undertaken from 2018-2023 to assist the Town in achieving its new Emissions Reduction Target. A five year range for this plan has been set as, over time, changing technology and new information relating to emissions reduction may affect future action implementation. After five years, actions will need to be reviewed and new actions developed to continue the Town's progress towards its target.

Strategic Framework

The *Emissions Reduction Plan* is the second plan to come under the Town's *Carbon Reduction Strategy 2012-2018* which gives effect to the Town's commitment to 'reduce adverse impacts of climate change' in its *Strategic Community Plan 2017-2027*. The Strategy's main objective is to:

- Maximise environmental outcomes and drive the organisation towards effectively managing energy use along with carbon emissions.

The Town's *Environmental Management Plan 2014-2024* also outlines objectives in regards to emissions reduction. This includes to:

- Reduce greenhouse gas emissions resulting from the Town's operations and activities; and
- Increase uptake in renewable energy within the Town.

The *Carbon Reduction Strategy* should be referred to for more detail on the strategic framework of the Emissions Reduction Plan.

Strategic Community
Plan 2017-2027

Environmental
Management Plan
2014-2024

Carbon Reduction
Strategy
2012-2018

Emissions Reduction
Plan 2018-2023

Carbon Reduction Plan Review

The Town's CRP was developed in 2015 and was used to identify and implement actions which drove the Town towards reducing energy use and emissions to meet the previous target. A review of the CRP was conducted in 2017.

This review has allowed the Town to make the most of emerging practices and technology, as well as ensure that targets remain relevant and achievable. The desktop study identified the current status of actions within the CRP and also reviewed emissions reduction objectives, strategies and actions within the Town's plans and policies. The plans and policies which were reviewed are listed below:

- Carbon Reduction Strategy 2011-2018
- Economic Development Plan 2012-2017
- Environmental Management Plan 2014-2024
- Strategic Community Plan 2017-2027
- Local Climate Change Adaptation Action Plan 2011
- Local Planning Policy 2 – Energy Efficient Design
- Purchasing Policy
- Sustainable Bassendean Policy
- Energy Use Policy
- Investment Policy
- Recyclable and Biodegradable Projects at Town of Bassendean's Events and Functions Policy
- EMRC's Regional Environment Strategy 2016-2020

The review identified emissions reduction achievements and recommended new actions following research into emerging technology and trends that could aid in achieving the Town's new target.

Achievements

The review identified the following emissions reduction achievements within the Town since 2015:

- Continued participation in the EMRC's ACER Program since 2012;
- Transferred to Planet Footprint, a data management platform, in 2016 from WALGA's Emissions Reporting Platform;
- Established a Renewable Energy Working Group in 2016 which includes Town staff and community members tasked with matters relating to renewable energy within the Town;
- Hosted a Climathon event in October 2017. The Town's challenge aimed to develop ideas for how residents, businesses and community in the Town can contribute to Australia's Emissions Reduction Target to reduce emissions through innovative renewable energy practices;
- Divested 75% of investments from financial institutions who support fossil fuels in June 2016;
- Solar PV systems were installed at the Town's Administration, Library and Seniors Citizens Building (30kW); Depot (15kW); Ashfield Community Centre (20kW); Wind in the Willows Childcare Centre (12kW); Customer Service Centre (10kW); and Alf Faulkner Hall (5kW);
- Ducted air-conditioner installed at Customer Service Centre to replace older, inefficient model;
- Home Energy Audits provided to the community, as well as Home Energy Audit Kits continuing to be available in the Town's Library;
- Continued rollout of LED lighting within Town buildings and facilities where necessary;
- Solar LED lighting installed at Success Hill, Jubilee, Broadway and Point Reserves;
- LED Lighting installed at Sandy Beach Reserve and Mary Crescent Reserve; and
- Upgraded irrigation practices and central control system improving water and energy efficiency.

Emerging Technology and Trends

Since the development of the Town's CRP, sustainable technology and trends to reduce emissions and energy usage have constantly been improving and changing around the world and in Australia. The review investigated the most significant developments and movements that the Town could implement into its future plans and policies.

Electric Vehicles

A movement is underway where governments worldwide, such as France, India and Norway, are phasing out the sale of new diesel and petrol light vehicles and instead encourage electric vehicle (EV) sales. In Australia (excl. ACT), there are currently no incentives for local governments to purchase EVs, however, the Australian Government is proposing new fuel efficiency standards, tighter noxious emissions standards, and improved fuel quality standards¹. This will in turn affect the sale of high polluting diesel and petrol vehicles.

A fully electric light vehicle fleet for the Town would reduce fleet emissions significantly if charged by 100% renewable energy. However, due to the cost, lack of infrastructure and range anxiety; the EV market in Australia remains underdeveloped and there are currently few models in Australia available under \$50K². The Town will need to advocate for national EV incentives such as support for public charging stations, price subsidies and tax breaks.

¹ Department of the Environment and Energy - Better fuel for cleaner air discussion paper - 2016

² The Australia Institute – If you build it, they will charge - 2017

Renewable Energy

Renewable Energy is now the cheapest type of power generation to build in Australia and solar PV system costs continue to fall sharply.³ Within the Town, over 22.5% of the Town's dwellings have solar installed on their rooftops and a total installed capacity of 4,623kW⁴. 110kW of that total is solar PV systems on council buildings. The next generation of renewable energy technology is now available in Australia for the Town to implement as they work towards a new target.

Solar Batteries store unused solar energy and provide an opportunity to extend the potential of the Town's current solar capacity and use. The industry is rapidly expanding and is at a similar stage to where rooftop solar panels were a decade ago. The potential of batteries is growing and is expected to play an important role in Western Australia's future energy system. The Town will need to identify assets that would best benefit from batteries as costs fall over time.

³ Clean Energy Council – Clean Energy Australia report 2016

⁴ Australian PV Institute – Mapping Australian Photovoltaic installations - 2018



Microgrids are small electricity sub-grids with the ability to either work with the main grid or in isolation. Microgrids can provide resilience during times of energy shortage (black outs) and aid towns in moving away from WA's current centralised generation model. Microgrids of renewable energy in combination with battery storage and a distributed ledger system (such as blockchain) are an opportunity for precincts to move towards zero emissions as it allows for trading of energy.

There are a number of local governments currently generating renewable energy locally and microgrids can benefit buildings that have low roof or battery space, as well as provide the opportunity for energy trading⁵.

Energy Efficient Design and Products

The CEFC states that 'designing, constructing and refurbishing for efficient buildings today will avoid locking in emissions and energy intensive assets for many decades⁶. There are a variety of options for retrofitting or designing buildings to reduce heating, cooling and overall energy costs with smart design and technology. Reducing energy consumption could be an easy way to reduce emissions within the Town's buildings.

Smart Appliances can provide energy efficient solutions to the Town's buildings and aid in understanding energy usage. In the current digital movement, technology is now able to connect users to their appliances through apps on mobile phones and smart watches, etc. Controlling the level of light within a room or the amount of ventilation, cooling or heating could be an opportunity for the Town to upgrade inefficient appliances and reduce energy consumption through enhanced control of appliance operations.

⁵ Clean Energy Finance Corporation – Clean Energy opportunities for local government - 2016

⁶ Clean Energy Finance Corporation – 50 Best Practice Initiatives - 2017



Sustainable Building Design can influence the heating and cooling needs of a building using smart design and materials. This may include window tinting, light coloured roofing and wall products, external shading, urban greening (e.g. green walls/roofs), window treatments, ceiling fans, insulation, ventilation, and building orientation.

Sustainable Development Goals (SDG)

In 2015, countries worldwide adopted a set of goals to 'end poverty, protect the planet and ensure prosperity for all' as part of a new sustainable development agenda, Agenda 2030. 17 SDG's were adopted at a historic UN Summit. Over the next fifteen years, these goals will mobilise global efforts to, among other things, tackle climate change⁷.

The EMRC, with its member councils, was one of the first organisations in Australia to progress regional environmental management under the SDG framework. The EMRC's *Regional Environmental Strategy 2016-2020* used the SDG's to contribute to strategic objectives. This plan closely relates to SDG's 7 and 11; Affordable and Clean Energy and Sustainable Cities and Communities.

⁷ United Nations – The Sustainable Development Agenda



Cop 21 – Paris Agreement Conference

Emissions Reduction Target

The Town's previous Carbon Reduction Target developed in 2015 as part of the Town's CRP was achieved in 2015/2016. The target challenged the Town to reduce 2011/2012 corporate emissions by 7.5% by 2016/2017. An analysis of the Town's 2015/2016 carbon footprint determined that the Town had reduced corporate emissions by 7.6% since 2011/2012.

The Town agreed that a new target was necessary to continue its efforts in reducing corporate carbon emissions and mitigating the effects of climate change. The new target would need to be challenging but still achievable for the Town while providing opportunities for investment and leadership in emissions reductions. Investigations followed into targets set by other local governments, as well as national and international commitments.

Paris Climate Change Agreement

In August 2015, Australia ratified the Paris Agreement, an agreement within the United Nations Framework Convention on Climate Change (UNFCCC) with the main aim of keeping global average temperature rise well below 2 degrees Celsius. The Agreement brings nations around the world together to combat climate change collectively, supporting each other to achieve 'nationally determined contributions' (NDC). The Paris Agreement entered into force on 4 November 2016⁸.

As part of the Australian Government's NDC, Australia has pledged to reduce emissions by 26-28% on 2005 levels by 2030⁹. The Town agreed to reflect the Australian Government's NDC for its new Emissions Reduction Target.

New Target

The Town's Emissions Reduction Target was agreed in 2017 prior to the CRP review. A baseline year was also set and potential actions to achieve the new target were discussed among staff during the CRP review.

The Town's new Emissions Reduction Target is:

"To reduce 2014/2015 corporate emissions by 26-28% by 2029/2030"

Based on 2014/2015 corporate emissions data, the Town would need to reduce 2014/2015 emissions (1,699.1 tCO₂-e) by 441.8 – 475.7 tCO₂-e to achieve a 26-28% reduction by 2029/2030.

⁸ UNFCCC Paris Agreement

⁹ Department of the Environment and Energy – Paris Agreement

Carbon Footprint

The Town's carbon footprint (or emissions profile) has been calculated for the Emissions Reduction Target's baseline year together with a summary on how the Town is progressing towards the target since the baseline year.

What is a Carbon Footprint?

The Town's carbon footprint is the aggregated emissions from the Town's corporate operations and activities that use stationary energy and liquid fuels such as electricity, gas, unleaded petrol and diesel.

The Town's emissions are measured in tonnes of carbon dioxide equivalent (tCO₂-e) and each source type has different emissions factors¹⁰ that are used for calculation. The Town mainly consumes electricity and gas for Council buildings and facilities such as administration, community centres and lighting. The Town's fleet vehicles and equipment consume predominantly either unleaded petrol or diesel.

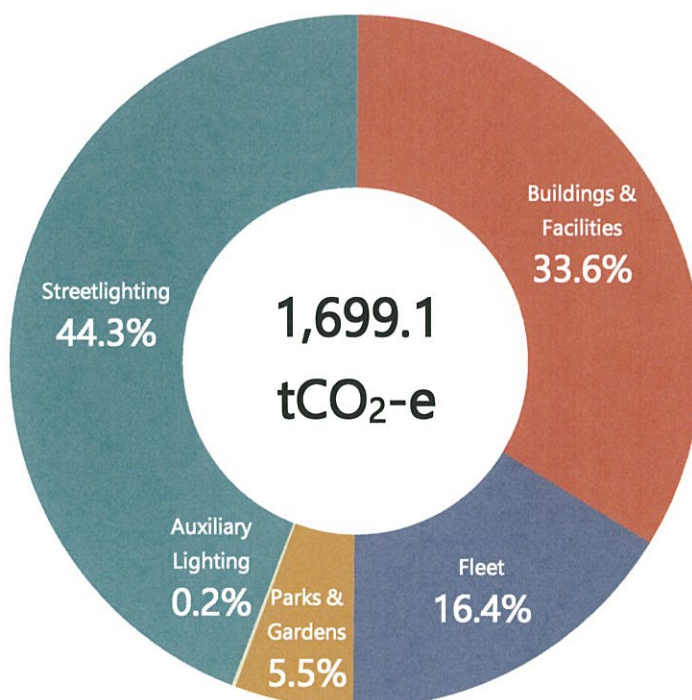
To ensure the success of the Emissions Reduction Plan, the Town will need to monitor its carbon footprint regularly and report progress to responsible staff. The Town does not have an obligation to report on emissions under the National Greenhouse and Energy Reporting Act 2007 (NGER Act); however the Town has been collating emissions data since 2010/2011 and this has been a useful resource for decision-making and priority setting for emissions reduction actions.

Figure 1- Baseline Year Emissions Profile for the Town of Bassendean (2014/2015)

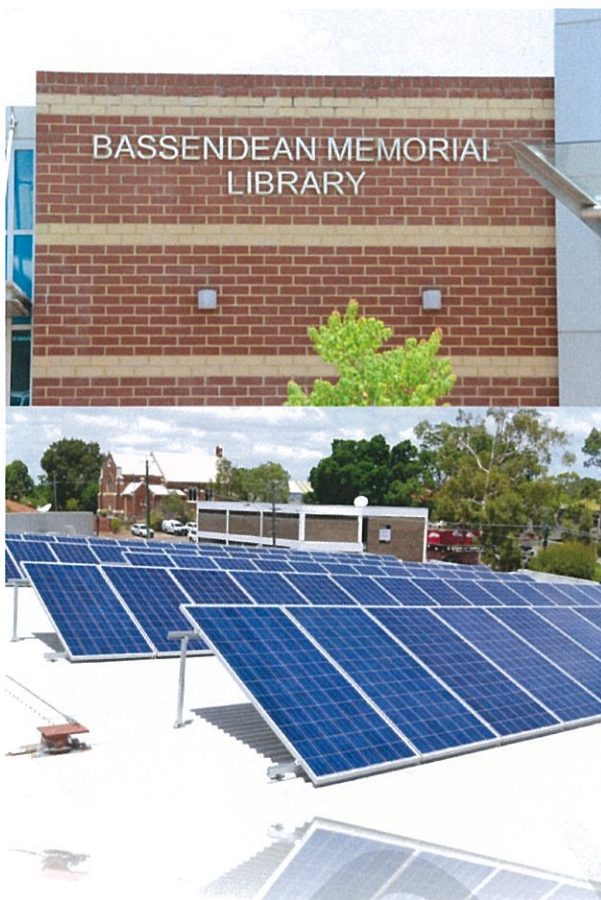
Baseline Carbon Footprint

The Town's 2014/2015 total carbon footprint was 1,699.1 tCO₂-e. Of that total, 44.3% of emissions were produced by Street Lighting, 33.6% by Buildings and Facilities, 16.4% by Fleet, 5.5% by Parks and Gardens and 0.2% by Auxiliary Lighting (Figure 1).

The areas which have the most potential for reductions include the Town's Buildings and Facilities, Fleet, and Parks and Gardens. These areas make up over 55% of the Town's carbon footprint and reducing emissions in these areas can be achieved with technology and measures that are currently accessible. Streetlighting is the most difficult area in which to reduce emissions as the majority of the Town's residential street lamps are owned by Western Power.



¹⁰ National Greenhouse Account Factors July 2017



Progress So Far

In 2016/2017, the Town's carbon footprint was 1,515.3 tCO₂-e, a reduction of 183.8 tCO₂-e since 2014/2015 (Figure 2). This is a 10.8% reduction in just two years.

This reduction is most likely due to the efforts of the Town installing over 110kW of solar PV systems on council owned and operated facilities, as well as contributions from the ongoing LED retrofits and other efficiency measures.

To achieve the Town's Emissions Reduction Target, emissions will need to reduce by a further 258.0 - 331.5 tCO₂-e in order to reach a reduction of 26-28% by 2029/2030.

The Town is on its way to achieving its new target, and will need to continue its efforts including thinking of new ways to reduce its carbon footprint as it approaches 2030.

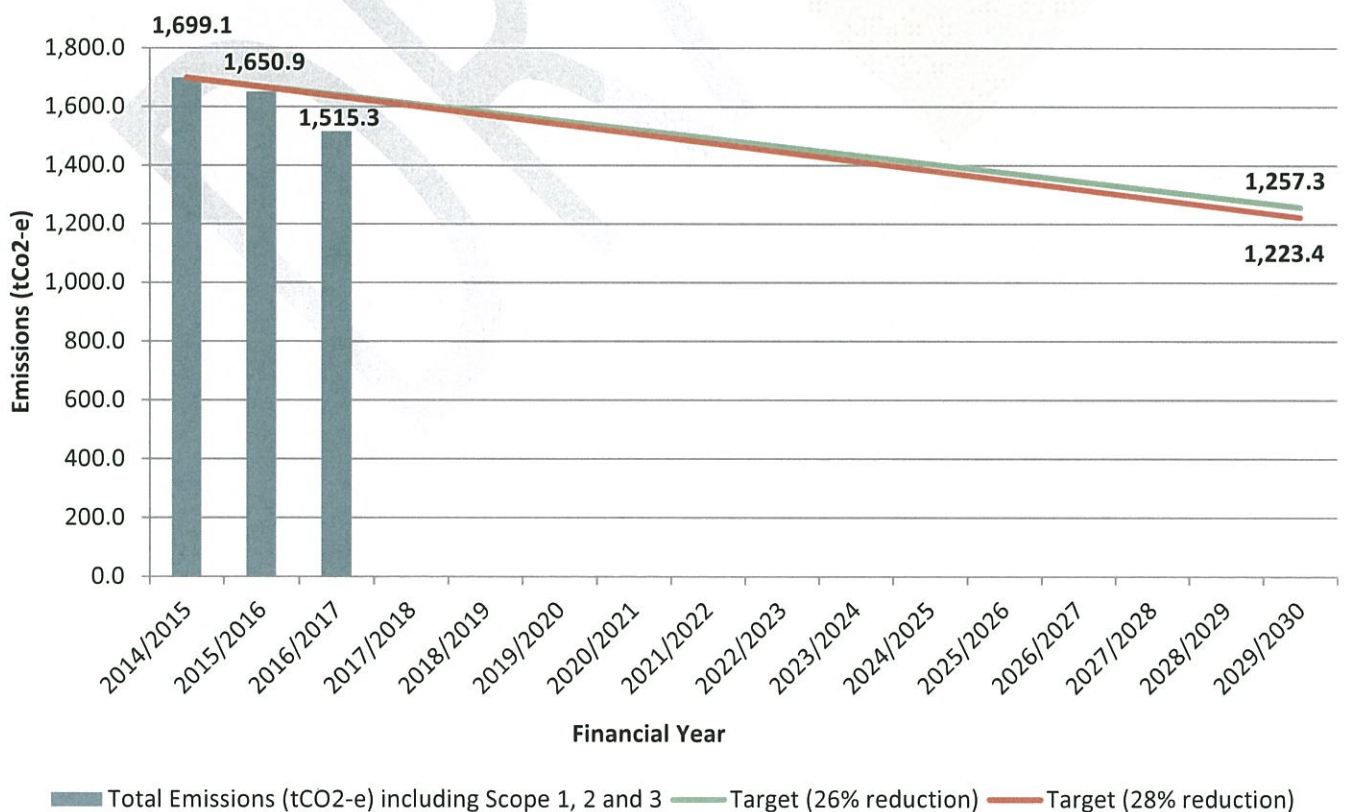


Figure 2 – Town's Corporate Carbon Emissions since 2014/2015 and progress towards Emissions Reduction Target

Technical Notes

For consistency, the Town has reference to the relevant standards and schemes that relate to the measuring, monitoring and reporting of the carbon footprint and the Emissions Reduction Target.

Emissions Boundaries

The Town's corporate operations vary in organisational structure and for the purpose of calculating a carbon footprint an emissions boundary has been set.

Defining an emissions boundary is the first step in calculating a carbon footprint. The boundary, as defined by the National Carbon Offset Standards for Organisations, refers to the coverage and extent of the Town's carbon footprint using a set of criteria (scopes) to identify emissions sources and decide which sources are relevant and which are not, with justification.

The Town's emissions boundary is defined as a control approach which the Town accounts for the carbon emissions from operations that it has full authority to introduce and influence¹¹. The Town's full emissions boundary is listed in the scopes below.

Scopes

For the purpose of emissions reporting, carbon emissions are categorised into Scope 1, Scope 2 and Scope 3 emissions:

Scope 1 Emissions: Direct Emissions released to the atmosphere as a result of an activity, or series of activities at a facility level.

- Emissions for fuel combusted for transport and fuel combusted for stationary energy (Fleet and Plant Equipment).

Scope 2 Emissions: Indirect Emissions from energy consumption such as electricity, heating, cooling or piped gas consumed by the Town's facilities and assets.

- Electricity and gas use from all Town owned assets (Buildings and Facilities, Parks and Gardens, Auxiliary Lighting).

Scope 3 Emissions: Emissions generated from activities that are outside of the Town's control.

- Electricity used by street lighting which is currently owned by Western Power.

Baseline Year

Emissions baselines are defined under the National Greenhouse and Energy Reporting Scheme (NGERS) as 'the reference point against which future emissions performance will be measured'¹².

The Town's new Emissions Reduction Target set a baseline year of 2014/2015 corporate emissions data as this is the Town's earliest and most reliable dataset closest to the Australian Government's baseline of 2005.

The full emissions dataset for the Town's baseline year is available via the Town's Planet Footprint Platform and is subject to ongoing data revision due to utilities (such as Synergy and Alinta Energy) rights to update previous meter readings and data collection figures. Therefore the baseline year total emissions figure may vary depending on current data availability.

¹¹ Department of the Environment and Energy - National Carbon Offset Standards for Organisations - 2017

¹² Clean Energy Regulator - National Greenhouse and Energy Reporting Scheme - 2016

Implementation Plan

This implementation plan outlines actions which will contribute to achieving the Town's Emissions Reduction Target over a five year period (2018 - 2023). The actions will need to be monitored and reported on annually. After five years, a review is recommended to identify further actions to progress towards the Town's 2029/2030 target.

Each action table (pages 16 – 19) relates to a specific organisational unit. Within the tables are actions that have been developed as part of the Town's action planning consultation and external research during the CRP review. Actions may include those that are similar to the previous CRP but which have stalled or are still in progress, however still remain relevant to achieving the Town's target. Identifying priority actions may depend on a number of factors including the estimated cost of the action, its emissions reduction potential and recommended timeframe.

Table Details

Item

This is a reference for each action to use in the Town's communication and reporting. Each action has been allocated a letter referring to its organisational unit and an individual number.

Responsible Department

This identifies the departments, stakeholders and/or staff that are responsible for implementing and reporting on a specific action. More than one department may be responsible for an action and departments are encouraged to collaborate to complete or progress an action.

The Town's departments relevant to this plan include:

- **Asset Services**
 - Environment
 - Asset Management
 - Building Maintenance
 - Engineering
 - Fleet Management
 - Parks and Gardens
- **Corporate Services**
 - Financial Management
 - Information Technology
 - Procurement Services
- **Community Development**
- **Strategic Planning**
- **Development Services**

Budget

Each action has been placed in one or more of these categories for budget purposes:

Category (abbreviation)	Description
Cost in Kind (CIK)	The action can be implemented by existing Town staff without additional costs
Normal Budget Expenditure (NBE)	Budget allocation will be required for something in addition to staff time, e.g. consulting, materials, external contractors, small appliances, maintenance, etc.
Capital Expenditure (CE)	The actions will require the purchase of a substantial asset (e.g. solar panels, solar battery or low/zero emissions vehicle)
Subject to Funding (F)	The action will require external funding such as grant funding, or partnership with another agency/organisation, for implementation.

Cost (\$)

The Cost of each action is dependent on the Budget Type and the potential expenditure required for implementation. Below are the estimated cost ranges that actions fall within:

Cost Range (\$thousands)	Icon	Description
\$ 0-5K	\$	Low expenditure may be required from the Town
\$ 5 -10K	\$\$	Moderate expenditure may be required from the Town
\$ 10-20K	\$\$\$	Large expenditure may be required from the Town
No Cost	-	The action has no extra cost to implement or is included in Normal Budget Expenditure – e.g. research

Timeframes

The timeframes are based on need and take into consideration past and current actions. This plan's timeframes range between 2018 and 2023.

Timeframes within the action tables consist of four categories:

Timeframe	Description
Short	By the end of 2018/2019
Medium	By the end of 2020/2021
Long	By the end of 2022/2023
Ongoing	Business as Usual Framework

Emissions Reduction Potential (E↓)

The Emissions Reduction Potential identifies the impact that each action may have on the Town's total carbon footprint in regards to carbon emissions. Some actions have actual emissions potential, where the action directly reduces emissions from implementation, while others have future emissions potential where the Town's actions may influence carbon emissions reductions over time.

Community emissions reduction does not directly affect the Town's total carbon footprint, however can affect residents' behaviour towards reducing energy and emissions. Therefore these actions have a broader emissions effect that could potentially aid in project support, reduce energy usage within community facilities and also foster a pro-sustainability lifestyle within the Town.

The Emissions Reduction Potential is listed for each action according to the following categories:

Emissions Reduction Potential	E ↓
Low Emissions Reduction	L
Moderate Emissions Reduction	M
High Emissions Reduction	H
Future Emissions Reduction	F
Community Emissions Reduction	C



Organisational Units

The Plan's actions are separated into organisational units that reflect the structure of the Town's operations and are also used in the Town's Planet Footprint Reporting Platform. The organisational units are:

Whole Organisation

Actions listed in this section will impact the Town's corporate emissions across multiple areas and are not specific to any particular organisational unit. For best results, implementation will require communication and cooperation between business units.

Buildings and Facilities

The Buildings and Facilities unit comprises of council owned and operated assets, as well as leased facilities that the Town pays the energy consumption for. This includes administration buildings, community facilities, and sports and recreational facilities. Emissions sources include electricity and/or gas for building services or lighting.

Fleet

The Town's Fleet comprises of five types of vehicles including Buses, Heavy Operational Vehicles, Operational Vehicles, Passenger Vehicles and Plant Equipment. The emissions from each vehicle are classed as fuel combustion for transport or stationary energy (Scope 1 emissions). Currently most of the Town's vehicles either run on diesel or unleaded petrol.

Parks and Gardens

The Parks and Gardens unit includes the Town's reserves, public open space, road verges, and median strips. The main emissions source is through electricity used for irrigation and park lighting.

Street and Auxiliary Lighting

This organisational unit comprises of four lighting types being: decorative; feature; residential (Street Vision) and roadway (Power Watch) street lighting. Street Vision lighting emissions are more difficult to reduce as the infrastructure is currently owned and controlled externally from the Town.

Action Table 1: Whole Organisation

Item	Action	Responsible Department	Budget	Cost	Timeframe	E↓
W.1	Introduce an energy fund reserve, or similar, to finance energy efficiency and emissions reduction projects, sourcing funding from savings made from implemented projects within the Town.	Financial Management; Environment	CIK	\$	Short	F
W.2	Continue to review offsetting opportunities (e.g. GreenPower Program) and/or similar renewable energy purchasing providers to determine most appropriate accredited offsetting scheme.	Financial Management; Environment	CIK	-	Medium	F
W.3	Continue measuring, monitoring and reporting on energy use and carbon emissions annually.	Environment; EMRC	NBE	\$\$	Ongoing	F
W.4	Continue to conduct energy audits and energy consumption investigations of Town assets, where necessary, to continue ongoing energy improvements.	Asset Services; EMRC	NBE	\$	Ongoing	F
W.5	Ensure that all energy and carbon emissions related Town policies, local planning schemes, and strategic plans are up-to-date with Town's current commitments and latest national emissions reduction technical information.	Corporate Services; Asset Services	CIK	-	Long	F
W.6	Investigate the use of precinct micro-grids and Peer to Peer trading within the Town through new developments in combination with renewable energy and battery storage.	Engineering; Environment	CIK	-	Long	F
W.7	Source community emissions data for the Town and set community emissions reduction targets	Environment; EMRC	CE;	\$\$	Medium	C
W.8	Participate in the Climate Council's Cities Power Partnership	Environment	CIK	-	Short	F
Staff Engagement						
W.9	Develop a staff housekeeping plan to reduce energy use (e.g. turning lights and equipment off).	Environment	CIK	-	Short	L
W.10	Develop and implement staff engagement program to foster energy efficient and emissions reducing behaviours (e.g. staff energy champions, introducing a reward system, etc.)	Environment	NBE	\$	Medium	L
Community Engagement						
W.11	Promote the achievements of the Town's emissions reduction actions to the community and Town's councillors via current media sources.	Environment	CIK	-	Ongoing	C
W.12	Educate the Town's residents and community building managers on energy efficiency and renewable energy.	Environment	NBE; CIK	\$	Ongoing	C
W.13	Continue to supply Home Energy Audit Kits within the Town library and promote via Town's media outlets annually to encourage use.	Environment; EMRC	NBE	\$	Ongoing	C
W.14	Support local community groups to implement carbon reduction measures in community owned buildings.	Asset Services; Community Development	CIK; F	\$\$	Ongoing	C
W.15	Support local community initiatives to increase energy efficiency and renewable energy uptake in the Town.	Environment; Community Development	CIK; F	\$\$	Ongoing	C
W.16	Support local businesses in reducing emissions by providing incentives e.g. advertisement on social media, small grants, awards, etc.	Environment; Community Development	NBE; CE	\$	Ongoing	C

Action Table 2: Buildings and Facilities

Item	Action	Responsible Department	Budget	Cost	Timeframe	E ↓
B.1	Continue to implement renewable energy for Town buildings and facilities, where feasible.	Asset Management; Environment	CE	\$\$	Ongoing	M
B.2	Obtain data loggers at facilities without smart meters to identify peak and off peak consumption to estimate the viability of a solar PV system and the size of the system required.	Environment; Asset Management	NBE	\$\$	Medium	F
B.3	Continue to maintain current renewable energy assets to ensure optimum performance.	Asset Management	NBE	\$	Ongoing	L
B.4	Investigate air conditioner assets within Town buildings and facilities and provide maintenance.	Building Maintenance	NBE	\$	Medium	L
B.5	Replace inefficient air conditioner assets within the Town where necessary.	Asset Services	CE	\$\$\$	Ongoing	H
B.6	Continue to replace inefficient lighting within buildings and facilities with energy efficient globes (e.g. LED's), when required.	Building Maintenance	NBE	\$	Ongoing	L
B.7	Identify Town buildings and facilities that may benefit from solar battery technology and prepare for future implementation.	Environment; EMRC	CIK	-	Short	F
B.8	Investigate new energy efficient technology to apply to the Town's buildings to increase energy efficiency and reduce carbon emissions.	Environment; EMRC	CIK	-	Ongoing	F
B.9	Investigate opportunities to retrofit existing buildings with sustainable, energy efficient design such as insulation, window treatments, efficient heating and cooling, and paint treatments.	Environment; EMRC	CIK	-	Ongoing	F
B.10	Implement sustainable design principles into existing and new council buildings to reduce emissions.	Environment; Engineering	NBE; CE	\$\$	Ongoing	M
B.11	Use an IT asset register to consolidate necessary equipment and replace with efficient electrical equipment at the end of its' working life.	Information Technology; Procurement Services	CIK	-	Medium	F
Administration Buildings, Customer Service Centre and Depot						
B.12	Investigate energy meters at the Administration, Library and Senior Citizens' Buildings, Customer Service Centre and Depot in order to determine feasibility of separating the meters or installing smart meters and loggers to understand energy use.	Asset Management	CIK	-	Short	F
B.13	Ensure that power saving functions on equipment are activated on existing and new equipment in staff offices - E.g. sleep mode, hibernation etc.	Asset Services, Information Technology	CIK	-	Short	L
B.14	Investigate alternative methods of reducing energy usage at the Administration, Library and Senior Citizens' Buildings, Customer Service Centre and Depot, including building management systems, lighting sensors, timers, etc.	Asset Management	CIK	-	Medium	F
B.15	Encourage Town administration buildings and staff offices to participate in the CitySwitch Green Office Program, or similar, to improve office energy and waste efficiency.	Environment; Corporate Services	CIK	-	Short	F

Sports and Recreation						
B.16	Investigate the viability of installing solar PV systems in council owned but not operated high energy consuming facilities such as Bassendean Oval, Jubilee Reserve, and Ashfield Reserve.	Asset Management; Environment	CIK	-	Long	F
B.17	Undertake a lighting audit at selected facilities to investigate where automated, LED and/or sensor lighting could be implemented.	Asset Management	NBE	\$	Medium	L
B.18	Investigate smart technology for implementation for sport lighting to reduce vandalism, improper use and energy wastage.	Asset Management; Environment	NBE	-	Short	F
B.19	Implement other energy efficiency retrofits at selected facilities including air conditioning, refrigeration and kitchen appliances, if deemed viable.	Asset Management; Environment	NBE;CI K;F	\$	Medium	L
Community and Commercial Buildings						
B.20	Review Town Local Planning Policies to include Green Star Framework, or similar, to ensure that building applications aim for a 6 star energy rating for commercial and residential construction and renovations.	Development Services; Environment	CIK	-	Medium	C
B.21	Encourage commercial offices within the Town to participate in CitySwitch's Green Office Program, or similar.	Environment	CIK	-	Medium	C
B.22	Encourage developers within the Town to be certified under the Envirodevelopment branding system to ensure future sustainable development for commercial and residential buildings within the Town.	Environment; Development Services	CIK	-	Short	C

Action Table 3: Fleet

Item	Action	Responsible Department	Budget	Cost	Timeframe	E ↓
F.1	Conduct a review of the Town's fleet vehicles to determine where change can be implemented to reduce carbon emissions.	Fleet Management	CIK	\$	Short	F
F.2	Investigate offsetting the Town's passenger vehicle emissions through accredited Carbon Sequestration projects.	Environment	NBE	-	Medium	F
F.3	Prepare a briefing note on 'green' vehicles that would be most suitable to be integrated into the Town's fleet.	Environment; EMRC	CIK	-	Short	F
F.4	Ensure that fleet purchasing and policy framework is up to date with the latest Australian National Emissions Standards.	Fleet Management	CIK	-	Ongoing	F
F.5	Continue to encourage Town staff to carpool, use public transport and other alternative modes of transport to reduce fuel use in fleet vehicles.	Environment	CIK; NBE	-	Ongoing	L
F.6	Investigate car park shade structures which incorporate solar PV systems as alternative locations for generating renewable energy for the Town.	Environment	CIK	-	Long	F
Electric/Hybrid Vehicles						
F.7	Investigate integrating hybrid and/or electric vehicles into the Town's passenger vehicle fleet.	Environment; Fleet Management	CIK	-	Long	F

F.8	Review the Town's vehicle allocation system to identify how hybrid and electric vehicles could be allocated to staff.	Fleet Management; Corporate Services	CIK	-	Short	F
F.9	Investigate the potential to hold a trial of electric vehicles/bicycles within the Town's as pool vehicles.	Environment	CIK	-	Long	F
F.10	Advocate to state and national government for low- zero emissions vehicles subsidies (or similar) for implementation in local government fleet.	Environment; EMRC	CIK	-	Ongoing	F
Community						
F.11	Investigate and provide infrastructure to support hybrid and electric vehicles within the Town owned by the community (e.g. electric charging stations).	Asset Services; Community Development	CIK;F	\$\$	Medium	C
F.12	Encourage the community to ride their bike or take public transport to reduce vehicle emissions by implementing infrastructure to foster habits (e.g. secure bike parking, electric bike charging stations).	Asset Services; Community Development	CIK; CE	\$\$	Long	C

Action Table 4: Parks and Gardens

Item	Action	Responsible Department	Budget	Cost	Timeframe	E ↓
P.1	Continue to review irrigation practices to ensure that bores are use water efficiently to reduce energy usage.	Parks and Gardens	CIK	-	Ongoing	L
P.2	Investigate installing renewable energy systems to power bores.	Environment; Parks and Gardens	CIK	-	Long	F
P.3	Continue hydrozoning parks and reserves to reduce energy (and water) usage where appropriate.	Parks and Gardens	NBE	\$	Ongoing	L
P.4	Continue to upgrade park lighting to the most energy efficient globes (e.g. LED and/or Solar)	Environment; Parks and Gardens	NBE	\$	Ongoing	L

Action Table 5: Street and Auxiliary Lighting

Item	Action	Responsible Department	Budget	Cost	Timeframe	E ↓
L.1	Continue to support WALGA and the EMRC in advocating to Western Power for energy efficient upgrades to street lighting.	Environment; EMRC	CIK	-	Ongoing	F
L.2	Investigate opportunities to retrofit street lighting infrastructure to reduce carbon emissions, energy consumption and costs to the Town.	Environment	CIK	-	Ongoing	F
L.3	Ensure that any new decorative or feature lighting uses LED and/or Solar fixtures	Environment	NBE	\$	Ongoing	L
L.4	Maintain current auxiliary and roadway lighting infrastructure and where applicable, retrofit with energy efficient lighting	Asset Management	NBE	\$	Ongoing	L

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Definitions and Acronyms

ACER – Achieving Carbon Emissions Reduction

Carbon Emissions / Greenhouse Gas Emissions – emissions caused by human and natural activities. Carbon emissions consist of carbon dioxide, methane, nitrous oxide and fluorinated gases.

Carbon Footprint – the total measurement of carbon emissions of a defined period of time, population or activity.

Carbon Sequestration – Capture and long-term storage of carbon dioxide through soil, vegetation, geological formations, ocean, and minerals.

CEFC - Clean Energy Finance Corporation

CRP – Carbon Reduction Plan (2015)

Emissions Factor – the unit of carbon dioxide equivalent (CO₂-e) emitted per unit of activity at the point of emission release.

EMRC – Eastern Metropolitan Regional Council

EV – Electric Vehicles

LED – Light-emitting Diode

NCOS – National Carbon Offset Standard

NGERS – National Greenhouse and Energy Reporting Scheme

Solar PV - Solar photovoltaic

South West Interconnected System (SWIS) - The electricity network in the south west corner of Western Australia which comprises of all electricity generators and Western Power.

tCO₂-e – tonnes of carbon dioxide equivalent

WALGA – Western Australian Local Government Authority

Images

Cover Page – Solar PV System in the Town of Bassendean (credit: Town of Bassendean)

Page 3 – Children Services Centre in the Town of Bassendean (credit: Town of Bassendean)

Page 7 - Electric vehicle charging station (Creative Commons CC0)

Page 8 – Green wall at the Quai Branly Museum in Paris (Creative Commons CC0)

Page 9 – COP 21 Paris Agreement conference (Creative Commons CC0)

Page 11 – Town of Bassendean Memorial Library and Solar Panels (credit: Town of Bassendean)

Page 14 – Town of Bassendean Old Perth Road LED street lighting (credit: EMRC)

ATTACHMENT NO. 5



TOWN of BASSENDEAN

DRAFT (4 Dec 2018)

RIVER PARKS COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean River Parks Management Committee, (hereinafter called the "Committee").

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Bassendean River Parks Management Committee.

3.0 OBJECTIVES, STRATEGIES AND PROJECTS

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

Protect our River, Bush land Reserves, and Biodiversity

- 2.2.1 Protect and restore our biodiversity and ecosystems
- 2.2.2 Sustainably manage significant natural areas
- 2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river

Ensure the Town's open space is attractive and inviting

- 2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.
- 2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams

- **Projects for the Term of the Committee include**

- Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.
- Advocate with relevant partners to collaborate on protection and rehabilitation.
- Develop a Strategy for the protection and rehabilitation of natural areas.
- Liaise with Department of Planning to prepare an Establishment Plan for Ashfield Flats Reserve and Develop Management Plans for the Town's 4 managed river parks.
- Formulate Open Space Master Plan for Rivers and Parks
- Develop and implement irrigation hydro-zoning and eco- zoning programs for Rivers, Parks and Reserves
- Water Quality monitoring
- Plan and convert drains to Living Streams
- Develop Swan River Precinct Plan.
- Continue to implement the Bushcare Volunteers program

Examples of Specific Projects could include:-

- *Ashfield Flats*
- *Bindaring Park*
- *Living Streams/ Drains*
- *Success Hill Reserve*
- *Bushcare Volunteer Program*
- *Pickering Park*
- *Point Reserve*
- *Sandy Beach Reserve*
- *Liaise with Swan River Trust*
- *Liaise with WAPC*
- *Water Quality*

4.0 MEMBERSHIP

Membership of the Committee shall consist of 8 members, with voting rights, comprising the following:

- Three Councillors from the Town of Bassendean; and
- Five community representatives.

Four members in an advisory role, with no voting rights, comprising the following:

- One representative from the Department of Planning;
- One representative from the Department of Parks and Wildlife;
- One representative from the Department of Water; and
- One representative Department of Fire and Emergency Services.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law.

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

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

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

6.0 MEETINGS

The Committee shall meet quarterly:

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.

- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.
- 6.5 The Town of Bassendean will provide technical advice and secretarial and administrative support through the Chief Executive Officer and Council staff.
- 6.6 All members are required to comply with the Town of Bassendean's Code of Conduct.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not, **equalling five members**. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 In accordance with the Local Government Act 1995; and
- 9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

ATTACHMENT NO. 6

29th August 2018

Steven Morrissey
Parks & Gardens Supervisor
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934



Dear Steve,

ARBORICULTURAL ASSESSMENT AT SPARX DAY CARE EDEN HILL

Please find enclosed the results of the arboricultural assessment undertaken recently for the two trees at the Sparx Day Care Centre, Eden Hill.

Where recommendations for remedial arboricultural work have been made, it is imperative that it is undertaken as outlined in the Australian Standard 4373-2007: Pruning of Amenity Trees. It is also strongly advised that any remedial pruning works be undertaken by, or supervised by, a qualified arborist (AQF Level 3 in Arboriculture).

If you have any questions regarding the assessment or if I can be of service to you again in the future, please feel free to contact me.

Yours sincerely,

Brad Bowden
Principal
Bowden Tree Consultancy®

B.Sc. Sustainable Forestry
Dip. Arboriculture & Parks Management
ISA Certified Arborist – Municipal Specialist AU-0020AM & Tree Risk Assessment Qualified (TRAQ)

1.0 Introduction

1.1 Scope of Report

- 1.2 The purpose of this report is to summarise the results of the arboricultural assessment and provide recommendations for the two mature flooded gum trees (*Eucalyptus rudis*) within the commercial municipal property known as the Sparx Day Care Centre, located at 148 Ivanhoe Street, Eden Hill. The site visit and visual tree assessment was undertaken from ground level on the 24th October 2017 at 1430hrs and were accurate at the time of inspection. No detailed tree assessment, soil excavation or below ground inspection was undertaken unless specified. Viewing conditions were fine. Concern has been raised by the property tenant regarding the uneven synthetic turf surface adjacent to the two trees, and subsequently the Town of Bassendean regarding the remedial options for the future management of the trees. An additional site visit was undertaken on the 22nd August 2018 to undertake an appraisal (only) of both trees to determine their monetary value, with the outcome detailed in the addendum section on page 16.

1.3 Executive Summary

- 1.4 The assessed trees identified within this report provide a range of benefits to the ecosystem, to human beings for environmental and health reasons, and to the climate. Assessment has revealed a regrowth crown structure attributable to poorly-positioned pruning (topping) undertaken previously to reduce the height of both trees, however tree vitality was satisfactory and is indicative of the capacity of the trees to produce response growth (new wood) to maintain/improve the current structural condition. A number of root/ turf surface conflicts were visible within the playground areas around the trees, typical where large maturing trees and artificial surfacing coexists, subsequently increasing the potential for trip hazard injury for pedestrians using the area.
- 1.5 Where tree retention is desired, it is imperative that any remedial works avoid pruning and/ or severance of the large woody roots within the structural root zone of the trees, as this can compromise tree stability and may result in tree failure during periods of high wind energy. Remedial options to mitigate the trip hazard potential due to the root/ surfacing conflicts include removal of synthetic turf within the structural root zone and replacement with mulch and/ or landscape plantings. For root/ surfacing conflicts beyond the structural root zones, consideration could be given to lifting of the synthetic turf, raising the soil slightly to achieve a level surface and re-applying the synthetic turf.
- 1.6 Pruning of a small number of roots beyond the structural root zone provides an option to alleviate the conflicts, however ongoing pruning as part of normal maintenance will be required in the medium term (2-5 years) to prune subsequent adventitious root growth. Such works are typical for retention of large mature trees adjacent to surfacing. Alternatively, as tree growth and root thickening are likely to continue increasing consideration could be given to relocation of the surfacing and play areas away from the assessed trees.

2.0 Site Observations

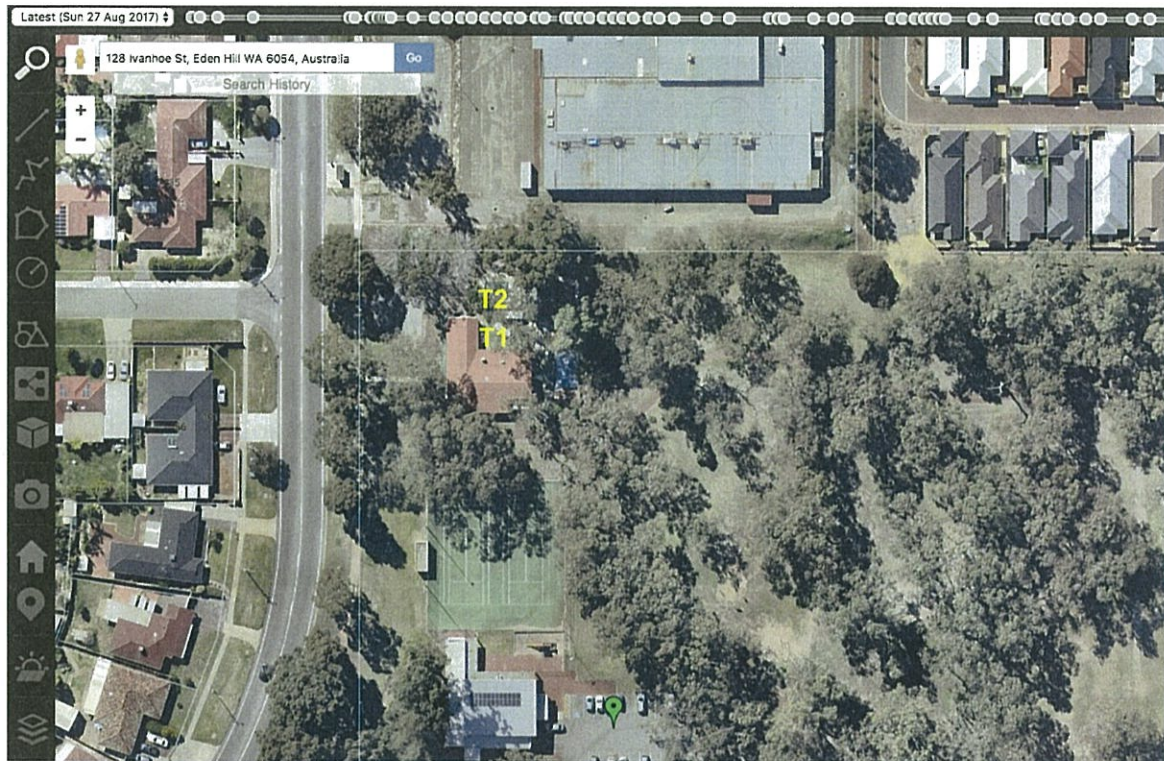


Figure 1. Aerial photo of site and location of the assessed trees (T1 & T2).

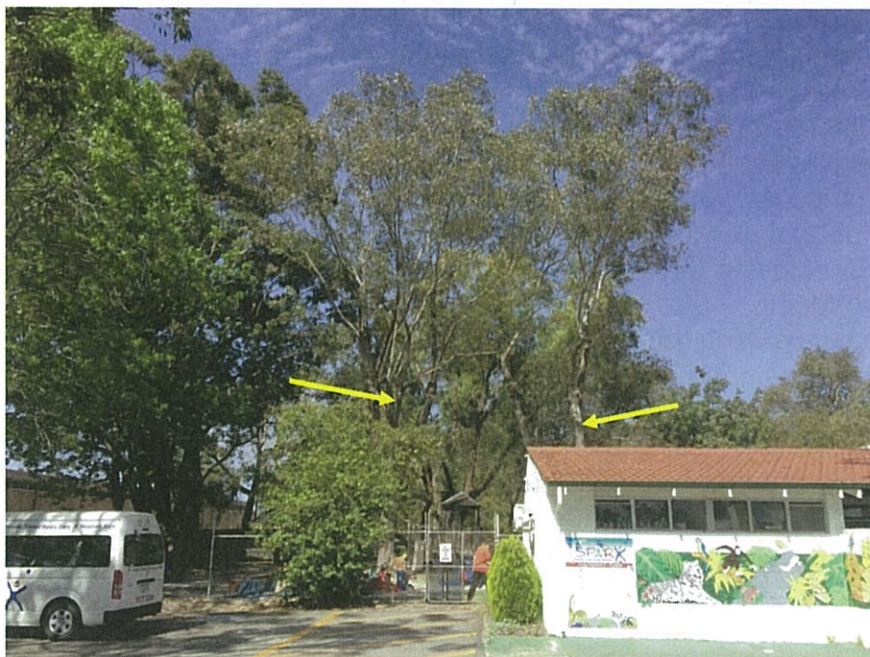


Figure 2. Tree number one (right arrow in image) and tree number two (left arrow); looking towards the east.

Tree Number 1	Botanical Name: <i>Eucalyptus rudis</i>
Common Name:	flooded gum
Location:	2.1m from the concrete path on the east side
Height:	15.3m
DBH:	69cm
Structure:	Fair
Health:	Average
Crown Spread (NS/ EW):	11m/ 12m
Comments:	

- Tree root of approximately 70mm in diameter evident on the northwest side beneath the synthetic turf at a distance of 5.2m from the tree
- Additional larger tree root of approximately 100mm in diameter evident on the northwest side at a distance of 4.6m from the tree
- Additional smaller tree root of approximately 40mm in diameter evident on the north side at a distance of 2.8m from the tree
- Fill soil of an estimated 200mm depth is likely to have been applied atop the original soil level during the previous installation of the synthetic turf surfacing
- Minor displacement of the synthetic turf surfacing visible attributable to the abovementioned root/ surface conflicts, typical where located in close proximity of large maturing trees and/ or where fill soil (generally of a higher nutrient status) is applied atop remnant soil and minor-sized roots encroaching into the covered fill soil as a source for the uptake of water
- As recharging (water) becomes regular and the mineral solutes in the fill soil are accessed the initially minor-sized root/s thicken and increase in diameter
- With an increase in root diameter highly probable the potential for trip hazard injury for pedestrians using the area will augment due to the uneven surface resulting from the root/ surface conflicts
- Whilst the synthetic turf was not raised to inspect the tree roots beneath, roots that come into contact with the surfacing are potentially damaged by the weight of pedestrian traffic on top of the synthetic turf, with the normal tree response being the production of reparative tissue to close the wound; and with ongoing pedestrian traffic resulting in additional wounding the process repeats, causing damaged roots and displaced surfacing
- Poorly-positioned pruning (topping) undertaken previously to reduce the height of the tree was observed at 7m above ground level and whilst epicormic regrowth branches of ~300mm in diameter produced in response to the loss of foliage were visible, adequate response growth (new wood) to maintain branch strength at the attachments was deduced



Figure 3. Fill soil of an estimated 200mm in depth is likely to have been applied atop the original soil level during the previous installation of the synthetic turf surfacing; looking towards the east.



Figure 4. A tree root of approximately 70mm in diameter was evident on the northwest side beneath the synthetic turf at a distance of 5.2m (see arrow); looking towards the east.



Figure 5. A root/ surface conflict with root of approximately 40mm in diameter was evident on the north side (see arrow) at a distance of 2.8m from the tree.



Figure 6. Poorly-positioned pruning/ topping undertaken previously to reduce the height of the tree was observed at 7m above ground level (see arrow) and whilst large regrowth branches were visible, adequate response growth/ new wood to maintain branch strength at the attachments was deduced; looking towards the southeast.

Tree Number 2	Botanical Name: <i>Eucalyptus rudis</i>
Common Name:	flooded gum
Location:	~0.2m from the concrete pavers on the north side
Height:	14.8m
DBH:	69cm
Structure:	Fair
Health:	Average
Crown Spread (NS/ EW):	9m/ 15m
Comments:	

- Lack of trunk basal flare and root buttressing was evident and is indicative of fill soil atop the original soil grade
- Concrete slab pavers were visible as the surface treatment within 150mm on the north side of the tree, with closer inspection revealing cracked pavers as well as displacement by approximately 10mm
- A root/ surfacing conflict was observed on the southwest side at a distance of 3.3m from the tree, with the root diameter estimated to be 20mm
- Additional larger tree root of approximately 60mm in diameter was evident on the west side at a distance of 8.7m from the tree and adjacent to the gate
- Minor displacement of the concrete pavers and synthetic turf surfacing was visible attributable to the abovementioned root/ surface conflicts, typical where located in close proximity of large maturing trees and/ or where fill soil (generally of a higher nutrient status) is applied atop remnant soil and small sized roots encroach into the covered fill soil as a water source
- As the water source becomes regular initially minor-sized root/s thicken and increase in diameter over time
- With a further increase in root diameter highly probable the potential for trip hazard injury for pedestrians using the area will augment due to the uneven surface resulting from the root/ surface conflicts
- Whilst the synthetic turf was not raised to inspect the tree roots beneath, roots that come into contact with the surfacing are potentially damaged by the weight of pedestrian traffic on top of the synthetic turf, with the normal tree response being the production of reparative tissue to close the wound; and with ongoing pedestrian traffic resulting in additional wounding the process repeats, causing damaged roots and displaced surfacing
- Poorly-positioned pruning (topping) undertaken previously to reduce the height of the tree was observed at 8m above ground level and whilst epicormic regrowth branches of ~250mm in diameter produced in response to the loss of foliage were visible, adequate response growth (new wood) to maintain branch strength at the attachments was deduced



Figure 7. Concrete slab pavers were visible as the surface treatment with closer inspection revealing cracked pavers as well as displacement by approximately 10mm, typical where hard surfacing is located in close proximity to mature trees; looking towards the east.



Figure 8. A root/ surfacing conflict was observed on the southwest side (see arrow) at a distance of 3.3m from the tree, with the root size estimated to be 20mm in diameter; looking towards the northeast.

3.0 Discussion and Recommendations

3.1 Discussion

- 3.2 Tree root plate:** Root plate composition for most tree species consists of a structural root zone and an absorbing root zone, responsible respectively for the stability/ anchorage of the tree and the uptake of water/ mineral solutes from the soil. Severance of the large diameter woody roots within the structural root zone (the root plate area immediately adjacent to the tree and generally determined as trunk diameter x 5) can compromise tree stability and must be avoided. It can also result in the loss of a significant proportion of the fine, water-absorbing roots, subsequently placing considerable stress on the tree in the short term and may initiate a decline in health condition and/ or tree mortality. The severance of large diameter roots also provides an entry opportunity for infection by wood decay fungi and infestation by wood-destroying insects, increasing the potential for the degradation of wood tissue at the root collar and trunk basal area and compromising tree stability in the long term.

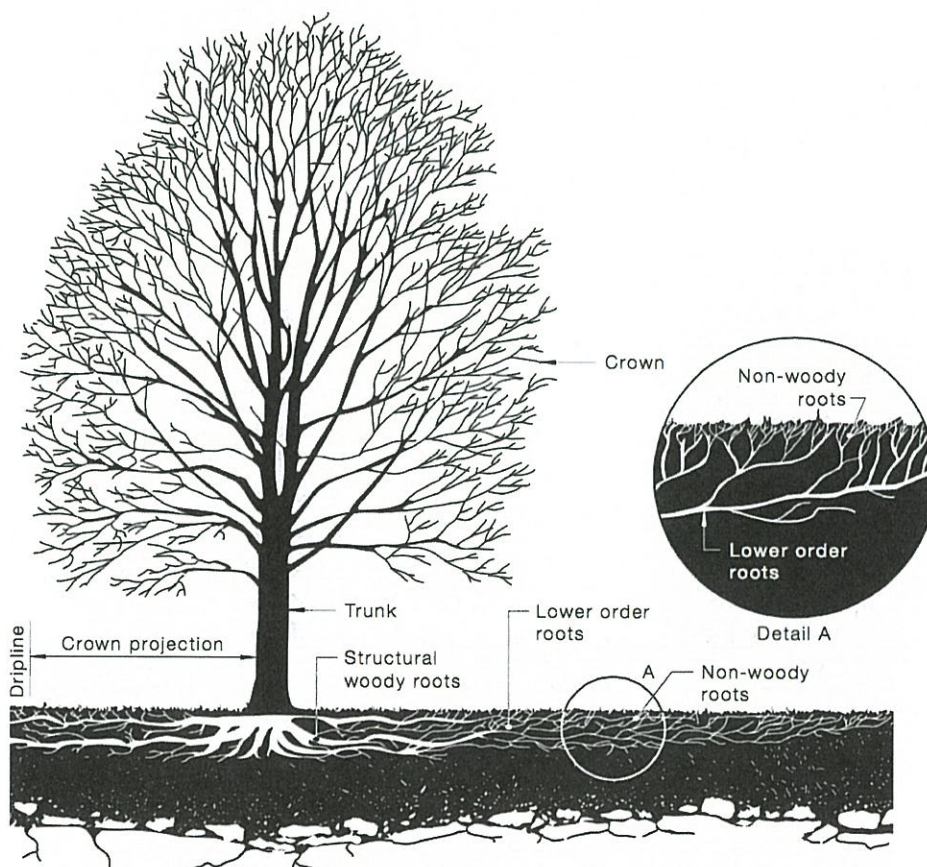


Figure 9. Typical tree structure above and below ground. Source: AS4970-2009: Protection of Trees on Development Sites.

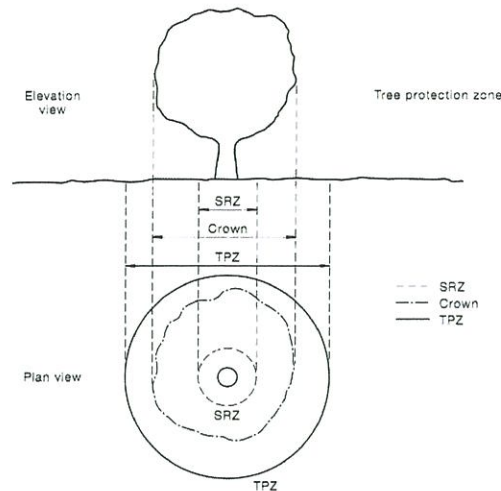


Figure 10. The large woody roots responsible for anchorage and tree stability are located within the area known as the structural root zone (SRZ), with the radius measurement in general calculated as $DBH \times 5$. Source: AS4970-2009: Protection of Trees on Development Sites.

- 3.3 Tree benefits:** Mature urban trees confer many benefits including shade and cooler air temperatures, screening (privacy) and noise reduction, built form aesthetic amelioration, energy conservation, mitigation of the urban heat island effect, air quality improvement and oxygen production, carbon uptake/storage and greenhouse gas reduction, minimisation of storm water run-off and improvement of water quality, fauna habitat and food source. In general, they enhance our built and natural environments with larger trees providing more benefits.
- 3.4 Tree risk:** Tree failure is an infrequent occurrence and serious damage, injury or death from tree failure is rare (Lilly *et al*, 2011). Research finds that for Britain, with a population of 60 million people, the risk of any tree causing a fatality is exceedingly small (Ball & Ball-King, 2011). It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits.

3.5 Recommendations

3.6 Option 1 (Where tree retention is desired for both trees)

- It is imperative that any remedial works avoid pruning and/ or severing the large woody roots within the structural root zone of the trees (3.5m radius), as this can compromise tree stability and may result in tree failure during periods of high wind energy. Remedial options to mitigate the trip hazard potential due to the root/ surfacing conflicts include removal of synthetic turf within the structural root zone and replacement with mulch and/ or landscape plantings. For root/ surfacing conflicts beyond the structural root zones, consideration could be given to lifting of the synthetic turf, raising the soil slightly to achieve a level surface and re-applying the synthetic turf.
- Pruning of a small number of roots beyond the structural root zone provides an option to alleviate the conflicts, however ongoing pruning as part of normal maintenance will be required in the medium term (2-5 years) to prune subsequent adventitious root growth. Such works are typical for retention of large mature trees adjacent to surfacing.

3.7 Option 2 (As tree/ root growth is likely to continue)

- Relocate the synthetic turf surface and play area away from the trees.

4.0 Appendix I

4.1 Arboricultural Terminology

- 4.2 Crown – the leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree, whilst crown lifting involves pruning of the lower branches to improve clearance for buildings, pedestrians, vehicles etc.
- 4.3 DBH - diameter of the main trunk, measured at breast height approximately 1.4m above ground level for urban trees.
- 4.4 Deadwooding – the removal of dead, diseased, broken, or damaged branch wood from the crown of the tree.
- 4.5 Dripline – the width of the crown of the tree measured by the lateral extent of the foliage, with the crown spread measurement indicating the widest part.
- 4.6 Fall zone – is the area in which the tree or tree part is likely to fall when it fails, often calculated as 1.5 times the tree height where brittle dead branches etc. may break up and scatter debris.
- 4.7 First order structural branch – the large branches arising from the trunk that form the main structure of the crown.
- 4.8 Reduction prune – pruning to reduce the extension of a branch, back to a lateral branch that is at least one-third the diameter of the branch being removed.
- 4.9 Root collar – area at the base of the tree where the roots and trunk merge.
- 4.10 Second order branch – a branch arising from a first order structural branch.
- 4.11 Targets – an object, person or structure that would be damaged or injured in the event of tree or branch failure is referred to as the target or target area. The hazard evaluation of the target area is relative to the expected use and occupancy of that area.
- 4.12 Topping and Lopping – deleterious tree height and branch reduction work often at indiscriminate points and generally resulting in weakly-attached regrowth branches prone to failure as subsequent growth occurs.
- 4.13 Tree Protection Zone (TPZ) – the zone of the root plate most likely to contain roots that are critical for anchorage and stability, as well as the absorbing roots responsible for the uptake of water and nutrients; calculated as trunk diameter (DBH) x 12.
- 4.14 V-shaped union – ingrown bark from adjacent parts of the tree that are in contact with each other; usually branch forks, acutely-angled branch attachments or basal stems – often a high failure potential.

4.15 Tree Structure and Health

4.16 The structural condition ('Structure') for each tree or group of trees has been assessed using the following qualitative criteria:

- Good – generally free of structural defects
- Fair – defects evident that may be typical for the species and age class, and which could be corrected through remedial pruning works
- Poor – significant defects that are not likely to be corrected through remedial pruning or arboricultural works
- TBA – to be assessed, requiring further investigation to evaluate tree structural condition

4.17 The vitality ('Health') for each tree or group of trees has been assessed using the following qualitative criteria:

- High – consistent crown density and foliage colour, good shoot extension and an insignificant number of naturally-occurring internal dead branches
- Average – crown condition that may be representative for the species and/or seasonal, possessing satisfactory shoot extension and/or minimal decline and dead branches
- Low – poor shoot extension, sparse crown density and not likely to be corrected through improvement of site resources and plant nutrition
- Moribund – final stages of a decline spiral

5.0 Appendix II

5.1 Author Formal Qualifications

- 5.2 Bachelor of Science (Sustainable Forestry) – 2012
Edith Cowan University, Joondalup & Murdoch University, Murdoch, WA.
- 5.3 Diploma of Applied Science (Horticulture) – 2000
Major studies Arboriculture and Parks/ Gardens management
University of Melbourne, Burnley campus, VIC.
- 5.4 Certificate IV (TAE40110) in Training & Assessment – 2014
Plenty Training, Robina, QLD.
- 5.5 Certificate of Horticultural Practice – 1994
Challenger TAFE, Murdoch campus, WA.

5.6 Additional Certifications

- 5.7 ISA Certified Arborist Municipal Specialist (AU-0020AM) - 2012
International Society of Arboriculture
www.isa-arbor.com/certification/benefits/credentialsExplained.aspx
- 5.8 ISA Tree Risk Assessment Qualification (TRAQ) - 2013
International Society of Arboriculture
<http://www.isa-arbor.com/certification/becomequalified/becomequalified.aspx>

5.9 Limitation of Liability

- 5.10 Bowden Tree Consultancy are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.
- 5.11 Bowden Tree Consultancy cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways that the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been visually assessed from ground level. Bowden Tree Consultancy cannot guarantee that a tree will be healthy or a low risk of harm under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.
- 5.12 Treatment, pruning and removal of trees may involve considerations beyond the scope of Bowden Tree Consultancy's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. Bowden Tree Consultancy cannot take such issues into account unless complete and

accurate information is given prior or at the time of the site inspection. Likewise Bowden Tree Consultancy cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

- 5.13 In the event that Bowden Tree Consultancy recommends retesting or inspection of trees at stated intervals, or installs any cable/s, bracing systems and support systems, Bowden Tree Consultancy must inspect the system installed at intervals of not greater than 12 months, unless otherwise specified in written reports. It is the client's responsibility to make arrangements with Bowden Tree Consultancy to conduct the re-inspection.
- 5.14 Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. All written reports must be read in their entirety; at no time shall part of the written assessment be referred to unless taken in full context with the whole written report. If this written report is to be used in a court of law, or any other legal situation, Bowden Tree Consultancy must be advised in writing prior to the written assessment being presented in any form to any other party.
- 5.15 Business Details**
- 5.16 Bowden Tree Consultancy®
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Post Office Box 104 Darlington W.A. 6070
M: 0438 936 679
E: info@bowdentree.com.au
W: www.bowdentree.com.au
- 5.17 Literature Cited**
- 5.18 Ball, D.J. & Ball-King, L. (2011). *Public Safety and Risk Assessment*. Great Britain: Earthscan
- 5.19 Lilly, S., Matheny, N. & Smiley, E., (2011). *Best Management Practices - Tree Risk Assessment*, Champaign, IL: International Society of Arboriculture
- 5.20 Mattheck, C. & Breloer, H. (1994). *The Body Language of Trees - A Handbook for Failure Analysis*. London, England: The Stationery Office.
- 5.21 Moore, G.M. (2006). *Revised Burnley Method of Urban Tree Valuation*. Sourced: <http://tinyurl.com/gnspd66>
- 5.22 Standards Australia, (2009). *AS4970-2009 Protection of Trees on Development Sites*, Sydney: SAI Global
- 5.23 Standards Australia, (2007). *AS4373-2007 Pruning of Amenity Trees*, Sydney: SAI Global

6.0 Addendum

6.1 Tree Valuation

- 6.2 Tree appraisal using the "*The (Revised) Burnley Method of Amenity Tree Evaluation*" (Moore, 2006) was undertaken for both flooded gum trees. The formula has been developed for Australian trees and is as follows:

Appraised value = base value × tree volume × life expectancy × form and vigour × location

- 6.3 Tree number 1 (southernmost tree)

$$\$79 \times 524\text{m}^3 \times 0.9 \times 0.3 \times 0.8$$

Amenity tree value: \$8,941

- 6.4 Tree number 2 (northernmost tree)

$$\$79 \times 751\text{m}^3 \times 0.8 \times 0.3 \times 0.8$$

Amenity tree value: \$11,391

Public Liability Site Risk Assessment – Outside Play Area, Sparx Early Learning Centre, 148 Ivanhoe Street Eden Hill

April 2018



Town of Bassendean



REPORT FOR: Town of Bassendean

LOCATION: Sparx Early Learning Centre, 184 Ivanhoe Street, Eden Hill

TYPE OF REPORT: Risk Assessment

PREPARED BY: Brian McLatchie (BMAC Management Consultants Pty Ltd)

DATE OF INSPECTION: 23rd February 2018

CONFERRED WITH: Town of Bassendean:
Salvatore Siciliano, Tim Dayman
Sparx Early Learning Centre:
Chris Polmear

FOREWORD

This report is based on prevailing conditions at the time of the site visit and information provided by the Town of Bassendean. It does not imply that no other hazardous conditions exist.

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Introduction

At the request of the Town of Bassendean a Public Liability Risk Assessment was conducted at the Sparx Early Learning Day Care Centre, 148 Ivanhoe Street, Eden Hill (the Premises) specifically in relation to the outside play area.

The Premises is owned by the Town of Bassendean (Lessor) and is currently leased to Funtrain Enterprises Pty Ltd (Lessee) (ACN 147 992 121). The Lessee operates the Sparx Early Learning Centre on the Premises. The Lease commenced on the 5th February 2001 for a term of five (5) years with the option of further three (3) or five (5) year extensions. The Lease is currently in its final five (5) year extension period and is due to expire on the 4th February 2021.

The Lessee has approached the Town of Bassendean to request an extension of the Lease beyond February 2021, but the Town has not yet declared their intentions for the Premises beyond the current lease period.

Background

The Public Liability Risk Assessment focuses on the outside play area of the Premises. The immediate concerns of the Town are related to root / surface conflicts arising directly from two (2) mature Flooded Gum Trees (*Eucalyptus Rudis*) that have introduced a number of hazards within the play area.

The Lessee first raised concerns in relation to root / surface conflicts in January 2017.

In June 2017 a member of the Lessee's staff tripped over an exposed root, resulting in a claim and a lost time injury (LTI) of eight (8) weeks.

A number of other incidents have occurred where children have tripped over exposed roots; however no injuries have been sustained to date.

In response to the concerns raised by the Lessee, and subsequent injury to the Lessee's staff member, the Lessor commissioned Bowden Tree Consultancy to conduct an Arboricultural Assessment on the Premises. The assessment was conducted on the 24th October 2017 and focused solely on the two Flooded Gum Trees. The subsequent report was issued on the 10th November 2017.

This report recommended the retention of both Flooded Gum Trees; however it did not provide potential alternative solutions for addressing hazards within the play area.

The outside play area contains a number of trees, the majority of which are located along its perimeter. The Flooded Gum Trees however are located in the centre of the play area, and accordingly form a key part of this assessment. In the play area's current configuration this central location is the most practical area to use the Lessee's portable playground equipment and to securely park the centre's mini-buses overnight and at weekends.

There are a number of tree trunks that have been cut to ground level on the Premises, evidencing where trees have previously been removed.

The Town's responsibilities within the outdoor play area are confined to the perimeter fencing and the trees on the Premises. The Lessee is responsible for the equipment and the upkeep of the play area.

Purpose

The Public Liability Site Risk Assessment was requested by Salvatore Siciliano of the Town of Bassendean. The purpose of the assessment is to:

- identify hazards or risks to members of the public who may access this area;
- indicate how these risks may affect the Town and the Lessee;
- consider the effectiveness of existing controls to manage these risks; and

- provide further risk treatment recommendations if required within the outside play area of the Sparx Early Learning Centre

Unless otherwise stated this report does not include external stakeholder consultation or provide qualified engineering or architectural design solutions.

In accordance with the scope provided by the Town this Public Liability Site Risk Assessment is limited to the play area on the Premises and providing treatment options to mitigate / reduce identified hazards. This assessment will:

1. Review the recommended options within the Arboricultural Assessment in relation to exposed tree roots;
2. Determine any alternative options to the recommendations in the Arboricultural Assessment;
3. Determine if any additional risks exist beyond the exposed roots within the outside play area;
4. Provide options to limit the Town and Lessee's exposure to liability after appropriate works are carried out to remedy the situation / hazard.
5. Consider the Lessee's ability to meet licensing requirements after the appropriate works are carried out to remedy the situation / hazard.

Requirements

The organisation that is responsible for managing and controlling a site has a duty of care to those who enter and use the site. This common law duty of care requires that organisation to take all reasonably practicable steps to ensure that foreseeable risks are adequately treated. Accordingly it is

imperative to identify, assess, and treat the risks and hazards within the play area.

Methodology

The methodology used in this site risk review is as follows:

1. **Onsite inspection** of the Sparx Early Learning Centre located at 148 Ivanhoe Street Eden Hill within the Town of Bassendean on the 23rd February 2018.
2. **Discussions** with relevant Town of Bassendean personnel and the Lessee to validate existing controls and discuss or further research preliminary findings.
3. **Development of draft and final reports** noting potential risks and liability exposures, as well as providing direction for risk treatment options.
4. **Application of the risk management** process to the findings in accordance with ISO AS/NZS 31000:2009, including:
 - a. Risk and control identification;
 - b. Risk analysis and evaluation, using the Town of Bassendean Risk Assessment Tables (Appendices);
 - c. Treatment option identification (in order of hierarchy of controls: elimination, substitution, engineering, administration, personal protective equipment); and
 - d. Comments on treatment options and recommendations (based on most suitable treatments taking into account degree of risk reduction, operational practicality and the cost and ease of implementation and ongoing maintenance).

Executive Summary

This Public Liability Risk Assessment has been commissioned as a result of concerns raised by the Lessee and the findings of an Arboricultural Assessment conducted by Bowden Tree Consultancy focusing on two (2) Flooded Gum Trees located on the Premises. The Public Liability Risk Assessment considers the outside play area as a whole and is not limited to an assessment of the Flooded Gum Trees.

Obligations in relation to the following have been considered:

- playground equipment and soft fall (AS 4685 Parts 1-6): *Lessee responsibility*
- fencing and security (Regulation 104): *The Town is responsible for fencing, however the Lessee is responsible for meeting the requirements of the Regulation.*
- space requirements outdoor (Regulation 108): *Lessee responsibility*
- outdoor space shade (Regulation 114): *Lessee responsibility*
- supervision (Regulation 115): *Lessee responsibility*
- trees: *Town responsibility*

The impact of potential treatment options on these obligations has also been considered.

Whilst the Arborist assessment recommends the retention of both Flooded Gum Trees, this assessment provides alternative solutions to address identified risks on the site.

The Arboricultural Assessment recognises that tree retention is desirable under the Town of Bassendean's current tree policy and provides two recommendations that allow for tree retention. It acknowledges that Option 1 is a short to medium term solution. Option 2 assumes that root surface conflicts are likely to continue and that Premises boundaries may be extended to include part of the Mary Crescent Reserve.

It is worth noting that the Arboricultural Assessment makes clear that no roots should be pruned or severed within the Structural Root Zone (3.5m radius) and no roots with a large diameter should be pruned or severed beyond the Structural Root Zone. The Arborist was asked to define the meaning of "large diameter" and clarified that this includes any root greater than or equal to 5cm. Accordingly the Town should be cognisant of pruning or severing any roots beyond the Structural Root Zone that exceed 5cm in diameter, as this may seriously compromise the stability of the Flooded Gum Trees.

Observations

The following observations were made on inspection of the outside play area at the Sparx Early Learning Centre



General Observation

The two trees directly behind the building are responsible for the root surface / conflicts

Both trees are approximately 15m in height; the Arborist has assessed the structure of both trees to be fair and their health average.

The tree to the right (Tree 1) has a number of major exposed roots, with the most severe approximately eight (8) metres from the base of the tree.

The tree to the left (Tree 2) has a number of major exposed roots that have damaged the slabbed area within the Structural Root Zone and the Tree Protection Zone.



General Observation

Option 2 of the Arborist Assessment recommends extending the existing play area boundaries to include this area (currently part of the Mary Crescent Reserve).

There are a number of trees within the area, but no visible root surface conflicts.

There is a drop of approximately 45 – 60cm from the Premises' existing fencing to the edge of potential extension area.

Extension would require civil works and possibly impact the trees within this area.



General Observation

The structure of both trees has been assessed as fair and the health average. There is however a persisting risk that a branch could fall or the tree could fall resulting in harm or damage.

A pertinent extract from the Arborist's Assessment is included below.

Clause 3.4 Tree Risk:

"It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits".



Tree 1

This tree is located in the main outside play area where the older children (3- 5 year olds) play and where the majority of the portable play area equipment is utilised.

The portable equipment is strategically placed by the staff of the Lessee to mitigate the risks associated with the exposed roots

The markers indicate the Structural Root Zone (SRZ) an area with an approximate 3.5m radius. The Arborist's Assessment recommends in Option 1 that this area is landscaped to delineate the Structural Root Zone. No pruning or severing of roots should be conducted within the SRZ as this could compromise the tree stability and may result in tree failure during periods of high wind energy.

The Tree Protection Zone (TPZ), in relation to Tree 1, is an area with an approximate 8.4M radius and has a number of root / surface conflicts. The area's surface is uneven and has a number of exposed roots with a diameter exceeding 5c. The Arborist recommends no pruning or severing of roots in this area.



Tree 1

An example of root exposure within the Structural Root Zone (SRZ) of the tree. No pruning or severing of roots can take place within the SRZ as it has the potential to weaken the anchorage of the tree.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational



Tree 1

There are a number of root / surface conflicts in close proximity to the sand pit that are trip hazards. This is the area where the Lessee's member of staff tripped over an exposed root resulting in a workers compensation claim and an eight week lost time injury. This injury related to the ankle and associated ligaments

There is the potential for a serious injury if a child tripped over an exposed root and collided with the sand pit walls.

Liability Consideration

- Health – Injury
- Financial Impact – Legal action
- Reputational Damage – (both the Town and the Lessee)



Tree 1

In relation to the above observation this is an example of how the Lessee currently mitigates risk by placing portable play area equipment over root / surface conflicts. Note this is the area where the Lessee's staff member was injured (resulting in a workers compensation claim) when this portable equipment was not being used.

The Lessee uses a similar strategy in other parts of the play area to temporarily mitigate the risk of tripping on root / surface conflicts.



Tree 2

Clear Indication where the root / surface conflict has cracked slabs and left an uneven surface and trip hazard

Where the slabbed area borders the synthetic surface this has created an uneven edge and trip hazard.

Beyond the slabbed area there are a number of root / surface conflicts within both the Structural Root Zone and the Tree Protection Zone. The Arborist assessment is clear no roots can be pruned or severed within the SRZ (3.5m radius) and no roots greater than 5cm in diameter can be pruned or severed beyond the Structural Root Zone.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage (both the Town and the Lessee)



Tree 2

Visible root / surface conflicts beyond the slabbed area that are a trip hazard.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage – (both the Town and the Lessee)



Pathways

A number of large holes (some close to permanent equipment, steel poles supporting shade sails and trees) were visible on the paths within the play area presenting trip hazards and a potential for serious injury. The upkeep of the paths is the Lessee's responsibility.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage



Play Area Fixtures – Detailed Risk information - Risk No 3

The gaps between the planks on the pallet within the play area present a trip hazard with the potential to inflict serious injury.

In discussions with the Lessee during the Site Inspection, the Lessee confirmed the pallet would be removed.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage

Additional images that support the observations above



Additional images supporting risk assessment observations



Site Risk Information

Summary of Risk Issues

Risk Description	Existing Controls Rating	Level of Risk	Treatment Suggested
<p>Tree 1</p> <p>Root / Surface conflicts within and beyond the Tree Protection Zone present multiple trip hazards with the potential to cause injury.</p> <p>The current position of the sand pit adds to the above risk with the potential to fall and collide with the sand pit walls</p>	(1) Inadequate	H15	Yes
<p>Tree 2</p> <p>Root / Surface conflicts within the Tree Protection Zone and beyond presenting multiple trip hazards with the potential to cause injury.</p>	(1) Inadequate	H15	Yes
<p>A pallet is a fixture within the play area, the pallet has a number of gaps between the planks that present a trip hazard and the potential of injury if children get their foot caught between the planks, potentially causing a serious injury</p>	(1) Inadequate	M9	Yes
<p>The pathway that borders the perimeter of the play area has a number of large holes (3) creating an uneven surface that presents a trip hazard and the potential to collide with the permanent / fixed equipment within the play area</p>	(1) Inadequate	M9	Yes

Detailed Risk Information

Ref No.	Context	Risk	Causes	Controls	Existing Control Rating	Likelihood	Consequence	Level of Risk	Treatment Options
1.	Sparx Early Learning Centre – Outside Play Area	<p>Tree 1 Root / Surface conflicts within and beyond the Tree Protection Zone and beyond that present multiple trip hazards with the potential to cause injury.</p> <p>The current position of the sand pit adds to the above risk with the potential to fall and collide with the sand pit walls</p>	<p>Root growth causing root / surface conflicts, tears in the synthetic surface from exposed roots, uneven surface.</p> <p>A number of the exposed roots within the Tree Protection Zone of the tree range from 5cm to 10cm in diameter, those roots cannot be pruned or severed</p>	<p>Fill soil has been used in attempt to level the area due to root / surface conflicts – short / medium term mitigation (estimated raised 20cm)</p> <p>Within the Tree Protection Zone fill soil has also been used and covered by a synthetic surface in an attempt to level the area due to root / surface conflicts – short / medium term mitigation</p> <p>Portable play area equipment is strategically placed over main exposed roots to mitigate the likelihood of tripping.</p> <p>The controls currently in place have provided mitigation against the risks but are now at the point where the likelihood of the risks is again apparent</p>	Inadequate	Almost Certain (5)	Moderate (3)	High (15)	<ol style="list-style-type: none"> Option 1 from Arborist Assessment Option 2 from Arborist Assessment Remove the tree and the roots Reposition sand pit and landscape the area within the Structural Root Zone (3.5m radius from the main trunk of tree) Do nothing and continue to use portable play equipment to mitigate risks

Ref No.	Context	Risk	Causes	Controls	Existing Control Rating	Likelihood	Consequence	Level of Risk	Treatment Options
2	Sparx Early Learning Centre – Outside Play Area	Tree 2 There are a number of root / surface conflicts within the Tree Protection Zone and beyond that there are multiple trip hazards present with the potential to cause injury.	Root growth causing root / surface conflicts, slabbing raised and uneven, with a few slabs actually cracked. A number of the exposed roots within the Tree Protection Zone of the tree range from 5cm to 10cm in diameter, those roots cannot be pruned or severed	Fill soil has been used in attempt to level the area due to root / surface conflicts – short / medium term mitigation Slabs have been laid in an attempt to level the area due to root / surface conflicts – short – medium term mitigation Beyond the Structural Root Zone fill soil has also been used and covered by a synthetic surface in an attempt to level the area due to root / surface conflicts – short / medium term mitigation The controls currently in place have provided mitigation against the risks but are now at the point where the likelihood of the risks is again apparent	Inadequate	Almost Certain (5)	Moderate (3)	High (15)	<ol style="list-style-type: none"> Option 1 from Arborist Assessment Option 2 from Arborist Assessment Remove the tree and the roots .Remove Slabs and landscape the area within the Structural Root Zone (3.5m radius from the main trunk of tree) Do nothing
3	Sparx Early Learning Centre – Outside Play Area	A pallet is a fixture within the play area, the pallet has a number of gaps between the planks that present a trip hazard and the potential of injury for the children to get their foot caught between the planks, potentially	The pallet in its current state is highly inappropriate for use within the outdoor play area	No controls in place	Inadequate	Possible (3) - Low	Moderate(3)	Moderate (9)	<ol style="list-style-type: none"> Remove Pallet from outside play area <p>Note: The Lessee has acknowledged they agree with option and the pallet will be removed effectively removing the risk</p>

Ref No.	Context	Risk	Causes	Controls	Existing Control Rating	Likelihood	Consequence	Level of Risk	Treatment Options
		causing a serious injury							
4	Sparx Early Learning Centre – Outside Play Area	The pathway that borders the perimeter of the play area has a number of large holes (3) creating an uneven surface that presents a trip hazard and the potential to collide with the permanent / fixed equipment within the play area	Path not being maintained with a number of deep holes present	No controls in place	Inadequate	Possible (3)	Moderate (3)	Moderate (9)	<ol style="list-style-type: none"> 1. Fill the holes and level the surface 2. Conduct regular inspections 3. Plan & conduct preventative maintenance – frequency to be determined by findings from regular inspections

Risk Treatment Options

Arboricultural Assessment Recommendations

Option 1

(Short to medium term solution)

- It is imperative that any remedial works avoid pruning and/ or severing the large woody roots within the Structural Root Zone of each tree (3.5m radius), as this can compromise tree stability and may result in tree failure during periods of high wind energy.
- Remedial options to mitigate the trip hazard potential due to the root/ surfacing conflicts include removal of synthetic turf within the Structural Root Zone and replacement with mulch and/ or landscape plantings. For root/ surfacing conflicts beyond the Structural Root Zones, consideration could be given to lifting the synthetic turf, raising the soil slightly to achieve a level surface and re-applying the synthetic turf.
- Pruning of a small number of roots beyond the Structural Root Zone may alleviate the conflicts, however ongoing pruning as part of a maintenance scheme will be required in the medium term (2-5 years) to prune subsequent adventitious root growth. Such works are typical for retention of large mature trees adjacent to surfacing.

Option 1

Whilst this treatment option allows for preservation of the Flooded Gum Trees, it does not permanently eliminate identified hazards within the centre of the play area. This central area is currently used for the portable playground equipment and weekend and overnight mini-bus parking.

The roots within the Structural Root Zone are critical to the trees' stability, so landscaping to delineate this area would mitigate the risk of instability. However this alone would reduce the play area by 78sqm.

For the area beyond the Structural Root Zone, there are roots between 5cm and 10cm in diameter that cannot be pruned or severed, these are also critical to the trees' stability.

Lifting the synthetic surface in order raise the soil level is a short to mid-term fix. Root growth is likely to continue and accordingly soil levels will need to be raised every few years. This continued raising will eventually mean that it not be possible to raise soil levels without creating steep surface level gradients that create a renewed risk of injury.

Accordingly if the Town were to decide to implement Option 1 this would require extensive reconfiguration of the play area.

Although Option 1 mitigates some risks in the short to medium term, the Town should be aware that the hazards and potential consequences will continue to persist in the play area longer term.

Comments:

Option 2

(Long Term Solution)

- Relocate the synthetic turf surface and play area away from the Flooded Gum Trees.

Comments:

Option 2

This recommendation also allows the Town to preserve the Flooded Gum Trees, however it is a longer term solution to address the hazards identified in the play area.

Implementation of this recommendation would require extending the play area boundaries to include part of the Mary Crescent Reserve. This would be expensive as it would require the relocation of a number of fixed / permanent play area fixtures. Civil works would also need to be conducted as there is a drop in surface level of approximately 60cm from the current perimeter fencing of the play area to the far edge of the area under consideration.

It is important to note that there are a number of trees within the relocation area and any civil works may impact these trees. Their presence is also likely to reduce the amount of open space available within the play area in comparison with its existing location.

In any case Option 2 is likely to be costly with a strong possibility that there will continue to be tree related issues. A decision to implement this option would require a risk management plan

Further Risk Treatment Options from Risk Assessment Site Visit

Option 3

- Seek Town of Bassendean approval to remove both trees.

Comments:

Option 3

While the position of the Town of Bassendean is understood on the retention of trees, this option resolves all issues relative to the root /surface conflicts and likely to be a cost effective option

Option 4

- Do nothing leave as is

Comments:

This suitability of this option is dependant upon the Town of Bassendean's risk tolerance.

To date there has been one worker's compensation claim associated with the root/ surface conflicts.

The Lessee has advised that a number of children have tripped over the exposed roots, but no injuries have been recorded to date. The synthetic surface within the play area provides a soft fall mitigating the consequences associated with any fall.

Further Options from Public Liability Risk Assessment Site Visit

General

Option 5

Remove pallet from outdoor play area

Comments:

Lessee has agreed to remove the identified pallet from the play area

Option 6

Maintenance of paths

Comments:

The Lessee will be reluctant to invest funds in improvements or maintenance in relation to the Premises without the Town's assurance that the current Lease will be extended.

Conclusion

This Public Liability Risk Assessment has identified and assessed risks / hazards in relation to the outdoor play area at the Sparx Early Learning Centre.

It has considered the findings and recommendations of the Arboricultural Assessment from a public liability perspective and provided several risk treatment options for the Town of Bassendean to consider.

In relation to the Flooded Gum Trees located within the play area the treatment options available to the Town include:

1. Removal of the Flooded Gum Trees;
2. Permanent relocation of the play area away from the Flooded Gum Trees;
3. Retention of the Flooded Gum Trees on the Premises with short/medium term maintenance works;
4. Retention of the Flooded Gum Trees on the Premises without further action.

Whilst the removal of the Flooded Gum Trees from the Premises presents the most permanent and cost effective solution to the risks arising from root / surface conflicts within the play area, this treatment option is in conflict with the Town's current policy on tree retention. As a result a decision to remove the Flooded Gum Trees from the Premises would involve the Town assuming a certain level of reputational risk. Permanent relocation of the play area would also provide a more permanent solution to the risks arising from root/surface conflicts within the play area; however this would be an expensive treatment option for the Town to implement. There is also no guarantee that the area of relocation would be devoid of tree related issues.

The retention of the Flooded Gum Trees on the Premises, with careful ongoing remedial works to mitigate the risks arising from root / surface conflicts, would allow the Town to adhere to its current policy on tree retention. However this option involves significant ongoing costs for the Town and it does not present a permanent / long term solution or eliminate the risks associated with roots / conflicts on the Premises. It is also worth noting that the Flooded Gum Trees may be retained without taking any further action. In determining whether this may be a suitable option for the Town, consideration should be given to the current level of risk presented by the Flooded Gum Trees on the Premises.

This report has also identified risks on the Premises beyond those associated with root / surface conflicts. A pallet with the potential to inflict serious injury was identified during the Site inspection and notified to the Lessee who agreed to remove this hazard from the Premises. The Site inspection also revealed that pathways within the play area were damaged with large holes presenting the potential to inflict serious injury. Although the maintenance of these pathways is the responsibility of the Lessee, it is worth noting that the Lessee will be unlikely to invest in repair works without the assurance that their Lease will be extended by the Town.

Ultimately the decision to mitigate or eliminate those risks / hazards identified rests with the Town and requires consideration of a variety of factors. Those factors include financial, legal, environmental and reputational concerns and much will depend upon the Town's own level of risk tolerance.

Appendix 1

AROBORICULTURAL ASSESSMENT AT SPARX DAY CARE CENTRE EDEN HILL



Arboricultural
Report - Sparx Day C

Appendix 2

LEGISLATION, REGULATIONS AND STANDARDS

Education and Care Services National Law (Western Australia)



Education and Care
Services National La'

Australian Standards - AS 4373-2007 – Pruning of Amenity Trees



4373-2007.pdf

Australian Standards – AS 4970 – 2009 – Protection of Trees on Development Sites



4970-2009(+ A1).pdf

Australian Standards – AS 4685 2014 – New Playground Standards

Guide to the National Quality Framework



Guide-to-the-NQF.
pdf

Town of Bassendean Risk Assessment Tables

Measures of Consequence

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item	No noticeable regulatory or statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$10,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$50,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non- compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 to \$200,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources, performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Town / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,001 to \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Town / Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	> \$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

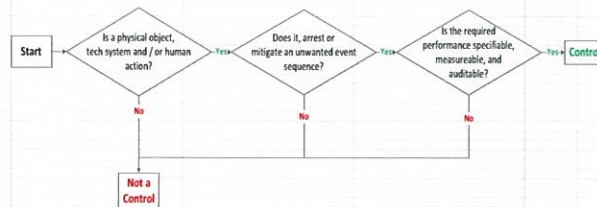
Almost Certain (5)	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCFO / CEO
CATASTROPHIC	Unacceptable	Risk not acceptable with existing controls, need all treatment plans in place, review and implement where feasible, managed by highest level of authority and subject to continuous monitoring	CEO & Council

Existing Controls Ratings

Rating	Forseasable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is some scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Not or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



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ATTACHMENT NO. 7



DRAFT

ANNUAL REPORT

2017-2018

Amended MC Nov 2018

2017/18 ANNUAL REPORT

Our Vision

A connected community, developing a vibrant and sustainable future, built upon the foundations of our past.

STRATEGIC COMMUNITY PLAN 2017- 2021

The Strategic Community Plan has been adopted by Council at its meeting held in October 2017.

The Strategic Community Plan is premised on the following strategies:

- Social;
- Natural Environment;
- Built Environment;
- Economic; and
- Good Governance.



Annual Report 2017/18

Mayor's Report

Over the past year the Town of Bassendean saw significant change in the composition of our Council following the 2017 local government elections.

Importantly, I want to acknowledge former Mayor John Gangell, who stepped down from the Mayoral role after leading the Council since 2009. I would like to thank John for his very significant contribution to the Town during this period and for his ongoing work with the new Council. In addition, former Councillor Gerry Pule retired after many years of dedicated service to the community and former Councillor Mike Lewis was farewelled following the elections.

The Town was successful in having the Minister approve our request for an additional Councillor position, increasing the number of representatives for our Town from six to seven. Consequently we were able to warmly welcome four new Councillors, Melissa Mykytiuk, Jai Wilson, Sarah Quinton & Kath Hamilton, to the Council.

We experienced a large increase in voter turnout compared to previous local government elections, highlighting that our community is more aware of the importance and impact that their local government has on their day to day lives. Our community also provided a very clear direction of where they wanted Council to lead with all four of the new Councillors being progressive, community orientated, environmentally conscious individuals who are committed to good governance, transparency, accountability, community engagement and fiscal responsibility.

Waste management was a focus for the Town and the community over the past year and will continue to be a central theme in the year ahead. The Town decided not to commit our waste to a long term contract with a private waste-to-energy consortium and instead sought more environmentally focused alternatives. Following a very positive response from our community we also made the decision to introduce the best practice three bin system which will improve source separation and divert organic waste from landfill. This system will be rolled out in twelve to eighteen months time following a community education campaign. We are currently in the process of developing a comprehensive waste objectives for our Town.

Another core area was strategic planning for the future of our Town in response to "Perth & Peel @ 3.5 million" (the State Government's land use planning and infrastructure framework to accommodate the state's growing population). The Town has formed an advisory group comprised of expert community members to provide support to the Town's strategic planner. The challenge is to respond to the state government's requirement for our Town to accommodate higher density housing in a way that still retains what is special about Bassendean and is acceptable to our community.

A number of preliminary studies have been conducted to inform this planning work such as a built form and character study and an integrated transport study. An emphasis is being placed on ensuring good quality, sustainable design for developments throughout the Town. This body of work will continue into 2018/19 with opportunities for the community to have specific input how they want their neighbourhoods to look in the future.

The Town has also been undertaking a detailed review of its cultural plan to ensure that community events and activities delivered and supported by the Town reflect the goals of our community. Complementing this work, the Town finalised a new Reconciliation Action Plan, and which reflected our commitment to building stronger relationships and understanding between our Aboriginal and non-aboriginal community members.

The Town aims to be a leader in the area of transparency and accountability. In alignment with this, we commenced live streaming of both Council Briefing Sessions and Council meetings. We also introduced a new caretaker period policy that ensures no major policy decisions are made during election campaigns and that public resources are not used to support political activities.

I am honoured to have the opportunity to be part of a dedicated team of Councillors working towards ensuring an even better future for Bassendean and to represent our community who care so much about what happens here. Thank you to all of our residents, community groups, local business and volunteers for your ongoing and invaluable contribution to our Town. I would also like to thank my fellow Councillors and the Town's staff. Together we are working to ensure that the Town of Bassendean is a fantastic place for current and future generations to enjoy.

THE COUNCILLORS



CHIEF EXECUTIVE OFFICER'S REPORT

The year under review included a local government election which saw four new councillors elected. Such a significant change brings a wealth of new ideas and enthusiasm for new projects. This programme of change has already begun with significant changes to policy and reviews of projects and priorities.

It would be fair to say that the Council has increased its focus on the environment and the involvement of community in its agenda.

The Town continued its programme of significant and popular community events including Australia Day celebrations, NAIDOC Day, Sorry Day and the Annual Art Award. These events, along with the markets, and the summer movies and ANZAC Day service in the BIC Reserve, provide opportunities for the community to come together and celebrate all that is good about the Town and bring about social cohesion and a sense of belonging.

During the Year the Town was awarded the status of Gold Waterwise Council for its successful water conservation programmes and projects, and in May 2018, the Town received an award from the Department of Water and Environmental Regulation for its Light Industry Programme (conducted by the Environmental Health Officer) which reduced contamination to the River. The Town's innovative RYDE youth, driver education programme has been recognised by other local authorities which have signed up to replicate the programme in their districts.

The Town has increased opportunities for public access and participation in the workings of the Town through its popular Facebook page, live streaming of Briefing Sessions and Council meetings, and its "have your say" feedback surveys on significant projects.

The Council has moved to provide some financial relief to residents by developing a budget for the 2018/2019 year which is below inflation and yet still delivers on a strong asset renewal and construction programme.

This is my last Annual Report for the Town as CEO, after having advised the Town in January 2018 that I would not be renewing my contract. I take this opportunity to thank past and present councillors, staff and community members who have provided me with support and friendship over the last 9 years.

BOB JARVIS
CHIEF EXECUTIVE OFFICER

Corporate Management Team

Simon Stewart-Dawkins
Director Operational Services

Mr Stewart-Dawkins has been the Town's Director Operational Services since July 2003. Mr Stewart-Dawkins has extensive technical and management experience with large infrastructure capital and maintenance works programs and has considerable local government experience. The role of the Director Operational Services is to provide leadership to two services that contribute to the management of the built and natural environment and social outcomes for the community.

Graeme Haggart
Director Community Development

Mr Haggart commenced with the Town as Manager Leisure Services in 2000 and appointed the Town's Director Community Development in 2005. Having worked in various Local Governments since 1981, Mr Haggart brought a diverse range of experience in a variety of roles and organisations to his role in the Town. The Community Development Directorate strives to build a better community in Bassendean and enhance the sense of community belonging.

Michael Costarella
Director Corporate Services

Mr Costarella has been the Town's Director Corporate Services since 2007. Mr Costarella has a wealth of knowledge and experience in Local Government Financial and Corporate Governance which has enhanced the Town's financial management and statutory reporting requirements. Mr Costarella commenced his Local Government career in 1985 and has continued his career in a number of Local Governments over the past 33 years.

Anthony Dowling
Director, Strategic
Planning

Mr Dowling commenced as the Town's Director Strategic Planning in August 2016. Mr Dowling has primary responsibility for implementing the Town's revised (Indicative) Strategic Planning Framework 2018-2020 (adopted in June 2018).

Mr Dowling has 34 years experience as a professional Town Planner, of which more than half of this has been gained from working in the local government.

ORGANISATIONAL STRUCTURE

DRAFT

KEY THEMES:

KEY THEME NO 1: SOCIAL

GOALS: BUILD A SENSE OF PLACE AND BELONGING

OBJECTIVES

Facilitate engagement and empowerment of local communities

MAJOR ACHIEVEMENTS

The following Committees of Council included community members being appointed to the Committee:

Access and Inclusion Committee
Audit & Governance Committee
Economic Development Committee
People Services Committee
River Parks Committee
Sustainability Committee

The committees in turn, consulted with the community on relevant matters including forming working groups with wider community participation on specific matters such as the review of the Australia Day Celebration.

The Town facilitates a Youth Advisory Council that was involved in the provision of information to Council regarding youth issues and opinions, as well as the facilitation of events such as GRAVIT8, Keen on Halloween and the NAIDOC Family Day Youth Zone.

In the area of building a sense of place and belonging, the Town facilitated the following key initiatives:

Community Events Sponsorship Program

The Town continues to support the staging of local community owned and run events through the Community Events Sponsorship such as the Bassendean Church of Christ staging their annual Easter Fair on Sunday 25 March 2018.

Arts and Cultural Plan (Cultural Plan Review)

During the 2017/2018 year, the Town embarked on developing a new Arts and Cultural Plan in close consultation with the community by engaging experienced arts and cultural consultant, Mr Ricky Arnold. The formation of a community reference group, community gatherings, numerous face to face conversations and an online survey have all been used to collate the aspirations of creatives and the general community within the Town.

2017 Garage Sale Trail

The national movement *Garage Sale Trail* was held on the weekend of Saturday 21 and Sunday 22 October 2017 and was rolled out as a collaborative project for the Economic Development and Recreation and Culture teams.

In addition to promoting sustainability, raising awareness on re-cycling, reducing waste to landfill and serving as a fundraising opportunity for schools and community groups, the Garage Sale Trail has become an excellent vehicle for community engagement for residents and the general community by connecting at the local level as well as being part of a national movement.

It was estimated that 107 stalls and sales were held in the Town of Bassendean with approximately 1,080 people in the community participating in the Garage Sale Trail as either a shopper or a seller.

OBJECTIVES

Activate neighbourhood spaces to facilitate community gathering

MAJOR ACHIEVEMENTS

The Dudley Robinson Youth Centre and adjacent skate park provide a cohort specific space for young people to gather. It provides free meals, IT, user selected music and skate park lighting.

New Playgrounds

Planning for the construction of the Mary Crescent Reserve Nature Playground was completed in preparation for tendering. The playground is scheduled to open in February 2019.

Planning for a new significant playground at Sandy Beach Reserve continues.

Partnering Community Groups

The Town continues to partner with community organisations to deliver place activations in local parks. They include:

- Ashfield CAN hosted sundowners, Garage Sale Trail, Christmas BBQ, Yoga classes and more in the Gary Blanch Reserve;
- Friends of Bindaring Park conducted the annual Bindaring Festival;
- Swan Valley Rotary and Bassendean Men's Shed assist with the staging of the monthly Old Perth Road Markets;
- Community Cinemas operate an outdoor cinema season in the BIC Reserve;

Street Doctor (Wednesday and Friday) and Moorditj Djena (podiatry & diabetes education) (Wednesday) operate mobile medical services from the car park of Ashfield Reserve. This venue has proved highly successful in attracting and importantly retaining clients.

OBJECTIVES

Ensure our unique culture and history are shared and celebrated

MAJOR ACHIEVEMENTS

Bassendean Memorial Library Local Studies Collection: Preserving the past and the present for the community.

Valuable additions were made to the Local Studies Collection including information about 231 service men and women who were born in Bassendean and served in World War II; the donation is the diary of Caroline Broun, wife of Hon. Peter Broun, first Colonial Secretary of Western Australia and local resident c1830; and the research of biographical information about two Aboriginal women, Mary Moredon and May O'Brien (nee Miller), relevant to the district.

The Oral History Collection increased with recordings from past and present residents. The Oral History Collection now has over 100 interview transcripts in the Library catalogue.

The Town continues to provide two free guided walks each month by a Local Studies volunteer.

- The Old Perth Road Walk; and
- the River Walk,



The Swan River Guided Walk – Success Hill stop

The Annual Library History Lecture was provided by Mr Eric McCrum, OAM on 20 June 2018. Mr McCrum was interviewed by Ms Heather Campbell, professional oral historian, about his childhood growing up in Anzac Terrace. Many participants enjoyed the evening with the different format, which was more informal but no less entertaining.



Mr Eric McCrum, OAM and interviewee, Mrs Janet Megarrity, Local Studies Librarian, and Ms Heather Campbell, Oral Historian.

Bassendean Historical Society members voluntarily transcribed early West Guildford Road Board Minutes from records held in the State Records Office. The transcribed minutes will allow access to the first ten years of decisions made by the West Guildford Road Board.

The Town of Bassendean history book project has reached its final stages of production. The book, entitled 'Bassendean: a political history 1974- 2015' has been edited, with layout and design completed. However, despite best efforts, unexpected delays in the production of the project, have prevented in completion.

OBJECTIVES

Continue to support and facilitate participation in the arts, community festivals and events

MAJOR ACHIEVEMENTS

2017 NAIDOC Family Day

In partnership with Derbarl Yerrigan Health Service Inc., the Town staged the 2017 NAIDOC Family Day on Thursday 6 July 2017 at Ashfield Reserve, 10.30am – 3pm. It was estimated that between 5,000 to 6,000 people attended the event. The event also included the Dandjoo Koorliny Reconciliation walk. Feedback from event surveys on the day, indicated an overall high satisfaction rating.

2017 Avon Descent

As part of the East Metropolitan Regional Council's (EMRC) coordination of local government's staging events in for the annual Avon Descent, the Town hosted an event at Point Reserve on Sunday 6 August 2017

2017 Bassendean Visual Art Awards

Bassendean Visual Art Awards was held from 21-27 September in the Bassendean Community Hall. Over 90 visual artists entered works to the Art Awards as well as local primary schools within the Town of Bassendean. The Hawaiian Group sponsored the acquisitive category, local primary school artworks and were displayed at Hawaiian's Bassendean Shopping Centre. The Bassendean ART Tour was conducted on Sunday 24 September 2017.

WAMFest Live

In partnership with the WA Music Industry Association (WAM), the Town presented the WAMFest Live music event on Sunday 5 November 2017, the BIC Reserve, Bassendean which attracted approximately 1,000 people and was sponored by Drug Aware.

Along with four Perth bands performing, the event included a range of entertainment options for the kids, and a selection of gourmet food vans.

2018 Australia Day Event

The Town staged a successful 2018 Australia Day event at Ashfield Reserve on Friday 26 January that was broadcast live by 98Five Sonshine FM.

It was estimated that approximately 20,000 people attended the event and were treated to some exciting entertainment of Orquesta Yambeque, Bang Bang Betty and The H-Bombs, the Bassanovas in addition to fireworks display, showrides and food vendors.

A key feature of this year's event was the inclusion of a strong Aboriginal representation for the official opening of the event, which included ABC media personality Michelle White as the MC and Noongar Elder Walter McGuire performed Welcome to Country. Colleen Hayward was interviewed on stage as the Town's Australia Day Ambassador.

Telethon Community Cinemas

The Town values the partnership with the Telethon Community Cinemas in screening the community cinema held on the BIC Reserve. This saw a 57% increase in its audience from the previous year. A series of 13 free screenings out of the 77 operating nights were conducted. The number of paying patrons increased by 5% and box office receipts increased 14%.

The Town is one of three Principal Sponsors below the Naming rights sponsor which is held by Telethon. Movies by Burswood fund a wide range of charitable organisations and have contributed approximately \$7.75 million to date.

Silent Screen Live Sounds- SELL OUT

In partnership with the Telethon Community Cinemas, The Town hosted a "Silent Screens Live Sounds" on the BIC Reserve on Saturday 24 February 2018 which was a sell out! Award-winning musicians Viola Dana performed their original live music score to Buster Keaton's comedy classic "*The General*".

As part of this event, the Town invited Cyril Jackson Media students to create a silent short film. Their film *Well Played* screened just prior to the main feature.

FREE Retro Wednesdays' 1980's Classics

Also in partnership with the Telethon Community Cinemas, the Town presented a leap back in time with a month of free 80's retro films at Bassendean Outdoor Community Cinemas during March 2018.

Community Partnerships

The Town prides itself on supporting local residents and community groups in their endeavours to stage events and programs for the benefit of people living and visiting the Town of Bassendean. Two events include:

2017 Carols by Candlelight

In partnership with the Bassendean Church of Christ, Carols by Candlelight are staged within the Town with recent years being re-located to Steel Blue Oval (Bassendean Oval). Despite storms and unsavoury weather conditions, the 2017 Carols by Candlelight event was re-located in time to the Cyril Jackson Recreation Centre on Sunday night 17 December 2017 and attended by over 500 people.

2018 Little Italy Street Festival

The Little Italy Street Festival was once again successfully staged in the Town by local resident Nella Fitzgerald on Friday 9 and Saturday 10 March 2018 outside the Town's Administration Centre and Bassendean Senior Citizens Car Park. It was estimated that over 6,000 people attended over the two nights, enjoying a diverse range of entertainment and food delicacies from the many regions of Italy. It was also evident that other local businesses situated on Old Perth Road benefitted from the activation of Old Perth Road.

GOALS: ENSURE ALL COMMUNITY MEMBERS HAVE THE OPPORTUNITY TO BE ACTIVE, SOCIALISE AND BE CONNECTED

OBJECTIVES

Provide accessible facilities that support leisure, learning and recreation for people of all ages

MAJOR ACHIEVEMENTS

Certificate in General Education at the Youth Service

The Town's Youth Service supported the delivery of Certificate I/II/III Education to young people disengaged from mainstream education in partnership with Youth Futures.

Community Facilities, Ovals/Reserves Audit and Needs Assessment

The Town completed a comprehensive community facilities audit and needs assessment.

The project scope extended to include all Council owned community facilities, ovals/reserves that are hired out to community/user groups and sporting clubs considered appropriate for sporting, social, cultural and other leisure pursuit purposes; and an assessment of boating needs infrastructure.

The planning study will be used as a guiding document for future facility planning within the Town.

RElax Program

The Town's *RElax Program (Recreation & Engagement)* delivers recreational, leisure, craft and cultural pursuits throughout the year. Relax continues to feature popular classes such as Zumba, Pilates, Samba Drumming, Hatha Yoga, Metafit and Mums and Bubs Yoga as well as several new arts and crafts courses.

Other courses have included repair to re-wear, with a focus on recycling fashion and Nyoongar Storytelling recounts local history and educates residents about the local Aboriginal culture.

Business Case – Football Facilities: Swan Districts Football Club

In partnership with the Department of Local Government, Sport and Cultural Industries (Sport and Recreation WA) and the Swan Districts Football Club (SDFC) the Town is embarking on a project to develop a business case for the renewal or redevelopment of the Clubrooms and other football facilities at Bassendean Oval.

A Project Control Group providing governance oversight has been established and is comprised of three (3) Councillors and an officer from the Town, a representative from Sport and Recreation WA, the West Australian Football Commission and Swan Districts Football Club.

The business case is to be developed in accordance with the State Government's Treasury Strategic Asset Management Framework and subject to support funding.

OBJECTIVES

Provide life-long learning opportunities.

MAJOR ACHIEVEMENTS

Library and Information Services – customer driven service for our community

The Library registered 115,952 visits over the 2017/18 year; The popularity of the electronic collection is growing steadily, with more e-Books, e-Audio and e-Magazines being borrowed. Movie streaming via Kanopy has also proved popular.

Children's Library Services continue to grow, with new programs added to the already well established **Story Time, Rhyme Time, Lego Club** and **School holidays activities**. The junior collection is well maintained and the many displays ensure that the children's space always looks colourful and attractive.

Events and Programs

Library Lunchtime Interludes is a new program of events that focuses on topics of interest to our patrons and that are important to the community. Two themes were selected – sustainable living and digital environment. The first 'Interlude' attracted 20 people, who came to listen to Lindsey Miles and her story of 'How I live plastic free'. The 'Wasteless Pantry and 'Raw Food Diet' workshops were also very popular.

Literary Salon, a quarterly meet-the-author session is already well established and attracts a number of loyal followers. This year Alan Carter, an award winning crime writer and a number of emerging writers such as Michael Trant and Louise Allan attended the Library.



Broadband for Seniors, a one-on-one computer training program previously supported by the Adult Learning Australia, has been re-branded and is now known as *Cyber Citizen*. It is no longer limited to seniors and people with special needs.

Outreach programs: This year, in partnership with Midvale Hub Parenting Service, the library hosted a series of free workshops for parents of children aged 3-10 'Tuning in to Kids' and 'Tuning in to Teens'. These informative sessions were well attended and we are hoping to deliver more of these in the future. The library also provided a space to display the children's artwork, created as part of the Commissioner for Children and Young People's 'We are 10' project. Primary school children were invited to create pictures expressing what it means to be 10 years old and a selection of their work was available for viewing in Western Australian libraries, including the State Library of WA in January and December.

Displays

Thirty six displays addressing various topics were hosted in 2017/18. The highlight however was the *Austentatious* display in July-2017 commemorating the 200 anniversary of Jane Austen's death. The library was decorated with Jane Austen's paper silhouettes, there were colour-in activities, information sheets, bookmarks and books to take home and even a photo booth, where our patrons could try on one of the 'props' such as 'bonnets, hats and umbrellas.



Having fun with Austen

Book Donations and Book Sales

Two major books sales were held, one in October 2017, during the Garage Sale Trail and one in May 2018, under the 'Great Book Rescue' banner. Both were great successes.

E-Smart Libraries

An important addition to the existing IT equipment is our new **Self-check kiosk**, where patrons can process and renew their loans



Patron using our self-check kiosk

Volunteers

Our library volunteers provide invaluable support in our daily activities and are fabulous promoters of Life Long Learning and skill sharing. Our Housebound service, whereby patrons who cannot visit the library in person, have their books delivered at home, is wholly provided by a volunteer coordinator and driver.

OBJECTIVES

Enhance partnerships with the local Noongar people.

MAJOR ACHIEVEMENTS

- The annual NAIDOC Family Day in partnership with Derbarl Yerrigan Health Service in July 2017 at Ashfield Reserve;
- Dandjoo Koorliny Reconciliation Gathering/Sorry Day tree panting ceremony in May at Mary Crescent Reserve;
- Closing the Gap lunch with the local mob and Town staff in March;
- Christmas BBQ/wind up for the Street Doctor in December at Ashfield Reserve;
- raising the Aboriginal and Torres Strait Flags daily, side by side with the Commonwealth, State and Local flags;
- Welcome/Acknowledgement of Country at all Council functions and meetings; and
- The Town's Youth Service provided school holiday activities specifically for local Aboriginal families.

OBJECTIVES

Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life.

MAJOR ACHIEVEMENTS

The Town maintained an Access and Inclusion Plan and implemented a program of activity in accord with the action plan. An Access and Inclusion Committee monitored implementation progress and reported to Council on barriers to be addressed that were identified in the community.

The Town continues to deliver in-home community care for more than 400 seniors, supporting them to remain independent living in their own homes.

During the year the Town took the hard decision to cease being a provider of NDIS services as it was not viable for the Town to deliver services. The Town worked with our clients to successfully transition to new service providers.

OBJECTIVES

Support our volunteers and community groups to remain empowered, dynamic and inclusive.

MAJOR ACHIEVEMENTS

Volunteer Centre

The Bassendean Volunteer Centre has continued to build a strong sense of belonging and connection with the community by:

- assisting community members with placements into volunteer roles with both the Town of Bassendean and non-for-profit community groups; and
- assisting community groups to recruit and retain volunteers and promote activities.
-

Over the course of this period, the Centre has successfully registered 82 new volunteers, further strengthening our capacity to fill volunteer roles within the community.

Supporting volunteering for the Town

The Volunteer Centre continues to support the delivery of services operated within the Town with the recruitment of volunteers. Business Units assisted include Seniors and Disabilities Services, Wind in the Willows Child Care Centres, Community Transport and the Bassendean Memorial Library.

The Centre continues to recruit volunteers to support a range of events facilitated by both the Town and local community groups, some of which include: Australia Day, NAIDOC family day, Reconciliation Day, ANZAC day, Festival of Local Business, WAMFest, Community Cinemas, Visual Art Awards, National Volunteer Week and Seniors Week.

The Volunteer Centre continues to play an integral role in the RYDE program through the recruitment, induction and retention of volunteer RYDE mentors. During the 2017/18 period, the Centre inducted 35 new mentors and managed a collective pool of over 47 active Mentors. Pop-up information stalls were held at Bassendean Hawaiians shopping centre to recruit new Mentors and promote the service.

Facilitating training for community groups

The Centre hosted a workshop on the recruitment and retention of volunteers – hosted by Dr Judy Esmond. The Town was joined by 48 representatives from local community groups who reported that the training was invaluable towards strengthening the internal volunteer programs.

Celebrations

To celebrate **International Volunteer's Day**, volunteers were treated to the screening of 'Three Summers' at Telethon Community Cinemas, an Australian comedy produced by Ben Elton.

the tremendous contributions that volunteers make to the community were acknowledged with an appreciation dinner at Mulberry on Swan during **National Volunteer Week 2018**. Over 200 volunteers of the Town and the local community were in attendance and were treated to a range of festivities on the night. A big thank you to Lottery's West and Volunteering WA, for their donation towards the cost of staging the event.

GOAL: PLAN FOR A HEALTHY AND SAFE COMMUNITY

OBJECTIVES

Facilitate safer neighbourhood environments

MAJOR ACHIEVEMENTS

The Town was successful in obtaining grant funding for the upgrade the Closed-circuit television (CCTV) Mobile Trailer software and hardware from the State Government's "Stronger Communities Programme".

The Town also was successful in receiving grant funds from the State Government's Safer Communities Programme for CCTV systems at:

- Mary Crescent Reserve including Alf Faulkner Hall;
- Jubilee Reserve including Stan Moses Pavilion, the Kiosk and outside the Caledonian Soccer Club facility.

The installation of the new systems was completed in February 2018 and they have been operating effectively.

OBJECTIVES

Promote and advocate community health and wellbeing

MAJOR ACHIEVEMENTS

Act-Belong-Commit Partnership

The Volunteer Centre continues to promote the Act-Belong-Commit campaign by encouraging people to take action and become involved in community life, to protect and enhance their mental wellbeing. The campaign was promoted through the Town's events, social media and information displays within the Centre.

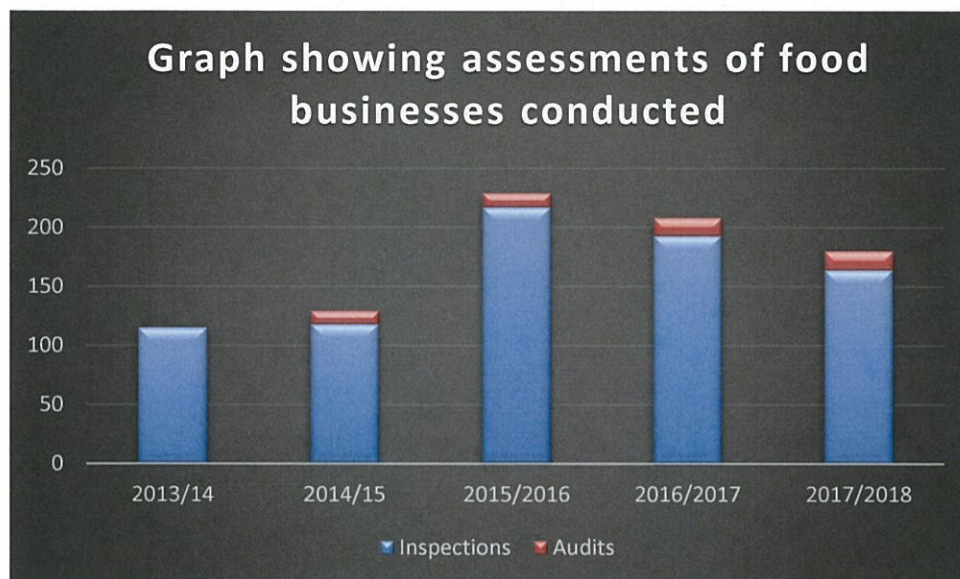
2017 Children's Week Walk

The annual Children's Week Walk was held on Sunday 22 October at Sandy Beach Reserve with the walk happening on the footpath through Ashfield Flats. The Bassendean Men's Shed provided a sausage sizzle with fun games and activities also available for children and their parents.

As part of the Garage Sale Trail weekend, local resident Stacey Molloy also coordinated a Kids Market that was organised and run by children within the Town. The Children's Week Walk aims to raise awareness on the importance of physical activity for children and their families.

Food Businesses Risk Assessments

The Town's Health Services conducted 164 food business risk assessments this financial year to assess compliance with the Food Safety Standards. During the year, 16 audits of high-risk foods businesses were performed. In accordance with the Food Act 2008, the audit reports were submitted to the Town's Health Services within 21 days of the audit date, for review.



Food Monitoring Programs

Health Services carry out both microbiological (micro) food sampling and chemical food sampling. Micro sampling is carried out to determine whether foods are safe to eat and that pathogenic (food poisoning bacteria) are not present in the food. This is carried out, predominately, on foods that are 'ready to eat' i.e. do not require any further heating or processing.

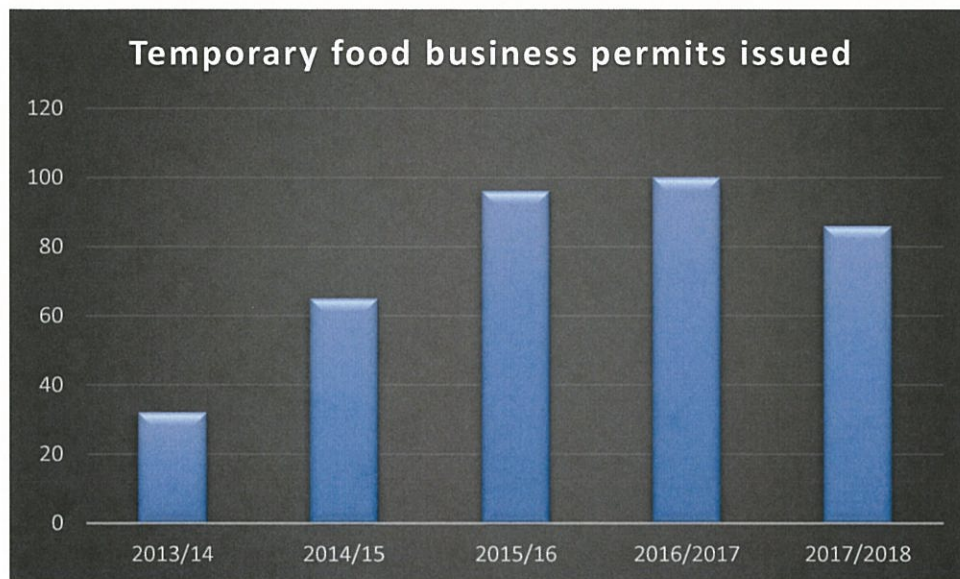
A total of 20 products were collected for micro analysis to ascertain as to whether the bacteria, *Listeria monocytogenes* was present in food products. Surface swabbing of hard surfaces and utensils was also carried out at premises to determine if and where listeria was present within that premises. Listeria infection (Listeriosis) may cause few or no symptoms in healthy people, however it can be very dangerous to people at risk including pregnant women and their unborn babies, people over the age of 65, and people of any age with weakened or suppressed immune systems.

Other micro sampling carried out included a variety of frozen berries for the presence of pathogens including E.coli.

Food Stallholder Permits

A total of 86 temporary food business permits were issued in accordance with the Town's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*.

The vast majority of permits issued were in relation to the Old Perth Road Markets. Permits were also issued to food vendors trading at events including Australia Day 2018, Little Italy Street Festival 2018 and WAMFest.



Food Education

I'm ALERT Food Handler Training Program: *I'm ALERT* assists food business managers in ensuring all staff are trained in food handling and thereby improving food safety skills and knowledge, ensuring safe food practices and reducing risk of food borne illness resulting from poor food handling practices. *I'm ALERT* can be accessed from the Town's website.



FREE

Online Food Safety Training

Now available through the Town of Bassendean Website.

The Town of Bassendean takes food hygiene within our town very seriously. All food businesses have obligations and the Town of Bassendean is assisting food businesses to meet these obligations by providing free access to this exciting new training tool.

There is a high demand for training within the food sector. This training will assist food handlers in developing the required skills and knowledge to ensure food is handled in a safe and hygienic manner.

The program is easy to follow, includes an entertaining presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records.

Visit www.bassendean.imalert.com.au to conduct the training now.

Environmental Water Monitoring

The Town again participated in the Department of Health's Environmental Waters Program: Samples were also taken from an additional site, being Success Hill.

A total of 94 samples were collected between November 2017 and April 2018. Environmental water samples were collected at Success Hill, Point Reserve and Sandy Beach in order to determine any potential health risks associated with contact through primary recreational activities, e.g. swimming. The samples were subjected to a number of tests; *Escherichia coli*; Thermotolerant coliforms; *Enterococci* and amoeba. As a result of the water sampling carried out, general warning signage was erected at sites in late December 2017 advising bathers that high bacteria loads and the presence of dangerous amoeba may be present and as such, precautions should be taken to prevent ingesting the water, or the water entering eyes and noses.

Mosquito Monitoring And Control Program

During the 2017/2018 financial year there was an increase in mosquito activity as a result of rains in mid January (92 mm), coupled with high tides (Ashfield Flats approximately 1.3 metres high), towards the end of January 2018. The unusually warm weather saw the mosquito season extend into early June, resulting in more site inspections and treatments being undertaken.

Approximately 24 full site surveys and larval sampling were undertaken at Ashfield Flats, which is the largest mosquito breeding site within the municipal boundary.

In October 2017, larvicidal treatment of a number of stormwater drains around the Town was conducted. The treatment, resulted in much fewer complaints being received.

Ross River & Barmah Forest Virus Notifications

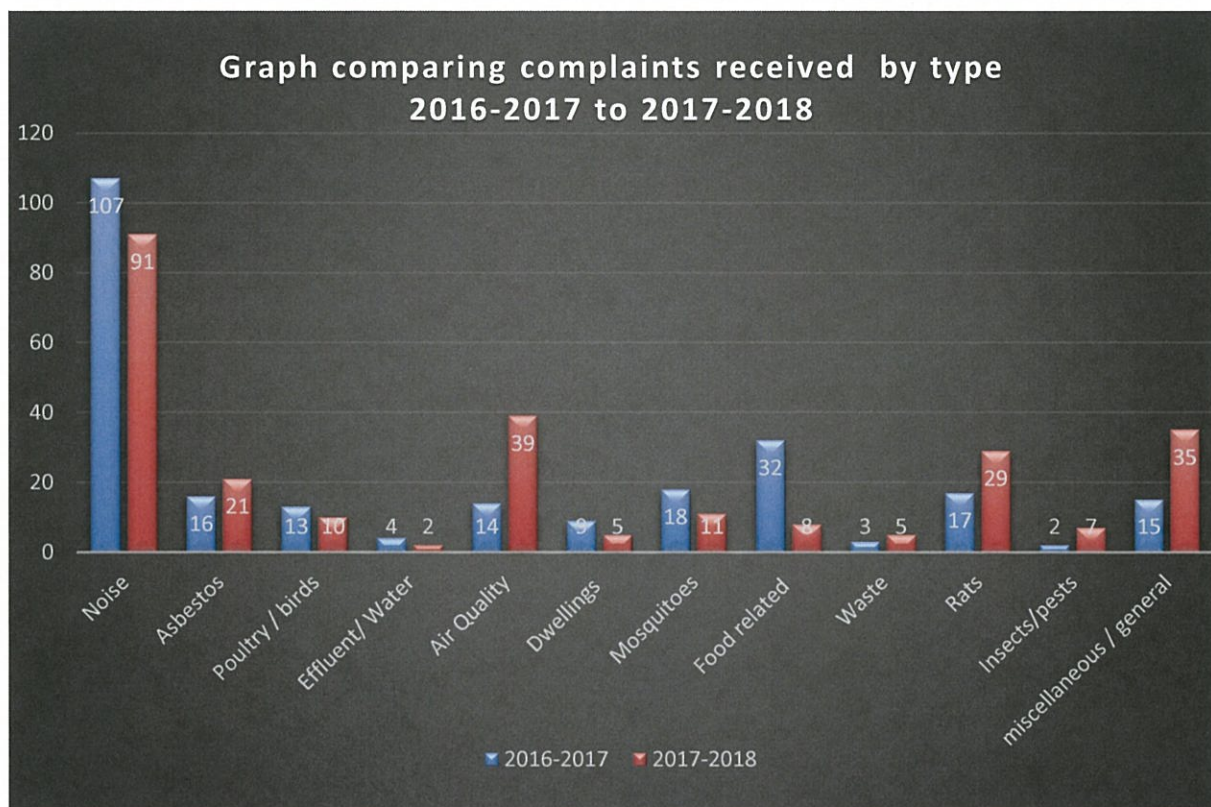
State wide, there were 602 notified cases of Ross River Virus in Western Australia, 7 resided within the Town of Bassendean.

Rodents

Approximately 5,060 pouches of rodent bait were issued to the Town's residents during the year and this is slightly higher than last year. A total of 195 letters were sent to residents in areas where increased rodent activity was alleged to be occurring. This is significantly higher than last financial year where 75 letters were sent out. The purpose of the letters was to inform residents of the increased rodent activity in the area and to encourage the elimination of potential food and harbourage sources on residents properties, as well as other measures that would discourage rodent activity.

Health Complaints

A total of 263 complaints were investigated in 2017/18. Of the 263 complaints, 172 were 'health related' matters, the majority of which were in relation to air quality, rodent activity and asbestos. 91 complaints were in relation to noise with the majority being for loud music and parties, followed by noise from construction sites.



GOALS: IMPROVE LIFESTYLE CHOICES FOR THE AGED, FAMILIES AND YOUTH

OBJECTIVES

Facilitate healthy and active aging in place

MAJOR ACHIEVEMENTS

The Town maintained its strong commitment to its seniors.

All services provided by the Town allow individuals to maintain their independence, build confidence and thrive through community involvement. Funded services include:

Personal Support in the Home: Assistance with personal care, domestic tasks, carer respite, medication support, transport, meals and one to one social support.

Personal Support in the Community: Companionship, support with shopping, appointments and other daily needs.

Innovative Social and Recreational Program: Wide range of vibrant at-centre activities, group and individual outings and social events.

Home & Garden Maintenance: General gardening and repairs, specialising in sustainable and waterwise gardening solutions.

Hyde Retirement Village: The Hyde Retirement Village, continues to serve our older population by providing an affordable, easy-care, living option to those wanting to downsize but continue living in their community independently as they mature.

WA Senior's Week 2017 was conducted from Sunday 29 October to Sunday 5 November and is a special time of celebration for Western Australian seniors.

OBJECTIVES

Partner with service providers to improve/expand access to services and facilities

MAJOR ACHIEVEMENTS

Alternate Education

The Town supported the delivery of Certificate I/II/III Education to young people disengaged from mainstream education in partnership with Youth Futures. The program was delivered with a rolling intake within a self-paced learning environment, at the Youth Centre and includes a strong personal development component alongside the academic goals.

Housing

The "SHIELD" Housing Project continued to operate with the assistance of Indigo Junction. The program assists people with limited accommodation opportunities to receive medium term support before transitioning into longer term social housing options.

KidSport Program

During the year, 131 children (49 girls / 82 boys) and youth benefited from the program equating to \$19,364 in funding being provided to a majority of Town of Bassendean sporting clubs. 78% of junior players had not previously registered with a sporting club which makes the KidSport program an important vehicle for social inclusion within the Town.

State-wide Volunteer Recourse Centre Alliance (VRC)

The Bassendean Volunteer Centre continues to be a member of the VRC alliance which connects volunteer agencies throughout the state. The alliance enables partnerships and cross-promotion of volunteering through network working sessions, training workshops and shared resources.

OBJECTIVES

Enhance the wellbeing, and participation of our youth and children

MAJOR ACHIEVEMENTS

Youth

Bassendean Youth Services continued to deliver support and recreational opportunities for young people aged 12 – 25 years. Young people experiencing difficulties were assisted individually through; case management, mentoring, specialist referral, advocacy, information and personal support.

The Town operated a Youth Centre that provided a 'drop in' program most afternoons and Friday nights offering social and recreational opportunities for local young people. Numerous local young people were engaged in intensive case management to assist them to overcome barriers to participation and harm.

The Town in partnership with the Bassendean Youth Advisory Council (YAC), ran the GRAVIT8 Youth Festival in February 2018. Youth Services engaged local young people in the planning and delivery of a skate and scooter themed youth event.

The YAC assisted in the delivery of its 'Keen on Halloween' initiative which enabled Town of Bassendean residents to identify their interest in 'trick or treat' customs. The event included a 'scariest letterbox' competition.

The Town provides a Driver Training program for young people with limited access to vehicles or driving supervisors. The program, known as the RYDE (Regional Youth Driver Education) Program, seeks to link young Learner Drivers with volunteer Mentors in order to achieve the 50 hours of driving experience now required. The Town is now licensing out the program that has commenced at the City of Cockburn and City of Mandurah, alongside the existing expansion to the Youth Accommodation facility 'Foyer Oxford' run by Anglicare. There are currently 295 Learner Drivers involved who have completed 1227 driving hours in partnership with 49 agencies

Children

Bassendean Wind in the Willows is licenced for up to 55 children aged 0-3 and Ashfield Wind in the Willows is licenced for 35 children aged 3-5. Over 100 families are enrolled at the combined services, the majority of whom either work for or live in the Town of Bassendean. Both Services are rated exceeding the National Quality Standard.

2017/2018 achievements and initiatives include;

- Two information evenings for families were organised as well as, mother's and father's day celebrations,
- the end of year Christmas party and the children's week walk,
- Theoretical pedagogy and practice have been key elements of this year's Quality Improvement Plan. Together we have research a number of Theorists whom delivered a team workshop on the Early Childhood Brain to further promote our understanding, education and care are our highest priority.
- Upgrades to the gardens at both Bassendean and Ashfield have taken place this year.
- The Ashfield Centre was given an update in furniture and painting of the rooms.
- Children participate regularly in local excursions to the railway museum, library, shops, parks and museums.
- We welcomed volunteer "cuddle nannies" as well as regular incursions of Zumba and dance.
- We purchased 2 twin buggies to ensure some of our youngest members are included in the wider exploration of our community.
- One of our Senior Educators is currently taking up a number of training opportunities including Circle of Security, 1, 2, 3 Magic and Tuning into Kids; she is facilitating workshops for families in the NE Metro and will support the Midvale Parenting Hub with the implementation of their programmes as required.

Our long term goal would be to train another champion and eventually organise a program of our own to support our community.

KEY THEME NO. 2: NATURAL ENVIRONMENT

GOALS: TO DISPLAY LEADERSHIP IN ENVIRONMENTAL SUSTAINABILITY

OBJECTIVES

Strengthen environmental sustainability practices and climate change mitigation

MAJOR ACHIEVEMENTS

In October 2017, the Town of Bassendean hosted the Climathon Event on behalf of Perth. Climathon is a global movement dedicated to solving city climate challenges, originally conceptualized as a 24-hour hackathon by Climate-KIC, which is Europe's largest public-private innovation partnership focused on climate innovation to mitigate and adapt to climate change

The Climathon challenge aligned with the Town of Bassendean's Community Strategic Plan and the Town's Carbon Reduction Plan, the "Switch Your Thinking" program.

The 2017 Climathon challenge aimed to develop ideas for how the residents, businesses and community within the Town of Bassendean could contribute to reducing carbon emissions through innovative renewable energy practices in order to contribute to achieving Australia's emissions reduction to 26-28 per cent on 2005 levels by 2030.

OBJECTIVES

Reduce waste through sustainable waste management practices

MAJOR ACHIEVEMENTS

In March 2018, Council resolved to directly reduce single use plastic in the daily lives of our residents. It means the Town is now preferencing vendors at our community events that use environmentally friendly items in their food preparations and services.

In May 2018 the Town introduced a "Recycle Drop off Morning" and it had an overwhelming response, with 253 residents braving the wet weather to drop off over 12 tonnes of recyclable goods which was diverted from going to landfill.

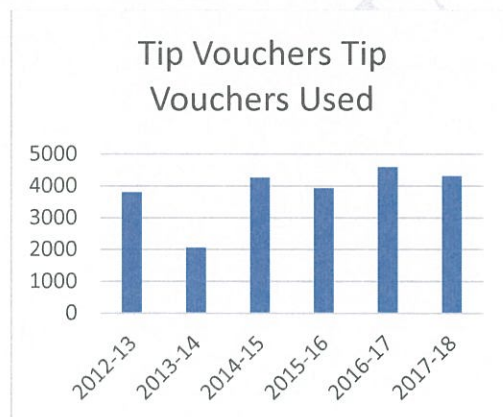
What was collected on the drop off morning:

- 1.8 tonnes of metal
- 2.5 tonnes of e-waste
- 124 mattress
- 1.3 tonnes of timber
- 6.3 tonnes of tyres



To improve recycling opportunities for residents, Waste educational programs have been designed and provided to residents via the Bassendean Briefing Newsletter, Town's website & Facebook.

During the year, residents of the Town, utilised 4,307 tip passes to dispose of rubbish at the Red Hill Waste Management Facility, however during the 2017/2018 financial year the usage of tip passes decreased as did the amount of green-waste and bulk rubbish that is collected on verges, during the collection periods.

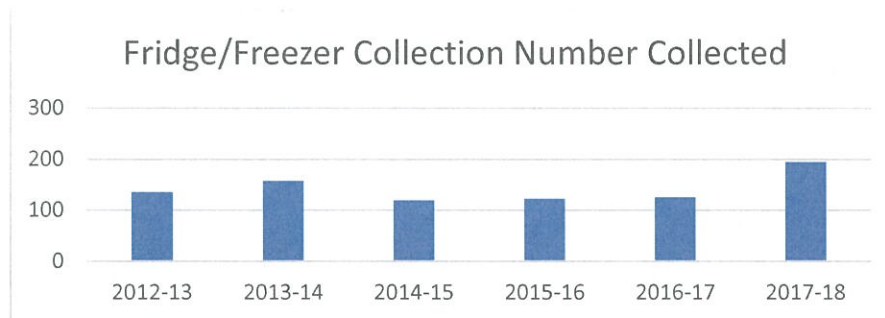


Green Waste, Bulk Rubbish Material & Fridge Freezers.

The graphs below show the quantities collected during the year:-



The monthly refrigerator and freezer collection service was successfully (194 collected) and over the last 6 years, 852 fridges and freezers have been collected.



The free Battery Collection Program continued to be a success with an additional 770 Kilograms collected by the Town and 276.4 Kilograms through school collection programs. A total of 1.0464 Tonnes.

The Town's Youth Service provides local young people with hot meals. These are now distributed using compostable containers made from sugar cane pulp and cutlery made from starch.

OBJECTIVES

Initiate and drive innovative Renewable Energy practices

MAJOR ACHIEVEMENTS

The Town became a member of the Switch Your Thinking Program in February 2018 to inspire sustainable actions within the Towns Community. The following initiatives have been undertaken.

- Provision of Energy Smart education programs for Residents
- Provision of Reusable Shopping Bags program
- Commenced a campaign to end the use of the plastic straws in venues around Bassendean
- Initiated Stay in-touch via our website and Facebook.
- Water Wise campaign (Information on Facebook & Website)
- Workshop with schools on Climate cleaver program.

GOALS: PROTECT OUR RIVER, BUSHLAND RESERVES AND BIODIVERSITY

OBJECTIVES

Protect and restore our biodiversity and ecosystems

MAJOR ACHIEVEMENTS

The Town planted over 5,000 native plants within its natural areas, Anzac Terrace foreshore underwent erosion control protection as well as drainage upgrade and revegetation with local native plants.

The Town supported local friends groups to protect and enhance natural areas within the Town; Bassendean Preservation Group, Friends of Success Hill and Friends of Bindaring park.

OBJECTIVES

Sustainably manage significant natural areas

MAJOR ACHIEVEMENTS

Grant funding was acquired to restore the Anzac Terrace foreshore and funding was applied for, to undertake restoration technical specifications and design drawings for Point Reserve and Deakin St foreshores.

To enhance the natural areas within the Town, natural area action plans were developed for each natural area.

OBJECTIVES

Partner with stakeholders to actively protect, rehabilitate and enhance access to the river

MAJOR ACHIEVEMENTS

Bindaring Park Wetland Concept Plans

In March 2018, CoTerra Environment provided three draft Bindaring Wetland Concept plans as per the specification brief including the estimated costs associated with each design.

2018-2023 Ashfield Flats Concept Plan

The amended draft Concept Plan considers feedback provided and for the revised Concept Plan to be advertised seeking community feedback via "Your Say Bassendean". Community consultation commenced 11 June and closed 13 August 2018.

GOALS: ENSURE THE TOWN'S OPEN SPACE IS ATTRACTIVE AND INVITING

OBJECTIVES

Enhance and develop open spaces and natural areas to facilitate community use and connection

MAJOR ACHIEVEMENTS

Increase in Urban Green Space

OBJECTIVES

Sustainably manage ground water and facilitate the conversion of drains to living streams

MAJOR ACHIEVEMENTS

The Town completed the following Water Sensitive Urban Design projects:

- Shackleton Street - Eco cell stormwater detention systems under the road, plus installation of 1-year storm event rain gardens located on the street verge.
- Christie Park - Eco cell stormwater detention systems installed under the ground
- Villiers Street - Stormwater detention systems.

In May 2018, the Water Corporation recognised the Town of Bassendean as a Water Wise Council and the Town was awarded a "Water Wise Gold" status for water conservation practices.

In becoming a "Gold" Waterwise Council, the Water Corporation will match \$10,000 resident contributions on the basis of Council Policy requiring "individual approvals" for verge landscaping to ensure installations comply with Water Corporation's waterwise verge incentive scheme that outlines the application process and eligibility criteria. As a result the Town's Local Law and policy requirements will take into consideration the Water Corporations eligibility criteria

At Ashfield Flats a Hydrological Study is being conducted over a 12-24 month period by the Department of Planning, Lands and Heritage in consultation with the Department of Biodiversity Conservation and Attractions and the Water Corporation in order to assist with the preparation of an "Ashfield Flats Foreshore Management Plan".

KEY THEME NO 3:

BUILT ENVIRONMENT

GOALS: PLAN FOR AN INCREASED POPULATION AND CHANGING DEMOGRAPHICS

OBJECTIVES

Facilitate diverse housing and facility choices

MAJOR ACHIEVEMENTS

Work continued through the year on revising the Town's current *Local Planning Strategy* (2015) through the undertaking of a number of informing studies.

These comprised a study of Bassendean's built form and character (see report under the heading Strengthen and Promote Bassendean's Unique Character and Heritage); the commencement of a transport study of the Town (see report under the heading Enhance Connectivity between Places and People); and the compilation of an economic overview of the Town.

In March 2018—after a period of almost 3 years—the Western Australian Planning Commission (WAPC) finalised the *Perth Peel @ 3.5 Million* (PP3.5M) planning framework.

This planning framework is a response to accommodating a projected population forecast of 3.5 million people living in the Perth and Peel metropolitan regions by the year 2050. Based on this projection, it is envisaged that an additional 800,000 dwellings will need to be developed across the Perth and Peel metropolitan regions by 2050 to house this projected increase in population.

In the interests of equity, support for increased public transport use (and less car dependency), and housing choice and diversity, the WAPC expects to accommodate this projected increase in housing through urban infill in Perth's established suburbs and localities and in 'greenfields' at the fringes of both metropolitan areas.

To this end, the PP3.5M framework has identified the Town of Bassendean as capable of accommodating an additional 4,150 dwellings by 2050, principally through the development of high density housing in activity centres proposed around the Town's Ashfield, Bassendean and Success Hill train stations, and through the development of medium density along urban corridors comprising those parts of Guildford Road, Lord Street and Collier Road traversing the Town, and along Iolanthe Street/Broadway/Ivanhoe Street.

Finalisation of the PP3.5M framework enabled the Town to commence the development of residential density scenarios to determine how best to accommodate the aforementioned aspirational dwelling target in a way that minimises impacts on the Town's character and amenity of its neighbourhoods. This is no easy task, requiring a careful, considered, and nuanced approach.

A community engagement strategy will be undertaken in 2019 to help shape the Town of Bassendean over the next 10 – 15 years and set in place a local planning framework geared towards achieving the aforementioned objective of diverse housing and facility choices.

The achievement of the 4,150 additional dwelling target will largely be dependent upon the state of the Western Australian economy over the target period, the level of housing demand over the same target period, and the availability of land for this purpose, including its capability for development.

These are factors are largely out of the control of the Town although the Town can influence the availability of land through the zoning of land and development provisions. However, as a guide and a way of measuring or tracking the delivery of housing in a systematic and orderly way, the WAPC has suggested 5 year periodic minimum dwelling targets be set as follows:

Period	2016-21	2021-2026	2026-2031	Total 2031	Post 2031	Total
Nº of Dwellings	550	650	530	2,430	1,720	4,150

For the current delivery period (2016-21), 204 additional dwellings have been constructed to date, representing about 37% of the targeted housing stock for this period. On an average yearly basis (110 dwellings per year), the rate of additional housing development is generally on track.

Whether the rate of development continues to be on track will largely depend on whether there is a significant upturn in the state of the Western Australian economy from hereon in. The initial rate of development in 2016-17 (161 dwellings, representing 30% of the 2016-21 target period) was a consequence of the tail-end of the mining boom that occurred several years ago. The end of the mining boom saw a significant downturn in the Western Australian economy reflected by the development of only 43 dwellings in 2017-18.

Preliminary investigations have revealed that there appears to be sufficient land suitably zoned and coded for infill housing development. However, and arguably, the distribution of suitably zoned and coded land for infill housing development has tended to be ad hoc and less than orderly or strategic in nature leading to undesirable impacts upon the character and amenity of some of Bassendean's neighbourhoods.

The current revision of the Town's 2015 *Local Planning Strategy*, aims to rectify this situation and direct future infill housing to more appropriate locations, facilitate development at more appropriate scales, and deliver better built form.

OBJECTIVES

Implement sustainable design and development principles

MAJOR ACHIEVEMENTS

This is scheduled to commence in second half of 2018

OBJECTIVES

Plan for local neighbourhoods and their centres

MAJOR ACHIEVEMENTS

This is scheduled to commence in the first quarter of 2019

OBJECTIVES

Ensure infrastructure is appropriate for service delivery

MAJOR ACHIEVEMENTS

The Town operates an asset management framework that is designed to encourage a continuous improvement approach to the management of its assets. This framework helps to ensure that assets are provided, maintained and operated to the best of the Town's ability.

During the year, The Town renewed the following Assets:

Land & Buildings	\$ 387,420
Plant and Equipment	\$ 118,693
Furniture and Equipment	\$ 152,483
Roadworks	\$ 714,384
Drainage	\$ 559,187
Footpaths	\$ 57,541
Parks, Gardens and Reserves	\$ 283,409

General Maintenance of other Town Assets continue to improve the services required.

GOALS: ENHANCE CONNECTIVITY BETWEEN PLACES AND PEOPLE

OBJECTIVES

Connect the Town through a safe and inviting walking and cycling network

MAJOR ACHIEVEMENTS

In March 2018, Council received a consultant report and approved the third phase of the Whitfield Safe Active Street project, and supported the Town engaging a consultant to provide a detailed design for the Whitfield Safe Active Street project, incorporating the results of the community consultation and the peer review of the concept design.

OBJECTIVES

Advocate for improved and innovative transport access and solutions

MAJOR ACHIEVEMENTS

Bassendean Transport Study

This study commenced in March 2018 and is ongoing. It is anticipated to be completed within the first half of 2019.

The purpose of this study is threefold:

- (i) To inform a review of the Town of Bassendean's current *2015 Local Planning Strategy* (2015 LPS), particularly in respect to State directions to provide increased residential density development within identified core activity centres and along major transit corridors;
- (ii) To inform the planning of transit-oriented development around the Ashfield, Bassendean and Success Hill train stations; and
- (iii) To inform and provide a platform for the development of subsequent and future transport strategies, policies and plans for the Town into the future.

Each of these particular purposes are considered integral to the Town ultimately achieving the aforementioned key objective.

Phase 1, which is completed, comprises an assessment of the existing Bassendean transport network together with identification of future mobility changes and trends that might affect Bassendean's future movement network.

The key finding of this assessment was that—overall—Bassendean has a relatively good range of transport opportunities including an enviable level of access to public transport, which will almost certainly improve further.

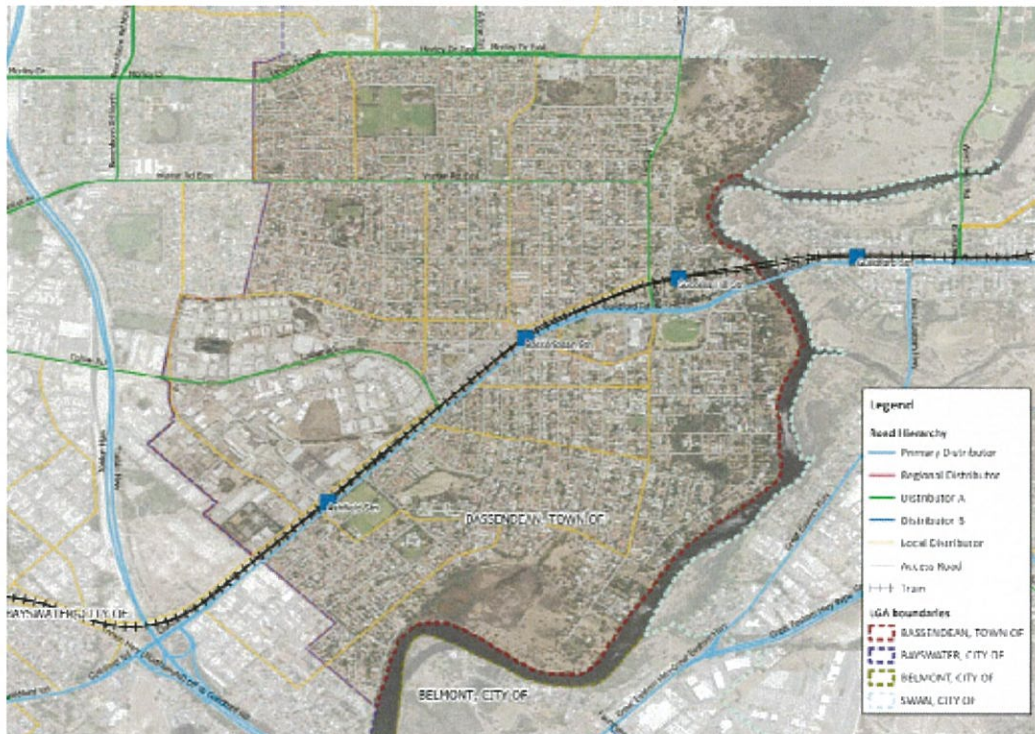
There are, however, some are relatively contained challenges and threats requiring further analysis and consideration by the Town in developing its future transport strategies, policies and plans, namely:

- Facilitating cross-rail connectivity;
- Facilitating cross-river connectivity in view of the tension between mitigating through-traffic within the Town and its position within the Perth regional road network;
- The future role and function of Guildford Road design and operations (Guildford Road being a State Road);
- Accessibility to and around the southern half of the Town; and
- Distillation of infill dwelling targets between all three train station precincts and infrastructure improvement required in each of these.

These challenges and threats are presently being examined through the current development of a draft Local Integrated Transport Plan (LITP) for the Town, being Phase 2 of the study.

It is anticipated that a draft of the LITP will be released for public comment and feedback in the first quarter of 2019.

Existing functional road hierarchy in and around Bassendean

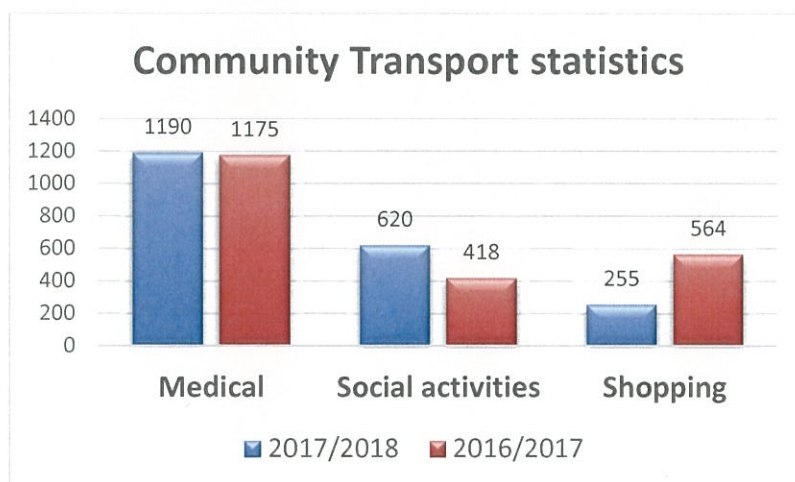


Community Transport service

During the year, the Town coordinated over 2000 trips amassing more than 5000kms in travel. This service delivers a range of benefits for the community, including: reducing barriers to attend crucial medical and health care services; eliminating high costs associated with travel and parking expenses; increased participation rates and social inclusion in community group activities; and enhanced community care. The ride-sharing service also assists in reducing greenhouse emissions for the local area by reducing additional vehicles on the road.

Community Transport statistics

The statistics below illustrates a 48% increase in use to attend community group activities, promoting increases in community participation and social inclusion.



OBJECTIVES

Enhance the liveability of local neighbourhoods

MAJOR ACHIEVEMENTS (Photos of Shackleton Street)

During the year, Shackleton Street was modified to provide a Rain Gardens on the verge and a central median strip with tree plantings with the intention to enhance the liability of the area and reduce the speed of vehicles.

OBJECTIVES

Enhance road safety through design

MAJOR ACHIEVEMENTS

During the year, the following street/roads were upgrade, footpaths renewed and constructed:

- Colstoun Road: (part) road resurfaced
- Palmerston Road: (part) road resurfaced
- Shackleton Street: road resurfaced & medium traffic island replacement
- West Road: (part) road resurfacing, traffic calming device constructed and improve parking
- Scaddan Street : Carpark upgrade
- Walter Road: (part) footpath upgrade
- Guildford Road: (part) footpath upgrade

GOAL: ENHANCE THE TOWN'S APPEARANCE

OBJECTIVES

Improve amenity and the public realm

MAJOR ACHIEVEMENTS

In August 2018 Council endorsed a plan for future facility planning which considered general upgrade to infrastructure and amenities and as a result Council included funding in future budgets to continue to improve amenities and prepare Master Plans to provide strategic direction.

OBJECTIVES

Strengthen and promote Bassendean's unique character and heritage

MAJOR ACHIEVEMENTS

During the past year a study of Bassendean's built form and character was undertaken. This study—entitled *The Bassendean Built Form and Character Study*—is one of a number of studies being undertaken by the Town for the purpose of:

1. Articulating Bassendean's existing built form and character, including its built heritage, in order to guide and assist in the development of building design principles, policies, and guidelines for future building development within the Town; and
2. Informing the current revision of the Town's existing *Local Planning Strategy*.

The study was undertaken in 2 phases. Phase 1 comprised an identification, analysis and documentation of Bassendean's existing built form and character.

The carrying out of this phase was predicated on a precinct approach whereby the Town was divided into a series of precincts identifying and reflecting areas of homogenous or common built form and character.

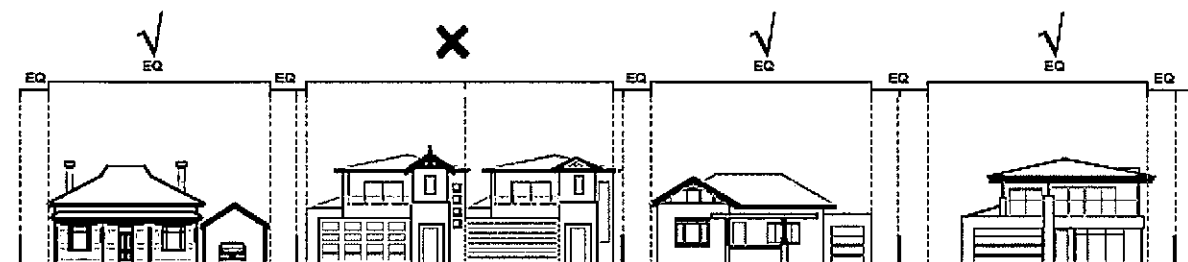
This analysis revealed six (6) core character elements influencing Bassendean's built form and character:

- The consistent use of recycled red brick in paving and wall construction;
- The predominance of modest working cottages;
- Retention of significant building fabric and details;
- Streetscapes that aren't dominated by garages or carports;
- Mature tree plantings; and
- Proximity and connection to the Swan River.

Phase 2 comprised the development of design principles and responses to guide the siting and design of future building development within Bassendean, again predicated on the precinct approach carried out in Phase 1.

Typical design responses generated by the study include for example:

Maintain existing lot frontage widths



Introduce a consistent street tree planting pattern and encourage soft landscaping



These design principles and responses will inform and guide the development of site and building design principles, policies and guidelines for the Town. It's anticipated that a draft of these principles, policies, and guidelines will be released for public comment and feedback in the first half of 2019.

OBJECTIVES

Implement design policies and provisions of buildings and places

MAJOR ACHIEVEMENTS

The development of design guidelines, policies, and provisions for buildings and places commenced in mid-2018, and is ongoing, carrying over into the first half of 2019.

KEY THEME NO. 4 ECONOMIC

GOALS: BUILD ECONOMIC CAPACITY

OBJECTIVES

Encourage and attract new investment and increase capacity for local employment

MAJOR ACHIEVEMENTS

(a) Inaugural Festival of Local Business “A forum for the passionate people doing business in Bassendean”,

In April the Town held its inaugural Festival of Local Business. The Festival provided guidance on:

- 1) the key area of influence of local government to the economy was the micro and small business sector; and
- 2) “localism” is emerging as multidimensional and a genuinely important in the community.



The event put the focus on achievements of local business. Held on a Sunday afternoon, it was an educational and informational event, a celebration and a platform to displaying and demonstrating some of the great successes right here in Bassendean. It was a gathering for passionate people, with skills; performing, cooking, sharing, inventing. A place to learn from others about entrepreneurship.

There was an inspirational speaker (TEDx style), discussion panels with local business people who had achieved success against various hurdles and challenges, workshops, networking and the launch of a new business focused website and business directory.

Partnering with Cyril Jackson Senior Campus, utilising local web developers, PR service, food producers and entertainers, musicians and more, 90% of all participants were local. Attendees went away feeling proud of Bassendean, motivated to achieve more and keen to start a business. The event will be undertaken again next year as it facilitates local confidence, professionalism and provides a major stimulus for the economy.

(b) Town of Bassendean Digital Business objectives



In 2017, Digital Business Marketing objectives were developed by the Town to build and refresh the Bassendean Means Business (BMB) initiative. The objectives set out new ideas under the BMB umbrella focusing on boosting economic and commercial activity, encouraging new businesses to launch and increasing the level of engagement for local business.

The objectives have three goals:

- Cultivate build strength in existing local businesses.
- Create - seed locally-grown entrepreneurs and businesses.
- Captivate - capture hearts and minds to attract new business migration.

This objectives place emphasis on new enterprise, community engagement and technology where the Town has greatest influence and impact.

The Digital Business Marketing objectives proposed a new identity for the business aspects of the Town of Bassendean: Bassendean Business. The key audiences for the new identity are:

- Bassendean residents who are thinking of starting a business.
- Business owners who have a business in Bassendean.
- Business owners who are considering moving their business to Bassendean.

The communication goal of the refreshed web site is to communicate what the Town of Bassendean offers to businesses and to encourage active networking and referral activity across the business community.

OBJECTIVES

Plan for and build capacity for Commercial and Industrial activities

MAJOR ACHIEVEMENTS

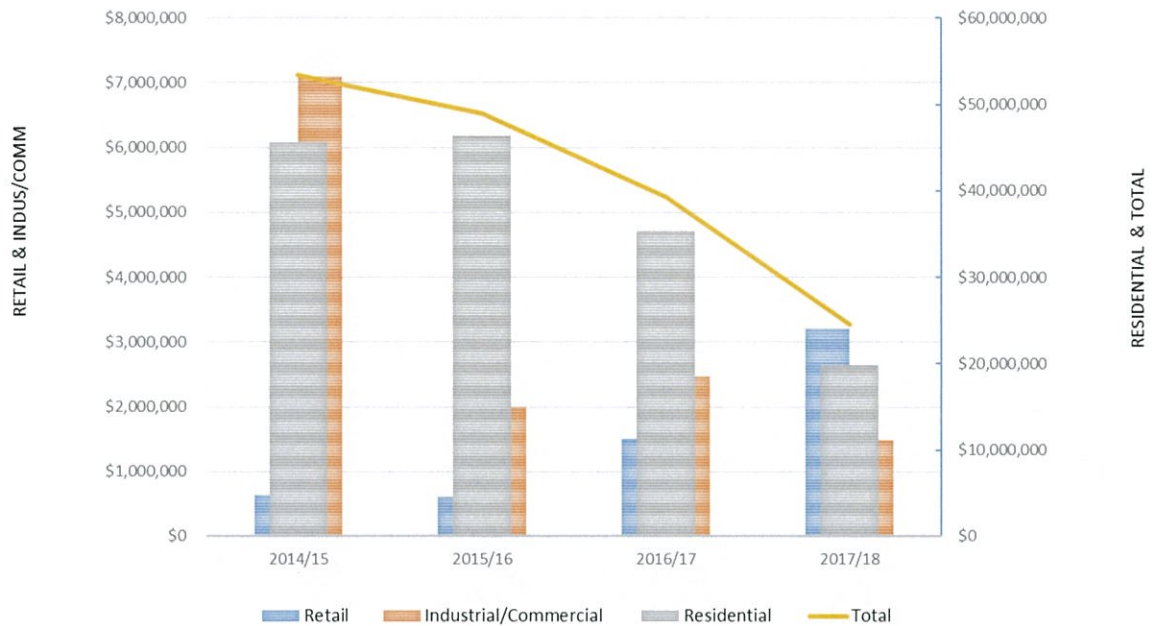
Building Activity Report

The planning statistics shown in the table and graph below identify the estimated value of all building permits issued by the Town during the year of \$24.5m. This is significantly less than the total building activity in the years between 2012 and 2015 of \$50m which included large renovations in the Bassendean Shopping Centre and large apartment developments that were completed on Old Perth Road.

This decrease has been seen across the state generally, which is only beginning to recover from the rapid growth over the previous five years.

Conversely retail building permits are higher this year. A couple of fuel retail developments in the industrial area are the source of this investment.

**BUILDING ACTIVITY 2017/2018
COMPARED WITH PREVIOUS THREE YEARS.**



Building Activity 2017/2018 compared with previous three years.				
	2014/15	2015/16	2016/17	2017/18
Retail	\$636,157	\$604,800	\$1,504,089	\$3,209,400
Industrial/Commercial	\$7,087,766	\$1,990,897	\$2,470,510	\$1,482,000
Residential	\$45,650,277	\$46,344,197	\$35,326,186	\$19,876,504
Total	\$53,374,200	\$48,939,894	\$39,300,785	\$24,567,904

OBJECTIVES

Support and promote home-based businesses

MAJOR ACHIEVEMENTS

In May 2018 Council resolved that consideration of live-work use and development be explored through the current revision of the Town's 2015 *Local Planning Strategy*.

This was in response to recommendations in the Town's *Local Economic Overview* (endorsed by Council in March 2018) for Council to consider supporting and accommodating identified growth in its creative arts sector and micro-business activity. The nature and scale of these activities lends themselves to having the need for space greater than that which can be provided by a single dwelling but less than the scale and size of existing industrial premises located within the Town.

The notion of live-work is an extension of home-based business usage and bridges the gap between working from a single-family dwelling to larger-scaled industrial premises. It offers the opportunity to live, work, socialise, and entertain locally, with the benefit of greater social cohesion and reduced commuting times (including lower car dependency).

Utilising information gathered from a local business survey in July 2017 of all business in the industrial area, the retail areas in Ashfield, Eden Hill and Bassendean plus many home based businesses, the local economic overview also provided greater understanding of the context of economic output, employment, and value adding. The overview highlighted the transformational changes occurring in technology, demographics, economy, social values and natural environment, existing and potential future economic drivers, and the factors deemed critical to attracting and facilitating emerging industries and enterprises.

Identification and exploration of live-work opportunities is now underway with provision for this to be addressed through the revision of the Town's *Local Planning Strategy* and the drafting of a new economic development plan for the Town.

GOALS: FACILITATE LOCAL BUSINESS RETENTION AND GROWTH

OBJECTIVES

Strengthen local business networks and partnerships

MAJOR ACHIEVEMENTS

Encountering a stagnant economy from the shrinking mining sector the Town launched a positive campaign to champion our local businesses. Under the heading Localism in Bassendean the Town carried out a complete re-brand of the Business website to reflecting the local strengths of our Town.

Launched at the Festival of Local Business (April 2018), the business website displays approximately 20 leading businesses figures as the face of local business. Carrying their quotes on the site about what they like about doing business and being in business in Bassendean.

The local economy initiatives being considered by the Town include the following areas:

- Local Purchasing: increasing the local purchasing of products and services by residents and businesses ('buy local').
- Local Procurement: increased sourcing of products and services from local businesses by council/government.
- Local Indigenous Business: fostering the awareness and growth of indigenous participation in business, including commerce, arts, culture, language and education.
- Local Entrepreneurs: increasing the level of local entrepreneurship by educating people in how they can start or participate in businesses that serve local needs.
- Local Jobs: increasing local employment by encouraging 'Employ Local' and other policies.
- Local Investment: building awareness of opportunities for businesses to access localised investment funding, including education about crowd-sourced equity funding.

OBJECTIVES

Continue the activation of Bassendean Town Centre

MAJOR ACHIEVEMENTS

Old Perth Road Markets

The markets are now managed entirely online. All elements of the markets are accessible through the website and the Online Booking System (OBS). The OBS was developed in cooperation with Rotary Club, Mens Shed and the stallholders to provide a more efficient and cost effective system. It has transformed the work required to keep the markets running and freed up the time of the stallholder coordinator to focus on developing marketing strategies, source interesting entertainers and still be able to answer the phone to the numerous enquiries received each month.



A major collaboration success this year was a Silent Movie evening in November. It brought together the Telethon Community Cinemas on BIC Reserve, Recreation and Culture and the Old Perth Road Markets. This event took advantage of the existing movie facilities, the existing catering facilities of the markets added some creative musical talent and the pulling power of all three to provide the town with a very popular yet economical community event.

This great collaboration has led to other partners joining the markets including Repair Café and a strong sustainability theme attracting the Bassendean Bag ladies and Plastic Free July.

All of these tweaks and changes ensure the markets continue to feature strongly for our businesses on Old Perth Road. We endeavour to make improvements and achieving bigger and better results for our local businesses and the community.

OBJECTIVES

Enhance economic activity in neighbourhood centres

MAJOR ACHIEVEMENTS

The Localism objectives referred to above, set out the architecture for the new website. Included in this was a refreshed Business Directory. Since the launch in April, the directory has attracted over 100 local business to sign up. These businesses are based across the Town and adjacent suburbs. It reflects the wealth of commercial activity in homebased business and in the neighbourhood centres.

A hand drawn map was created identifying the neighbourhood centres along with sporting and leisure activities and commercial endeavours. The map achieves to graphically project the character of Bassendean and its community values.

Additionally, support has been provided to a nascent Bassendean Business Association. This business group boasts in the region of 153 followers on Facebook and attracts between 10 and 20 to its regular morning coffees and breakfast meetings.

KEY THEME NO. 5

GOOD GOVERNANCE

GOALS: ENHANCE ORGANISATION ACCOUNTABILITY

OBJECTIVES

Enhance the capability of our people

MAJOR ACHIEVEMENTS

Capacity building is maximising the potential of our organisation which involves enhancing the effectiveness of individuals and teams, their interactions, and the organisation as a whole to achieve its full potential. Contingencies need to be put in place so that the Town builds and maintains its workforce capacity to ensure the continuity of service delivery.

Training and professional development provides our employees with the knowledge and skills they need to perform their jobs and organisational goals.

The Town conducted a number of Professional development days for Staff in the following areas:-

- Emergency Management
- Disability Awareness
- CPR First Aid Training
- Defusing Angry and Abusive Customers
- Traffic Management
- Time 2 Talk Training for Leaders
- Armed Hold Up Training

The Town also prides itself on the many wellbeing events and initiatives for Staff including:-

- Men's Health Week
- Women's Health Week
- RUOK Day
- Audiometric Hearing Testing
- Skin Cancer Action Week
- Closing the Gap Lunch
- HBF Fun Run
- Flu Vaccinations
- Employee Recognition Awards

WALGA and in house training courses were also arranged for the four (4) newly elected Councillors in October 2017. Councillors held workshops on a variety of issues and this enabled better communications between Councillors and Staff.

OBJECTIVES

Ensure financial sustainability

MAJOR ACHIEVEMENTS

The Town continues to be a successful and financially viable local government with its Health Indicator (*WALGA's mycouncil website*) assessed as 71%. This is a good result through well managed investments, lower than average rates increases and ensuring that the provision of services are financial viable and do not have a major effect on the ratepayers.

The Town has achieved a moderate surplus for the 2017/18 financial year which was largely attributed to uncompleted capital works as well as saving in the materials and contractors.

The Town was one of eight (8) Councils that were included as part of the Auditor General's performance audit in October 2017. The Auditor General conducted an audit on the Procurement processes of the Town and a final report will be received in the new year.

There were internal and external audits conducted by two (2) audit firms and reports from the audits were presented to Council.

OBJECTIVES

Strengthen governance, risk management and compliance

MAJOR ACHIEVEMENTS

The 2017 Compliance Annual Return was submitted to the Department of Local Government in March 2018. There were no matters of non compliance for the 2017 calendar year.

The Town is required to undertake a review of its Risk Management procedures every 3 years. A report was presented to Council in December 2016 and a further report will be presented to Council in December 2019. The report reviews the following matters and rates them as Inadequate, Adequate and Effective.

OBJECTIVES

Improve efficiency and effectiveness of planning and services

MAJOR ACHIEVEMENTS

An internal audit was conducted on the procurement procedures as well as tenders and contract management. This highlighted a deficiency in the resources allocated to the Tender and Contract Management service. Accordingly the management of all tenders and contracts have been reallocated from Asset Services to Corporate Services and the Officer reporting directly to the Director of Corporate Services.

A partial review was also undertaken on the Senior and Disability Services and it was resolved to discontinue with the National Disability Insurance Scheme program, given its financial imposition on Council. The Scheme requires considerable contribution from the Town and is not financially sustainable.

A review of the Aged Care Services is being conducted in the 2018/19 financial year.

OBJECTIVES

Ensure optimal management of assets

MAJOR ACHIEVEMENTS

The Town of Bassendean has developed an Asset Management objectives to specify how the Town's asset portfolio is managed to meet the service delivery needs of our community and visitors. The objectives details the goals, performance and outcomes of our assets that enable the Town's Asset Management Policy to be achieved and the outcomes of our Asset Management Plans to be implemented.

This objectives focuses on the Town's infrastructure assets, which can broadly be considered as:

Recreation Assets

Parks, reserves, sportsgrounds, foreshores, bushland and the infrastructure contained within them.

Property Assets

Land holdings (including undeveloped land), buildings (e.g. libraries, depots, change rooms, town halls), fixtures, fittings, furniture and art work.

Transport Assets

Roads, kerbing, bridges, culverts, stormwater drainage, lighting (non-western power), jetties, boat ramps, street furniture, signs, car parks and paths.

Information Technology

Hardware, software, communications, CCTV and other information technology.

Plant and Equipment

Vehicles, equipment and plant.

Waste

Residential rubbish bins.

The Asset Management Plans are a working document that provide Capital Works programs for a 10 year period. The plans are updated on a regular basis and highlight the renewal of the Town's Assets. The Plans provide information from Asset Management professionals to ensure that the Town Assets are maintained to a good service level within the financial capacity of the Town.

GOALS: PROACTIVELY PARTNER WITH THE COMMUNITY AND OUR STAKEHOLDERS

OBJECTIVES

Improve customer interfaces and service

MAJOR ACHIEVEMENTS

The Town undertook a Community survey for the Communication and Marketing objectives. This included an on line survey as well as paper based surveys. The town received an average response and this will be further assessed as part of the objectives to be completed in the 2018/19 year.

The new Website and Face book page continue to be a major access points for Community interface and information.

OBJECTIVES

Engage and communicate with the community

MAJOR ACHIEVEMENTS

The Town has developed a coordinated approach to communication through social media and has developed appropriate procedures around its use.

The Town has engaged with the Community on a number of issues and has a relatively good response. These range from Planning matters, Events, Community projects and Council Policies.

The Town is developing a new marketing objectives which will provide the methodology and procedures on Community engagement in the future.

OBJECTIVES

Advocate and develop strong partnerships to benefit community

MAJOR ACHIEVEMENTS

The Town is involved in a number of projects with State Government and Community Representatives that have an affect of the future planning for the Town. The Town has a number of Committees that include Stakeholders from Government and Community and these include:

- Audit & Governance Committee
- River Parks Committee
- Design Bassendean Committee
- Economic Development Committee
- Town Assets Committee
- Sustainability Committee
- Access and Inclusion Committee
- Emergency Management Committee
- People Services Committee
- Audit and Governance Committee

GOALS: STRIVE FOR IMPROVEMENT AND INNOVATION

OBJECTIVES

Adopt and measure against best practices ensuring a focus on continuous improvement

MAJOR ACHIEVEMENTS

The Town has commenced the implementation of the on-line services for the Community to lodge applications and payment of fees and licence through the Town's website.

There are a number of reviews of the Town's services that will be undertaken following the appointment of the new Chief Executive Officer.

STATUTORY REPORTS

2017 Compliance Audit Return

The Town submitted the Annual Compliance return for the 2017 calendar year and below is a table of the results of the return for the previous 4 years.

RESPONSE	2017	2016	2015	2014	2013
Areas of Compliance	63	52	72	55	58
Areas of Non Compliance	0	1	0	1	0
Not Applicable	31	34	15	22	20
Total	94	87	87	78	78

Complaints Register

Council is required to maintain a complaints register, in accordance with the Rules of Conduct Legislation.

In the period ended 30 June 2018, the CEO had received nil complaints.

Access and Inclusion Services

The Town has an active Access and Inclusion Committee and there has been a number of achievements which are the result of the Committee's work. Over the past 12 months, the Committee has reviewed progress in implementation of the actions to reduce identified barriers in the community as defined in the Disability Access and Inclusion Plan. A review of the Access and Inclusion Plan is required each 5-years. Committee initiated a review to be conducted in the coming year.

In accordance with the *Disability Services Act 2005*, the Town is required to submit an annual report to the Disability Services Commission on the Disability Access and Inclusion Plan implementation activities undertaken by the Town in the preceding year. The report was prepared and submitted as required.

Emergency Management Act 2005

After the end of each financial year, each Local Emergency Management Committee is to prepare and submit to the State Emergency Management Committee an Annual and Preparedness, Capability Survey that includes an annual report on activities undertaken by it during the financial year and assessment of capability and preparedness. The report was prepared and submitted as required.

The principle work programs undertaken by the Local Emergency Management Committee during the reporting period were the finalisation of the review of the Local Emergency Management Arrangements and Recovery Plan; and community resilience building through a flood mitigation project that maintained community awareness of flood inundation zones and in building interoperable capacity with Local Governments in the region.

Over the past 12 months the Emergency Management Committee has prepared and had adopted new compliant Emergency Management Arrangements for the Town and an Emergency Management Recovery Plan.

Freedom of Information

The Town of Bassendean received 2 requests for information under the *Freedom of Information Act 1992*, during the 2017/18 financial year. These were actioned in accordance with the requirements of the Act.

State Records Act 2000

In accordance with the *State Records Act 2000*, the Town of Bassendean and all its employees are legally obliged to comply with the Town's Record Keeping Plan. The Plan revised in June 2018, and has been received and endorsed by the State Records Office of Western Australia.

Payments to Employees

In accordance with the *Local Government (Administration) Regulations 1996* (19B) and for the purposes of s.5.53 (2g) of the *Local Government Act 1995*, the Town has 10 employees on an annual cash salary of \$100,000 and over.

Cash salary Range		No of employees
\$100,000.00	\$110,000.00	5
\$110,000.00	\$120,000.00	0
\$120,000.00	\$130,000.00	0
\$130,000.00	\$140,000.00	1
\$140,000.00	\$150,000.00	3
\$150,000.00	\$160,000.00	0
\$160,000.00	\$170,000.00	0
\$170,000.00	\$180,000.00	1
Total employees		10

Occupational Health and Safety (OHS)

The Town of Bassendean continues to monitor and report the matters related to OHS through its OHS Committee. The OHS Committee consist of Officers of each service areas of the Town and reports to the Corporate Management Team on a quarterly basis. The Committee makes recommendations to CMT on matters related to OHS and emergency procedures and protocols.

From the period 1 July 2017 to 30 June 2018, a total of 44 Incident/Accident Report Forms were completed and submitted to Human Resources. This is comparable to the number of reports received in 2016/17 (48).

National Competition Policy

The Competition Principles Agreement (CPA) is a contractual agreement between Federal Government and all State and Territory Governments which aims to ensure that all public enterprises operate in a transparent manner in the best interests of the public. Under the CPA, public enterprises are required to review their operations to ensure they have no competitive advantage or disadvantage as a result of their public status.

Equal Opportunity

The Town of Bassendean has procedures that support and adhere to the *Equal Opportunity Act 1984* to eliminate discrimination and sexual and racial harassment, and to promote equality. There is also an extensive Contact and Grievance Officer network in place throughout the organisation.

FUTURE DIRECTIONS

2017-2027 Strategic Community Plan

The Town has completed a new Strategic Community Plan for the 2017-2027 years which was adopted by Council at its May 2017 meeting. The Plan represents the community's visions and aspirations following considerable community consultation. This included an online survey, displays, and online surveys at shopping centres and a number of workshops with community members and Councillors.

2018-2022 Corporate Business Plan

The Town adopted its 2018-2022 Corporate Business Plan in July 2018 and provides for the projects that are aligned with the goals and strategies of the 2017-2027 Strategic Community Plan for the next four years.

The Corporate Business Plan provides for the delivery of community services and development of its assets which have been aligned to each goals of the Strategic Community Plan. The Plan has been developed using information derived from its informing strategies which includes:

- Asset Management Plans
- Long Term Financial Plan; and

- The Workforce Plan

A copy of the 2018-2022 Corporate Business Plan is available on the Town's website.

2018-2019 Annual Budget

The Budget was adopted by Council at its meeting on 24 July 2018 and this included a number of projects for the development of assets and community services which align with the 2018-2022 Corporate Business Plan for the Town.

A copy of the 2018/19 adopted Budget is available on the Town's website.

TOWN OF BASSENDEAN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

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COMMUNITY VISION

"A connected community, developing a vibrant and sustainable future, that is built upon the foundations of our past."

**TOWN OF BASSENDEAN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Town of Bassendean for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Town at 30th June 2018 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not consistent with the Act, the Australian Accounting Standards.

Signed as authorisation of issue on the

day of

2018

Peta Mabbs
Chief Executive Officer

**STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
Rates	23(a)	13,184,183	12,935,762	12,618,835
Operating grants, subsidies and contributions	2(a)	3,063,580	2,364,274	3,072,446
Fees and charges	2(a)	5,892,776	5,838,490	5,714,467
Interest earnings	2(a)	507,169	452,821	524,551
Other revenue		771,438	632,977	720,383
		<u>23,419,146</u>	<u>22,224,324</u>	<u>22,650,682</u>
Expenses				
Employee costs		(11,865,527)	(11,383,091)	(11,670,989)
Materials and contracts		(7,089,841)	(8,304,553)	(6,552,966)
Utility charges		(655,370)	(711,844)	(692,324)
Depreciation on non-current assets	10(b)	(3,284,278)	(3,266,812)	(3,314,436)
Interest expenses	2(b)	(57,423)	(61,115)	(65,682)
Insurance expenses		(435,443)	(462,957)	(513,844)
Other expenditure		(1,021,510)	(954,094)	(1,047,411)
		<u>(24,409,392)</u>	<u>(25,144,466)</u>	<u>(23,857,652)</u>
Operating Result from Continuous Operations		(990,245)	(2,920,142)	(1,206,970)
Non-operating grants, subsidies and	2 (a)	661,225	1,478,462	1,086,544
Profit on asset disposals	10(a)	3,773	-	-
(Loss) on asset disposals	10(a)	(59,590)	(18,023)	(9,000)
Net Share of Interest in Joint Venture - EMRC	19	430,004	-	202,422
Investment in WALGA House	4	(64)	-	(16,888)
		<u>1,035,348</u>	<u>1,460,439</u>	<u>1,263,078</u>
Net result		45,102	(1,459,702)	56,108
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	11	4,318,562	-	24,562,854
Total other comprehensive income		4,318,562	-	24,562,854
Total comprehensive income		4,363,664	(1,459,702)	24,618,962

This statement is to be read in conjunction with the accompanying notes.

**STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
Governance		17,489	30,000	52,405
General purpose funding		14,410,752	13,836,253	14,153,998
Law, order, public safety		129,066	131,500	165,281
Health		2,677,209	2,657,320	2,511,463
Education and welfare		5,312,972	4,653,710	4,833,557
Community amenities		142,099	136,500	130,955
Recreation and culture		444,157	317,650	378,153
Transport		74,697	131,315	39,904
Economic services		105,471	131,176	107,424
Other property and services		105,234	198,900	277,542
		<u>23,419,146</u>	<u>22,224,324</u>	<u>22,650,682</u>
Expenses				
Governance		(946,022)	(915,059)	(874,524)
General purpose funding		(798,180)	(850,093)	(802,902)
Law, order, public safety		(653,579)	(693,558)	(687,682)
Health		(2,903,767)	(3,225,954)	(2,995,821)
Education and welfare		(5,456,370)	(5,099,480)	(5,338,794)
Community amenities		(1,247,647)	(1,451,670)	(1,308,387)
Recreation and culture		(6,112,060)	(6,572,181)	(6,276,217)
Transport		(5,557,989)	(5,619,401)	(4,829,560)
Economic services		(551,530)	(565,288)	(544,249)
Other property and services		(124,825)	(90,666)	(133,834)
		<u>(24,351,969)</u>	<u>(25,083,350)</u>	<u>(23,791,970)</u>
Finance Costs				
Governance		(17,255)	(17,387)	(18,528)
Recreation and culture		(40,168)	(43,728)	(47,154)
		<u>(57,423)</u>	<u>(61,115)</u>	<u>(65,682)</u>
Operating Result from Continuous Operations		<u>(990,246)</u>	<u>(2,920,141)</u>	<u>(1,206,970)</u>
Non-operating grants, subsidies and contributions	2 (a)	661,225	1,478,462	1,086,544
Profit on disposal of assets	10(a)	3,773	-	-
(Loss) on disposal of assets	10(a)	(59,590)	(18,023)	(9,000)
Net Share of Interest in Joint Venture - EMRC	19	430,004	-	202,422
Investment in WALGA House	4	(64)	-	(16,888)
		<u>1,035,348</u>	<u>1,460,439</u>	<u>1,263,078</u>
Net result		<u><u>45,102</u></u>	<u><u>(1,459,702)</u></u>	<u><u>56,108</u></u>
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	11	4,318,562	-	24,562,854
Total other comprehensive income		<u>4,318,562</u>	<u>-</u>	<u>24,562,854</u>
Total comprehensive income		<u><u>4,363,664</u></u>	<u><u>(1,459,702)</u></u>	<u><u>24,618,962</u></u>

This statement is to be read in conjunction with the accompanying notes.

**STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2018**

	NOTE	2018 \$	2017 \$
CURRENT ASSETS			
Cash and cash equivalents	3	11,344,227	10,475,121
Trade and other receivables	6	1,124,301	1,023,022
Inventories	7	15,018	13,333
TOTAL CURRENT ASSETS		12,483,546	11,511,476
NON-CURRENT ASSETS			
Investments	4	108,268	108,332
Other receivables	6	562,330	571,885
Property, plant and equipment	8	56,195,749	56,216,070
Infrastructure	9	109,135,859	105,885,478
Interests in Joint Ventures	19	7,954,836	7,538,343
TOTAL NON-CURRENT ASSETS		173,957,042	170,320,108
TOTAL ASSETS		186,440,588	181,831,584
CURRENT LIABILITIES			
Trade and other payables	12	3,601,168	3,402,910
Current portion of long term borrowings	13(a)	132,880	123,994
Provisions	14	2,249,870	2,110,469
TOTAL CURRENT LIABILITIES		5,983,918	5,637,373
NON-CURRENT LIABILITIES			
Long term borrowings	13(a)	678,500	811,380
Provisions	14	233,509	201,834
TOTAL NON-CURRENT LIABILITIES		912,009	1,013,214
TOTAL LIABILITIES		6,895,927	6,650,587
NET ASSETS		179,544,661	175,180,997
EQUITY			
Retained surplus		30,952,646	31,816,487
Reserves - cash backed	5	5,710,258	4,801,315
Revaluation surplus	11	142,881,757	138,563,195
TOTAL EQUITY		179,544,661	175,180,997

This statement is to be read in conjunction with the accompanying notes.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	RETAINED SURPLUS	RESERVES CASH/INVESTMENT BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2016		31,888,678	4,673,020	114,000,340	150,562,035
Comprehensive income					
Net result		56,108	-	-	56,108
Changes on revaluation of assets	11	-	-	24,562,854	24,562,854
Total comprehensive income		56,108	-	24,562,854	24,618,962
Transfers from/(to) reserves		(128,296)	128,296	-	-
Balance as at 30 June 2017		31,816,487	4,801,315	138,563,195	175,180,997
Comprehensive income					
Net result		45,102	-	-	45,102
Changes on revaluation of assets	11	-	-	4,318,562	4,318,562
Total comprehensive income		45,102	-	4,318,562	4,363,664
Transfers from/(to) reserves		(908,943)	908,943	-	-
Balance as at 30 June 2018		30,952,646	5,710,258	142,881,757	179,544,661

This statement is to be read in conjunction with the accompanying notes.

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		13,033,929	12,882,806	12,649,066
Operating grants, subsidies and contributions		3,063,580	2,372,274	3,072,445
Fees and charges		5,884,520	5,838,490	5,492,673
Interest earnings		511,003	452,821	524,551
Goods and services tax		1,034,974	-	971,140
Other revenue		766,253	632,977	720,383
		24,294,259	22,179,368	23,430,258
Payments				
Employee costs		(11,686,212)	(11,377,547)	(11,234,999)
Materials and contracts		(7,089,841)	(8,040,124)	(6,552,966)
Utility charges		(655,370)	(711,844)	(692,324)
Interest expenses		(58,333)	(61,115)	(66,527)
Insurance expenses		(435,443)	(462,957)	(513,844)
Goods and services tax		(1,022,931)	-	(1,027,898)
Other expenditure		(1,044,596)	(954,094)	(1,047,411)
		(21,992,726)	(21,607,681)	(21,135,969)
Net cash provided by (used in) operating activities	15	2,301,533	571,687	2,294,289
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(658,596)	(1,499,062)	(580,054)
Payments for construction of infrastructure		(1,614,522)	(3,600,242)	(1,647,718)
Non-operating grants, subsidies and contributions		661,225	1,478,462	1,086,544
Proceeds from the sale of fixed assets		35,036	605,150	5,500
Net cash provided by (used in) investment activities		(1,576,857)	(3,015,692)	(1,135,728)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of long term borrowings		(123,993)	(123,995)	(115,710)
Proceeds from self supporting loans		21,134	19,779	18,509
Trust Transfers		247,289	200,000	(89,488)
Deferred Income Sports Clubs		-	-	8,000
Net cash provided by (used in) financing activities		144,430	95,784	(178,689)
Net increase (decrease) in cash held		869,106	(2,348,221)	979,872
Cash at beginning of year		10,475,121	10,656,168	9,495,249
Cash and cash equivalents at the end of the year	15	11,344,227	8,307,947	10,475,121

**RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		2,184,378	2,531,579	1,345,706
		2,184,378	2,531,579	1,345,706
Revenue from operating activities (excluding rates)				
Governance		17,489	30,000	52,405
General purpose funding		1,497,270	900,491	1,535,163
Law, order, public safety		129,066	131,500	165,281
Health		2,677,209	2,657,320	2,511,463
Education and welfare		5,312,972	4,653,710	4,833,555
Community amenities		142,099	136,500	130,955
Recreation and culture		444,157	317,650	378,153
Transport		74,697	131,315	39,904
Economic services		105,471	131,176	107,424
Other property and services		109,007	198,900	277,542
		10,509,437	9,288,562	10,031,845
Expenditure from operating activities				
Governance		(963,277)	(932,447)	(874,525)
General purpose funding		(798,180)	(850,093)	(821,430)
Law, order, public safety		(653,579)	(693,558)	(687,682)
Health		(2,903,767)	(3,225,954)	(2,995,821)
Education and welfare		(5,456,370)	(5,099,480)	(5,338,794)
Community amenities		(1,247,647)	(1,451,670)	(1,308,387)
Recreation and culture		(6,152,228)	(6,615,908)	(6,323,371)
Transport		(5,557,989)	(5,619,401)	(4,829,559)
Economic services		(551,530)	(565,288)	(544,249)
Other property and services		(184,415)	(108,690)	(142,834)
		(24,468,982)	(25,162,488)	(23,866,652)
Operating activities excluded				
(Profit) on disposal of assets	10(a)	(3,773)	-	-
Loss on disposal of assets	10(a)	59,590	18,023	9,000
Movement of Non-Current Debtors		-	-	8,000
Movement in deferred pensioner rates (non-current)		(11,579)	-	(8,200)
Movement in employee benefit provisions (non-current)		31,675	-	7,715
Depreciation on assets	10(b)	3,284,278	3,266,812	3,314,436
Employee Cash Backed Provision		12,878	24,000	84,917
Amount attributable to operating activities		(8,402,098)	(10,033,512)	(9,073,233)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		661,225	1,478,462	1,086,544
Proceeds from disposal of assets	10(a)	35,036	605,150	5,500
Purchase of property, plant and equipment	8(b)	(658,596)	(1,499,062)	(580,054)
Purchase and construction of infrastructure	9(b)	(1,614,522)	(3,600,242)	(1,647,718)
Amount attributable to investing activities		(1,576,857)	(3,015,692)	(1,135,728)
FINANCING ACTIVITIES				
Repayment of Debentures	13(a)	(123,993)	(123,995)	(115,711)
Proceeds from self supporting loans		19,778	19,779	18,511
Transfers to reserves (restricted assets)	5	(1,327,865)	(821,361)	(465,944)
Transfers from reserves (restricted assets)	5	418,922	1,077,343	337,648
Amount attributable to financing activities		(1,013,158)	151,766	(225,496)
Surplus(deficiency) before general rates		(10,992,113)	(12,897,438)	(10,434,457)
Total amount raised from general rates	23	12,913,482	12,935,762	12,618,835
Net current assets at June 30 c/fwd - surplus/(deficit)	24	1,921,369	38,324	2,184,378

This statement is to be read in conjunction with the accompanying notes.

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

CRITICAL ACCOUNTING ESTIMATES (Continued)

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Town controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 26 to these financial statements.

2. REVENUE AND EXPENSES

(a) Revenue	2018	2017
	Actual	Actual
	\$	\$
Other revenue		
Reimbursements and recoveries	10,319	13,593
	10,319	13,593
Fees and Charges		
General purpose funding	113,827	118,894
Law, order, public safety	58,839	71,745
Health	2,676,363	2,509,397
Education and welfare	2,554,158	2,423,435
Community amenities	135,945	130,248
Recreation and culture	244,334	244,852
Transport	8,673	5,928
Economic services	60,429	86,879
Other property and services	40,208	123,089
	5,892,776	5,714,467

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Grant Revenue

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	2018	2017
	\$	\$
Operating grants, subsidies and contributions		
General purpose funding	520,525	824,141
Law, order, public safety	56,090	64,912
Education and welfare	2,330,052	2,131,671
Recreation and culture	106,739	51,722
Transport	50,174	-
	<u>3,063,580</u>	<u>3,072,446</u>
Non-operating grants, subsidies and contributions		
Law, order, public safety	3,864	35,564
Education and welfare	40,000	75,905
Recreation and culture	39,965	94,584
Transport	577,396	880,491
	<u>661,225</u>	<u>1,086,544</u>
Total grants, subsidies and contributions	<u>3,724,805</u>	<u>4,158,990</u>

SIGNIFICANT ACCOUNTING POLICIES

Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

Grants, Donations and Other Contributions (Continued)
a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 22. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations.

Interest earnings

- Reserve funds
- Other funds
Other interest revenue (refer note 23(e))

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
- Reserve funds	113,190	108,000	118,429
- Other funds	235,387	180,000	236,971
Other interest revenue (refer note 23(e))	<u>158,592</u>	<u>164,821</u>	<u>169,151</u>
	<u>507,169</u>	<u>452,821</u>	<u>524,551</u>

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Auditors remuneration

	2018	2017
	\$	\$
- Audit of the Annual Financial Report	19,420	17,920
- Other Audit Services	2,300	2,300
- Internal Audit Fees, Support and Training	30,389	41,720
	<u>52,109</u>	<u>61,940</u>

Interest expenses (finance costs)

Long term borrowings (refer Note 13(a))	57,423	65,682
	<u>57,423</u>	<u>65,682</u>

3. CASH AND CASH EQUIVALENTS

	NOTE	2018	2017
		\$	\$
Unrestricted		3,412,701	3,699,827
Restricted		7,931,526	6,775,294
		<u>11,344,227</u>	<u>10,475,121</u>

The following restrictions have been imposed by regulations or other externally imposed requirements:

Employee Entitlements Reserve	5	1,020,253	1,007,375
Plant & Equipment Reserve	5	384,098	379,102
Community Facilities Reserve	5	51,965	37,139
Land & Building Infrastructure Reserve	5	1,829,829	1,843,265
Waste Management Reserve	5	738,910	288,744
Wind in the Willows Childcare Reserve	5	89,841	53,361
Aged Persons Reserve	5	484,371	470,210
Youth Development Reserve	5	28,329	27,529
Cultural Events Reserve	5	-	5,163
Self Insurance Reserve	5	-	8,199
Underground Power Reserve	5	81,757	79,452
Roads and Drainage Infrastructure Reserve	5	417,421	114,111
HACC Asset Replacement Reserve	5	129,113	151,861
Unspent Grants Reserve	5	454,371	335,803
		<u>5,710,258</u>	<u>4,801,315</u>

Other Restrictions

Hyde Retirement Village Retention Bonds		259,648	173,600
Other Bonds and Deposits		1,961,619	1,800,380
		<u>2,221,267</u>	<u>1,973,980</u>
		<u>7,931,526</u>	<u>6,775,294</u>

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk

Cash and cash equivalents (Continued)

of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities the statement of financial position.

4. FINANCIAL ASSETS

Investment in WALGA Local Government House Trust

2018	2017
\$	\$
108,268	108,332
108,268	108,332

INVESTMENT IN WALGA LOCAL GOVERNMENT HOUSE TRUST

The equity the Town has in the Local Government House Trust is a consequence of a contribution towards the cost of purchasing Local Government House. The total contribution by all Councils towards the cost of the WALGA building was \$582,000. There are 620 units in the Local Government House Trust, 7 of which are held by the Town.

SIGNIFICANT ACCOUNTING POLICIES

Classification and subsequent measurement

(i) Financial assets at fair value through profit and loss
Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Town has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iii) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Impairment (Continued)

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Town becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Town commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- the amount in which the financial asset or financial liability is measured at initial recognition;
- less principal repayments and any reduction for impairment; and
- plus or minus the cumulative amortisation of the difference, (if any), between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Town no longer has any significant continual involvement in the risks and benefits associated with the asset.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

5. RESERVES - CASH BACKED

	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual Closing Balance	2018 Budget Opening Balance	2018 Budget Transfer to	2018 Budget Transfer (from)	2018 Budget Closing Balance	2017 Actual Opening Balance	2017 Actual Transfer to	2017 Actual Transfer (from)	2017 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	1,007,375	12,878	-	1,020,253	1,007,375	24,000	-	1,031,375	922,458	84,917	-	1,007,375
Plant & Equipment Reserve	379,102	10,996	(6,000)	384,098	379,103	8,634	(29,000)	358,737	369,025	10,078	-	379,103
Community Facilities Reserve	37,139	14,827	-	51,965	37,139	14,512	-	51,651	36,152	987	-	37,139
Land & Building Infrastructure Reserve	1,843,265	53,466	(66,903)	1,829,829	1,843,265	591,982	(800,000)	1,635,247	1,794,264	49,001	-	1,843,265
Waste Management Reserve	288,744	450,166	-	738,910	438,744	111,815	-	550,559	281,068	7,676	-	288,744
Wind in the Willows Childcare Reserve	53,361	75,604	(39,124)	89,841	103,362	1,215	(40,000)	64,577	51,943	1,419	-	53,361
Aged Persons Reserve	470,210	14,161	-	484,371	470,209	10,709	-	480,918	525,303	14,346	(69,440)	470,209
Youth Development Reserve	27,529	799	-	28,329	27,529	627	-	28,156	26,797	732	-	27,529
Cultural Events Reserve	5,163	108	(5,271)	-	5,162	-	(5,162)	-	5,025	137	-	5,162
Self Insurance Reserve	8,199	172	(8,370)	-	8,199	-	(8,199)	-	7,981	218	-	8,199
Underground Power Reserve	79,452	2,305	-	81,757	79,453	1,810	-	81,263	77,341	2,112	-	79,453
Roads and Drainage Infrastructure Reserve	114,111	303,310	-	417,421	114,111	2,599	-	116,710	111,077	3,034	-	114,111
HACC Asset Replacement Reserve	151,861	4,405	(27,153)	129,113	151,860	3,459	(65,000)	90,319	307,070	6,146	(161,356)	151,860
Unspent Grants Reserve	335,803	384,669	(266,101)	454,371	251,875	50,000	(129,982)	171,893	157,514	285,141	(106,852)	335,803
	4,801,315	1,327,865	(418,922)	5,710,258	4,917,386	821,362	(1,077,343)	4,661,404	4,673,018	465,944	(337,648)	4,801,315

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Purpose of the reserve
Plant & Equipment Reserve	To accrue funds for the purpose of replacement of major plant items.
Community Facilities Reserve	To accrue funds for major expenditure in the provision of community facilities.
Land & Building Infrastructure Reserve	To hold funds accrued as a result of sale of land and buildings and for the provisions of funds for the purchase and development of land, and building infrastructure.
Waste Management Reserve	To accrue funds for the purpose of renewal or upgrade of waste management services.
Wind in the Willows Childcare Reserve	To accrue funds for the purpose of asset improvement in the Centre and to cater for future surplus or deficit from operations.
Aged Persons Reserve	To accrue funds to provide for the operational deficit, refurbishment and capital expenses, for Hyde Retirement Village.
Youth Development Reserve	To provide funds for activities and facilities for the benefit of youth in the Town.
Underground Power Reserve	To accrue funds for engaging consultants to consider the implementation of Underground Power.
Roads and Drainage Infrastructure Reserve	To provide for the renewal and upgrade of the road and drainage network.
HACC Asset Replacement Reserve	To provide funding for support of community care programs for senior and disability services
Unspent Grants Reserve	To provide for unspent funding received as grant contributions to Works and Services.

6. TRADE AND OTHER RECEIVABLES

Current

	2018 \$	2017 \$
Rates Outstanding	782,386	754,709
Sundry Debtors - General	131,908	123,652
GST Receivable	122,316	112,759
Accrued Interest	613	4,446
Sundry Debtors - SSL	21,134	19,779
Long Service Leave Due from Other Councils	65,944	52,633
Sundry Debtors - Other	-	8,000
Provision for Doubtful Debts	-	(52,956)
	1,124,301	1,023,022

Non-current

Rates Outstanding - Pensioners	334,587	323,008
Loans receivable - clubs/institutions	227,743	248,877
	562,330	571,885

Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

Includes:

Past due and not impaired	782,386	754,709
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Sundry debtors

Includes:

Past due and not impaired	131,658	123,652
Impaired	250	-

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Classification and subsequent measurement

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

7. INVENTORIES

Current

Fuel and Materials

	2018	2017
	\$	\$
	15,018	13,333
	<u>15,018</u>	<u>13,333</u>

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

8 (a). PROPERTY, PLANT AND EQUIPMENT

Land and buildings	2018	2017
	\$	\$
Land		
- Independent Valuation 2017 - Level 2	36,357,000	36,357,000
	36,357,000	36,357,000
Total land	36,357,000	36,357,000
Buildings - specialised at:		
- Independent valuation 2017 - Level 3	25,757,805	25,757,805
Additions after Valuation - cost	387,420	-
Less: accumulated depreciation	(7,784,939)	(7,301,045)
	18,360,286	18,456,760
Total buildings	18,360,286	18,456,760
Total land and buildings	54,717,286	54,813,760
Plant and equipment at:		
- Independent valuation 2016- Level 2	1,898,330	1,898,330
- Independent valuation 2016- Level 3	714,601	714,601
Additions after Valuation	231,433	112,740
Less: accumulated depreciation	(1,528,248)	(1,538,536)
- Less Disposals after valuation	(200,146)	(21,035)
	1,115,970	1,166,100
Furniture and equipment at:		
- Management valuation 2016 - Level 3	165,239	165,239
Additions after Valuation	256,598	104,115
Less: accumulated depreciation	(121,964)	(95,764)
	299,873	173,590
Artworks		
- Management Valuation 2018 - Level 2	62,620	62,620
	62,620	62,620
Total property, plant and equipment	56,195,749	56,216,070

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Total land	Buildings - specialised	Total buildings	Total land and buildings	Plant and equipment	Furniture and equipment	Minor Assets (Arts Works)	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	21,878,884	21,878,884	14,983,261	14,983,261	36,862,145	1,137,273	85,955	62,620	38,147,994
Additions	50,656	50,656	312,544	312,544	363,200	112,740	104,115	-	580,054
(Disposals)	-	-	-	-	-	(14,500)	-	-	(14,500)
Revaluation increments/ (decrements) transferred to Revaluation Surplus	14,427,461	14,427,461	4,134,725	4,134,725	18,562,186	-	-	-	18,562,186
Impairment (losses)/reversals	-	-	-	-	-	-	-	-	-
Depreciation (expense)	-	-	(973,770)	(973,770)	(973,770)	(69,413)	(16,480)	-	(1,059,663)
Balance at 1 July 2017	36,357,000	36,357,000	18,456,760	18,456,760	54,813,760	1,166,100	173,590	62,620	56,216,070
Additions	-	-	387,420	387,420	387,420	118,693	152,483	-	658,596
(Disposals)	-	-	-	-	-	(90,853)	-	-	(90,853)
Depreciation (expense)	-	-	(483,894)	(483,894)	(483,894)	(77,971)	(26,199)	-	(588,064)
Balance at 30 June 2018	36,357,000	36,357,000	18,360,286	18,360,286	54,717,286	1,115,970	299,873	62,620	56,195,749

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value	Valuation Technique	Basis of	Date of Last	Inputs Used
Land and buildings					
Land	2	Market approach using recent observable market data for similar items (Net revaluation method)	Independent Valuation	2017	Price per hectare/market borrowing rate
Buildings - specialised	3	Market approach using recent observable market data for similar items (Net revaluation method)	Independent Valuation	2017	Improvements to buildings using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Plant and equipment	3 and 2	Cost approach using depreciated replacement cost (Net revaluation method)	Independent Valuation	2016	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Furniture and equipment	3	Cost approach using depreciated replacement cost (Net revaluation method),Market approach using recent observable market data for similar items (Net revaluation method)	Management Valuation	2016	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Minor Assets (Arts Works)	2	Market approach using recent observable market data for similar items (Net revaluation method)	Management Valuation	2018	Comparison with items offered for sale in the open market.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

9 (a). INFRASTRUCTURE

	2018	2017
	\$	\$
Infrastructure - Roads		
- Independent Valuation 2017 - Level 3	83,500,078	83,500,078
Additions after Valuation	714,384	-
Less: accumulated depreciation	(16,643,548)	(15,181,450)
	67,570,914	68,318,627
Footpaths		
- Independent Valuation 2017 - Level 3	10,233,801	10,233,801
Additions after Valuation	57,541	-
Less: accumulated depreciation	(3,242,936)	(3,002,330)
	7,048,406	7,231,471
Parks & Ovals		
-Independent Valuation - 2018 - Level 3	17,940,621	14,615,475
Less: accumulated depreciation	(6,144,686)	(7,024,609)
	11,795,935	7,590,866
Drainage		
- Independent Valuation 2017 - Level 3	39,635,969	39,635,969
Additions after Valuation	559,187	-
Less: accumulated depreciation	(17,474,552)	(16,891,455)
	22,720,604	22,744,514
Total infrastructure	109,135,859	105,885,478

9. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Parks & Ovals	Drainage	Total Infrastructure
	\$	\$	\$	\$	\$
Balance at 1 July 2016	72,338,555	5,644,301	7,595,944	14,972,991	100,551,791
Additions	951,492	225,017	387,765	83,443	1,647,718
Revaluation increments/ (decrements) transferred to Revaluation Surplus	(3,725,989)	1,646,152	-	8,020,579	5,940,742
Depreciation (Expense)	(1,245,432)	(283,999)	(392,843)	(332,499)	(2,254,773)
Balance at 1 July 2017	68,318,627	7,231,471	7,590,866	22,744,514	105,885,478
Additions	714,384	57,541	283,409	559,187	1,614,522
Revaluation increments/ (decrements) transferred to Revaluation Surplus	-	-	4,332,072	-	4,332,072
Depreciation (expense)	(1,462,098)	(240,605)	(410,413)	(583,097)	(2,696,214)
Carrying amount at 30 June 2018	67,570,914	7,048,406	11,795,935	22,720,604	109,135,859

9. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost (Gross revaluation method)	Independent Valuation	2017	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost (Gross revaluation method)	Independent Valuation	2017	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Parks & Ovals	3	Cost approach using depreciated replacement cost (Gross revaluation method)	Independent Valuation	2018	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Drainage	3	Cost approach using depreciated replacement cost (Gross revaluation method)	Independent Valuation	2017	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

10. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Loss
Plant and Equipment	\$	\$	\$	\$	\$	\$	\$
Other property and services	90,853	35,036	3,773	(59,590)	623,173	605,150	(18,023)
	90,853	35,036	3,773	(59,590)	623,173	605,150	(18,023)

(b) Depreciation

	2018 \$	2017 \$
Buildings - specialised	483,894	973,770
Plant and equipment	77,971	69,412
Furniture and equipment	26,199	16,480
Infrastructure - Roads	1,462,098	1,245,432
Footpaths	240,605	283,999
Drainage	583,097	332,499
Parks & Ovals	410,413	392,843
	3,284,278	3,314,436

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation rates

Major depreciation periods used for each class of depreciable asset are:

Buildings - Componentised	20 to 75 years
Furniture and equipment	5 to 10 years
Plant and equipment	3 to 15 years
Roads and streets - Componentised	8 to 100 years
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths	30 to 50 years
Parks, Plant & Equipment	3 to 80 years

Depreciation (Continued)

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Capitalisation Threshold

Expenditure on items of equipment under \$2,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

10. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Town includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Town was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Bassendean Oval is a sporting facility that is Crown Land operated by the local government. Council has determined it is not of state or regional significance, hence has not been included as an asset by the Town.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Town.

11. REVALUATION SURPLUS

	2018 Opening Balance	2018 Revaluation Increment	2018 Total Movement on Revaluation	2018 Closing Balance	2017 Opening Balance	2017 Revaluation Increment	2017 Revaluation (Decrement)	2017 Total Movement on Revaluation	2017 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land	41,252,189	-	-	41,252,189	26,824,728	14,427,461	-	14,427,461	41,252,189
Revaluation surplus - Buildings - specialised	12,637,520	-	-	12,637,520	8,502,795	4,134,725	-	4,134,725	12,637,520
Revaluation surplus - Plant and equipment	732,285	-	-	732,285	732,285	-	-	-	732,285
Revaluation surplus - Minor Assets(Artworks)	56,792	-	-	56,792	56,792	-	-	-	56,792
Revaluation surplus - Infrastructure - Roads	57,996,640	-	-	57,996,640	61,722,629	-	(3,725,989)	(3,725,989)	57,996,640
Revaluation surplus - Footpaths	4,698,372	-	-	4,698,372	3,052,220	1,646,152	-	1,646,152	4,698,372
Revaluation surplus - Parks & Ovals	1,549,460	4,332,073	4,332,073	5,881,533	1,549,460	-	-	-	1,549,460
Revaluation surplus - Drainage	17,762,118	-	-	17,762,118	9,741,539	8,020,578	-	8,020,578	17,762,118
Revaluation surplus/(deficit) - EMRC	1,877,820	(13,511)	(13,511)	1,864,309	1,817,893	59,927	-	59,927	1,877,820
	138,563,196	4,318,562	4,318,562	142,881,757	114,000,341	28,288,843	(3,725,989)	24,562,854	138,563,195

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

12. TRADE AND OTHER PAYABLES

Current

	2018	2017
	\$	\$
Sundry creditors	1,244,201	1,050,259
Accrued interest on long term borrowings	4,793	5,703
Accrued salaries and wages	130,907	122,668
Rates in Advance	-	250,300
Bonds & Other Deposits	1,961,619	1,800,380
Hyde Retirement Village Bonds	259,648	173,600
	<u>3,601,168</u>	<u>3,402,910</u>

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town of the purchase of these goods and services.

Trade and other payables (Continued)

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

13. INFORMATION ON BORROWINGS

(a) Repayments - Borrowings

Particulars	Principal 1 July 2017	Principal Repayments Actual	Budget	Principal 30 June 2018		Interest Repayments	
	\$	\$	\$	Actual	Budget	Actual	Budget
Self Supporting Loans							
Loan 157 - Ashfield Soccer Club - SSL	19,158	4,316	4,316	14,842	14,842	3,294	1,177
Loan 162 - TADWA - SSL	249,497	15,462	15,462	234,035	234,035	13,961	16,211
Recreation and Culture							
Loan 156 - Civic Centre Redevelopment	129,324	43,775	43,775	85,549	85,549	10,273	9,021
Loan 160A - Civic Centre Redevelopment	384,385	45,010	45,010	339,375	339,375	22,983	25,987
Loan 160B - Civic Centre Redevelopment	153,009	15,430	15,430	137,579	137,579	6,912	8,720
	<u>935,374</u>	<u>123,993</u>	<u>123,995</u>	<u>811,380</u>	<u>811,379</u>	<u>57,423</u>	<u>61,115</u>

Borrowings

	2018	2017
	\$	\$
Current	132,880	123,994
Non-current	678,500	811,380
	<u>811,380</u>	<u>935,374</u>

(b) Undrawn Borrowing Facilities

Credit Standby Arrangements

	2018	2017
	\$	\$
Bank overdraft limit	100,000	100,000
Credit card limit	150,000	150,000
Credit card balance at balance date	(24,931)	(23,965)
Total amount of credit unused	<u>225,069</u>	<u>226,035</u>

Loan facilities

Loan facilities - current	132,880	123,994
Loan facilities - non-current	678,500	811,380
Total facilities in use at balance date	<u>811,380</u>	<u>935,374</u>

Unused loan facilities at balance date

NIL	NIL
-----	-----

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Town becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

14 PROVISIONS

	Provision for Annual Leave	Provision for Long Service Leave	On-Costs Annual Leave	On-Costs Long Service Leave	Total
Opening balance at 1 July 2016					
Current provisions	673,236	886,812	87,483	115,236	1,762,767
Non-current provisions	-	171,795	-	22,324	194,119
	673,236	1,058,608	87,483	137,559	1,956,886
Additional provision	734,977	215,574	96,915	32,536	1,080,001
Amounts used	(585,317)	(96,350)	(76,058)	(12,520)	(770,245)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate	10,851	34,809	-	-	45,660
Balance at 30 June 2017	833,747	1,212,641	108,340	157,575	2,312,303
Current	833,747	1,034,018	108,340	134,364	2,110,469
Non-current	-	178,623	-	23,211	201,834
	833,747	1,212,641	108,340	157,575	2,312,303
Opening balance at 1 July 2017					
Current provisions	833,747	1,034,018	108,340	134,364	2,110,469
Non-current provisions	-	178,623	-	23,211	201,834
	833,747	1,212,641	108,340	157,575	2,312,303
Additional provision	674,949	228,989	89,396	30,009	1,023,342
Amounts used	(633,696)	(133,797)	(82,345)	(17,386)	(867,224)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate	13,011	1,947	-	-	14,958
Balance at 30 June 2018	888,011	1,309,780	115,391	170,197	2,483,379
Comprises					
Current	888,011	1,103,124	115,391	143,344	2,249,870
Non-current	-	206,655	-	26,854	233,509
Balance as at 30 June 2018	888,011	1,309,780	115,391	170,197	2,483,379

Annual Leave Liabilities:

Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2018	2017
	\$	\$
Within 12 months of the end of the reporting period	661,342	617,165
More than 12 months after the end of the reporting period	226,669	216,582
	888,011	833,747

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

Long Service Leave Liabilities:

Unconditional long service leave provisions are classified as current liabilities as the agency does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period. Preconditional and conditional long service leave provisions are classified as non-current liabilities because the agency has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2018	2017
	\$	\$
Within 12 months of the end of the reporting period	1,103,124	1,034,018
More than 12 months after the end of the reporting period	206,655	178,623
	1,309,780	1,212,641

The provision for long service leave are calculated at present value as the agency does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible the estimated future cash outflows.

14 PROVISIONS (Continued)

Employment On-cost Provision

The settlement of annual leave and long service leave liabilities give rise to the payment of employment on-costs including workers compensation insurance. The provision is the present value of expected future payments.

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of "Employee Costs" in the Statement of Comprehensive Income. The related liability is included in "Employment On-Costs" provision.

	2018	2017
	\$	\$
Carrying amount at the start of period	265,915	225,042
Additional (reversal of) provisions recognised	19,674	40,873
	285,589	265,915

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Town's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Town's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate

Other long-term employee benefits (Continued)

anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Town's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Town does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Town has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2018 Actual \$	2018 Budget \$	2017 Actual \$
Cash and cash equivalents	11,344,227	8,307,947	10,475,121
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	45,102	(1,459,702)	56,108
Non-cash flows in Net result:			
Depreciation	3,284,279	3,266,812	3,314,436
(Profit)/loss on sale of asset	55,817	18,023	9,000
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(159,978)	(44,956)	(198,106)
(Increase)/decrease in inventories	(1,685)	-	6,545
Increase in Investment in Joint Venture	(428,333)	-	(202,422)
Decrease in Investment in WALGA House Trus	64	-	16,888
Increase/(decrease) in payables and accruals	(3,584)	264,429	(26,879)
Increase/(decrease) in employee provisions	171,076	5,544	405,266
Grants contributions for development of assets	(661,225)	(1,478,462)	(1,086,544)
Net cash from operating activities	2,301,533	571,687	2,294,289

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2018	2017
	\$	\$
Governance	2,050,278	2,091,002
Law, order, public safety	142,763	144,104
Health	106,471	110,466
Education and welfare	2,739,653	2,739,204
Community amenities	33,101,286	33,075,920
Recreation and culture	23,496,073	19,374,422
Transport	97,590,992	98,569,930
Economic services	920,000	920,000
Other property and services	1,516,090	1,408,500
Unallocated	24,776,982	23,398,036
	<u>186,440,588</u>	<u>181,831,584</u>

17. CONTINGENT LIABILITIES

The Town is not aware of any reportable contingent liabilities as at the reporting date.

18. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

The Town had no capital expenditure commitments as at 30 June 2018.

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:

- not later than one year
- later than one year but not later than five years
- later than five years

2018	2017
\$	\$
172,386	238,187
136,731	214,660
-	-
<u>309,117</u>	<u>452,847</u>

SIGNIFICANT ACCOUNTING POLICIES

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Town, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

19. JOINT VENTURE ARRANGEMENTS

Eastern Metropolitan Regional Council

The Council is a member of the Eastern Metropolitan Regional Council. EMRC was established in accordance with the Local Government Act 1995 and consists of six local governments, namely, Town of Bassendean, City of Bayswater, City of Belmont, Town of Kalamunda, Town of Mundaring, and City of Swan. The Town's interest in the joint venture calculated by EMRC as at 30 June 2018 is 4.27%, representing its share of the net assets of \$7,954,836. Bassendean's interest in the assets and liabilities of EMRC is as follows:

Net Carrying Amount		2018	2017
		\$	\$
Name of Entity	Activity		
Eastern Metropolitan Regional Council	Waste Management	7,954,836	7,538,343
Movements in Carrying Amounts			
		2018	2017
Opening Balance		7,538,343	7,275,989
Increase in Interests in Joint Venture *		416,493	262,354
Council's Equity Share in the Joint Venture Entity		7,954,836	7,538,343
* Share of Profit/(Loss)		430,004	
*Share of Other Comprehensive Income		(13,511)	
		416,493	
Share in Joint Venture Assets and Liabilities			
		2018	2017
		\$	\$
Assets			
- Current		4,312,186	4,076,282
- Non Current		4,015,326	4,021,102
Liabilities			
- Current		219,938	227,780
- Non Current		152,738	331,266
Net Assets		7,954,836	7,538,343

SIGNIFICANT ACCOUNTING POLICIES

Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Interests in joint arrangements (Continued)

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

20. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the Mayor.	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Meeting Fees	116,000	113,000	105,000
Mayor's allowance	36,000	36,000	36,000
Deputy Mayor's allowance	9,000	9,000	9,000
Conference & other expenses	17,634	14,000	4,503
Communications allowance	23,406	24,500	21,000
	202,040	196,500	175,503

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Town during the year are as follows:

	2018	2017
	\$	\$
Short-term employee benefits	964,082	945,416
Post-employment benefits	105,618	105,446
Other long-term benefits	14,468	21,179
	1,084,169	1,072,041

Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Town's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Transactions with related parties

Transactions between related parties, and the Town are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	2018	2017
	\$	\$
Sale of goods and services	-	-
Purchase of goods and services	-	-

Related Parties

The Town's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Entities subject to significant influence by the Town

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

21. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Town did not participate in any trading undertakings or major trading undertakings during the 2017/2018 financial year.

22. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance (1) 1/07/16 \$	Received (2) 2016/17 \$	Expended (3) 2016/17 \$	Closing Balance (1) 30/06/17 \$	Received (2) 2017/18 \$	Expended (3) 2017/18 \$	Closing Balance 30/06/18 \$
HACC - Restricted Asset Replacement Funds	307,071	6,146	(161,356)	151,861	4,405	(27,153)	129,113
Total HACC Asset Replacement Reserve	307,071	6,146	(161,356)	-	4,405	(27,153)	129,113
HACC Non-Recurrent Funding Programme	34,460	9,333	(34,460)	9,333	30,000	(9,317)	30,016
Swan River Trust - Foreshore Precinct Plan SRT_3634	1,560	-	-	1,560	-	-	1,560
Aboriginal Workforce Dev, Centre Expo Naidoc Day	10,000	10,000	(10,000)	10,000	10,000	(10,000)	10,000
Department of Social Services - CACP Program	26,626	-	-	26,626	-	-	26,626
Department of Social Services -HCP Program	30,515	-	(17,495)	13,020	744,776	(468,933)	288,863
Bendigo Bank - One World Centre	2,500	3,622	(6,122)	-	-	-	-
Department of Social Services - Long Day Care PDP	45,893	-	(37,536)	8,356	-	(8,356)	-
Department of Social Services - Broadband for Seniors	1,100	-	-	1,100	-	-	1,100
Department of Local Government - Youth Grant	4,861	-	(4,861)	-	-	-	-
Hawaiian Investments and Suez - Recyclable Bags	-	1,200	-	1,200	-	(1,200)	-
Dept of Parks & Wildlife - Anzac Tce Drainage & Foreshore	-	40,300	-	40,300	-	(33,325)	6,975
Attorney General's Department - CCTV Grant	-	89,682	-	89,682	-	(89,682)	-
Reconciliation Action Plan Grant - David Ashton	-	5,000	-	5,000	-	(5,000)	-
Department of Premier and Cabinet - Naidoc Day	-	2,727	-	2,727	-	(2,727)	-
City of Bayswater - Naidoc Day	-	5,000	-	5,000	5,000	(5,000)	5,000
Department of Fire & Emergency Services - SES Funding	-	40,810	(20,405)	20,405	11,712	-	32,117
LGIS - Building Damage	-	101,494	-	101,494	3,500	(101,494)	3,500
Ryde Program Surplus	-	-	-	-	3,614	-	3,614
WA Football Commission - Swan Districts Business Case	-	-	-	-	25,000	-	25,000
Dept of Local Gov - Swan Districts Business Case	-	-	-	-	20,000	-	20,000
Total Unspent Grants Reserve	157,515	309,168	(130,879)	8,356	853,602	(735,034)	454,371
Total Unspent Grants	464,586	315,314	(292,235)	8,356	858,007	(762,186)	583,485

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

23. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in	Number		Rate	Interim	Back	Total	Budget	Budget	Budget	Budget
General rate	\$	of	Value	Revenue	Rates	Rates	Revenue	Rate	Interim	Back	Total
		Properties									
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Gross rental valuations											
GRV Properties	7.165	5,770	158,137,903	11,330,584	96,102	3,600	11,430,287	11,329,482	120,000	2,000	11,451,482
Sub-Total		5,770	158,137,903	11,330,584	96,102	3,600	11,430,287	11,329,482	120,000	2,000	11,451,482
Minimum payment											
			\$								
Gross rental valuations											
GRV Properties	1,085	1,367	18,850,411	1,483,195	-	-	1,483,195	1,484,280	-	-	1,484,280
Sub-Total		1,367	18,850,411	1,483,195	-	-	1,483,195	1,484,280	-	-	1,484,280
Totals		7,137	176,988,314	12,813,779	96,102	3,600	12,913,482	12,813,762	120,000	2,000	12,935,762
Total amount raised from general rate							12,913,482				12,935,762
Rates paid in Advance							270,701				-
Total							13,184,183				12,935,762

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

23. RATING INFORMATION (Continued)

(b) Specified Area Rate

The Town did not levy a specified area rate during the current reporting period.

(c) Service Charges

The Town did not impose any service charges during the current reporting period.

(d) Discounts, Incentives, Concessions, & Write-offs

The Town did not offer a rates discount during the current reporting period.

	Rate or Discount Granted	Discount	Actual	Budget
		%	\$	\$
General Rates	Incentive		5,000	5,000
General Rates	Concession	50	6,186	7,500
			11,186	12,500

(e) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
Option One				
Single full payment	25-Aug-17	\$0.00	0.00%	10.00%
Option Two				
First instalment	25-Aug-17	\$0.00	0.00%	0.00%
Second instalment	05-Jan-18	\$12.00	5.50%	10.00%
Option Three				
First instalment	25-Aug-17	\$0.00	0.00%	0.00%
Second instalment	27-Oct-17	\$12.00	5.50%	10.00%
Third instalment	05-Jan-18	\$12.00	5.50%	10.00%
Fourth instalment	09-Mar-18	\$12.00	5.50%	10.00%

	2018	2018 Budget
	\$	\$
Interest on unpaid rates	158,592	137,500
Charges on instalment plan	67,032	60,500
	225,624	198,000

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

24. NET CURRENT ASSETS

Composition of net current assets

	2018 30 June 2018 Carried Forward) \$	2017 (1 July 2017 Brought Forward) \$	2017 (30 June 2017 Carried Forward) \$
Surplus/(Deficit) 1 July 17 brought forward	1,921,369	2,184,378	2,184,378
CURRENT ASSETS			
Cash and cash equivalents			
Unrestricted	3,412,701	3,699,827	3,699,827
Restricted	7,931,526	6,775,294	6,775,294
Receivables			
Rates Outstanding	782,386	754,709	754,709
Sundry Debtors - General	198,465	135,775	135,775
GST Receivable	122,316	112,759	112,759
Accrued Interest	613	4,446	4,446
Inventories			
Inventories	15,018	13,333	13,333
	12,463,025	11,496,143	11,496,143
LESS: CURRENT LIABILITIES			
Trade and other payables			
Sundry creditors	(1,244,201)	(1,050,259)	(1,050,259)
Accrued interest on long term borrowings	(4,793)	(5,703)	(5,703)
Accrued salaries and wages	(130,907)	(122,668)	(122,668)
Rates in Advance	-	(250,300)	(250,300)
Hyde Retirement Village Bonds	(259,648)	(173,600)	(173,600)
Provisions			
Current Employee Provisions	(2,249,870)	(2,110,469)	(2,110,469)
Bonds & Other Deposits	(1,961,619)	(1,800,380)	(1,800,380)
	(5,851,038)	(5,513,379)	(5,513,379)
Unadjusted net current assets	6,611,987	5,982,764	5,982,764
Adjustments			
Less: Reserves - restricted cash	(5,710,258)	(4,801,315)	(4,801,315)
Less: Accrued Interest	(613)	(4,446)	(4,446)
Add: Cash Backed Employee Provisions	1,020,253	1,007,375	1,007,375
Adjusted net current assets - surplus/(deficit)	1,921,369	2,184,378	2,184,378

Difference

There was no difference between the surplus/(deficit) 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2017 audited financial report.

25. FINANCIAL RISK MANAGEMENT

The Town's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Town's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Town.

The Town does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Town held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	11,344,227	10,475,121	11,344,227	10,475,121
Investments	108,268	108,332	108,268	108,332
Receivables	1,686,631	1,594,907	1,686,631	1,594,907
	<u>13,139,126</u>	<u>12,178,360</u>	<u>13,139,126</u>	<u>12,178,360</u>
Financial liabilities				
Payables	3,601,168	3,402,910	3,601,168	3,402,910
Borrowings	811,380	935,374	717,047	831,214
	<u>4,412,548</u>	<u>4,338,284</u>	<u>4,318,215</u>	<u>4,234,124</u>

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

25. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

The Town's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio. Council has an investment Policy and the Policy is subject to review by council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or factors affecting similar instruments traded in a market.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Town.

The Town manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

	2018	2017
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	113,442	104,751
- Statement of Comprehensive Income	113,442	104,751

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible interest rate movements.

25. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

The Town's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Town manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Town to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Town is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Town makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Town's credit risk at balance date was:

	2018	2017
	%	%
Percentage of rates and annual charges		
- Current	70.05%	70.03%
- Overdue	29.95%	29.97%
Percentage of other receivables		
- Current	69.66%	41.21%
- Overdue	30.34%	58.79%

25. FINANCIAL RISK MANAGEMENT (Continued)

(c) Ageing Analysis of Receivables

	Carrying Amount	Not past due and not impaired	Up to 1 Month	1-3 Months	3 Months to 1 Year	1-5 Years	More than 5 Years	Impaired Receivables
2018								
Receivables*	1,315,438	410,716	71,625	33,295	267,023	532,529	-	250
Loan receivable	248,877	248,877	-	-	-	-	-	-
	1,564,315	659,593	71,625	33,295	267,023	532,529	-	250
2017								
Receivables*	1,213,492	439,534	14,581	40,578	281,363	384,480	-	52,956
Loan receivable	268,656	268,656	-	-	-	-	-	-
	1,482,148	708,190	14,581	40,578	281,363	384,480	-	52,956

* The amount of receivables excludes the gst recoverable from the ATO (statutory receivable)

(c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Town manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Town's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2018	\$	\$	\$	\$	\$
Payables	3,932,872	-	-	3,932,872	3,601,168
Borrowings	182,422	547,530	283,156	1,013,108	811,380
	4,115,294	547,530	283,156	4,945,980	4,412,548
2017					
Payables	3,402,910	-	-	3,402,910	3,402,910
Borrowings	182,326	729,952	283,156	1,195,434	935,374
	3,585,236	729,952	283,156	4,598,344	4,338,284

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Town manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

Year ended 30 June 2018	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
Borrowings								
Fixed rate	132,880	129,185	97,006	97,696	104,062	250,551	811,380	5.84%
Weighted average Effective interest rate	6.11%	5.91%	6.11%	5.91%	5.95%	5.08%		
Year ended 30 June 2017								
Borrowings								
Fixed rate								
Long term borrowings	123,994	132,880	129,184	97,006	97,696	354,614	935,374	5.92%
Weighted average Effective interest rate	6.24%	6.24%	6.11%	5.91%	5.95%	5.08%		

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

26. TRUST FUNDS

Funds held at balance date over which the Town has no control
and which are not included in the financial statements are as follows:

	1 July 2017	Amounts Received	Amounts Paid	30 June 2018
	\$	\$	\$	\$
Public Open Space Contributions	870,633	83,050	-	953,683
BRB Funds	5,221	45,914	(46,183)	4,952
BCITF Funds	700	42,525	(43,225)	-
	<u>876,554</u>	<u>171,489</u>	<u>(89,408)</u>	<u>958,635</u>

27. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Town.

Management's assessment of the new and amended pronouncements that are relevant to the Town, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	Title	Issued / Compiled	Applicable (1)	Impact
(i)	AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Town, it is not anticipated the Standard will have any material effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend on the nature of future transactions the Town has with those third parties it has dealings with. It may or may not be significant.</p>
(iii)	AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Town, the impact is not expected to be significant.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

27. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS (Continued)

Title	Issued / Compiled	Applicable (1)	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services. <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Town's operations.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

Adoption of New and Revised Accounting Standards

During the current year, the Town adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i) AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities	1 January 2017
(ii) AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities	1 January 2017

28. SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Town applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Town contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Town contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Town would receive to sell the asset or would have to pay to transfer the liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Town selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Town are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Town gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Town's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets such as roads, drains, public buildings and the like, no annual assessment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

29. ACTIVITIES/PROGRAMS

Town operations as disclosed in these financial statements encompass the following service orientated activities/programs.

Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

"A connected community, developing a vibrant and sustainable future, that is built upon the foundations of our past."

GOVERNANCE

Administration and operation of facilities and services to members of council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

Food quality and pest control, immunisation services, inspection of public buildings and operation of child health services.

EDUCATION AND WELFARE

Provision, management and support of educational services at the pre-school level and assistance to schools. The provision, management and support of welfare services for families, youth, children and the aged within the community.

HOUSING

The provision of retirement village dwellings for rental in a supportive environment.

COMMUNITY AMENITIES

The provision of sanitation (waste management), stormwater drainage, town and regional planning and development, the provision of rest rooms and protection of environment.

RECREATION AND CULTURE

Provision of facilities, and support of organisations concerned with leisure time activities and sport. This includes the provision of leisure programs, halls and community centres, libraries, historical sites, recreation centres, parks, gardens and sportsgrounds.

TRANSPORT

The construction and maintenance of streets, roads, bridges, footpaths and cycle ways.

ECONOMIC SERVICES

Regulation support and/or provision of such services as tourism, area promotion and building control.

OTHER PROPERTY & SERVICES

Private works, public works overheads, plant operations and other revenues and expenses not elsewhere classified.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

30. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	1.66	1.78	1.53
Asset sustainability ratio	0.48	0.42	0.65
Debt service cover ratio	15.02	12.95	4.83
Operating surplus ratio	(0.03)	(0.05)	(0.01)
Own source revenue coverage ratio	0.83	0.82	0.87
Asset consumption ratio	0.72	0.72	0.58
Asset renewal finding ratio	1.00	1.00	0.99

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$

Four of the ratios disclosed above were distorted by the early receipt of Financial Assistance Grants.

	2017/18	2016/17	2015/16
	\$	\$	\$
Amount of Financial Assistance Grant received during the year relating to the subsequent year.	282,628	287,237	-
Amount of Financial Assistance Grant received in prior year relating to current year.	287,237	-	281,354

If the events detailed above did not occur, the impacted ratios in the 2018, 2017 and 2016 columns above would be as follows:

	2018	2017	2016
Current ratio	1.66	1.37	1.83
Debt service cover ratio	15.05	11.37	5.25
Operating surplus ratio	(0.03)	(0.07)	0.01
Own source revenue coverage ratio	0.80	0.82	0.87

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

31. EVENTS AFTER REPORTING DATE

There have been no material events after the reporting period which would affect the financial report of the Town of Bassendean for the year ended 30 June 2018 or which would require separate disclosure.

INDEPENDENT AUDITOR'S REPORT

TO: RATEPAYERS OF TOWN OF BASSENDEAN

Report on the Financial Report

Opinion

We have audited the financial report of **Town of Bassendean** (the Council), which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows and Rate Setting Statement for the year then ended, and a summary of significant accounting policies and other explanatory information and Statement by Chief Executive Officer.

In our opinion, the annual financial report of the **Town of Bassendean** is:

- (i) is based on proper accounts and records ; and
- (ii) fairly represents, in all material respects, the results of the operations of the Council for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not consistent with the Act, Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the auditor independence and ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

INDEPENDENT AUDITOR'S REPORT (Cont'd)

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Council is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Council.

The Council is responsible for overseeing the Council's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


**TOWN OF BASSENDEAN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Town of Bassendean for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Town at 30th June 2018 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed as authorisation of issue on the

7 day of November 2018



Peta Mabbs
Chief Executive Officer

INDEPENDENT AUDITOR'S REPORT (Cont'd)

Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996*, we also report that:


- (a) In our opinion, the following matter indicates significant adverse trends in the financial position or the financial management practices of the Council:


The Asset Sustainability Ratio and the Operating Surplus Ratio have been below the Department of Local Government, Sport and Cultural Industries standard for the last three years. The financial ratios are reported at note 30 to the financial report.

- (b) In our opinion, the asset consumption ratio and the asset renewal funding ratio included in the annual financial report were supported by verifiable information and reasonable assumptions;
- (c) All required information and explanations were obtained by us.
- (d) All audit procedures were satisfactorily completed.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the financial report of the **Town of Bassendean** for the year ended 30 June 2018 included on the Council's website. Management is responsible for the integrity of the Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.


MACRI PARTNERS
CERTIFIED PRACTISING ACCOUNTANTS
SUITE 2, 137 BURSWOOD ROAD
BURSWOOD WA 6100


A MACRI
PARTNER

PERTH
DATED THIS 7TH DAY OF NOVEMBER 2018.

ATTACHMENT NO. 8

Endorsement Form

Early Childhood Australia (WA Branch) invites your organization, association, company, or business to endorse the idea of developing the WA Play Strategy. If you are willing to do so, please complete the form below and return via email to Sandra Hesterman (s.hesterman@murdoch.edu.au). On receiving confirmation of your support, ECA WA will provide you with regular updates of how the Play Strategy campaign progresses and extend a personal invitation to campaign events.

.....

I, _____ on behalf of _____

endorse the Early Childhood Education (WA Branch) call for a WA Play Strategy in Early Childhood Education and Care (please circle yes or no to each):

- I support the idea of developing the WA State-wide Play Strategy. Yes / No
- I give permission to ECA WA Branch to identify our organisation (in public and written communication) as a key stakeholder who supports the development of a WA Play Strategy. Yes / No

Name:

Date:

YOUR SUPPORT IS NEEDED:

Leading the Nation on a Critical Issue – Developing a Western Australian Play Strategy

Dear Key Stakeholder

From work beginning in 2013, the team at Early Childhood Australia (WA Branch) identified growing concerns about the opportunities for children to access high quality play in their schools, early learning centres and their local community environments.

We believe that play - child-initiated, self-directed and thoughtfully supported play is a fundamental right for all children. We believe that learning through play provides for the best quality outcomes for our youngest children. We know from consultations in 2015 and our continual work in the community in 2016 and 2017, that this vision is shared by members of other leading early childhood and parenting organisations in Western Australia and across the community.

Though the last 5 years, the importance of play and the critical importance of the early years of a child's life have come to the foreground of public and media discussions. Many organisations have come together through national campaigns such as the *Early Learning – Everyone Benefits* campaign <http://www.everyonebenefits.org.au/> currently underway.

In WA we ask what can we do to create an environment where the critical early years are provided with the optimum support so that children can enjoy life, grow and thrive in our communities? In particular, how can we promote and guarantee access to high quality play?

Early Childhood Australia (WA Branch) has been campaigning for the development of a WA Play strategy. In this strategy, we are working to:

- bring play into the policy and planning space, ensuring that the needs of children are considered from their perspective and needs,
- ensure that all practitioners who work with children are actively supported as they use play as the way of working with children as they learn and develop, and
- plan our future environments and community infrastructure taking play and children into account as a fundamental priority.

While many look to the place of play in education, early childhood, and home environments, we know from international experience in Scotland, Wales and other places, that considering the needs of children at play in these areas and throughout the community will cause policy makers and community builders to consider the whole child as our services and communities grow and develop.

Join us, and more than 3000 other individuals and organisations as we push for the development of a WA Play Strategy.

Please complete the attached form and send it back via email to Early Childhood Australia WA Branch (ecawa@earlychildhood.org.au). Or log in to: <https://sites.google.com/site/waplaystrategy/>

On receiving confirmation of your support, ECA WA will provide you with regular updates of how the Play Strategy campaign progresses and extend a personal invitation to campaign events.

We thank you for your support and endorsement of the WA Play Strategy and campaign.

Doreen Blyth

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