

ATTACHMENTS

BRIEFING SESSION AGENDA

21 JULY 2020

Attachment No. 1

- Council Policy 5.4 - Fire Risk Management Policy and Management Practices
- Council Policy 5.6 – Graffiti Policy

Attachment No. 2

- Aerial map of area
- Existing Local Planning Policy No. 11 – Lot 2, 1 Anzac Terrace Design Guidelines
- Draft Local Planning Policy No.11 – Anzac Terrace Design Guidelines
- Schedule of submissions

Attachment No. 3

- Local Planning Policy No. 6 – Industrial Zones Design Guidelines
- Draft Local Planning Policy No. 6 – Industrial Development

Attachment No. 4

- Council Policy 1.8 - Significant Tree Policy
- Council Policy 1.10 - Street Tree Protection
- Council Policy 1.11 - Street Tree Pruning, Removal and Replacement Policy
- Council Policy 1.12 - Amenity Tree Evaluation
- Council Policy 1.14 - Dangerous Trees on Private Property
- Draft Council Policy – Street Trees
- Schedule of Submissions – Street Trees

Attachment No. 5

Compassionate Waste Service Guidelines

Attachment No. 6

Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019

Attachment No. 7

Town of Bassendean Waste Local Law 2019

Attachment No. 8

- Current Notices of Motion Policy
- Draft Notices of Motion Policy

Attachment No. 9

Town of Bassendean Strategic Community Plan 2020 - 2030

Attachment No. 10

Quarterly Report for Period Ended 30 June 2020

Attachment No. 11

Bassendean Local Emergency Management Committee Minutes of 1 July 2020

Attachment No. 12

List of Payments – June 2020

CONFIDENTIAL ITEMS

Confidential Attachment 1

- Proposed Annual Budget for 2020-21
- Proposed Fees and Charges for 2020-21
- Proposed Operational and Capital projects

Confidential Attachment 2

Conservation Management Strategy

Confidential Attachment 3

RFT 03/2020 Provision of Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve

Confidential Attachment 4

Workforce Plan Review 2020

Confidential Attachment 5

RFT 06 2019 – Tender Evaluation Report

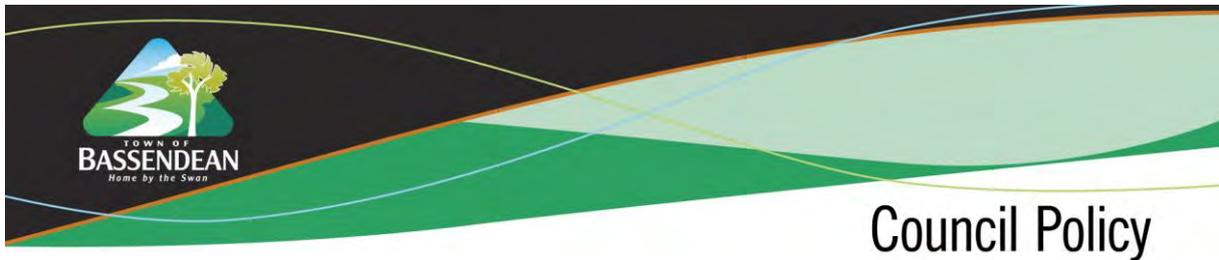
Confidential Attachment 6

Strategic Community Plan - Submissions

Confidential Attachment 7

CEO Performance Agreement 2020-2021

ATTACHMENT NO. 1



Council Policy

5.4 Fire Risk Management Policy and Management Practices

Objective

To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk in the Town of Bassendean.

Strategy

That the Town maintains an up to date annual firebreak inspection program and ensures that all properties are inspected annually in accordance with the Bushfires Act 1954 and the Fire Management Practices for the period 31 October to the 31 March each year.

The Town will ensure that properties of all sizes are mowed/slashed to the required standard to reduce the fire risk.

Fire Management Practices

1. Inspections

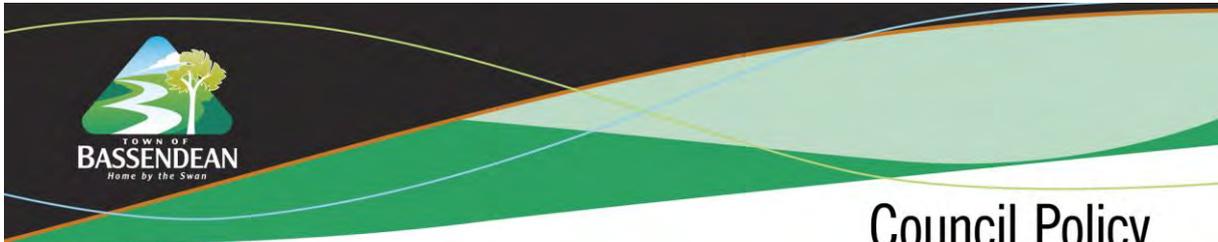
An annual inspection of all properties throughout the Town to be undertaken in September and October each year by the authorised Firebreak Inspector, taking into account:

1. the fuel build-up;
2. potential risk to other properties;
3. population risk;
4. related fire history;
5. geographical features; and
6. seasonal conditions.

Standards of slashing/mowing

Properties to be slashed/mowed no higher than 10cm to meet the required standard unless otherwise agreed by the Firebreak Inspector.

The Firebreak Inspector will photograph the non-conforming properties and provide information regarding the date inspected, the location of the property and the condition of the land.



Council Policy

An annual inspection of land owned by, or under the care, management and control of the Town shall be undertaken in September/October by the responsible Service Area to determine whether there is a fire risk and this to be eliminated. Exemptions apply to bushland nominated under the Town of Bassendean Bushfire Management Strategy if so determined.

2. Variations

Any variations in the standard of firebreaks are to be the subject of a specific request to Council's duly authorised officer and any such variation shall be for one year only.

3. Advertising

Council will send notices to all owners of land with the rate notice requiring owners to eliminate fire hazards on their property.

An advertisement informing property owners of firebreak requirements in accordance with Section 33 Bushfires Act 1954 and Council's Policy, to be placed in the local paper, Government Gazette and Bassendean Briefings.

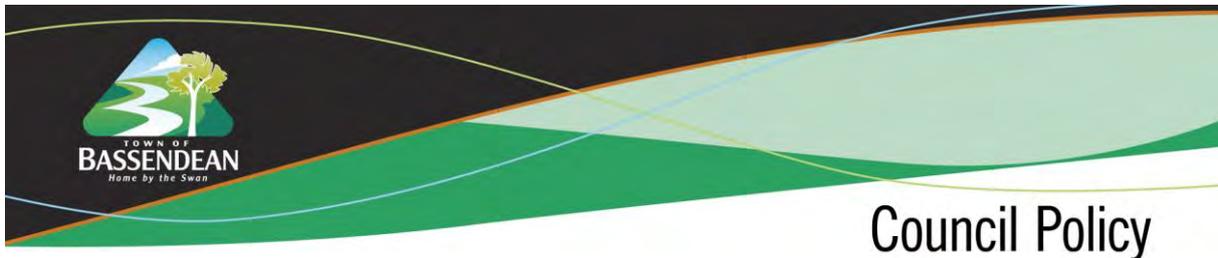
Signs 800mm x 1200mm will be installed on nominated roadsides throughout the Town informing property owners of firebreak requirements.

The advertising campaign to commence four weeks prior to the firebreak season.

4. Warning and Infringement Procedures

The following warning or infringement procedures will be followed for non-conforming properties:

- a) Where there is clear evidence that the property owner has made an attempt to firebreak the property at the time of the inspection and that the fire break was inadequate, unless the Firebreak Inspector believes that the firebreak was intentionally non-conforming, a written warning notice shall be issued giving property owner/s 7 days in which to comply with the requirements contained in the Town's "Firebreak Notice";
- b) Owners of non-complying properties who are eligible for a warning under Point 1 above, are to be issued with an infringement notice if they do not comply within 7 days of receiving the warning, and immediate action is to be taken by the Town to construct a firebreak at the expense of the owner, in accordance with powers provided in the Bush Fires Act 1954; and

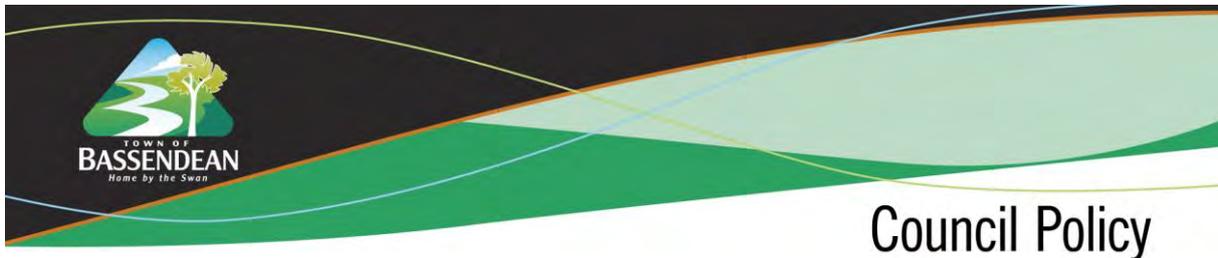


- c) Owners of non-complying properties where provisions contained in Point 1 above have not made any attempt to firebreak their property are to be immediately issued with an infringement notice and immediate action taken by the Town to construct a firebreak, at the expense of the owner, in accordance with the powers provided in the Bush Fires Act 1954.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM – 28/6/05</p> <p>Last Reviewed: March 2014</p> <p>Version</p> <p>Next Review due by: December 2016</p>
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5.6 Graffiti Policy

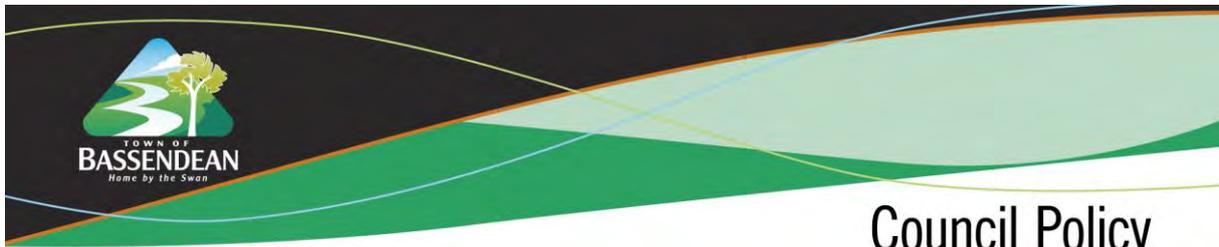
Objectives

1. To create an awareness of the impact of graffiti in the Town of Bassendean and to define Council's role with regard to reducing the incidence of graffiti and minimising the social, environmental and economic impact of graffiti within the Town of Bassendean.
2. To promote:
 - a) the active participation of the community, businesses, and other stakeholders in minimising the impact of graffiti;
 - b) the importance of a multi-faceted approach to the management of graffiti; and
 - c) Council's role in the coordination of graffiti removal and prevention.
3. To support the actions of individuals and groups who participate in removing graffiti or reporting acts of graffiti.
4. To minimise the maintenance costs for Council and other property owners affected by acts of graffiti.
5. To develop and implement a broad range of graffiti prevention programs that:
 - Challenge existing youth attitudes to graffiti;
 - Reduce opportunities for graffiti to occur; and
 - Divert the energies of potential graffitiists into alternative community-friendly, creative activities.

Strategy

Graffiti detracts from the visual amenity of the area, is destructive to property, adds to community perceptions of disorder and is a cost burden to the community. It is a complex problem that requires multi-faceted, integrated solutions that balance graffiti removal, prevention and legal procedures.

Council recognises the value of programs that focus on the prevention of graffiti before it occurs as being complementary to those aimed at removing it once it has been applied.



Council Policy

The management of graffiti is a community responsibility and successful graffiti management strategies will be based upon partnerships between government, business and community organisations.

There are different types of graffiti and different motivations for carrying out different types of graffiti. An understanding of these distinctions is critical to the development of an effective graffiti management program.

Council supports a "clean wall" approach, which means that unless prior approval is given, all Council structures will be free of any attachments (eg, posters, illegal advertising) or graffiti.

Detail

1. Leadership

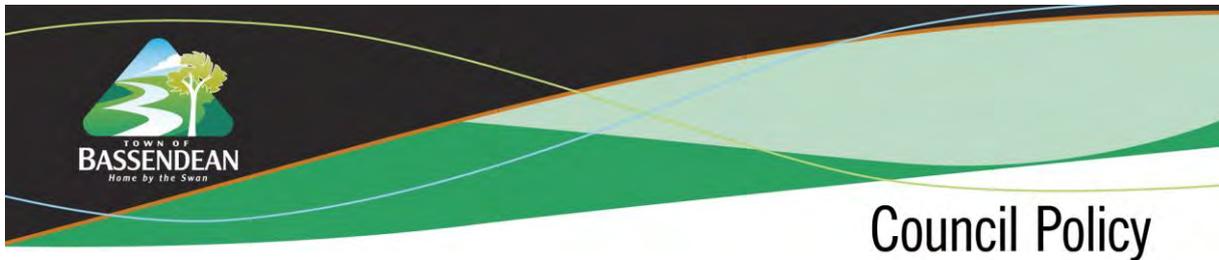
Council will demonstrate leadership by:

- raising broader community awareness in relation to the range of social and community issues surrounding graffiti, which have an impact upon the Town;
- coordinating graffiti removal and prevention strategies;
- fostering community participation in strategies that minimise the impact of graffiti;
- supporting local and regional partnerships, which enhance the sustainable development of graffiti reduction strategies across the Town and throughout the region;
- ensuring the equitable distribution of resources for strategies, and initiatives that minimise the impact of graffiti across the Town;
- lobbying the state government where matters are considered to be of state significance or local resources require additional support;
- supporting, where appropriate, research and innovation in the field of graffiti management; and
- exploring and supporting opportunities with individuals, groups and businesses to prevent or reduce the amount of graffiti occurring.

2. Community Support

Council will build upon and support community efforts that enhance the community's ability to meet its own needs and develop local community leadership to minimise the impact of graffiti.

Council will promote and support reducing the impact of graffiti in a range of ways. This may include: the provision of advice and expertise; funding; assistance with external grant applications and legislative requirements; staff time; resources; materials and publicity for approved projects; involving the community in the planning process; in accordance with identified priorities and resource availability.



Council will support and encourage cooperation for mutual benefit between individuals, groups and businesses that enhances ways to prevent or reduce graffiti occurring.

3. Information Provision

Council will prepare and/or distribute information which assists the community in reducing the impact of graffiti and which encourages community involvement. It will work collaboratively with other agencies providing similar community information.

Council will research, prepare and/or disseminate information on issues and opportunities that will minimise graffiti.

Council will be cognisant of the various demographic, social, cultural and economic attributes of the local community when preparing and/or distributing information.

Council will have regard for relevant legislation and any other legal requirements in determining the terms and conditions under which it will make available any information contained in its databases.

4. Service Provision

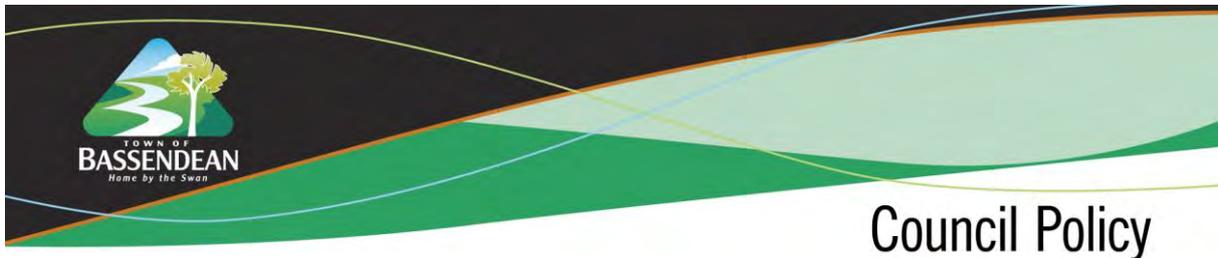
Council will recognise the diversity of local communities and their needs within the Town and will reflect this in a flexible approach to reducing the incidents and impact of graffiti vandalism in accordance with available resources.

Council will:

- encourage active community participation in the planning and development of local programs and services that address the impact of graffiti vandalism.

It will strive to ensure that they are accessible, coordinated and regularly monitored and evaluated to meet changing local needs and that the accountability requirements are met;

- plan and develop strategies and initiatives that are complementary to those provided by other tiers of government and non-government agencies; and
- in consultation and collaboration with others, seek to provide services which reduce the visual impact of graffiti, when it can be demonstrated that:
 - there are no other agencies better placed to provide the service in an accessible and affordable manner;
 - Council would be competitive with comparable providers; and



- the provision of such services by Council enhances other Council objectives such as environmental and economic development.

Council will determine whether it will provide such services directly, in partnership, as a broker or as a contractor. Council's role in relation to service provision may change over time, through periodic reviews.

Council will work in partnership with individuals, groups and businesses to undertake initiatives and projects that prevent graffiti by:

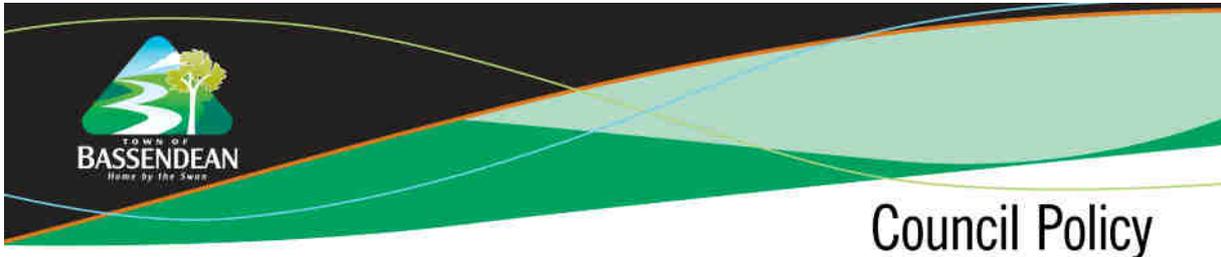
- Challenging and changing existing youth attitudes to graffiti;
- Reducing opportunities for graffiti to occur; and
- Diverting the energies of potential graffitiists into alternative community friendly, creative activities.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM-8/12/02</p> <p>Last Reviewed: March 2014:</p> <p>Version</p> <p>Next Review due by: December 2016</p>
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ATTACHMENT NO. 2



LOCAL PLANNING SCHEME NO. 10

LOCAL PLANNING POLICY NO 11

LOT 2; 1 ANZAC TERRACE DESIGN GUIDELINES

The Residential Design Guidelines have been prepared to establish and protect both the amenity of the locality and individuals' investment in the subject site. The purpose of the design guidelines is to ensure the quality of the built environment is enhanced by the application of coordinated design principles. Specifically, the guidelines define standards to:

- Provide flexibility in the siting of dwellings;
- Ensure fencing promotes passive surveillance of public space, whilst also coordinating styles, materials and security; and
- Encourage and maintain quality design.

The design guidelines provide direction and clarity to developers, Council and the community on the application of the performance criteria, with regard to various elements of the Residential Design Codes within the subdivision located at Lot 2; 1 Anzac Terrace, Bassendean. The Guidelines identify the relevant R-Code provision including the associated clause. Applications that meet these Guidelines are deemed to meet with the relevant Performance Criteria of the R-Codes.

This policy is made pursuant to Clause 2.6.2 of the Residential Design Codes and shall have effect for applications made for residential and ancillary development, as defined by Town Planning Scheme No. 3. Unless specifically modified by any provisions of these Design Guidelines, all development is to be in accordance with the provisions of the Residential Design Codes and Town Planning Scheme No. 3.

Implementation

The guidelines shall be implemented by the Town of Bassendean through the planning approval process of the Town of Bassendean.

GENERAL DESIGN ELEMENTS - OBJECTIVES

Design elements are grouped into a number of categories including:

- Zero Lot Lines and Building Setbacks;
- Carports and Garages, and External Buildings;
- Fencing;
- External Appearance; and
- Landscaping.

Zero Lot Lines

In order to afford owners flexibility in the siting of dwellings within the estate, each dwelling may feature a dwelling built to a nil side setback on one boundary, to a maximum of two-storeys. Any additional levels above the second storey should be designed to comply with the setback provisions of the Residential Design Codes. A specified setback will also apply along the Swan River and Anzac Terrace frontages, to protect the streetscape and maximise opportunities for preservation of the foreshore.

Carports and Garages

A minimum of four car bays is required to be provided for each dwelling. Carports and garages should be designed to complement the dwelling and be set back the required distance from street boundaries.

Fencing

Fencing has a significant impact upon the quality of the streetscape and amenity of the area in general, as well as providing security. The establishment of an open aspect towards public spaces is considered to improve the security of local communities. Accordingly, fencing to primary streets should generally be visually permeable whilst providing for privacy to outdoor living areas.

Design Guidelines

Based upon the objectives and considerations outlined above, the following guidelines shall apply:

- 1.0 Design Element 2 – Streetscape;
 - 1.1 Setback of Buildings Generally (Clause 3.2.1); and
 - 1.1.1 Dwellings shall have a primary set back of a minimum of 2.5 metres from any private road or access way.
 - 1.1.2 Notwithstanding the provisions of Point 1.1.2, any dwelling on Lot 1 shall be set back a minimum of 1.5 metres from the Anzac Terrace boundary.
 - 1.2 Set Back of Garages and Carports (Clause 3.2.3)
 - 1.2.1 Notwithstanding any other provisions within these guidelines, carports or garages shall be setback a minimum of 4.5 metres from the primary street (including private roads or public road), to enable 2 additional vehicles to park side by side between the carport/garage and the street without encroaching beyond the lot boundary.
 - 1.3 Street Walls and Fences (Clause 3.2.5)
 - 1.3.1 Unless otherwise specified in these guidelines, side and rear fences may be solid up to a maximum height of 1.8m above the natural ground level;
 - 1.3.2 Front fences shall not exceed 1.8m in height above the natural ground level;
 - 1.3.3 Low front fences (less than 750mm) may be open or solid;

- 1.3.4 Notwithstanding Clause 1.3.1, and subject to Clause 3.2.1, fences within the street setback area (including private roads or public road) and/or fencing to Lots 9, 10 and 11 abutting a street boundary (including secondary street, private roads or public road), and greater than 750mm in height, shall be 'visually permeable', to permit identification of the property boundary without creating a barrier to the street or creating an internal security problem. Fence forms such as brick or masonry piers with picket/wrought iron infill are acceptable. The solid portion of a high fence (greater than 750mm overall height), excepting piers, shall not exceed 0.8m;
- 1.3.5 Side fences within the front setback must be no higher than the front fence and must be constructed of the same or matching materials;
- 1.3.6 The design of front fences should reflect the style and character of the dwelling located behind them;
- 1.3.7 Fibrous cement fencing is not permitted;
- 1.3.8 Fences shall be installed on all rear and side boundaries to the building frontage setback line, prior to occupation of the residence;
- 1.3.9 On corner lots, boundary fences visible from any road or access way shall be constructed of the same material as the exterior walls of the residence, or any other material approved by the Town of Bassendean which is in keeping with the overall approved design of the residence constructed on the Lot, to the specifications of the Town of Bassendean.
- 1.4 Building Design (Clause 3.2.7).
- 1.4.1 The guidelines require the development of buildings featuring:
- (i) External walls which have the appearance of being predominantly concrete, limestone, or clay bricks (in face work or render); and
 - (ii) Roofs of concrete or clay tiles, or Colourbond; and
 - (iii) Roofs with a pitch not less than 25 degrees.

- 1.4.2 The guidelines do not permit buildings, structures or improvements which utilise zincalume, zinc-aluminium coated steel or natural aluminium or aluminium coloured sheeting for roofing or wall cladding.
- 1.4.3 Dwellings on Lots 9, 10 and 11 shall be orientated towards Anzac Terrace.
- 1.4.4 Dwellings shall feature a carport or garage with provision for at least two motor vehicles side by side. Garages are required, and carports are encouraged, to be located under the main roof of the dwelling. Where a carport is not located under the main roof, it shall still be required to match or complement the residence in respect of the pitch of the roof, materials used, design, colour, external appearance and quality of construction.
- 1.4.5 Buildings, structures or improvements (including but not limited to alterations or additions to a residence) shall be complementary to the residence in respect of roof pitch, materials used, the design, external appearance including colour and the quality of construction;
- 1.4.6 Carports may be freestanding but shall be designed to complement the dwelling and shall be constructed of matching wall and roof materials;
- 1.4.7 Outbuildings with a floor area of 9m² or greater shall be constructed from materials which match the materials comprised in the residence.
- 2.0 Design Element 3 – Boundary Setbacks.
 - 2.1 Buildings Set back from the Boundary (Clause 3.3.1).
 - 2.1.1 Dwellings on Lots 5, 6, 7 and 8 shall be set back a minimum of 3 metres from the rear boundaries of those lots, as depicted on the Subdivision Guide Plan.

2.1.2 Structures on Lots 1, 2, 3 and 4 shall be set back a minimum of 10-metres from the river reserve boundary. The Town of Bassendean may, at its discretion and in consultation with the Swan River Trust, consider variation of this setback requirement.

2.1 Buildings Set back from the Boundary (Clause 3.3.1)

2.1.1 Dwellings on Lots 5, 6, 7 and 8 shall be set back a minimum of 3 metres from the rear boundaries of those lots, as depicted on the Subdivision Guide Plan;

2.1.2 Structures on Lots 1, 2, 3 and 4 shall be set back a minimum of 10 metres from the river reserve boundary. The Town of Bassendean may, at its discretion and in consultation with the Swan River Trust, consider variation of this setback requirement.

2.2 Buildings on Boundary (Clause 3.3.2)

2.2.1 Unless otherwise specified in these guidelines, dwellings may be built to a nil side setback, where that boundary is depicted as a 'Designated Nil Setback Boundary' on the Subdivision Guideline Plan at Annexure A;

2.2.2 Dwellings on Lots 4, 12 and 13 may have a maximum single storey wall built to a nil setback on the boundary abutting the Pedestrian Access Way (PAW), as depicted on the Subdivision Guideline Plan at Annexure A. Any proposed second-storey wall shall be set back from the boundary abutting the PAW in accordance with the Residential Design Codes;

3.0 Design Element 4 – Open Space

3.1 Open Space Provision (Clause 3.4.1).

3.1.1 Maximum site cover shall be in accordance with 'Table 1 –entitled 'Site Cover'. The applicant has provided a table showing each lot size together with a share of the common property lot. It has been calculated that the table set out in the proposed Guidelines would result in 55% site cover rather than the 50% permitted under the Residential Design Codes for land coded R25.

3.2 Landscaping Requirements (Clause 3.4.5).

- 3.2.1 All ground areas visible from the street (including but not limited to private roads, accessways and public roads) or to a neighbouring lot ('visible areas') shall be properly landscaped prior to occupation of the residence.
 'Properly Landscaped' means all visible areas must be cleared and grassed, planted or otherwise covered with a beautifying surface, designed with due regard to water wise principles. Landscaped areas shall be watered by an automatic reticulated watering system.

4.0 Design Element 5 – Access and Car Parking

- 4.1 Vehicular Access (Clause 3.5.4)
- 4.1.1 Vehicular access to Lots 1, 9, 10 and 11 shall be obtained via the private roads only, and shall not be permitted directly from Anzac Terrace.
- 4.1.2 Garage/carport floors, driveways and crossovers shall be constructed and completed prior to occupation of the residence;
- 4.1.3 Driveway access points shall be a minimum of 4-metres and a maximum of 6-metres in width, and shall be set back not less than 0.5 metres from any side boundary.
- 4.1.4 Driveway access points shall be constructed to the kerb of the private road using brick paving or coloured concrete or any other material approved by the Town of Bassendean, which is in keeping with the overall approved design of the residence constructed on the Lot, to the specifications of the Town of Bassendean.

5.0 Design Element 10 – Incidental Development

- 5.1 Essential Facilities (Clause 3.10.3).
- 5.1.1 Adequate provision is to be made for storage of 2 standard rubbish bins. Bins shall be stored so as to be not visible from the street.

- 5.1.2 An enclosed, lockable storage area, constructed in a design and material matching the dwelling, accessible from outside the dwelling, with a minimum dimension of 1.5m with an internal area of at least 4m², shall be provided for each dwelling.

Policy Number: **Local Planning Policy No. 11**
Policy Title: **Anzac Terrace Design Guidelines**

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 11 – Anzac Terrace Design Guidelines.

2. Policy Statement

This Policy been prepared to establish and protect both the amenity of the locality and individuals' investment in the subject site. The purpose of the Policy is to ensure the quality of the built environment is enhanced by the application of coordinated design principles. Specifically the Policy define standards to:

- Provide flexibility in the siting of dwellings;
- Ensure fencing promotes passive surveillance of public space, whilst also coordinating styles, materials and security; and
- Encourage and maintain quality design.

The Policy identifies the relevant State Planning Policy 7.3 – Residential Design Codes (R-Codes) provisions, including the associated clause. Applications that meet the Policy are deemed to meet the relevant design principle of the R-Codes.

3. Policy Objectives

To provide direction and clarity to developers, Council and the community on the application of the design elements, with regard to various elements of the R-Codes within the subdivision located at Anzac Terrace, Bassendean, as shown in Annexure A.

4. Application

The Policy applies to all land within the subdivision located at Anzac Terrace, Bassendean, as shown in Annexure A.

5. Definitions

Primary Street: *means, unless otherwise designated by the local government, the sole or principal public road that provides access to the major entry (front door) of the dwelling or building.*

Soft Landscaping: *means land developed with 'water wise' garden beds, shrubs and shade trees, but does not include artificial turf or hard landscape treatments such as brick paving, concrete, bitumen or car parking bays.*

Visually Permeable: *means, in reference to a wall, gate, door, screen or fence that the vertical surface when viewed directly from the street or other public place has:*

- *Continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area;*
- *Continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or*
- *A surface offering equal or less obstruction to view.*

6. Policy Requirements

6.1 Street Setback (Clause 5.1.3 of the R-Codes)

- (a) Dwellings shall have a primary street set back of a minimum of 2.5 metres from any private road or access way.
- (b) Notwithstanding provision 6.1(a), any dwelling on Lot 1 shall be set back a minimum of 1.5 metres from the Anzac Terrace boundary.

6.2 Setback of Garages and Carports (Clause 5.2.1)

- (a) Notwithstanding any other provisions within this Policy, carports or garages shall be setback a minimum of 4.5 metres from the primary street (including private roads or public road), to enable two additional vehicles to park side by side between the carport/garage and the street without encroaching beyond the lot boundary.

6.3 Street Walls and Fences (Clauses 5.2.5 & 5.2.4)

- (a) Fencing to primary streets should generally be visually permeable whilst providing for privacy to outdoor living areas.
- (b) Unless otherwise specified in this Policy, side and rear fences may be solid up to a maximum height of 1.8 metres above the natural ground level.
- (c) Front fences shall not exceed 1.8 metres in height above the natural ground level.
- (d) Low front fences (less than 0.75 metres) may be open or solid.
- (e) Notwithstanding provision 6.3(b) above, fences within the primary street setback area (including private roads or a public road) and/or fencing to Lots 9, 10 and 11 abutting a street boundary (including a secondary street, private roads or a public road), and greater than 0.75 metres in height, shall be visually permeable, to permit identification of the property boundary without creating a barrier to the street or creating an internal security problem.

Fence forms such as brick or masonry piers with picket/wrought iron infill are acceptable. The solid portion of a high fence (greater than 0.75 metres overall height), except piers, shall not exceed 0.8 metres.

- (f) Side fences within the front setback must be no higher than the front fence and must be constructed of the same or matching materials.
- (g) The design of front fences should reflect the style and character of the dwelling located behind them.
- (h) Fibrous cement fencing is not permitted.
- (i) Fences shall be installed on all rear and side boundaries to the building setback line, prior to occupation of the residence.
- (j) On corner lots, boundary fences visible from any road or access way shall be constructed of the same material as the exterior walls of the residence, or any other material approved by the Town which is in keeping with the overall approved design of the residence constructed on the lot, to the satisfaction of the Town.

5.4 Building Design

- (a) Buildings are required to feature:
 - (i) External walls which have the appearance of being predominately concrete, limestone, or clay bricks (in face work or render);
 - (ii) Roofs of concrete or clay tiles, or Colourbond; and
 - (iii) Roof with a pitch not less than 25 degrees.
- (b) Buildings, structures or improvements, which utilise zincalume, zinc-aluminium coated steel or natural aluminium or aluminium coloured sheeting for roofing or wall cladding are not permitted.
- (c) Dwellings on Lots 9, 10 and 11 shall be orientated towards Anzac Terrace.
- (d) Dwellings shall feature a carport or garage with provision for at least two vehicles side by side. Garages are required, and carports are encouraged, to be located under the main roof of the dwelling.

Where a carport is not located under the main roof, it shall still be required to match or complement the residence in respect of the pitch of the roof, materials used, design, colour, external appearance and quality of construction.
- (e) Buildings, structures or improvements (including but not limited to alterations or additions to a residence) shall be complementary to the residence in respect of roof pitch, materials used, the design, external appearance including colour and the quality of construction.
- (f) Carports may be freestanding but shall be designed to complement the dwelling and shall be constructed of matching wall and roof materials.
- (g) Outbuildings with a floor area of 9m² or greater shall be constructed from materials, which match the materials comprised in the residence.

5.5 Boundary Setbacks (Clause 5.1.3)

- (a) Each dwelling may feature a dwelling built to a nil side setback on one boundary, to a maximum of two-storeys as per Annexure A. Any additional levels above the second storey should be designed to comply with the setback provisions of the R-Codes. A specified setback will also apply along the Swan River and Anzac Terrace frontages, to protect the streetscape and maximise opportunities for preservation of the foreshore.
- (b) Unless otherwise specified in this Policy, dwellings may be built to a nil side setback, where that boundary is depicted as a 'Designated Nil Setback Boundary' on Annexure A.
- (c) Dwellings on Lots 4, 12, and 13 may have a maximum single storey wall built to a nil setback on the boundary abutting the Pedestrian Access Way (PAW), as depicted on Annexure A. Any proposed second storey wall shall be setback from the boundary abutting the PAW in accordance with the R-Codes.
- (d) Dwellings on Lots 5, 6, 7 and 8 shall be setback a minimum of 3.0 metres from the rear boundaries of those lots, as depicted on Annexure A.
- (e) Structures on Lots 1, 2, 3 and 4 shall be setback a minimum of 10 metres from the river reserve boundary. The Town may, at its discretion and in consultation with the Swan River Trust, consider variation of this setback requirement.

5.6 Open Space and Landscaping (Clauses 5.1.4 & 5.3.2)

- (a) Maximum site cover shall be in accordance with Table 1 of the R-Codes.
- (b) All ground areas visible from the street (including but not limited to private roads, access ways and public roads) or to a neighbouring lot ('visible areas') shall be soft landscaped prior to the occupation of the residence.
- (c) Landscaped areas shall be watered by an automatic reticulated watering system and shall be maintained by the landowner.

5.7 Access and Car Parking (Clauses 5.3.3, 5.3.4 & 5.3.5)

- (a) A minimum of four car bays is required to be provided for each dwelling. Carports and garages should be designed to complement the dwelling and be set back the required distance from street boundaries.
- (b) Vehicular access to Lots 1, 9, 10 and 11 shall be obtained via the private roads only, and shall not be permitted directly from Anzac Terrace.
- (c) Garage/carport floors, driveways and crossovers shall be constructed and completed prior to occupation of the residence.
- (d) Driveway access points shall be a minimum of 4.0 metres and a maximum of 6.0 metres in width, and shall be setback not less than 0.5 metres from any side boundary.

- (e) Driveway access points shall be constructed to the kerb of the private road using brick paving or coloured concrete or any other material approved by the Town, which is in keeping with the approved design of the residence constructed on the Lot, to the specifications of the Town.

5.8 Utilities and Facilities (Clause 5.4.4)

- (a) Adequate provision is to be made for storage of three rubbish bins. Bins shall be stored as to be not visible from the street or riverfront.
- (b) An enclosed, lockable storage area, constructed in a design and material matching the dwelling, accessible from outside the dwelling or located within a garage, with a minimum dimension of 1.5m (or 1.0m within a garage) with an internal area of 4m², shall be provided for each dwelling. The storage area shall be separate to the bin storage area required under provision 5.8(a).
- (c) Adequate provision is to be made for clothes drying facilities. Clothes drying areas are not to be visible from the street or the riverfront.

Document Control

Directorate	Community Planning
Business Unit	Development and Place
Inception Date	[Insert OCM RESOLUTION NO & DATE]
Version	
Next Review Date	2022

Annexure A – Subdivision Guideline Plan



From:**Sent:** Sunday, May 24, 2020 9:14:31 PM**Subject:** Feedback on the Local Planning Policy No 11 - Anzac Terrace Design Guidelines (LPP 11).

Dear All – in response to the advert in the Eastern Reporter on the 7th May I'd like to provide feedback on the draft amended guidelines for land located at 1 Anzac Terrace <https://www.yoursay.bassendean.wa.gov.au/trees-retain-and-protect11> - attached for ease of reading.

Overall I feel that while the development has some tasteful aspects, it is out of character with the riverfront area in the Town of Bassendean, i.e. from Pyrton Park through to Sandy Beach. Specifically:

- The bulk of the river front properties are low density (R5) lifestyle lots while 1 Anzac Terrace has an ambience of high density
- The current structure on lot 1 of 1 Anzac Tce is an eyesore when viewed from the river and violates the spirit of the Swan Canning Development Control Area (SCDCA) guidelines (of avoiding ostentatious buildings being visible from the river). Further dwellings on lots 2 to 4 will exacerbate this eyesore.
- The buildings, paths and driveways leave no space for trees which are plentiful in the riverfront strip. This removes habitat for fauna in a sensitive area, exacerbates the heat island effect and creates a barren gap in the riverfront canopy.

With respect to the above points, it is no surprise approval for the original development (the sub-division) was not straightforward. In short it is argued the type and style of the development is suited to a Town centre location and is out of place perched on the riverbank amongst low density lifestyle blocks. It also sets a bad precedent for others wanting to intensify development in low density areas.

With regard specific details, I suggest the DBCA's policies relevant to development on properties that border the SCDCA in the attached link are checked to ensure the Town's policy is informative (to potential residents) and compliant – especially policies 42, 45, 48 and 49 which includes requirements on landscaping, carparking, setbacks, retaining walls and making provision for the retreat of the riverbank (erosion) and climate change (more intense weather events).

<https://www.dpaw.wa.gov.au/management/swan-canning-riverpark/planning-development-and-permits/456-policy-and-guideline-list>

It appears that some aspects of the development are non-compliant with the DBCA's policies, viz. setbacks, carparking, management of runoff and the form of the retaining wall. There is also evidence of the commencement of failure in the (non-compliant) retaining wall that abuts the river noting there was a major land slip at #10 River Street last winter.

In lieu of the above, I urge the Town to consider whether "more of the same" is really in the best long term interest of the Town – especially as the remaining vacant lots (lots 2 to 4) are arguably the most sensitive being at the top of the riverbank. I also suggest the Town checks its liability with respect to difficulties owners may have in getting building approval (from the DBCA), on issues which are deemed not to comply with the DBCA' policies and if (when) there is a geotechnical failure of the riverbank.

I appreciate retrospective legislation is discouraged but suggest now is the time to thoroughly review the development with the objective of mitigating rather than endorsing /exacerbating it's out of character features. Alternatively I feel the Town should explain the benefits that justify such an anomaly.

Regards

Cameron Hartley

Subject: RE: 1 Anzac Terrace, Bassendean | Review of Design Guidelines

From: C>

Sent: Friday, May 29, 2020 4:11:27 PM

To: Your Say <yoursay@bassendean.wa.gov.au>

Subject: 1 Anzac Terrace, Bassendean | Review of Design Guidelines

Dear Member/s,

The _____ have reviewed the Town of Bassendean's proposal to amend the current design guidelines relating to Success Hill Private Estate and have requested I submit a design guideline proposal for the Town of Bassendean's consideration to be included at the time of the amendment.

Success Hill Private Estate**Proposed Additional Guideline**

The Owners would like to propose a guideline be added to restrict the houses built on the Owners Lots to a height of two storeys. This would be to ensure the buildings appear consistent and in keeping within the current structural theme of the development and furthermore to remain aesthetically pleasing. The restriction would apply for Lots 1 through to Lot 11 as they are the only Lots that are either visible from the main road and/or private road known as CP14 on the Strata Plan. The Owners of Success Hill Private Estate have agreed that the restriction should be left optional for Lots 12 & 13. Lot 12, as approved, is building a single storey home, the Owners of the Strata Company confirm if the current owners or any future Owners of Lot 12 should be allowed to opt for a second storey build if preferred, either to the existing build, or rebuild of the current house, at the Owners discretion.

Lot 12, is not visible from the main road or CP14.

Lot 13, is two storeys, faces Railway Parade and is not visible from the main road (1 Anzac Road) or CP14.

The Council of Owners of Success Hill Private Estate have distributed an enquiry to all Owners requesting their feedback on the proposed design guideline as above and I can confirm no objections have been received regarding this proposal.

Thank you

Kind Regards

ATTACHMENT NO. 3



LOCAL PLANNING SCHEME NO. 10

LOCAL PLANNING POLICY NO. 6 - INDUSTRIAL ZONES DEVELOPMENT DESIGN GUIDELINES

OBJECTIVE

To ensure a high standard of industrial development, in terms of appearance, landscaping, provision of parking and access.

APPLICATION

This policy applies to all the land zoned 'Light Industrial' and 'General Industrial' under Local Planning Scheme No. 10.

POLICY

All development within the 'Light Industrial' and 'General Industrial' zones shall comply with the following requirements:

Building Setbacks

The minimum setback requirements for all buildings within these zones shall be in accordance with those prescribed as follows:

Front	13-00m
Rear	Nil
Side	4.50m one side
Secondary Street	6.00m

Plot Ratio Limit and Definition

The maximum plot ratio for a site is 0.75.

Plot ratio is defined as the ratio of the gross total of the areas of all the floor to the land within the site boundaries. In calculating the gross total of the areas of all floors the areas shall be measured over any walls provided that lift shafts, stairs, toilets and amenities, external wall thicknesses, plant rooms and the gross floor area of any floor space used for the parking of wheeled vehicles, including access to and from that space within the building, shall not be included.



Site Cover

The maximum site coverage permitted to any development excluding loading bay awnings is 50%.

Vehicle parking

Car parking spaces shall be provided, constructed and maintained in accordance with the provisions of Part 5 of the Scheme, Local Planning Policy No. 8 (Parking Specifications) and the approved plan relating thereto.

Landscaping

All development within these zones shall be landscaped in accordance with the following requirements

- a) the minimum width of front boundary landscaping shall be 2 metres, except in the case of a corner lot, in which case the minimum shall be 1.0 metres on the secondary street as nominated by Council;
- b) the minimum width of side boundary landscaping (excluding side street boundaries) shall be 1 metre, to be provided from the front boundary to the setback line;
- c) landscaping is to be provided in accordance with Councils landscaping policy as amended from time to time, and shall be maintained by the owner of the lot thereafter.
- d) Shade trees in car parking areas shall be provided at a ratio of one tree per four car parking bays with all tree planting to comply with the Town's specifications.

Security Fencing

Where a security fence is proposed on a street lot boundary, it shall be of an open style either mesh fencing or palisade style fencing and setback 2-metres behind the street alignment.

Solid screen fences on industrial sites are only acceptable where located at or behind the 13-metre building line to the front setback area. In the case of corner lots solid screen fencing must be setback 6-metres from the secondary street.



Service Access

Provision shall be made for service access in the following manner:

- a) a paved accessway shall be provided for vehicles from the street to the rear of and to any other part of the building where provision is made in the external walls of the building for the entry of or the loading or unloading of vehicles;
- b) the access way shall be so constructed that all vehicles using it can enter from and return to a street in forward gear without reversing any part of the vehicle onto a street; and
- c) except as hereinafter mentioned, the access way shall not be less than 4.5 metres in width, unless the size of the lot makes the provision of such an access way impracticable or unreasonable the Council may permit an access way of a narrower width but in no case less than 3.0 metres in width.
- d) the provision of on-site delivery manoeuvring areas where large single axle commercial vehicles can enter and leave the site in forward gear. The manoeuvring area shall be exclusive of car parking bays and the interior of the building.

Storage and Refuse areas

The Council may require the provision of one or more areas for the storage of refuse in a development. This area shall be:

- a) screened from view from any public street, and enclosed by a wall of masonry or other approved building material, and being of not less than 1.8 metres in height; and
- b) accessible to service vehicles.

Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Council.



Building Materials

The facades of all buildings facing public streets shall be constructed of brick, glass, stone, masonry or concrete in respect of the ground floor level. The second floor level, or its equivalent, may be constructed of other material in accordance with the Building Code of Australia.

The use of Zinalume sheeting for construction of Industrial buildings is prohibited, unless such buildings or parts of buildings are not visible from any public street, or Council approval is granted to vary this requirement.

Floor Area

A factory or factory unit shall have a floor area of not less than 100m² and each the length and width shall not be less than 6 metres clear between the internal wall surfaces.

Factory Units

Multiple factory units on one lot shall not be permitted unless the following requirements are complied with:

- a) each factory unit shall have a visually screened service yard of not less than 16m² with a minimum depth of 2m adjoining and having connecting access to each unit; and
- b) the internal partition walls between factory units shall be constructed of brick, stone or concrete or other material approved by Council.

DRAFT

Policy Number: Local Planning Policy No. 6
Policy Title: Industrial Development

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 6 – Industrial Development.

2. Policy Statement

The Town recognises the importance of its industrial areas in contributing towards employment self-sufficiency. The purpose of this Policy is to provide clear and comprehensive design criteria for development within the Town's industrial zones.

3. Policy Objectives

- (a) To ensure a high standard of industrial development, in terms of appearance, landscaping, provision of parking and access.
- (b) To encourage attractive developments that are well designed, with functional and efficient buildings and site layouts.
- (c) To achieve a degree of consistency and compatibility in the built form and landscaping.
- (d) To ensure that industrial areas are developed in a manner which has due regard to potential industries and their infrastructure needs, and that adjacent urban areas are not subjected to pollution and hazards.

4. Application

This Policy applies to all land zoned 'Light Industry' or 'General Industry' under Local Planning Scheme No. 10.

5. Definitions

Industrial Unit: *means a building or group of buildings on Industrial zoned land that may have separate tenancies and/or uses in operation.*

Primary Street: *means, unless otherwise designated by the local government, the sole or principal public road that provides access to the major entry (front door) of the building.*

Secondary Street: *means, in the case of a site that has access from more than one public road, a road that is not the primary street but which intersects with or adjoins that road.*

6. Policy Requirements

6.1 Built Form

- (a) The facades of all buildings facing public streets shall be articulated and use a variety of materials to avoid a rigid, uniform outcome.
- (b) The ground floor level facades of all buildings facing public streets shall be constructed of brick, glass, stone, masonry or concrete in respect of the ground floor level.
- (c) The use of zincalume sheeting for construction of industrial buildings is only permitted where such buildings or parts of buildings are not visible from any public street.
- (d) The main entrance is to be on the front elevation or close to the front of the building, clearly visible from the street.

6.2 Building Setbacks

Buildings are to be setback a minimum of:

- (a) 13 metres from the primary street;
- (b) 6 metres from the secondary street;
- (c) Side and rear setbacks are to be determined having regard to vehicle access, manoeuvring, loading and unloading arrangements and the requirements of the Building Code of Australia.

6.3 Access and Car Parking

- (a) On-site car parking is to be in accordance with the requirements of Local Planning Scheme No. 10 and any relevant Local Planning Policy.
- (b) Where access is required to the rear or any other part of the building, the access way shall be paved and have a minimum width of 4.5 metres, unless otherwise approved by the Town.
- (c) Access ways shall be constructed so that all vehicles can enter and exit the street in forward gear without reversing any part of the vehicle onto a street.
- (d) Manoeuvring areas shall be exclusive of car parking bays and the interior of the building.
- (e) The development is to incorporate clear pedestrian paths that are separate to areas for vehicle access and car parking.

6.4 Fencing

- (a) Any security fence on a lot boundary shall be of an open style either mesh fencing or palisade style fencing.
- (b) Solid fencing is to be setback as if it were a building.

6.5 Landscaping

Provision shall be made for a minimum area of landscaping as follows:

- (a) A minimum width of 2 metres abutting the primary street and 1 metre abutting the secondary street;
- (b) A minimum width of 1 metre to side boundaries, provided from the front boundary to the setback line;
- (c) Landscaped areas and the street verge are to be landscaped, irrigated and maintained to the satisfaction of the Town, including the provision of shade trees; and
- (d) Shade trees in car parking areas shall be provided at a ratio of 1 per 4 car parking bays.

6.6 Industrial Units

- (a) The floor area of any industrial unit shall not be less than 100m² and the minimum dimensions between the internal wall surfaces is not less than 6 metres; and
- (b) Each unit is provided with a visually screened service yard of an area not less than 16m² and a minimum dimension of not less than 2 metres. The service yard is to be located to allow for vehicles to have direct access via a paved internal service road, adjoining and having connecting access to each unit.

6.7 Storage

- (a) The area between the street alignment and the prescribed building setback line shall not be used for storage.
- (b) Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Town.

6.8 Servicing

- (a) Where areas for the storage of refuse are required, this area shall be:
 - (i) Screened from view from any public street;
 - (ii) Enclosed by a wall of masonry or other approved building material being of not less than 1.8 metres in height; and
 - (iii) Accessible to service vehicles.
- (b) Should any portion of the development be used for vehicle or equipment servicing, an approved bunded wash down area with a petrol and oil trap shall be provided in accordance with the requirements of the Water Corporation.

6.9 Signage

- (a) Signs attached to the buildings shall be designed to be an integrated part of the building, e.g. recessed into the facade, fascia or awning.
- (b) Signage on fencing is not permitted.

Document Control

Directorate	Community Planning
Business Unit	Development and Place
Inception Date	[Insert OCM RESOLUTION NO & DATE]
Version	
Next Review Date	2023

ATTACHMENT NO. 4

1.8 Significant Tree Policy

The Town of Bassendean recognises the great importance of the present and long term future of trees and the need to identify and protect significant trees located in the public domain.

Objectives

The objectives of this policy are to provide:

- A set of criteria by which the Town can assess requests to have trees listed on the Significant Tree Register; and
- Guidelines for the management and protection of trees listed on the Significant Tree Register.

Strategy

The Town of Bassendean will achieve these objectives by putting in place management practices and procedures that provide clear direction for the listing and management and protection of trees on the Significant Tree Register.

Detail

Significant Tree Register

Criteria for Listing Trees

This policy has been developed to provide street and other public trees that have been identified as having special significance to the community, an additional level of protection not already afforded under the auspices of existing Council policies.

The policy does not apply to trees on private property as these trees may be protected through the application of a Tree Preservation Order under the auspices of Local Planning Scheme 10. Likewise this policy does not apply to trees on state government land as the land on which these trees are located is reserved under the Metropolitan Region Scheme and therefore, not controlled by the Local Planning Scheme.

Trees may be listed on the Significant Tree Register if it can be clearly demonstrated that they meet one or more of the following criteria:

1. Aesthetic Value:

- a. Trees display outstanding qualities such as shade, colour, texture, fragrance and seasonality;
- b. Trees occurring in a prominent location; or
- c. Trees which contribute significantly to the landscape in which they grow (including streetscapes, parks, gardens or natural landscapes).

2. Scientific and Environmental Value:

- a. Trees of an important genetic (including remnant vegetation) value that may provide important and valuable propagating stock;
- b. Trees which provide a wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality or benchmark site;
- c. Trees which are a significant habitat element for rare, threatened, priority or locally uncommon or common native species; or
- d. Trees which are vulnerable or endangered.

3. Historic or Cultural Value:

- a. Trees which are highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural or social associations and including trees associated with aboriginal heritage and culture (such as gathering sites);
- b. Trees which are associated with a heritage listed place and that are representative of that same historic era;
- c. Trees which are not associated with a heritage site but for which it can be demonstrated that they have some historical significance; and/or
- d. Trees with local significance and that are important to the local community and are recognised features of the immediate landscape.

Nomination of Trees for the Register

The nomination of trees to be included in the register may be made by individuals within the community, community groups, or by staff members at the Town of Bassendean. Nominations will only be considered when made on the form at Appendix A to this policy.

Assessment and Approvals Process

On receipt, the nomination form will be assessed by the Town and a suitably qualified officer (eg. the Parks and Gardens Supervisor) will make comments and recommendations in relation to the nomination. On receipt of the completed nomination form, including the officer comments/recommendations the Manager Asset Services will submit a report to Council for their consideration. Council are the sole approving authority for listing trees on the Significant Tree Register.

Format and Location of the Register

The register shall include the following information in relation to each listing (a listing may include a single tree or group of trees):

- An identification or item number.
- The classification or classifications for the listing.
- The botanical and common name of the tree(s).
- The number of trees in the listing.
- The address/location of the tree(s).
- The GPS coordinates of the tree(s).
- Comments on why the tree(s) has/have special significance.
- The Council resolution number that approved the listing of the tree(s).
- A hyperlink to a picture of the tree(s).

The register will be maintained by the Manager Asset Services and will be available for viewing on the Town's website.

Management of Significant Trees

Pruning of Trees

Pruning of trees listed on the significant tree register shall only be undertaken, where absolutely necessary. Where pruning is required, the pruning shall be carried out in accordance to Australian Standard (AS 4373-2007) Pruning of Amenity trees and the Council adopted Street Tree Protection Policy.

Pruning of significant trees shall be carried out in an arboriculturally correct manner and only by contractors and/or staff who are suitably qualified and experienced or under the direct supervision of someone who is suitably qualified and or experienced (eg Parks & Gardens Supervisor).

Building/Development adjacent to a Significant Tree

All significant trees shall be protected prior to and during construction in accordance with AS 4970-2009 Protection of Trees on Development Sites.

The location of a Crossover to service an adjacent property shall be appropriately located in order to protect the significant tree listed on the register.

Should there be no agreement with the applicant on the location of the proposed crossover, an Officer report is to be presented to Council for consideration and determination in accordance with the Street Tree Protection Policy and the Amenity Tree Evaluation Policy and other relevant supporting documents.

Removal of Significant Trees

Authority for the removal of a significant tree listed on the register will be made by a resolution of Council under cover of an Officer Report. The only exception to this will be where there is an immediate risk that the tree is structurally unsound and that failure is imminent. In these cases Council will be informed of the removal, also under cover of a report.

Officers will only recommend the removal of trees listed on the register when they are dead, dying or diseased and unlikely to respond to treatment within the scope of approved modern arboricultural management practices. In these cases Officers will provide an arboricultural report from a suitably qualified and independent arboricultural consultant.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Chief Executive Officer has the authority to administer the requirements of this policy. The Chief Executive Officer has on-delegated this authority to the Manager Asset Services.

Council gives the Chief Executive Officer delegated authority for the removal of any significant tree once the Mayor and Elected Members are informed that there is an immediate risk that the tree is structurally unsound and that failure is imminent

The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Town Planning & Built Environment</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM-17/6/12</p> <p>Last Reviewed: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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**Appendix A to the
Significant Tree Register**

NOMINATION FORM

Details of Person or Group Nominating Tree(s) for Listing

Name of Person/Group: _____

Postal Address: _____

Residential Address: _____

Contact Number: _____

Email Address: _____

Details of the Tree(s)

Address of Tree(s): _____

Location of Tree(s): _____

Single Tree: Group of Trees: No of Trees in Group: _____

Common Name: _____

Botanical (Latin) Name: _____

Planted By (if known) & Date of Planting: _____

Supporting Attachments

- Any additional information (eg. media articles, historical information etc.)
- Photo(s) of the tree(s)
- Map indicating location of the tree(s)

Criteria for the Assessment of the Value or Significance of the Tree(s)

Please indicate (tick) the category or categories under which you are nominating the tree(s). Please choose the category and sub-categories that best describe why you believe the tree(s) has/have special significance to the community of the Town of Bassendean.

- 1. Aesthetic Value**
- a. Trees display outstanding qualities such as shade, colour, texture, fragrance, and/or seasonality.
- b. Trees growing in a prominent location.
- c. Trees which contribute significantly to the landscape in which they grow (including streetscapes, parks, gardens, or natural landscapes).
- 2. Scientific and Environmental Value**
- a. Trees of an important genetic value (including remnant vegetation) that may provide important and valuable propagating stock.
- b. Trees which provide a wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality, or benchmark site.
- c. Trees which are a significant habitat element for rare, threatened, priority or locally uncommon or common native species.
- d. Trees which are vulnerable or endangered.

3. Historical or Cultural Value

- a. Trees which are highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural, or social associations and including trees associated with Aboriginal heritage and culture (such as gathering sites).
- b. Trees which are associated with a heritage listed place or public figure that are representative of that same historic era.
- c. Trees which are not associated with a heritage site but for which it can be demonstrated that they have some historical significance.
- d. Trees with local significance and that are important to the local community and are recognised features of the immediate landscape.

Comments in Support of Nomination

Please describe why you consider the tree has special significance to the community of the Town of Bassendean, and why it should be listed on the Significant Tree Register (if not enough room, please include an additional attachment).

Officer Assessment & Comment (office use only)

Date Received: _____ Form Filled Out Correctly Yes No

Officer comments in relation to nomination: _____

Nomination Supported: Yes No

Officer Name: _____ Date of Assessment: _____

1.10 Street Tree Protection Policy

Street Trees contribute to the amenity, aesthetics and sense of place for the residents of the Town. Taking these issues into consideration the Town of Bassendean recognises the long-term health of a street tree can be adversely affected during a development process by various means and therefore the long-term health of every street tree should be protected.

Objectives

The objectives of this policy are to:

- Ensure that street trees are suitably protected during the development process of an adjacent land lot; and
- Ensure the long-term health of trees in streetscapes

Strategy

The Town of Bassendean will achieve these objectives through:

- An application for planning consent or a building licence, accompanied by a detailed survey plan including:
 - Species of all existing trees on the road reserve adjacent to the proposed development;
 - Height and width of tree canopy;
 - Girth (circumference) of tree trunk at a height 1.0 metres above the natural ground surface;
 - Condition of all existing trees on the road reserve adjacent to the proposed development; and
 - Which, if any, of the identified trees are requested to be removed, with reasons therefore.
- Non-compliance with the provision of the above assessment and survey drawings shall result in a refusal of the application until such time as the information has been provided.
- Ensuring that development activity on the verge area is minimized in order that the street trees (s) root zone area and canopy mass are protected.

Detail

Application of this Policy

The Council retains the right to implement the Council's Street Tree Protection policy as it sees necessary to protect street tree assets. Any costs associated with the implementation of the protection measures shall remain the responsibility of the landowner/developer.

Non-compliance with the implementation of the appropriate preservation strategy as per Councils requirements shall incur penalties; which will be determined by a valuation of the tree(s) based on the Council's approved Amenity Tree Evaluation Method and dependant on the extent of damage occurring.

The Council may also include the requirement of a bond as security for the protection of their tree(s) during the development process.

Street Tree Protection

The land owner/developer is to implement the following to protect the Council's street tree from any unnecessary damages occurring:

- To protect the tree during the development phase, the Town may request an approved independent suitably qualified arborist report to guide the management practices during the development.
- Building materials or debris shall not to be placed or stored under the tree canopy;
- A temporary barricade may be required to be erected at the outer canopy of the tree to protect the root zone and tree during development. Barricade fencing shall be accordance to Regulations 3.75 of the Occupational Health & Safety Regulations 1996.
- Vehicles are not permitted to park on the verge area under the tree canopy during development;
- The use of appropriate sized machinery is to occur so that contact with the upper canopy of a street tree does not occur at any time. Any branches requiring removal for clearances to facilitate the development works shall only be undertaken after written approval from the Town of Bassendean. All canopy works shall be in accordance with Australian Standards 4373 (1996) ~ *Pruning of Amenity Trees*, and/or Street Tree Technical Guidelines section 5.
- In the event that current existing irrigation on the verge is to be removed or altered, a supplementary watering program may need to be implemented pending advice from a suitably qualified consulting Arborist.

- All building contractors utilised on the development are to be aware of the importance of protecting the Council's street tree, and that any damages occurring to the tree, wilful or otherwise will be subject to prosecution under the Local Government 1995 Schedule 9.1 clause 2 Disturbing local government land or anything on it, the Uniform Local Provisions Regulations 1996, Regulation 5 Clause 1 Interfering with, or taking from, local government land or other relevant provisions under the Act.

Exemptions / Removals for Developments

Any inaccuracy of the plans shall not be considered justification for removal of the Town's trees in the event that their positions are incorrectly shown.

The Council may permit the removal of a street tree adjacent a development site if in accordance to the "Street Tree Removal & Replacement" policy.

- Where the removal of a street tree is permitted as part of a development approval, it shall be included on the planning approval document;
- The approval shall be conditioned that the applicant meets the cost of the removal of the tree(s), and the replacement of the tree(s) with an appropriately sized specimen, of a species corresponding to the Town's Streetscape Master Plan. The size of the specimen tree and planting location will be determined by the Town;
- The applicant shall be responsible for the maintenance of the new tree(s) for the initial three years post planting as per the Council' Street Tree Technical Guidelines; and
- All subsequent expenses verge and tree establishment costs shall be borne by the land owner/developer.

Removal of any street tree without the written approval of the Town of Bassendean will be considered an offence and the offender shall be prosecuted accordingly under the Local Government (Uniform Local Provisions Regulations 1996), Schedule 9.1 Clause 2.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Manager Development Services has delegated authority to approve Development applications.

The Chief Executive Officer (CEO) has the authority to administer the requirements of the Street Tree Protection policy. The CEO has on-delegated this authority to the Manager Asset Services.

The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Town Planning & Built Environment</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: July 2009</p> <p>Last Reviewed: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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1.11 Street Tree Pruning, Removal and Replacement Policy

The Town of Bassendean recognises the importance of trees in the streetscape, the requirement to maintain and protect them from needless removal and ensure that trees removed are replaced in accordance to the Street Tree Master Plan.

Objectives

The objectives of this policy are to provide:

- A set of criteria by which the Town can assess a requirement or request for the pruning or removal of a street tree or trees.
- A policy outline for the implementation of a street tree renewal program.

Strategy

The Town of Bassendean will achieve these objectives through:

- The application of a set of criteria by which the Town can assess requirements or requests for the pruning, removal or planting of street trees.
- The implementation of the Street Tree Master Plan.

Detail

Application of this Policy

This policy applies both the street trees located on the verge abutting privately owned land, or trees located in the Town's parks and reserves (or other publically owned land) that abut privately owned land.

Tree Pruning

Under the direction of Asset Services, the pruning of street trees will only be undertaken in the following circumstances:

- a) to correct structurally unsound growth habit

- b) to provide safe clearance from aerial power lines; or
- c) to ensure appropriate sight-lines at intersections and crossovers; or
- d) to reduce undue safety or amenity impact on an adjoining property; or
- e) to maintain appropriate clearance from pedestrian footpaths or shared paths

Street Tree Removal Criteria

The removal of street trees shall only be approved if one or more of the following criteria are satisfied:

- The tree has been assessed by a qualified and competent person (consulting Arborist or suitably qualified/experienced Council Officer) as:
 - Being dead having less than 10% photosynthetic material or live tissue present in the canopy mass.
 - Being diseased and unlikely to respond to treatment within the scope of approved modern arboricultural management practices.
 - Being structurally unsound to the extent it presents a danger to the community. In this case a written report and photographic evidence is to be provided in support of the assessment.
 - Having sustained storm damage whereby remedial pruning is likely to encourage future tree related structural issues to occur that have the potential to result in litigation.
- The tree is affected by road widening, servicing modification/relocation or other infrastructure works and all other options to retain the tree have been deemed by the Town to be inappropriate or uneconomical.
- The tree is dangerously in contact with overhead power or service lines and where, for reasons of growth habits pertaining to the species, selective pruning is not practical with the only other option available to address the issue is severe lopping.
- The tree for removal is part of a documented schedule for removal tree management strategy in place for the future management of the Town's tree population.
- The tree is deemed hazardous to motorists and/or pedestrians due to interference with appropriate sightlines as a result of the trees alignment and/or spacing.
- The tree impinges on the development potential of the abutting property or properties and there are no reasonable design alternatives available. A reasonable design alternative may include:
 - Deletion of a second or additional crossover to development sites thus creating a requirement for shared access.

- Design modification (ie. “flipping”) so as to relocate the crossover out of the way of street trees.
- The tapering of the driveway to avoid the street tree. *Note: driveways and/or crossovers should be located a minimum of 1.0 metre away from the street tree(s). Reduction of this to 0.5 metre may be permitted with consideration to appropriate sight lines being maintained, and the ability to avoid future damage to the crossover through the installation of root barrier.*
- The tree species is declared a noxious weed or the species has become a weed problem for native vegetation in the eastern metropolitan region, including invasion of remnant vegetation on private land.

The removal of street trees shall not be permitted for any of the following reasons:

- The tree obscures or has the potential to obscure views other than traffic/pedestrians line of sight.
- The tree species is disliked.
- The tree species causes nuisance by way of leaf, fruit, and/or bark shedding or the like.
- The tree causes allergy and or health problems.
- The tree is in the way of a non-essential crossover or verge paving option.
- The tree shades a private garden, solar hot water systems, or the like.

In the event of a person illegally removing damaging, pruning or poisoning a street tree, Council may prosecute the offender under the *Local Government Act 1995 Schedule 9.1 clause 2 Disturbing local government land or anything on it* and the *Uniform Local Provisions Regulations 1996, Regulation 5 Clause 1 Interfering with, or taking from, local government land* or other relevant provisions under the Act.

Street Tree Replacement

Trees removed for any reason shall be replaced at the next available tree planting season. The trees shall be replaced with the species nominated on the Street Tree Master Plan for the portion of the street on which it is to be planted.

Non-replacement of street trees shall require a report outlining the reasons for non-replacement unless it is documented in other council work programs, projects or developments.

Acceptable reasons for non-replacement include:

- Removal of the tree was approved because of the unsuitability of the location, and no suitable alternative location is available at that site.
- The portion of the street from which the tree has been removed is due for a major replanting program within five years of the removal.
- Adjacent development, civil, or utilities work is due to occur within two years from removal and is likely to disrupt the future establishment of the tree.

Documented Schedule for Removal

A schedule for removal shall require a report that includes the following:

- A description of the management, development, or streetscape reasons for the scheduled removal(s).
- A replacement program or a description of why or how non-replacement conforms to the Street Tree Master Plan.
- An assessment for the removal time required to allow for all preparatory work for the replacement of trees to be completed safely and cost effectively prior to the optimum replacement planting time (typically July/August).

Advertising is required for all street tree removals that are being removed under a documented schedule for removal program. Where the scheduled removal is associated with private developments or as required by utility or government agency works, the cost of advertising shall be borne by the developer or the utility or government agency, whichever is applicable.

Prioritising Streetscape Programs

As the Street Tree Master Plan is progressively implemented, trees that currently do not have good tree amenity will require removal. In situations where an existing street tree is in good condition but conflicts with the streetscape objectives or the Street Tree Master Plan, the streetscape improvement shall take priority. The Street Tree Master Plan has been strongly influenced and directed by the Town's environmental policies and shall take priority over amenity with regard to the development and implementation of street tree works programs.

Prioritising the programming of scheduled street tree removal and replacement shall be on a street-by-street basis and shall consider the average condition of existing trees for the whole street.

Streets shall be prioritised for removal and replacement programs if they satisfy one or more of the following:

- More than 30% of trees qualify for removal because they are considered a noxious weed, or have become a weed problem.
- Recent or confirmed near future undergrounding of power.
- They are classified as main or collector road, or have public facilities within them.

Parts or sections of streets that have low quality trees shall not be prioritised for partial street tree renewal unless more than 40% of street trees are missing, or are likely to qualify for removal under the guidance of this policy.

Street Tree Planting - Alignment

Street trees are to be planted on an alignment measuring 2.7 metres from the property line which will avoid underground services.

Proximity to crossovers, footpaths or side streets - trees should not be planted where the tree would be:

- * Within 3 metres of a vehicle crossover measured longitudinally (along the road);
- * Within 3 metres of a pedestrian ramp measured longitudinally (along the road);
- * Within 25 metres of either side of a terminating road intersection; and
- * No closer than the tree canopy at maturity.

Minimum number of trees to be planted per frontage

The aim of the Town is to plant at least one tree per frontage for residential, commercial and industrial properties, subject to the above guidelines.

Where planting gaps exist within a street, staff are to identify these gaps and liaise with the abutting property occupier with a view to planting a tree at that location within the following seasonal planting schedule, subject to budgetary considerations.

Planting Schedule and Timing

The planting of street trees will generally take place once per year in the months of July and August so as to take advantage of initial winter rains.

Planting will not take place at any other time of the year except where the tree/s are being planted as part of an overall streetscape programme provided with reticulation or staff consider that the tree/s will be adequately maintained.

Staff are to maintain a schedule (list) of locations and proposed trees to be planted, and where applicable, the name of the abutting property occupier. This information will be maintained and accessible to the public throughout the year.

Residents requesting a tree/s are to be recorded and liaised with regards to tree selection as per the above guidelines.

Residents will not be charged directly for street trees.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. The CEO has on-delegated this authority to the Manager Asset Services.

The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Town Planning & Built Environment</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM2-11/7/09</p> <p>Last Reviewed: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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1.12 Amenity Tree Evaluation Policy

The Town of Bassendean recognises the importance of trees and the need to be able to place a monetary value on its trees in the event that they are damaged or removed unlawfully.

Objectives

The objective of this policy is to provide a framework for a structured, consistent and effective method to determine the amenity value of trees or of groups of trees in the Town and community.

Strategy

To achieve the stated objective of determining the amenity value of trees or of groups of trees, The Town of Bassendean has adopted the Revised Burnley Method (Moore, 1991) as a basis for determining economic values for Council's tree assets.

Appraisal Value = tree volume X base value X life expectancy X form and vigour X location.

Tree size is measured as volume of the tree approximated by an inverted cone. The tree volume is multiplied by the cost per cubic metre of retail nursery stock presumably of the same species. This maximum value is then reduced by factors for life expectancy (0.5 to 1.0), form and vigour (0.0 to 1.0), and location (0.4 to 1.0).

Council may add an additional base value to trees in the Town that are considered significant.

The Revised Burnley Method has been adopted until such time as an Australian Standard is established, this method having been tested in the courts and having been widely accepted as a realistic and well grounded method of evaluation for use in the Australian urban and rural context.

By utilising this method, the Town can reach a determination on whether the tree/s will be subject to repair, replacement or non-replacement.

Detail

Trees Removed by Agreement

Where trees are removed by agreement between the Town of Bassendean and the interested parties, there shall be no compensation paid.

Trees Not Replaced Due to Practicality

Where practicality does not permit the replacement of a tree in its original location, the Town has sole discretion to decide on an alternative location.

Assessment of Trees

The Town will be responsible for the assessment of trees under this policy. In the event that there is disagreement between parties over the assessment of the tree, including its condition or value, the agency external to the Town shall meet the cost of appointing an arborist to provide an independent assessment using the methods contained in this policy.

Repair Method

The repair method shall be used when damage to a tree has occurred and it can be demonstrated that, within the scope of approved modern arboricultural management practices, the long-term viability of the health of the tree will not be affected.

Valuations determined in accordance with the repair method shall include, where applicable, the costs of:

- Any reasonable inspections, consultations and reports carried out by qualified arborists.
- Any repair work carried out on the tree by a qualified arborist in accordance with Australian Standard AS4373 – Pruning of Amenity Trees.
- Any clean up and removal of tree debris required as a result of the initial damage or repair work.
- Any future work recommended by a qualified arborist to best achieve repair of the tree for a period of up to five (5) years.
- Any loss of amenity (determined by subtracting the percentage of amenity lost from the original amenity value).

Replacement Method

The replacement method shall be used when damage to a tree has occurred that is beyond repair, or when a tree has been unlawfully removed, and it is determined that it can be replaced with a tree that is of similar size, species and condition. Valuations determined in accordance with the replacement method shall include, where applicable, the costs of:

- Any reasonable inspections, consultations and reports carried out by qualified arborists.
- Any clean up and removal of tree debris as a result of the replacement work carried out on the tree by a qualified arborist in accordance with Australia Standards AS4373 – Pruning of Amenity Trees.
- Any preparation of the site to accommodate the new planting, including if applicable, stump grinding and root removal.
- The supply, transportation, and planting of the replacement tree.
- The maintenance of any new tree for a period of up to a maximum of ten (10) years.
- Any loss of amenity (for the replacement method the amenity value is considered equal to the cost of supply and installation of a similar tree in the same location).

Non-Replacement Method

The non-replacement method shall be used when damage to a tree has occurred that is beyond repair, or when a tree has been unlawfully removed, and it is determined that it cannot be replaced with a tree that is of similar size, species and condition.

The valuation shall be made in accordance with the Town of Bassendean *Amenity Street Tree Evaluation Guidelines*.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors, Council delegates and Chief Executive Officer.

The Chief Executive Officer (CEO) has the authority to seek compensation, in accordance with the provisions of this policy, for trees damaged or unlawfully removed within the public realm, that complies with the requirements of this policy. The CEO has on-delegated this authority to the Manager Asset Services.

The Policy is to be reviewed every three years.

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Town Planning & Built Environment</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM2-10/7/09</p> <p>Last Reviewed March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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1.14 Dangerous Trees on Private Property Policy

Objective

To provide clear direction for Council Officers when considering allegations, from property owners and/or residents, that a tree in an adjoining property is dangerous.

Strategy

Council endorses the following processes in dealing with the receipt of an allegation/concern from a property owner/ and/or resident that a tree is dangerous:

1. Recommend to the complainant that, if they have not already done so, they should address their concerns with their neighbour; and
2. Provide the complainant with a copy of the Dangerous Trees Information Sheet;
3. If necessary inspect the tree to determine whether there is clear visible evidence that the tree is dangerous; and
4. Where:
 - a) a Council Officer deems there is clear visible evidence that the tree is dangerous; or
 - b) the affected neighbour provides, at his or her own expense, a report from an independent and suitably qualified person (arboricultural consultant) declaring that the tree(s) is/are dangerous:

The Chief Executive Officer shall consider the use of powers under Section 3.25 of the Local Government Act in relation to serving a Notice for the removal or pruning of the tree(s).

Where the affected neighbour provides, at his or her own expense, a report from an independent and suitably qualified person (arboricultural consultant) declaring that the tree(s) is/are dangerous.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Town Planning & Built Environment</p>	<p>Policy Owner: Director Operational Services</p> <p>First Adopted: OCM 22/07/05</p> <p>Last Reviewed: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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Policy Number: Council Policy No xx
Policy Title: Street Trees

1. Policy Statement

The Town recognises the significant contribution made by street trees to both the aesthetic and environment aspects of existing streetscapes within the Town. Whilst the Town seeks to retain street trees, it also recognises that in some cases, tree retention may not be feasible due to the condition, and possible location or species of the tree.

2. Application of Policy

This Policy applies to trees within the public realm. Matters pertaining to trees on private property are addressed in Local Planning Policy 13 – Tree Retention and Provision.

3. Objectives

- (a) To retain existing trees to maintain a local sense of place.
- (b) To retain and promote canopy coverage and shade to provide amenity, environmental and health benefits.
- (c) To provide a framework for requests for the provision of new street trees, street tree pruning or removal.
- (d) To ensure that development activity on the verge area is minimised in order that the street tree(s) root zone area and canopy mass are protected.
- (e) To provide a method for the repair, replacement and amenity valuation of trees.
- (f) To prepare for the effects of climate change and to increase canopy coverage for carbon sequestration and to reduce the urban heat island effect.

4. Policy

4.1 Requests for Street Trees

- (a) The Town will consider all requests for street trees in relation to the Street Tree Planting Program. Requests for street trees will be prioritised based on the following:
 - (i) The amount of existing trees in the streetscape;
 - (ii) If the location of the tree is on a major arterial road or has public facilities on the same street; and
 - (iii) Where existing trees have been removed to facilitate underground power, infrastructure or road widening.

- (b) Street trees planted without the prior approval of the Town by a landowner/occupant may be retained at the discretion of the Town.

4.2 Street Tree Maintenance

- (a) The pruning or maintenance of a street tree is not permitted without the prior approval of the Town being first obtained.
- (b) Maintenance of street trees is only permitted to be undertaken by the Town or by a suitably qualified arborist approved by the Town.
- (c) Requests for street tree maintenance will only be considered favourably in the following circumstances:
 - (i) To provide safe clearance to overhead power lines;
 - (ii) To ensure appropriate vehicle and pedestrian sight lines at crossovers and intersections;
 - (iii) To correct structurally unsound growth;
 - (iv) To provide appropriate clearance to footpaths; and
 - (v) To reduce undue safety impacts to adjacent properties or the public realm.
- (d) The Town will not support a request to prune or remove a street tree for the following reasons:
 - (i) The tree obscures or has the potential to obscure access to light;
 - (ii) The tree obscures or has the potential to obscure access to views;
 - (iii) The tree causes allergies or health issues; and
 - (iv) The tree causes nuisance by way of leaf, fruit, and/or bark shedding.

4.3 Street Tree Removal

- (a) The removal of a street tree is not permitted without the prior approval of the Town being first obtained.
- (b) Requests to remove street trees will only be considered favourably where a report by a suitably qualified arborist is provided to the satisfaction of the Town, demonstrating that the tree is:
 - (i) Dead, having less than 10% photosynthetic material or live tissue present in the canopy mass;
 - (ii) Diseased and unlikely to respond to treatment;
 - (iii) Structurally unsound to the extent it presents a danger to the community;

- (iv) A species declared as a noxious weed by the Department of Primary Industries and Regional Development; or
 - (v) The Town determines the tree is of no ecological or amenity value.
- (c) The Town will not support a request to prune or remove a street tree for the following reasons:
- (i) The species of tree is not preferred;
 - (ii) The tree obscures or has the potential to obscure access to light;
 - (iii) The tree obscures or has the potential to obscure access to views;
 - (iv) The tree causes allergies or health issues;
 - (v) The tree restricts access for a non-essential or secondary crossover; and
 - (vi) The tree causes nuisance by way of leaf, fruit, and/or bark shedding.
- (d) Where removal of a street tree is approved by the Town, the landowner/applicant is responsible for the full cost of removing and replacing any street tree in accordance with Clause 4.6.

4.4 Street Tree Repair and Replacement

- (a) The Town will only approve the replacement of a damaged or removed tree in lieu of payment of the amenity value of the tree where the Town is satisfied that it can be replaced with a tree that is of similar size, species and condition.
- (b) Where the Town approves the repair or replacement of a tree, the landowner/applicant shall be responsible for all associated costs, including:
- (i) Inspections, consultations and reports carried out by a suitably qualified arborist approved by the Town;
 - (ii) Any repair work carried out on the tree by a suitably qualified arborist approved by the Town, including future repairs for a period of up to 5 years;
 - (iii) Clean up and removal of tree debris and pruning as a result of the replacement work carried out by a suitably qualified arborist approved by the Town;
 - (iv) Site works associated with new planting, including stump grinding and root removal;
 - (v) The supply, transportation and planting of the replacement tree;
 - (vi) The cost of maintaining any new tree for a period of a maximum of 10 years; and
 - (vii) The loss of amenity, to be calculated based on the cost and installation of a similar tree in the same location.

4.5 Protection of Street Trees as part of Subdivision/Development Processes

- (a) Street trees will not be permitted to be removed to accommodate proposed crossovers and driveways unless otherwise approved by the Town in accordance with clause 4.3.
- (b) The applicant/landowner shall undertake and ensure the following to protect street trees for the duration of the works:
 - (i) Where requested by the Town, provide a report from a suitably qualified arborist approved by the Town to guide the management practices during the development;
 - (ii) Provide free standing open mesh fencing to form the tree protection zone. The support shoes must not present a trip hazard to pedestrians and must be rotated parallel with the fence or be positioned behind the fence or be fully contained within the tree protection zone. The structure must be appropriately braced and regularly checked to ensure it has not moved out of the correct alignment;
 - (iii) No street trees are to be pruned, or damaged, and vehicles must not park within the dripline of any trees;
 - (iv) The establishment of a Tree Protection Zone in accordance with AS 4970-2009 *Protection of Trees on Development Sites* around all street trees within or adjacent to the worksite. The Tree Protection Zone should not be less than 2m from the base of the street tree;
 - (v) No excavation work is to be undertaken within the drip line of the street tree canopy unless approved by the Town;
 - (vi) Building materials or debris shall not to be placed or stored under the street tree canopy;
 - (vii) The use of appropriate sized machinery is to occur so that contact with the upper canopy of a street tree does not occur at any time; and
 - (viii) In the event that existing irrigation on the verge is to be removed or stopped, a supplementary watering program may need to be implemented pending advice from a suitably qualified arborist approved by the Town.

4.6 Amenity Evaluation

- (a) Where the Town does not support the replacement of a damaged or removed tree, or where required by a condition of subdivision or development approval, the landowner/applicant will be required to pay to the Town the amenity value of the tree.
- (b) The Town will use the Burnley Method (Moore, 1991) as the basis for determining the monetary value of trees as follows:

Appraisal value = tree volume x base value x life expectancy x form and vigour x location, where:

- (i) Tree size is measured as volume of the tree approximated by an inverted cone;
- (ii) Tree volume is multiplied by the cost per cubic metre or retail nursery stock or the same or similar species; and
- (iii) The maximum value is then reduced by factors for life expectancy (0.5 to 1.0), form and vigour (0.0 to 1.0) and location (0.4 to 1.0).

4.7 Unauthorised works

The Town will pursue legal action against any person who wilfully interferes with, removes, prunes or damages a street tree, without the prior approval of the Town.

The Town may at its absolute discretion offer a reward for provision of information leading to the conviction of any person who interferes with, removes, prune or damages a tree on public land.

Document Control

Directorate	Infrastructure Services
Business Unit	Parks and Gardens
Inception Date	[Insert OCM RESOLUTION NO & DATE]
Version	
Next Review Date	2022

ATTACHMENT: SUBMISSIONS – DRAFT COUNCIL POLICY – STREET TREES

1	Affected Property: 29 Iolanthe Street Bassendean	Postal Address: 29 Iolanthe Street BASSENDEAN WA 6054
Summary of Submission		Comment
Support to the proposal.		
1.1	Hello, I support the importance of street trees and framework for requests for the provision of new street trees, street tree pruning or removal.	Noted.
1.2	We currently have a 'significant' tree as deemed by the town of Bassendean however it has pulled up the road and cycle lane with its roots. Every storm it drops massive branches on the road and constant debris from its gumnuts/small branches along the footpath. I also have concerns about its pruning schedule as it is very close to the power lines and we have had to ask the council to prune it. I wish to retain this tree as it supports a lot of bird life but the town of Bassendean also need to make sure this tree is better looked after so it is not a danger to the community. A framework will assist with this.	Noted. Refer to maintenance and pruning section of report.

2	Affected Property: 48 Anzac Terrace Bassendean	Postal Address: 48 Anzac Terrace BASSENDEAN WA 6054
Summary of Submission		Comment
Support to the proposal.		
2.1	I encourage the planting and maintenance of verge and street trees to enhance the liveability of our town for the residence and to encourage bird life into our town. They make the streets more attractive, keep the town cooler and give our wildlife a better chance of survival. Bassendean is a beautiful place to live and I hope it stays that way.	Noted. The Town will continue to increase its canopy cover via its street tree planting program and Local Planning Policy No. 13 – Tree Retention and Provision.

3	Affected Property: 127A Old Perth Road Bassendean	Postal Address: 127A Old Perth Road BASSENDEAN WA 6054
Summary of Submission		Comment
Support to the proposal.		
3.1	Support the policy.	Noted.

4	Affected Property: 72 Penzance Street Bassendean	Postal Address: 72 Penzance Street BASSENDEAN WA 6054
Summary of Submission		Comment
Support to the proposal. 4.1 Clause 2(d). In relation for reasons that the Council will not support pruning includes for nuisance caused by tree shedding excessive fruit or bark or the likes. If trees are shedding in this way, some fruits/seeds may result in public, which could result in litigation etc., as such wouldn't it be better be decided on a case by case basis?		Noted. The Town undertakes regular inspections to ensure that footpaths etc. are safe and not unduly affected by debris. Whilst this is the proposed Policy position to provide guidance on matters relating to street trees, Council can still resolve to remove a tree causing debris.

5	Affected Property: 15 Brook Street Bassendean	Postal Address: 15 Brook Street BASSENDEAN WA 6054
Summary of Submission		Comment
Support to the proposal. 5.1 Please continue to plan street trees along major roads.		Noted. The Town will continue to plan street trees along major roads and throughout the Town as part of its street tree planting program.

6	Affected Property: 65 Broadway Bassendean	Postal Address: 65 Broadway BASSENDEAN WA 6054
Summary of Submission		Comment
Support to the proposal. 6.1 It would be awesome to see further verge development on a smaller scale (ground covers, natives, edible food) to add to community engagement and the revitalisation of verges and general streetscape. Perhaps a system where the Owner can work with Council to improve the verge - maybe there's helpful labour provided for the removal of existing grass, and access to affordable tube-stock planting.		Noted. The Town's Verge Treatment Policy and Verge Treatments - Guidelines for Enhancing your Verge (adopted in March 2020) encourages the community to develop and maintain sustainable verge gardens. The Town will investigate further landscaping of some verges and the ability to expand the plants for residents scheme.
6.2 Utilisation of dead trees. These natural landscapes can still be used by insects and small animals as a home. Maybe they're placed in children's play areas or in the upcoming drainage-corridor revitalisation project for example. in the upcoming drainage-corridor revitalisation project for example.		Agreed. Whilst the Town uses dead trees for mulch on its reserves or made available to residents, larger logs are stored at the Town's depot for use at reserved (e.g. Gary Blanch Reserve). In natural areas such as Point Reserves, logs are left on site.

7	Affected Property: 169 Second Avenue Eden Hill	Postal Address: 169 Second Avenue EDEN HILL WA 6054
Summary of Submission		Comment
Comment to the proposal. 7.1 Sick of the mess left after street trees pruning all over my property not only yours now 81 cannot do it anymore.		Noted. The Town's staff and contractors make every effort to clean up during and after the tree pruning.

8	Affected Property: 41 Second Avenue Bassendean	Postal Address: 41 Second Avenue BASSENDEAN WA 6054
Summary of Submission		Comment
Comment to the proposal. 8.1 Thank you for the opportunity to comment on the combined draft street tree policy. Congratulations to those who formulated the policy. It seems sensible and appropriate for the issues it addresses and I don't have any major concerns about its content. However I think it could go much further.		Noted.
8.2	I am concerned about important issues that are not included in the Street Tree Policy. In the Your Say Bassendean newsletter email it stated that the street tree policy"...relates to the planting, maintenance, pruning and removal of trees in public places in Ashfield, Bassendean and Eden Hill". But there are no policies at all to guide decision making, planning and operational activities around planting of new street trees. The policy for planting replacement trees is adequate but doesn't cover new trees that are needed.	The Town's Verge Treatment Policy and Verge Treatments - Guidelines for Enhancing your Verge were adopted by Council in March 2020, and provide guidance for all verge treatments, including street trees.
8.3	I think there should be a policy of having at least one suitable street tree per dwelling wherever possible. There are many streets that have minimal trees. I believe that the council should plant a tree on every front verge.	Agreed. Council adopted Local Planning Policy No. 13 – Tree Retention and Provision in June 2020, which requires the planting of new trees for every 350m ² of land area on private property. The Town is continuing to planting street trees on verges as part of the street tree program.
8.4	For example, in my street/block, Second Ave, between the railway and Anzac Tce, there are only five council street trees on the verge under the power lines. They are all coral gums, none are particularly robust and they provide minimal shade. The side of road without power lines contains more trees but in	The Town's street tree program includes the annual winter planting of new and replacement street trees. Residents are encouraged to contact the Town to request a street tree for their verge. Alternatively, residents may choose to plant their own trees in the verge (including fruit trees), but that is subject to prior written approval being provided by the Town.

	total there seem to be only 40% of dwellings that have a tree on the verge.	
8.5	Another problem I observe is where beautiful, mature trees' health is compromised by brick paving going up to the trunk. The new policy seems to cover this problem to some extent but I would like to see a requirement for existing brick paving to be removed from a radius of at least 2m from the trunk.	Agreed. The Town's Verge Treatment Policy and Verge Treatments - Guidelines for Enhancing your Verge requires that pavers should be a minimum of 2 metres from the base of any street tree and must not be higher than the adjacent kerb line, footpath or vehicle crossing.
8.6	<p>A policy for the planting of new trees could include guidelines on the suitability of street tree species that take into account:</p> <ul style="list-style-type: none"> • water requirements; • ease of maintenance; • safety etc; • local variations in height of water table, (eg. I've noticed that in my area, that was obviously a wetland in the past, water loving trees flourish but dryland trees struggle) • changing climate and diminishing rainfall; • maximising of canopy cover; • consistency with other verge plantings and verge policy; • giving a sense of place; • habitat, shelter and food for birds and wildlife. 	Agreed. The Town's Verge Treatment Policy and Verge Treatments - Guidelines for Enhancing your Verge provides such guidance. Residents can also liaise with the Town's Parks and Gardens Services to receive advice.
8.7	<p>I know that I have gone beyond the 3 July deadline. I have been ill. I hope someone may find my suggestions useful.</p> <p>My final suggestion is to include the Prickle Bark (<i>Eucalyptus todtiana</i>) as a street tree option. I have a couple in my front garden. Once established they don't require any water and they meet all the requirements of a fabulous street tree besides being quite long lived and looking lovely. Attached is a photo of a magnificent Prickle Bark in Scaddan St.</p>	Noted.

9	Affected Property: 149 Guildford Road Bassendean	Postal Address: 149 Guildford Road BASSENDEAN WA 6054
Summary of Submission		Comment
<p>Objection to the proposal.</p> <p>9.1 I do support a policy however feel this version in its current form does not go far enough to outline a cohesive environmental and social vision for the long term of the community. Missing is tree types, consistency across suburb(s), support of wildlife, guidance around power lines. For instance I have seen power lines on one side of street with all trees directly under them and no trees on other side of the road. We have road parking and tree shade to consider. Please review the policy with greater vision and higher standards. Trees provide cheap long term value to many. This stage is critical to creating a beautiful suburb functioning as shade and bird attractant environmental asset. Thanks. Ciao</p>		<p>Noted. The intent of the policy is not to provide guidance for the planting of street trees by the Town, as this is covered by the Town's Verge Treatment Policy and Verge Treatments - Guidelines for Enhancing your Verge and administratively.</p> <p>The Town will consider appropriate tree species based on locational context, to support wildlife and to provide shade as part of its future street tree planting program.</p>

ATTACHMENT NO. 5

PART A – INFORMATION

Access and Inclusion

The Town of Bassendean (Town) is committed to ensuring that the services, programs, natural and built environment are accessible for all members of the community. The Town acknowledges that some members of the community may require additional assistance to enable them to have equitable access to the services provided by the Town. This is why the Town has developed the Access and Inclusion Plan 2019 – 2024 (plan). The plan sets out our commitment to people with disability and details the strategies we will adopt to improve access to a range of services, programs, and information or community events.

What are compassionate waste services?

Central to our commitment to improve access to services, the Town provides certain compassionate waste services to assist eligible residents with managing household waste.

What type of compassionate waste services are provided?

Certain residents may be eligible to receive assistance with compassionate waste services such as:

1. **Additional capacity** – the Town will provide a reasonable increase to the capacity of the kerbside collection for a period up to 12-months. Support from a registered General Practitioner or registered Health Professional is required on application (refer Part B).
2. **Deceased estate clean up** – the Town will provide up to four additional passes to the refuse station to assist residents with waste removal of deceased estates. Evidence such as a death certificate, notice or letter from a mortuary or other suitable evidence is required on application and the application must be received by the Town within a 12-month period of the date of death.

Where a resident receives approval for compassionate waste services, these will be provided without additional cost to the costs already incurred for usual waste services.

Is approval required?

Before a resident can receive compassionate waste services, the Town will assess to determine if a resident is eligible. Residents are to apply for compassionate waste services by completing **Part B** of this form. Depending on the type of compassionate waste service required, approval may be granted in terms of one-off approval, or for a period of up to, but not exceeding, 12 months. Each application is assessed on a case by case basis and the Coordinator, Recycling and Waste may seek further information from the applicant to assist in decision making.

PART B – APPLICATION

Applicant Details:

Name: _____

Property Address: _____

Mobile Contact: _____ Email Contact: _____

Type of compassionate waste services requested:

- Additional Capacity
- Deceased Estate Clean up

Reason compassionate waste services are required:

- Medical Condition
- Disability
- Other reason – please provide brief explanation: _____

Declaration:

I, **[insert your full name]**, declare that the information I have provided in this application is accurate and true and I confirm that, to the best of my knowledge and belief, I am eligible to receive compassionate waste services.

Print Name:

Sign:

Date:

Support by registered General Practitioner or registered Health Practitioner:

I, have discussed the application with **[insert name]** and declare that to the best of my knowledge and belief, the information provided by the **[insert applicant name]** is true and correct. I support the application for compassionate waste services. I am a

- Registered General Practitioner
- Registered Health Practitioner (please specify) _____

Name: (please print name) _____

Signature:

Date: _____

ATTACHMENT NO. 6

LOCAL GOVERNMENT ACT 1995

TOWN OF BASSENDEAN

**ANIMALS, ENVIRONMENT, NUISANCE AND PESTS
LOCAL LAW 2019**

LOCAL GOVERNMENT ACT 1995

TOWN OF BASSENDEAN

ANIMALS, ENVIRONMENT, NUISANCE AND PESTS LOCAL LAW 2019

CONTENTS

Part 1 – Preliminary

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application
- 1.4 Repeal
- 1.5 Interpretation

Part 2 – Keeping of animals

Division 1 - Keeping of animals and birds

- 2.1 Interpretation
- 2.2 Cleanliness
- 2.3 Animal enclosures
- 2.4 Disposal of dead animals

Division 2 - Keeping of large animals

- 2.5 Interpretation
- 2.6 Conditions for keeping of an animal

Division 3 - Keeping of poultry, pigeons and caged birds

- 2.7 Limitation on numbers of poultry and pigeons
- 2.8 Conditions for keeping poultry in limited numbers
- 2.9 Conditions for keeping of pigeons in limited numbers
- 2.10 Removal of non-conforming structure or enclosure
- 2.11 Restrictions on pigeons nesting or perching

Part 3 – Land care

Division 1—Liquid waste

- 3.1 Interpretation
- 3.2 Deposit liquid refuse
- 3.3 Disposal of liquid waste

Division 2—Unightly land and disused materials

- 3.4 Removal of refuse and disused materials
- 3.5 Removal of unsightly overgrowth of vegetation
- 3.6 Storage of vehicles and machinery
- 3.7 Commercial wrecking of vehicles
- 3.8 Disposing of disused refrigerators or similar containers
- 3.9 Disposal of swimming pool backwash

Part 4 – Nuisances

Division 1- Light

- 4.1 Use of exterior lights
- 4.2 Emission or reflection of light
- 4.3 Local government may give notice directing measures to be taken

Division 2 - Smoke, fumes, odours and other emissions

- 4.4 Escape of smoke, fumes, odours and other emissions

Division 3 - Commercial vehicle noise from residential land

- 4.5 Commercial vehicle noise from residential land

Division 4 - Bird nuisance

- 4.6 Restrictions on feeding of birds

Part 5 – Pest control

Division 1 – Flies

- 5.1 Interpretation
5.2 Fly breeding matter
5.3 Measures to be taken
5.4 Local government may give notice

Division 2 – Mosquitoes

- 5.5 Interpretation
5.6 Premises to be kept free of mosquito breeding matter
5.7 Measures to be taken by an occupier
5.8 Drains, channels, compensating basins and septic tanks
5.9 Drainage of land
5.10 Swimming pools

Division 3 – Rodents

- 5.11 Interpretation
5.12 Measures to be taken to eradicate rodents
5.13 Waste food etc
5.14 Restrictions of material affording harbourage for rodents

Division 4 – Cockroaches

- 5.15 Interpretation
5.16 Measures to be taken to eradicate cockroaches

Division 5 – European Wasps

- 5.17 Interpretation
5.18 Measures to be taken to keep premises free of European wasp nests

Part 6 – Objections and appeals

- 6.1 Objections and appeals

Part 7 – Enforcement

Division 1 – Notices issued under this local law

- 7.1 Notice of breach
7.2 Form of Notice

Division 2 – Offences and Penalties

- 7.3 Offences and Penalties
7.4 Prescribed offences
7.5 Form of infringement notices

Schedule 1 - Prescribed offences

LOCAL GOVERNMENT ACT 1995

TOWN OF BASSENDEAN

ANIMALS, ENVIRONMENT, NUISANCE & PESTS LOCAL LAW 2019

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Bassendean resolved on 31 March 2020 to make the following local law.

Part 1 – PRELIMINARY

1.1 Citation

This local law may be cited as the *Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Town of Bassendean Health Local Law 2001*, published in the *Government Gazette* on 24 August 2001 is amended as follows:

- (a) delete Part 4, Division 1;
- (b) delete Part 4, Division 2; clauses 4.15 and 4.16;
- (c) delete Part 4, Division 3;
- (d) delete Part 5, Division 1;
- (e) delete Part 5, Division 2;
- (f) delete Part 5, Division 3;
- (g) delete Part 5, Division 4; and
- (h) delete Part 6.

1.5 Interpretation

(1) In this local law, unless the context specifies otherwise—

Act means the *Local Government Act 1995*;

affiliated person means a person who is a member of a poultry or pigeon club incorporated under the *Associations Incorporation Act 2015*;

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

birds includes budgerigars, canaries, finches, quail, doves and other small birds;

Code of Practice—Pigeon Keeping means the Code of Practice for Pigeon Keeping and Racing in Western Australia as prescribed by the *Animal Welfare (General) Regulations 2003* as amended from time to time;

commercial vehicle means a motor vehicle having a tare weight in excess of 3000 kilograms;

commercial wrecking means the activity of wrecking vehicles or machinery for the purpose of conducting a business by offering vehicles, machinery or parts thereof for purchase, trade, sale or gain;

district means the district of the local government;

land includes any building or structure on the land;

local government means the Town of Bassendean;

lot has the meaning given to it by the *Planning and Development Act 2005*;

nuisance means—

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment by a person of his or her ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference;

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

other caged birds includes parrots, galahs, corellas and the like;

owner where used in relation to land, has the meaning given by the *Local Government Act 1995*;

permit means a permit issued under this local law;

pigeon includes homing pigeons and other domesticated breeds of the species *Columba livia*, but does not include native pigeons or doves whether or not the keeping of such birds is subject to the approval of the Department of Biodiversity, Conservation and Attractions;

poultry includes fowls, peafowl, turkeys, geese, ducks, bantams and other domestic fowls;

refuse means any waste material including bricks, lime, cement, concrete, rubble, stones, iron, timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;

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

Schedule means a schedule to this local law;

thoroughfare means any highway or thoroughfare which the public are entitled to use, including the verge and other things including bridges and culverts appurtenant to it;

vehicle means any motor vehicle, part of a motor vehicle in a state of disrepair or in the process of being wrecked whether licensed or not; and

wreck includes the dismantling, breaking up, storage and disposal of vehicles.

- (2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.
- (3) Where in this local law a duty, obligation or liability is imposed on an owner or occupier the duty shall be deemed to be imposed jointly and severally on each owner and occupier.

- (4) This local law is subject to sections 3.25, 3.27 and Schedules 3.1 and 3.2 of the *Local Government Act 1995* and any powers of entry exercised by this local government under this local law is subject to Part 3, Division 3, Subdivision 3 of the Act.

Part 2—KEEPING OF ANIMALS

Division 1 - Keeping of animals and birds

2.1 Interpretation

In this division, unless the context otherwise requires -

animal includes cats, dogs, rabbits, ferrets or the like; and

bird includes but is not limited to poultry, galahs, parrots, corellas, cockatoos and other Australian native birds, budgerigars, finches, pigeons and doves or the like.

2.2 Cleanliness

An owner or occupier of a premises, in or on which an animal or bird is kept shall –

- (a) keep the premises free from excrement, filth, food waste and all other matter which is, or is likely to become offensive or attract rats or other vectors of disease;
- (b) when so directed by local government, clean and disinfect the premises;
- (c) keep the premises, so far as possible free from flies or other vectors of disease, by spraying with a residual insecticide or other effective means; and
- (d) ensure the keeping of the animal or bird does not cause a nuisance and is not offensive or dangerous to health.

2.3 Animal enclosures

- (1) A person shall not keep or cause, or permit to be kept, any animal enclosure on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
- (2) The local government may by notice in writing direct the owner or occupier require the surface of the ground of all enclosures used for the keeping of animals to be paved, graded and drained.

2.4 Disposal of dead animals

An owner or occupier of land on which there is a dead animal shall immediately dispose of the dead animal in such a manner as not to cause or be a nuisance to any person.

Division 2 - Keeping of large animals

2.5 Interpretation

In this Division, unless the context otherwise requires –

cow includes an ox, calf, or bull;

horse includes an ass, mule, donkey or pony; and

large animal includes a pig, sheep, goat, deer, llama, alpaca or camel.

2.6 Conditions for keeping of an animal

- (1) Subject to subclause (2) an owner or occupier of premises shall not keep or allow to be kept any horse, cow or large animal on those premises.

- (2) An owner or occupier of premises may upon written application to the local government, request permission to keep one or more sheep or horse. The number of sheep or horses permitted by the local government shall be at a rate not greater than one horse or sheep per 2000 square metres of land set aside for the exclusive use of the sheep or horse.
- (3) The owner or occupier of premises with approval to keep sheep or horses, shall provide for their use a stable or enclosure which shall:
- (a) not be situated within 30 metres of a dwelling;
 - (b) be constructed of an impervious material; and
 - (c) have a floor, constructed of cement, concrete or other similar impervious material with the upper surface of which at least 75mm above the surface of the ground.
- (4) The owner or occupier of any premises on which a stable is located shall:
- (a) maintain the stable in a clean condition, free of insect pests, rodents and offensive odour;
 - (b) when so directed in writing by an authorised person, clean, wash and disinfect the stable; and
 - (c) when so directed in writing by an authorised person, spray the stable or such parts as may be directed, with a residual insecticide.

Division 3 - Keeping of poultry, pigeons and caged birds

2.7 Limitation on numbers of poultry and pigeons and caged birds

- (1) An owner or occupier of premises shall –
- (a) subject to paragraph 1(b), not keep a combined total of more than 12 poultry or caged birds or 6 ducks without the written approval of the local government, on any one lot of land;
 - (b) not keep more than 12 pigeons unless the owner or occupier is an affiliated person in which case the maximum number of pigeons may be increased to 75;
 - (c) subject to subclause (3), not keep any of the following:
 - (i) geese;
 - (ii) a turkey;
 - (iii) peafowl;
 - (iv) rooster; and
 - (v) other caged birds,
 on any land within the district.
- (2) The local government may either reduce the approved number of poultry, pigeons or caged birds kept by an owner or occupier, or ban the keeping of poultry, pigeons or caged birds by an owner or occupier, if the conditions of this Division are not complied with or if excessive noise is evident.
- (3) The local government may, upon written application to it, grant approval to a person who is the owner or occupier of premises to keep on those premises, either a goose, gander, turkey, peafowl, rooster or other caged birds.
- (4) A person who has been granted approval under subclause (3) hereof, to keep a goose, gander, turkey, peafowl, rooster or other caged birds, on the premises may do so only while he/she is the occupier thereof.
- (5) The local government may cancel the approval granted to an occupier under subclause (3) hereof, upon receipt of a justified complaint relating to the keeping of either a goose, gander, turkey, peafowl, rooster or other caged birds.

2.8 Conditions for keeping poultry in limited numbers

- (1) A person who keeps poultry or permits poultry to be kept shall ensure that –
- (a) no poultry are kept within 9 metres of a neighbouring dwelling and 5 metres from an opening to a dwelling;
 - (b) no poultry approach within 9 metres of a public street, public building, commercial premises or food premises;
 - (c) all poultry are kept in an enclosure not closer than 1.2 metres to any property boundary, within which is a properly constructed, weatherproof structure for roosting, which shall:
 - (i) allow a minimum of 0.3 square metres of floor area per fowl;
 - (ii) have an impervious floor of 50 millimetre minimum thickness, graded to the front to facilitate easy cleaning;
 - (iii) be designed to allow easy access for cleaning; and
 - (iv) have the walls and roof constructed of an impervious material.
 - (d) all structures or enclosures within which poultry are kept are maintained at all times in a clean condition;
 - (e) the enclosures have an otherwise unobstructed area of at least 2 square metres per poultry; and
 - (f) the occupier shall clean and disinfect the enclosure, structure and surrounds, and trap or bait flies, rodents and other vectors of disease when so directed by an authorised person.
- (2) An owner or occupier of a premises, may upon written application to the local government, request permission to vary the provisions contained within 2.8(1) (a), (b), (c) and/or (e).
- (3) Local government may cancel the approval granted to an owner/occupier under subclause (2) hereof, upon receipt of a justified complaint relating to the conditions for keeping of poultry in limited numbers.

2.9 Conditions for keeping of pigeons in limited numbers

- (1) A person who keeps, or permits to be kept, pigeons shall ensure that:
- (a) no opening to a pigeon loft, including openings for ventilation, is within 15 metres of a public street, public building, commercial premises or food premises;
 - (b) no opening to a pigeon loft, including openings for ventilation, is within 9 metres of any residential dwelling;
 - (c) no pigeon loft is located within 1.2 metres of a boundary of an adjoining property;
 - (d) all structures used to house pigeons shall be of sound, weatherproof construction, the framework and roost being of smooth sealed timber or metal, the walls and roof to be constructed of galvanised iron or other approved material, and the floor to be constructed in a manner and of a material which will facilitate the hygienic removal of waste matter, husks, seed, feathers, dead birds and faecal matter;
 - (e) bird cages, aviaries, lofts and surrounds shall be kept in a clean condition to the satisfaction of an authorised person;
 - (f) the occupier shall clean and disinfect cages, aviaries, lofts and surrounds, and trap or bait flies, rodents and other vectors of disease when so directed by an authorised person;
 - (g) the local government may, at its discretion, prohibit an owner or occupier exercising homing pigeons between specified hours of the day, if health or nuisance related problems become evident; and
 - (h) where there is any discrepancy between this clause relating to the Keeping of Pigeons, cage-birds and other cage-birds and the Code of Practice – Pidgeon Keeping the higher standard of construction and hygiene shall prevail.

2.10 Removal of non-conforming structure or enclosure

- (1) If a structure or enclosure is used for the keeping of poultry or pigeons contrary to the provisions of sections 2.8 and 2.9 respectively, the local government may by notice in writing direct the owner or occupier to take such actions as the authorised person considers necessary within the time specified in the notice.
- (2) Where a notice is issued under subclause (1), the requirements set out in the notice must be complied with within the period specified in the notice.

2.11 Restrictions on pigeon nesting or perching

- (1) The local government may by notice in writing direct the owner or occupier of a premises in which pigeons are in a habit of nesting or perching, to take such actions as the authorised person considers necessary to prevent them from continuing to do so.
- (2) Where a notice is issued under subclause (1), the requirements set out in the notice must be complied with within the period specified in the notice.

Part 3— LANDCARE

Division 1 – Liquid waste

3.1 Interpretation

In this division, unless the context otherwise requires:

liquid refuse includes all washings from windows and vehicles; overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and any other liquid used for cooling purposes; and

liquid waste means bathroom, kitchen, scullery and laundry wastes, the contents of septic tanks, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage.

3.2 Deposit of liquid refuse

An owner and/or occupier of land shall take reasonable steps to -

- (a) contain all liquid refuse on the land; and
- (b) ensure no liquid refuse is released or escapes from the land, whether by means of wind, water or any other cause.

3.3 Disposal of liquid waste

- (1) The owner or occupier of premises shall:
 - (a) provide one or more of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and
 - (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.
- (2) Liquid waste shall be disposed of by one or more of the following methods:
 - (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
 - (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Chief Health Officer or the local government; or

- (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Chief Health Officer.

Division 2—Unsightly land and disused materials

3.4 Removal of refuse and disused material

- (1) The owner or occupier of a lot shall not keep, or permit to remain on the lot, any refuse, rubbish or disused material of any nature or kind which in the opinion of authorised person is likely to give the lot an untidy appearance and, or does not conform with the general appearance of other land in that part of the district.
- (2) The local government may by notice in writing direct the owner or occupier to take such actions as the authorised person considers necessary to remove of refuse, rubbish or disused material from the lot within the time frame specified in the notice.

3.5 Removal of unsightly overgrowth of vegetation

- (1) The owner or occupier of a lot shall not permit to remain on a lot any unsightly overgrowth of vegetation that gives the lot an untidy appearance and does not conform with the general appearance of other land in that part of the district.
- (2) The local government may give notice in writing to the owner or occupier of a lot to take such actions as the authorised person considers necessary to remove the overgrowth of vegetation within the time specified in the notice.

3.6 Storage of vehicles and machinery

The owner or occupier of a residential lot shall not –

- (a) store any vehicle, part or body of a vehicle, vessel or machinery in a state of disrepair;
- (b) allow to remain on any land, a vehicle, part or body of a vehicle, vessel, or machinery in a state of disrepair;
- (c) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery; unless-
- (i) inside a building; or
- (ii) within an area enclosed by a fence or wall not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts of bodies of vehicles or machinery from the street and from adjoining properties; or
- (d) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.

3.7 Commercial wrecking of vehicles

An owner or occupier of land in the district must not undertake, permit or suffer the commercial wrecking of vehicles on that land, without first having obtained written approval from the local government.

3.8 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice-chest, ice-box, trunk, chest or other similar article having a compartment which has a capacity of 0.04 cubic metres or more on any land without first removing every door and lid and every lock, catch and hinge attached to a door or lid or otherwise rendering every door and lid incapable of being fastened.

3.9 Disposal of swimming pool backwash

The owner or occupier of land on which a swimming pool is constructed shall ensure that backwash is not permitted to discharge onto or run-off onto adjacent land.

Part 4—NUISANCES

Division 1—Light

4.1 Use of exterior lights

An owner or occupier of land on which floodlights or other exterior lights are erected or used shall not allow the floodlights or other exterior lights to shine directly onto any other premises.

4.2 Emission or reflection of light

An owner or occupier of land shall ensure that—

- (a) artificial light is not emitted or reflected from anything on the land so as to illuminate premises outside that land at a level that interferes unreasonably with normal daily activities; and
- (b) natural light is not reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare.

4.3 Notice may require specified action to prevent emission or reflection of light

(1) Where—

- (a) floodlights or other exterior lights shine directly onto any other premises;
- (b) artificial light is emitted or reflected from anything on the land so as to illuminate premises outside the land that interferes unreasonably with normal daily activities; or
- (c) natural light is reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare,

the local government may by notice in writing direct the owner or occupier to take such actions as the authorised person considers necessary within the time specified in the notice.

(2) The notice referred to in subclause (1) may direct that—

- (a) floodlights or other exterior lights are used only during the hours specified in the notice;
- (b) the direction in which the lights shine be altered as specified in the notice;
- (c) any reflective surfaces be painted or otherwise treated so as to abate the nuisance; or
- (d) any combination of these measures that the local government believes to be appropriate to the circumstances.

Division 2—Smoke, fumes, odours and other emissions

4.4 Escape of smoke, fumes, odours and other emissions

- (1) An owner or occupier of land or premises shall take all reasonable steps not to cause or permit the escape of smoke, fumes or odours from the land or premises in such quantity or of such a nature as to cause or to be a nuisance to any person.
- (2) Subclause (1) does not apply to odour from the use of organic fertilisers applied in accordance with the product label or in the case of bulk fertiliser in a manner as to minimise nuisance.

- (b) remove all irregularities in the surface of the land;
- (c) if necessary, adjust the surface of the land or raise the level of the surface in such a manner that:
 - (i) the water on the land may flow into the drains without obstruction; and
 - (ii) no water shall remain on any portion of the land other than the drains; and
- (d) keep all drains in good order and free from obstruction.

5.10 Swimming pools

Where there is a swimming pool on any premises where the circulation system does not function, or has not been used such that the pool water is green or stagnant and suitable for the breeding of mosquitoes, the owner or occupier shall when required by a notice issued by the local government:

- (a) re-activate the pool circulation system within a time specified and operate it so that the water is filtered for as many hours as may be specified; and/or
- (b) chlorinate and adjust pH of the pool to:
 - (i) 4 milligrams per litre free chlorine; and
 - (ii) pH within the range 7.2 to 7.6; or
- (c) empty or drain the pool; or
- (d) pour up to 1 litre of paraffin oil or kerosene onto the water surface of the pool; and
- (e) maintain the pool water free of mosquito breeding.

Division 3 – Rodents

5.11 Interpretation

In this Division, unless the context otherwise requires:

rodents means those animals belonging to the order *Rodentia* and includes rats and mice but does not include animals (other than rats) kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

5.12 Measures to be taken to eradicate rodents

- (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (2) Without limiting the generality of subclause (1), an owner or occupier of premises, whenever there are indications of the presence of rodents in, on or about the premises, and while such indications continue, shall:
 - (a) take effective measures to keep the premises free from rodents including:
 - (i) protecting food stuffs;
 - (ii) using a rodenticide bait or a properly baited trap; and
 - (iii) preventing rodents having access to water on the premises;
 - (b) inspect daily each rodenticide bait or trap used and, whenever a rodent is found, shall:
 - (i) if it is not already dead, kill it immediately; and
 - (ii) dispose of the carcass in such a manner as will not create a nuisance; and
 - (c) take whatever measures for the eradication of rodents as an authorised person may from time to time direct.

5.13 Waste food etc.

An owner or occupier of premises shall:

- (a) not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment; and
- (b) follow any direction of the authorised person to dispose of fallen fruit, nuts or seed.

5.14 Restrictions on materials affording harbourage for rodents

- (1) An owner or occupier of premises shall cause:
 - (a) any part of the premises; or
 - (b) any material, sewer, pipe or other thing in or on the premises, that might afford access or harbourage to rodents to be altered, repaired, protected, removed or otherwise dealt with so as to prevent it being used as access for or harbourage of rodents.
- (2) The local government may by notice direct, an owner or occupier of premises to take whatever action that, in the opinion of an authorised person, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.
- (3) An owner or occupier of premises shall comply with a notice from, and within the time allowed by local government under this clause.

Division 4 – Cockroaches

5.15 Interpretation

In this Division, unless the context otherwise requires:

cockroach means any of the various *orthopterous* insects commonly known as cockroaches.

5.16 Measures to be taken to eradicate cockroaches

- (1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.
- (2) Without limiting the generality of sub-clause (1), an owner or occupier of premises, whenever there are any indications of the presence of cockroaches in, on or about the premises, and while such indications continue, shall take effective measures to keep the premises free from cockroaches including:
 - (a) washing and storing, immediately after use, cooking and eating utensils;
 - (b) wrapping and depositing in a rubbish receptacle without delay all food scraps, uneaten pet food and garbage; and
 - (c) whenever required by local government, treating any area with baits or other methods to eradicate cockroaches.

Division 5 - European Wasps

5.17 Interpretation

In this Division, unless the context otherwise requires:

European Wasp means a wasp *Vespula germanica*.

5.18 Measures to be taken to keep premises free from European wasp nests

An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall:

- (a) immediately notify the local government of any wasp nest in, on or about the premises that is suspected to be a European Wasp nest;
- (b) follow any direction of an authorised person for the purpose of destroying the wasps and their nest; and

- (c) assist an authorised person to trace any nest that may be present in, on or about the premises.

Part 6—OBJECTIONS AND APPEALS

6.1 Objections and appeals

When the local government makes a decision under this local law as to whether it will -

- (a) grant a person a permit or authorisation;
- (b) vary or cancel a permit or authorisation; or
- (c) give a person a notice,

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations shall apply to that decision.

Part 7 – ENFORCEMENT

Division 1 – Notices given under this local law

7.1 Notice of breach

- (1) Where a breach of any provision of this local law has occurred, the local government may give a notice in writing to the person alleged to be responsible for such a breach.
- (2) A notice issued pursuant to subclause (1) shall—
 - a) specify the provision of this local law which has been breached;
 - b) specify the particulars of the breach; and
 - c) state the manner in which the recipient is required to remedy the breach to the satisfaction of the local government within a time period stipulated in the notice which shall be not less than 7 days from the giving of the notice.
- (3) It is an offence to fail to comply with a notice issued by the local government pursuant to subclause (1).

7.2 Form of notices

Where this local law refers to the giving of a notice other than the giving of an infringement notice and no particular form is prescribed, it will be sufficient that the notice be in writing giving sufficient details to enable the owner, occupier or other person to whom the notice is issued to know the offence committed and the measures required to be taken or conditions with which compliance is required, as the case may be.

Division 2 – Offences and Penalties

7.3 Offences and penalties

- (1) A person who—
 - (a) fails to do anything required or directed to be done under this local law;
 - (b) fails to comply with the requirements of a notice issued under this local law by the local government; or
 - (c) does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Where, under this local law, an act is required to be done or forbidden to be done in relation to any land or premises, the owner or occupier of the land or premises has the duty of causing to be done the act so required to be done, or of preventing from being done the act forbidden to be done.

- (3) A person who commits an offence under this local law is liable to a maximum penalty of \$5000 and where the offence is of a continuing nature a maximum daily penalty of \$500 in respect of each day or part of a day during which the offence has continued.

Division 3 – Infringement Notices and Modified Penalties

7.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1—
- (a) in the case of a first offence the modified penalty will be that prescribed in column 4 of Schedule 1; and
 - (b) in the case of a subsequent offence the modified penalty will be that prescribed in column 5 of Schedule 1.

7.5 Form of infringement notices

For the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice given under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the Regulations.

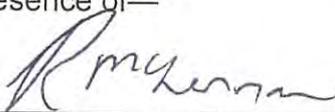
**Schedule 1 – Prescribed Offences
[Clause 7.4]**

Item	Clause	Description of offence	Modified penalty - first offence	Modified penalty - subsequent offence
1.	2.2	Failing to keep an animal or bird in accordance with a condition of this local law	\$250	\$500
2.	2.3(1)	Failing to maintain an animal enclosure	\$250	\$500
3.	2.4	Failing to immediately dispose of a dead animal in a manner as not to cause a nuisance	\$250	\$500
4.	2.6	Failing to keep an animal in accordance with conditions of this local law	\$250	\$500
5.	2.7(1)(a)	Keeping more than 12 poultry or caged birds	\$250	\$500
6.	2.7(1)(c)	Keeping of a goose or gander, turkey, peafowl, rooster or other caged without written permission of the local government	\$250	\$500
7.	2.8	Failing to keep poultry in accordance with conditions of this local laws	\$250	\$500
8.	2.9	Failing to keep pigeons in accordance with conditions of this local laws	\$250	\$500
9.	2.10(2)	Failing to comply with a notice to remove non-conforming structure or enclosure	\$250	\$500
10.	2.11(2)	Failing to comply with a notice issued to prevent pigeons nesting or perching	\$250	\$500
11.	3.2	Release of liquid refuse from the land	\$250	\$500
12.	3.3(2)	Failing to dispose of liquid waste in an approved manner	\$250	\$500
13.	3.4(1)	Keeping or allowing to be kept on a lot refuse, rubbish or disused material giving the land an untidy appearance	\$250	\$500
14.	3.5(1)	Keeping or allowing to be kept on a lot unsightly overgrowth of vegetation giving the land an untidy appearance	\$250	\$500
15.	3.6(a)	Storing on a lot a vehicle, part or body of a vehicle or machinery in a state of disrepair	\$250	\$500
16.	3.6(b)	Storing or allowing to remain on land, a vehicle, part or body of a vehicle or machinery in a state of disrepair	\$250	\$500
17.	3.6(c)(i)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not inside a building	\$250	\$500
18.	3.6(c)(ii)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not behind a sufficient fence or wall	\$250	\$500
19.	3.6(d)	Wrecking, dismantling or breaking up a vehicle, vessel or machinery so as to cause a nuisance	\$250	\$500
20.	3.7	Commercial wrecking of vehicles on land without local government approval	\$250	\$500
21.	3.8	Disposing of disused refrigerator or similar container with door or lid that can be fastened	\$250	\$500
22.	3.9	Discharging swimming pool backwash onto adjacent land	\$250	\$500

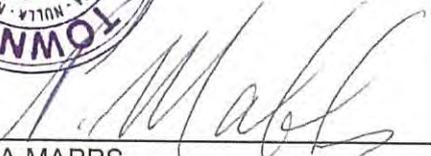
	4.1	Erection or use of lighting installations other than in accordance with this local law	\$250	\$500
23.	4.2(a) & (b)	Permit the emission or reflection of light	\$250	\$500
24.	4.4(1)	Allowed the escape of smoke, fumes, odour and other emissions so as to cause a nuisance	\$250	\$500
25.	4.5	Use of a commercial vehicle other than in accordance with this local law	\$250	\$500
26.	4.6(1)	Feeding a bird so as to cause or create a nuisance	\$250	\$500
27.	5.2	Failing to keep premises free of fly breeding matter	\$250	\$500
28.	5.3	Failing to comply with conditions of this local law preventing fly breeding	\$250	\$500
29.	5.6	Failing to keep premises free of mosquito breeding matter	\$250	\$500
30.	5.7	Failing to comply with a condition of this local law to prevent mosquito breeding	\$250	\$500
31.	5.8	Failing to maintain a drain, channel, compensating basin or septic tank in accordance with a condition of this local law	\$250	\$500
33.	5.9	Failing to drain land	\$250	\$500
34.	5.10	Failing to comply with a notice of the local government	\$250	\$500
35.	5.12(1)	Failing to take effective measures to eradicate rodents in or on the premises	\$250	\$500
36.	5.12(2)	Failing to take measures to eradicate rodents in accordance with this local law	\$250	\$500
37.	5.13(a)	Failing to prevent access by rodents to waste food, refuse or other waste	\$250	\$500
38.	5.13(b)	Failing to follow a direction to dispose of fallen fruit, nuts or seed	\$250	\$500
39.	5.14(1)	Failing to alter, repair, protect, remove or otherwise deal with part of a premises or other thing on the premises used as access for or harbourage of rodents	\$250	\$500
40.	5.16(1)	Failing to take effective measures to eradicate cockroaches	\$250	\$500
41.	5.18	Failing to ensure premises is free of European Wasp nests	\$250	\$500

Dated this 8th day of April 2020

The Common Seal of the Town of Bassendean was affixed by authority of a resolution of the Council in the presence of—


 RENEE McLENNAN
 Mayor




 PETA MABBS
 Chief Executive Officer



ATTACHMENT NO. 7

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

TOWN OF BASSENDEAN

WASTE LOCAL LAW 2019

Waste Avoidance and Resource Recovery Act 2007
Local Government Act 1995

Town of Bassendean

Waste Local Law 2019

CONTENTS

Part 1 – Preliminary

- 1.1 Short title
- 1.2 Commencement
- 1.3 Application¹
- 1.4 Repeal
- 1.5 Meaning of terms used in this local law
- 1.6 Local public notice of determinations
- 1.7 Rates, fees and charges
- 1.8 Power to provide waste services

Part 2 - Local government waste

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

Part 3 - General duties

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

Part 4 - Operation of waste facilities

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

Part 5 - Enforcement

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

Schedule 1 - Meaning of 'non-collectable waste'

Schedule 2 - Prescribed offences

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

Town of Bassendean

Waste Local Law 2019

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

Part 1 - Preliminary

1.1 Short title

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

1.2 Commencement

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

1.3 Application

This local law applies throughout the district.

1.4 Repeal

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

- (b) clause 4.16

1.5 Meaning of terms used in this local law

- (1) In this local law—

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

collectable waste means local government waste that is not—

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

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

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

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

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

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

costs of the local government include administrative costs;

Council means the council of the local government;

district means the district of the local government;

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

LG Act means the *Local Government Act 1995*;

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

local government means Town of Bassendean;

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

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

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

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

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

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

owner has the same meaning as in the LG Act;

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

receptacle, means a receptacle—

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

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

recycling waste means—

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

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

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

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

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

waste has the same meaning as in the WARR Act;

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

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

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

1.6 Local public notice of determinations

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

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

1.7 Rates, fees and charges

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

1.8 Power to provide waste services

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

Part 2 - Local government waste

2.1 Supply of receptacles

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

2.2 Deposit of waste in receptacles

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

2.3 General waste receptacles

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

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

2.4 Recycling waste receptacles

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

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

2.5 Organic waste receptacles

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

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

2.6 Direction to place or remove a receptacle

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

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

2.7 Duties of owner or occupier

An owner or occupier of premises shall—

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

2.8 Exemption

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

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

2.9 Damaging or removing receptacles

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

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

2.10 Verge collections

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

Part 3 - General duties

3.1 Duties of an owner or occupier

An owner or occupier of premises shall—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—

- (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
- (ii) prevent the emission of offensive or noxious odours from each receptacle; and
- (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

3.2 Removal of waste from premises

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

3.3 Receptacles and containers for public use

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

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

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

Part 4 - Operation of waste facilities

4.1 Operation of this Part

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

4.2 Hours of operation

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

4.3 Signs and directions

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

4.4 Fees and charges

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

4.5 Depositing waste

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

4.6 Prohibited activities

- (1) Unless authorised by the local government, a person shall not—
 - (a) remove any waste or any other thing from a waste facility;

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

Part 5 - Enforcement

5.1 Objection and appeal rights

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

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

5.2 Offences and general penalty

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

5.3 Other costs and expenses

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—

- (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
 - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

5.4 Prescribed offences

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

5.5 Form of notices

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

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

non-collectable waste means –

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

Schedule 2 - Prescribed offences

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

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

Consented to:



Chief Executive Officer
Department of Water and Environmental Regulation

Dated this 20th of December 2019

Dated 08/04/2020

The common seal of the Town of Bassendean was hereunto affixed to this document by resolution of the Council in the presence of:



A handwritten signature in blue ink, appearing to read 'R. McLennan', written over a horizontal line.

Renee Joy McLennan
Mayor

and

A handwritten signature in blue ink, appearing to read 'P. Mabbs', written over a horizontal line.

Peta Maree Mabbs
Chief Executive Officer

ATTACHMENT NO. 8

6.8 Notices of Motions

Objective

To establish standard procedures for dealing with Notices of Motion and any written report provided by a Councillor to support a Notice of Motion.

Strategy

The Standing Orders provide (in part) that “A Member may bring forward business in the form of a written motion to the Chief Executive Officer at least 7 clear working days before the meeting at which it is to be moved”. When a Notice of Motion is delivered to the CEO in accordance with the Standing Orders, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

The CEO will determine if an Officer comment will accompany the Notice of motion on the Agenda.

The Notice of Motion will be considered under Motions of Which Previous Notice Has Been Given.

If a motion proceeds, Council will decide if a report is to be prepared and allocate a priority/or timeline taking into account officer workloads.

Notices of Motion for Consideration at the following meeting may be given at a meeting of Council, provided they are given in writing to the Presiding Member.

This policy does not apply to Notices of Motion to revoke a previous decision of the Council, as the procedure for dealing with such Notices is detailed in the Local Government Act and Standing Orders.

Application

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

<p>Policy Type: Strategic Policy</p> <p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Responsible Officer: Chief Executive Officer</p> <p>Last Review Date: January 2018</p> <p>Next Review due by: January 2021</p>
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6.8 Notices of Motions

Objective

To establish standard procedures for dealing with Notices of Motion and any written report provided by a Councillor to support a Notice of Motion.

Strategy

The **Council Meeting Procedures Local Law** states that:

- (1) Unless the Act, Regulations or this Local Law otherwise provide, a member may raise at a meeting—
 - (a) such business as he or she considers appropriate;
 - (b) in the form of a motion;
 - (c) of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least ten (10) clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the Local Government.
- (4) The CEO—
 - (a) may, with the concurrence of the mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of this Local Law or any other written law;
 - (b) will inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form, but not the substance, as will bring the notice of motion into due form; and
 - (d) provide an officer report to accompany the notice of motion that has relevant and material facts and circumstances pertaining to the notice of motion on such matters as strategic direction within the Council's adopted Strategic Plan, policy, budget and law.

When a Notice of Motion is delivered to the CEO in accordance with the **Council Meeting Procedures Local Law**, the CEO shall in the first instance discuss the proposed motion with the Councillor to assess if it is required, and if so place the motion on the agenda for the next available Council meeting.

The Notice of Motion will be considered under Motions of Which Previous Notice Has Been Given.

Notices of Motion for Consideration at the following meeting may be given at a meeting of Council, provided they are given in writing to the Presiding Member.

This policy does not apply to Notices of Motion to revoke a previous decision of the Council, as the procedure for dealing with such notices is detailed in the *Local Government Act 1995*.

Application

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

<p>Policy Type: Strategic Policy</p>	<p>Responsible Officer: Chief Executive Officer</p>
<p>Link to Strategic Community Plan: Leadership and Governance</p>	<p>Last Review Date: June 2020</p> <p>Next Review due by: June 2023</p>

ATTACHMENT NO. 9

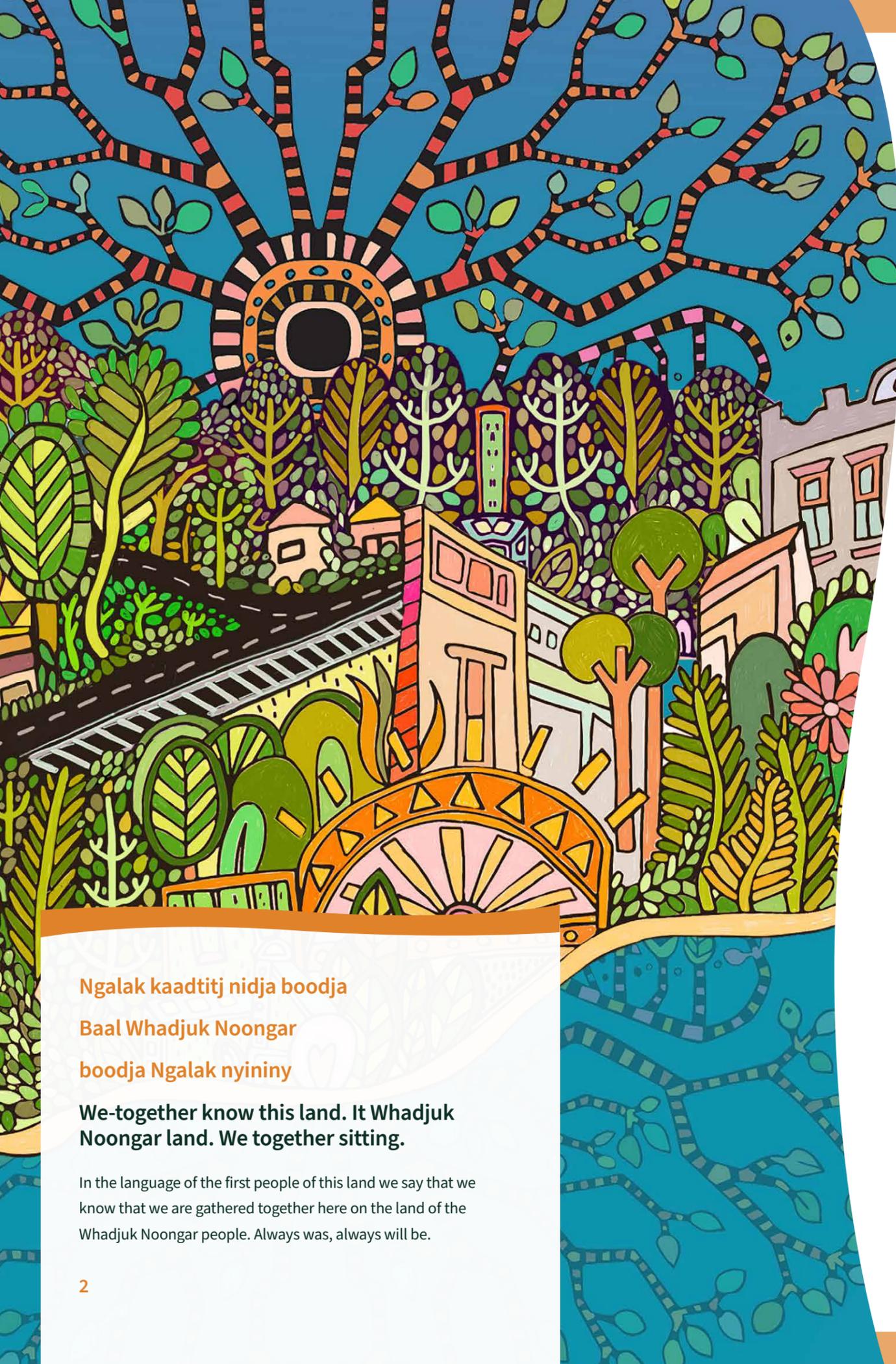


2020
-2030

TOWN OF BASSENDEAN

Strategic Community Plan





Ngalak kaadtij nidja boodja

Baal Whadjuk Noongar

boodja Ngalak nyininy

We-together know this land. It Whadjuk Noongar land. We together sitting.

In the language of the first people of this land we say that we know that we are gathered together here on the land of the Whadjuk Noongar people. Always was, always will be.

1 A message to our community

Thank you to our community for the input and insight that has allowed us to develop our new Strategic Community Plan for 2020 to 2030.

We are very excited about the future of our Town over the next ten years and beyond. We are especially excited that our vision for the future has been developed in collaboration with residents of Ashfield, Bassendean and Eden Hill.

There have been many changes in the Town of Bassendean since our previous Strategic Community Plan was developed in 2017. In light of these changes, we have thoroughly reviewed our Plan to ensure it aligns with our vision, values and aspirations for the future.

Our Strategic Community Plan is now more reflective of our unique Town of Bassendean community than ever before. We encourage you to read it, and look to it when you consider where our Town is headed over the next ten years. It acts as our constitution, a compass that guides our decisions and our work, and a reflection of who we are and what we strive for.

2019 saw the delivery of our Town's most comprehensive community engagement project – BassenDream Our Future – which saw thousands of us share our views on the future direction of Ashfield, Bassendean and Eden Hill. The structure

of our organisation has also changed since 2017, and we wanted to ensure that our current Council and staff had the opportunity to provide input.

Like the rest of the world, our Town has been impacted by the COVID-19 crisis, and some of these impacts will change the face of our community and local government into the future. Our Plan considers how we can achieve the outcomes that were priorities prior to the COVID-19 crisis, whilst ensuring we have a strong, resilient community that can recover and respond to future impacts.

When you read our Plan you are reading the aspirations of your fellow community members and your local government. We are already well on the way to achieving many of these aspirations, but there is a long way to go to realise our shared vision. We look forward to working together in continuing to build a welcoming, sustainable, accessible, proactive and resilient Town of Bassendean.

2 What makes our town unique?

The Town of Bassendean is a small local government area that sits on the Swan River, approximately 8km north-east of the Perth CBD.

Our local government area is comprised of three suburbs:



Bassendean



Ashfield



Eden Hill

We might be small size, but we are big in heart, connectedness and collaboration.

We value our uniqueness and the bonds that bring us together.

2.1 What we value

From extensive discussions with many of our approximately 16,000 community members, we know that our Town is much loved for its sense of community, history, natural environment and accessibility.

Our sense of connection is strong because Ashfield, Bassendean and Eden Hill are welcoming places where people know each other and enjoy a “country town” vibe. There is the opportunity to continue to strengthen our community, ensure we are well-connected and to support each other. Our residents, businesses, community groups, Council and staff all value working together to achieve our goals.

Our local area has a rich history that is reflected in our community, the natural environment and our Town’s built form. Balancing our connections to the past with

the need for future positive change is crucial. We seek a sustainable future for our people, our environment and our economy.

A beautiful natural environment with an abundance of vegetation, trees, green open space and connection to the Swan River are highly valued by our community. We are already making positive enhancements to our natural environment and are leaders in this area.

A historic and accessible town centre in Bassendean, three train stations and easy access to the Perth CBD make Ashfield, Bassendean and Eden Hill attractive and convenient places to live. When considering where future members of our growing community could live, many of us agree that our activity centres and train stations are important locations for future housing.

2.2 Who we are

We are a diverse community with a similar age structure to metropolitan Perth more broadly. Many of our families have lived in our Town for generations, while others of us are new migrants. We have slightly fewer family households and slightly more single-person households than the Perth average.

Our service, facility and business needs are tailored to our diverse community.

The major industries in which our residents currently work are health care and social assistance, education and training, construction, and public administration and safety. Employment has been impacted significantly by the COVID-19 crisis and our Plan can help us consider how to respond effectively to other disruptions in the future.

Our diverse community is provided for by a range of housing options, with a mix of homeowners, private renters and government housing tenants. We embrace this diversity in our community, and understand that our planning, development and service delivery need to reflect this. For many residents, circumstances are likely to have changed or change as a result of COVID-19, with more of our residents struggling to pay mortgages and rents.

There are currently about 6,200 dwellings in our community. The State Government has allocated our Town a target of an additional 4,150 homes by 2050. It is evident that many of these new homes will be located around our town centre and transport hubs to ensure good accessibility and preserve our green spaces.

Key statistics about our Town can be found at:

bassendean.wa.gov.au

3 How our plan was developed

The Strategic Community Plan (SCP) has been informed by the comprehensive BassenDream Our Future community engagement process and the MARKYT Community Scorecard research project.

Methods

BASSENDREAM OUR FUTURE



3000+

Interactions with community members and other stakeholders



1,281

Feedback materials received (including postcards, poll and survey responses and feedback forms)



21

Engagement initiatives, plan an ideas Hub and online polls open for the entire project process

MARKYT SCOREBOARD



811

Residents completed a scoreboard (12% of private dwellings in the area)



13

Out-of-area ratepayers and visitors



19

19 Council-affiliated respondents

=



843

Residents in total

Our Town today

TOP 5 THINGS THAT ARE GREAT ABOUT OUR TOWN:*



1. Proximity to the river



2. Proximity to Perth CBD



3. Access to public transport



4. Natural environment



5. Location (general)

TOP 10 WORDS USED TO DESCRIBE OUR TOWN RELATE TO:*

1. Sense of community
2. Green and natural
3. Relaxed / quiet
4. Feels like a village / country town
5. Connection to history and heritage
6. connected / accessible
7. Future potential
8. Proximity to the river
9. Progressive
10. Too quiet / uneventful

OUR TOWNS MOST HIGHLY RELATED SERVICES AND FACILITIES:**



• Library Services



• Public Transport



• Festivals, events, arts and cultural initiatives

OUR TOWNS MOST HIGHLY RELATED SERVICES AND FACILITIES RELATIVE TO OTHER LOCAL GOVERNMENTS:**



• Councils Leadership



• Community Consultation



• Efforts to adapt to climate change and promote sustainability



• Public Transport



• Youth Services

*BassenDream Our Future **MARKYT Community Scoreboard

Our Town in 10 years

TOP 5 THINGS THAT COULD MAKE OUR TOWN EVEN BETTER:*



1. Environmental management



2. Preserve / enhance open space



3. Events / arts / cultural initiatives



4. Improved connection / accessibility



5. Old Perth Road activation / revitalisation

TOP 10 WORDS USED THAT COULD DESCRIBE OUR TOWN IN THE FUTURE RELATE TO:**

1. Vibrant / active
2. Green and natural
3. Sense of community
4. Modern / progressive
5. Sustainable
6. Place of interest
7. Inclusive / inviting
8. Connected / accessible
9. Safe
10. Relaxed / quiet

AREAS WHERE OUR TOWN CURRENTLY PERFORMS BELOW THE AVERAGE FOR LOCAL GOVERNMENTS, AND COULD BE IMPROVED:**



Playgrounds, parks and reserves



Town centre development



Economic development



Safety and security

*BassenDream Our Future **MARKYT Community Scoreboard

Other previous projects that involved significant community participation were also reviewed, along with relevant Town of Bassendean strategies, policies and projects.

Multiple workshops with staff and elected members to draft the Strategic Community Plan were conducted.

This input from the community, stakeholders and Town of Bassendean staff and elected members has allowed for the development of a Strategic Community Plan that is reflective of this unique community.

How our Plan related to the One Planet Living Framework

Our Town was only the second local government in Western Australia to adopt the One Planet Living sustainability framework. We are proud of our commitment to leading sustainability and the framework guides our approach to this.

This Plan reflects the 10 principles of the One Planet Living framework and addresses environment, social and economic sustainability challenges.

We are also part of a network of like-minded local governments across Australia.

The 10 principles of the One Planet Living Framework are shown in the diagram below.

We chose to adopt the One Planet Living principles because:

It puts people first.

It's grounded in the reality of how people live their lives rather than box ticking

It's holistic.

Nothing will drop through the gaps with our 10 principles

It's about true sustainability.

There's no greenwashing.

It reaches hearts as well as minds.

One Planet Living is used to inspire people across the world to get involved in sustainable change.



ONE PLANET LIVING PRINCIPLES



4 Our vision for the future



Over the next 10 years, our Town and community will be:

A welcoming and inclusive community whose members know and support each other.



A community and local government that take environmentally sustainable actions for our Town, State, country and planet.



An accessible place with a rich natural environment, thriving town centre and precincts, and connection to history.



Supported by a proactive local government that makes brave decisions and enables positive change.



Resilient, adaptable to change and moving towards self-sufficiency.

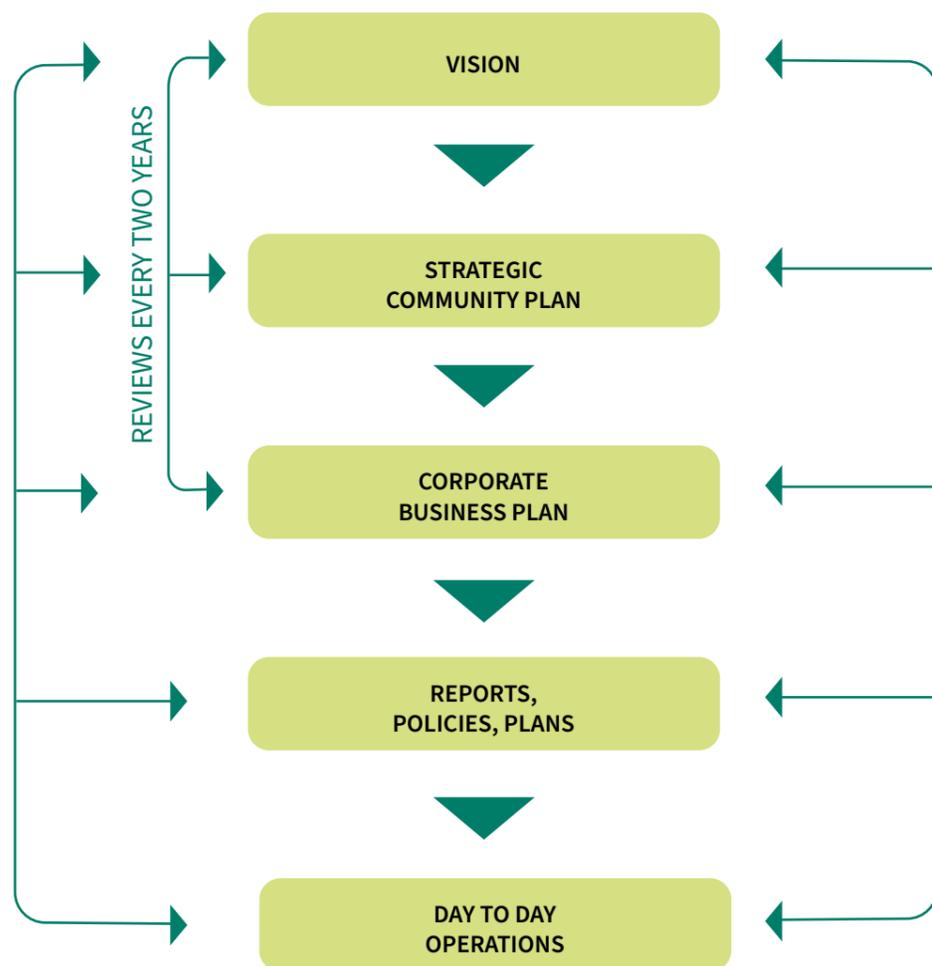


5 The purpose of our Plan

This is our key guiding document that ensures our actions and decisions reflect our unique community and the feedback we have received.

Every local government in Western Australia must have a Strategic Community Plan. The Strategic Community Plan defines the local government’s vision, aspirations and priorities for the next 10 years. It is the overarching document that informs all other plans, strategies and policies. Our Plan is reviewed entirely every four years with a smaller desktop review every two years.

We want Our Plan to guide everything we do.



Our Plan is designed to achieve the following objectives:

- Clearly and succinctly describe our vision for the future, and how this can be achieved
- Be used as a compass to direct all our work, actions and decisions towards realising our vision and key outcomes
- Ensure we know what success in working towards our vision looks like, and how this is measured
- Remind us all to focus on achieving positive outcomes
- Be a touchstone for all other strategies, plans and day-to-day work of our Town
- Ensure our resources (funding, staff time, volunteer time etc.) are allocated efficiently to strategies, projects and work that will have the greatest impact.



6 How we can work together

Our Plan is for all members of our community (including all residents, ratepayers and businesses); and the Town of Bassendean elected members and staff.

It tells the story of who we are and what we are striving for.



6.1 How to use this plan: Community members

Residents, ratepayers, businesses and other stakeholders of our Town can use this Plan to:

- See how your feedback and the feedback of your community has informed our Plan
- Understand the vision and key priorities of our community and local government
- Understand the framework that guides Council decision making
- Determine how your actions can contribute to achieving positive change in the Town of Bassendean



6.2 How to use this plan: Elected members

Elected members of our Town use this Plan to:

- Consider whether motions and proposals put forward by other elected members, community members, proponents and staff are contributing to the vision, priorities and outcomes of our Plan
- Ensure current projects are of a high value and contributing towards the agreed vision, priorities and outcomes
- Strike a balance between strategic priorities, legislated needs and community aspirations
- Where competing priorities are assessed against the plan – determine which provides greater value. For example, does the new proposal provide greater value than an existing one? Should there be a redirection of resources?

6.3 How to use this plan: Town staff

Town of Bassendean staff members use this Plan to:

- Assess new tasks, projects and proposals to ensure they contribute to the vision and priority areas
- Ensure current projects are of a high value and contributing towards the agreed vision, priorities and outcomes
- Strike a balance between strategic priorities, legislated needs and community desires
- Where competing priorities are assessed against the plan – determine which provides greater value. For example, does the new proposal provide greater value than an existing one? Should there be a redirection of resources?

7 Our priorities

These priority areas were identified following community engagement and were refined during workshops with staff and elected members:

-  **1. Strengthening and connecting our community**
-  **2. Leading environmental sustainability**
-  **3. Creating a vibrant town and precincts**
-  **4. Driving financial sustainability**
-  **5. Facilitating people-centred services**
-  **6. Providing visionary leadership and making great decisions**
-  **7. Building community identity by celebrating culture and heritage**

The following pages detail specific outcomes that relate to each priority area, strategies to achieve those outcomes and what achieving that outcome looks like.

The strategies and indicators of success are intentionally broad. This is because our Plan must be flexible enough to allow different ways of achieving an outcome. Our Strategic Community Plan does not describe specific policies, plans or actions that will be taken to achieve the outcomes. We have more specific

plans and policies, such as the Corporate Business Plan, that reflect the Strategic Community Plan and define specific actions.

“What success looks like” is defined in both the short and long term in the following pages, as the Strategic Community Plan has a 10-year outlook. Short-term indicators of success are those that may be achieved within the first three years. Long-term indicators of success are those that can be achieved within the remaining seven years.

PRIORITY AREA 1:

Strengthening and Connecting our Community



DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Fostering a culture of collaboration and trust between the organisation and community	<ul style="list-style-type: none"> Provide opportunity to listen and involve our community in decisions that affect them 	<ul style="list-style-type: none"> Greater community support for decision making
Establishing partnerships with the community that build capacity, connection and sense of belonging	<ul style="list-style-type: none"> Identify community members and organisations with the capacity to deliver projects and programs Build capacity of community groups to deliver social return on investment Identify and deliver community funding Foster volunteering to provide services for our community and to build connections Build capacity of volunteers to deliver programs and services with limited input from the Town 	<ul style="list-style-type: none"> Increased percentage of services delivered by community groups compared to the Town Increased social return on investment using an agreed approach Increased volunteer participation rates Town staff hours result in greater return for time in volunteer management
Treating people equitably with access to programs and services, regardless of advantage or ability	<ul style="list-style-type: none"> Ensure access and inclusion to spaces and places throughout our Town for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people Enable programs and services that cater for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people 	<ul style="list-style-type: none"> Alignment between services delivered and community needs Diversity (in terms of demographic, ability, culture, background) of community members accessing spaces, places, programs and services is reflective of community structure
Creating an environment where people feel welcome and safe	<ul style="list-style-type: none"> Create public spaces and transport routes that encourage people to linger, interact and enjoy (including evening use) Encourage the adoption of a collective responsibility towards safety 	<ul style="list-style-type: none"> Increased use of public transport by different demographics Increased active transport by different demographics Reduced antisocial incidents
Supporting healthy lifestyles throughout our Town	<ul style="list-style-type: none"> Improve functionality of amenities and lifestyle options Improve walkability and cycle-ability, including through infrastructure improvements 	<ul style="list-style-type: none"> Increased use of public open spaces and other amenities Improved health and wellbeing of residents
Creating a resilient and adaptable community	<ul style="list-style-type: none"> Support community organisations in crisis preparedness and recovery Prioritise local employment Identify essential and non-essential services for clear prioritisation 	<ul style="list-style-type: none"> Community organisations with their own crisis preparedness strategies Increased proportion of local workers are local residents Clarity on prioritisation of services
Facilitating community connection	<ul style="list-style-type: none"> Prioritise projects that bring people together and strengthen community connectedness 	<ul style="list-style-type: none"> Increased participation rates in volunteering, community activities and events

PRIORITY AREA 2:

Leading environmental sustainability



DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Demonstrate strong leadership in waste reduction and carbon neutrality	<ul style="list-style-type: none"> Initiate and drive innovative waste management practices Initiate and drive innovative renewable energy practices 	<p>SHORT TERM</p> <ul style="list-style-type: none"> State Government targets are met Waste generated per capita is reduced by 10% <p>LONG TERM</p> <ul style="list-style-type: none"> 70% of waste is diverted from landfill by 2030 On track to achieve carbon neutrality by 2030
Be innovative in responses to sustainability challenges	<ul style="list-style-type: none"> Embed sustainability considerations in Council decision making Practise early uptake of suitable new technologies and innovations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Examples of being first adopters are evident
Foster an empowered community that drives sustainability	<ul style="list-style-type: none"> Increase community support for sustainability considerations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased community support for sustainable initiatives
Conserve, protect and enhance our natural environment and biodiversity	<ul style="list-style-type: none"> Conserve, enhance and repair natural and urban areas Facilitate management of reserves by Friends groups 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Increased number and rate of participation of environmental volunteers <p>LONG TERM</p> <ul style="list-style-type: none"> Restoration and revegetation measures improve
Value and conserve and protect our water resources and waterways	<ul style="list-style-type: none"> Implement waterwise initiatives and policies for residents, businesses and other organisations Convert drains into living streams 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Gold Waterwise Council status is retained Quality of water flows into Swan River improves Stream restoration measures improve
Support the creation of a more green and shaded Town	<ul style="list-style-type: none"> Create an urban forest throughout reserves, gardens and streets Protect existing trees and green spaces 	<p>SHORT TERM</p> <ul style="list-style-type: none"> Fewer trees lost during development <p>SHORT TERM</p> <ul style="list-style-type: none"> Increased proportion of tree cover Reduced heat island effect

PRIORITY AREA 3:

Creating a vibrant town and precincts



DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Support the town centre to thrive	<ul style="list-style-type: none"> Advocate for economic growth of our Bassendean town centre Engage potential government and private sector development partners to realise opportunities within the Town of Bassendean 	<p>LONG TERM</p> <ul style="list-style-type: none"> Increased number of developments within the town centre Increased population within the Town Improved retention of existing businesses Increased number and retention of new businesses Increased local employment
Increase the residential population close to centres and train stations	<ul style="list-style-type: none"> Ensure planning and development strategies and policies align with the desire to focus future development around centres and train stations 	<p>LONG TERM</p> <ul style="list-style-type: none"> Meet obligations under State population targets Appropriately located development Increased dwelling numbers and diversity of dwelling types Enhanced quality of development outcomes

PRIORITY AREA 4:

Driving financial sustainability



DIRECTION

POTENTIAL STRATEGIES

WHAT SUCCESS LOOKS LIKE

Ensure there is sufficient, effective and sustainable use of assets

- Assess assets (including review of portfolio, landholdings and facility condition, use and capacity) to optimise and rationalise
- Ensure financial planning has a long-term outlook and a focus on land asset rationalisation

SHORT TERM

- All Town-owned buildings increased in their utilisation
- Defined position and strategy of when buildings need renewal

LONG TERM

- Consolidated infrastructure footprint
- Enhanced sustainability footprint
- Clear indications of whole-of-life costs

Ensure community facilities are accessible to and well utilised by a diverse range of community members

- Community Infrastructure Strategy (use of community spaces, shared or individual hubs, appropriate number of facilities)
- Leasing, Licensing and Hiring Strategy

SHORT TERM

- Increased use of facilities
- Increased shared use of spaces/diversity of use

Support the local economy

- Prioritise infrastructure projects that generate local employment and support a circular economy
- Ensure the local economy is positioned to recover from crises

SHORT TERM

- Increased local employment, relative to non-local employment
- Increased local supply-chain use, relative to non-local supply

PRIORITY AREA 5:

Facilitating people-centred services



DIRECTION

POTENTIAL STRATEGIES

WHAT SUCCESS LOOKS LIKE

Ensure community members know where and how to access services

- Improve communication regarding where community members can receive services, advice and provide feedback
- Ensure transparent and open discussions with community members

SHORT TERM

- Clarity within the community and local government regarding who deals with different types of decision
- Clarity and consistency around complaints procedure

Deliver efficient and well-connected internet and computer technology systems

- Improve efficiency of internet and computer technology systems for community-facing services
- Explore online options for services that currently require physical presence

SHORT TERM

- Improved efficiency of online services for community
- Improved efficiency of online services for administration
- Increased customer base for online services
- Ability to deliver core work and services via non-contact methods

PRIORITY AREA 6:

Providing visionary leadership and making great decisions



DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Make brave decisions in line with a risk appetite	<ul style="list-style-type: none"> • Early identification of potential risks / issues/opportunities • Embed opportunity cost considerations 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Efficient and effective Council meetings • Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts <p>LONG TERM</p> <ul style="list-style-type: none"> • Examples of being first adopters
Ensure major decision making is informed by community feedback	<ul style="list-style-type: none"> • Ensure community engagement processes are implemented in major strategic projects 	<ul style="list-style-type: none"> • Ensure community engagement processes are implemented in major strategic projects
Ensure operational activities reflect the strategic focus of Council	<ul style="list-style-type: none"> • Ensure clear communication and flow of information from decision makers to operational staff • Implement a framework on decision making that identifies delegated authority for different levels of decision 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Efficient and effective Council meetings • Outcomes-focused decision making (not process-focused) • More delegated authority to CEO on appropriate items to enable Council to focus on strategy
Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<ul style="list-style-type: none"> • Build understanding and support for the vision and Strategic Community Plan • Demonstrate clear connections between the Strategic Community Plan, project and business-as-usual services and operations • Create an organisational culture of performance, innovation and excellence • Develop shared values between Council, administration and the community 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Openness and transparency of decision making • Enhanced staff morale • Staff have appropriate strategic direction • Agreement on the link between projects and Strategic Community Plan • General alignment regarding values
Foster an environment of innovation and leadership	<ul style="list-style-type: none"> • Foster an environment of innovation, where people are encouraged to contribute • Foster leadership: harness the talent of individuals • Recognise and reward innovation and leadership 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Councillors and staff feel empowered to make appropriate decisions • Professional development for staff and councillors • Inductions to professional networks <p>LONG TERM</p> <ul style="list-style-type: none"> • Recognition of excellence by other organisations
Respond effectively and efficiently to crises	<ul style="list-style-type: none"> • Implement crisis management framework • Communicate the impacts to business continuity 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Clarity of impacts to business continuity among elected members and staff prior to crisis situations • Clarity amongst the community of local government, organisation and community responses

PRIORITY AREA 7:

Building community identity by celebrating culture and heritage



DIRECTION	POTENTIAL STRATEGIES	WHAT SUCCESS LOOKS LIKE
Appreciate, celebrate and engage with Noongar Boodjar (land), history, culture and people	<ul style="list-style-type: none"> • Enhance partnerships with Noongar people – be guided by Traditional Owners in the appreciation, celebration and participation of Noongar Boodjar, history, culture and people • Enhance participation and engagement of local Noongar people in community life and decision making • Enhance participation and engagement of local Noongar people in caring for the land 	<p>SHORT AND LONG TERM</p> <ul style="list-style-type: none"> • Noongar people being active participants during projects and direction, in collaboration with the Town of Bassendean • Increased understanding of Noongar Boodjar, history, culture and people among non-indigenous community
Create a community closely connected to its history and heritage	<ul style="list-style-type: none"> • Maintain and share the historical stories of the Town of Bassendean • Ensure heritage locations and buildings of historical value within the Town are recognised, cared for and utilised by the community • Implement initiatives, events and activities that focus on a range of cultural and artistic endeavours (not limited to entertainment) 	<p>SHORT TERM</p> <ul style="list-style-type: none"> • Local studies collection actively accessed by the community <p>LONG TERM</p> <ul style="list-style-type: none"> • Historical and heritage facilities are well used by the community • Heritage sites and buildings are visible to locals and visitors
Engage the community in arts and culture	<ul style="list-style-type: none"> • Implement arts and cultural programs and activities that reflect the unique history of the Town of Bassendean and are relevant to its community 	<p>SHORT AND LONG TERM</p> <ul style="list-style-type: none"> • Community participation in arts and cultural programs and activities

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ATTACHMENT NO. 10



QUARTERLY PERFORMANCE REPORT

PERIOD ENDING 30 June 2020

Contents

INTRODUCTION	3
STRATEGIC ALIGNMENT WITH ONE PLANET LIVING PRINCIPLES	5
HIGHLIGHTS FROM THIS QUARTER	6
STRATEGIC PROJECT STATUS SUMMARY	23
STRATEGIC PRIORITY 1. SOCIAL	25
Strategic Projects	25
Services and Programs	35
STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT	65
Strategic Projects	65
Services and Programs	77
STRATEGIC PRIORITY 3. BUILT ENVIRONMENT	82
Strategic Projects	82
Services and Programs	89
STRATEGIC PRIORITY 4. ECONOMIC	92
Services and Programs	92
STRATEGIC PRIORITY 5. GOOD GOVERNANCE	94
Key Projects and Initiatives	94
Services and Programs	118

INTRODUCTION

Overview and background

This report represents an organisational snapshot of the Town's performance for Quarter 4 of the 2019/20 financial year. It is aligned to the Corporate Business Plan endorsed by Council.

The Corporate Business Plan outlines the Town's service delivery outcomes and objectives over the medium-term. Operational planning and reporting is driven by the Corporate Business Plan which is reviewed annually.

The Corporate Business Plan is aligned to the strategic direction and priorities set by the 10-Year Strategic Community Plan 2017–2027.

These Plans form part of the Town's implementation of the Integrated Planning and Reporting Framework which guides local governments in establishing local priorities and linking this information to operational functions. All local governments are required to produce a plan for the future under s. 5.56(1) of the *Local Government Act 1995*.

Quarterly Performance Reporting tracks progress against strategic projects, services and programs aligned to the following Strategic Priority Areas within the Strategic Community Plan and Corporate Business Plan: Social, Natural Environment, Built Environment, Economic and Good Governance.

Current Context

In the latter part of 2019/2020, the Town of Bassendean undertook a strategic planning process with Council. Resulting from this will be a new Strategic Community Plan (SCP) that will position the Town for the future. The new SCP will be considered for adoption by Council in July 2020. Key informing activities that have shaped the new Strategic Community Plan include:

- BassenDream Our Future - between March 2019 and September 2019, the Town of Bassendean undertook an extensive community engagement project seeking from our community their thoughts, ideas and expectations on how Council should respond to the challenges and opportunities that a growing and evolving community presents, in a way that preserves the character and spirit of Bassendean.
- The MARKYT Community Scorecard - between October 2019 and November 2019, the Town of Bassendean undertook an independent community perceptions survey to measure current performance and provide a benchmark against other local councils for continuous improvement and learning purposes.
- One Planet Living Principles, which have been adopted by Council to shape future planning, decision-making and actions.
- Our response to the COVID-19 pandemic, in terms of managing the emergency and importantly the recovery from the crisis to stabilise and strengthen our community whilst managing our financial sustainability.

This is the final Quarterly Performance Report (QPR) that will be delivered under the current SCP. The next QPR will be aligned to the proposed new SCP (subject to adoption).

STRATEGIC ALIGNMENT WITH ONE PLANET LIVING PRINCIPLES

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

HIGHLIGHTS FROM THIS QUARTER

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
<p>SOCIAL</p>	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Bassendream Our Future was completed in September. This was a major community engagement exercise seeking our community’s thoughts, ideas and expectations on how Council should respond to the future challenges and opportunities offered by a growing community with evolving needs. Together with the MARKYT Community Benchmarking Scorecard (to be undertaken in October to November), this is a key strategic input into the development of our new Strategic Community Plan and supporting strategies, to be developed in early 2020. • A new Grants and Sponsorship Framework was developed, which includes Grant and Sponsorship Guidelines for Major and Significant Events, Community Benefit initiatives and Business Development. These guidelines operationalise the governing Sponsorship and Grants Policy, and ensure probity, accountability and strategic alignment in the funding of events or initiatives delivered by, or hosted in, the Town of Bassendean. • The Arts and Culture Plan was completed and adopted, providing the Town with a strategic framework for the development of arts and culture in partnership with the community and other arts/cultural organisations, for the benefit of the Town. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • The “Bassendream Our Future” preliminary engagement report was finalised. This report summarises our community’s aspirations to develop a future vision which guides Council on responses to future challenges and opportunities. Together with the MARKYT Community Benchmarking Scorecard, this is a key strategic input into the development of our Local Planning Framework and Strategic Community Plan, as well as supporting strategies. • The Town of Bassendean was rated one of the highest performing local governments in the State in an independent industry benchmarking study. The MARKYT Community Scorecard study was conducted by CATALYSE to measure community perceptions of metropolitan and regional local

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>government authorities across Western Australia. It found that residents in the Town of Bassendean are among the most satisfied in Western Australia with their local government and their community, with Town residents rating Bassendean highly as a “place to live” and as a “governing organisation”.</p> <ul style="list-style-type: none"> • Council Briefings in the Community commenced in November with the Briefing and BBQ held at the Ashfield Community Centre. The December Council Briefing was held at the Bassendean Youth Service. These Briefings are aimed at taking the Council to the community as part of our community engagement strategy to improve civic participation. • The Arts and Cultural Plan was published and launched online in December 2019. • Council approved funding for the following events under the Grants and Sponsorship Framework: Spookfest, WonderRealm, Carols at the Oval, Swans Big Camp Out (later cancelled), Christmas Festival, Eden Hill Dads’ End of Year event and the Success Hill Action Group Family Fun Day. • 1,109 people are now signed up to the “Your Say Bassendean” website, which enables the community to provide online comment about current topics of consultation eg Living Streams, Eden Hills shopping centre site. • There were 2,300 visits to the website, with the most popular projects being the Success Hill Principal Shared Path, weed management, favoured locations for residents to walk their dog, recycling crossword, grants and sponsorship, and reading the engagement report about Bassendream Our Future. The most popular downloads by residents were on current “dog on leash and off leash” areas and the Bassendean Engagement Report. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The Town successfully staged the 2020 Australia Day Celebrations and Fireworks Event on Sunday 26 January at Ashfield Reserve. The Town of Bassendean was the major sponsor of local resident Nella Fitzgerald Events in staging the 2020 WonderRealm Bassendean event as part of the Perth Fringe Festival over two weekends Friday 7 to Sunday 9 and Friday 14 to

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Sunday 16 February 2020. The Telethon Community Cinemas continue to be staged on the BIC Reserve from 29 November 2019 to Saturday 21 March 2020 and attracted an overall attendance of 10,906 people.</p> <ul style="list-style-type: none"> • The Town responded swiftly to the emergence of COVID-19 and developed measures to support the local community, particularly those most vulnerable with a new community outreach program, “Neighbour Assist”. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • During the COVID-19 restrictions, Town Staff adapted quickly to re-purposing events and programs to online services where possible such as ANZAC Day, National Sorry Day and the Relax Program. • Collaboratively, Town Staff implemented the “Neighbour Assist” program by assisting vulnerable community residents and people in need through the Community Support Line and practical services support. • Throughout the roadmap for COVID-19 recovery, community facilities, ovals/reserves have been re-opened, Covid safety plans implemented and online training completed by Volunteers and user groups. • Working towards a November 2020 budget review, Town Staff continued to review/identify services/programs that may be funded, budget permitting given the lifting of Covid restrictions. • April THRIVE hardcopy newsletter delivered by Australia Post to 8000 households and businesses • Review of the Town’s website launched to make it more accessible, user friendly and improve the search engine. • Strong use of social media during COVID-19 to keep in touch with residents.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes																		
	<ul style="list-style-type: none"> Residents made 14,700 visits to Your Say Bassendean website from 1 July 2019 to 30 June 2020 to comment on 68 projects via https://www.yoursay.bassendean.wa.gov.au/. <table border="1" data-bbox="694 352 1422 1077"> <thead> <tr> <th data-bbox="694 352 1202 424">TOP PROJECTS</th> <th data-bbox="1202 352 1422 424">Participants</th> </tr> </thead> <tbody> <tr> <td data-bbox="694 424 1202 475">BassenDream Our Future</td> <td data-bbox="1202 424 1422 475">870</td> </tr> <tr> <td data-bbox="694 475 1202 576">Bassendean Transport Study July 2019</td> <td data-bbox="1202 475 1422 576">714</td> </tr> <tr> <td data-bbox="694 576 1202 687">Dogs: Where can I walk off-leash?</td> <td data-bbox="1202 576 1422 687">622</td> </tr> <tr> <td data-bbox="694 687 1202 767">Trees: Growing our canopy</td> <td data-bbox="1202 687 1422 767">594</td> </tr> <tr> <td data-bbox="694 767 1202 831">Underground power</td> <td data-bbox="1202 767 1422 831">564</td> </tr> <tr> <td data-bbox="694 831 1202 895">Plants for Residents</td> <td data-bbox="1202 831 1422 895">547</td> </tr> <tr> <td data-bbox="694 895 1202 959">RElax online courses</td> <td data-bbox="1202 895 1422 959">527</td> </tr> <tr> <td data-bbox="694 959 1202 1077">Verge Policy - what can we plant?</td> <td data-bbox="1202 959 1422 1077">513</td> </tr> </tbody> </table>	TOP PROJECTS	Participants	BassenDream Our Future	870	Bassendean Transport Study July 2019	714	Dogs: Where can I walk off-leash?	622	Trees: Growing our canopy	594	Underground power	564	Plants for Residents	547	RElax online courses	527	Verge Policy - what can we plant?	513
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<p>NATURAL ENVIRONMENT</p>	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> Further progress was made on the Town’s commitment to go Plastic-Free to reduce our ‘plastic footprint’ through working closely with the Boomerang Alliance, as part of their ‘Plastic Free Places’ program. This focuses on achieving wide scale change away from plastic pollution and waste. We were fortunate to be selected as one of the local governments, along with the City of Bayswater, for the program. (This program is funded by the WA Waste Authority.) The program 																		

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>targets six single-use plastic items which represent problematic and prolific sources of the litter stream; water bottles, foodware (cups, cutlery, plates etc.), straws, coffee cups/lids, takeaway containers and plastic bags. To achieve reductions, there has been work undertaken to engage directly with food outlets, events and markets to join as a member and switch away from single-use plastics, either through elimination or replacement with reusable or 100% compostable alternatives. The Town, as part of sponsoring events, also reinforces the ban of single use plastics.</p> <ul style="list-style-type: none"> • Improvements in Natural Areas, River Rehabilitation: Revegetation and erosion control were undertaken across the Town. • Water Quality Monitoring: Sampling of the Town's drainage network took place and an initial planning workshop on a Living Stream proposal was held. • The Success Hill Spillway: The Town opened discussions with the South West Aboriginal Land and Sea Council (SWALSC) and other traditional land owners outlining the proposal for the project, and awaits responses from these stakeholders. • Staff met with East Metropolitan Regional Council (EMRC) to address the Water Efficiency Action Plan (WEAP) and identify actions for the current Financial Year. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • There were improvements to natural areas including improved weed control and plantings by community groups in conjunction with the Town. • Annual tree planting across verges and reserves is now completed. • The Town received confirmation of a successful grant funding from Lotterywest for the urban greening project at Mary Crescent Reserve, where planning and design with the community will occur in the new year. • Town staff, Water Corporation and Urbaqua met with residents adjacent to the 3rd and 4th Avenue drain to discuss the Living Streams proposal.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • EMRC: The Town received the quarterly emission data snapshots and water data analysis report which demonstrates the improvements achieved by the Town over the quarter. • DWER released Waste Plan template and timeline which Officers are developing to be presented to Council for budget consideration. Local Governments are required by the <i>Waste Avoidance and Resource Recovery Act 2007</i> to submit Waste Plans when requested by the DWER Director General. The Director General has provided notice to Local Governments that Waste Plans need to be submitted to the DWER by September 2020. The Town of Bassendean is reviewing the verge treatment policy with the intention of reducing “red tape” for residents and increasing the amount of permissible treatments. Revised Policy to be presented to council in early 2020 for consideration. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The Town commenced piloting remote bin sensors in partnership with Matter at Jubilee Reserve. These sensors work off the LoRaWAN network and provide data on temperature, number of lid openings, lid positioning and bin fullness. • Natural area maintenance slowed during the summer months with works limited to watering of revegetation works and weed control. Minor erosion along the river was addressed at Pickering Park and Ashfield Pde during the lower tides. • An event was planned with Water Coporation to undertake a concept workshop with residents for the Men’s Shed Waterwise verge makeover but was cancelled due to COVID-19. • The Town procured 1,000 trees for this winter’s planting program targeting priority areas including Eden Hill and Ashfield, where underground power exists. • 1,000 trees will have been specifically planned and planted during the winter season along with appropriate community engagement and promotion in the April edition of Thrive and on the Town’s Facebook and website promoting the value of trees. • Water Coporation is collaborating with the Men’s Shed and Town to restore and plant the land adjoining the shed.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • Greening Australia is working with the Town and other agencies to engage residents about an upgrade of Mary Crescent Reserve as stage 1 of the 'Our Park Our Place' project funded by Lotterywest. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • Natural area maintenance: Installation of ~ commenced planting of 3000 seedlings across natural areas in winter 2020. • Men's Shed Verge: Voting for three garden prototypes went online and the 'modern rustic' design was selected. On-ground works commenced in June 2020 and are now complete. • Mary Crescent 'Our Park Our Place': Water Corporation will contribute funding to the project as works will be focused around the open basin in the park. The first community consultation is scheduled for late June/early July. • Street Tree Planting Program: The Town is well progressed in the planting of 1,000 trees for this Winter with over half the trees planted to date and over 60% of our existing trees subjected to a health assessment. • Plants to Residents Program: Due to Covid 19 restrictions, the Plants to Residents Program was altered. People would be able to get a rack of 20 plants free of charge, but could not pick which plants they got as in previous years due to the pickup day being contactless (residents to remain in cars and plants to be placed in the boot). The program was advertised June 11, and rapidly sold out. An additional 1,000 plants was ordered from the nursery to make additional vouchers available and the nursery will advise if more plants can be supplied once grading is completed. • Community Engagement Programme Grant: A grant to purchase weeding equipment and revegetation stock for the Friends of Bindaring Park was awarded to the Town. The grant provides \$2,500, with the Town to match grant funding (\$5,000 in total). Council approval for the development of a plan to consider the health of the river, foreshore and river park amenity as part of a more strategic approach to prioritisation and investment of marine assets.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • Kerbside collection tonnes, greenwaste verge collection tonnes and tip pass utilisation has increased compared to the same period last financial year likely due to the COVID-19 pandemic and two storms during the greenwaste verge collection. <p>FOGO</p> <ul style="list-style-type: none"> • The Town of Bassendean will be the first local government north of the river to introduce the FOGO system. FOGO will commence in July 2020. • The Bin Delivery Database has been finalised. The Town received the EMRC distribution of \$648,100 for three bin FOGO system. • Approximately 14,000 bins have been manufactured and are currently in transit to Perth from Adelaide. • EMRC license granted by the DWER. • FOGO Interim Processing Facility construction is almost complete. The interim facility is ready to accept FOGO. The final setup of each section will be completed prior to the receipt of FOGO material from the Town.
BUILT ENVIRONMENT	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Construction of Broadway Access Bike Path commenced in August. This project will provide improved connectivity for active modes of transport between the Bassendean Train Station and residents north of the railway line, promoting active modes of transport, which in turn can improve physical and mental health of the community. • Tender preparation for the construction of 1 Surrey Street. • Contract awarded for the construction of the Men's Shed. • Commence discussions on the future rail and transport systems in conjunction with Department of Transport to enhance traffic flow and open up more efficient transport routes to, from and around Bassendean for the community and business.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Construction of Broadway Access Bike Path was completed in October. This project will provide improved connectivity for active modes of transport between the Bassendean Train Station and residents north of the railway line which in turn can improve the physical and mental health of the community. • Whitfield Safe Active Street design was adopted by Council in December. Tender documentation and specifications are being developed for advertising in January 2020. • The Success Hill PSP design was finalised and is progressing through the tender phase. • The Men's Shed project is progressing with practical completion scheduled for early January 2020. • Tender responses evaluated for 1 Surrey Street. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • 1 Surrey St Tenders received and evaluated. • Concluded practical completion of Men's Shed on 17 January with lease signed between the Town and Men's Shed Group on 21 January 2020. • Whitfield Safe Active Street Tender documentation and specifications advertised in January 2020. <ul style="list-style-type: none"> ○ Submissions reviewed and evaluated, preferred Contractor recommended to Council at March Ordinary Council Meeting. ○ Construction expected to Commence in April and be completed by September 2020. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • Whitfield Safe Active Street, after some delays in starting, works commenced on the 22 June and are expected to be completed on schedule by September 2020 weather permitting.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • The Western Power Eden Hill Underground Project has been approved to proceed at the June OCM. The project works will commence August 2020 and completion is expected November 2021 pending Western Power's tendering timeframe. • The Town has adopted a Long Term Cycle Network (LTCN) plan at the June OCM. Following adoption of the LTCN the Town has submitted for State funding for feasibility and detailed planning for Second Ave.Road and footpath capital projects completed. • Construction of the Success Hill Principal Shared Path (PSP) began in June and is expected to be completed by the beginning of August 2020 weather permitting. Concept design for the Success Hill Spillway has been received by the Town. Request for Quotation documentation for Success Hill Spillway detailed design is being developed by the Town to design a new drainage outlet and riverbank stabilisation/vegetation. DBCA approvals are in place. The Whadjuk Working Group has been approached in regards to the project and more generally in order to build a more authentic relationship with the Whadjuk people. • Following the completion of Success Hill Principal Shared Path (PSP) the Town will receive \$50,000 from the Department of Transport to implement a "Green Trail" along the PSP. This will be one of the first "Green Trails" in Perth metropolitan area. • Contractor has been appointed to undertake the removal of the Point Reserve Jetty piles. Works commenced 22 June 2020 and is now completed. • Council approved the development of a Town Centre Masterplan that will enable a holistic and integrated plan to be developed for the town centre that considers government and private landholdings.
ECONOMIC	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • A new Grants and Sponsorship Framework was developed including provision for Business Development (as well as Major and Significant Events and Community Benefit initiatives).

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Business Development Sponsorship and Grants aim to foster a connected and vibrant economy which supports a prosperous and sustainable future to attract investment, development, visitors and people to the Town.</p> <ul style="list-style-type: none"> • The Town of Bassendean has signed the Small Business Friendly Local Government Charter to demonstrate our commitment to be small business friendly. The Small Business Friendly Local Governments program was developed by the Small Business Development Corporation (SBDC), a State Government agency focused on supporting small business in Western Australia. The Town's commitment to the Charter helps us to ensure we are continually improving our interaction with and support of local small businesses in Bassendean, Ashfield and Eden Hill. • Practical undertakings to support local business include: <ul style="list-style-type: none"> ○ Financial and in-kind support for the Old Perth Road Collective to host an event to help businesses on Old Perth Road. ○ Promoting opportunities for programs and support to small business. ○ Promoting and profiling small business owners in the Town's new Thrive magazine. ○ Monthly markets in the Town Centre. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • The Town's monthly Old Perth Road Markets continued to be staged in the Town Centre with the December 2019 Christmas edition of the markets drawing a large crowd with children's entertainment, Father Christmas, camel rides and regular food vendors and stallholders. The future direction of the markets requires some discussion against the Town's economic and community objectives. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The February 2020 Old Perth Road Markets were staged on Saturday 29 February, attracting 79 stallholders with a large crowd competing against high profile events such as Highway to Hell,

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Nannup and Hyde Park Festivals being staged on the same weekend. Entertainment such as face painters, children's games, swing dancing and buskers contributed to the vibrancy of the markets.</p> <ul style="list-style-type: none"> • In February 2020, Council also resolved to extend management agreements to the Swan Valley Rotary Club and the Coordinator beyond 30 April 2020 to the 30 June 2021 and that the OPR Markets will continue under the current management model until then. Council also endorsed for an EOI process to be conducted in 2020/2021 regarding the future delivery model of the markets. • Bassendean business website refreshed. Support for small businesses promoted. • Meeting held with the external website developer to improve complex online payment arrangements. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • OPR markets suspended during final quarter of 2019/20. Future staging of the Old Perth Road Markets since COVID-19 will be subject to sufficient funding being available as part of the 2020/2021 budget process. • Strong use of social media to promote "Be A Loyal Local" campaign during COVID-19 to promote small businesses in the area. • Council approved the development of a Town Centre Masterplan that will enable a holistic and integrated plan to be developed for the town centre that considers government and private landholdings. This will facilitate future economic development in the town.
GOOD GOVERNANCE	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • The organisational restructure neared completion with the filling of remaining positions in the Executive team: Director Community Planning (Luke Gibson) and an Executive Manager Infrastructure (Phil Adams). Along with the Director Corporate Services (Paul White), this has created a new Executive team to assist the CEO with the governance and leadership for the Town Administration. • The Corporate Business Plan 2019 was adopted by Council.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • The Workforce Plan Review 2019 was adopted by Council. • Consultants Broadreach were appointed to undertake a Strategic Information Technology Review of the Town Administration, with a draft report to be presented in Quarter 2. • Work has commenced on a number of key fronts in the Governance and Internal Business Improvements space including: <ul style="list-style-type: none"> ○ Major communications policies and delegations ○ Community engagement ○ Strategic Planning ○ Improvements to Corporate Performance Reporting (including Quarterly Reporting and Project Reporting) ○ Audit & Risk Management <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Following the October elections, the Town welcomed two new Councillors, with an Induction Program held soon after. The program included a presentation by the CEO, a tour of the Town's key projects and a strategic workshop facilitated by Joel Levin. • Council resolved the outcome and recommendations from the CEO Performance and Remuneration Review facilitated by Price Consulting Group Pty Ltd. The setting of the CEO's Key Performance Criteria for the 2019-2020 period will be finalised through a workshop with Council in February 2020. • The final management positions within the organisational restructure were filled, with the following appointments:- Elizabeth Kania, Manager Governance & Strategy (commencing early February 2020) and Donna Shaw, Manager Development & Place (commencing late January 2020). The completion of these key appointments ensures management capability and capacity to support the function of the CEO. • The Information Technology (IT) Strategy and Road Map Report was drafted by consultants Broadreach and presented to Councillors in November 2019.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • New Policy 6.19 “Communication between Elected Members and the Administration” was adopted and replaced the previous Policy 6.19 - “Councillors Contact with Administration Policy”. • On the 18 December 2019, Jonathon Seth, CEO of Local Government Insurance Services (LGIS), presented the Town with a ‘Silver Diligence in Safety’ Award. This award recognises the Town’s commitment to workplace safety and strong OHS performance. • Training and development during this quarter included ‘Ethical & Accountable Decision Making’ mandatory for all staff. This session provided all employees with awareness of their obligations as public officers in Local Government. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The Town of Bassendean’s Meeting Procedures Local Law was gazetted (to come into effect in April 2020). At the OCM in March 2020, the Council resolved to make the Waste Local Law 2019 and the Animals, Environment and Nuisance Local Law. (These are expected to be gazetted in April 2020). • The Audit and Risk Committee met in March 2020 and reviewed the Town’s Compliance Audit Return. Council adopted the Return at a Special Council Meeting on 24 March 2020. The Return was submitted to the Department of LGSC by 31 March 2020. • At the Special Council Meeting held on 24 March 2020, Council adopted its position on the COVID-19 response. <ol style="list-style-type: none"> 1. Council requested the CEO to prepare a budget scenario for 2020-21 based on: <ol style="list-style-type: none"> a) 0% rate revenue increases in accordance with section 6.2 of the <i>Local Government Act 1995</i> and no increase in fees and charges. b) Any proposal for the undergrounding of power by Western Power in parts of Eden Hill and the Bassendean area, not to financially impact home owners in the 2020-21 financial year.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>2. Delegates to the Chief Executive Officer the authority to utilise the remaining sponsorship and events funding and commemorative services funding for the remainder of this financial year in order to facilitate community outreach services including the potential for community grants; and</p> <p>3. Approves 20 days COVID-19 paid leave for employees who have contracted COVID-19, need to care for another person who has COVID-19 or is required to self-isolate, cannot access school or other care arrangements because of COVID-19 or are otherwise prevented from working because of COVID-19.</p> <ul style="list-style-type: none"> • Due to COVID-19, Council and Committee meetings during February and early March were conducted in accordance with the State Emergency Health Guidelines on social distancing. In March 2020, as the effort to stop the spread of COVID-19 accelerated, legislation was passed to allow local government meetings to be conducted electronically. The Council meeting held on 31 March 2020 was held using the Microsoft Teams on-line platform. The Town ensured that the public could still participate in the electronic forum through prepared questions being read out and addressed at the meeting. • Measures established to enable majority of administrative workforce to work from home. • The Town developed a comprehensive Business Continuity Plan and Pandemic Response Plan that has guided its way forward in response to the COVID-19 situation. • The Town established a community outreach program to target the most vulnerable in our community, including a new community information line. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • Draft SCP considered by Council and advertised for comment. • Senior appointments included the commencement of Jeremy Maher, Manager Sustainability and Environment.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • In light of the COVID-19 pandemic, the Town adapted a range of services and support to the community along with committing resources and finances to implementing preventative measures. This included cancellation of all events, programs and hall bookings, both Customer Services Centre and Bassendean Memorial Library closed to the public (remaining accessible for phone, email & online inquiries) along with increased hygiene practices and a majority of staff transitioning to working from home. • Internally, the Town formed a COVID-19 working group and commenced development of various documents in response to COVID-19 such as a Business Continuity Plan. • Work continues to progress on a number of key fronts in the Governance and Internal Business Improvements space including: <ul style="list-style-type: none"> ○ Review and Reform of the Register of Delegations ○ Improvements to Corporate Performance Reporting (including Quarterly Reporting and Project Reporting) ○ Audit & Risk Management • Performance Development Review Process and implementation of Capability Framework for all employees. • Audit and Risk Committee met in June 2020. • At the OCM in March 2020, the Council resolved to make the Waste Local Law 2019 and the Animals, Environment and Nuisance Local Law. These were gazetted in April 2020 to come into effect in June 2020. • In March 2020, as the effort to stop the spread of COVID-19 accelerated, legislation was passed to allow local government meetings to be conducted electronically. The Council meeting held on 31 March 2020 was held using the Microsoft Teams on-line platform. (Subsequent briefing sessions and council meetings for April, May and June were conducted via an on-line platform.) The Town ensured that the public could still participate in the electronic forum through prepared questions being read out and addressed at the meeting.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none">• The Town developed a comprehensive Business Continuity Plan and Pandemic Response Plan that has guided its way forward in response to the COVID-19 situation.

STRATEGIC PROJECT STATUS SUMMARY

1. CONCEPT	2. PLANNING	3. EXECUTION	4. CLOSED OUT
Bassendean Town Centre Activity Plan	Emissions Reduction Action Plan	Tree Planting Program	Arts & Culture Plan
Jubilee Reserve Masterplan	Living Streams (3 rd and 4 th Avenue)	Local Planning Framework (incl. Local Planning Strategy)	Broadway Station Bike Path Access Project
	Sandy Beach Playground & Ablutions	Weed Management Strategy	Men's Shed
	Success Hill Spillway	Whitfield Safe Active Street	Development Contribution Plan (superseded) ¹
		Bassendean Oval Redevelopment Business Case	Community Safety & Crime Prevention Taskforce (superseded) ²
		1 Surrey Street	Mental Health Initiative (superseded) ³
		Waste Recycling & FOGO Strategy	Vibrancy Project (closed out) ⁴
			New Parking Ashfield Train Station

¹ Suspend/superseded by Local Planning Framework (as per Councillor Workshop 14/4/2020)

² Continue as priority as BAU. DV is a priority. Recognition of Community Outreach Program (as per Councillor Workshop 14/4/2020)

³ Continue as priority but superseded by Neighbour Assist Community Outreach Program (as per Councillor Workshop 14/4/2020)

⁴ Suspend noting current conditions. Focus on Town Centre Revitalisation (as per Councillor workshop 14/4/2020)

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

STRATEGIC PRIORITY 1. SOCIAL

Strategic Projects

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
1 Surrey St	<p>Q1 September 2019:</p> <p>The construction tender has closed and is under assessment.</p> <p>Q2 December 2019:</p> <p>Various funding options were developed.</p> <p>Q3 March 2020:</p> <p>Application for additional funding submitted to Lotterywest. Tender award postponed until the outcome of that application is known.</p> <p>Q4 June 2020</p> <p>Workshop with Council to discuss funding for Surrey St.</p>	<p>Q1 September 2019:</p> <p>Tender scheduled to be awarded in Quarter 2. Will be submitted to December Ordinary Council Meeting prior to award. Further work required to optimise community use.</p> <p>Q2 December 2019:</p> <p>The tender validity period has been extended to 17 April 2020.</p> <p>Q3 March 2020:</p> <p>Tender validity period is still current.</p>	EXECUTION
Arts & Culture Plan	<p>Q1 September 2019:</p> <p>The Arts and Culture Plan was completed and adopted.</p>	<p>Q1 September 2019:</p> <p>Implementation Plan to be developed.</p>	CLOSED OUT

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Q2 December 2019:</p> <p>The Arts & Culture Plan was published on the Town's website.</p> <p>Q3 March 2020:</p> <p>Implementation Plan being developed.</p> <p>Q4 June 2020:</p> <p>All Events, arts and culture initiatives have been suspended. Arts and Culture Framework being developed to guide Implementation Plan, budget formation, assessment, and evaluation.</p>	<p>Q2 December 2019:</p> <p>Nil.</p> <p>Q3 March 2020:</p> <p>Nil.</p> <p>Q4 June 2020:</p> <p>Due to COVID-19 and budget constraints, following Council consideration in April, no funding has been set aside in 2020/2021 for arts and cultural projects or events. This may be reconsidered following budget deliberations in July.</p>	
Community Safety & Crime Prevention	<p>Q1 September 2019:</p> <p>Hosted asset-based community development workshops to reinforce value of community networks and connections. Exploring the concept of a community hub as a community 'passion project'. Promoted importance of looking out for one another and collective responsibility for community safety and</p>	<p>Q1 September 2019:</p> <p>Continue to work with Police and other stakeholders.</p>	CLOSED OUT

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>inclusion. Exploring Crime Prevention Through Environmental Design audit. Increased lighting on Old Perth Road. Community Perceptions Scorecard survey (to be released in October) will include elements relating to public safety and security to inform future actions.</p> <p>Q2 December 2019:</p> <p>Feedback on community perception of crime and safety was received via the Catalyse MARKYT Community Scorecard study. The report was presented to Councillors for information in November 2019.</p> <p>Q3 March 2020:</p> <p>Research and visit of other Councils undertaken. Continue to work closely with Police on sharing intelligence, responding to matters. Continue to promote collective responsibility with community.</p> <p>Q4 June 2020:</p> <p>Campaign developed and promoted on social media to address domestic violence.</p>	<p>Q2 December 2019:</p> <p>Feedback from the Community Scorecard report will help inform various strategic undertakings, including community safety-related initiatives.</p> <p>Our focus to date has included:</p> <ul style="list-style-type: none"> • Communication /awareness (empowering citizens to protect themselves, their home, their businesses) with information included on the Town's website; • A continued partnership between Police and the Town regarding issues and the use of CCTV; • Creating a reporting culture in our community; • Building stronger community connections through supporting different groups, hosting and promoting events; 	

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
		<ul style="list-style-type: none"> • Funding Constable Care in our schools; • Increase in lighting; • Increasing the vibrancy and foot-traffic along Old Perth Road. <p>Q3 March 2020:</p> <p>Focus on this topic in the next edition of THRIVE, the Town's newsletter which is distributed to 10,000 households and businesses.</p>	
Jubilee Reserve Masterplan	<p>Q1 September 2019:</p> <p>Open spaces have been categorised and hierarchy established. Council has agreed as part of budget workshops to focus on the Jubilee Concept Plan in 2019/20.</p> <p>Q2 December 2019:</p>	<p>Q1 September 2019:</p> <p>Scoping of Jubilee Master Plan and formation of Project Team planned for Quarter 2. In the interim, leasing arrangements of Jubilee Reserve are under review.</p> <p>Q2 December 2019:</p> <p>Project was discussed in the context of the review of the Local Planning Framework.</p>	CONCEPT

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>The Project Control Group was convened with the new Director Community Planning to review the project.</p> <p>Q3 March 2020:</p> <p>Draft consultant brief prepared.</p> <p>Q4 June 2020:</p> <p>Draft consultant brief prepared. Project was temporarily on hold during COVID-19 period but now being reconsidered.</p>	<p>Consideration will be given to re-scoping of the project.</p> <p>Q3 March 2020:</p> <p>Draft consultant brief to be considered by the Corporate Management Committee.</p> <p>Q4 June 2020:</p> <p>Draft consultant brief to be reconsidered by the Corporate Management Committee.</p>	
Sandy Beach Playground & Ablutions	<p>Q1 September 2019:</p> <p>Concept Plan has been completed and detailed planning commenced by Nature Play Solutions.</p> <p>Q2 December 2019:</p> <p>Nature Play Solutions (Consultant) are in the last stages of the final design process for the construction of the playground.</p> <p>Q3 March 2020:</p> <p>Nature Play Solutions (Consultant) have completed the final detailed design, which was presented to Councillors via the information bulletin.</p>	<p>Q1 September 2019:</p> <p>The Project Control Group re-established following the organisational restructure. Funding options are being considered and will be presented to Council at December Ordinary Council Meeting.</p> <p>Q2 December 2019:</p> <p>Project funding under consideration including the potential sale of two Town owned lots. Cash in lieu request with Minister for consideration.</p> <p>Q3 March 2020:</p>	PLANNING

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Q4 June 2020:</p> <p>Staff have met with DBCA to discuss proposal.</p> <p>Staff have further investigated opportunity for sewerage connection.</p>	<p>Town to apply for development approval from the DBCA and a grant from Lotterywest. Balance on project funding to be sourced from sale of land.</p> <p>Q4 June 2020:</p> <p>Council to consider further opportunity for sewerage connection. Town will subsequently apply for development approval from the DBCA. Council to consider sale of two Town lots. Overall masterplan being considered for use of Sandy Beach Reserve when playground complete.</p>	
<p>Mental Health (Inclusion, Resilience & Social Wellbeing)</p>	<p>Q1 September 2019:</p> <p>Hosted asset-based community development workshops to reinforce value of community networks and connections. Exploring the concept of a community hub as a community 'passion project'. Promoted importance of looking out for one another and collective responsibility for community safety and inclusion.</p> <p>Club Connect Program: Partnerships with local clubs leveraged to deliver Mental Health</p>	<p>Q1 September 2019:</p> <p>Further research and educational visits involving communities of interest will be planned and undertaken in Quarter 2, including a visit to Victoria Park Connect - Village Hub.</p> <p>Q3 March 2020:</p> <p>Discussions ongoing between Junior Sporting Clubs and Youth Focus regarding upskilling Club Admin 'Champions'. (Resumption post COVID-19 Shutdown.)</p>	<p>CLOSED OUT</p>

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>training and awareness initiatives to support vulnerable young people in the community.</p> <p>Distribution of Act-Belong-Commit merchandise on how to stay mentally healthy to potential volunteers visiting the Volunteer Centre.</p> <p>National Volunteer Week Facebook promotion, included Act-Belong-Commit information about ways to stay connected to community and stay mentally healthy.</p> <p>Old Perth Road Markets – July markets, Act-Belong-Commit Stall with activities.</p> <p>July Facebook competition: “How do you Act-Belong-Commit?”</p> <p>Repair Café Annual General Meeting event promoted Act-Belong-Commit.</p> <p>RUOK Day workshop held on 12 September.</p> <p>Act-Belong-Commit Community Connect space, at 50 Old Perth road. (will be used by Bassendean 55+ for community connect mornings).</p>	<p>In the interim, the original project has been superseded with new community outreach program.</p>	

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Community Directory under development to outline various services available across the Town for community members to access.</p> <p>Q2 December 2019:</p> <p>Work is continuing on the Community Directory. The publication will feature relevant services and programs available to the community through a number of State and Federal agencies, as well as non-profit and community groups. This initiative is linked to Mental Health and Community Safety outcomes.</p> <p>Town staff, relevant communities of interest (including Bassendean 55+) and elected members went on an educational and networking tour of the Victoria Park Village Hub, the first Village Hub in Western Australia. The Village Hub concept is about helping to connect 55+ people to enjoy full and purposeful lives, build community and share skills and knowledge.</p> <p>The Town hosted a community event as part of Mental Health Week outside the Town's Administration Centre on Thursday 10 October</p>		

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>2019. Mental Health information displays and handouts included: Mental Health Commission packs; Relationships Australia, Helping Minds information display and promotion of volunteering opportunities within the Town. Approximately 300 people attended.</p> <p>The Town also ran mental health awareness training for staff, including frontline personnel.</p> <p>Q3 March 2020:</p> <p>Created a community outreach program, 'Neighbour Assist' as a response to COVID-19. This is a person-centred approach targeting the most vulnerable people in our community to address isolation, loneliness, mental health, DV etc.</p> <p>Q4 June:</p> <p>Continuation of community outreach program.</p>	<p>Q3 March 2020</p> <p>Community Support Line/Case Management model implemented.</p> <p>Neighbour2Neighbour informal volunteering Facebook Page created.</p> <p>Q4 June 2020</p> <p>Continued delivery and review of Support Line model.</p>	
Men's Shed	<p>Q1 September 2019:</p> <p>Procurement was completed and a successful contractor appointed for the construction phase. Commenced work on developing lease arrangements.</p>	<p>Q1 September 2019:</p> <p>Construction to commence Quarter 2 (October) with lease arrangements to be finalised and handover at practical completion due early in the new year in late December 2019. Proposed lease</p>	CLOSED OUT

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Q2 December 2019:</p> <p>The lease agreement was endorsed at the December Ordinary Council Meeting for execution with the Bassendean Community Men's Shed Inc.</p> <p>Q3 March 2020:</p> <p>Construction completed and the Town entered into a lease agreement with the Bassendean Community Men's Shed Association Inc. on 21 January 2020.</p> <p>Q4 June 2020:</p> <p>Town advised of grant funding for fit-out. Town to govern grant implementation process.</p>	<p>arrangements scheduled for December Ordinary Council Meeting.</p> <p>Q2 December 2019:</p> <p>Practical completion and handover was scheduled for mid-January 2020 due to labour shortage and minor defects rectification works.</p> <p>Q3 March 2020:</p> <p>Practical Completion granted 17 Jan 2020. There has been some minor rectification works. Men's Shed membership has gone up considerably since its opening.</p> <p>Received advice of successful grant application from Gaming Community Trust for \$135, 900 intended for interior fit out.</p> <p>Q4 June 2020</p> <p>Development of interior fit-out RFQ including building energy assessment.</p>	

STRATEGIC PRIORITY 1. SOCIAL

Services and Programs

SERVICE/ PROGRAM	COMMENTS
Library & Information Services	<p>Q1 September 2019:</p> <p>Visits to the library: 25,230 (i.e. over 2,000 per month, 350 on average per day over 6 day week) Reference enquiries: 1,895 (various questions about everything and anything) History Walks: 41 participants: (monthly River Walk/Historic Homes Walk) Lunchtime Interludes: 3 x sessions; 34 participants (Library events/programs for adults) Library Friday Craft Group: Average attendance by 15 people (weekly) Cyber Citizen: One-on-one computer classes: 27 sessions (supported by volunteer trainers)</p> <p>New</p> <ul style="list-style-type: none"> • “Mah-jong for Beginners” class held over 6 weeks with 8 participants (supported by volunteer teacher). The group continues to meet and play in the library. A new class to start in November. • Mobile Printing: with this service, our patrons can use their internet enabled devices to print to the library’s printer. • Library recycling station for public now includes collection point for used coffee pods (in addition to old batteries, ink cartridges, globes, spectacles and mobile phones). <p>Children Services</p> <ul style="list-style-type: none"> • Book Week August sessions: 150 children participated in various sessions • Story Time: 185 visits (2 weekly sessions) • Rhyme Time: 135 visits (weekly) • Lego Club: 2 sessions participated by 30 children • School holiday activities: 2 workshops participated by 50 children

SERVICE/ PROGRAM	COMMENTS
	<p>Q2 December 2019:</p> <ul style="list-style-type: none"> • In the second quarter, the library recorded 27,206 visits, 5,000 more than for the previous quarter. • Library staff answered 2,260 questions, helped the public to use the computers 857 times, provided technical assistance with photocopiers, printers and Wi-Fi 1,404 times, and helped 45 people to access various government online services. • 60 people attended two Free Guided History Walks. • 112 patrons came to various events, including two Literary Salons, three Lunchtime Interludes and two ePublishing workshops. Our volunteer trainers provided 26 one-on-one computer classes. The weekly Library Craft Group attracted many new and regular patrons and a second Mahjong for Beginners class was completed in December, with many players returning to play every week. The Library purchased two more sets of Mahjong games to satisfy the demand. • The Library recycling station continues to be very popular, in particular the new coffee pods collection point, with 10 cartons of pods being collected. • To promote its services and engage with our community, the library continues to create its monthly newsletter, 'The Word', with 100 copies distributed every month in the library, at the local shopping centre and via mail to local schools. In December, the library Facebook page registered 1,122 likes with 1,190 followers and posted 61 Instagram posts, with 150 followers. <p>Children's Services</p> <ul style="list-style-type: none"> • Children's activities enjoyed significant increase in participation, as compared to the previous quarter. Story Time session attracted 245 visits, Rhyme Time had 162 visits and 159 children attended four school holidays activities that included a special Christmas session. 12 to 15 children came regularly to our monthly Lego league workshops. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The Library service was severely affected by the outbreak of COVID-19. All Events and Programs were suspended as from 17 March and the library closed its doors to the public on 23 March. Transition of stock ownership from the State to the Local Government was also interrupted, with the library unable to complete stock reconciliation process in a

SERVICE/ PROGRAM	COMMENTS
	<p>given timeframe, as the focus changed from the usual operational tasks to daily management of ever changing public health and safety processes and procedures.</p> <ul style="list-style-type: none"> • The following statistics reflect the impact of COVID-19 <ul style="list-style-type: none"> ○ In the third quarter, the library recorded 25,968 visits, slightly less than previously; ○ Library staff answered 1,788 questions, helped the public to use computers 759 times, provided technical assistance with photocopiers and printers 1,396 times and helped 20 people to access various government online services. Free WiFi was accessed 1,320 times, the library loaned 29,105 items, 171 interlibrary loans were supplied to our patrons and 299 to other public libraries in WA; ○ 38 people came to various events, including free MyGov presentation; our volunteer trainers provided 25 one-on-one computer classes; weekly Craft Group regularly attracted 10-15 people as did the newly established Mah-jong club. Third Mah-jong class was introduced in early March but had to be suspended due to COVID-19; English as Second Language class re-commenced in February; ○ Local Studies hosted annual morning tea with the Bassendean Historical Society in early March; 20 people attended Free Guided Historic Homes Walk; a monthly display featured International Women's day to celebrate achievements of local women; Local Studies Librarian hosted Webinar for 60+ colleagues in Australia as part of 'Searching for Soldiers- WWI and WWII' research; • Children Services continued to attract large groups of participants to all its events and programs with following attendances: Rhyme Time- 153, Story Time 110, Lego League- 29; School Holidays activities in January, with local artist Nami Osaki, were also fully booked. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • Quarter four was dominated by efforts to provide services to our community while the library was in lockdown due to the COVID-19 pandemic. Navigating the fear of possible outbreak, strict State government directives and the needs of our patrons proved to be quite challenging. Nevertheless, the library succeeded in maintaining connection with our

SERVICE/ PROGRAM	COMMENTS
	<p>community by introducing new programs and different ways of delivering services. A new staff roster was also developed to accommodate social distancing rules, with the option to work from home and on-site available to all staff.</p> <p>New services included:</p> <ul style="list-style-type: none"> • Pick and Drop home delivery service available to patrons residing within the Town of Bassendean, where selected items were delivered weekly by the library staff to patron's homes on Thursday and Friday, using RYDE vehicles. The service was very successful and well received, with 30 to 35 deliveries weekly • Virtual Rhyme Time and Story Time sessions were recorded and posted weekly on the library website and Facebook. Our children's librarian appeared on ABC Afternoons to discuss the program • 'Reporting from the inside' Facebook posts written by our children's librarian, a light- hearted blog about the life behind the library closed doors, provided welcome relief from the stress of the pandemic and attracted a large local and even world-wide following • Online jigsaw puzzles were created using local historical photographs from the Local Studies Collection, which was an attractive way to promote Town's history • Audio-visual post of a short history of the Bassendean War Memorial and timeline of the centenary of the War Memorial provided for Anzac Day by our Local Studies Collection • Library staff participated in the Town's Community Outreach Program. <p>The following projects and activities were also conducted:</p> <ul style="list-style-type: none"> • Stock reconciliation for the State Library, in readiness for the transition of stock ownership from the State to Local Government in July 2020 • Extensive de-selection of local and state stock to refresh the collection • Local history displays: Bassendean Volunteer Fire Brigade in May and Architectural history in June • First Virtual Literary Salon with Rebecca Higgie (15 participants via Zoom).

SERVICE/ PROGRAM	COMMENTS
	<p>The library re-opened its doors for the public on Monday 25 May 2020, with reduced opening hours resulting in the earlier closure time of 6:00pm. COVID-19 Safety Plans Phase 2 and 3 were developed as per State government recommendations. Due to health regulations, some services have been restricted and all physical programs and events remained suspended. With the introduction of the Phase 4 easing of restrictions, the library is preparing to re-establish all services.</p>
Seniors & Disability Services	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Review of Seniors' Services in progress. • Ongoing delivery of community care services including individual and group based social programs provided in homes, in the community and at Ashfield Community Centre. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Services continued to be provided to seniors under the Commonwealth Home Support Program (CHSP), Home Care Packages (HCP), Home and Community Care (HACC) and private services, in addition to the management of the Hyde Retirement Village (HRV). • 6000 hours of direct services were delivered to 470 clients. • Implementation of the new Aged Care Quality Standards, which came into effect July 2019, continues in preparation for the triennial quality audit in 2020. • Satisfactory completion of financial acquittals for HCP, CHSP and HACC. • Contract variation of the CHSP Agreement was negotiated with the Department of Health, with adjustment of deliverable outputs approved to maximise funding. • The Hyde Retirement Village Annual General Meeting was held in October, with election of a new Resident Committee. • An annual Stakeholder Sundowner acknowledging partners in service delivery was held in November. • 60 Seniors & Disability Service clients attended the annual client Christmas lunch.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Recruitment activity was undertaken to replace departing casual staff. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Services continue to be provided to seniors under contract with the Department of Health (Commonwealth Home Support Program and Home Care Packages) and the WA Department of Health (Home and Community Care Program). Fee for service arrangements including private services for self-funded retirees and services brokered from other service providers also continue to be provided. As does the management of the Hyde Retirement Village, which had one exit this quarter. • All services were reimagined during the second half of the quarter to accommodate Government measures to stop the spread of COVID-19. Social groups ceased, transport is provided for essential needs only (medical) and all other services are focused on needs relating to personal care of individuals, their home environment (safety and wellbeing) food, medication and (distant) social contact. • SDS has embraced the Government's relaxed contractual obligations and is providing accelerated and flexible access to care to all seniors – as the most vulnerable part of the community. • Infection control measures already in place as part of normal service delivery were heightened and expanded to include sanitisation of client homes. They have also been extended to the office and include administration staff. • All staff have been provided with additional PPE including masks, overshoes, sanitiser, gloves etc. while direct care staff no longer come into the office and high-risk employees have been supported on an individual level with various options. • SDS Office front door is now closed to the public. Office hours remain unchanged 8.30 - 4.30 for office staff and contact is by phone (9279 6588/email). Direct care staff only attend the office where necessary. • SDS staff strongly encouraged to be vaccinated against the influenza virus and the majority have taken up the offer. • In addition to targeted mail outs to provide education on COVID-19 and information on their evolving services, all clients received a special edition monthly newsletter completely dedicated to the pandemic.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • All staff meetings with direct care workers were suspended and communication and support provided via phone and email. To maintain workforce morale care packs were provided to direct care staff and welfare calls were made regularly. • Staff whose jobs were affected were re-directed where they were needed; the impact on the workforce was therefore at a psychological and emotional level related to infection control rather than potential job loss. • Hyde Retirement Village – No quarterly meeting was held in May due to COVID and one resident went into residential care in June 2020, resulting in two current vacancies. • Significant resources were devoted to prepare for the three-yearly quality audit expected later this year, with considerable progress being made. SDS has not yet received advice as to the timing of the audit, but is planning for a November timeline in line with previous audits. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • SDS continued to deliver COVID-modified services during this period. Staff continued to provide in home care to seniors with no interruptions to service provision with the exception of social group gatherings and transport for non-essential purposes. • Some SDS clients (14%) temporarily and gradually cancelled home care services and social groups and non-essential transport were suspended; this counterbalanced the influx of new referrals but created additional administrative activity and increased workloads. • CHSP Guidelines were somewhat relaxed to provide greater flexibility in service delivery. This allowed for providers to temporarily re-allocate their funds to support the delivery of activities normally associated with Social Support Individual, Domestic Assistance and Meals in place of Social Support Group and Transport activities. • The Department also agreed to allow CHSP providers with unspent 2019-20 funds to purchase personal and home monitoring devices for clients who would benefit from this service. • The Department provided an additional amount of \$3,539 for meals over and above already contracted capacity.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Services provided through the Home Care Packages Program were unaffected. • Clients were provided with regular service and program updates and health information through the monthly newsletter and other mediums. • Clients whose services were affected (social groups and transport) and those who chose to suspend services continue to receive fortnightly welfare checks. • The workforce was largely unaffected and almost all staff were actively involved in service delivery, the exception being three casual staff with secondary employment in residential care. The office remained open while public access was suspended to reduce the risk of COVID transmission.
Recreation & Culture	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • New Grant and Sponsorship Framework developed which includes Grant and Sponsorship Guidelines for Business Development, Major and Significant Events and Community Benefit initiatives. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Under the Grants & Sponsorship Framework, \$55,600 was approved for significant/major events, and \$10,100 approved for small / minor events. • Telethon Community Cinemas 2019/2020 commenced on BIC Reserve. • The Remembrance Day ceremony was held on 11 November. • Planning is underway for the staging of the 2020 Australia Day event on Sunday 26 January, Ashfield Reserve • Town Officers are in regular liaison with the organisers of the 2020 WonderRealm event. • The Carols at the Oval event was staged on Sunday 15 December. <p>Q3 March 2020:</p>

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Australia Day Celebrations and Fireworks event staged on Ashfield Reserve, Sunday 26 January 2020, attracting approximately 8,000 people. As a non-ticketed, ungated event estimating the crowd size is difficult. It is calculated that the area used by the crowd at the time of the fireworks was approximately 16,000m². It is also estimated that the crowd density was one person per 2m². This gives a seated crowd estimate of 8,000 people. • It was observed that a large number of people arrived immediately before the fireworks display and therefore were not part of the seated crowd estimate. This could confidently add another 1,000 to the crowd estimate. The Town has always estimated a higher crowd number of approximately 14,000. The crowd number this year was smaller. • The Town of Bassendean was the major sponsor for the 2020 WonderRealm Event staged in partnership with local resident and events manager Nella Fitzgerald Events over two weekends outside 48 & 50 Old Perth Road from Friday 7 to Sunday 9, and Friday 14 to Sunday 16 February 2020. WonderRealm was part of the 2020 Perth Fringe Festival. The Town supported this event with a \$50,000 grant, plus a six page liftout in Thrive, production of two videos and professional photography for marketing and leverage of the Town's sponsorship. • The 2019/2020 Telethon Community Cinemas concluded on Saturday 21 March 2020 attracting attendances from 29 November of 10,906 people. • As part of the Town's response to COVID-19, the following events and programs were suspended until further notice – the March Citizenship Ceremony, 2020 ANZAC Day Event, and NAIDOC Family Day event. Town sponsored events were also suspended such as Eden Hill CAN's Neighbour Day event due to be staged on Saturday 21 March and Success Hill Action Group's Family day on Sunday 22 March. The Town's Relax Program was also suspended for in-person delivery (online options are now being planned). • As part of the Town's response to COVID-19, Community Facing Projects are also being coordinated by redeployed staff from Youth Services and Recreation and Culture. This includes the "Neighbour Assist" which features a Community Support Line (9377 8099) for residents to call seeking assistance or just someone to talk to. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • During the COVID-19 lock down period, redeployed staff from Youth Services and Recreation & Culture continued to deliver where possible Community Facing Projects and the Community Support Line through "Neighbour Assist".

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • As restrictions have been lifted through phases 2, 3 and 4, Community Facilities and some services have been reinstated. • Commemorative events such as ANZAC Day and National Sorry Week were celebrated online and the Relax program continued to receive high patronage in online programs. • Recreation and Culture Staff where necessary have been redeployed to other business units such as Engineering, Human Resources, Seniors and Disability Services, Information Technology, Waste and Recycling and Corporate Communications. • An Arts and Culture framework is being developed to guide the Implementation and Budget formation for future planning and budget cycles. Staff are taking advantage of arts & cultural projects and events being put on hold in 2020/2021 to plan ahead using the framework with November 2020 budget review being the target date to consider the Arts and Culture Implementation Plan. Recreation and Culture continue to contribute to priority projects of Master Plan Jubilee Reserve, Sandy Beach Playground and Ablutions, Business Case: Bassendean Oval Redevelopment, Public Open Space Strategy as part of the Local Planning Strategy and the Arts and Cultural Strategy.
Youth Services	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Club Connect Program: Partnerships with local clubs leveraged to deliver Mental Health training and awareness initiatives to support vulnerable young people in the community. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Club Connect Program: Youth Focus delivered a second 'Breaking the Ice' introductory workshop with local youth sporting clubs. As a follow up to these introductory sessions, local clubs have been contacted to identify their well-placed 'champions', who will be engaged directly by Youth Focus with the intention of offering more comprehensive 'mental health first aid' training and be promoted throughout their clubs as the designated 'Mental Health First Aider'.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Youth Focus has identified opportunities within the Club hierarchies to pursue reform to club culture so that they might be able to develop greater capacity to respond to mental health issues experienced by youth members. • Delivered case management services to 20 young people. • The RYDE Program offered 2834 driving hours to 913 disadvantaged young people through the engagement of 183 volunteer Mentors across five Programs. • Partnership continued with alternative education RTO to offer Yr. 9/10/11 equivalency program. Delivered Cert I/II/III Mon-Thurs for disadvantaged cohort marginalised from mainstream education. 20 students enrolled via rolling intake. • Staff prepared a report examining the installation of shade structures at Bassendean Skate Park in response to a Notice of Motion by Council. • The SHIELD Housing Project remained at near full occupancy during this reporting period. • Staff completed IAP2 training. • Funding submission lodged with the Commonwealth Department of Health to deliver a program encouraging physical activity by young people. • Delivered of the 'Keen on Halloween' initiative, and support for the OPRC's 'Spookfest' event. • Supported delivery of the Town's Mental Health Week activation. • Delivered 2 skate workshops in partnership with Skateboarding WA. • Delivered 3 evening activity programs.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Delivered 42 after school 'drop in' program sessions. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Club Connect Program: Follow up with Clubs to offer Mental Health First Aid training put on hold during COVID19 shutdown. • Delivered case management services to 10 young people. Services and referrals are operating remotely via telephone put on hold during COVID-19 shutdown, though significantly compromised. • The RYDE Program was suspended in late February due to the risks posed by COVID-19 situation. Overall coordination still occurring, though other sites left to make their own decisions. As of mid-March, all Programs suspended. Work still underway on the development of new sites for: City of Joondalup, Mercy care, Esperance, and an Aboriginal specific program in the Pilbara involving volunteers from local mining companies. • Partnership continued with alternative education RTO to offer Yr. 9/10/11 equivalency program. Delivered Cert I/II/III Mon-Thurs for disadvantaged cohort marginalised from mainstream education. Program suspended mid March during COVID-19 shutdown. • The SHIELD Housing Project remained at full occupancy during this reporting period. • Delivered 'modified' indoor GRAVIT8 event due to forecast of bad weather. Skate event postponed until April School Holidays, now cancelled due to COVID19 restrictions. • Youth Services staff coordinated COVID-19 response initiatives during March 2020, commencing with the Community Support Hotline, and Neighbour2Neighbour informal volunteering group. More initiatives for coming months in planning phase. <p>Q4 June 2020:</p>

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Club Connect Program: Follow up with Clubs to offer Mental Health First Aid training once they fully recommence. • Delivered case management services to 5 young people. Services and referrals resumed after COVID-19 shutdown. • The RYDE Program was suspended in late February due to the risks posed by COVID-19 situation. Program geared up for a resumption on July 1st. Work still underway on the development of new sites for: City of Joondalup, Mercy care, Esperance, and an Aboriginal specific program in the Pilbara involving volunteers from local mining companies. • Partnership continued with alternative education RTO to offer Yr. 9/10/11 equivalency program. Delivered Cert I/II/III Mon-Thurs for disadvantaged cohort marginalised from mainstream education. From July the Program moved to purpose built facilities in Bayswater. • The SHIELD Housing Project remained at full occupancy during this reporting period. • Youth Services staff coordinated COVID-19 response initiatives during Q4 2020, delivering the Community Support Hotline/Case Management, and Neighbour2Neighbour informal volunteering group. • Youth Services resumed their 'face to face' services via the Drop-In Program in June 2020.
Children's Services	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Parenting Champion Lisa Armstrong is now trained in "Protective Behaviours", which brings her repertoire to five courses, which she is qualified to present for families. Each term, Lisa facilitates two courses for the community and through the next term October-December will be providing "Tuning in to Teens" and "Circle of Security". The funding received for provision of these programmes through The Midvale Hub Parenting Service is now in its third year of 5 year funding. The funding supports the cost of training whilst the service (funded by the families of Wind in the Willows) pays for the Educator's time to train and deliver courses.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • It is the aspiration of Children's Services to train a second Champion in the hope of continuity of the Program once the funding through the Parenting Hub has ceased. Children's Services is happy to support the provision of a crèche when required - at this time there has been no further requirements. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Parenting Champion Lisa Armstrong continued to facilitate two programmes per semester for families in the Bassendean community. Children's Services will host the seven-week Circle of Security Program at the Ashfield Community Centre on Tuesday evenings, commencing 18 February. • During Children's Week (October 2019), a second community event was also held in cooperation with the Midvale Hub. It was well attended by at least 150 community members, in addition to the traditional annual Children's Week Walk facilitated by Children's Services. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Wind in the Willows continues to operate, despite COVID-19, with many families choosing to social distance. Wind in the Willows has implemented heightened measures for cleaning and exclusion of unwell children. • All social events for families at Wind in the Willows have ceased and parenting workshops are on hold. • The Midvale Hub Parenting Service is seeking to engage through on line forums utilising apps such as ZOOM and with support from Parenting Champion Lisa Armstrong. Development of a second Parenting Champion is on hold until professional learning can commence. <p>Q4 March 2020:</p> <ul style="list-style-type: none"> • Wind in the Willows continued to operate during the COVID-19 pandemic, with staff continuing to provide care for children throughout the State emergency period. • The Federal Government announced its Early Childhood Education and Care Relief Package on 2 April 2020, to provide free child care during the COVID-19 pandemic. Under the plan, the Government paid 50% of fee revenue based on the number of children in care for the fortnight ended 2 March 2020. Unfortunately, Local Governments were not eligible for the relief package. Nor were Local Governments eligible for the Federal Government's

SERVICE/ PROGRAM	COMMENTS
	<p>JobKeeper package. This has resulted in lost revenue for the Town's Children's Services of approximately \$20,000 per week.</p> <ul style="list-style-type: none"> • The Town's Mayor and CEO advocated strongly for the Federal Government to extend the relief program to Local Government and for the State Government to provide some financial relief to Local Government Child Care providers.. • The Federal Government announced the closure of its Early Childhood Education and Care Relief Package in early-June 2020. From 13 July 2020, the CCS will return, along with new transition measures to support the sector and parents as they move back to the subsidy and JobKeeper payments will cease from 20 July 2020 for employees of a CCS approved service • In addition to the CCS, the Government will pay child care services a Transition Payment of 25 per cent of their fee revenue during the relief package reference period (17 February to 1 March) from 13 July 2020 until 27 September 2020. Local Government child care providers are eligible for the Transition Payment and the Town expects to receive around \$10,500 per week during the transition period. • While many families either withdrew from the service or ceased sending their children to Wind in the Willows during this period, the service is now operating at close to capacity, with most families having now returned. • Parenting Champion Lisa Armstrong has continued to deliver workshops for the community during this time on a virtual platform. Lisa spends one day per week in term time delivering parenting workshops in cooperation with the Midvale Hub Parenting Service for the North East. Currently the programme is funded by the Children's Service budget (approximately 25 days per year in salary).
Volunteer Centre	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Distribution of "Act-Belong-Commit" merchandise on how to stay mentally healthy to potential volunteers visiting the centre.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • National Volunteer Week Facebook promotion included Act-Belong-Commit info about ways to stay connected to community and stay mentally healthy. • Old Perth Road Markets – July markets, Act belong Commit Stall with activities. • July Facebook competition: “How do you Act Belong commit?” • Repair Café Annual General Meeting event promoted Act Belong Commit. • RUOK Day workshop 12 September. • Act-Belong-Commit Community Connect space, at 50 Old Perth road. (Will be used by Bassendean 55+ for community connect mornings) <p>Q2 December 2019:</p> <p>Volunteers were actively involved in a number of significant events and activities during the quarter.</p> <ul style="list-style-type: none"> • October 10 Mental Health Day Event, free live music event: <ul style="list-style-type: none"> ○ BBQ delivered by the Men’s Shed ○ Old Perth Road Collective with children’s activities ○ Mental Health information displays and handouts, including: Mental Health Commission packs, Relationships Australia, Helping Minds information display and promotion of volunteering opportunities within the Town. Approximately 300 people attended • 30 October Nutrition and Rice Paper Rolls making workshop: <ul style="list-style-type: none"> ○ Seniors Food for Thought presented by Nutrition Students from Edith Cowan University and Prepare Produce Provide Chef. 18 members participated in the workshop and shared lunch. • Monday 11 November – Activation of library and Coffee & Chat space for 55+ Association <ul style="list-style-type: none"> ○ Creating a space for volunteers and community members to meet and to attract new members to the group • December 5 International Volunteer Day

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> ○ Free entry for Town of Bassendean Volunteers to the opening night of Community Cinemas outdoor screening of 'Ride Like a Girl'. 96 community volunteers attended. <ul style="list-style-type: none"> ● December 5 - Volunteer Stories <ul style="list-style-type: none"> ○ This film was screened at the Community Cinemas opening night and shared on social media, featuring volunteers from Arts House Community Gardens, Bassonova's samba drumming, Bassendean Galaxy Basketball Club, Bassendean SES, Bassendean Little Free Library and the Fathering Project at Bassendean Primary School. ● 21 December Old Perth Road Markets and Act belong Christmas Party: <p>Community groups stalls: Act-Belong-Commit merchandise was distributed, and volunteers assisted with set up. Volunteer Bin Fairies assisted with FOGO display.</p> ● Volunteer assistance with administration tasks for Town's services <p>Q3 March 2020:</p> <ul style="list-style-type: none"> ● Community Training for Volunteer Organisations in Partnership with City of Swan at Swan Districts Football Club was held on 19 February. Facilitated by the Town's Senior Cultural Development Officer, there were 44 registrations. Local organisations included Old Perth road collective, Bassendean 55plus, Bassendean Preservation group, Eden Hill Community Action Network, Bassendean Preservation group. ● On 26 February a Writing Winning Grants was held facilitated by Wendy Lamotte from 'The Human Connection'. 20 representatives from Community Groups from Swan and Bassendean attended. ● On Friday 6 March the Local Government - Community Development- Volunteering Network Meeting was held. ● Volunteer development/capacity building and internal volunteer management practices for Community Development Officers in Local Government held at Uniting Care in the Wesley Quarter <ul style="list-style-type: none"> ○ Updating the Town of Bassendean Community Directory – Jan- Feb

SERVICE/ PROGRAM	COMMENTS
	<p>Volunteer updated local community groups to the Town's Website.</p> <ul style="list-style-type: none"> ○ Jacaranda Community Centre Inc Cloverdale <ul style="list-style-type: none"> - Have provided the Town with 20 X \$25 Coles vouchers to be distributed as emergency relief, there will be more available if required. - Will be providing support to Bassendean Residents needing Emergency Relief and Crisis assistance. ○ Meals for Seniors Bassendean: <p>Providing vulnerable seniors in Bassendean Community a nutritious weekly meal given the limited access to shopping</p> <ul style="list-style-type: none"> - Weekly healthy meals, prepared by Chefs and delivered by volunteers. - Meals cooked by Cyril Jackson students from Hospitality as part of the 5000 meals program by Prepare Produce Provide https://www.prepareproduceprovide.org/about-us/ - Coordinator: Cath MacDougall Hospitality Teacher - Cyril Jackson Senior Campus ○ Volunteers <ul style="list-style-type: none"> - Implementing short inductions and processes for on boarding new volunteers. - Upskilling current volunteers to work safely and take precautions during the COVID-19 pandemic. - Identifying volunteers on current database to assist with upcoming tasks. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • <u>COVID stakeholders list compiled</u> • List of essential and emergency services during COVID researched and compiled <p><u>National Volunteer Week</u></p>

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • (18 – 24 May) National Volunteer Week 2020 is “Changing Communities. Changing Lives.” Posts were created and shared on social media of volunteers and volunteer organisations in Bassendean speaking about why they volunteer. ‘Informal volunteering’ was promoted by volunteers speaking about how they assisted vulnerable neighbours, friends and family safely in the community during COVID restrictions. <p><u>Volunteer Resource Network/ Volunteering WA</u></p> <ul style="list-style-type: none"> • Regular communication was kept with Volunteer Centres, LGA Volunteer managers to share information about community and volunteer updates. • Volunteers were referred to Volunteering WA emergency response page. <p><u>Community Partnerships:</u></p> <ul style="list-style-type: none"> • 5000 meals project, getting meals prepared for the seniors in Bassendean and beyond including domestic violence and emergency food relief to organisations around Perth. • Chefs who were unemployed due to COVID, volunteered to mentor students and work with volunteers from our community to prepare meals. • Neighbour 2 Neighbour Bassendean facebook page was used to recruit skilled volunteers to assist with community group 5000 meals • CJ Arthouse community Garden, providing seeds in partnership with Bassendean little free Library • Suptonic ‘It’s Hip to be square’ fundraising and connecting online. <p><u>Volunteers</u></p> <ul style="list-style-type: none"> - Implementing short inductions and processes for on boarding new volunteers. - Upskilling current volunteers to work safely and take precautions during the Covid-19 pandemic. - Identifying volunteers on current database to assist with upcoming tasks.

SERVICE/ PROGRAM	COMMENTS
	<p>- Communication was maintained with the council's volunteers, encouraging them to stay positive.</p>
Community Transport	<p>Q1 September 2019:</p> <p>Ongoing provision of volunteer-based community transport services to assist community members.</p> <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Volunteer drivers provided transport for staff and councillors for site tours and to the Victoria Park Community Hub. • Assisted with delivery of 'Thrive' magazine to various locations. • Distributed 50kg of free oranges from Second Bite Belmont, to schools/day care centres in and around Bassendean. • Delivered hamper donations for homeless to Saint Bart's. • A special shopping bus was operated for residents in December to Bassendean Shopping Centre. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Volunteer Appreciation Lunch - Friday 10 January – Bassendean Hotel. • Eight drivers and nine administration volunteers, and special guest Marion Arundel (recently retired after 27 years of service) attended as an appreciation for their contribution in 2019. <p>Q4 June 2020:</p> <p><u>Community Transport - Meal Delivery for seniors - (Continued)</u></p> <ul style="list-style-type: none"> - 5000 meals program. Food was donated from 'Second Bite' delivered by Community Transport drivers to senior residents who were usually taken to Bassendean shopping centre for shopping received meals - 35 senior residents received the meals weekly. - Community Transport drivers were COVID trained.

SERVICE/ PROGRAM	COMMENTS
Reconciliation Action Plan	<p>Q1 September 2019:</p> <p>An Internal Aboriginal Engagement group was convened with staff representatives (including Aboriginal staff) across the Town's Administration. The group is currently developing Terms of Reference.</p> <p>Q2 December 2019:</p> <p>Town Officers attended a workshop regarding Reconciliation Action Plans (RAPs) held by WALGA.</p> <p>The CEO convened an internal discussion group in December 2019 involving the Director Community Planning, Manager Youth Services, Senior Cultural Development Officer and the Manager Recreation and Culture to discuss the opportunity to further build cultural competence and positive relationships with indigenous people to achieve better outcomes. The group will meet again in February to map out a path forward in this space.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Staff undertook an assessment of performance against the current RAP. Staff investigated corporate cultural awareness training opportunities. <p>Q4 June 2020:</p> <p>Staff completed cultural awareness training. Additionally, senior staff attended training with SWALSC to better understand how to engage with the Whadjuk Working Party.</p>
Ranger Services (including Community & Fire Safety)	<p>Q1 September 2019:</p> <p>Community Safety</p> <ul style="list-style-type: none"> • Maintained local day patrols with ongoing liaison with WA Police for crime prevention and to ensure community safety. <p>Fire Safety</p>

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Commenced community information and initial fire checks in September, ahead of the fire season. <p><i>Impoundments</i></p> <ul style="list-style-type: none"> • 16 dogs impounded – 15 returned to owners, one (1) rehomed. 21 cats impounded – two (2) returned to owners, 12 rehomed, seven (7) euthanised due to health or behavioural issues. <p>Q2 December 2019:</p> <p><i>Community Safety</i></p> <ul style="list-style-type: none"> • Rangers continue to liaise with WA Police regarding hot spots and targeted patrol locations. General daily patrols are also undertaken of Town facilities, reserves and parks to ensure community safety. <p><i>Fire Safety</i></p> <ul style="list-style-type: none"> • Initial Bush Fire Season inspections undertaken with 310 individual notices sent to private property owners, along with continual liaison with State Government departments for compliance on Government-owned land. 31 infringements were issued for non-compliance and one (1) prosecution commenced. <p><i>Impoundments</i></p> <ul style="list-style-type: none"> • 12 dogs were impounded, with 11 returned to owners and one (1) rehomed. 12 cats were impounded, with 3 returned to owners, 7 rehomed and 2 euthanised due to health or behavioural issues. <p>Q3 March 2020:</p> <p><i>Community Safety</i></p> <ul style="list-style-type: none"> • Rangers ensure community safety by carrying out general daily patrols of Town facilities, reserves and parks. Any hotspot locations identified in liaison with WA Police are also included in the patrol routes.

SERVICE/ PROGRAM	COMMENTS
	<p><i>Fire Safety</i></p> <ul style="list-style-type: none"> Bush Fire Season inspections and compliance activities were carried out for the duration of Fire Season. 31 infringements were issued for non-compliance, 11 properties were cleared by the Town's contractor and the prosecution undertaken was successful. <p><i>Impoundments</i></p> <ul style="list-style-type: none"> Eight dogs were impounded, with six returned to owners and two rehomed. 32 cats were impounded, 28 rehomed and four euthanised due to health or behavioural issues. <p><i>Public Areas Dogs on Leads</i></p> <ul style="list-style-type: none"> Preliminary consultation underway on which Town-controlled public areas should be on-leash or off-leash. Consultation with residents on Saturday mornings while paying their dog renewals and online through Your Say Bassendean. <p>Q4 June 2020:</p> <p><i>Community Safety</i></p> <ul style="list-style-type: none"> Rangers continued to liaise with WA Police for crime prevention issues and to ensure community safety. Daily general patrols of parks, reserves and facilities were carried out with a focus on identified regular and intermittent hot spot locations, including public facilities that were closed due to COVID-19 restrictions i.e. playground and exercise equipment. <p><i>Fire Safety</i></p> <ul style="list-style-type: none"> The 2019/2020 Bush Fire Season has concluded and preparations are underway for the upcoming 2020/2021 season.

SERVICE/ PROGRAM	COMMENTS
	<p><i>Impoundments</i></p> <ul style="list-style-type: none"> • With the implementation of COVID-19 restrictions at the Town and the Animal Care Facility, the Rangers aimed to limit the impounding of animals, where possible. The Cat Trapping Program was suspended and cats and dogs were only impounded where necessary. <ul style="list-style-type: none"> ○ Three dogs were impounded, two were returned to their owners and one was rehomed. ○ Two cats were impounded and both were rehomed. <p><i>Public Areas Dogs on Leads</i></p> <p>This project is currently on hold, pending further investigation and advice. Existing signage will be updated on a like-for-like basis, where necessary.</p>
Facilities for Hire	<p>Q1 September 2019:</p> <p>The Arts Awards were held over two weeks in September, in the Community Hall. Officers sourced alternative venues, such as St Mark's Church Hall, for regular Community Hall hirers during this period.</p> <p>Q2 December 2019:</p> <p>Season changeovers occurred from winter to summer sports. Regular/casual hirers of the Town's community facilities were confirmed for 2020.</p> <p>Q3 March 2020:</p> <p>As part of the Town's response to COVID-19, the Town's community facilities for hire, ovals/reserves have been closed until further notice. Restrictions apply to the use of ovals/reserves in line with Federal and State Government directives.</p>

SERVICE/ PROGRAM	COMMENTS
	<p>Town owned facilities under lease to various sporting clubs, community groups are also closed until further notice. Education providers such as day care and primary schools remain open in line with government precautionary measures against COVID-19.</p> <p>Q4 June 2020:</p> <p>As restrictions have been lifted through phases 2, 3 and 4, Community Facilities, usage of ovals/reserves and some services have been reinstated.</p>
Your Say Bassendean	<p>Q1 September 2019:</p> <p>A total of 1,092 people are now signed up to the “Your Say Bassendean” website, with the Town hosting nine (9) projects for consultation this period.</p>

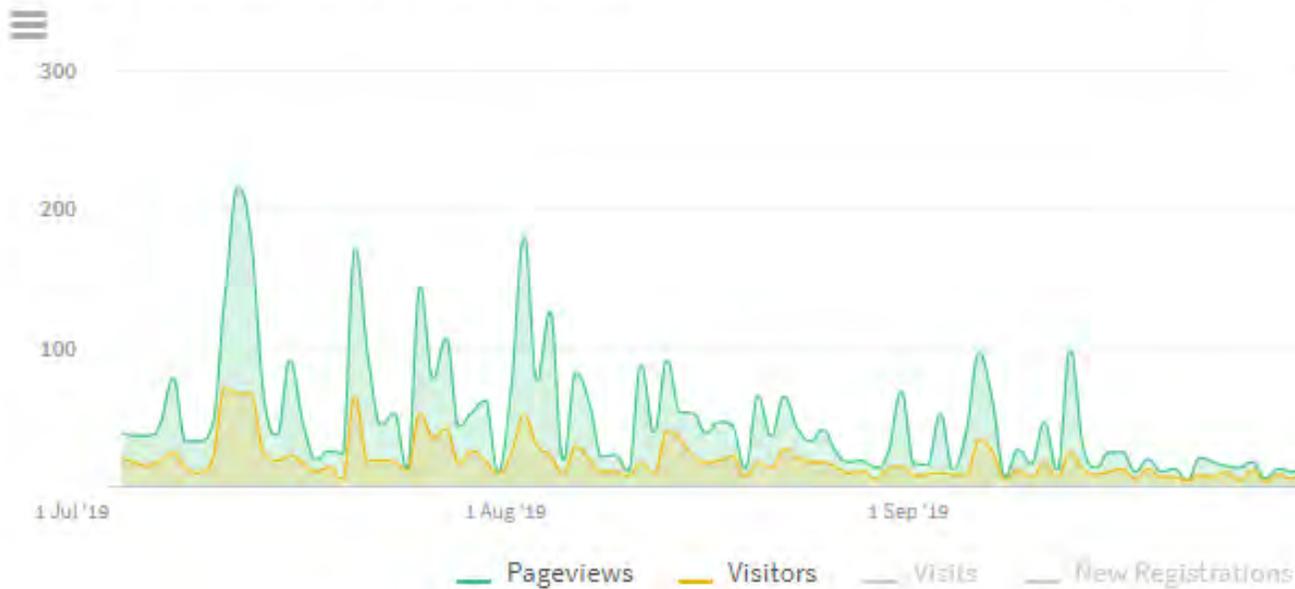
SERVICE/ PROGRAM	COMMENTS
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TRAFFIC

Visitors Summary

Your Say Bassendean from 01 Jul'19 to 30 Sep'19

DAILY MONTHLY



There were 1,900 visits to the website, with the most popular projects allowing residents to choose a verge tree or express their views about Bassendream Our Future.

SERVICE/ PROGRAM	COMMENTS												
	<p>TOP PROJECTS</p> <table border="1"> <thead> <tr> <th></th> <th>Participants (%)</th> </tr> </thead> <tbody> <tr> <td>BassenDream Our Future</td> <td>106 (18.2%)</td> </tr> <tr> <td>Trees: Growing our canopy</td> <td>47 (15.4%)</td> </tr> <tr> <td>Business in Bassendean</td> <td>5 (11.6%)</td> </tr> <tr> <td>Noise</td> <td>4 (5.6%)</td> </tr> <tr> <td>One Planet Living</td> <td>3 (12.0%)</td> </tr> </tbody> </table> <p>The most popular downloads by residents were:</p> <ul style="list-style-type: none"> • Citrus Gall Wasp Information Sheet (74 times). • Tree Species Choices document (Trees to be planted July 2019) (64 times) • Town of Bassendean Local Integrated Transport Plan (58 times) <p>Q2 December 2019:</p> <p>A total of 1,109 people are now signed up to the “Your Say Bassendean” website, a slight increase from the previous quarter.</p> <p>No consultation was held in the caretaker period in the lead-up to Council elections in late October 2019 or over the Christmas break.</p>		Participants (%)	BassenDream Our Future	106 (18.2%)	Trees: Growing our canopy	47 (15.4%)	Business in Bassendean	5 (11.6%)	Noise	4 (5.6%)	One Planet Living	3 (12.0%)
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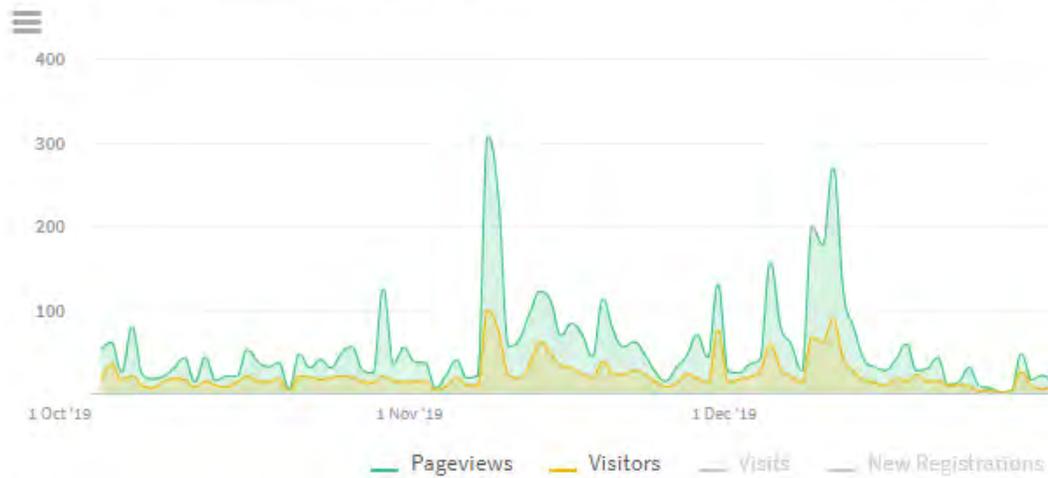
SERVICE/ PROGRAM	COMMENTS
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TRAFFIC

Visitors Summary

Your Say Bassendean from 01 Oct'19 to 31 Dec'19

DAILY MONTHLY



Highlights

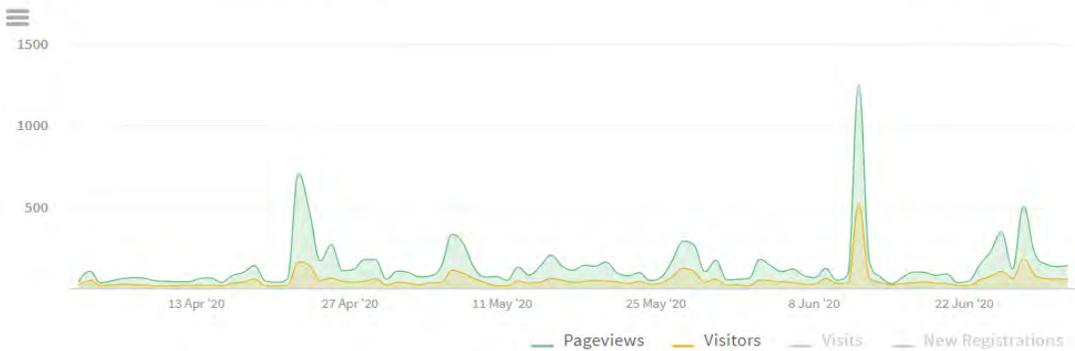
TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS
2.3 k	98	18
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
136	711	1.6 k

Since the last quarter, there has been a 21% increase in website visits (2,300 visits), with the most popular projects being the Success Hill Principal Shared Path, weed management, favoured locations for residents to walk their dog, recycling crossword, grants and sponsorship, and reading the engagement report about Bassendream Our Future.

The most popular downloads by residents were:

- Current dog on leash and off leash areas (235 times)
- Bassendean Engagement Report (138 times)

SERVICE/ PROGRAM	COMMENTS												
	<p>Q3 March 2020:</p> <p>A total of 1192 residents have signed up to Your Say Bassendean.</p> <p>Consultations during this period included the proposed sale of Town-owned land at Eden Hill, underground power opportunities, and future upgrades to Palmerston Square Reserve and Padbury Way Reserve, as well as rat identification and dog off-leash areas.</p> <hr/> <div data-bbox="421 643 2123 1189"> <p>Visitors Summary</p> <p>Your Say Bassendean from 01 Jan '20 to 31 Mar '20</p> <p>DAILY MONTHLY</p> <table border="1"> <caption>Highlights</caption> <thead> <tr> <th>TOTAL VISITS</th> <th>MAX VISITORS PER DAY</th> <th>NEW REGISTRATIONS</th> </tr> </thead> <tbody> <tr> <td>2.9 k</td> <td>123</td> <td>74</td> </tr> <tr> <th>ENGAGED VISITORS</th> <th>INFORMED VISITORS</th> <th>AWARE VISITORS</th> </tr> <tr> <td>203</td> <td>995</td> <td>1.9 k</td> </tr> </tbody> </table> </div> <p>Q4 June 2020:</p> <p>A total of 12,226 residents have signed up to Your Say Bassendean.</p>	TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS	2.9 k	123	74	ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS	203	995	1.9 k
TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS											
2.9 k	123	74											
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS											
203	995	1.9 k											

SERVICE/ PROGRAM	COMMENTS						
	<p>Consultations during this period have included the draft Strategic Community Plan 2020 – 2030.</p> <p>TRAFFIC</p> <p>Visitors Summary Your Say Bassendean from 01 Apr'20 to 30 Jun'20 DAILY MONTHLY</p>  <p>Highlights</p> <table border="0"> <tr> <td>TOTAL VISITS 5.2 k</td> <td>MAX VISITORS PER DAY 514</td> <td>NEW REGISTRATIONS 34</td> </tr> <tr> <td>ENGAGED VISITORS 578</td> <td>INFORMED VISITORS 1.8 k</td> <td>AWARE VISITORS 3.4 k</td> </tr> </table>	TOTAL VISITS 5.2 k	MAX VISITORS PER DAY 514	NEW REGISTRATIONS 34	ENGAGED VISITORS 578	INFORMED VISITORS 1.8 k	AWARE VISITORS 3.4 k
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ENGAGED VISITORS 578	INFORMED VISITORS 1.8 k	AWARE VISITORS 3.4 k					

STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT

Strategic Projects

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
Emissions Reduction Action Plan	<p>Q1 September 2019: Officers, in conjunction with the East Metropolitan Regional Council (EMRC), have undertaken an emission data analysis.</p> <p>Q2 December 2019: EMRC have provided officers with a draft Emission Reduction Plan re-aligned with the Town's new target.</p> <p>Q3 March 2020: Early draft plan was reviewed by Senior environmental Officer and initial feedback provided to EMRC.</p> <p>Q4 June 2020: Awaiting further report from EMRC for consideration.</p>	<p>Q1 September 2019: This data will be used in the development of the Emission Reduction Action Plan in Quarter 2.</p> <p>Q2 December 2019: Officers are reviewing the draft plan</p> <p>Q3 March 2020: The Corporate Management Committee to review and consider updated plan prior to being presented to council for consideration/endorsement.</p>	PLANNING

<p>Living Streams (3rd and 4th Avenues)</p>	<p>Q1 September 2019:</p> <p>First round of water sampling took place in July.</p> <p>Consultants Urbaqua were appointed to undertake a community engagement process to develop concept designs.</p> <p>Q2 December 2019:</p> <p>Town officers letter-dropped to all the residents with properties that share a boundary with the drains, inviting them to attend a site meeting to discuss the proposal.</p> <p>Nine residents attended the meeting and a further three provided feedback via email or telephone. Overall, the feedback was positive and the residents were happy for the project to proceed.</p> <p>Q3 March 2020:</p> <p>A workshop was held at Alf Faulkner hall in February to run through preliminary design concepts and collate feedback from residents.</p> <p>Q4 June 2020:</p> <p>Plan has been advertised for comment. Commencement of detailed design.</p>	<p>Q1 September 2019:</p> <p>Monitoring will continue with results reported in early 2020.</p> <p>Through the process, adjacent landowners and the general community will be consulted to assist in the development of the concept plan and detailed design to create an open space for community use and wildlife habitat, whilst maintaining the functionality of the Water Corporations drain.</p> <p>Q2 December 2019:</p> <p>A community workshop with the wider community is planned for February 2020.</p> <p>Q3 March 2020:</p> <p>A draft concept plan will shortly be made available for public comment.</p> <p>Q4 June 2020:</p> <p>Your Say comments are with the consultant for incorporation into the final concept design.</p>	<p>PLANNING</p>
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PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	Online consultation of concept plant was undertaken through Your Say Bassendean.		

Tree Planting Program	<p>Q1 September 2019:</p> <p>200 trees were planted along with 9,000 seedlings and shrubs.</p> <p>Identified priority areas and agreed range of species to plant tree stock in Winter 2020.</p> <p>Q2 December 2019:</p> <p>Annual tree planting across verges and reserves is now completed. 290 trees were purchased.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Zone 1 for 2020 Planting program has been identified and consists of 1,000 plantings. 600 Trees have been assigned to residential verges with the remaining 400 assigned to other identified areas including the industrial area. • The town has been split into 5 working zones with zone 1 due to commence May 2020 (wet weather permitting). • The Town has inspected and assessed 1,466 of the Town's 8,900 existing trees during recent audits. • Audited areas completed are Ashfield, western side of Eden Hill and identified underground power sites. <p>Staff have established an efficient data collection process for street trees. Most</p>	<p>Q1 September 2019:</p> <p>Finalising arrangements to procure tree stock for 2020 planting season. Priority areas identified are Eden Hill, Ashfield (where there is underground power), industrial area, carparks, playgrounds and roundabouts/medians. Identified preferred tree species for specific locations.</p> <p>Q2 December 2019:</p> <p>The balance of the tree stock to be purchased by end of Jan 2020.</p> <p>The Street Tree Planting Program Officer will commence in the new year.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The original 600 trees have been procured and the areas identified for planting including road, species and number are planned and documented. The additional 400 trees are currently in the process of being procured – they have been sourced and the Town is finalising the procurement. • 1,000 trees will have been specifically planned and planted during the winter season along with appropriate community engagement. 	EXECUTION
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issues/challenges have now been identified and resolved. The Town's Street Tree Officer is using a toughpad onsite to capture the required data prior to synchronizing daily audits using IntraMaps through a test environment. It is intended that the test data will replace the current street tree data on the Town's IntraMaps site as of April 2020. Staff will have the ability to view the latest data and the public will also be provided with an updated version to enable street tree layers.

Q4 June 2020:

Half way through the street tree planting program. Have planted out in the Industrial area, West Eden Hill, Ashfield and for those residents that had requested a street tree via your say, the trees have been planted.

60% of the Town's 8,900 existing street trees have been assessed and logged within our Asset Management system.

Due to increasing the number of trees early in the calendar year the additional species procured will be available from the suppliers for planting by the end of July

4 locals were employed for a 4 week period to assist with the planting program.

<p>Waste & FOGO Strategy</p>	<p>Q1 September 2019:</p> <p>Waste Strategy The Town is in the early stages of developing the Waste Plan which includes:</p> <ul style="list-style-type: none"> • Drafting a policy on single-use plastic and balloons. • Drafting a Waste Local Law. • Officers undertaking a review of single-use plastics to align our procurement with best practice sustainability. <p>FOGO Officers are developing an education program for schools to start early in 2020 when the school year commences.</p> <p>The Town is working with the East Metropolitan Regional Council to develop FOGO engagement strategy and program for implementation of FOGO by July 2020.</p> <p>Q2 December 2019:</p> <p>Waste Strategy Staff are reviewing the DWER toolkit.</p>	<p>Q1 September 2019:</p> <p>State Government is releasing a toolkit for Local Government Waste Plans in December 2019, which will guide the development of the Town of Bassendean Waste Plan.</p> <p>Amended draft Waste Local Law document to go to November Ordinary Council Meeting.</p> <p>Investigations are underway to refine bin database prior to bin rollout.</p> <p>Strategic Documents (Risk Plan, Communications Plan, Procurement Plan and Financial Model) are being drafted for FOGO Rollout.</p> <p>Audit of bin contents, facilitated by East Metropolitan Regional Council, to be completed by December 2019.</p> <p>Develop scope for service delivery including service structure at commercial and multi-unit developments.</p> <p>Q2 December 2019:</p> <p>Waste Strategy The draft Waste Local Law was endorsed by Council at its November OCM. Following endorsement, the draft Waste Local Law was</p>	<p>PLANNING</p>
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	<p>Container Deposit Scheme - expression of interest submitted to Scheme Coordinator via EMRC</p> <p>FOGO</p> <p>EMRC released an EOI for a permanent FOGO processing facility, with the EOI closing in December.</p> <p>Rates for the collection of FOGO bins were received from SUEZ. Financial modelling for the impact of FOGO commenced.</p> <p>EMRC resolved to fund bins, caddies and education for FOGO from the Secondary Waste Reserve.</p> <p>Q3 March 2020:</p> <p>Waste Strategy</p> <ul style="list-style-type: none"> • Bin sensor technology installed as part of a trial at Jubilee Reserve. Waste Local Law and Single Use Plastics and Balloons Policy to be presented to Council at the March OCM for consideration. • The Waste Local Law was adopted by Council and gazettal is expected in April 2020. 	<p>submitted to the DWER Director General for his consent on 5 December 2019. The DWER Director General consented to the Town's Waste Local Law on 20 December 2019.</p> <p>FOGO</p> <p>Town of Bassendean is represented in the EOI evaluation process, which will be completed in January 2020.</p> <p>Q3 March 2020:</p> <p>Waste Strategy</p> <ul style="list-style-type: none"> • WALGA has requested extension to Waste Plan deadlines in light of COVID-19. • Some Waste Plan actions may result in increased cost to Council and therefore waste charges <p>FOGO</p> <ul style="list-style-type: none"> • FOGO Rollout not yet impacted by COVID-19. 	
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- ERMC declined to contract with WARRL for any Container Deposit Scheme collection points.
- WALGA has requested extension to Waste Plan deadlines in light of COVID-19
- Some Waste Plan actions may result in increased cost to Council and therefore waste charges

FOGO

- Waste and Recycling Officer recruitment completed.
- Database of eligible FOGO properties created to be used for mailouts and rollout.
- EMRC EOI for permanent FOGO processing facility completed with RFT to be released in April or May.
- Preferred charging model for FOGO service determined by Council.
- EMRC determined to distribute \$648,100 from the EMRC's Secondary Waste Reserve to the Town to fund the rollout of the three bin FOGO system.
- FOGO Rollout not yet impacted.
- Communications-major communications plan rolled out, with six-pages about three bin system in

	<p>January and April editions of THRIVE, weekly waste tips on Facebook providing FAQs about the change, and a countdown on the Town's website until 29 June - date of planned introduction. Community champions interviewed, and opt out postcard produced.</p> <p>Q4 June 2020:</p> <p>Waste Strategy</p> <ul style="list-style-type: none"> • Bins Sensor technology has been updated and deployment of next generation bin sensors to be completed in July 2020 • Waste Local Law Gazetted in April 2020 • Waste Plan timeline extended by the DWER • Waste Plan deadlines have been extended by 6 months, final Waste Plan is now due March 2021. <p>FOGO</p> <ul style="list-style-type: none"> • Continued strong engagement with community. EMRC officers working alongside ToB officers. • Bin Delivery Database finalised and sent to MASTEC • EMRC distribution of \$648,100 for three bin FOGO system received 	<p>Q4 June 2020:</p> <p>Waste Strategy</p> <ul style="list-style-type: none"> • Waste Plan timeline has been extended by 6 months with Council endorsed Waste Plan due March 2021 • Bin Tagging has been rescheduled to September as a result of COVID19. WALGA are reprinting the tags to incorporate the three bin FOGO system. <p>FOGO</p> <ul style="list-style-type: none"> • Detailed rollout planning underway. 	
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PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<ul style="list-style-type: none">• Bin Delivery Database, including 240L General Waste bin requests, has been completed and submitted to MASTEC• Approximately 14,000 bins have been manufactured and are currently in transit to Perth from Adelaide• EMRC license granted by the DWER• FOGO Interim Processing Facility construction underway. The interim facility is ready to accept FOGO. The final setup of each section will be completed prior to the receipt of FOGO material from the Town.		

Weed Management Strategy	<p>Q1 September 2019:</p> <p>Preliminary community Educational workshops on weeds delivered.</p> <p>Council Concept Briefing Workshop – provided overview of the Town’s draft Weed Management Strategy and sought feedback.</p> <p>Q2 December 2019:</p> <p>The Town held a weed management forum on 20 November to discuss the Town’s current management approach and inform the development of an integrated weed management strategy.</p> <p>Q3 March 2020:</p> <p>Officers received draft strategy for review.</p> <p>Q4 June 2020:</p> <p>Completed and presented to Councillors in a workshop. At the Council concept briefing, Officers presented a proposed approach to integrate operational practice for weed control in the Town. Fundamentally the practice sets</p>	<p>Q1 September 2019:</p> <p>Consultant to present draft weed management strategy at Council Briefing. Community consultation scheduled for November 2019. Community Weed Forum planning underway.</p> <p>Q2 December 2019:</p> <p>Approximately 20 people attended the forum, and officers have organised for stalls at the Hawaiian shopping centre in January to undertake surveys, and the online Your Say portal to capture a wider audience and feedback. The forum report, along with the draft strategy, is intended to go to Council in March/April 2020.</p> <p>Q3 March 2020:</p> <p>CEO has provided feedback on draft strategy including seeking advice on the cost impact of more environmentally-friendly approaches to weed management. Further update on draft strategy sought from consultant.</p>	EXECUTION
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PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>out a more generalised approach to managing the Town's assets including our response to weeds. This includes a trial-based approach to understand the most effective works programs to practise integrated weed management and continuous improvement operating practices.</p> <p>Officers have identified four key areas of weed control in the Town being hard spaces, natural areas, parks and gardens and the town centre.</p>		

STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT

Services and Programs

SERVICE/PROGRAM	COMMENTS
Environment	<p>Q1 September 2019:</p> <p><i>Natural Areas and River Rehabilitation</i> Revegetation works were conducted across the natural areas within the Town. Erosion control works were implemented at Ashfield Parade, Success Hill Reserve foreshore and Pickering Park foreshore.</p> <p><i>Advocacy and Collaboration on Protection & Rehabilitation</i> An initial planning workshop on Living Stream proposal was held.</p> <p><i>Water Quality Monitoring</i> Sampling of the Town's drainage network took place in July and August after rain events. The data will be logged and included in the drainage assessment report in 2020.</p> <p><i>Success Hill Spillway</i> The Town opened discussions with the South West Aboriginal Land and Sea Council and other traditional landowners outlining the proposal for the project, and awaits responses from these stakeholders.</p> <p>Q2 December 2019:</p> <p><i>Improvements In Natural Areas, River Rehabilitation</i></p> <ul style="list-style-type: none"> • Quarterly site maintenance visits took place in December with monitoring reports taken that will contribute to the bi-annual progress report. • Revegetated sites planted in Q1 received watering for the summer months and a revegetation species list was created for the 2020 revegetation. Friends of Bindaring wetland continued to hand weed around the Bindaring wetland and the Town implemented a solarising weed management trial between Lovelock Place and Anstey Road. In a consortium with Greening Australia, the Town was successful in receiving grant funding from Lotterywest for an urban greening project that will take place at Mary Crescent reserve and include the Water Corporation compensating basin.

SERVICE/PROGRAM	COMMENTS
	<p><i>Water Quality Monitoring</i></p> <ul style="list-style-type: none"> • Water Corporation, Town staff and Urbaqua met with residents adjacent to the 3rd and 4th Avenue drain to discuss the Living Stream proposal. <p><i>Success Hill Spillway</i></p> <ul style="list-style-type: none"> • The Town has consulted with the South West Aboriginal Land and Sea Council (SWALSC) and the Whadjuk working party. The Town is awaiting a response from the Whadjuk working party. <p>Q3 March 2020:</p> <p>Improvements In Natural Areas, River Rehabilitation</p> <ul style="list-style-type: none"> • Natural area maintenance slowed during the summer months with works limited to watering of revegetation works and weed control, minor erosion along the river was addressed at Pickering Park and Ashfield Pde during the lower tides. <p>Water Quality Monitoring</p> <ul style="list-style-type: none"> • No water monitoring took place over summer months, however a community workshop took place for the 3rd & 4th Avenue living stream project. <p>Success Hill Spillway</p> <ul style="list-style-type: none"> • Officers met with GHD Consultants to progress the concept design, GHD agreed to have draft concepts available to officers by 6th April. • Officers registered interest to be on the agenda for May 2020 meeting of Whadjuk working party however, due to COVID-19 the meeting has been cancelled.

SERVICE/PROGRAM	COMMENTS
	<p>Q4: June 2020</p> <ul style="list-style-type: none"> • Improvement in Natural Areas, River Rehabilitation: Installation of 3,000 seedlings will occur across natural areas in winter 2020. Friends of Bindaring Park have recommenced community weeding activities with the relaxation of COVID restrictions. • Water quality monitoring – The water quality sampling period will occur by DBCA officers over the winter period.
Waste & FOGO	<p>Q1 September 2019:</p> <p>Waste education actions/events are ongoing. Planning activities to deliver and promote FOGO (Food Organics, Garden Organics) and Container Deposit Scheme. The Town's new Waste Plan will be delivered by July 2020. Entered into a contract with MASTEC to supply bins. (Please see Strategic Projects in the next section for further details on our Waste Strategy and FOGO Projects.)</p> <p>Q2 December 2019:</p> <p>The Department of Water and Environmental Regulation (DWER) released Waste Plan guidance and templates. Waste Plans are required to be completed by August 2020. EMRC is taking an active role in assisting the Town in educating residents about FOGO. EMRC and DWER have been engaged to develop collateral to be used to educate residents about FOGO. EMRC submitted sites to Container Deposit Scheme Coordinator for their consideration.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • EMRC EOI for permanent FOGO processing facility completed with RFT to be released in April or May. • Preferred charging model for FOGO service determined by Council. • EMRC determined to distribute \$648,100 from the EMRC's Secondary Waste Reserve to the Town to fund the rollout of the three bin FOGO system.

SERVICE/PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Bin sensor technology installed as a part of a trial at Jubilee Reserve. • Waste Local Law and Single Use Plastics and Balloons Policy presented to Council at the March OCM for consideration. Waste Local Law adopted and expected to be gazetted in April 2020. • ERMC declined to contract with WARRL for any CDS collection points. <p>Q4 June 2020:</p> <ul style="list-style-type: none"> • EMRC distribution of \$648,100 from the EMRC's Secondary Waste Reserve to the Town to fund the rollout of the three bin FOGO system has been received. • Bin sensor technology has been deployed in Jubilee Reserve and data being captured. • Waste Local Law and Single Use Plastics and Balloons Policy adopted by Council at the March OCM. Waste Local Law gazetted in April 2020.
Parks & Reserves	<p>Q1 September 2019:</p> <p>Annual tree planting activity commenced with 200 trees planted along with 9,000 seedlings and shrubs planted across verges and reserves (also see next section on Strategic Projects - Natural Environment). Usual springtime program of activities commenced late in the quarter (September):</p> <ul style="list-style-type: none"> • Bores and reticulation switched on. • Turf treatments and replacements undertaken in key parks, reserves and sports grounds (Ashfield Reserve, Jubilee Oval, Bassendean Oval and BIC Reserve). • Mowing of main road verges following heavy grass growth from spring rains. <p>Q2 December 2019:</p> <p>Annual tree planting across verges and reserves is now completed.</p> <p>Q3 March 2020:</p>

SERVICE/PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • 1000 trees have been procured for this year's winter planting. 600 Trees have been assigned to residential verges with the remaining 400 assigned to other identified areas. • The town has been split into 5 working zones with zone 1 due to commence May 2020 (wet weather permitting). <p>Q4 June 2020:</p> <p>Street Tree planting Program: In excess of 50% of the Town's 1,000 street tree planting program has been completed and the balance of the trees are expected to be planted by early August. All of the outstanding street tree requests from residents have now been filled.</p> <p>60% of the Town's 8,900 existing street trees have been assessed and logged within our Asset Management system.</p> <p>The Town's annual Tree Pruning program has been completed</p> <p>The Town's Parks & Gardens team did an excellent job in clearing many fallen tree branches producing hundreds of cubic metres of mulch for reuse around the Town and tree trunks for use in nature play areas.</p> <p>Mulching of garden beds has been completed, Men's shed landscaping has been completed.</p>

STRATEGIC PRIORITY 3. BUILT ENVIRONMENT

Strategic Projects

PROJECT	MILESTONE ACHIEVED	COMMENTS	PROJECT PHASE
<p>Bassendean Oval Redevelopment Business Case</p>	<p>Q1 September 2019:</p> <p>CEO of the Town of Bassendean met with CEO from Swan Districts Football Club to discuss progress to date of project.</p> <p>Q2 December 2019:</p> <p>Council resolved at the November 2019 OCM to: amend the composition of the Project Control Group to include the Deputy Mayor; amend the scope of services to include investigating the potential for any redevelopment of Bassendean Oval to incorporate community facilities, in addition to accommodating the Swan Districts Football Club whilst retaining green spaces.</p> <p>Q3 March 2020:</p> <p>On 6 February 2020, the newly formed Project Control Group met to explore an alternate option for a community facility (also referred to as option 3) which could also house the SDFC. This would effectively build on the 2 options that have been subject to discussion to date</p>	<p>Q1 September 2019:</p> <p>Arrangements made for CEO of the Town and CEO Swan Districts Football Club to meet with the Department of Local Government, Sport and Communities to discuss level of funding for business case and direction.</p> <p>Q2 December 2019:</p> <p>The Project Charter is being reviewed for changes to milestones and deliverables, following amendments by Council passed at the December OCM.</p> <p>Q3 March 2020:</p> <p>The Town will pursue additional funding from the DLGSC.</p>	<p>EXECUTION</p>

	<p>(which focus on club facilities and commercial space) and to provide a further new option, thereby diversifying the potential options for Council consideration (at a later stage). In discussing the further option with group members, including the CEO from SDFC, the representative from DLGSC, the consultant and the WA Football Commission, there was general support to pursue a third option.</p> <p>Q4 June 2020:</p> <p>The Project Control Group met on 18 June 2020 to discuss 3 broad options.</p>	<p>Q4 June 2020:</p> <p>The matter was presented at a Council workshop on 30 June 2020 to assess options for proceeding.</p>	
Bassendean Town Centre Plan	<p>Q1 September 2019:</p> <p>Early conversations with the Department of Communities regarding potential development opportunities.</p> <p>Q2 December 2019:</p> <p>The scope is currently being reviewed as part of a broader Local Planning Framework.</p> <p>Q3 March 2020:</p> <p>No change.</p> <p>Q4 June 2020:</p>	<p>Q1 September 2019:</p> <p>Town Centre Plan to be considered as part of development of Local Planning Framework.</p> <p>Q2 December 2019:</p> <p>See Q1 September comments.</p> <p>Q3 March 2020:</p> <p>No change.</p>	CONCEPT

	On 23 June 2020, Council resolved to initiate a Town Centre Masterplan project.		
Broadway Station Bike Path Access	<p>Q1 September 2019: Construction commenced (August).</p> <p>Q2 December 2019: Construction of Broadway Access Bike Path was completed in October. This project will provide improved connectivity for active modes of transport between the Bassendean Train Station and residents north of the railway line, promoting active modes of transport, which in turn can improve physical and mental health of the community.</p> <p>Q3 March 2020: Project Completed.</p>	<p>Q1 September 2019: Expected completion Oct 2019.</p> <p>Q2 December 2019: NIL</p> <p>Q3 March 2020: Project Completed.</p>	CLOSED OUT
Development Contribution Plan	Q1 September 2019:	Q1 September 2019:	CLOSED OUT

	<p>Nil.</p> <p>Q2 December 2019:</p> <p>The scope is currently being reviewed as part of a broader Local Planning Framework.</p> <p>Q3 March 2020:</p> <p>No change.</p> <p>Q4 June 2020:</p> <p>To be considered as part of broader Local Planning Framework project.</p>	<p>If pursued, the Development Contribution Plan will be considered in the context of the Local Planning Strategy and Town Centre Plan development.</p> <p>Q2 December 2019:</p> <p>NIL</p> <p>Q3 March 2020:</p> <p>No change.</p>	
Local Planning Strategy/Framework	<p>Q1 September 2019:</p> <p>The Bassendream Our Future report is now complete following numerous workshops, surveys and some 3000 community interactions.</p>	<p>Q1 September 2019:</p> <p>Bassendream Our Future report to be presented to new Council in late October at workshop. Conclusions will inform the Local Planning Strategy and Strategic Community Plan. There will be ongoing dialogue with the Department of Planning, Lands and Heritage. Bassendream Our Future report scheduled to be released as a public document in November.</p>	EXECUTION

	<p>Q2 December 2019:</p> <p>The scope is currently being reviewed as part of a broader Local Planning Strategy</p> <p>Q3 March 2020:</p> <p>A report was presented to Council’s February 2020 meeting, which provided an overview of the process.</p> <p>Staff met with DPLH staff.</p> <p>Q4 June 2020:</p> <p>In April 2020, Council resolved to endorse the Report of Review. In June 2020, the WAPC accepted that Report of Review.</p>	<p>Q2 December 2019:</p> <p>NIL.</p> <p>Q3 March 2020:</p> <p>A subsequent report will be presented to Council at the April OCM.</p> <p>Q4 June 2020:</p> <p>A Council workshop is scheduled for 4 August 2020.</p>	
<p>Local Planning Policy – Built Form Guidelines</p>	<p>Q1 September 2019:</p> <p>Nil.</p> <p>Q3 March 2020:</p> <p>Nil.</p> <p>Q4 June 2020:</p> <p>To be considered as part of broader Local Planning Framework project.</p>	<p>Q1 September 2019:</p> <p>Linked to above two projects.</p> <p>Q3 March 2020:</p> <p>The state government is currently developing a medium density housing code and as such, the guidelines may not be required.</p>	<p>CLOSED OUT</p>

<p>Local Planning Policy – Tree Preservation on Development Sites</p>	<p>Q1 September 2019: Research undertaken of alternate policy instruments to achieve outcomes.</p> <p>Q2 December 2019: The scope is currently being reviewed as part of a broader Local Planning Framework.</p> <p>Q3 March 2020: A draft policy was presented to Council's March 2020 meeting, where Council resolved to advertise the draft policy.</p> <p>Q4 June 2020: In June 2020, Council resolved to adopt the draft Local Planning Policy.</p>	<p>Q1 September 2019: NIL.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: The draft policy will be advertised before being presented back to Council for consideration.</p> <p>Q4 June 2020: Nil.</p>	<p>CLOSED OUT</p>
<p>Whitfield Safe Active Street</p>	<p>Q1 September 2019: Detailed design development and community engagement was completed.</p> <p>Q2 December 2019: Whitfield Safe Active Street design was adopted by Council in December. Tender documentation and specifications are being developed for advertising in January 2020.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Tender documentation and specifications advertised in January 2020. 	<p>Q1 September 2019: Finalisation of design with Department of Transport is planned for early November 2019, along with commencement of the Tender process.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020:</p>	<p>EXECUTION</p>

	<ul style="list-style-type: none">• Submissions reviewed and evaluated. A preferred Contractor was recommended to Council at its March Ordinary Council Meeting.• Council awarded the contract for the Whitfield Safe Access Street Road Rehabilitation and Improvements to Asphaltec Pty Ltd on 31 March 2020.• Consultation held with Hawaiian and Coles about impact on truck deliveries near shopping centre.• Tender report to Council in March 2020. Construction expected to commence in April and be completed by September 2020. <p>Q4 June 2020:</p> <p>After some delays in starting, works commenced on 22 June and are expected to be completed on schedule by September 2020 weather permitting.</p>	<ul style="list-style-type: none">• Construction expected to Commence in April and be completed by September 2020.	
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STRATEGIC PRIORITY 3. BUILT ENVIRONMENT

Services and Programs

SERVICE/PROGRAM	COMMENTS
Engineering/Roadworks	<p>Q1 September 2019:</p> <p>Draft Verge Treatment Policy 2019 is currently under review. Josh Byrne and Associates facilitated a community forum. A Draft Policy will be presented to the community for final comment in the new year.</p> <p>Road, Footpaths and Playground Condition Audits undertaken. A revised draft long-term capital works program is being updated. Funding submission for road improvements completed.</p> <p>Secured Council support and PTA funding to implement Bus Shelters in Penzance Street and James Street at Hyde Retirement Village to provide protection from the elements.</p> <p>Construction of Broadway Station Access Project is now complete, which improves cycling and pedestrian access to Bassendean Train Station and Bus Depot along with Disability Access and Inclusion Plan improvements adjacent to the railway station.</p> <p>Investigating accessible requirements for blind residents by installing tactile indicators to improve path network across the Town.</p> <p>Traffic Classifiers collection ongoing in targeted areas to assess traffic speeds and volume across the town in order to determine if further investigation is required.</p> <p>A Tree Planting Program for 2020 is currently being developed which will improve our streetscapes and tree canopy. The Program will incorporate Verge Planting Priority areas where there are less verge trees and infill planting can be achieved, along with carparks, reserves, industrial area, playgrounds, medians and roundabouts.</p>

SERVICE/PROGRAM	COMMENTS
	<p>Q2 December 2019:</p> <p>A tender was awarded for supply and laying of asphalt works for the renewal of road surfaces within the Town of Bassendean.</p> <p>Q3 March 2020:</p> <p>Capital road resurfacing works completed on Anstey Rd, Clay St, Culworth Place, Third Ave, Villiers St and Watson St.</p> <p>Capital drainage works completed on Eileen St.</p> <p>A tender was advertised for concrete footpath construction with submissions currently being reviewed and evaluated.</p> <p>Traffic Classifiers collection ongoing in targeted areas to assess traffic speeds and volume across the town in order to determine if further investigation is required.</p> <p>Bus Shelters installed in January on Penzance Street and James Street at Hyde Retirement Village to provide protection from the elements.</p> <p>Draft Verge Treatment Policy 2020 has been developed and presented at Ordinary Council Meeting in March. The Policy removes the requirement for approval of a verge treatment that meets the guidelines and provides residents with clear guidance on the Towns requirement and practical information on installing a verge garden.</p> <p>Q4 June 2020:</p> <p>Capital footpath works completed on Mickleton Terrace, Culworth Road and Harcourt Street improving the walkability of our Town.</p>

SERVICE/PROGRAM	COMMENTS
	<p>Capital drainage relining works along Nurstead Avenue and Cyril Street have been put on hold due to defects in lining material. COVID-19 has hampered shipping of new lining material, the Towns appointed contractor will install new lining as soon as delivered.</p> <p>The Town has appointed a local Bassendean contractor for concrete footpath construction in June 2020 for a 3 year term.</p> <p>The Town has implemented a new Verge Permit which will provide for greater street tree protection, provide safe access for residents using the thoroughfare and protection of the Town's assets within the thoroughfare.</p> <p>Traffic Classifiers collection ongoing in targeted areas to assess traffic speeds and volume across the Town in order to determine if further investigation is required.</p> <p>Ongoing road, drainage and footpath maintenance ensure the safe access to the Town's infrastructure for our residents.</p>

STRATEGIC PRIORITY 4. ECONOMIC

Services and Programs

SERVICE/PROGRAM	COMMENTS
Old Perth Road Markets	<p>Q1 September 2019:</p> <p>Old Perth Road Markets continued to be held monthly this quarter.</p> <ul style="list-style-type: none"> • On average, 60 to 70 stallholders trade at each market. • Some innovations include two growers' market stalls selling fresh fruit, vegetables and meat. • Children's activities have been delivered by the Old Perth Road Collective and entertainment provided by buskers engaged by the Old Perth Road Markets. • Additional tables, chairs and outdoor heaters were provided in the winter months to increase comfort for people attending. <p>It is recognised there is a need to review the markets in terms of approach, cost model, outcomes and other considerations.</p> <p>Q2 December 2019:</p> <p>The Old Perth Road Markets switched to Twilight Markets on Saturday 26 October 2019. The Twilight Markets staged on Saturday 21 December 2019 was a special Christmas edition of the markets. Issues of power supply and load management impacted on the November 2019 markets with two food vendors experiencing electrical damage to their appliances. The Markets Coordinator and Town Officers have been working on a revised electrical / power supply policy for vendors.</p> <p>Q3 March 2020:</p> <p>The February 2020 Old Perth Road Markets were staged on Saturday 29 February, attracting 79 stallholders with a large crowd competing against high profile events such as Highway to Hell, Nannup and Hyde Park Festivals being staged on the same weekend. Entertainment such as face painters, children's games, swing dancing and buskers contributed to the vibrancy of the markets.</p>

	<p>In February 2020, Council also resolved to extend management agreements to the Swan Valley Rotary Club and the Coordinator beyond 30 April 2020 to the 30 June 2021 and that the OPR Markets will continue under the current management model until then. Council also endorsed for an EOI process to be conducted in 2020/2021 regarding the future delivery model of the markets.</p> <p>Q4 June 2020:</p> <p>Due to COVID-19, the Old Perth Road Markets were suspended.</p>
Bassendean Business	<p>Q1 September 2019:</p> <p>The Town has signed up to the Business Friendly Local Government Charter. New business website launched as part of the refresh of the Bassendean Means Business brand. Post Festival of Small Business survey has been undertaken.</p> <p>Q2 December 2019:</p> <p>Sponsorship approved for WonderRealm, Spookfest and Australia Day. The events will seek to increase visitors to the Town.</p> <p>Q3 March 2020:</p> <p>Bassendean Business website has been incorporated into Town website, with e-newsletters sent out to 2,000 subscribers, offering assistance through COVID-19, with links to government announcements etc. Working with Small Business Development Corporation to offer courses to local businesses, based on demand.</p>

STRATEGIC PRIORITY 5. GOOD GOVERNANCE

Key Projects and Initiatives

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
<p>Corporate Business Plan (revised August 2019)</p>	<p>Q1 September 2019:</p> <p>Adopted by Council (August Ordinary Council Meeting)</p> <p>Q2 December 2019:</p> <p>Corporate Business Plan priority projects were reflected in the Corporate Reporting Framework i.e. included in the Monthly Performance Report and Quarterly Report. This includes monthly financial reporting to show priority project performance against budget.</p>	<p>Q1 September 2019:</p> <p>In accordance with the Integrated Planning and Reporting Framework, the Town is required to undertake an annual review of its Corporate Business Plan.</p> <p>Note that the strategic planning cycle for the creation of a new Strategic Community Plan will commence in Quarter 2 (November 2019 onwards).</p> <p>Q2 December 2019:</p> <p>NIL.</p>	<p>CLOSED OUT</p>

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Workforce Plan Review 2019	<p>Q1 September 2019:</p> <p>Endorsed by Council (August OCM)</p> <p>Q2 December 2019:</p> <p>NIL.</p> <p>Q4 June 2020:</p> <p>Workforce Plan Review for 2020 in progress, draft to be presented at Council Workshop 30 June 2020.</p>	<p>Q1 September 2019:</p> <p>In line with the Integrated Planning and Reporting Framework, the Town reviews its Workforce Plan annually to ensure relevance and currency. The focus of this year's Review of the Workforce Plan 2017-2020 reflected a new organisational structure designed to acknowledge and respond to our organisation's challenges and address opportunities to improve performance and deliver greater value for the community.</p> <p>Q2 December 2019:</p> <p>Implementation of the endorsed organisational structure and new way of working progressing as per Review.</p>	CLOSED OUT

<p>New Organisational Structure</p>	<p>Q1 September 2019: Appointment of Director Community Planning and Executive Manager Infrastructure.</p> <p>Q2 December 2019: The final positions within the organisational restructure were filled, with the following appointments:- Philip Adams, Executive Manager Infrastructure, Elizabeth Kania, Manager Governance & Strategy (commencing early February 2020) and Donna Shaw, Manager Development & Place (commencing late January 2020).</p> <p>Q3 March 2020: Minor change to the organisational structure to account for resignation of Senior Environmental Officer. New Manager Sustainability and Environment to be established with direct report to CEO to</p>	<p>Q1 September 2019: The organisational restructure is nearing completion with remaining positions in the Executive team now filled. Organisational structural change was undertaken to implement the recommendations of the “New Way of Working through Organisational Redesign” report, as part of a broader transformational change program designed to build the leadership, culture, strategy and capabilities of the organisation.</p> <p>Q2 December 2019: The completion of these key appointments ensures the management capability and capacity to support the function of the CEO.</p> <p>Q3 March 2020: Identified experienced officer from another Council for finite contract position of Manager Sustainability and Environment noting difficult circumstances in advertising presently.</p>	<p>CLOSED OUT</p>
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
	<p>enable more strategic approach to this portfolio and embedding of principles across all areas of the organisation such as planning and development.</p> <p>Q4 June 2020:</p> <p>New Manager Sustainability and Environment commenced with functional and structural realignment implemented to accommodate.</p>		

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
<p>Information Management & Technology Review</p>	<p>Q1 September 2019: Consultants Broadreach were appointed following a procurement process.</p> <p>Q2 December 2019: The Information Management & Technology Review was undertaken in October, with a draft report presented to Councillors in November 2019.</p> <p>Q3 March 2020: The IT strategy has been examined and priority projects determined for implementation in FY21.</p> <p>Q4 June 2020: Project implementation has been delayed by the COVID-19 pandemic as it was necessary to devote all IT resources to facilitate the Town's responses and remote working arrangements.</p>	<p>Q1 September 2019: Project to be undertaken in Quarter 2.</p> <p>Q2 December 2019: The report provided an IT strategy that reflects the Town's strategic priorities and a roadmap to help guide future investment in IT to ensure maximum benefit.</p> <p>Q3 March 2020: The Town will appoint a Manager of Information Technology in Q4.</p> <p>Q4 June 2020: The Town has appointed a Manager of Information Technology.</p>	<p>EXECUTION</p>

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Council Induction Program	<p>Q1 September 2019: Commenced research and planning.</p> <p>Q2 December 2019: Following the October elections, the Town welcomed two new Councillors, with an Induction Program held later in the month. The program included a presentation by the CEO, a tour of the Town's key projects and a workshop development.</p>	<p>Q1 September 2019: Program to be delivered in Quarter 2 (October) with incoming Council, post Council elections. Further workshops will be arranged between October and December as part of a broader orientation in the lead up to strategic planning.</p> <p>Q2 December 2019: The Induction Program enabled new Elected Members to familiarise themselves with how council works, the legislation and policy under which council operates, and an understanding of their role as Councillors, and the priority projects underway</p>	CLOSED OUT

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Customer Service Charter	<p>Q1 September 2019: Draft Customer Service Charter finalised.</p> <p>Q2 December 2019: Internal consultation of draft Charter undertaken with frontline staff.</p> <p>Q3 March 2020: Customer Service Charter published internally and externally on ToB website.</p>	<p>Q1 September 2019: To be published in Quarter 2.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: Nil.</p>	CLOSED OUT

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
<p>Communications-related Policies:</p> <ul style="list-style-type: none"> • Communication between Elected Members and the Administration • Communications and Social Media Policy 	<p>Q1 September 2019: Draft policies presented to Council for socialisation.</p> <p>Q2 December 2019: New Policy 6.19 “Communication between Elected Members and the Administration” was adopted and replaced the previous Policy 6.19 “The Councillors Contact with Administration Policy”.</p>	<p>Q1 September 2019: Scheduled to be presented to Council for discussion/endorsement in Quarter 2.</p> <p>Q2 December 2019: The Communications and Social Media Policy has been withdrawn as the requirements are set out in the LG Act and Regulations.</p>	CLOSED OUT

<p>Develop Strategic Community Plan</p>	<p>Q1 September 2019: Initial review of statutory plans. Procured consultant to undertake MARKYT Community Perceptions Scorecard.</p> <p>Q2 December 2019: The MARKYT Community Perceptions Scorecard study was undertaken by independent consultants Catalyse in November, with the final report delivered in December. The results for the Town of Bassendean were highly favourable and highlighted areas that the community considered significant.</p> <p>The BassenDream preliminary community engagement report was delivered during the quarter, which provided clarity and focus for a future vision for the Town.</p> <p>These two key reports will inform the development of the Strategic Community Plan and Local Planning Framework, and underpin all future planning and decision-making for initiatives undertaken by the Town across a full range of functions, projects and services.</p>	<p>Q1 September 2019: Community Scorecard survey to be undertaken in Quarter 2, along with preparations for the strategic planning process.</p> <p>Q2 December 2019: Workshops for Elected Members to engage and develop a Strategic Community Plan have been organised to take place in Q3. Consultants, Creating Communities, have been engaged to facilitate the process.</p> <p>Q3 March 2020: The draft Strategic Community Plan is expected to be finalised by May for comment by Council.</p>	<p>EXECUTION</p>
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Preparations for the strategic planning process commenced with the procurement and engagement of consultants Creating Communities to facilitate the development of a new Strategic Community Plan in early 2020.</p> <p>Q3 March 2020</p> <p>The Strategic Community Plan was progressed in this quarter. Workshops with staff and Council were conducted by the consultants Creating Communities. Feedback from the workshops will be used to create a new Strategic Community Plan this financial year.</p> <p>Q4 June 2020:</p> <p>The Strategic Community Plan has progressed with the draft plan going before Council at its May OCM. The Plan was advertised for public comment and the submission period closed on 26 June 2020. The draft Strategic Community Plan will be presented to Council at its July OCM for adoption.</p>		

<p>Corporate Reporting Improvements, including Quarterly Reporting</p>	<p>Q1 September 2019: Proposal for new look and format (Quarterly Report) was presented to Corporate Management Committee.</p> <p>Q2 December 2019: The Corporate Management Committee endorsed the improved Quarterly Report format for implementation.</p> <p>Q3 March 2020: In March 2020, an assessment matrix was formulated to assess each priority project currently listed for the Town. The matrix is intended to be used as an objective tool to evaluate prospective projects in the 2020/2021 financial year.</p> <p>Q4 June 2020: CMC resolved to adopt a new Project Charter format. Officers have been in discussions with other local governments to examine governance systems.</p>	<p>Q1 September 2019: Recognise report is in a process of transition pending the new Strategic Community Plan to be developed in 2019/2020.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: An assessment matrix has been created as a means to objectively evaluate priority projects going forward.</p>	<p>EXECUTION</p>
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Review of Audit	<p>Q1 September 2019: Review of current state and existing audit documentation and recommendations.</p> <p>Q2 December 2019: An Audit & Compliance Register was compiled from previous audit reports and recommendations and presented to the Audit & Governance Committee in November.</p> <p>Q3 March 2020: Audit and Risk Register – High Level Report developed and presented to the Audit and Governance Committee in March 2020.</p> <p>Q4 June 2020: The Audit Risk Register – High Level Report will be updated and tabled at each meeting of the Audit and Governance Committee.</p>	<p>Q1 September 2019: Audit and Compliance Register to be developed in Quarter 2.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: A comprehensive Audit and Risk Register is to be developed in 2020/21.</p> <p>Q4 June 2020: The Audit Risk Register has been developed and will continue to be updated as risks are treated and new risks emerge.</p>	EXECUTION

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Risk Management Framework	<p>Q1 September 2019: Initial research commenced and external risk workshop attended by staff. Review of current state and existing risk and audit documentation.</p> <p>Q2 December 2019: Ongoing research.</p> <p>Q3 March 2020: Risk management efforts have been attributed to business continuity planning in light of COVID-19.</p> <p>Q4 June 2020: Meeting between Moore Stephens representative and the Manager Governance and Strategy was undertaken to commence the risk management framework. Initial planning of the framework has commenced, albeit delayed by the need to respond to the COVID-19 crisis. Work on the Framework will progress next quarter.</p>	<p>Q1 September 2019: Model and approach to consider relevance and fitness-for-purpose based on organisational risk appetite and maturity.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: NIL.</p>	PLANNING

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
<p>Governance Charter/Framework</p>	<p>Q1 September 2019: Revisions to the Corporate Management Committee Charter were undertaken.</p> <p>Initial research commenced, with discussions and networking with other local councils.</p> <p>Q2 December 2019: Research and networking to further investigate industry best practice for corporate reporting frameworks.</p> <p>Q3 March 2020: Further research is being undertaken to develop a Governance Framework. Due to the demand of COVID-19, the project has been delayed as resources have been directed to deal with the Town's response to the pandemic. Amendments to the Act and regulations has impacted the project.</p> <p>Q4 June 2020: The commencement of the Governance Framework is due in July as competing priorities due to COVID-19 have reduced and major projects have begun to close out.</p>	<p>Q1 September 2019: Some dependency on upcoming changes to the Local Government Act.</p> <p>Q2 December 2019: Continued progress on corporate reporting framework.</p> <p>Q3 March 2020: A number of amendments to the Act and regulations are expected and will impact on the drafting of the framework.</p>	<p>CONCEPT</p>

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Delegations Review	<p>Q1 September 2019: Initial research commenced, with discussion paper drafted.</p> <p>Q2 December 2019: A review of Delegations is now underway.</p> <p>Q3 March 2020: A ground up review of Delegations is well in progress</p> <p>Q4 June 2020: A comprehensive drafting and consultation process to review and reform the Register of Delegations is well progressed and in the final stages towards completion.</p> <p>The Draft Register of Delegations, and a briefing on the key aspects and extent of the reform, will be presented to CMC on 28 July 2020.</p> <p>From this, it is anticipated that a Concept Workshop will be conducted with Council in August 2020, with a view to submitting the final draft Register of Delegations report to Council OCM in either August or September 2020.</p>	<p>Q1 September 2019: Ground up review required.</p> <p>Q2 December 2019: The review has been an extensive task with each delegation on file being reviewed to ensure its relevance and appropriateness in value adding to the efficiency of operational tasks. It is expected that the outcomes of the review will be provided to Council in the near future.</p> <p>Q3 March 2020: It is expected the reviewed register will be provided to Council in May 2020.</p>	PLANNING

<p>Code of Conduct</p>	<p>Q1 September 2019: Initial research commenced.</p> <p>Q2 December 2019: There were no actions in December pending Public Sector Commission updates and guidance.</p> <p>Q3 March 2020: There were no actions in the March quarter pending Public Sector Commission updates and guidance</p> <p>Q4 June 2020: The COVID-19 impact delayed the Department's development and consultation process on the proposed Model Code of Conduct for Councillors' and Candidates.</p> <p>Planning and drafting for the development and roll out of the Town's new Employee Code of Conduct is in its early phase with important dependencies linked to the outcomes of the Department's Model Code of Conduct for Councillors' and Candidates consultation and WALGA's considerations regarding a model Employee Code of Conduct.</p>	<p>Q1 September 2019: On hold, pending upcoming changes to Local Government Act and publication of guidance and template by WALGA in early 2020.</p> <p>Q2 December 2019: Please refer to the update from the September quarter.</p> <p>Q3 March 2020: Please refer to the update from the September quarter.</p>	<p>CONCEPT</p>
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<p>Review of financial process and controls</p>	<p>Q1 September 2019: Discussions with Internal Auditors commenced regarding audit of payment processes and systems.</p> <p>Q2 December 2019: An audit of the Town's Accounts Payable and Purchasing function was commenced in December by the Town's Internal Auditors.</p> <p>Q3 March 2020: Report expected in May 2020.</p> <p>Q4 June 2020: The report of the internal audit of Accounts Payable and Purchasing was received in mid-May 2020 and tabled at the meeting of the Audit and Governance Committee held on 3 June 2020, with management comments.</p>	<p>Q1 September 2019: Internal audit of payment processes and systems planned for Quarter 2.</p> <p>Q2 December 2019: The Audit Report to be received in Quarter 3.</p> <p>Q3 March 2020: The Audit Report is expected to be received in Q4 and will be tabled at the June 2020 meeting of the Audit and Governance Committee.</p> <p>Q4 June 2020: The audit found broad compliance with the Town's Purchasing Policy and Procurement Guidelines and found the manual operating controls in place support a culture of staff performing diligent reviews. However, the audit highlighted a need for implementation of system controls to replace manual controls to strengthen the existing internal control environment.</p> <p>Staff have reviewed the Town's risks for Finance and Information Technology activities and prepared a three-year internal audit schedule for 2021-23, to test controls over</p>	<p>PLANNING</p>
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
		those activities. The internal audit schedule was adopted by Council on 23 June 2020.	

<p>Review of leases and management arrangements</p>	<p>Q1 September 2019: Initial work on corporate leasing framework commenced, with particular application to Men's Shed and other key Town asset-based initiatives.</p> <p>Q2 December 2019: A lease agreement for the Men's Shed was developed and endorsed by Council at the December Ordinary Council Meeting.</p> <p>Q3 March 2020: Review of lease arrangements by sporting clubs and associations is currently being conducted in response to COVID-19.</p> <p>Q4 June 2020: Lease arrangements for sporting clubs and associations were presented to Council in April 2020 as part of a paper outlining recommended budget parameters for 2020-21 in light of the uncertainty created by the COVID-19 pandemic. Council resolved to suspend lease rental payments for sporting and community groups for Town owned buildings from 1 March 2020 to 30 September 2020.</p>	<p>Q1 September 2019: Proposals to be presented to Council in Quarter 2.</p> <p>Q2 December 2019: Lease agreement to be executed early next quarter.</p> <p>Q3 March 2020: Lease signed in January 2020 with the Men's Shed.</p> <p>Q4 June 2020: Nil.</p>	<p>PLANNING</p>
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<p>Build Community Engagement</p>	<p>Q1 September 2019: Proposal endorsed by Council to host Council briefings in the community as part of a 12 month trial.</p> <p>Capability development of key staff in community engagement through completion of IAP2 training.</p> <p>Asset Mapping undertaken in conjunction with community to identify community strengths, network opportunities and passion projects.</p> <p>Q2 December 2019: Council briefings in the community commenced, with the November and December briefings being held at the Ashfield Community Centre and Bassendean Youth Centre, respectively.</p> <p>The MARKYT Community Perceptions benchmarking survey was undertaken in November to obtain a “current state” view of how the community perceives the Council’s performance in a number of key areas. The Town of Bassendean was one of the highest ranked performers in the State, achieving industry-leading results in key performance areas, including: listening to and respecting residents’ views, and clearly explaining</p>	<p>Q1 September 2019: November Council briefing being planned for Ashfield Community Centre.</p> <p>New community directory to be developed.</p> <p>Q2 December 2019: Progress building a community directory of services.</p> <p>Q3 March 2020: Consultation is now limited to electronic platforms due to COVID-19.</p>	<p>TBC</p>
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
	<p>reasons for decisions and taking residents' views into account.</p> <p>Q3 March 2020:</p> <p>Annual General Meeting conducted with the community in February in the Community Hall. February Briefing Session occurred at Eden Hill Primary School with a strong attendance. Preceding the briefing was a presentation to the community from Western Power on a proposal to underground power in most parts of the Town north of the train line.</p> <p>Due to COVID-19, the trial of Briefing Sessions in the community were suspended from March.</p> <p>Consultation now relies heavily on online engagement, including Facebook, the Town's website and Your Say Bassendean, with heavy community interaction on social media with regard to Neighbour Assist and opportunities to help others. videos delivered Council Meetings occur online, with live streaming.</p>		

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Costing & Pricing Framework	<p>Q2 December 2019:</p> <p>Q3 March 2020: Scope of work prepared.</p> <p>Q4 June 2020: Nil.</p>	<p>Q1 September 2019: Scoping to occur in Quarter 3.</p> <p>Q2 December 2019: Scoping to occur in Quarter 3.</p> <p>Q3 March 2020: Project delayed due to COVID-19.</p> <p>Q4 June 2020: The main aim of the project is for the Town's cost structure to be reflected in its fees and charges to ensure the provision of services on a cost recovery basis. Council resolved in March 2020 to instruct the CEO to prepare a budget for 2020-21 based on no increase in fees and charges. Consequently, this project will be postponed, for completion prior to a review of fees and charges as part of the 2021-22 budget setting process.</p>	CONCEPT

<p>Procurement and contract management framework</p>	<p>Q1 September 2019: Procurement and Contract Tender Evaluation processes strengthened.</p> <p>Q2 December 2019: The Procurement, Contracts & Leases Coordinator commenced.</p> <p>Further requirements to procurement processes implemented, including introduction of evaluation handbook for RFQ and RFT panels.</p> <p>Q3 March 2020: Improvements to procurement processes continued, including development of a Tender Evaluation Report for presentation to Council, inclusion of broader social outcomes in Tender documentation and the introduction of standard contracting terms and conditions.</p> <p>Q4 June 2020: A summary of procurement process improvements was presented to the Audit and Governance Committee on 3 June 2020.</p>	<p>Q1 September 2019: Procurement, Contracts & Leases Coordinator to commence in Quarter 2.</p> <p>Q2 December 2019: Procurement policy and guidelines to be reviewed following receipt of the <i>Purchasing Internal Audit Report</i>. Consider broader outcomes such as buy local, sustainability, indigenous, disabilities etc.</p> <p>Q3 March 2020: The Town has not received the Purchasing Internal Audit Report, which is now expected in Q4.</p> <p>Tender Register developed for presentation on the Town's website in Q4.</p> <p>Q4 June 2020: The Town's Tender Register is now published on the Town's website.</p> <p>The Town continues to strengthen its procurement processes and the Procurement and Contract Management Framework is on track for completion by the end of the calendar year.</p>	<p>PLANNING</p>
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Review of Land and Property Assets	<p>Q1 September 2019: Work commenced on compiling a central register of Town property and built assets, including leases and asset condition.</p> <ul style="list-style-type: none"> • Assets with development potential • Assets for disposal • Assets with options to be identified (strategic options) <p>Q2 December 2019: Draft Property Assets Report presented to Executive team in December 2019.</p> <p>Q3 March 2020: Visit to Victoria Park to discuss land optimisation strategy.</p> <p>Q4 June 2020: In June 2020, Council resolved to receive the Land Asset Strategy.</p>	<p>Q1 September 2019: This work will be progressed in Quarter 2 with a review of the current state.</p> <p>Q2 December 2019: This work will inform a major review of the Town's Assets in 2020.</p> <p>Q3 March 2020: NIL.</p> <p>Q4 June 2020: NIL.</p>	PLANNING

STRATEGIC PRIORITY 5. GOOD GOVERNANCE

Services and Programs

SERVICE/PROGRAM	COMMENTS
Governance & Strategy	<p>Q2 December 2019:</p> <ul style="list-style-type: none"> • A Community Perceptions Scorecard study was undertaken in November 2019, with industry-leading results achieved for the Town of Bassendean, which was amongst the highest rated participating West Australian local government authorities. • The Town's Strategic Planning process commenced with the engagement of consultants Creating Communities to assist Council and Administration with the development of a Strategic Community Plan in early 2020. <p>Q3: March 2020</p> <ul style="list-style-type: none"> • The Strategic Community Plan was progressed in this quarter. Workshops with staff and Council were conducted by the consultants Creating Communities. Feedback from the workshops will be used to create a draft Strategic Community Plan. • Draft Strategic Community Plan to be provided in May 2020 for Council feedback and discussion. <p>Q4: June 2020</p> <ul style="list-style-type: none"> • The <i>Local Government (Administration) Regulations 1996</i> were amended to take into consideration the impact of the public health emergency and adapted to allow for Council and committee meetings to be held via an electronic format. • Council and Committee meetings were adapted to meet the COVID-19 crisis, as Officers and Councillors moved all meetings to the electronic 'Teams' format. Members of the public were still able to participate at Council meetings through the live stream and to provide questions and deputations to Council for presentation by the Mayor in the on-line environment.

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| | <ul style="list-style-type: none">• Business Continuity Plan was created to deal with the Pandemic Response.• Officers held meetings via electronic means to ensure that limited disruption to the business was experienced.• Whilst the Administration Office was closed to the public, Customer Service continued to assist residents and ratepayers of the Town through remote means to ensure continuity of service.• The Town adopted four new economic Council policies to deal with the impact of COVID-19 on the community and to ensure that the Town would be able to respond efficiently with applications from individuals experiencing hardship.• Administration advertised the draft Strategic Community Plan for public submission. |
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Audit and Risk Management	<p>Q1 September 2019: Internal Audit reports were presented at August Audit and Governance Committee meeting. Report on management action developed. Commenced discussions with internal auditors on internal audit program for 2019-2020. Audit and Compliance Register to be developed in Quarter 2. Audited accounts for the 2018/2019 Financial Year to be presented to the Audit and Governance Committee in Quarter 2.</p> <p>Q2 December 2019: The internal audit of the Accounts Payable function was performed in December. An Audit & Compliance Register was compiled and presented to the Audit and Governance Committee in November, along with the audited accounts for the 2018/2019 Financial Year.</p> <p>Q3 March 2020: The Office of the Auditor General has appointed RSM Australia Pty Ltd as the Town's external auditors for the next three years.</p> <p>Q4 June 2020: The RSM Audit Management Plan was presented to the Audit and Governance Committee on 3 June 2020 and RSM has commenced work on the interim audit, including engaging a specialist Information System Auditor. The internal audit report on the audit of Accounts Payable and Purchasing was presented, with management comments, to the Audit and Governance Committee on 3 June 2020. Council endorsed a new three-year internal audit schedule at its June Ordinary Council Meeting.</p>
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Organisational Development	<p>Q1 September 2019:</p> <p>Corporate Training and Development</p> <ul style="list-style-type: none"> • <i>Monthly CEO Briefing and Networking Sessions</i> • <i>Employee Scorecard Survey Results presentation by Catalyse to senior leadership team and staff</i> • <i>IAP2 Engagement Methods</i> • <i>IAP2 Engagement Design</i> • <i>Equal Employment Opportunity Workshops</i> • <i>One Planet Living Workshop</i> • <i>Corporate Induction</i> • <i>Staff Representative Group Workshop to consider driving cultural change opportunities</i> <p>Wellbeing Events and Initiatives</p> <ul style="list-style-type: none"> • <i>R U OK Day</i> <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • <i>Safety Induction (Staff and Contractors)</i> <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Accountable and Ethical Decision Making Workshops were held, with 68% (n=97) of staff attending. Further workshops will be run in Quarter 3, to cover remaining and new staff. • Other training for staff this quarter included: <ul style="list-style-type: none"> ○ <i>The Accidental Counsellor</i> ○ <i>Basic First Aid</i> ○ <i>Basic Traffic Management for Outside Employees</i> ○ <i>Social and Disability Awareness Training for new employees</i> • Corporate & Safety Inductions were held on 25 September 2019 and 11 November 2019 • Monthly CEO Briefing Sessions were held on 17 October 2019 at Success Hill, 20 November 2019 at Administration Centre and 5 December 2019 on Old Perth Road.
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- Staff Representative Group Workshops (Team Utopia) held on 26 September 2019 and 7 November 2019 to collate feedback and ideas for change initiatives and enriching positive culture.
- Councillors and Staff End of Year Function held on 20 December 2019 at Swan Districts Football Club. The event included presentation of Recognition of Retiring Councillors, Bob Brown and Melissa Mykytiuk along with staff Appreciation, CEO and Mayor Awards.

Q3 March 2020:

- Final Accountable and Ethical Decision Making Workshops held for remaining and new employees.
- Monthly CEO Briefing Sessions were held on 29 January 2020 at Administration Centre and 4 March 2020 on Old Perth Road.
- Launch of the new 'Leadership For All' program. This series includes a range of training and workshops to bring together teams to motivate and inspire inspiration, build cross-organisational relationships, optimize expertise, collaborate and share experience and equip our people with the right tools and support to achieve the Town's outcomes. Due to COVID-19, there has been a delay in rolling out the new series, however arrangements will be made to continue this program with online learning opportunities.
- Introduction Session held with leaders about the Town's new Performance Development Plan and Process, to align with the Town's transformational change to drive organizational performance.
- Corporate & Safety Induction cancelled due to COVID-19 outbreak. Development of an online induction to progress in the coming weeks.

Q4 June 2020:

- Review and redraft of Instruments of Appointment and Terms of Reference for the Council Local Emergency Management Committee and Audit and Governance Committee provided to Council on behalf of Corporate Services and Community Planning Directors.
- Research, analysis and policy advice in briefings and reports prepared and provided to CEO and Directors on a range of complex organisational development, business improvement or workforce issues in the period.

- Review, analysis and legal policy and research advice provided to employees, directors or managers on development of Council Policy, operational procedures, strategies or frameworks in this period. Review and analysis or drafting of high level or contentious issues executive correspondence and advice provided to Directors or Executive Managers in this period.
 - Flu Vaccinations Clinic at Seniors & Disability Services (38 participants)
 - Internal promotion of Local Government CULTYR Employee Resilience Scorecard
 - Flu Vaccination Clinic at 48OPR (54 participants)
 - Aboriginal and Torres Strait Islander Cultural Awareness online course (72 participants)
 - Safety Induction – Tree Planter Casuals (4 participants)
 - Project Management Masterclass Webinar Series Topic One – Project Stakeholder Engagement (16 participants)
 - Project Management Masterclass Webinar Series Topic Two – Project Stakeholder Engagement (16 participants)
 - Local Government industry Award 2020 became operational – completed review of contracts and employment conditions
 - Engagement with Whadjuk Noongar People presentation to leadership team (21 participants)
 - Launch of Executive Leadership Development Program (5 participants)
 - Project Management Masterclass Webinar Series Topic Three – Project Team Effectiveness (16 participants)
 - Project Management Masterclass Webinar Series Topic Four – Project Risk Management (16 participants)

Workplace Health & Safety
(WHS)

Q2 December 2019:

- On the 18 December 2019, Jonathon Seth, CEO of Local Government Insurance Services (LGIS), presented the Town with a 'Silver Diligence in Safety' Award. This award recognises the Town's commitment to workplace safety and strong OHS performance.
- Contractor safety management: The Town's tender evaluation process now includes a comprehensive safety risk assessment of suppliers and contractors. The Workplace, Health and Safety Officer (WHS Officer) also ensures that the management of Town contractors includes personalised safety inductions and that contractors are aware of the Town's safety guidelines and Worksafe legislation and understand their obligations to implement safe work practices.
- The WHS Officer is now represented on the Events Control Group to ensure that all Council events are compliant with Occupational Health & Safety (OHS) legislation and run in a safe manner.
- An annual initiative to promote a safety culture, Safe Work Month, was held in October with a "Be a Safety Champion" theme. Mental health awareness was included, along with #BeUpStanding to encourage staff to spend less time sitting at workstations.
- Occupational Health and Safety (OHS) Committee Meetings continued to be held during the quarter.
- OHS audit: Good progress continues to be made against recommendations from the most recent OHS audit (August 2019), monitored through the OHS Committee.
- Annual Audiometric Testing was conducted in November for employees with exposure to higher workplace noise levels.
- Hazard management: 100% of scheduled Workplace Hazard inspections were completed. Ten (10) hazards were reported, with corrective measures implemented for all the hazards identified.
- Workers Compensation claims: There were two Workers Compensation Claims for the quarter, which have been finalised. The Town currently has no open Workers Compensation Claims.

Q3 March 2020:

- The WHS Officer primary focus has been to implement and guide initiatives and actions to support the health and wellbeing of the organization during COVID-19.
- This has included development of working from home and safe work procedures, risk assessments of vulnerable workers along with purchasing and distributing a range of supplies to maintain high standards of hygiene for all worksites.

- Occupational Health & Safety Committee Meeting held on 5 March 2020.
- Workers Compensation claims: There were two new Workers Compensation Claims for the quarter.

Q4 June 2020:

The WHS Officer primary focus over this quarter has been to implement and guide initiatives and actions to support the health and wellbeing of the organisation during COVID-19, including:

- Establishing a COVID Committee to monitor developments and develop/implement an action plan
- Monitoring infection rates and recommendations from WHO, Department of Health, Safe Work Australia, Worksafe WA and the WA Government
- Sourcing and distributing PPE and other supplies to ensure that workers are protected as far as practicable
- Conducting Risk Assessments for all employees and volunteers, to identify vulnerable workers in accordance with the Department of Health Guidelines, as well as any other risks to an employee's health, safety and wellbeing
- Ensuring that employee working from home complied with the requirements in the Town's Procedure on 'Working from Home'
- Developing Safe Work Procedures for each Business Unit and Work Group
- Developing numerous Health Alerts for Managers / Supervisors and all employees, ensuring that they have been kept well informed of progress or changes to Government restrictions as well as workplace practices
- Developing and implementing COVID Safety Plans for each phase in accordance with the WA Government's Roadmap and guidelines
- Developing and implementing Assurance Documentation for the Town's Contractors to ensure that they were aware of requirements and posed minimal infection risk with their interactions with staff and the community
- Developing a Procedure for the Cleaning of Common Touch Areas
- Ensuring that the sourcing, labelling, use and storage of cleaning chemicals complied with the Town's 'Control of Hazardous Substances' Procedure
- Developing a 'Suspected or Confirmed Cases of Coronavirus in the Workplace' Procedure to ensure that the Town is prepared in the event that an infected person has been in contact with, or has been at a Town of Bassendean workplace
- Providing advice on public use facilities

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| | <ul style="list-style-type: none">• Providing reports to the Department of Finance and WALGA on the Town's PPE stock levels and use• Developing and distributing a COVID-19 Infection Control Presentation to all staff, outlining the physical distancing, hygiene and cleaning requirements imposed by Government authorities, and information specific to Town of Bassendean COVID Safety Plans and workplace practices.• Providing general advice to Line Managers and employees.• Liaison with other Safety Officers from other Local Authorities to monitor initiatives and industry. |
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Human Resources

Q1 September 2019:

Recruitment activities

- *Director Community Planning*
- *Executive Manager Infrastructure*
- *Acting Manager Governance and Strategy*
- *Coordinator Recycling and Waste*
- *Library Officer*
- *Library Clerk*
- *Amenity Horticulturalist*
- *IT Support Officer*

Q2 December 2019:

The final positions within the organisational restructure were filled, with the following appointments:- Philip Adams, Executive Manager Infrastructure, Elizabeth Kania, Manager Governance & Strategy (commencing early February 2020) and Donna Shaw, Manager Development & Place (commencing late January 2020).

Other positions recruited were:

- *Manager Finance*
- *Coordinator, Procurement, Contracts & Leases*
- *Project Engineer*
- *Engineering Works General Hand*
- *Events Officer*
- *Street Tree Officer*
- *Parks & Gardens Team Member*
- *Assistant in Home Nursing casuals*

Q3 March 2020:

Senior Officer appointments included the commencement of Donna Shaw, Manager Development & Place along with Alex Evans, Manager Information & Technology (due to commence on 27 April 2020).

Other positions recruited were:

- *Human Resources Support Officer (Temporary)*
- *Senior Payroll Officer (Temporary)*
- *Educator & Senior Educator*
- *Development Compliance Officer (on hold due to COVID-19)*
- *Environment Officer (Temporary)*
- *Conservation Officer*
- *Recycling & Waste Officer*

Q4 June 2020:

Senior appointments included the commencement of Jeremy Maher, Manager Sustainability and Environment.

- Other positions recruited were:
- *4 x Casual Tree Planters*
- *Conservation Officer*

REC. NO.	STATI	OFFICER	DESCRIPTION	ACTION TAKEN
ROC20/72564	O	CAMERON HARTLEY	OCM-7/5/20 - DRAFT AMENDED LOCAL PLANNING POLICY NO. 14 – ONSITE STORMWATER RETENTION MOVED CR MCLENNAN SECONDED CR WILSON THAT COUNCIL PURSUANT TO CLAUSE 4(3) OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 ADOPTS LOCAL PLANNING POLICY 14 – STORMWATER AS CONTAINED IN ATTACHMENT 2 OF THIS REPORT.	NOTIFICATION IN LOCAL PAPER TO OCCUR SHORTLY. RECOMMEND DELETION.
ROC20/73068	O	DAVID DWYER	OCM – 7/06/20 DEPARTMENT OF TRANSPORT LONG TERM CYCLE NETWORK COUNCIL RESOLUTION – ITEM 12.2 MOVED CR HAMILTON SECONDED CR WILSON THAT: 1.COUNCIL ENDORSES THE TOWN OF BASSENDEAN ASPIRATIONAL LONG TERM CYCLE NETWORK AS ATTACHED TO THE ORDINARY COUNCIL AGENDA OF 23 JUNE 2020 SUBJECT TO LORD STREET BETWEEN WALTER ROAD EAST AND GUILDFORD ROAD TO BE INCLUDED AS A SECONDARY ROUTE AND REASSIGNING SEVENTH AVENUE AS A LOCAL ROUTE; AND 2.THE TOWN OF BASSENDEAN CAN MODIFY REMOVE OR ADD TO ENDORSED LTCN ROUTES AS PART OF FUTURE BIKE PLAN REVIEWS.	1.DEPARTMENT OF TRANSPORT HAS AMENDED LONG TERM CYCLE NETWORK 2.NOTED RECOMMEND FOR DELETION
ROC20/73070	O	DONNA SHAW	OCM – 9/06/20 - DRAFT LOCAL PLANNING POLICY – DESIGN REVIEW PANEL – FINAL ADOPTION COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 12.4 MOVED CR MACWILLIAM SECONDED CR HAMILTON THAT COUNCIL PURSUANT TO CLAUSE 4(3) OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 ADOPTS LOCAL PLANNING POLICY – DESIGN REVIEW PANEL AS CONTAINED AS AN ATTACHMENT TO THE ORDINARY COUNCIL AGENDA OF 23 JUNE 2929.	ADOPTED BY COUNCIL 23 JUNE 2020 - STATUTORY NEWSPAPER ADVERT CREATED RECOMMEND DELETION
ROC20/72567	O	DONNA SHAW	OCM-10/5/20 - DRAFT LOCAL PLANNING POLICY NO. 13 – TREE RETENTION AND PROVISION – FINAL ADOPTION MOVED CR HAMILTON SECONDED CR QUINTON THAT COUNCIL: 1.ACKNOWLEDGES THE RECENT COMMUNITY FEEDBACK AND DEFERS THIS ITEM TO ALLOW EXAMINATION OF ADDITIONAL MEASURES THAT MAY PROVIDE GREATER CONTROLS RELATING TO THE REMOVAL OF TREES ON PRIVATE PROPERTY; AND 2.REQUESTS THE ADMINISTRATION TO THEREAFTER LIST THIS MATTER FOR DISCUSSION AT A CONCEPT WORKSHOP PRIOR TO BRINGING IT BACK TO COUNCIL.	NO CHANGE FROM PREVIOUS ENTRY WHICH READ ADOPTED BY COUNCIL 24 JUNE 2020 - STATUTORY NEWSPAPER ADVERT CREATED. RECOMMEND DELETION
ROC20/72565	O	DONNA SHAW	OCM-8/5/20 - REVOCATION OF LOCAL PLANNING POLICY NO. 9 – INCORPORATION OF EXISTING DWELLINGS INTO GROUPED HOUSING DEVELOPMENTS MOVED CR MCLENNAN SECONDED CR MACWILLIAM THAT COUNCIL PURSUANT TO CLAUSE 6 OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 REVOKES LOCAL PLANNING POLICY NO. 9 – INCORPORATION OF EXISTING DWELLINGS INTO GROUPED HOUSING DEVELOPMENTS AND NOTES THAT A NOTICE OF REVOCATION WILL BE PUBLISHED ACCORDINGLY.	NO CHANGE FROM PREVIOUS ENTRY WHICH READ POLICY REVOKED 26 MAY 2020. RECOMMEND DELETION.
ROC20/72032	O	DONNA SHAW	OCM-10/4/20 - PROPOSAL LOCAL PLANNING POLICY – DESIGN REVIEW PANEL MOVED CR HAMILTON SECONDED CR MCLENNAN THAT COUNCIL: 1.PURSUANT TO CLAUSE 4 OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 ADVERTISES THE DRAFT LOCAL PLANNING POLICY – DESIGN REVIEW PANEL AS ATTACHED TO THE ORDINARY COUNCIL MEETING AGENDA OF 28 APRIL 2020; AND 2.REVOKE COUNCIL POLICY 1.15 – DESIGN REVIEW POLICY – TOWN OF BASSENDEAN.	POLICY ADVERTISED AND ULTIMATELY ADOPTED. RECOMMEND DELETION
ROC20/71270	O	DONNA SHAW	OCM-12/3/20 - DRAFT LOCAL PLANNING POLICY NO. 13 – TREE RETENTION AND PROVISION MOVED CR QUINTON SECONDED CR MCLENNAN THAT COUNCIL PURSUANT TO CLAUSE 5(1) OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 ADVERTISES FOR PUBLIC COMMENT THE DRAFT AMENDED LOCAL PLANNING POLICY NO. 13 – TREE RETENTION AND PROVISION AS ATTACHED TO THE ORDINARY COUNCIL AGENDA OF 25 MARCH 2020.	POLICY ADVERTISED AND ULTIMATELY ADOPTED. RECOMMEND DELETION
ROC18/60870	O	DONNA SHAW	OCM-36/04/18 - NOTICE OF MOTION – CR MCLENNAN: TREE PRESERVATION ORDER - 248 MORLEY DRIVE EAST MOVED CR MCLENNAN SECONDED CR HAMILTON THAT COUNCIL COMMENCES THE PROCESS OF IMPLEMENTING A PRESERVATION ORDER OVER THE MATURE TREE LOCATED ON THE NORTH-WEST BOUNDARY OF LOT 4 (NO. 248) MORLEY DRIVE EAST EDEN HILL IN ACCORDANCE WITH THE PROVISIONS OF CLAUSE 5.7.7.2 OF LOCAL PLANNING SCHEME 10.	NO CHANGE FROM PREVIOUS ENTRY WHICH READ LANDOWNER HAS UNDERTAKEN MAINTENANCE WORK ON TREE AS REQUIRED BY RESOLUTION. RECOMMEND DELETION
ROC19/66205	O	JEREMY MAHER	OCM-23/03/19 - RIVER PARKS COMMITTEE MEETING HELD ON 5 MARCH 2019 MOVED CR MYKYTIUK SECONDED CR WILSON THAT COUNCIL: 1.RECEIVES THE MINUTES OF THE MEETING OF THE RIVER PARKS COMMITTEE HELD ON 5 MARCH 2019; 2.RECEIVES THE PROJECT UPDATE ON THE SUCCESS HILL RESERVE COLLAPSED SPILLWAY; 3.REQUESTS AS A MATTER OF URGENCY THAT TOWN OFFICERS ASK GH D CONSULTANTS TO PROVIDE THE SUCCESS HILL RESERVE CONCEPT DESIGN OPTIONS TO THE RIVER PARKS COMMITTEE MEMBERS AND/OR DIRECTLY TO COUNCIL AS SOON AS PRACTICABLE BEFORE THE NEXT COMMITTEE MEETING ON 4 JUNE 2019; 4.REQUESTS TOWN OFFICERS COMMUNICATE WITH THE DEPARTMENT OF TRANSPORT TO FACILITATE THE INSTALLATION OF A RIVER SPEED CAMERA IN THE VICINITY OF THE SUCCESS HILL SPILLWAY TO ASSIST IN EFFORTS TO REDUCE RIVERBANK EROSION ASSOCIATED WITH THE WAKES PRODUCED BY SPEEDING BOATS; 5.REQUESTS TOWN OFFICERS EXPLORE AND APPLY FOR GRANTS THAT WILL ASSIST IN RIVERBANK RESTORATION OF THE DEGRADED AREAS AT AND AROUND THE SUCCESS HILL SPILLWAY AT THE DISCRETION OF THE TOWN ADMINISTRATION; 6.REQUESTS THAT TOWN OFFICERS INFORM THE WORKING PARTY OF THE WADJUK PEOPLE OF THE NATURE OF THE PROBLEM AT SUCCESS HILL AND SEEK THEIR INPUT WITH RESPECT TO THE SUCCESS HILL PROJECT; 7.REQUESTS TOWN OFFICERS ASK GH D TO CONSIDER WATER SENSITIVE URBAN DESIGN OPTIONS THAT MAXIMISE EFFECTIVE UTILISATION OF STORM AND GROUND WATER; 8.NOTES THE DEPARTMENT OF PLANNING LANDS AND HERITAGE'S IMPLEMENTATION WORKS THAT HAVE COMMENCED AT THE ASHFIELD FLATS RESERVE; 9.REQUESTS TOWN OFFICERS COMMUNICATE THE TOWN'S CONCERN TO THE DEPARTMENT OF PLANNING LANDS AND HERITAGE THAT THE UNDERTAKING PROVIDED AT THE PUBLIC MEETING STATING THE FENCING REALIGNMENT WILL NOT TAKE PLACE UNTIL THE CONCLUSION OF THE HYDROLOGICAL STUDY (18 MONTHS-TWO YEARS) HAS NOT BEEN MET; 10.REQUESTS OFFICERS ASK THAT THE DEPARTMENT OF PLANNING LANDS AND HERITAGE AS A PRIORITY ACTION POINTS 3A AND 3B OF OCM-21/11/18 THAT STATES: 3A)THE DEPARTMENT OF PLANNING LANDS AND HERITAGE TO APPROACH THE DEPARTMENT OF TRANSPORT AND REQUEST A FIXED SWAN RIVER SPEED CAMERA BE ERECTED AT ASHFIELD FLATS TO ASSIST WITH THE CONTROL OF BOAT SPEED WITH THE AIM TO REDUCE THE IMPACT OF BOAT WASH AS A CONTRIBUTION TO REDUCING RIVERBANK EROSION AT ASHFIELD FLATS; AND A SIGN BE ERECTED WITH A CONTACT NUMBER TO REPORT SPEEDING BOATS; AND 3B)THE DEPARTMENT OF PLANNING LANDS AND HERITAGE TO SEEK THE ADVICE OF THE DEPARTMENT OF TRANSPORT TO DIRECT ALL SWAN RIVER TRAFFIC AND MODIFY EXISTING NAUTICAL MAPS TO USE THE CHANNEL NAVIGATION MARKERS BETWEEN RON COURTNEY ISLAND AND GARVEY PARK; 11.REQUESTS THE TOWN'S ADMINISTRATION INDEPENDENTLY MAKE THEIR OWN REPRESENTATIONS TO THE DEPARTMENT OF TRANSPORT IN RESPECT TO THE MATTERS OUTLINED IN POINT 3 ABOVE EXPANDING THE REQUEST TO A TOTAL OF THREE FIXED SWAN RIVER SPEED CAMERAS AND ASSOCIATED SIGNAGE POTENTIALLY INSTALLED IN SUITABLE LOCATIONS AT SANDY BEACH ASHFIELD AND SUCCESS HILL; 12.REQUESTS OFFICERS ASK THE DEPARTMENT OF PLANNING	DOT HAS INSTALLED A FIXED SPEED CAMERA AT POINT RESERVE WHICH WAS REPORTED IN THE CEO BULLETIN. ALL OTHER ITEMS ADDRESSED. RECOMMEND FOR DELETION
ROC17/53227	O	JEREMY MAHER	OCM-10/5/19 - ASHFIELD PARADE NOTICE OF MOTION RESPONSE MOVED CR MCLENNAN SECONDED CR MYKYTIUK THAT COUNCIL: 1.RECOGNISES THAT THE OUTCOMES FOR THE ASHFIELD PARADE FORESHORE RESTORATION PROJECT THAT WERE PRESENTED TO RESIDENTS OF ASHFIELD PARADE IN 2005 AND THE ULTIMATE OUTCOME DELIVERED WERE NOT IN COMPLETE ALIGNMENT; 2.REQUESTS THE CEO WRITE TO ALL RESIDENTS OF ASHFIELD PARADE TO ACKNOWLEDGE THIS DISCREPANCY; 3.SEEKS A FURTHER RISK ASSESSMENT BE UNDERTAKEN ON THE REQUIREMENT FOR THE FENCE INCLUDING THE OPPORTUNITY FOR ALTERNATIVE MEASURES. OCM-23/2/17 - NOTICE OF MOTION – CR BROWN: ASHFIELD PARADE FORESHORE RESTORATION PROJECT MOVED CR BROWN SECONDED CR PULE THAT THE TOWN OF BASSENDEAN WRITE TO THE PRINCIPAL OF THE CONSULTING COMPANY SYRINX ENVIRONMENTAL PTY LTD SEEKING A WRITTEN EXPLANATION AS TO WHY THE ASHFIELD PARADE FORESHORE RESTORATION PROJECT DID NOT ADHERE TO THE PARAMETERS OF THE PROJECT AS PRESENTED TO RESIDENTS DURING THE PROJECT CONSULTATION PHASE.	THE TOWN WROTE TO THE SYRINX ENVIRONMENTAL AS REQUESTED AND RESPONSE WAS RECEIVED. CEO HAS WRITTEN TO ALL RESIDENTS. RECOMMEND FOR DELETION

ROC19/66210	O	LUKE GIBSON	OCM-21/02/19 - TOWN ASSETS COMMITTEE MEETING HELD ON 6 FEBRUARY 2019 MOVED CR WILSON SECONDED CR MCLENNAN THAT COUNCIL: 3.REQUESTS TOWN OFFICERS PREPARE A REPORT FOR COUNCIL ON ENGAGING WITH LOCAL COMMUNITY STAKEHOLDERS ON THE FUTURE USE OF PADBURY RESERVE; 9.REQUESTS TOWN OFFICERS PREPARE A REPORT FOR COUNCIL ON ENGAGING WITH LOCAL COMMUNITY STAKEHOLDERS ON THE FUTURE USE OF PALMERSTON SQUARE RESERVE.	CONSULTATION COMPLETE. OUTCOMES PRESENTED TO COUNCIL. MATTER TO BE CONSIDERED AS PART OF THE UPCOMING BUDGET. RECOMMENDED DELETION.
ROC20/72035	O	LUKE GIBSON	OCM-12/4/20 - DISPOSAL OF 246 (LOT 5) MORLEY DRIVE EAST EDEN HILL MOVED CR MCLENNAN SECONDED CR GANGELL THAT COUNCIL AGREES TO THE REMOVAL OF SPECIAL CONDITIONS 4.1 - 4.7 (INCLUSIVE) AND PURSUANT TO SECTION 3.58(3)(B) OF THE LOCAL GOVERNMENT ACT 1995 THEREAFTER DISPOSES OF 246 (LOT 5) MORLEY DRIVE EAST EDEN HILL TO BIRMINGHAM PROPERTIES PTY LTD LADRIFT PTY LTD AND MATAK PTY LTD FOR THE SUM OF \$1000000.	SETTLEMENT OCCURRED ON 10 JULY 2020. RECOMMEND DELETION.
ROC18/59853	O	LUKE GIBSON	OCM-10/3/20 - REQUEST TO PURCHASE LOT 5 (NO. 246) MORLEY DRIVE EAST EDEN HILL – PROPOSED CONCEPT PLAN FOR LOTS 4 & 5 (NOS. 246 & 248) MORLEY DRIVE EAST MOVED CR WILSON SECONDED CR BARTY THAT: 1.COUNCIL PURSUANT TO SECTION 3.58(3)(B) OF THE LOCAL GOVERNMENT ACT 1995 DISPOSES OF 246 (LOT 5) MORLEY DRIVE EAST EDEN HILL TO BIRMINGHAM PROPERTIES PTY LTD LADRIFT PTY LTD AND MATAK PTY LTD FOR THE SUM OF \$1000000; AND 2.ALL MONIES RESULTING FROM THE SALE OF 246 (LOT 5) MORLEY DRIVE EAST EDEN HILL BE HELD IN THE LAND AND BUILDINGS INFRASTRUCTURE RESERVE UNTIL COUNCIL DETERMINES SPECIFIC ALLOCATIONS DURING THE UPCOMING 2020/21 BUDGET PROCESS. OCM-7/04/19 MOVED CR HAMILTON SECONDED CR WILSON THAT: 1.COUNCIL ADOPTS THE EDEN HILL MASTER PLANNING CONCEPT PLAN PREPARED BY TAYLOR ROBINSON CHANEY AND BRODERICK DATED MARCH 2019 PURELY FOR THE PURPOSES OF CONSULTATION WITH COMMUNITY AND STAKEHOLDERS PRIOR TO FURTHER CONSIDERATION BY COUNCIL OF THE POTENTIAL SALE OF LOT 5 NO 246 MORLEY DRIVE BY PRIVATE TREATY; AND 2.FURTHER REPORTS BE BROUGHT TO COUNCIL TO ADDRESS: *THE PROPOSED PURCHASE PRICE OF THE LAND; *DESIGN AMENDMENTS THAT ADDRESS COUNCIL'S DESIRE TO PRESERVE EXISTING SIGNIFICANT TREES; *ASSURANCE FOR THE COMMUNITY REGARDING GOOD QUALITY DESIGN AND DEVELOPMENT OUTCOMES; *ARRANGEMENTS TO ENSURE THAT THE LAND IS DEVELOPED IN A REASONABLE TIMEFRAME; AND *ANY OTHER INFORMATION REQUIRED TO EVALUATE A PROPOSAL FOR THE COUNCIL OWNED LAND TO BE SOLD BY PRIVATE TREATY; AND 3.COUNCIL NOTES OCM-10/04/18 THAT ADVISES BIRMINGHAM PROPERTIES THAT NOTWITHSTANDING ANY OF THE ABOVE THE COUNCIL MUST OBSERVE THE PRIVATE TREATY PROVISIONS OF THE LOCAL GOVERNMENT ACT 1995 AND GIVE DUE CONSIDERATION TO THE PUBLIC CONSULTATION RESULTS AND THEREFORE GIVES NO GUARANTEE THAT IT WILL SELL LOT 5 NO. 246 MORLEY DRIVE EAST REGARDLESS OF WHAT IS SUPPLIED TO THE COUNCIL OR UNDERTAKINGS MADE BY THE OWNERS OF 248 MORLEY DRIVE EAST EDEN HILL. OCM-30/02/18 - REQUEST TO PURCHASE LOT 5 (NO. 246) MORLEY DRIVE EAST EDEN HILL MOVED CR MCLENNAN SECONDED CR HAMILTON THAT: 1.IN RESPONSE TO THE OFFER TO PURCHASE THE TOWN OF BASSENDEAN OWNED LOT 5 (NO. 246) MORLEY DRIVE EAST EDEN HILL BY THE OWNERS OF THE ADJOINING LOT 4 (NO. 248) MORLEY DRIVE EAST EDEN HILL THE OWNERS OF NO. 248 MORLEY DRIVE EAST AND THEIR REPRESENTATIVES BE ADVISED THAT COUNCIL DECLINES THE CURRENT OFFER TO PURCHASE. 2.COUNCIL REQUESTS THAT THE CHIEF EXECUTIVE OFFICER PROCEED IMMEDIATELY WITH ACTIONS REQUIRED TO HAVE AN IMPROVEMENT PLAN PREPARED FOR LOTS 4 & 5 (NOS. 246 & 248) MORLEY DRIVE EAST EDEN HILL PURSUANT TO THE PROVISIONS CONTAINED WITHIN PART 8 OF THE PLANNING AND DEVELOPMENT ACT 2005. 3.OFFICERS PRESENT A FURTHER REPORT TO THE ORDINARY COUNCIL MEETING IN MARCH 2018 DETAILING PROPOSED ACTIONS TO BE UNDERTAKEN IN CONJUNCTION WITH THE INITIATION OF AN IMPROVEMENT PLAN FOR THE LAND IN QUESTION AND REMEDIATION WORKS REQUIRED TO BE UNDERTAKEN FOR LOT 5 FOR COUN	SUPERSEDED BY ROC20/72035. RECOMMEND DELETION.
ROC20/72033	O	LUKE GIBSON	OCM-11/04/20 - REVIEW OF LOCAL PLANNING FRAMEWORK MOVED CR MCLENNAN SECONDED CR WILSON THAT COUNCIL: 1. PURSUANT TO REGULATION 66(1)(B) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 APPROVES THE REPORT ON THE REVIEW OF THE TOWN OF BASSENDEAN LOCAL PLANNING SCHEME NO. 10 AS ATTACHED TO THIS REPORT; 2.PURSUANT TO REGULATION 66(3)(A)(III) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 RECOMMENDS TO THE WESTERN AUSTRALIAN PLANNING COMMISSION THAT LOCAL PLANNING SCHEME NO. 10 SHOULD BE REPEALED AND A NEW SCHEME PREPARED IN ITS PLACE; 3.PURSUANT TO REGULATION 66(3)(B)(II) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 RECOMMENDS TO THE WESTERN AUSTRALIAN PLANNING COMMISSION THAT THE LOCAL PLANNING STRATEGY FOR THE SCHEME SHOULD BE REVIEWED; AND 4.NOTES THAT STAFF WILL FORWARD THE REPORT OF REVIEW TO THE WESTERN AUSTRALIAN PLANNING COMMISSION FOR CONSIDERATION.	NO CHANGE FROM PREVIOUS ENTRY WHICH READ REPORT OF REVIEW FORWARDED TO DPLH FOR DETERMINATION. RECOMMEND DELETION.
ROC20/73075	O	LUKE GIBSON	OCM – 15/06/20 - DRAFT LAND ASSET STRATEGY COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 12.10 MOVED CR HAMILTON SECONDED CR MCLENNAN THAT COUNCIL: 1.RECEIVES THE DRAFT LAND ASSET STRATEGY AS CONTAINED IN THE CONFIDENTIAL ATTACHMENT TO THE ORDINARY COUNCIL AGENDA OF 23 JUNE 2020 AND NOTES THAT ANY PROPOSAL IN RESPECT TO TOWN-OWNED OR CONTROLLED PROPERTY WOULD BE CONSIDERED BY COUNCIL ON A CASE-BY-CASE BASIS HAVING REGARD TO THE STRATEGY THE STRATEGIC COMMUNITY PLAN AND THE LONG TERM FINANCIAL PLAN; AND 2.NOTES THAT THE STRATEGY IS TO REMAIN A CONFIDENTIAL DOCUMENT.	NO ACTION REQUIRED. RECOMMEND DELETION.

ROC20/73074	O	LUKE GIBSON	OCM – 14/06/20 - RODENT CONTROL COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 12.9 MOVED CR BARTY SECONDED CR WILSON THAT COUNCIL: 1.REVOKES COUNCIL POLICY 5.7 – RODENT CONTROL; AND 2.NOTES THAT THE TOWN'S RAT ERADICATION PROGRAM WILL INVOLVE THE USE OF RACUMIN BAITS BY THE TOWN ONLY.	POLICY REVOKED POLICY MANUAL AND TOB WEBSITE UPDATED. RECOMMEND DELETION
ROC20/73072	O	LUKE GIBSON	OCM – 12/06/20 REVIEW OF THE INSTRUMENT OF APPOINTMENT AND DELEGATION FOR THE BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE MOVED CR BARTY SECONDED CR MACWILLIAM THAT COUNCIL: 1.RESCINDS THE EXISTING BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE'S INSTRUMENT OF APPOINTMENT AND DELEGATION ADOPTED ON BY COUNCIL IN SEPTEMBER 2017 (OCM1-12/09/17 REFERS); AND 2.ADOPTS THE DRAFT INSTRUMENT OF APPOINTMENT AND DELEGATION FOR THE BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTAINED IN THE ATTACHMENT TO THE ORDINARY COUNCIL AGENDA OF 23 JUNE 2020.	INSTRUMENT OF APPOINTMENT AND DELEGATION UPDATED AND PROVIDED TO BLEMC. RECOMMEND DELETION
ROC20/72592	O	PAUL WHITE	OCM-15/5/20 - COUNCIL POLICIES – DEBT RECOVERY FINANCIAL HARDSHIP AND RATES EXEMPTION MOVED CR WILSON SECONDED CR MCLENNAN THAT COUNCIL ADOPTS THE FOLLOWING COUNCIL POLICIES AS ATTACHED TO THIS REPORT TO TAKE IMMEDIATE EFFECT FROM ADOPTION: 1.RECOVERY OF SUNDRY DEBTS POLICY; 2.RECOVERY OF RATES AND SERVICE CHARGES POLICY; 3.FINANCIAL HARDSHIP POLICY; AND 4.RATES EXEMPTION POLICY.	SUITE OF NEW POLICIES HAVE BEEN INCLUDED IN THE POLICY MANUAL AND WEBSITE. RECOMMEND DELETION
ROC18/64608	O	PAUL WHITE	OCM-16/11/18 - AUDITOR GENERAL'S REPORT ON LOCAL GOVERNMENT PROCUREMENT MOVED CR WILSON SECONDED CR MYKYTIUK THAT COUNCIL: 1.NOTES THE AUDIT FINDINGS OF THE AUDITOR GENERAL'S REPORT ON LOCAL GOVERNMENT PROCUREMENT; AND 2.NOTES THAT THE ADMINISTRATION WILL UNDERTAKE A REVIEW OF THE TOWN'S PROCUREMENT POLICIES PROCESSES AND CONTROLS BY THE END OF QUARTER 3 IN 2018/2019 AND THAT THE OUTCOMES OF THIS WORK WILL BE PRESENTED TO COUNCIL THROUGH THE AUDIT & GOVERNANCE COMMITTEE UPON COMPLETION.	SUMMARY OF PROCUREMENT PROCESS IMPROVEMENTS TABLED FOR THE AUDIT AND GOVERNANCE COMMITTEE MEETING ON 3 JUNE 2020.RECOMMEND DELETION.
ROC20/73077	O	PAUL WHITE	AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 3 JUNE 2020 OCM-19/06/20 - MOVED CR WILSON SECONDED CR HAMILTON THAT COUNCIL: 1.RECEIVES THE REPORT ON THE AUDIT AND GOVERNANCE COMMITTEE MEETING HELD ON 3 JUNE 2020; AND 2.ADOPTS THE INTERNAL AUDIT SCHEDULE FOR 2021-23 AS ATTACHED TO THIS REPORT	INTERNAL AUDIT IS TO BE UNDERTAKEN IN ACCORDANCE WITH THE SCHEDULE. RECOMMEND DELETION
ROC20/72581	O	PAUL WHITE	OCM-12/5/20 - RFT 02/2020 CONCRETE FOOTPATHS CROSSOVERS KERBING AND PRAM RAMPS MOVED CR QUINTON SECONDED CR MCLENNAN THAT COUNCIL APPOINTS AXIIS CONTRACTING PTY LTD TO PROVIDE THE CONCRETE FOOTPATHS CROSSOVERS KERBING AND PRAM RAMPS SERVICES FOR THE TOWN OF BASSENDEAN AS SPECIFIED IN RFT 02/2020 FOR A PERIOD OF THREE (3) YEARS TO COMMENCE UPON COUNCIL APPROVAL AND CONTRACTOR ACCEPTANCE.	LETTER OF AWARD SENT TO AXIIS CONTRACTING ON 3 JUNE 2020. RECOMMEND DELETION.
ROC20/71274	O	PAUL WHITE	OCM-20/3/20 - PLUMBING AND GAS SERVICES MOVED CR QUINTON SECONDED CR MCLENNAN THAT COUNCIL APPOINTS MACKIE PLUMBING AND GAS SERVICES TO PROVIDE PLUMBING AND GAS SERVICES TO THE TOWN OF BASSENDEAN AS SPECIFIED IN TENDER RFT 03/2019 FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER ONE (1) YEAR TO COMMENCE UPON COUNCIL APPROVAL AND CONTRACTOR ACCEPTANCE.	CONTRACT LETTER OF AWARD SENT TO THE CONTRACTOR ON 9 APRIL 2020. RECOMMEND DELETION.
ROC20/72582	O	PETA MABBS	OCM-13/5/20 - NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS) MOVED CR MCLENNAN SECONDED CR WILSON THAT COUNCIL: 1.ENDORSES THE PARTICIPATION OF THE TOWN OF BASSENDEAN IN THE NATIONAL REDRESS SCHEME AS A STATE GOVERNMENT INSTITUTION AND INCLUDED AS PART OF THE STATE GOVERNMENT'S DECLARATION; 2.GRANTS AUTHORITY TO THE CEO TO EXECUTE A SERVICE AGREEMENT WITH THE STATE IF A REDRESS APPLICATION IS RECEIVED; AND 3.NOTES THAT A CONFIDENTIAL REPORT WILL BE PROVIDED IF A REDRESS APPLICATION IS RECEIVED BY THE TOWN OF BASSENDEAN.	AN EMAIL WAS SENT TO DLGSC ON 4 JUNE 2020 ADVISING THAT THE TOWN WILL PARTICIPATE IN THE NATIONAL REDRESS SCHEME. A COPY OF THE MINUTES AND THE SPREADSHEET WERE ATTACHED. RECOMMEND DELETION.

ROC20/72036	O	PETA MABBS	<p>OCM-13/4/20 - COVID-19 PANDEMIC – CHANGES TO THE 2019-20 ANNUAL BUDGET; AND BUDGET SETTING PARAMETERS AND PRINCIPLES FOR THE 2020-21 ANNUAL BUDGET. MOVED CR HAMILTON SECONDED CR MCLENNAN THAT COUNCIL: 1.REQUESTS THE CEO PREPARE THE 2020-21 ANNUAL BUDGET ON THE BASIS THAT THE EFFECTS OF THE COVID-19 PANDEMIC WILL BE FELT FOR THE FULL FINANCIAL YEAR. 2.DEFERS CONSIDERATION OF THE IMPOSITION OF DIFFERENTIAL RATING UNTIL THE 2021-22 ANNUAL BUDGET. 3.ADOPTS THE FOLLOWING FINANCIAL ASSISTANCE MEASURES FOR BOOKING FEES AND LEASE RENTALS: A)PROVIDES A FULL REFUND ON ALL COVID-19 PANDEMIC RELATED CANCELLED BOOKINGS AT TOWN PROPERTIES OR FACILITIES FROM 1 MARCH 2020 TO 30 SEPTEMBER 2020; B)SUSPENDS LEASE RENTAL PAYMENTS FOR SPORTING AND COMMUNITY GROUPS FOR TOWN OWNED BUILDINGS FROM 1 MARCH 2020 TO 30 SEPTEMBER 2020; C)WAIVES THE BASSENDEAN OVAL LICENSE FEE PAYABLE BY THE SWAN DISTRICTS FOOTBALL CLUB INC. FOR THE 2020 CALENDAR YEAR; D)WAIVES THE NAMING RIGHTS FEE FOR STEEL BLUE OVAL PAYABLE BY THE SWAN DISTRICTS FOOTBALL CLUB FOR THE 2020 CALENDAR YEAR IN THE EVENT THAT THE CLUB DOES NOT RECEIVE ANY FUNDING FOR THE NAMING RIGHTS OF STEEL BLUE OVAL THIS SEASON; 4.WAIVES FOOD AND HEALTH INSPECTION FEES FOR TARGETED SMALL BUSINESSES (AS DEFINED BY THE ATO) ADVERSELY AFFECTED BY COVID-19 UNTIL 30 SEPTEMBER 2020 EXCLUDING LARGE RETAIL CHAINS FAST FOOD OUTLETS AND SUPERMARKETS; AND THAT THIS BE REVIEWED IN EARLY SEPTEMBER 2020 TO ASCERTAIN IF THE WAIVING OF FOOD AND HEALTH INSPECTION FEES SHOULD CONTINUE IN THE 2020/21 FINANCIAL YEAR; 5.SUSPENDS THE TOWN'S SPONSORSHIP AND GRANTS PROGRAM FOR 2020-21 EFFECTIVE IMMEDIATELY IN ADDITION TO MAJOR EVENTS INCLUDING NAIDOC AND AUSTRALIA DAY.</p>	<p>BUDGET WILL BE PREPARED ON THE BASIS OF THE COUNCIL RESOLUTION AND ALL MEASURES WILL BE ADOPTED ADMINISTRATIVELY. RECOMMEND DELETION.</p>
ROC20/71276	O	PETA MABBS	<p>OCM-31/3/20 - NOTICE OF MOTION - CR MCLENNAN – SUPPORTING UN TREATY ON THE PROHIBITION OF NUCLEAR WEAPONS. MOVED CR MCLENNAN SECONDED CR QUINTON THAT COUNCIL DECLARES ITS SUPPORT FOR THE UN TREATY ON THE PROHIBITION OF NUCLEAR WEAPONS AND CALLS ON OUR FEDERAL LEADERS TO SIGN AND RATIFY IT WITHOUT DELAY.</p>	<p>CORRESPONDENCE WAS SENT TO ICAN IN APRIL ADVISING OF THE COUNCIL RESOLUTION AND THE SUPPORT OF THE UN TREATY ON THE PROHIBITION OF NUCLEAR WEAPONS. RECOMMEND DELETION</p>
ROC20/72586	O	PETA MABBS	<p>OCM-14/5/20 - TOWN OF BASSENDEAN STRATEGIC COMMUNITY PLAN 2020 – 2030. MOVED CR MCLENNAN SECONDED CR WILSON THAT COUNCIL RESOLVES TO ADVERTISE FOR PUBLIC COMMENT THE DRAFT TOWN OF BASSENDEAN STRATEGIC COMMUNITY PLAN 2020-2030.</p>	<p>COUNCIL WILL CONSIDER THE PLAN AT ITS MEETING IN JULY 2020. RECOMMEND DELETION</p>
ROC18/62196	O	PHILLIP ADAMS	<p>OCM-15/06/18 - TOWN ASSET COMMITTEE MEETING HELD ON 5 JUNE 2018. MOVED CR WILSON SECONDED CR MYKYTIUK THAT COUNCIL: 1.RECEIVES THE REPORT ON A MEETING OF THE TOWN'S ASSET COMMITTEE HELD ON 5 JUNE 2018; 2.RECEIVES THE REPORT ON THE HISTORY OF THE DRAFT TOWN OF BASSENDEAN URBAN FOREST STRATEGY AND THE COMMUNITY GROUP'S REWORKED URBAN FOREST STRATEGY; 3.EXTENDS AN INVITATION TO THE MEMBERS OF THE FORMER WORKING GROUP TO SEEK THEIR FEEDBACK ON ADOPTING AN OBJECTIVE IN THE STRATEGY THAT COMMITS THE TOWN TO: A)A GOAL OF 70% TREE CANOPY ON TOWN ROAD RESERVES WITH SIGNIFICANT FORM AND SCALE TO PROVIDE SHADE CANOPY OVER A LARGE PROPORTION OF THE ROAD; B)PRIORITY BEING PLACED ON NEW PLANTINGS IN THOSE AREAS OF THE TOWN WHERE THE POWER LINES HAVE ALREADY BEEN PUT UNDERGROUND WITH THE NON-POWER LINE SIDE OF THE STREETS IN OTHER AREAS OF THE TOWN BEING THE SECOND PRIORITY; C)MAINTAINING THE UNIFORMITY OF EXISTING ESTABLISHED AVENUES; D)OPENING UP THE DIVERSITY OF TREE SPECIES THAT MAY BE PLANTED ON OTHER STREETS THAT ARE NOT ALREADY ESTABLISHED AVENUES; E)DEVELOPING BIODIVERSITY CORRIDORS WITH FOOD AND HABITAT FOR BIRD LIFE; F)FINALISING A STREET TREE SPECIES LIST THAT: -AT MATURITY GROW HIGH ENOUGH TO PROVIDE SIGNIFICANT FORM AND SCALE TO PROVIDE SHADE AND CANOPY OVER A LARGE PORTION OF THE ROAD; - MINIMISES IMPACT ON UTILITY SERVICES; -ARE DROUGHT TOLERANT; -THAT HAVE A STRONG PERFORMANCE RECORD IN SIMILAR AREAS; -ARE TOLERANT IN PAVED AREAS WHERE NECESSARY; - ARE RESISTANT TO PESTS AND DISEASES; -ARE LONG-LIVED; -HAVE MANAGEABLE LIMB SHEAR RISK; -MEET THE SOIL CONDITIONS OF THE SITE; AND -ARE SUITED FOR PLANTING ON MEDIAN ISLANDS AND ROUNDABOUTS. 4.RECEIVES THE STATUS REPORT OF THE COUNCIL (OCM – 11/07/16) SHACKLETON STREET BASSENDEAN TRAFFIC MANAGEMENT AND WATER SENSITIVE URBAN DESIGNS BEING UNDERTAKEN AND SCHEDULED TO BE COMPLETED BY MID-JUNE 2018; 5.RECEIVES THE CONSULTING ARBORIST REPORT RECOMMENDATIONS ATTACHED TO THE 5 JUNE 2018 TOWN ASSETS COMMITTEE AGENDA AND RECOMMENDS THAT THE SPECIES THAT PROVIDES THE MOST SHADE CANOPY BE SELECTED FOR PLANTING; AND 6.NOTES THE STATUS REPORT ON THE PROJECTS LISTED IN THE TOWN ASSETS COMMITTEE INSTRUMENT OF APPOINTMENT AND DELEGATION. 7.REFERS THOSE PARTS OF THE STRATEGY THAT HAVE PLANNING IMPLICATIONS OR IMPACT PRIVATE PROPERTY TO THE DESIGN BASSENDEAN WORKING GROUP FOR FEEDBACK; 8.RECEIVES THE PLANTING SCHEDULE ATTACHED TO THE ASSET SERVICES COMMITTEE MINUTES OF 5 JUNE 2018; 9.REQUEST THAT \$60000 IN FUNDING BE LISTED FOR COUNCIL CONSIDERATION IN THE DRAFT 2018/2019 BUDGET TO PREPARE THE URBAN FOREST MANAGEMENT PLAN AND REVISED STREET TREE MASTER PLAN; 10.COMMITS TO PROGRESSING THE PROGRAM OF PLACING OUR TOWN'S POWER LINES UNDERGROUND SO THAT WE CAN CREATE MORE ROOM TO PLANT SIGNIFICANT SHADE TREES ON OUR TOWN'S ROAD RESERVES. 11.REQUESTS THE TOWN ASSETS COMMITTEE TO UNDERTAKE A COMMUNITY ENGAGEMENT WITH USERS OF PALMERSTON PARK TO IDENTIFY PEOPLE WHO WOULD BE INTERESTED IN PARTICIPATING IN A WORKING GROUP OF THE TOWN ASSETS COMMITTEE IN ORDER TO IDENTIFY CAPITAL WORKS IMPROVEMENTS THAT COULD BE MADE TO THE PARK THAT WOULD INCREASE THE AMENITY OF THE PARK FOR LOCAL USERS, AND APPROVES THE EXPENDITURE OF UP TO \$500 BY THE TOWN ASSETS COMMITTEE FOR THE CREATION OF TEMPORARY SIGNAGE; LETTERBOXING FLYERS; AND CATERING FOR COMMUNITY AND WORKING GROUP MEETINGS TO FACILITATE THIS COMMUNITY ENGAGEMENT.</p>	<p>PALMERSTON RESERVE CONSULTATION REPORT FINALISED. ITEM IN 2020-21 BUDGET FOR CONSIDERATION. INCLUDES PADBURY WAY RESERVE. OTHER RECOMMENDATIONS COMPLETED OR SUPERSEDED. RECOMMEND DELETION</p>

ROC20/72563	O	PHILLIP ADAMS	OCM – 11/06/20 PETITION - NORTHMOOR ROAD EDEN HILL. MOVED CR WILSON SECONDED CR HAMILTON THAT COUNCIL NOTES THE APPROACH TO THE PETITION RECEIVED FROM RESIDENTS OF NORTHMOOR ROAD. OCM-2/5/20 MOVED CR WILSON SECONDED CR MCLENNAN THAT THE PETITION BE RECEIVED AND THAT AN OFFICER REPORT BE PROVIDED TO COUNCIL.	RESOLVED AT JUNE OCM. RECOMMEND DELETION
ROC20/73069	O	PHILLIP ADAMS	OCM – 8/06/20 - PROPOSED EDEN HILL NETWORK RENEWAL UNDERGROUND PROGRAM PILOT (NRUPP) COUNCIL RESOLUTION/OFFICER RECOMMENDATION - ITEM 12.3 MOVED CR WILSON SECONDED CR MCLENNAN THAT COUNCIL: 1. APPROVES WESTERN POWER'S EDEN HILL NETWORK RENEWAL UNDERGROUND PROGRAM PILOT (NRUPP) AND THE REQUIRED FINANCIAL CONTRIBUTION BY AFFECTED RESIDENTS; 2. APPROVES THE INDICATIVE CASH CALL SCHEDULE AND THE REPAYMENT TERMS FOR RESIDENTS REQUIRED TO PAY THE SERVICE CHARGE ASSOCIATED WITH THE PROVISION OF UNDERGROUND POWER TO THEIR PROPERTY; 3. APPROVES NOT PASSING ON THE TOWN'S INTERNAL ADMINISTRATIVE OVERHEAD COSTS FOR THE PROJECT; AND 4. SUPPORTS THE CEO ENDORSING THE NETWORK RENEWAL UNDERGROUND PROGRAM PILOT (NRUPP) CO-FUNDING AGREEMENT BETWEEN THE TOWN OF BASSENDEAN AND WESTERN POWER TO SUPPORT THIS PROJECT.	1. NOTED 2. NOTED 3. NOTED 4. CEO ENDORSED AGREEMENT AND RETURNED TO WESTERN POWER. RECOMMEND DELETION
ROC19/68363	O	SALVATORE SICILIANO	OCM-26/8/19 - SPONSORSHIP AND GRANTS POLICY MOVED CR QUINTON SECONDED CR WILSON THAT COUNCIL: 1. ENDORSES THE DRAFT SPONSORSHIP AND GRANTS POLICY; 2. ENDORSES THE MAJOR AND SIGNIFICANT EVENTS AND SPONSORSHIP GUIDELINES (GUIDELINES); 3. ENDORSES THE COMMUNITY BENEFIT SPONSORSHIP AND GRANTS GUIDELINES (GUIDELINES); 4. ENDORSES THE BUSINESS DEVELOPMENT SPONSORSHIP AND GRANTS GUIDELINES (GUIDELINES); 5. RESCINDS POLICY 6.11 DONATIONS SPONSORSHIP AND GRANTS; 6. RESCINDS THE OLD PERTH ROAD MARKETS EQUIPMENT & MINOR CAPITAL PROJECTS FUND GUIDELINES (GUIDELINES); 7. RESCINDS THE COMMUNITY GROUPS FUND GUIDELINES (GUIDELINES); AND 8. REQUESTS AN EVALUATION REPORT BE PRESENTED TO COUNCIL AT THE END OF THE 2019/20 FINANCIAL YEAR.	ALL ASPECTS COMPLETE. RECOMMEND DELETION.
ROC19/68345	O	SALVATORE SICILIANO	SCM2-3/9/19 - MAJOR AND SIGNIFICANT EVENTS SPONSORSHIP AND GRANTS APPLICATION FOR 'SPOOKFEST' MOVED CR WILSON SECONDED CR GANGELL THAT COUNCIL: 1. RECEIVES THE MAJOR AND SIGNIFICANT EVENTS SPONSORSHIP AND GRANTS APPLICATION LODGED BY OPRC FOR SPOOKFEST 2019; AND 2. APPROVES FUNDING IN THE AMOUNT OF \$5600 FROM THE 2019/20 BUDGET FOR THE OLD PERTH ROAD COLLECTIVE (OPRC) FOR THE STAGING OF THE SPOOKFEST EVENT TO BE HELD ON THURSDAY 31 OCTOBER 2019 ON THE CONDITION THAT: A. THE TOWN ESTABLISHES A JOINT WORKING PARTY WITH THE OPRC TO DELIVER THE EVENT AND BUILD THE CAPACITY OF ITS MEMBERS GIVEN THAT THE GROUP IS RELATIVELY NEW; B. THE ABOVE WORKING PARTY DEVELOP A PROGRAM OUTLINE FOR THE EVENT BY THE END OF SEPTEMBER FOR APPROVAL BY THE DIRECTOR COMMUNITY PLANNING; AND 3. NOTES A COMPREHENSIVE EVALUATION OF THE EVENT WILL BE UNDERTAKEN IN ORDER TO INFORM FUTURE DECISIONS REGARDING EVENTS.	AN EVALUATION HAS BEEN UNDERTAKEN AND AQUITTAL HAS BEEN LODGED BY THE OLD PERTH ROAD COLLECTIVE AND WILL BE USED TO INFORM FUTURE DECISIONS RELATING TO EVENTS ARTS AND CULTURE MATTERS. RECOMMEND DELETION.
ROC19/66206	O	SALVATORE SICILIANO	OCM-25/03/19 - PEOPLE SERVICES COMMITTEE MEETING HELD ON 6 MARCH 2019 MOVED CR GANGELL SECONDED CR MYKYTIUK THAT COUNCIL: 1. ADOPTS THE FINAL ARTS AND CULTURAL PLAN 2019-2023 AS ATTACHED TO THE ORDINARY MEETING AGENDA OF 26 MARCH 2019; 2. APPROVES SPONSORSHIP OF \$1000 TO THE BASSENDEAN CHURCH OF CHRIST FOR THE STAGING OF THE EASTER FAIR EVENT ON SUNDAY 14 APRIL 2019 AND A FUNDING AGREEMENT BE DEVELOPED AND SIGNED BETWEEN THE APPLICANT AND THE TOWN; 3. ENDORSES THE TOWN'S PARTICIPATION IN THE GARAGE SALE TRAIL FOR A FOUR YEAR TERM FROM 2019 TO 2022 AT A COST OF \$3791 PER ANNUM AND REFERS THE FUNDING FOR CONSIDERATION IN THE DRAFT 2019/2020 BUDGET AND SUBSEQUENT THREE BUDGETS; AND 4. RECEIVES THE REPORT OF THE MEETING OF THE PEOPLE SERVICES COMMITTEE HELD ON 6 MARCH 2019.	THE ARTS AND CULTURAL PLAN 2019-2023 WAS LAUNCHED ONLINE ON THE TOWN'S WEBSITE IN DECEMBER 2019. THE DOCUMENT WILL BE USED TO INFORM FUTURE DECISIONS RELATING TO EVENTS ARTS AND CULTURAL MATTERS. RECOMMEND DELETION.
ROC19/66659	O	SHARNA MERRITT	OCM-10/04/19 - HARDY ROAD VERGE PARKING MOVED CR WILSON SECONDED CR BROWN THAT COUNCIL APPROVES THE INSTALLATION OF VERGE PARKING RESTRICTIONS AT 1C AND 5A HARDY ROAD BASSENDEAN.	BOTH PROPERTIES HAVE BEEN NOTIFIED AND THE SIGNS ARE BEING INSTALLED. RECOMMEND DELETION.
ROC19/67783	O	SHARNA MERRITT	OCM-12/7/19 - PARKING RESTRICTIONS – TROY STREET BASSENDEAN MOVED CR QUINTON SECONDED CR HAMILTON THAT COUNCIL: 1. APPROVES THE INSTALLATION OF 'NO STOPPING MONDAY TO FRIDAY 8AM-9AM AND 2.30PM-3.30PM' PARKING RESTRICTIONS ON THE EASTERN SIDE OF TROY STREET BASSENDEAN BETWEEN ANZAC TERRACE AND ELSFIELD WAY BASSENDEAN; 2. REQUESTS THAT THE TOWN'S RANGERS INITIALLY UTILISE EDUCATION RATHER THAN ENFORCEMENT TO ALLOW PARENTS FROM THE PRIMARY SCHOOL SUFFICIENT TIME TO BE ALERTED OF THE PARKING CHANGES; AND 3. REQUESTS THE PRINCIPAL OF ANZAC TERRACE PRIMARY SCHOOL ADVISES THE PARENTS OF THE PARKING CHANGES AND THAT PENALTIES COULD APPLY.	THE SCHOOL HAS BEEN NOTIFIED AND THE SIGNS HAVE BEEN INSTALLED. RECOMMEND DELETION.
ROC18/64230	P	JEREMY MAHER	OCM-11/10/18 - RFT 083 2018-19 PROVISION OF GRAFFITI REMOVAL SERVICES LINE MARKING SERVICES & HIGH PRESSURE CLEANING SERVICES WITHIN THE TOWN OF BASSENDEAN MOVED CR BROWN SECONDED CR QUINTON THAT COUNCIL APPOINTS KLEENIT PTY LTD TO UNDERTAKE THE WORK AS REQUIRED IN RFT 083 2018-19 PROVISION OF GRAFFITI REMOVAL SERVICES LINE MARKING SERVICES & HIGH PRESSURE CLEANING SERVICES WITHIN THE TOWN OF BASSENDEAN IN ACCORDANCE WITH THEIR OFFER AND THE SPECIFICATION AND TERMS AND CONDITIONS FOR WORKS FOR A PERIOD OF THREE (3) YEARS COMMENCING 1 DECEMBER 2018.	COMPLETED. RECOMMEND DELETION.

ROC19/68332	P	JEREMY MAHER	OCM-9/8/19 - SANDY BEACH RESERVE JETTY & FORESHORE RIVER WALL MOVED CR HAMILTON SECONDED CR WILSON THAT COUNCIL: 1.RECEIVES THE 'VISUAL CONDITION INSPECTION REPORT' (DECEMBER 2018); 2.RECEIVES THE UPDATE PROVIDED BY THE DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS; 3.SUPPORTS THE CEO TO PROVIDE A LETTER OF SUPPORT TO DBCA IN RELATION TO THAT DEPARTMENT'S APPLICATIONS SEEKING GRANT FUNDING FOR DECOMMISSIONING AND REPLACEMENT OF THE JETTY WHERE: A)THE TOWN OF BASSENDEAN SUPPORTS RETENTION OF A JETTY FACILITY FOR USE IN PARTICULAR NOTING THE NEW PLAYGROUND AND ABLUTION FACILITY TO BE INSTALLED AT SANDY BEACH RESERVE IN 2020; B)THE TOWN'S UNWILLINGNESS TO ACCEPT ANY PROPOSED NEW STRUCTURE (JETTY) AS AN ASSET AND TAKE ON ITS MANAGEMENT AND MAINTENANCE; 4.RECONSIDERS THIS PROPOSAL TO UPDATE THE JETTY AND FORESHORE STABILISATION ONCE THE OUTCOME OF THE TWO GRANT SUBMISSION PROCESSES ARE KNOWN; AND 5.REQUESTS DBCA ENGAGE WITH THE DEPARTMENT OF TRANSPORT REGARDING DEVELOPING STRATEGIES TO COMBAT SPEEDING BOATS THAT CONTRIBUTE TO RIVERBANK DEGRADATION WITHIN THE TOWN OF BASSENDEAN RIVER DISTRICT AND PROVIDES A REPORT REGARDING THE OUTCOME OF THOSE DISCUSSIONS.	COUNCIL RESOLVED TO REVOKE IN PARTS RESOLUTIONS OCM 8/11/19 AND OCM 6/12/19 AND APPROVE THE REMOVAL OF THE REMAINING JETTY STRUCTURES AT POINT RESERVE. COUNCIL ALSO GAVE IN PRINCIPAL SUPPORT FOR THE DEVELOPMENT OF A MORE HOLISTIC PLAN OF ITS SECTION OF THE RIVER. POINT 5 OF THIS RESOLUTION HAS BEEN ACTIONED AS ADVISED BY PHIL ADAMS. RECOMMEND DELETION.
ROC18/61597	P	DAVID DWYER	OCM-15/05/18 - BASSENDEAN STATION ACCESS PROJECT BROADWAY MOVED CR WILSON SECONDED CR GANGELL THAT COUNCIL: 1.NOTES THE BASSENDEAN STATION ACCESS PROJECT – BROADWAY CONCEPT PLAN AND WRITES TO THE PUBLIC TRANSPORT AUTHORITY ADVISING OF THE TOWN'S CONTINUED INTEREST IN THE PROJECT AND THAT FINAL DETERMINATION WILL BE MADE AT COUNCIL'S 2018/19 BUDGET CONSIDERATION; 2.CONSIDERS THE LISTING OF FUNDS OF \$550000 IN THE DRAFT CAPITAL BUDGET 2018-19 TO UNDERTAKE THE BASSENDEAN STATION ACCESS PROJECT - BROADWAY FOR COUNCIL'S CONSIDERATION SHOWING A COMMITMENT FROM THE TOWN OF \$100000 WITH PTA CONTRIBUTING \$450000; AND 3.COMMENCES A PERIOD OF PUBLIC CONSULTATION REGARDING THE DESIGN SPECIFICALLY WITH RESIDENTS ALONG THE AFFECTED ROUTE.	COMPLETED. RECOMMEND DELETION.
ROC18/58025	P	JEREMY MAHER	OCM-10/12/17 - EUROPEAN HOUSE BORER INFESTATION MOVED CR MYKYTIUK SECONDED CR GANGELL THAT: 1.COUNCIL REQUESTS THE DEPARTMENT OF PRIMARY INDUSTRY AND REGIONAL DEVELOPMENT AGRICULTURE AND FOOD PROVIDE A REPORT WHICH INCLUDES: A.THE DETAILS AND LOCATION OF PAST AND CURRENT EUROPEAN HOUSE BORER INFESTATIONS IN THE SUCCESS HILL PINE PLANTATION; B.A RISK ASSESSMENT DETAILED THE LIKELIHOOD AND TIMEFRAME FOR THE SPREAD TO SURROUNDING PINE TREES AT SUCCESS HILL AND TO THE JAMES STREET AND DEPOT PLANTATIONS; C.ALTERNATE MANAGEMENT OPTIONS (OTHER THAN IMMEDIATE REMOVAL) FOR MANAGING THE SPREAD OF EUROPEAN HOUSE BORER. 2.THE TOWN ADOPTS THE APPROPRIATE BIOSECURITY/HYGIENE MEASURES AND COMMUNITY EDUCATION TO PREVENT THE SPREAD OF EUROPEAN HOUSE BORER. 3.THE TOWN ENGAGE WITH THE EASTERN METROPOLITAN REGIONAL COUNCIL TO WORK WITH NEIGHBOURING LOCAL GOVERNMENTS IN AN ENDEAVOUR TO REDUCE THE SPREAD OF EHB ACROSS THE REGION.	REPORT WAS PRESENTED AT JULY 2019 OCM. OFFICERS ARE IMPLEMENTING THE RECOMMENDATION. RECOMMEND DELETION
ROC16/52327	P	JEREMY MAHER	OCM-6/11/16 - ANZAC TERRACE DRAINAGE AND FORESHORE RESTORATION PROJECT MOVED CR PULE SECONDED CR LEWIS THAT COUNCIL: 1.ENDORSES THE WAPC'S REQUEST TO TAKE OVER FUTURE MANAGEMENT OF LOT 8 ANZAC TERRACE BASSENDEAN; AND 2.LISTS \$300000 FOR CONSIDERATION IN THE DRAFT 2017/18 CAPITAL WORKS BUDGET FOR THE ANZAC TERRACE DRAINAGE AND FORESHORE RESTORATION PROJECT WHICH INCLUDES FUNDING CONTRIBUTION OF \$44721.19 FROM THE WESTERN AUSTRALIAN PLANNING COMMISSION AND \$40300.95 RIVERBANK GRANT FUNDING.	PROJECT BEEN CONSTRUCTED AND REVEGETATED. THE PROJECT IS IN ITS FINAL YEAR OF MAINTENAINCE. RECOMMEND DELETION
ROC18/63109	P	JEREMY MAHER	OCM 8/04/19 - TOWN OF BASSENDEAN BEST PRACTICE NON-CHEMICAL WEED MANAGEMENT NOTICE OF MOTION RESPONSE MOVED CR MYKYTIUK SECONDED CR WILSON THAT COUNCIL: 1.RECEIVES THE EMRC STEAMING TO SUCCESS ALTERNATIVE WEED MANAGEMENT TRIAL REPORT; 2.NOTES THAT OFFICERS ARE DEVELOPING A WEED MANAGEMENT STRATEGY THAT WILL TAKE A HOLISTIC APPROACH TO THE MANAGEMENT OF WEEDS VIA THE USE OF INTEGRATED WEED MANAGEMENT CONTROL METHODS REDUCING THE RELIANCE ON HERBICIDES ALONE AND INCREASING THE CHANCES OF SUCCESSFUL CONTROL OR ERADICATION; AND 3.NOTES THAT OFFICERS INTEND TO HOST A WEED FORUM WITH INVITED PROFESSIONAL EXPERTS TO PROVIDE AN OVERVIEW OF WEED MANAGEMENT STRATEGIES TECHNIQUES RISKS TO POSITION AND INFORM THE TOWN IN THE DEVELOPMENT OF ITS WEED MANAGEMENT STRATEGY. OCM-28/08/18 - NOTICE OF MOTION - CR MYTYTIUK - WEED MANAGEMENT MOVED CR MYKYTIUK SECONDED CR QUINTON THAT COUNCIL: 1.REQUESTS OFFICERS TO PROVIDE COUNCIL WITH A REPORT ON BEST PRACTICE NON CHEMICAL WEED MANAGEMENT WITHIN CLOSE PROXIMITY TO WATERWAYS WETLANDS RIVERS AND STREAMS; 2.REQUESTS OFFICERS TO WORK WITH THE EMRC TO DEVELOP AND FACILITATE BEST PRACTICE NON CHEMICAL WEED MANAGEMENT IN CLOSE PROXIMITY TO WATERWAYS WETLANDS RIVERS AND STREAMS; 3.REQUESTS STAFF AND CONTRACTORS FROM ALL COMPANIES AND DEPARTMENTS APPLYING CHEMICAL WEED CONTROL WITHIN THE TOWN OF BASSENDEAN NOTIFY ADMINISTRATION; 4.REQUESTS STAFF AND CONTRACTORS APPLYING CHEMICAL WEED CONTROL WITHIN THE TOWN OF BASSENDEAN TO CONTINUE TO COMPLY WITH LEGISLATIVE AND REGULATORY REQUIREMENTS IN RELATION TO THE APPLICATION OF HERBICIDES AND PESTICIDES INCLUDING PUBLIC NOTIFICATION PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SAFETY GUIDELINES. 5.REQUESTS STAFF UNDERTAKE NON CHEMICAL WEED CONTROL WITHIN THE GARDEN BEDS ON OLD PERTH ROAD.	REPORT WAS PRESENTED AT APRIL 2019 OCM ADDRESSING THE MOTION. APPROACH FOR 20/21 DISCUSSED AT CONCEPT WORKSHOP IN JULY 2020. NO FURTHER ACTION REQUIRED. RECOMMEND DELETION

ROC19/67372	P	JEREMY MAHER	OCM-18/06/19 - RIVER PARKS COMMITTEE MEETING HELD ON 4 JUNE 2019 MOVED CR QUINTON SECONDED CR BROWN THAT COUNCIL: 1.RECEIVES THE REPORT ON A MEETING OF THE RIVER PARKS COMMITTEE HELD ON 4 JUNE 2019; 2.NOTES THE INFORMATION ON THE SUCCESS HILL SPILLWAY; 3.NOTES THAT ACTION PLANS HAVE BEEN RECEIVED FROM THE BASSENDEAN PRESERVATION GROUP FRIENDS OF BINDARING WETLAND AND FRIENDS OF SUCCESS HILL RESERVE; 4.REQUESTS OFFICERS EXTEND THANKS TO THE BASSENDEAN PRESERVATION GROUP FRIENDS OF BINDARING WETLAND AND FRIENDS OF SUCCESS HILL RESERVE FOR THEIR EFFORTS IN CARING FOR THE TOWN'S RIVER PARKS; 5.CONSIDERS A FUNDING ALLOCATION BE CONSIDERED IN THE 2019/2020 BUDGET SUFFICIENT TO ALLOW PREPARATION OF A DETAILED DESIGN FOR AT LEAST THE NORTHERN PRECINCT OF BINDARING PARK AND ALLOW SOME PRIORITISED IMPLEMENTATION OF THE BINDARING WETLAND PLAN TO COMMENCE IN 2020; 6.EXPLORES GRANT FUNDING OPTIONS FOR THE DETAILED DESIGN AND IMPLEMENTATION OF THE BINDARING WETLAND PLAN IN CONJUNCTION WITH FRIENDS OF BINDARING WETLAND BASSENDEAN.	FUNDING HAS BEEN PLACED IN THE 20/21 BUDGET. EXPLORING GRANT OPPORTUNITIES WILL BE AN ONGOING PROCESS. RECOMMEND DELETION.
ROC19/67784	P	JEREMY MAHER	OCM-13/7/19 - EUROPEAN HOUSE BORER INFESTATION MOVED CR HAMILTON SECONDED CR MYKYTIUK THAT COUNCIL: 1.RECEIVES THE LETTER OF RESPONSE FROM DPIRD; 2.RECEIVES THE EMRC MEETING NOTES FROM ITS MEETING WITH DPIRD TO DISCUSS THE SPREAD OF EHB ON A REGIONAL SCALE; 3.RECEIVE ARBORICULTURAL ASSESSMENT OF THE PINUS PINASTER TREES WITHIN SUCCESS HILL RESERVE; 4.REQUESTS THAT THE EMRC HOSTS REGIONAL INFORMATION SESSIONS FOR MEMBER COUNCILS TO ENDORSE A COLLABORATED APPROACH TO MANAGE THE SPREAD OF EHB; AND 5.ENDORSES THE OFFICER'S COMMENTS IN THIS REPORT FOR EHB AT SUCCESS HILL THROUGH ANNUAL DEAD WOODING AND MONITORING REPORTS OF THE PINE TREES WITHIN THE RESERVE.	ALL ITEMS RESOLVED. RECOMMEND DELETION
ROC17/56341	P	JEREMY MAHER	OCM-26/9/17 - NOTICE OF MOTION – CR PULE: CONNECTING COMMUNITIES – CONNECTING BRIDGE PROPOSAL MOVED CR PULE SECONDED CR BROWN THAT COUNCIL: 1.RECEIVES THE PROPOSAL TITLED CONNECTING COMMUNITIES - CONNECTING BRIDGE PROPOSAL DATED AUGUST 2017 PREPARED BY THE FORESHORE ENVIRONMENTAL ACTION GROUP INC (FEAG) WHICH PROPOSES A DUAL ACCESS BRIDGE LINKING ASHFIELD PARADE BASSENDEAN TO GARVEY PARK BELMONT; 2.FORWARDS THE CONNECTING COMMUNITIES - CONNECTING BRIDGE PROPOSAL DATED AUGUST 2017 PREPARED BY THE FORESHORE ENVIRONMENTAL ACTION GROUP INC. (FEAG) TO THE EASTERN METROPOLITAN REGION COUNCIL THE CITY OF BELMONT AND THE BASSENDEAN RIVER PARKS MANAGEMENT COMMITTEE FOR CONSIDERATION; 3.STAFF PREPARE A REPORT FOR COUNCIL TO CONSIDER THE FEASIBILITY AND PARTNERSHIP POTENTIALS OF THE PROJECT; AND 4.CONSIDERS LISTING FUNDS IN THE TOWN OF BASSENDEAN 2018-2019 BUDGET FOR A FEASIBILITY STUDY TO BE CARRIED OUT FOR THE PROJECT.	THIS IS NOT A PRIORITY FOR THE CITY OF BELMONT OR TOWN OF BASSENDEAN. RECOMMEND DELETION
ROC18/60313	P	JEREMY MAHER	OCM-17/3/18 - RIVER PARKS COMMITTEE MEETING HELD ON 6 FEBRUARY 2018 MOVED CR MYKYTIUK SECONDED CR GANGELL THAT COUNCIL: 1.RECEIVES THE ADDITIONAL INFORMATION PROVIDED TO THE MARCH 2018 ORDINARY COUNCIL MEETING FROM COTERRA ENVIRONMENTAL IN REGARDS TO RPMC-2/02/18 RECOMMENDATIONS; 2.HOLDS A COUNCILLOR WORKSHOP WITH REPRESENTATIVES FROM DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION TO DISCUSS POINT 2A 3A 3B 3C 3D AND 3E OF THE RPMC-2/02/18 RECOMMENDATION; 3.DEFERS A DECISION ON POINT 2A OF THE RPMC-2/02/18 RECOMMENDATION TO DELETE THE FLOATING WETLAND. LISTS AN ESTIMATED COST OF \$1300 TO MODIFY THE CONCEPT DESIGN AND REPORT AND LISTS FUNDS FOR COUNCIL CONSIDERATION IN THE DRAFT 2018/2019 BUDGET; 4.SUPPORTS POINT 2C OF THE RPMC-2/02/18 RECOMMENDATION TO REMOVE A SERIES OF PATHS AND PROVISION OF A BOARDWALK FROM HYLAND STREET TO THE FIRST WATER CORPORATION SEWER INSPECTION PIT AND AWAITS THE OUTCOME OF THE WORKSHOP PRIOR TO ENGAGING COTERRA ENVIRONMENT TO INCORPORATE CHANGES AT AN ESTIMATED COST OF \$4200 TO MODIFY THE CONCEPT DESIGN AND REPORT; AND 5.RECEIVES THE RIVER PARKS COMMITTEE MINUTES OF 6 FEBRUARY 2018.	2 A council workshop was held in April 2019, 3 items included in concept design, 4 concept design updated to reflect this.RECOMMEND DELETION
ROC18/60867	P	JEREMY MAHER	OCM-25/04/18 - SUSTAINABILITY COMMITTEE MEETING HELD ON 13 MARCH 2018 MOVED CR QUINTON SECONDED CR MYKYTIUK THAT: 1.THE REPORT ON A MEETING OF THE SUSTAINABILITY COMMITTEE HELD ON 13 MARCH 2018 BE RECEIVED; 2.COUNCIL LISTS FOR CONSIDERATION IN THE 2018/2019 DRAFT BUDGET \$6000 TO PROVIDE AN ELECTRIC CHARGING STATION; 3.TOWN OFFICERS INVESTIGATE A SUITABLE LOCATION FOR THE INSTALLATION OF THE ELECTRIC CHARGING STATION; 4.TOWN OFFICERS CONTACT HAWAIIAN TO REQUEST THAT THEY ALSO CONSIDER INSTALLING AN ELECTRIC CAR CHARGING STATION AT THE BASSENDEAN SHOPPING CENTRE; 5. COUNCIL INVESTIGATES A THIRD PARTY TO FACILITATE A BULK BUY SOLAR INCENTIVE SCHEME AND INVESTIGATE THE SWITCH YOUR THINKING PROGRAMME TO REPORT BACK TO THIS COMMITTEE AT ITS MAY MEETING; 6.COUNCIL LISTS \$10000 FOR CONSIDERATION IN THE DRAFT 2018/2019 BUDGET TO INITIATE SUSTAINABILITY GRANTS FOR COMMUNITY SUSTAINABILITY PROJECTS; 7.COUNCIL LISTS \$10000 FOR CONSIDERATION IN THE DRAFT 2018/2019 BUDGET FOR COMMUNITY EDUCATION PROGRAMMES; 8.COUNCIL LISTS \$5000 FOR CONSIDERATION IN THE 2018/2019 BUDGET FOR THE CLIMATE CLEVER PROGRAMME; AND 9.TOWN OFFICERS PROVIDE THE RELEVANT INFORMATION TO JAMES EGGLESTON FROM POWERLEDGER IN RELATION TO THE PEER TO PEER ENERGY TRADING PROJECT.	ITEMS LISTED IN CAPITAL BUDGET 2018-19 FOR COUNCILS CONSIDERATION. ELECTRIC CHARGING STATION INSTALLED IN 2019. ALL OTHER MATTERS COMPLETED. RECOMMEND DELETION
ROC18/61596	P	JEREMY MAHER	OCM-15/0518 - SUCCESS HILL SPILLWAY INVESTIGATION MOVED CR MYKYTIUK SECONDED CR WILSON THAT: 1.COUNCIL RECEIVES THE SYRINX SUCCESS HILL SPILLWAY INVESTIGATION REPORT; 2.OFFICERS IMPLEMENT AN INTERIM MEASURE AS OUTLINED IN THE REPORT USING FUNDS ALLOCATED IN 2017/18 BUDGET; 3.COUNCIL UNDERTAKE PUBLIC CONSULTATION USING HAVE YOUR SAY PLATFORM ON TWO OPTIONS FOR RECTIFYING THE SPILLWAY TO GAUGE PUBLIC VIEW ON THE PREFERRED OPTION; 4.COUNCIL CONSIDER ALLOCATING \$180000 IN 2018-19 BUDGET TO UNDERTAKE CONCEPT DESIGN DETAILED DESIGN AND CONSTRUCTION OF A NEW SPILLWAY STRUCTURE; AND 5.THAT THE TOWN OF BASSENDEAN CONSULT WITH THE WADJUK WORKING PARTY ABOUT THE PROPOSAL.	A PROPOSED SINGLE OPTION HAS NOW BEEN IDENTIFIED FOR THE SPILLWAY. A CONTRACT FOR DETAIL DESIGN IS NOW BEING RELEASED AND FUNDING HAS BEEN PLACED IN THE 20/21 FOR CONSTRUCTION IN THE SAME YEAR. THE TOWN HAS WRITTEN TO THE WHADJUK WORKING GROUP AS DETAIL IN THE CEO BULLETIN. RECOMMEND DELETION.

ROC17/53979	P	JEREMY MAHER	OCM-8/5/17 - TOWN OF BASSENDEAN GLYPHOSATE USAGE FOR WEED MANAGEMENT MOVED CR BROWN SECONDED CR PULE THAT COUNCIL: 1.UPHOLDS THE SUSPENSION OF THE USE OF GLYPHOSATE ON HARD SURFACES IN THE URBAN ENVIRONMENT AS PER THE COUNCIL RESOLUTION OCM-12/4/16; 2.ALLOCATES FUNDS FROM ACCOUNT NO. 211503 "STEAM WEEDING OF ROADS" TO INITIATE THE CLEAN-UP OF WEEDS THAT HAVE GROWN IN THE PAVING EXPANSION JOINTS EDGES OF ALL FOOTPATHS ROAD KERB LINES AND EXPANSION JOINTS OF ROAD ISLANDS USING NO- CHEMICAL MEANS; 3.ALLOCATES FUNDS OF \$130000 IN THE 2017/2018 BUDGET FOR NON-CHEMICAL STEAM WEED TREATMENT OF HARD SURFACES.	THE DECEMBER 2017 ORDINARY COUNCIL MEETING AGENDA INCLUDES A REPORT TITLED RFT CO 075 2017-18 PROVISION OF CHEMICAL FREE WEED CONTROL WITHIN THE TOWN OF BASSENDEAN AND A RECOMMENDATION TO APPOINT A CONTRACTOR FOR A 2 YEAR PERIOD. RECOMMEND DELETION
ROC19/69639	P	JEREMY MAHER	OCM-6/12/19 - POINT RESERVE JETTIES UPDATE MOVED CR HAMILTON SECONDED CR WILSON THAT COUNCIL: 1.NOTES THE UPDATE FROM OFFICERS ON BOTH JETTIES INCLUDING DEPENDENCIES AND CRITICAL SUCCESS FACTORS; 2.ALLOCATES FUNDING FOR THE CONDITION AND STRUCTURAL ASSESSMENT OF SOUTH JETTY; 3.ALLOCATES FUNDING FOR THE CONDITION AND STRUCTURAL ASSESSMENT OF NORTH JETTY PILES INCLUDING JETTY UPGRADE DESIGN; 4.ENDORSES PROVISION IN THE LONG TERM FINANCIAL PLAN AND ANNUAL BUDGET FOR RESERVES TO FUND THE RENEWAL OF MARINE ASSETS IE. JETTY PONTOONS AND BOAT RAMPS AND ASSOCIATED RIVER BANK RESTORATION PROJECTS TO THE VALUE OF \$50000 PER ANNUM; 5.REQUESTS STAFF SUBMIT APPLICATIONS FOR GRANT FUNDING TO FACILITATE THE REINSTATEMENT OF NORTH JETTY AS SOON AS IS PRACTICABLE AFTER UPGRADE DESIGN IS FINALISED; AND 6.REQUESTS STAFF PROVIDE AN UPDATE TO COUNCIL ONCE THE CONDITION AND STRUCTURAL ASSESSMENT OF SOUTH JETTY IS COMPLETED.	COUNCIL RESOLVED TO REVOKE IN PARTS RESOLUTIONS OCM 8/11/19 AND OCM 6/12/19 AND APPROVE THE REMOVAL OF THE REMAINING JETTY STRUCTURES AT POINT RESERVE. COUNCIL ALSO GAVE IN PRINCIPAL SUPPORT FOR THE DEVELOPMENT OF A MORE HOLISTIC PLAN OF ITS SECTION OF THE RIVER. RECOMMEND DELETION.
ROC19/69539	P	PHILLIP ADAMS	OCM-8/11/19 - POINT RESERVE JETTIES UPDATE MOVED CR GANGELL SECONDED CR QUINTON THAT COUNCIL: 1.NOTES THE ACTIONS TAKEN TO DATE BY THE CHIEF EXECUTIVE OFFICER TO ADDRESS THE SAFETY HAZARDS RELATED TO BOTH JETTIES INCLUDING ACTIONS TO REMOVE THE DECKING AND ASSOCIATED TIMBER COMPONENTS FROM BOTH JETTIES AS AUTHORISED BY BOTH DBCA AND DOT WITH WORKS COMMENCING ON 19 NOVEMBER 2019; 2.NOTES THE DBCA RESPONSE REGARDING THE PERMIT FOR EMERGENCY WORKS WHICH INCLUDES THE CONDITION TO REINSTATE NORTH JETTY SO IT CAN BE REOPENED TO THE PUBLIC; 3.COMMITS TO THE REINSTATEMENT OF THE SOUTH JETTY IN RECOGNITION OF THE HISTORY AND UNIQUENESS OF THE TWO JETTIES TO THE TOWN OF BASSENDEAN; AND 4.NOTES THAT A FURTHER REPORT WILL BE PROVIDED AT THE DECEMBER 2019 ORDINARY COUNCIL MEETING TO UPDATE COUNCIL ON FUTURE CONSIDERATIONS FOR THE JETTIES AND TO SEEK COUNCIL APPROVAL OF EXPENDITURE TO UNDERTAKE PHYSICAL WORKS TO REINSTATE THE NORTH AND SOUTH JETTIES.	COUNCIL RESOLVED TO REVOKE IN PARTS RESOLUTIONS OCM 8/11/19 AND OCM 6/12/19 AND APPROVE THE REMOVAL OF THE REMAINING JETTY STRUCTURES AT POINT RESERVE. COUNCIL ALSO GAVE IN PRINCIPAL SUPPORT FOR THE DEVELOPMENT OF A MORE HOLISTIC PLAN OF ITS SECTION OF THE RIVER. RECOMMEND DELETION.

ATTACHMENT NO. 11

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

ON WEDNESDAY 1 JULY 2020, AT 3.37PM

In accordance with regulation 12(2) and 14D of the Local Government (Administration) Regulation 1996, due to the public health emergency arising from the COVID-19 pandemic, the Mayor has considered it appropriate for this meeting to be held by electronic means

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr MacWilliam updated the Committee on the amended Instrument of Appointment and Delegation that was adopted by Council on 23 June 2020.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Cr Hilary MacWilliam, Presiding Member
Cr Kathryn Hamilton
Matt McCaughey, WA Police
Matt Folini, DFES
Sharon Ellis, Child Protection (DoC)
Luke Gibson, Director Community Planning (ToB)
Murray Allum, St John Ambulance
Steve Blackford, SES

Officers

John Lane, Emergency Management Officer
 Merveen Cross, District Advisor
 Donna Shaw, Manager Development & Place
 Maria Fatouros, Senior Health Officer
 Sharna Merritt, Senior Ranger
 Amy Holmes, Minute Secretary

4.0 DECLARATIONS OF INTEREST

Nil

5.0 PRESENTATIONS OR DEPUTATIONS

Nil

6.0 CONFIRMATION OF MINUTES

6.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 1 April 2020

COMMITTEE/OFFICER RECOMMENDATION – ITEM 6.1

BLEMC – 1/07/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that the minutes of the BLEMC meeting held on 1 April 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 REPORTS

8.1 COVID-19 – Town of Bassendean Response

The Town’s Recovery Coordinator, the Director Community Planning, provided an update on the Town’s response to COVID-19.

During the Covid-19 restrictions, Town staff adapted quickly to repurposing events and programmes to online services where possible such as ANZAC Day, National Sorry Day and the Relax Programme, which continued to receive high patronage in online programmes. During the COVID-19 lock down period, redeployed staff from Youth Services and Recreation and Culture continued to deliver where possible community facing projects and the community support line through “Neighbour Assist” by assisting vulnerable community residents and people in need through the community support line and practical services support.

5000Meals project – food was donated by ‘Second Bite’, chefs who were unemployed due to COVID-19 volunteered to mentor students and work with volunteers from our community to prepare meals. Those meals were then delivered to seniors in and around the district by community transport drivers as well as some meals being provided to domestic violence and emergency food relief organisations around Perth.

Upskilling current volunteers to work safely and take precautions during the Covid-19 pandemic.

Throughout the roadmap for Covid-19 recovery, community facilities, ovals, reserves have been reopened, safety plans implemented and online training completed by volunteers and user groups.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.1

BLEMC – 2/07/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that the update provided by the Director Community Planning be noted.

CARRIED UNANIMOUSLY

8.2 Bushfire Framework Review – April 2020 update **Revised Mapping Methodology**

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) has been engaged to develop a map of Bush Fire Prone Areas for Western Australia. The map will be released for public comment during spring 2020 in conjunction with draft *State Planning Policy 3.7 - Planning in Bushfire Prone Areas* (SPP 3.7) and associated guidelines; both being developed by the Western Australian Planning Commission. The release has been delayed to allow for input from reviews of the fires that occurred in the eastern states last summer.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.2

BLEMC – 3/07/20 MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Bushfire Framework Review be noted.

CARRIED UNANIMOUSLY

8.3 Cleanaway Recycling Facility, South Guildford

In response to the fire at Cleanaway's Guildford site in November 2019, the Town of Bassendean received a complaint from a nearby resident, in relation to the public health and safety impacts. The complaint went on to seek that the Bassendean community is provided with various information. On 1 April 2020, the Committee recommended that the Town approach the Department of Water and Environmental Regulation with the concerns and asks it for a response. That information was requested and a response was provided, as contained as an attachment to the agenda.

On a related matter, the City of Swan is currently considering an application for the site and Town of Bassendean resident, Ms Jane Bremmer has lodged an objection with the City, as contained as an attachment to the Agenda. The Committee will be updated on the outcome of this.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.3

BLEMC – 4/07/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that both (i) the information provided by DWER and (ii) Ms Jane Bremmer's submission to the City of Swan, be noted.

CARRIED UNANIMOUSLY

8.4 Automated External Defibrillators (AEDs)

DFES has advised that it will supply the Bassendean SES Unit with two (2) AEDs plus a training AED through the Local Government Grant Scheme. Delivery is expected to occur in July, although there is a delay with the supply of the battery component due to COVID-19. Training in the use of AEDs is covered as part of Senior First Aid Courses.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 5/07/20 MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Committee notes the supply of AEDs to the Town of Bassendean SES Unit.

CARRIED UNANIMOUSLY

8.5 Local Emergency Management Arrangements update

In April 2020, Council resolved to approve the LEMA and Local Recovery Plan. A minor amendment has since been made to both plans to ensure that they align with the amended Instrument of Appointment and Delegation.

Both plans will now be submitted to the DEMC for approval and forwarding to the SEMC for noting.

John Lane advised the certificates have been attached to both plans and have sent to Merveen Cross for review, before being submitted to the DEMC.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 6/07/20 MOVED Cr MacWilliam, Seconded Matt Folini, that the Committee notes the progress of the approval process.
CARRIED UNANIMOUSLY

8.6 Emergency Management Agency Reports

SEMC Business Unit

Due to Covid-19 the next Emergency management capability survey won't be sent out until April 2021.

Change of positions in Risk Capability area.

WALGA

Meetings will be picked up again in August, date to be advised.

Local Welfare Committee

No update to provide.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 7/07/20 MOVED Cr MacWilliam, Seconded Matt McCaughey, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY

8.7 Post Incident Report and Post Exercise Reports

Steve Blackford - SES

- Storm jobs.
- Assisted in search in Mundaring.
- Water ingress at some properties.

Matt Folini – DFES

Business as usual. Will be reporting to John Lane and Luke Gibson as events arise.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.7

BLEMC – 8/07/20 MOVED Cr MacWilliam, Seconded Matt McCaughey, that post incident and post exercise reports be received.

CARRIED UNANIMOUSLY

8.8 Contact Details and Key Holders

The Executive Officer has updated the Town of Bassendean Contacts and Resources Register, to reflect recent changes in positions.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

BLEMC – 9/07/20 MOVED Cr MacWilliam, Seconded Matt McCaughey, that the Committee members' contact details be confirmed, as amended.

CARRIED UNANIMOUSLY

8.9 Preparedness, Prevention, Response and Recovery Issues

Luke Gibson, Director Community Planning

The Eastern Metropolitan Regional Council (EMRC) engaged BMT to prepare a gap analysis and summary report for the Town of Bassendean as part of the Swan and Helena Flood Risk Flood Adaptation Planning project. This study is a critical component of a broader framework of studies undertaken by the EMRC, supported by the Department of Water and Environmental Regulation, the Department of Fire and Emergency Services, the Town of Bassendean, City of Bayswater, City of Belmont, City of Swan, City of South Perth and Town of Victoria Park.

Based on the gap analysis, BMT will now develop a flood adaptation plan for each Council, including the development of specific actions.

Donna Shaw, Manager Development & Place

The Flood Plain Management Policy is in the process of being reviewed and will be presented to Council in September, anticipating it will be finalised by October. The draft will be forwarded to the committee for review.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

BLEMC – 10/07/20 MOVED Cr MacWilliam, Seconded Cr Hamilton, that the Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY

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

Nil

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

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting is to be held on Wednesday 7 October 2020, commencing at 3.30pm

There being no further business, the Presiding Member declared the meeting closed, the time being 4.16pm.

ATTACHMENT NO. 12

**LIST OF PAYMENTS
FOR PERIOD
ENDED 30th JUNE 2020**

*Any questions relating to the List of Payments, please raise with Paul White,
Director Corporate Services, prior to Briefing Session.*

SUMMARY OF SCHEDULE OF ACCOUNTS

FUND	VOUCHERS	AMOUNT \$
MUNICIPAL / TRUST		
EFT and Direct Debits 01-30 June 2020	41051 – 41254	2,385,228.78
TRUST FUND		
Cheques Commonwealth 6100-1015-9136	0	0.00
MUNICIPAL BANK		
Cheques Commonwealth 6100-1015-9128	86206 – 86209	30,472.56
		\$2,415,701.34
		\$2,415,701.34

DIRECTOR CORPORATE SERVICES' DECLARATION:

This list of payments, covering vouchers as above, will be submitted to Council on 28th July 2020. The List of Payments has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

Alex Evans 17/7/2020
 A/ DIRECTOR CORPORATE SERVICES

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name		Amount
EFT41051	09/06/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions	-155.40
EFT41052	09/06/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-101,280.00
EFT41053	09/06/2020	CHILD SUPPORT AGENCY	Payroll Deductions	-253.97
EFT41054	09/06/2020	LGRCEU	Payroll Deductions	-41.00
EFT41055	09/06/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-577.00
EFT41056	11/06/2020	CAMBERCENTRIC PTY LTD	Security Bond Refund	-2,805.00
EFT41057	11/06/2020	DAVID BRANDIS	Security Bond Refund	-2,805.00
EFT41058	11/06/2020	KEITH & LINDA GILLINDER	Crossover Security Bond Refund	-4,510.00
EFT41059	11/06/2020	M P & H J HAYES	Security Bond Refund	-2,805.00
EFT41060	11/06/2020	RAFFLESIA PROPERTIES PTY LTD	Security Bond Refund	-2,805.00
EFT41061	11/06/2020	AUTOTRADING PTY LTD	Refund Building Permit Fee - Not Approved	-1,932.00
EFT41062	11/06/2020	BCITF	Building & Construction Industry - Levy Collected - May 2020	-6,465.85
EFT41063	11/06/2020	BENARA NURSERIES	Various Street Garden Sites - New Trees	-14,838.96
EFT41064	11/06/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-2,611.38
EFT41065	11/06/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	Building Services Levy Collected - May 2020	-8,122.34
EFT41066	11/06/2020	DESIGN 2 SOLUTION	Childrens Services - Lunchroom - Plans, Engineer Check And Certify	-429.00
EFT41067	11/06/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-102,166.13
EFT41068	11/06/2020	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-1,265.00
EFT41069	11/06/2020	HEATH ALLEN	Rates Refund	-4,173.29
EFT41070	11/06/2020	MASTEC AUSTRALIA PTY LTD	Fogo Red Lidded Bins Installment	-48,132.85
EFT41071	11/06/2020	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-17,721.16
EFT41072	11/06/2020	NORTH LAKE ELECTRICAL PTY LTD	Various Sites - Electrical Repairs & Maintenance	-467.50
EFT41073	11/06/2020	PRESERVATION AUSTRALIA PTY LTD	Planning - Envelopes	-866.00
EFT41074	11/06/2020	SD & VH FINDLAY	Sparxs Childcare - Painting Repairs	-456.75
EFT41075	11/06/2020	STARLET NAPERY	Depot - Uniforms & Safety Gear	-330.00
EFT41076	12/06/2020	TPG NETWORK PTY LTD	Various Sites - Telephone Charges	-2,756.11
EFT41077	24/06/2020	AUSTRALIAN SERVICES UNION	Payroll Deductions	-155.40
EFT41078	24/06/2020	AUSTRALIAN TAX OFFICE (PAYG)	Payroll Deductions	-103,043.00
EFT41079	24/06/2020	CHILD SUPPORT AGENCY	Payroll Deductions	-253.97
EFT41080	24/06/2020	LGRCEU	Payroll Deductions	-41.00

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
EFT41081	24/06/2020	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll Deductions	-577.00
EFT41082	25/06/2020	DALE ALCOCK HOMES PTY LTD	Security Bond Refund	-2,768.00
EFT41083	25/06/2020	J CORP T/AS IMPRESSIONS THE HOME BUILDER	Security Bond Refund	-2,768.00
EFT41084	25/06/2020	MAHONEY TIDY	Security Bond Refund	-2,768.00
EFT41085	25/06/2020	THE RURAL BUILDING CO.	Security Bond Refund	-2,768.00
EFT41086	25/06/2020	VENTURA HOME GROUP	Security Bond Refund	-2,768.00
EFT41087	25/06/2020	A W BATES	Intramaps -Data Collection For A Mail Merge	-720.00
EFT41088	25/06/2020	ABACUS CALCULATORS (WA) PTY LTD	Planner - Canon Scanner & Plotter Lease	-411.82
EFT41089	25/06/2020	ACTION GLASS AND ALUMINIUM	Stan Moses Pavillion - Repairs Glass Front Door	-359.65
EFT41090	25/06/2020	ADVANCE PRESS (2013) PTY LTD	Various Business Units - Printing	-3,729.00
EFT41091	25/06/2020	AGED & COMMUNITY SERVICES AUSTRALIA	Seniors - Membership Subscription - 2020/2021	-1,573.77
EFT41092	25/06/2020	AMAZING BRICK PAVING	Various Sites - Repair Verge And Walkway Brick Paving	-2,736.00
EFT41093	25/06/2020	APEX GATES	Depot - Auto Gate Repairs	-235.00
EFT41094	25/06/2020	ASSET INFRASTRUCTURE MANAGEMENT	Consulting Fee - Asset Management	-6,608.25
EFT41095	25/06/2020	ATI-MIRAGE PTY LTD	Staff Training - Excel Intermediate	-369.00
EFT41096	25/06/2020	AUSTRALIA POST	Various Business Units - Postal Charges - May 2020	-7,022.90
EFT41097	25/06/2020	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Various Sites - Air Conditioning Repairs & Maintenance	-3,939.65
EFT41098	25/06/2020	B&A SMASH REPAIRS	Fleet Vehicle - Repairs	-1,184.50
EFT41099	25/06/2020	BANK OF QUEENSLAND FINANCE (AUST) LIMITED	Lease - New Servers / Equipment	-4,494.86
EFT41100	25/06/2020	BASSENDEAN NEWSAGENCY	Library - Subscriptions - May 2020	-185.34
EFT41101	25/06/2020	BASSENDEAN TENNIS CLUB	Bassendeau Tennis Courts - Maintenance - May 2020	-2,291.30
EFT41102	25/06/2020	BASSENDEAN WELLNESS CLINIC	Seniors - Client - Podiatry Home Visit	-90.00
EFT41103	25/06/2020	BEAVER TREE SERVICES	Various Sites - Street Tree Pruning	-30,147.70
EFT41104	25/06/2020	BIN BOMB PTY LTD	Fogo - Bin Bomb Granules & Flyers	-164.95
EFT41105	25/06/2020	BOC LIMITED	Depot - Bottled Gas Supplies & Equipment	-35.44
EFT41106	25/06/2020	CARTER GIORGI REAL ESTATE	Refund Hall Hire	-11.20
EFT41107	25/06/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	Emergency Services Levy - Quarter 4 2019/2020	-267,746.10
EFT41108	25/06/2020	EASIFLEET	Payroll Deductions	-2,565.93
EFT41109	25/06/2020	FRIENDS OF BINDARING PARK	Bindaring Pack - Reimbursement Wetlands Conference	-201.87
EFT41110	25/06/2020	GARY LENNON	Seniors - Refund - Hcp Package Exited January 2020	-2,547.72

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
EFT41111	25/06/2020	GEORGE WILLIAMS	Seniors - Refund - Unspent Hcp Care Pack	-715.69
EFT41112	25/06/2020	GINO'S ALL ROUND HANDYMAN SERVICE	Seniors - Home Garden & Maintenance	-907.50
EFT41113	25/06/2020	NORTHERN DISTRICTS ORCHID SOCIETY	Refund Hall Hire	-144.00
EFT41114	25/06/2020	STEPHEN PEACOCK	Event Trailer - Painting	-496.00
EFT41115	25/06/2020	SVETOZAR TODOROVIC	Rates Refund	-30.38
EFT41116	25/06/2020	CR CHRIS BARTY	Meeting Fees - April, May & June 2020	-4,966.75
EFT41117	25/06/2020	CR HILARY MACWILLIAM	Meeting Fees - April, May & June 2020	-4,966.75
EFT41118	25/06/2020	CR JAI WILSON	Meeting Fees - April, May & June 2020	-4,966.75
EFT41119	25/06/2020	CR JRH GANGELL	Meeting Fees - April, May & June 2020	-4,966.75
EFT41120	25/06/2020	CR KATHRYN HAMILTON	Meeting Fees - April, May & June 2020	-7,276.50
EFT41121	25/06/2020	CR RENEE MCLENNAN	Meeting Fees - April, May & June 2020	-16,449.75
EFT41122	25/06/2020	CR SARAH QUINTON	Meeting Fees - April, May & June 2020	-4,966.75
EFT41123	25/06/2020	ASHTON ADMOR PTY LTD	Special Council Meeting - 24 March 2020 - Sound Equipment Hire	-1,347.50
EFT41124	25/06/2020	BOFFIN BOOKS	Library - Book Purchases	-1,395.84
EFT41125	25/06/2020	BREATHE-EASY CARPET & FABRIC CARE	Various Sites - Carpet Cleaning	-2,381.50
EFT41126	25/06/2020	BUDGET PEST CONTROL	Seniors Office - Pest Control	-185.00
EFT41127	25/06/2020	BUNNINGS GROUP LIMITED	Various Sites - Maintenance Supplies And Equipment	-1,184.14
EFT41128	25/06/2020	CAI FENCING	Ashfield Reserve - Replace Damaged Chainwire Fence	-2,948.00
EFT41129	25/06/2020	CAPITAL RECYCLING	Various Sites - Supply Concrete For Footpath Repairs	-439.56
EFT41130	25/06/2020	CAREWEST	Children Services - Carewest Membership	-350.00
EFT41131	25/06/2020	CASA SECURITY PTY LTD	Various Sites - Security Alarm Repairs And Monitoring	-1,777.40
EFT41132	25/06/2020	CDM AUSTRALIA PTY LTD	Fogo - New Printer / Copier	-1,698.95
EFT41133	25/06/2020	CITY OF BAYSWATER	Environment - 2019/2020 Mosquito Control Treatments	-19,037.37
EFT41134	25/06/2020	CITY OF SOUTH PERTH	Ranger Services - Cat & Dog Pound Fees - May 2020	-876.15
EFT41135	25/06/2020	COLES SUPERMARKETS AUSTRALIA	Various Business Units - Groceries Supplies	-1,936.31
EFT41136	25/06/2020	COMMAND-A-COM PTY LTD	Fogo Office - New Phones And Technician Attendance	-4,774.00
EFT41137	25/06/2020	COMMERCIAL TYRES	Various Fleet Vehicle - Tyre & Brake Repairs	-1,330.00
EFT41138	25/06/2020	COMPLETE CORPORATE HEALTH - ASCOT	Various Business Units - Recruitment - Pre Employment Check	-198.00
EFT41139	25/06/2020	CREATING COMMUNITIES AUSTRALIA PTY LTD	Consultancy Fees - Strategic Community Plan	-6,539.50
EFT41140	25/06/2020	CTI RISK MANAGEMENT	Customer Service - Banking Collection - May 2020	-121.00

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
EFT41141	25/06/2020	DATA3	Microsoft Office Professional Plus - Software Assurance	-34,670.32
EFT41142	25/06/2020	DAVID GRAY & CO PTY LTD	Fogo - Display Bins	-546.48
EFT41143	25/06/2020	DI CANDILO & SONS	Depot - Minor Supplies	-37.40
EFT41144	25/06/2020	DPS PUBLISHING PTY LTD	Seniors - Marketing - Guide To Aged Care	-3,784.00
EFT41145	25/06/2020	DRAINFLOW SERVICES PTY LTD	Various Sites - Drain Cleaning	-8,060.80
EFT41146	25/06/2020	DS WORKWEAR & SAFETY	Depot - Staff Uniforms	-1,220.74
EFT41147	25/06/2020	DVG MORLEY CITY	Depot - Fleet Vehicle - Parts	-124.07
EFT41148	25/06/2020	DYMOCKS HAY STREET	Library - Book Purchases	-837.39
EFT41149	25/06/2020	E FIRE & SAFETY (WA)	Various Sites - Service And Check Fire Extinguishers	-1,788.60
EFT41150	25/06/2020	ELAN ENERGY MATRIX PTY LTD	Depot - Disposal Of Illegally Dumped Tyres	-188.00
EFT41151	25/06/2020	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	Environment -Subsription - I'M Alert Food Safety Program	-330.00
EFT41152	25/06/2020	EASTERN METROPOLITAN REGIONAL COUNCIL	Various Domestic & Council Rubbish	-58,586.15
EFT41153	25/06/2020	FUJI XEROX AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-2,557.41
EFT41154	25/06/2020	HANSON CONSTRUCTION MATERIALS PTY LTD	Depot - Brickies Yellow Sand	-1,944.21
EFT41155	25/06/2020	HATCHET PTY LTD ATF DM TRUST	Various Website Developments	-495.00
EFT41156	25/06/2020	HELEN DOBBIE	Relax Program Instructor - Monday Yoga	-945.00
EFT41157	25/06/2020	HOME CHEF	Seniors - Clients - Meals On Wheels	-1,213.98
EFT41158	25/06/2020	HYGIENE CONCEPTS	Various Sites - Repairs/Replacements To Sharp Containers	-2,305.67
EFT41159	25/06/2020	ILLION (AUSTRALIA)	Credit Checks On Preferred Tenderers	-168.30
EFT41160	25/06/2020	IMAGESOURCE DIGITAL SOLUTIONS	Various Business Units - Staff Business Cards	-752.40
EFT41161	25/06/2020	INSPIRED DEVELOPMENT SOLUTIONS PTY LTD	Design And Development - Elected Members Workshops	-1,540.00
EFT41162	25/06/2020	INTELIFE GROUP LIMITED	Various Buildings Cleaning - May 2020	-9,799.96
EFT41163	25/06/2020	?	Cancelled	0.00
EFT41164	25/06/2020	J & K HOPKINS	Various Business Units - Office Furniture	-1,556.00
EFT41165	25/06/2020	J & K HOPKINS	Various Business Units - Office Furniture	-1,268.00
EFT41166	25/06/2020	JILLIAN BRAZIL	Test Finance Program	-480.00
EFT41167	25/06/2020	JSM CONSTRUCTION WA	Various Sites -Building Maintenance Work	-572.00
EFT41168	25/06/2020	KLEENIT PTY LTD	Various Sites - Graffiti Removal - May 2020	-7,406.85
EFT41169	25/06/2020	LANDCARE WEED CONTROL	Various Sites - Application Of Weed Control	-3,249.30
EFT41170	25/06/2020		Cancelled	0.00

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
EFT41171	25/06/2020	LIFE CARE HOME CARE	Seniors - Client - Physiotherapy Session	-148.50
EFT41172	25/06/2020	LIFE READY MOBILE PTY LTD	Seniors - Client - Physiotherapy Session	-833.00
EFT41173	25/06/2020	LJR MAINTENANCE SERVICES	Various Sites - Tree Planting - Excavator Hire	-880.00
EFT41174	25/06/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Staff Training - Project Management Webinar Series	-5,460.00
EFT41175	25/06/2020	MACKIE PLUMBING AND GAS PTY LTD	Various Sites - Plumbing Repairs	-5,275.79
EFT41176	25/06/2020	MANHEIM PTY LTD	Ranger Services - Reclaim Fees For Impounded Vehicles	-55.00
EFT41177	25/06/2020	MARKETFORCE PTY LTD	Various Business Units - Advertising And Printing	-1,573.22
EFT41178	25/06/2020	MARTINS TRAILER PARTS	Various Fleet Vehicles - Parts	-63.54
EFT41179	25/06/2020	MATTER IO PTY LTD	Fogo - Installation Of Bin Sensors	-2,090.88
EFT41180	25/06/2020	MAXIMUM INDEPENDENCE OCCUPATIONAL THERAPY	Seniors - Independent Living - Initial Assessment	-297.00
EFT41181	25/06/2020	MCL COMMERCIAL SERVICES	Various Sites - Mowing	-7,220.00
EFT41182	25/06/2020	MCLEODS & CO	Professional Fees - Legal Advice	-904.90
EFT41183	25/06/2020	MIDLAND MINICRETE	Various Sites - Supply Concrete For Footpath Repairs	-676.50
EFT41184	25/06/2020	MIDLAND MOWERS	Depot - Minor Plant Parts	-204.00
EFT41185	25/06/2020	MOORE STEPHENS	Staff Training - Financial Reporting Workshop	-1,782.00
EFT41186	25/06/2020	MORLEY MOWER CENTRE	Depot - Minor Plant Parts	-1,218.51
EFT41187	25/06/2020	MT LAWLEY MILK	Milk Supplies - 35, 46 & 48 Old Perth Road & Depot	-286.50
EFT41188	25/06/2020	NAPA AUTO PARTS	Depot - Minor Fleet Vehicle Parts	-658.73
EFT41189	25/06/2020	NATURAL AREA HOLDINGS	Various Sites - Watering	-1,420.65
EFT41190	25/06/2020	NETLINK GROUP PTY LTD	Depot - Telephone - New Wireless Headsets	-1,661.55
EFT41191	25/06/2020	NORTH METROPOLITAN TAFE	Depot Staff Training - Certificate 3 Horticulture - Term 3	-102.59
EFT41192	25/06/2020	OFFICEWORKS SUPERSTORES PTY LTD	Various Business Units - Office Stationery	-1,506.67
EFT41193	25/06/2020	PARAMOUNT BUSINESS SUPPLIES PTY LTD	Various Business Units - Laminating Pouches	-101.79
EFT41194	25/06/2020	PARAMOUNT ELECTRICAL SERVICES	Various Sites - Electrical Repairs & Maintenance	-2,875.85
EFT41195	25/06/2020	PERTH SAFETY PRODUCTS PTY LTD	Various Sites - Jetty Sign	-132.00
EFT41196	25/06/2020	PROQUEST LLC	Library - Online Public Access Catalogue Yearly Contract	-717.83
EFT41197	25/06/2020	QUADIENT OCEANIA PTY LTD	Various Business Units - Office Stationery	-195.27
EFT41198	25/06/2020	QUALITY TRAFFIC MANAGEMENT PTY LTD	Various Road Closures And Traffic Management	-2,898.39
EFT41199	25/06/2020	QUANTIFIED TREE RISK ASSESSMENT LTD	Staff Training - Quantified Tree Risk Assessment Training	-1,067.00
EFT41200	25/06/2020	QUICK CORPORATE AUSTRALIA PTY LTD	Various Business Units - Office Stationery	-1,613.16

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
EFT41201	25/06/2020	READY INDUSTRIES PTY LTD	Point Reserve - Fence Hire	-156.09
EFT41202	25/06/2020	REBECCA LOUISE HIGGIE	Library - Extension Activity. Virtual Literary Salon	-382.00
EFT41203	25/06/2020	RECOMMENDED TOWING PTY LTD	Ranger Services - Abandoned Vehicles	-198.00
EFT41204	25/06/2020	REFACE INDUSTRIES PTY LTD	Library - Cd/Dvd Cleaning Sprays	-104.76
EFT41205	25/06/2020	RELATIONSHIPS AUSTRALIA (WESTERN AUSTRALIA) INC	Employee Assistance Program - Counselling	-330.00
EFT41206	25/06/2020	REPCO	Depot - Minor Fleet Vehicle Parts	-283.10
EFT41207	25/06/2020	RESOURCE RECOVERY SOLUTIONS	Depot - Tipping Fees For Concrete, Sand, & Rubble Etc	-633.60
EFT41208	25/06/2020	RICOH AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-309.01
EFT41209	25/06/2020	RICOH FINANCE AUSTRALIA PTY LTD	Various Business Units - Photocopier Lease And Charges	-413.60
EFT41210	26/06/2020	E FIRE & SAFETY (WA)	Various Buildings - Annual Fire Detection System Test	-390.50
EFT41211	26/06/2020	GRONBEK SECURITY	Various Sites - Restricted Keys & Coding	-120.00
EFT41212	26/06/2020	MINT CIVIL PTY LTD	Various Sites - Street Sweeping Services	-12,200.76
EFT41213	26/06/2020	ROADS 2000	Various Sites - Road Repairs - Supply Ashphalt	-362.28
EFT41214	26/06/2020	RSEA PTY LTD	Depot - Uniforms & Safety Gear	-118.70
EFT41215	26/06/2020	RUBY 9 PTY LTD	Relax Program Instructor - Online Thursday Morning Yoga	-1,097.60
EFT41216	26/06/2020	SAFE T CARD AUSTRALIA PTY LTD	Ranger Services - Safe T Card Device Monitoring Fee	-264.00
EFT41217	26/06/2020	SANYATI PROPERTY SERVICES	Library - Clean Public And Staff, Keyboards, Mice And Monitors	-198.00
EFT41218	26/06/2020	SD & VH FINDLAY	Various Sites - Painting Interior & Exterior	-1,196.00
EFT41219	26/06/2020	SEED WEST	Bindaring Park - Potting And Planting Natives	-388.85
EFT41220	26/06/2020	SEEK LIMITED	Various Business Units - Employment Advertising	-627.00
EFT41221	26/06/2020	SERCUL	Environmental - Mosquito Control - Incursion & Survey Conducted	-707.52
EFT41222	26/06/2020	SETON AUSTRALIA PTY LTD	Depot - Safety Supplies	-3,554.67
EFT41223	26/06/2020	SHOFER PTY LTD	Seniors - Transport For Clients - May 2020	-154.56
EFT41224	26/06/2020	SINGTEL OPTUS PTY LTD	Seniors - Support Workers - Mobile Phone Charges - May 2020	-929.90
EFT41225	26/06/2020	SLAB AND GARDEN CITY	Facebook Competition Winner - Trailer Load Compos	-90.00
EFT41226	26/06/2020	SOS - SWITCHED ONTO SAFETY	Chemwatch System - Annual Licence	-1,925.00
EFT41227	26/06/2020	STATEWIDE CLEANING SERVICES PTY LTD	Various Building - Toilet Cleaner Supplies	-130.11
EFT41228	26/06/2020	STOTT AND HOARE	All Computers - Production Support/Subsription Vmware	-13,238.50
EFT41229	26/06/2020	STYLUS DESIGN	Various Business Units - Design & Print Requirements	-157.30
EFT41230	26/06/2020	SUEZ RECYCLING & RECOVERY PTY LTD	Various Sites - Bin Rubbish Collection & Bulk Rubbish Collection	-108,147.57

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
EFT41231	26/06/2020	SUP TONIC AUSTRALIA	Relax Program Instructor - Stand Up Paddle Boarding	-1,100.00
EFT41232	26/06/2020	SUPERCHARGE BATTERIES	Depot - Minor Consumable Tools	-76.40
EFT41233	26/06/2020	SURESHANK PTY LTD	Children Services - Ashfield - Plants Maintenance	-88.00
EFT41234	26/06/2020	SYNERGY	Various Sites Synergy Account - Electricity Supply Charges	-43,557.88
EFT41235	26/06/2020	T & C COURIER & TRANSPORT SERVICES	Courier Services - Document Delivery - May 2020	-17.18
EFT41236	26/06/2020	T-QUIP	Depot - Fleet Vehicle - Parts	-17,133.75
EFT41237	26/06/2020	TAMAN DIAMOND TOOLS AND MACHINERY	Depot - Minor Fleet Vehicle Parts	-660.00
EFT41238	26/06/2020	TENDERLINK	Tenderlink Portal - Online Tenders Uploaded	-121.00
EFT41239	26/06/2020	TOONWORLD PTY LTD	Library - Extension Activity- Toonworld -Childrens Virtual Activity	-450.00
EFT41240	26/06/2020	TOP OF THE LADDER GUTTERMAN	Hyde Ret Village - Gutter & Down Pipe Clean	-5,090.00
EFT41241	26/06/2020	TOTAL EDEN PTY LTD	Various Sites - Reticulation Supplies	-1,202.75
EFT41242	26/06/2020	TOTALLY WORKWEAR MIDLAND	Depot - Uniforms & Safety Gear	-766.78
EFT41243	26/06/2020	TRILLION TREES	Plants To Residents - Seedlings	-6,735.00
EFT41244	26/06/2020	VENUS PLUMBING	Various Sites - Re-Instate Drink Fountains	-330.00
EFT41245	26/06/2020	WATER2WATER PTY LTD	Water Dispenser Rental Maintenance Agreement	-198.00
EFT41246	26/06/2020	WATHEROO MINERALS PTY LTD	Various Sites - Garden Soil Supplies	-1,650.00
EFT41247	26/06/2020	WATTS WESTERN RUBBER	Various Fleet Vehicle - Tyre Repairs & Replacements	-1,750.50
EFT41248	26/06/2020	WESKERB PTY LTD	Various Sites - Kerb Repairs	-6,192.19
EFT41249	26/06/2020	WESTBOOKS	Library - Book Purchases	-2,377.82
EFT41250	26/06/2020	WESTCARE INDUSTRIES	Bassendean Historical Society - Stationery	-121.11
EFT41251	26/06/2020	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Ranger Services - Compostable Dog Poo Bags	-1,214.00
EFT41252	26/06/2020	WREN OIL	Depot - Collection Waste Oil	-539.00
EFT41253	26/06/2020	ZIRCODATA PTY LTD	Records - Document Bin Rental & Storage Fees - May 2020	-34.86
EFT41254	29/06/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 160 - Library Redevelopment	-18,458.04

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
DD18394.1	01/06/2020	ONHOLD MAGIC	Messages On Hold - June 2020	-138.80
DD18466.1	02/06/2020	COMMONWEALTH CREDIT CARDS	Credit Card - May 2020	-11,282.47
DD18391.1	09/06/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-44,817.50
DD18391.2	09/06/2020	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-3.83
DD18391.3	09/06/2020	VIC SUPER	Superannuation Contributions	-230.17
DD18391.4	09/06/2020	MLC SUPER FUND	Superannuation Contributions	-386.34
DD18391.5	09/06/2020	COLONIAL FIRST STATE	Superannuation Contributions	-80.25
DD18391.6	09/06/2020	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD18391.7	09/06/2020	ANZ SMART CHOICE SUPER	Payroll Deductions	-575.60
DD18391.8	09/06/2020	AMP SUPERLEADER	Payroll Deductions	-495.27
DD18391.9	09/06/2020	NGS SUPER	Superannuation Contributions	-304.31
DD18391.10	09/06/2020	MLC SUPER FUND	Superannuation Contributions	-210.54
DD18391.11	09/06/2020	SUN SUPER	Superannuation Contributions	-113.15
DD18391.12	09/06/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-52.16
DD18391.13	09/06/2020	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-112.05
DD18391.14	09/06/2020	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-393.97
DD18391.15	09/06/2020	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-160.54
DD18391.16	09/06/2020	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD18391.17	09/06/2020	Q SUPER	Superannuation Contributions	-346.77
DD18391.18	09/06/2020	MLC WRAP SUPER	Superannuation Contributions	-58.93
DD18391.19	09/06/2020	HESTA SUPER FUND	Payroll Deductions	-2,114.65
DD18391.20	09/06/2020	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-272.26
DD18391.21	09/06/2020	B & L SUPER FUND	Superannuation Contributions	-192.49
DD18391.22	09/06/2020	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-5,347.32
DD18391.23	09/06/2020	HOST PLUS	Superannuation Contributions	-1,126.61
DD18391.24	09/06/2020	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD18391.25	09/06/2020	REST SUPERANNUATION	Superannuation Contributions	-1,736.18
DD18420.1	15/06/2020	SG FLEET AUSTRALIA PTY LTD	Fleet Vehicles Leases - June 2020	-15,310.66
DD18437.1	23/06/2020	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll Deductions	-45,503.59
DD18437.2	23/06/2020	MANIC SUPERANNUATION SUPER FUND	Payroll Deductions	-727.32

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
DD18437.3	23/06/2020	VIC SUPER	Superannuation Contributions	-230.17
DD18437.4	23/06/2020	MLC SUPER FUND	Superannuation Contributions	-457.06
DD18437.5	23/06/2020	COLONIAL FIRST STATE	Superannuation Contributions	-246.10
DD18437.6	23/06/2020	AMP FLEXIBLE SUPER - SUPER	Superannuation Contributions	-230.17
DD18437.7	23/06/2020	ANZ SMART CHOICE SUPER	Payroll Deductions	-575.60
DD18437.8	23/06/2020	AMP SUPERLEADER	Payroll Deductions	-495.27
DD18437.9	23/06/2020	NGS SUPER	Superannuation Contributions	-304.31
DD18437.10	23/06/2020	MLC SUPER FUND	Superannuation Contributions	-184.90
DD18437.11	23/06/2020	SUN SUPER	Superannuation Contributions	-125.73
DD18437.12	23/06/2020	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	Superannuation Contributions	-59.81
DD18437.13	23/06/2020	COMMONWEALTH ESSENTIAL SUPER	Superannuation Contributions	-97.91
DD18437.14	23/06/2020	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	-393.97
DD18437.15	23/06/2020	CBUS INDUSTRY SUPERFUND	Superannuation Contributions	-160.54
DD18437.16	23/06/2020	BT SUPER FOR LIFE	Superannuation Contributions	-279.92
DD18437.17	23/06/2020	Q SUPER	Superannuation Contributions	-346.77
DD18437.18	23/06/2020	MLC WRAP SUPER	Superannuation Contributions	-51.86
DD18437.19	23/06/2020	LGIA SUPER	Superannuation Contributions	-1,643.43
DD18437.20	23/06/2020	HESTA SUPER FUND	Payroll Deductions	-2,779.97
DD18437.21	23/06/2020	PLUMMER SUPERANNUATION FUND	Superannuation Contributions	-272.26
DD18437.22	23/06/2020	B & L SUPER FUND	Superannuation Contributions	-192.49
DD18437.23	23/06/2020	AUSTRALIAN/WESTSCHEME SUPER	Superannuation Contributions	-6,774.86
DD18437.24	23/06/2020	HOST PLUS	Superannuation Contributions	-1,104.51
DD18437.25	23/06/2020	TWU SUPERANNUATION	Superannuation Contributions	-282.94
DD18437.26	23/06/2020	REST SUPERANNUATION	Superannuation Contributions	-2,113.43

1st June 2020
to
30th June 2020

Chq/EFT	Date	Name	Description	Amount
	30/06/2020	PAYROLL CREDITORS	TOTAL FOR MONTH JUNE 2020	-896,877.00
TOTAL MUNICIPAL & TRUST EFT PAYMENTS				-2,385,228.78

Chq/EFT	Date	Name	Description	Amount
TOTAL TRUST CHEQUE PAYMENTS				

