

ATTACHMENTS

ORDINARY COUNCIL AGENDA

24 JULY 2018

Attachment No. 1:

Ordinary Council Minutes of 26 June 2018

Attachment No. 2:

2018-2022 Corporate Business Plan

Attachment No. 3:

2018/19 draft Budget and supporting documents

Attachment No. 4:

- WALGA Infopage
- Submission response (updated)

Attachment No. 5:

Email to and from Mr Grau

Attachment No. 6:

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

Attachment No. 7:

Culture & Context - 1 Surrey St. Stakeholder Workshop Report

Attachment No. 8:

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

Attachment No. 9:

Sustainability Committee Minutes of 3 July 2018

Attachment No. 10:

Economic Development Committee Minutes of 10 July 2018

Attachment No. 11:

Access and Inclusion Committee Minutes of 11 July 2018

Attachment No. 12:

List of Accounts

Confidential Report and Attachment

ATTACHMENT NO. 1

TOWN OF BASSENDEAN MINUTES ORDINARY COUNCIL 26 JUNE 2018

TABLE OF CONTENTS

	Page No.
1.0 Declaration of Opening/Announcement of Visitors	1
2.0 Public Question Time and Address by Members of the Public	1
3.0 Attendances, Apologies and Applications for Leave of Absence	4
4.0 Deputations	5
5.0 Confirmation of Minutes	5
6.0 Announcements by the Presiding Person Without Discussion	6
7.0 Petitions	6
8.0 Declarations of Interest	6
9.0 Business Deferred from Previous Meeting	6
10.0 Reports	6
10.1 Adoption of Recommendations En Bloc	6
10.2 RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and RFT CO 078 2017-18 48 Chapman Street, Bassendean	7
10.3 Damaged Verge Tree adjacent to 4 Clarke Way, Bassendean	8
10.4 Review of Policy 6.7 - Electronic Recordings and Live Streaming of Council Meetings	9
10.5 Waiver of Fees/Donation – Bassendean for Free Inaugural Swap Meet Event	9
10.6 Revised (Indicative) Strategic Planning Framework Implementation Plan	10
10.7 Design Bassendean Advisory Group Meeting held on 6 June 2018	11
10.8 Implementation of the 'Your Move' Project within the Town of Bassendean	12
10.9 Smart Cities Round 2 Expression of Interest Application - Bassendean Smart Resource Tracking System for Sustainable Waste Management	13

10.10	Sustainability Committee Meeting held on 29 May 2018	14
10.11	Town's Asset Committee Meeting held on 5 June 2018	15
10.12	Bassendean Local Emergency Management Committee Meeting held on 6 June 2018	17
10.13	People Services Committee meeting held on 12 June 2018	17
10.14	Audit & Governance Committee Meeting held on 20 June 2018	18
10.15	Determinations Made by the Principal Building Surveyor	19
10.16	Determinations Made by Development Services	20
10.17	Use of the Common Seal	20
10.18	Calendar for July 2018	20
10.19	Implementation of Council Resolutions	20
10.20	Accounts for Payment	21
10.21	Financial Statements – May 2018	21
11.0	Motions of Which Previous Notice has Been Given	22
12.0	Announcements of Notices of Motion for the Next Meeting	22
13.0	Confidential Business	22
13.1	Bus Stop/Shelter – Contract Renewal	22
13.2	Review of Workforce Plan and Corporate Structure	23
14.0	Closure	25

TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

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

ON TUESDAY 26 JUNE 2018 AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

The Presiding Member announced that the meeting is being Live Streamed.

2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

2.1 Public Question Time

Ms Nonie Jekabsons, 6 Barton Parade, Bassendean

In reference to Item 10.11 and underground power in the Town of Bassendean, has the Town looked into insulating the wires, as they do in Adelaide, to allow the trees to grow into the power lines rather than decommissioning the entire infrastructure.

The Director Operational Services responded and advised that in the past, the Old Perth Road over head wires had been cable (aerial) bundled by Western Power, however, he is not familiar with Western Power providing insulating wire program in the Perth metropolitan area.

Mr Paul Bridges, 150 West Road, Bassendean

In reference to Item 10.11, can consideration be given to allocating funds in the 2018/2019 Budget for the Street Tree Master Plan rather than the 2019/2020 Budget.

The Mayor thanked him for his request.

Mr Ian Veale, 33 Bassendean Parade, Bassendean

Mr Veale expressed concern that reference was made to the Town's Floodplain Policy (in terms of subdivisions in the flood way) some 11 months after the Town had decided to amend the policy.

The Manager Development Services advised that the decision of Council was to not enforce the policy in relation to subdivisions within the floodway. The decision was to not amend the policy.

Mr Veale requested nearly a year ago, how are you going to deal with development applications for those houses that are no longer in the flood plain, given that this Council had evidence from the EMRC that flood levels were going to drop.

The Mayor advised that the Council does not have the final document or results of the flood study and cannot state what action will be taken in the future.

The Manager Development Services commented that the Town consults with the Department of Water and recently they have been giving us advice based on the proposed flood levels.

The Mayor suggested that Mr Veale make a time to meet with staff to address his concerns.

Mrs Anne Brinkworth, 19 Ida Street, Bassendean

Can Council clarify if we have two May Holman Reserves as it is not clear which one is reference to the Men's Shed and there is some confusion in the community about this.

The Manager Development Services advised that it is May Holman Drive not May Holman Reserve.

2.2 Address by Members of the Public

It should be noted that public statements are not recorded in the minutes.

2.3 Questions Taken on Notice

Ms Ivanka Radalj

The CEO responded to Ms Radalj on 31 May 2018, as follows:

"I refer to your question at the May 2018 Ordinary Council Meeting regarding contamination at the former Bassendean Fire Station building in Parker Street. My response at the meeting was that the declaration of the site as being contaminated was for a chemical which has also been identified as a serious contaminant at airfields.

A letter was received by the Town on 5 February this year from the Department of Water and Environmental Regulation advising that the site has been classified as a known or suspected contaminated site.

The reason given for the classification is stated in the letter and I quote:

"Reasons for classification: This site was reported to the Department of Water and Environmental Regulation (DWER) as per reporting obligations under section 11 of the Act, which commenced on 1 December 2006. The site has been classified under section 13 of the Act based on information submitted to DWER by December 2017.

The site was reported due to its use as a fire station from the 1920s to 2013 and associated use of fire-fighting foam containing perfluoroalkyl substances (PFAS).

This is a potentially contaminating land use, as specified in the guidelines 'Assessment and management of contaminated sites' (Department of Environment Regulation [DER] 2014) and the 'Interim guideline on management of perfluoroalkyl and polyfluoroalkyl substances (PFAS)' (DER, January 2017). Activities undertaken at the site that may have caused or contributed to contamination include flushing of fire-fighting foam from fire hoses and equipment and 'wet-drill' training, with subsequent direct discharge to ground and/or the stormwater drainage system at the site.

A preliminary site assessment was undertaken in September 2017, including limited testing which confirmed the presence of PFAS in soil."

I trust this satisfies your enquiry."

Mr Don Yates

The Director Operational Services responded to Mr Yates on 13 June 2018, as follows:

"Further to your query raised at the May 2018 Ordinary Council Meeting regarding the Moreton Bay ficus tree in Thompson Road, protected by a tree preservation order, and your request for additional sweeping, I write to advise that on 2 June 2018, the Town of Bassendean formalised a tender variation with Mint Civil Pty Ltd trading as "Kalamunda Sweeping" to undertake additional sweeping of Thompson Road and Lamb Street, Bassendean. Sweeping will take place every Friday, and will include blowing down of the path under the fig tree.

In relation to the concerns expressed at the May 2018 Ordinary Council Meeting regarding the Bassendean Oval floodlighting overspill/glare, the Manager Asset Services advised that approximately two years ago, the Town engaged an electrical contractor to adjust the floodlights, however, because of wind conditions the floodlights need re-adjusting.

As a result, the Town has requested that an electrical contractor inspect the flood lights and rectify the lighting overspill and glare issues being experienced. The electrical contractor is anticipated to be on site with a cherry picker on Friday 15 June 2018.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Bob Brown
Cr John Gangell
Cr Kathryn Hamilton
Cr Melissa Mykytiuk
Cr Sarah Quinton
Cr Jai Wilson (until 9.20pm)

Officers

Mr Bob Jarvis, Chief Executive Officer (until 8.45pm)
Mr Michael Costarella, Director Corporate Services (until 8.45pm)
Mr Graeme Haggart, Director Community Development (until 8.45pm)
Mr Simon Stewert-Dawkins, Director Operational Services (until 8.45pm)
Mr Anthony Dowling, Director Strategic Planning (until 8.45pm)
Mr Brian Reed, Manager Development Services (until 8.45pm)
Mrs Amy Holmes, Minute Secretary

Public

Approximately seven members of the public were in attendance.

Press

One member of the press was in attendance.

3.1 Leave of Absence

COUNCIL RESOLUTION – ITEM 3.0

OCM – 1/06/18 MOVED Cr Mykytiuk, Seconded Cr Gangell, that Leave of Absences be granted as follows:

- Cr Brown 1 July – 6 July
- Cr Quinton 2 July – 6 July
- Cr Hamilton 30 July – 2 August

CARRIED UNANIMOUSLY 7/0

4.0 DEPUTATIONS

Nil

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 22 May 2018

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 5.1(a)

OCM – 2/06/18 MOVED Cr Wilson, Seconded Cr Quinton, that the minutes of the Ordinary Council Meeting held on 22 May 2018, be received.

CARRIED UNANIMOUSLY 7/0

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.1(b)**

OCM – 3/06/18 MOVED Cr Quinton, Seconded Cr Wilson, that the minutes of the Ordinary Council Meeting held on 22 May 2018, be confirmed as a true record.
CARRIED UNANIMOUSLY 7/0

**6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT
DISCUSSION**

Nil

7.0 PETITIONS

Nil

8.0 DECLARATIONS OF INTEREST

Crs McLennan, Quinton & Wilson declared an Impartiality Interest for Item 13.2 as their children attend the Wind in the Willows Child Care Centre.

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

10.0 REPORTS

10.1 Adoption of Recommendations En Bloc

It was agreed that items 10.3, 10.6, 10.10 & 10.11 be removed from the en-bloc table and considered separately.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.1**

OCM – 4/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda of 26 June 2018:

Item	Report
10.2	RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and RFT CO 078 2017-18 48 Chapman Street, Bassendean
10.8	Implementation of the 'Your Move' Project within the Town of Bassendean
10.9	Smart Cities Round 2 Expression of Interest Application – Bassendean Smart Resource Tracking System for Sustainable Waste Management
10.12	Bassendean Local Emergency Management Committee Meeting held on 6 June 2018
10.13	People Services Committee meeting held on 12 June 2018
10.14	Audit & Governance Committee Meeting held on 20 June 2018
10.15	Determinations Made by the Principal Building Surveyor
10.16	Determinations Made by Development Services
10.17	Use of the Common Seal
10.18	Calendar for July 2018
10.19	Implementation of Council Resolutions
10.20	Accounts for Payment

CARRIED UNANIMOUSLY 7/0

Council was then requested to consider the balance of the Officer recommendations independently.

Item	Report
10.3	Damaged Verge Tree adjacent to 4 Clarke Way, Bassendean
10.4	Review of Policy 6.7 - Electronic Recordings and Live Streaming of Council Meetings
10.5	Waiver of Fees/Donation – Bassendean for Free Inaugural Swap Meet Event
10.6	Revised (Indicative) Strategic Planning Framework Implementation Plan
10.7	Design Bassendean Advisory Group Meeting held on 6 June 2018
10.10	Sustainability Committee Meeting held on 29 May 2018
10.11	Town's Asset Committee Meeting held on 5 June 2018
10.21	Financial Statements – May 2018
13.1	Bus Stop/Shelter – Contract Renewal
13.2	Review of Workforce Plan and Corporate Structure

10.2 RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and RFT CO 078 2017-18 48 Chapman Street, Bassendean (COUP/TENDNG/73 and COUP/TENDNG/74 - Michael Costarella, Director Corporate Services)

APPLICATION

The purpose of this report was to present to Council a summary of tenders received against Request for Tender RFT CO 079 2017-18 Sale of Land – 93 Lord Street, Bassendean and 48 Chapman Street, Bassendean and appoint the most appropriate contractor.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION
– ITEM 10.2

OCM – 5/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council sells the land located at 93 Lord Street, Bassendean, and 48 Chapman Street, Bassendean, by private treaty, in accordance with the Local Government Act 1995.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.3 Damaged Verge Tree adjacent to 4 Clarke Way, Bassendean (Ref: PARE/MAINT/1 – Andreea Balica, Engineering Technical Assistant/Compliance Officer)

APPLICATION

The purpose of this report was to advise Council that a verge street tree, located adjacent to 4 Clarke Way Bassendean, has been damaged during demolition works at the above property.

Cr Wilson moved the officer recommendation with a minor amendment, as shown in bold.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.3

- OCM – 6/06/18** MOVED Cr Wilson, Seconded Cr Gangell, that Council:
1. Authorises the removal of the damaged street tree, adjacent to 4 Clarke Way, Bassendean, which has been lopped by a demolition contractor without Town of Bassendean's authority and replaces the tree **with a tree approved by Council after construction has been completed**; and
 2. In accordance with the 2017/2018 fees & charges, invoices demolition contractor that performed the works at 4 Clarke Way, Bassendean, to pay \$200 for the removal and stump grinding of the damaged street tree and \$2,221 for a Streetscape Contribution.

CARRIED UNANIMOUSLY 7/0

10.4 Review of Policy 6.7 - Electronic Recordings and Live Streaming of Council Meetings (Ref: GOVN/CCLMEET/1 – Bob Jarvis – Chief Executive Officer)

APPLICATION

The purpose of this report was to adopt Policy 6.7- Electronic Recording & Livestreaming of Council Meetings. This item was deferred at the April 2018 Ordinary Council meeting pending the installation and trial of the live streaming equipment.

Cr McLennan moved the officer recommendation with minor amendments, as shown in bold.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.4

OCM – 7/06/18 MOVED Cr McLennan, Seconded Cr Wilson, that Council adopts Policy 6.17 - Electronic Recordings and Live Streaming of Council Meetings attached to the Ordinary Council Agenda of 26 June 2018, **with the following amendments:**

- **Under ‘Strategy’ change the wording of paragraph 2 from “attend” to “access”; and**
- **In the second last paragraph on page 2, delete – “Two working day’s notice is to be given by members of the public who wish to listen to the recording at the Library”.**

CARRIED BY AN ABSOLUTE MAJORITY 7/0

10.5 Waiver of Fees/Donation – Bassendean for Free Inaugural Swap Meet Event (Ref: COMR/LIAIS/1 – Salvatore Siciliano, Manager Recreation and Culture)

APPLICATION

For Council to consider a request from the Bassendean for Free community group to waiver hire fees for utilising the Bassendean Seniors Citizen’s Community Hall on Sunday 10 June 2018 to stage their inaugural swap meet event.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.5

OCM – 8/06/18 MOVED Cr Wilson, Seconded Cr Hamilton, that Council donates an amount of \$97.50 to the Bassendean for Free group for the staging of its inaugural swap meet event held on Sunday 10 June 2018.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

10.6 Revised (Indicative) Strategic Planning Framework (SPF) Implementation Plan (Ref: LUAP/PLANNG/14 - Anthony Dowling, Director Strategic Planning)

Cr Mykytiuk left the Chamber at 7.39pm and returned at 7.40pm.

APPLICATION

Council was requested to receive and adopt a revised indicative implementation plan for the implementation of its Strategic Planning Framework (SPF).

OFFICER RECOMMENDATION – ITEM 10.6

That Council:

1. Receives the revised *(Indicative) Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* as attached to the Ordinary Council Agenda of 26 June 2018; and
2. Adopts the revised *(Indicative) Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* noting that the plan is a guide only and may be modified from time to time, subject to further approval or endorsement from Council.

Cr McLennan moved the following with an additional Point 3 and 4.

COUNCIL RESOLUTION - ITEM 10.6

OCM – 10/06/18 MOVED Cr McLennan, Seconded Cr Mykytiuk, that Council:

1. Receives the revised *(Indicative) Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* as attached to the Ordinary Council Agenda of 26 June 2018;
2. Adopts the revised *(Indicative) Bassendean Strategic Planning Framework Implementation Plan (2018 – 2020)* noting that the plan is a guide only and may be modified from time to time, subject to further approval or endorsement from Council.

3. **Requests that, as a priority, a communication expert be engaged to assist with the development and delivery of a community education and engagement strategy around the Town's strategic planning framework projects.**
4. **In respect to the recent advice from the Minister for Planning that increased residential density development is more appropriate on the south side only of the proposed Ashfield Activity Centre (as designated in the Perth and Peel @ 3.5 Million planning framework), the opportunity for live-work development to occur within the Ashfield Activity Centre, especially on the north side of the Ashfield train station, be explored and considered through the current review of the Town's Local Planning Strategy and the planning for the Ashfield Activity Centre.**

CARRIED 5/2

Crs McLennan, Hamilton, Brown, Mykytiuk & Quinton voted in favour of the motion. Crs Gangell & Wilson voted against the motion.

10.7 Design Bassendean Advisory Group Meeting held on 6 June 2018 (Ref: GOVN/CCL/MEET/36 – Anthony Dowling, Director Strategic Planning)

APPLICATION

Council was requested to receive this report on the inaugural meeting of the Design Bassendean Advisory Group held on 6 June 2018.

Cr McLennan moved the officer recommendation with the addition of a Point 3 and 4, as shown in bold.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.7

OCM – 11/06/18 MOVED Cr McLennan, Seconded Cr Wilson, that Council:

1. **Receives the report on the inaugural meeting of the Design Bassendean Advisory Group held on 6 June 2018;**
2. **Appoints Mr Coan Harvey as Chairperson of the Design Bassendean Advisory Group for the 2017/19 term of the group;**

3. Confirms its intention to require a significantly higher standard of energy-efficient and sustainable design for future developments within the Town, through a policy referenced in the LPS. Council, therefore requests staff to prepare, as part of the future review of LPP2, a revised policy that achieves this outcome for Council's consideration; and
4. Requests that, as soon as practicable, officers have an infographic produced which clearly outlines the planning process being undertaken and the points at which our community will have opportunity for input.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

10.8 Implementation of the 'Your Move' Project within the Town of Bassendean (Ref: COMDEV/PROGM/9 - Graeme Haggart - Director Community Development)

APPLICATION

The purpose of this report was for Council to resolve to partner the Department of Transport in the delivery of the 'Your Move' project within the Town of Bassendean.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.8

OCM – 12/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Enters into an agreement to partner the Department of Transport in the delivery of the 'Your Move' project within the Town of Bassendean;
2. Conducts a workshop on Tuesday 14 August 2018 at 5.30pm to explore the projects to be the basis of the 'Your Move' Bassendean Program; and
3. Authorises officers to negotiate an agreement with the Department of Transport for the delivery of the 'Your Move' project in the Town of Bassendean.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.9 Smart Cities Round 2 Expression of Interest Application - Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management (Ref: ENVM/PROGM/9 GRSU/PROGM/26, Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report was for Council to review and endorse the draft Smart Cities Round 2 Expression of Interest Application titled "Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management" submission to the Australian Government Department of Industry, Innovation and Science.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.9

OCM – 13/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Notes the draft Smart Cities Round 2 Expression of Interest Application titled "Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management" attached to the June 2018 Ordinary Council Meeting agenda is a work in progress document;
2. Supports the Smart Cities Round 2 expression of interest grant application being submitted to the Commonwealth Government Department of Industry, Innovation and Science for the "Bassendean Smart Resource Tracking System (SRTS) for Sustainable Waste Management" project, and
 - a) Authorises the Mayor and the Chief Executive Officer, to provide a letter of support for Smart Cities Round 2 Expression of Interest Application;
 - b) Notes that in accordance OCM – 14/05/18 resolution, the draft 2018/2019 budget includes funding for the Town of Bassendean to implement the Better Bins (3 Bin) Kerbside Collection Program and that these funds will be used as part of the in-principle cash contribution together with in-kind contributions for the Town of Bassendean's share of eligible project costs.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

**10.10 Sustainability Committee Meeting held on 29 May 2018
(Ref: GOVN/CCL/MEET/33 – Simon Stewert-Dawkins,
Director Operational Services)**

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Sustainability Committee held on 29 June 2018, and adopt the following recommendations from the Committee:

SC – 1/05/18 Sustainability Initiatives updates

SC – 2/05/18 Progress Report – Ban on Single Use Plastics

Cr Wilson moved the Committee recommendation with the addition of a Point 6, as shown in bold.

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION
– ITEM 10.10

OCM – 14/06/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council:

1. Receives the report on a meeting of the Sustainability Committee held on 29 May 2018 and the Sustainability initiatives updates;
2. Receives the progress report on the implementation of Council's resolution to ban the use of single use plastics;
3. Notes that the public events draft 2018/2019 budget will be amended for Council's consideration to improve recycling capacity for future public events;
4. Requests that staff give recognition to businesses who have already gone plastic free through a poster and free marketing on the Town's social media sites and through the Bassendean Briefings;
5. Officers investigate the possibility of a scheme for composting food waste from Town events; and
6. **Officers implement the IT technology used for 'Keen on Halloween' to allow residents of the Town of Bassendean to alert their neighbours to the fact that they are keen to receive food scraps for chicken food, compost bins, and/or worm farms.**

CARRIED UNANIMOUSLY 7/0

10.11 Town Asset Committee Meeting held on 5 June 2018 (Ref: GOVNCCL/MEET/37 – Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Town Asset Committee held on 5th June 2018, and adopt the following recommendations from the Committee.

- TAC - 1/06/18 Urban Forest Strategy
- TAC - 2/06/18 Shackleton Street – Tree Selection for Median Strip
- TAC - 3/06/18 Projects listed on the Instrument of Appointment and Delegation

Cr Wilson moved the Committee recommendation with the addition of a Point 11, and in Point 9 changed "2019/2020 Budget" to "2018/2019 Budget", as shown in bold.

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION – ITEM 10.11

OCM – 15/06/18 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 \$60,000 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.

CARRIED UNANIMOUSLY 7/0

10.12 Bassendean Local Emergency Management Committee Meeting held on 6 June 2018 (Ref: GOVN/CCLMEET/18 – Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Bassendean Local Emergency Management Committee held on 6th June 2018, and adopt the following recommendations from the Committee:

BLEMC – 1/06/18 Preparedness, Prevention, Response and Recovery Issues raised

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION – ITEM 10.12

- OCM – 16/06/18** MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council receives the report on a meeting of the Bassendean Local Emergency Management Committee of 6 June 2018.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.13 People Services Committee meeting held on 12 June 2018 (Ref: GOVN/CCL/MEET/ – Graeme Haggart, Director Community Development)

APPLICATION

The purpose of the report was for Council to receive the report on a meeting of the People Services Committee held on Tuesday 12 June 2018, and to adopt the following recommendations from the Committee:

PSC – 1/06/18	Projects for the Term of the Committee.
PSC – 2/06/18	Ongoing Activity Progress Reports
PSC – 3/06/18	Bassendean Youth Statement
PSC – 4/06/18	Community Event Sponsorship Application

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.13**

OCM – 17/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Adopts the revised Town of Bassendean Youth Statement as attached to the 26 June 2018 Ordinary Council Meeting Agenda;
2. Engages a professional photographer to take a number of contemporary photos covering a cross section of young people in the community, which could be used in the final publication of the Youth Statement;
3. Approves a sponsorship of \$1,000 to the ArtsHouse Community Garden Association Inc to support the staging of a Bush Medicine Celebration on a weekend in July 2018;
4. A sponsorship agreement is prepared between the Town and the ArtsHouse Community Garden Inc to outline the conditions of the sponsorship; and
5. Receives the report of the meeting of the People Services Committee held on Tuesday 12 June 2018.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-4/06/18 7/0**

10.14 Audit & Governance Committee Meeting held on 20 June 2018 (Ref: GOVNCCL/MEET/3 – Mike Costarella, Director Corporate Governance)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Audit & Governance Committee held on 20 June 2018, and adopt the recommendations from the Committee.

AGC-1/06/18	2017/18 Interim Audit – Macri & Partners
AGC-2/06/18	Notice of Motion – Cr Hamilton: Differential Rates
AGC-3/06/18	Notice of Motion – Cr Hamilton: Monthly Payments Lists

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION
– ITEM 10.14

OCM – 18/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council:

1. Receives the report on the Audit and Governance Committee meeting held on 20 June 2018;
2. Notes that Fraud and Error Assessment has not been signed by the Presiding Member, given the advice received from Macri Partners that non-signing will not affect the Audit Report;
3. Corresponds with relevant Ministers to explore solutions in dealing with undeveloped vacant land given the 3.5million Perth to Peel infill targets and lack of available tools to local government through the local government act to incentivise development of vacant lots and that:
 - (a) This matter be forwarded to WALGA for inclusion in the Local Government Week agenda;
 - (b) The Committee notes the information provided by Town staff and that any further investigation into differential rates will concentrate on the costs associated with illegal dumping and removal; and
- 4 Re-instates the process of making the List of Accounts for Payment publicly available each month, via the agenda attachments to Ordinary Council Meetings and for a period of 30 days on the website.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-4/06/18 7/0

10.15 **Determinations Made by the Principal Building Surveyor**
Ref: LUAP/PROCED/1 – Kallan Short, Principal Building
Surveyor)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.15

OCM – 19/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council notes the decisions made under delegated authority by the Principal Building Surveyor.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-4/06/18 7/0

10.16 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, Development Services)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.16

OCM – 20/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council notes the decisions made under delegated authority by the Manager Development Services.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.17 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue Perkins – Executive Assistant)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.17

OCM – 21/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that Council notes the affixing of the Common Seal to the document listed in the Ordinary Council Meeting Agenda of 26 June 2018.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.18 Calendar for July 2018 (Ref: Sue Perkins, Executive Assistant)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.18

OCM – 22/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that the Calendar for July 2018 be adopted.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.19 Implementation of Council Resolutions (Ref: GOVN/CCLMEET/1 – Sue Perkins)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.19

OCM – 23/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 26 June 2018 be deleted from the Implementation of Council Resolutions list.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.20 Accounts for Payment – May 2018 (Ref: FINM/CREDTS/4 – Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report was for Council to receive the Accounts for Payment in accordance with Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION - ITEM 10.20

OCM – 24/06/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that in accordance with Regulation 13(3) Local Government (Financial Management Regulations 1996) the List of Accounts paid for May 2018 be received.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-4/06/18 7/0

10.21 Financial Statements – May 2018 (Ref: FINM/AUD/1 – Ken Lapham, Manager Corporate Services)

APPLICATION

The Local Government Financial Management Regulations, Clause 34(1) requires that a monthly financial report be presented to Council. A Local Government is to prepare each month a statement of financial activity that clearly shows a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.21

OCM – 25/06/18 MOVED Cr Quinton, Seconded Cr Wilson, that:

1. The Financial Reports for the period ending 31 May 2018 be received; and
2. The 2017/18 Budget be amended in accordance with the schedule listed in Note 9 (Budget Amendments), and as attached to the Ordinary Council Meeting Agenda of 26 June 2018, be approved.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

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

Nil

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

Nil

13.0 **CONFIDENTIAL BUSINESS**

COUNCIL RESOLUTION – ITEM 13.0(a)

OCM – 26/06/18 MOVED Cr Mykytiuk, Seconded Cr Wilson, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 8.15pm.
CARRIED UNANIMOUSLY 7/0

All members of the public vacated the Chamber, the time being 8.15pm.

13.1 **Bus Stop/Shelter – Contract Renewal (Ref: TRAF/MAINT/3) – Ken Cardy (Manager Asset Services)**

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (c) and (e) of the Local Government Act 1995, as the Officer report discusses details of contract.

APPLICATION

The purpose of this report was to advise Council that the twenty year contract for the provision of street furniture and street furniture advertising, between Adshel and the Town of Bassendean, expires on 14 October 2018.

Cr McLennan moved the officer recommendation with the addition of a Point 3, as shown in bold.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 13.1**

OCM – 27/06/18 MOVED Cr McLennan, Seconded Cr Hamilton, that Council:

1. Requests Adshel to remove the 11 redundant bus shelters, as shown in the table in this report and reinstate verges;
2. Enters into a new agreement with Adshel that incorporates the same terms and conditions as the current contract, for a further five-year period, commencing on 15 October 2018; and
3. **Requests that revenue received from the Adshel contract be transferred to a reserve fund for the purpose of installation or replacement of bus shelters within the Town.**

CARRIED BY AN ABSOLUTE MAJORITY 7/0

13.2 Review of Workforce Plan and Corporate Structure (Ref: GOVR/LREGLIA/15 - CMT)

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) of the Local Government Act 1995, as the Officer report discusses details of employees.

Officers present, which included the CEO, Director Corporate Services, Director Operational Services, Director Community Development, Director Strategic Planning and Manager Development Services, except the Minute Secretary, were requested to leave the room and those officers vacated the Chamber, the time being 8.45pm and did not return.

APPLICATION

Council was requested to consider the adoption of the revised Workforce Plan for the 2018- 2022 financial years.

COUNCIL RESOLUTION – ITEM 13.2(a)

OCM – 28/06/18 MOVED Cr Wilson, Seconded Cr Hamilton, that Council suspend Standing Orders to allow for open discussion.

CARRIED UNANIMOUSLY 7/0

Cr Wilson left the meeting, the time being 9.20pm and did not return.

COUNCIL RESOLUTION – ITEM 13.2(b)

OCM – 29/06/18 MOVED Cr Mykytiuk, Seconded Cr Quinton, that Council resume Standing Orders.

CARRIED UNANIMOUSLY 6/0

OFFICER RECOMMENDATION — ITEM 13.2

That Council:

1. Endorses the revised 2018-2022 Workforce Plan as attached to the Ordinary Council Agenda of 26 June 2018;
2. Amends the Corporate Structure to include the additional positions within the 2018-2022 Workforce Plan; and
3. Considers allocating funding for the additional positions in the 2018/19 Budget.

COUNCIL RESOLUTION – ITEM 13.2

OCM – 30/06/18 MOVED Cr Mykytiuk, Seconded Cr Brown, that:

1. Council **notes** the revised 2018 Workforce Plan as attached to the Ordinary Council Meeting Agenda of 26 June 2018;
2. Council considers allocating funding for:
 - a) the additional **newly created positions in the 2018/19 Budget;**
 - b) **the increase to full time hours for the Executive Assistant to Director Community Development and Director Operational Services;**
3. Council **defers amending the corporate structure until finalisation of the 2018/2019 Budget;**
4. **Town staff produce a list of the new position levels and costings with justifications given for the level of that position, in time for the 2018/2019 Budget consideration; and**
5. **Council defers all retitling of existing positions until a new CEO conducts a workforce review.**

CARRIED 5/1

Crs Mykytiuk, Brown, Hamilton, McLennan and Quinton voted in favour of the motion. Cr Gangell voted against the motion.

COUNCIL RESOLUTION – ITEM 13.0(b)

OCM – 31/06/17 MOVED Cr Mykytiuk, Seconded Cr Brown, that the meeting come from behind closed doors, the time being 9.46pm.
CARRIED UNANIMOUSLY 6/0

As no members of the public returned to the Chamber, the reading aloud of the motions passed behind closed doors was dispensed with.

14.0 **CLOSURE**

The next Briefing Session will be held on Tuesday 17 July 2018 commencing at 7.00pm.

The next Ordinary Council Meeting will be held on Tuesday 24 July 2018 commencing at 7.00pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 9.46pm.

ATTACHMENT NO. 2



TOWN *of* BASSENDEAN

CORPORATE BUSINESS PLAN 2018-2022

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

Updated 19 July 2018

Table of Contents7

Introduction	3
Message from the Mayor	4
Message from the Chief Executive Officer.....	5
The Council of the Town of Bassendean	6
Bassendean at a glance.....	7
The Integrated Planning Framework	9
Our Values	10
Organisational Structure	11
Strategic Direction	12
Environmental Context.....	13
Key Informing Documents.....	14
Measuring our Progress	15
Strategic Priority 1. Social.....	16
Strategic Priority 2. Natural Environment	20
Strategic Priority 3. Built Environment.....	24
Strategic Priority 4. Economic	27
Strategic Priority 5. Good Governance	29
Resourcing	32
Financial	32
Workforce.....	33
Asset Management.....	33
Risk Management.....	35

Introduction

The Corporate Business Plan (CBP) is the Town of Bassendean's 4-year planning document. It is Council's principal statement that identifies our shorter-term priorities by providing a linkage and mechanism to 'activate' the Town's Strategic Community Plan.

The intent of the plan is to integrate our community's aspirations into the Town of Bassendean's operations and service delivery. The Corporate Business Plan is pivotal in ensuring that these medium term commitments are both strategically aligned and affordable. This is achieved through rigorous scrutiny and prioritisation in the Strategic Review process. Within this plan Council has set realisable priorities and focus areas, given its capacity to resource and deliver.

The CBP is reviewed on an annual basis to ensure the Town remains adaptive and responsive to the changing external environment and community need.

Draft

Message from the Mayor

Insert Photo

New message from Cr Renee McLennan needed

The review of the 2018-2021 Corporate Business Plan has been developed in line with the 2017-2027 Strategic Community Plan and includes community aspirations expressed during the consultation period and workshops held in July 2016-November 2016.

The Town is proud of its engaging and active community that cares for its resources and assets and provides guiding principles that Council can use to implement its decisions on the future of the Town.

The Corporate Business Plan also provides the how and when the Town can achieve the wishes of the community given its financial capacity and other governing factors.

I commend the Town of Bassendean Corporate Business Plan 2018-2022 to you and look forward to overseeing its implementation and the building of a better future for our community

Cr Renee McLennan
Mayor, Town of Bassendean

Message from the Chief Executive Officer

Insert Photo

Does this message need to be updated?

The Corporate Business Plan (CBP) has been developed to support the community's desires that are underpinned by the 2017-2027 Strategic Community Plan.

The CBP has been developed using the information derived from the:

- Asset Management Plan;
- Workforce Plan; and
- Long Term Financial Plan

As always, our organisation will strive to deliver those services our community values in an efficient, effective and financially responsible manner. We will continue to reinvest in our existing community assets and further invest in the construction of new community infrastructure.

Bob Jarvis
Chief Executive Officer

The Council of the Town of Bassendean

** Insert photographs and contact details*

Cr Renee McLennan - Mayor

Cr Bob Brown

Cr John Gangell

Cr Kathryn Hamilton

Cr Melissa Mykytiuk

Cr Sarah Quinton

Cr Jai Wilson

Draft

Bassendean at a glance

The Town of Bassendean is located approximately 10 kilometres north-east of Perth and 5 minutes from the Swan Valley vineyards. With a total area of 11 square kilometres, the Town is bounded by the Swan River, the City of Swan to the north and the City of Bayswater to the west. It has a river frontage of 7 kilometres.

Well served by metropolitan train and bus services, the International Airport Terminal is 20 minutes and the Domestic Terminal only 10 minutes from the Town Centre by car.

Population

As determined in the 2016 Census¹, the Town of Bassendean has a population of 15,092, with a median age of 39 yrs. 28.7 % of the population are aged under 25 and 27.6 % are aged over 55.

2.5 % of the population are Aboriginal and Torres Strait Islander Peoples.

65 % of the population were born in Australia. The most common ancestries in the Town of Bassendean are English 28.2%, Australian 23.0%, Irish 8.4%, Scottish 7.2% and Italian 4.2%.

There are 6831 private dwellings in the Town of Bassendean with an average occupancy of 2.4 people per household.

Flora and Fauna

The Swan River is a scenic treasure, a playground, a natural drain and functional ecosystem. The trees and shrubs, rushes and sedges prevent soil erosion along the river. The nearby wetlands provide a natural habitat for frogs, water birds and tortoises. Our natural parks are home to birds such as silver-eyes, honeyeaters, willie wagtails, grey fantails, white-tailed black cockatoos, Australian kestrels, white cockatoos and the pink-and-grey galah, to name a few. The Bassendean Preservation Group works with the Council to preserve our natural bushland and wetlands.

History

Beginning as a small settlement called West Guildford in 1839. Bounded on two sides by the Swan River, Bassendean became a separate local authority in 1901. The Town now has a mix of housing, parks and recreational areas, as well as light industry and commercial areas. It also has riverside public open space, some of which was land used by Aboriginal people for thousands of years as ceremonial places.

Bassendean participated in both World Wars, and, as a working-class suburb, it was severely affected by the 1930's Depression. It saw rapid population growth with the migrations of new residents from Britain, Europe and Asia during the post-World War II period. Through it all, Bassendean has retained its strong sense of identity and community, to become the thriving township it is today.

¹ 2016 Census QuickStats, Australia, Western Australia, Local Government Area, Bassendean (T). Retrieved June 13, 2018, from http://www.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA50350?opendocument

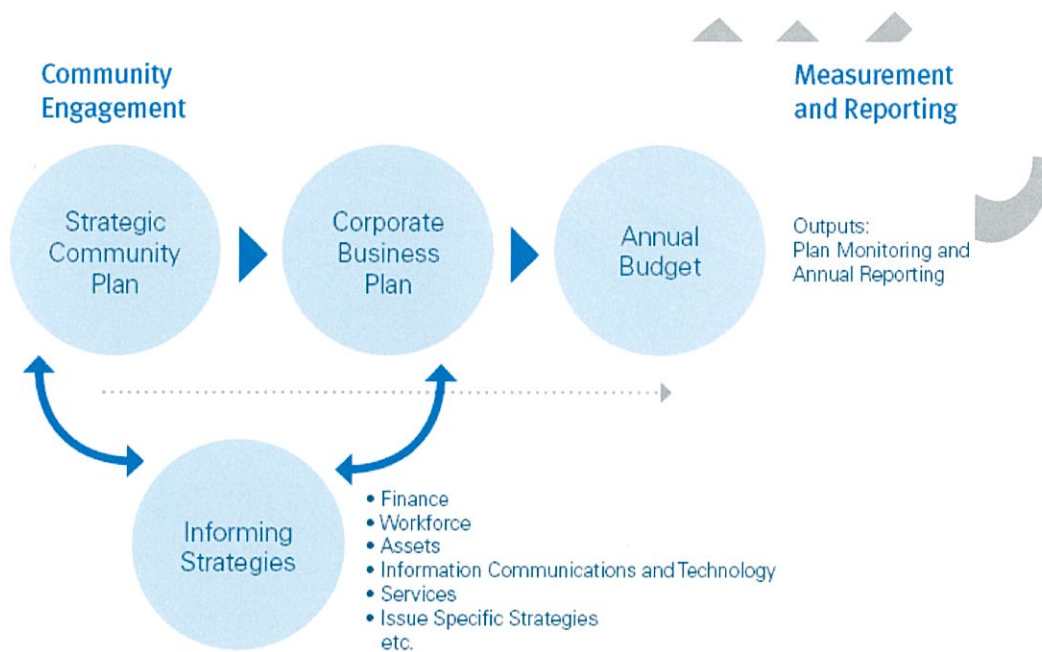


The Integrated Planning Framework

The Integrated Strategic Planning Framework provides the basis for strategic planning in local government. Its purpose is to ensure integration of community priorities into strategic planning for Councils, in addition to delivering the objectives that have been set from these priorities.

Specifically, the Framework sets out the requirements for three levels of integrated strategic planning:

- Level 1: Strategic Community Plan (10+ years);
- Level 2: Corporate Business Plan (4+ years); and
- Level 3: Operational Plans (1 year).



The **Strategic Community Plan (SCP)** sets out our vision and aspirations for our community for the next ten years. The Strategic Community Plan is prepared every 10 years with minor reviews every two years and a major review every 4 years.

The **Corporate Business Plan** is a 4 year plan, which details the services, operations and projects the Town of Bassendean will deliver. It articulates the Town's commitments and the measurements that will be used to determine if the Town is progressing towards the aspirations of the Strategic Community Plan. Annual Business Plans and Annual Budgets are developed from the Corporate Business Plan.

The Town of Bassendean needs to work with key stakeholders and partners, such as the State and Federal Government, business and community groups to achieve the community vision, objectives and strategies. The Town also needs to work within its financial capability in order to leave a legacy for future generations.

Our Values

People	Councillor, staff and volunteer contributions are vital in striving to meet our diverse community's aspirations and well-being. We will actively engage our community and seek their participation in planning their future.
Excellence	We strive to achieve the highest standards in local government and to consistently provide consultative, ethical and responsive services.
Heritage	Preserving and communicating our shared history and heritage increases our capacity to balance today's needs with the long-term interests of future generations.
Partnerships	Collaborative partnerships and regional cooperation increase value to our community and the East Metropolitan Region.
Sense of Place	We recognise that maintaining our natural environment is crucial to sustaining our future. We acknowledge that our community requires Council to preserve and enhance our streetscapes, built and natural environment and to protect the Swan River as our greatest natural asset

Organisational Structure

Add photos

Chief Executive Officer	Bob Jarvis	Governance Human Resources
Director Operational Services	Simon Stewert-Dawkins	Asset Management Design Services Engineering Building Environmental Services Parks and Gardens Fleet Management Waste Management Ranger Services
Director Corporate Services	Michael Costarella	Customer Service Information Technology Procurement and Contract Management Records Financial Management Strategic and Corporate Plans Long Term Financial Plans Budgets Annual Reports Annual Financial Reports Audit Reporting Risk Management
Director Community Development	Graeme Haggart	Seniors and Disability Services Youth Services Children's Services Recreation and Culture Library and Information Services Economic Development Volunteer Management Emergency Management Access and Inclusion Reconciliation
Director Strategic Planning	Anthony Dowling	Strategic Town Planning
Manager Development Services	Brian Reed	Planning, Development and Environmental Health

Strategic Direction

In 2017 the Town undertook an extensive community engagement process to inform the development of a new Strategic Community Plan 2017-2027. Council continues to support the following vision for the Town of Bassendean, which was developed based on clear messages from the community about what they value most:

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

In order to guide our progress towards realising this vision, the Town of Bassendean's Strategic Community Plan 2017–2027 and Corporate Business Plan 2018-2022 are aligned to five Strategic Priority Areas:

1. Social;
2. Natural Environment;
3. Built Environment;
4. Economic; and
5. Good Governance.

Environmental Context

The Town of Bassendean must operate to the best of its ability within the current climate and changing conditions of Australia, Western Australia and the local community.

In planning for the future the Town must consider the following key characteristics and critical shifts:

- Population of older persons (15.8% over 65) and 0 to 19 year olds (22.9%) placing demands and expectations on services and infrastructure;
- The provision of local community services is managed through complex funding and regulatory circumstances. These are achieved across a diversity of community service providers, including State and Federal Governments, as well as the not-for-profit and private sectors. In the future, it is anticipated that local government will be expected to play an even greater role in coordinating community service provision at the local level.
- Community Volunteers remain an integral and highly valued part of community life in the Town of Bassendean. Changes to community service funding models and an increasing focus on environmental sustainability issues may necessitate an even greater focus on best practice volunteer recruitment, coordination and deployment into the future.

* Photo of volunteers function

- In recent years, there has been a perceptible slow-down in the Western Australian economy. The most recent Australian Bureau of Statistics' figures show the real Gross State Product (**GSP**) fell by 2.7% in 2016/17.
- Residential property prices in Perth dropped approximately 11% since peaking four years ago with prices dropping 2.7% in the past 12 months.
- Increased demand for housing diversity near transport hubs and employment nodes;
- Environmental issues remain a significant challenge for local governments. Responding to and mitigating climate change, protecting biodiversity, monitoring water quality and managing resource use, waste and recycling, continue to be important
- There is increasing pressure on local governments to manage the growing and changing expectations of the community with respect to environmental considerations.
- There remains ongoing pressure to increase local government effectiveness and accountability including a move towards performance benchmarking and integrated planning and reporting. Cost-shifting from State and Federal Government, and an increasingly constrained funding environment will maintain pressure on the Town of Bassendean to demonstrate and realise efficiencies.

Key Informing Documents

In order to make decisions about the services and projects that will be delivered over the next four years, the Town must gather key information and use it to inform business unit planning.

Inputs to the Town's business planning include:

- Environmental Context;
- Strategic Community Plan Objectives;
- Resources available; and
- Existing key strategies, plans and policies that outline the commitments that we have made to our community, as listed below for each of our Key Result Areas.

Key Result Area	Informing Document
Social	Aged Friendly Community Strategy Children Friendly Community Strategy Youth Plan Access and Inclusion Plan Reconciliation Action Plan Recreation Facilities Plan Cultural Plan
Natural Environment	Local Biodiversity Strategy Water Strategy Urban Forest Strategy Carbon Strategy Emergency Planning and Management Bushfire Prevention Strategies
Built Environment	State Planning Framework and Policies Metropolitan Regional Scheme Local Planning Strategy Local Planning Scheme Local Area Plans Municipal Heritage Inventory Asset Management Plans
Economic	Economic Development Strategy Bassendean Means Business Strategy
Governance	Policy framework Asset Management Plans Workforce Plan Long Term Financial Plan Quarterly Performance Reports Annual Report Marketing & Communications Plan Risk Management

Measuring our Progress

The Town of Bassendean is committed to delivering on our Strategic Objectives. In order to ensure we are on track and performance is progressing across all levels of the organisation, the Town utilises a number of performance measurement and reporting tools.

Performance data is captured throughout the year, ensuring that appropriate responsibilities, timeframes, measures, and progress are accounted for. Executive and Managers track the progress of programs and projects and take corrective and preventive action if required.

Performance information is captured in various ways, including:

- The annual Community Satisfaction Survey
- Evaluation forms and reviews of individual program and events to determine Community participation and satisfaction levels.
- Various Community Needs Analysis
- Monitoring usage of community facilities, ovals, reserves and boating infrastructure
- Ongoing Community Consultation via Community Hub & Social Media
- Monitoring reach and interaction on the Town's Social Media account/s

Progress is regularly reported to Council and the Community via:

- Quarterly Council Reports, in which each Directorate reports on:
 - Progress achieved against each Strategy in the Corporate Business Plan.
 - Progress on the projects associated with the Strategies
 - Grant Funding of Projects
 - Updates on the availability of Cash in Lieu for development of Public Open space
- Town of Bassendean Annual Report
- Compliance Audits
- Risk Management Profile
- Financial Ratio Benchmarked
- Asset Ratio Benchmarked
- Council Services and Staff KPIs and Outputs
- Chief Executive Officer Key Performance Targets

This iteration of the Town's Corporate Business has identified the need to introduce a system for regular organisation wide Service Reviews, which will examine the relevance, need, efficiency and effectiveness of the Town's service delivery and enable informed decisions to ensure the best possible outcomes for our community.

Strategic Priority 1. Social

Objective: 1.1 Build a sense of place and belonging

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
1.1.1 Facilitate engagement and empowerment of local communities	Grants for Support for Community Groups	✓	✓	✓	✓	Community Development
	Develop & Implement a Revised Culture Plan	✓	✓	✓	✓	Community Development
1.1.2 Activate neighbourhood spaces to facilitate community gathering	Review and implement a Public Art Master Plan	✓	✓	✓		Community Development
1.1.3 Ensure our unique culture and history are shared and celebrated	Complete 1 Surrey St and Community Centre restoration, reconstruction and refurbishment works and implement a management plan	✓	✓			Operational Services
1.1.4 Continue to support and facilitate participation in the arts, community festivals and events	Implement projects related to the Local Studies Collection Plan with the community	✓				Community Development
Strategic Measure of Success						
Community/Stakeholder Satisfaction Survey result (Engagement and Participation)						

Objective 1.2 - Ensure all community members have the opportunity to be active, socialise and be connected.

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages	Nature-based Playground Facilities at Sandy Beach	✓	✓	✓	✓	Community Development
1.2.2 Provide life-long learning opportunities	Nature-based Playground Facilities at Mary Crescent Reserve	✓	✓	✓	✓	Community Development
1.2.3 Enhance partnerships with the local Noongar people	Play Spaces Implementation Plan review	✓				Community Development
1.2.4 Ensure people with disabilities and those from diverse backgrounds are valued and supported to participate in community life	Plan and build Men's Shed facility	✓				Community Development
	Plan and Implement for an Integrated Children and Family Services Centre		✓	✓	✓	Community Development
1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive	Implementation of a new Reconciliation Action Plan: Including support for the Bassendean Aboriginal Advancement Group, Dandjoo Koorliny Reconciliation Gathering, Closing the Gap Lunch, and more.	✓	✓	✓	✓	Community Development
	Implementation of identified works, as per Council agreement, resulting from the 2017 Community Facilities Audit and Needs Assessment.-see list of projects included under Asset Management	✓	✓	✓		Community Development

Strategic Measure of Success

Community/Stakeholder Satisfaction Survey (Activity and connectivity)

Volunteer Rate

Objective 1.3 - Plan for a healthy and safe community

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
1.3.1 Facilitate safer neighbourhood environments	Develop Public Health Plan for the Town of Bassendean			✓		Planning, Development and Environmental Health
1.3.2 Promote and advocate community health and wellbeing	Improve lighting along main pedestrian routes to public transport hubs	✓				Operational Services
	CCTV & Senor Lighting at Success Hill and other crime hot spots	✓	✓			Operational Services
Strategic Measure of Success						
Community/Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)						

Objective 1.4 - Improve lifestyle choices for the aged, families and youth

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
1.4.1 Facilitate healthy and active aging in place	Review Service delivery models for seniors including community care and Hyde Retirement Village	✓				Community Development
1.4.2 Partner with service providers to improve/expand access to services and facilities	Develop a new Age Friendly Community Plan			✓		Community Development
1.4.3 Enhance the wellbeing, and participation of our youth and children	Develop a new Child Friendly Community Plan	✓	✓	✓		Community Development
	Review and implement Youth Plan	✓	✓	✓	✓	Community Development
	Events for Mental Health Week & Carers Week		✓	✓	✓	Community Development
Strategic Measure of Success						
Community/Stakeholder Satisfaction Survey (Aged, Families and Youth)						

Social Services and Partnerships

In addition to the projects listed on the previous pages, the following ongoing Council Services and Agency Partnerships continue to operate in support of meeting the Town's Social objectives and Strategies:

Council Services	Agency Partnerships
<ul style="list-style-type: none">• Strategic Planning services• Support for volunteers and friends groups,• Library services• Club connect services• Arts and Culture Services• Sport and Recreation Services• Youth Services• Disability Services• Educational Services• Customer Services• Asset Services• Ranger Services• Environmental Health Services• Swimming Pool Inspections	<ul style="list-style-type: none">• Department of Community Services• Department of Health• State Library Board• Department of Local Government, Sport & Cultural Industries• Office of Emergency Management• Western Australian Police Department of Transport

Strategic Priority 2. Natural Environment

Objective 2.1 - To display leadership in environmental sustainability

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Develop and implement Environmental Community Education program – Including:- <ul style="list-style-type: none"> Environmental & sustainability programs to Residents for energy, water & climate change Waste Audit & Education Program 	✓	✓	✓	✓	Operational Services
2.1.2 Reduce waste through sustainable waste management practices						
2.1.3 Initiate and drive innovative Renewable Energy practices						
	Implement Carbon Reduction plan including:- <ul style="list-style-type: none"> Clever Climate Program Community Sustainability Grants 	✓	✓	✓	✓	Operational Services
	Implement a 3 bin system for general, recyclable and green/putrescible waste collection	✓	✓			Operational Services
	Develop a Waste Management Strategy	✓	✓	✓	✓	Operational Services
Strategic Measure of Success						
Waste reduction ratio to population						
Carbon emissions ('Planet Footprint')						

Objective 2.2 - Protect our River, Bush land Reserves, and Biodiversity

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
2.2.1 Protect and restore our biodiversity and ecosystems 2.2.2 Sustainably manage significant natural areas 2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river	Undertake Natural Areas and River rehabilitation for foreshore stabilisation and bushland areas. Includes <ul style="list-style-type: none"> • Weed management, • Planting Programs, • Fencing • Foreshore Restoration • Working with Volunteers Bush care groups	✓	✓	✓	✓	Operational Services
	Advocate with relevant partners to collaborate on protection and rehabilitation (in kind costs only)	✓	✓	✓	✓	Operational Services
	Review strategy and plan for the protection and rehabilitation of natural areas.		✓			Operational Services
	Develop Management Plans for the four river parks <ul style="list-style-type: none"> • Ashfield Flats • Sandy Beach • Point Reserve • Success Hill 	✓	✓	✓	✓	Operational Services
	Increase purchase, planting & maintenance of Street trees:- <ul style="list-style-type: none"> • 412 to 500 Trees- Eden Hill area and Ashfield (Underground Power area) • Street Tree Master Plan 	✓	✓	✓	✓	Operational Services
Strategic Measure of Success Community Stakeholder Satisfaction Survey (River, Bushland and reserves) Biodiversity and Bush Condition (Keighery Scale of Bush condition measurement)						

Objective 2.3 - Ensure the Town's open space is attractive and inviting.

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
<p>2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.</p> <p>2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams</p>	<p>Formulate Open Space Master Plans</p> <ul style="list-style-type: none"> Jubilee Reserve BIC Reserve 	✓	✓	✓		Operational Services & Community Development
	Finalise an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan	✓				Operational Services
	Sustainable water sensitive urban designs incorporated within drainage networks.	✓	✓	✓		Operational Services
	Develop and implement irrigation hydro-zoning and eco-zoning programs for parks and Reserves	✓	✓	✓	✓	Operational Services
	Water Quality monitoring	✓	✓	✓	✓	Operational Services
	Advocate and Plan to convert drains to Living Streams	✓	✓			Operational Services
<p>Strategic Measure of Success</p> <p>Community/Stakeholder Satisfaction Survey (Open Space and use of Open Space)</p> <p>Increase in Public Open Space</p> <p>Tree Canopy Area monitoring (Private and public realms)</p> <p>Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)</p>						

Natural Environmental Services and Partnerships

In addition to the projects listed on the previous pages, the following ongoing Council Services and Agency Partnerships continue to operate in support of meeting the Town's Natural Environment objectives and strategies:

Council Services	Agency Partnerships
<ul style="list-style-type: none">• Strategic Planning services• Building maintenance• Fleet management• Waste management• Parks and gardens• Environmental services• Volunteer support• Storm Water Management Plan• Asset Management Plan• Engineering• Recreation and Culture	<ul style="list-style-type: none">• Western Australian Planning Commission• Department of Planning, Lands and Heritage• Department of Biodiversity, Conservation and Attractions• Department of Water & Environmental Regulations• East Metropolitan Regional Council• Department of Fire & Emergency Services

Strategic Priority 3. Built Environment

Objective 3.1 - Plan for an increased population and changing demographics

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
3.1.1 Facilitate diverse housing and facility choices	Local Planning Strategy Review (incorporating a transport study and residential density scenarios)	✓	✓			Strategic Planning
3.1.2 Implement sustainable design and development principles	Local Planning Scheme 10 Review	✓	✓			Strategic Planning
3.1.3 Plan for local neighbourhoods and their centres	Review/develop Local Planning Policies (including streetscape preservation, tree retention on private property, and renewable energy) + Design Guidelines	✓	✓			Strategic Planning
3.1.4 Ensure infrastructure is appropriate for service delivery	Develop Activity Centre, Urban Corridor + Neighbourhood plans	✓	✓	✓		Strategic Planning
	Prepare a Development Contributions Plan (DCP)	✓	✓			Strategic Planning
Strategic Measure of Success The number of new dwelling approvals granted by the Town against the Perth and Peel @3.5million planning framework target for Bassendean (4,200 new dwellings by 2050) The level of community engagement and participation into Local Area Planning (input into plans and policy development)						

Objective 3.2 - Enhance connectivity between places and people

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
3.2.1 Connect the Town through a safe and inviting walking and cycling network	Review walking and cycling network masterplans			✓		Operational Services
3.2.2 Advocate for improved and innovative transport access and solutions	Review Local Area Traffic Management Plan			✓		Operational Services
3.2.3 Enhance the liveability of local neighbourhoods	Review Parking Strategy		✓			Strategic Planning
3.2.4 Enhance road safety through design	Implement Bicycle Boulevards on Whitfield Street & Broadway(Grant funds of \$1.3m, Council contribution \$100k.	✓				Operational Services
	Reduce speeding and enhance the environment by introducing traffic calming measures on Hardy Road		✓	✓		Operational Services
	Reid and Hamilton Streets such as Eco Cells, Swales and Traffic Islands		✓	✓		Operational Services
Measures of Success						
Community/Stakeholder Satisfaction Survey (Roads, footpaths and cycle paths)						
Community/Stakeholder Satisfaction Survey (Access to public transport both access to Town and within)						

Objective 3.3 - Enhance the Town's appearance

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
3.3.1 Improve amenity and the public realm	Preserve Heritage buildings with protection of the Local Planning Scheme	✓				Planning, Development and Environmental Health
3.3.2 Strengthen and promote Bassendean's unique character and heritage	Establish a Design Advisory Panel	✓				Strategic Planning
3.3.3 Implement design policies and provisions of buildings and places	Advocate for underground power and environmentally sustainable lighting- Secondary Scheme (in kind costs only)	✓	✓	✓	✓	Operational Services
Strategic Measure of Success						
Community/Stakeholder Satisfaction Survey (Heritage, amenity and appearance)						

Built Environment Services and Partnerships

In addition to the projects listed on the previous pages, the following ongoing Council Services and Agency Partnerships continue to operate in support of meeting the Town's Built Environment objectives and strategies:

Council Services	Agency Partnerships
<ul style="list-style-type: none"> • Strategic Planning Services • Development Services • Building Services • Environment • Engineering Services • Asset Management • Parks and Gardens • Community Development 	<ul style="list-style-type: none"> • Western Australian Planning Commission • Main Roads Western Australia • Department of Transport – Travel Smart • Western Australian Police • Department of Planning, Lands and Heritage • Department of Biodiversity, Conservation and Attractions • Department of Water & Environmental Regulations

Strategic Priority 4. Economic

Objective 4.1 - Build economic capacity

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
4.1.1 Encourage and attract new investment and increase capacity for local employment	Business competitive advantage programs, including training, industry alignment, Industry clusters and collaboration	✓	✓	✓	✓	Community Development
4.1.2 Plan for and build capacity for Commercial and Industrial activities	Investigate options and develop business case for potential future redevelopment of civic buildings	✓	✓	✓	✓	Operational & Corporate Services
4.1.3 Support and promote home-based businesses						
Strategic Measure of Success						
Economic and Commercial Activity						
New businesses (including home-based) granted development approval by the Town						

Objective 4.2 - Facilitate local Business retention and growth

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
4.2.1 Strengthen local business networks and partnerships	Localism Campaign including: <ul style="list-style-type: none"> Festival of Local Business, Business Hub 	✓				Community Development
4.2.2 Continue the activation of Bassendean Town Centre	Old Perth Road Markets and Place Activation initiatives.	✓	✓	✓	✓	Community Development
4.2.3 Enhance economic activity in neighbourhood centres	Preparation of Neighbourhood Centre Economic Improvement Plan for the Eden Hill Shopping Centre, Ida Street and Ashfield Shopping Centres as neighbourhood and district centres respectively					Strategic Planning, Community Development
Strategic Measure of Success Number of local business Community / Stakeholder Satisfaction Survey (Engagement and Facilitation of local Business Networks)						

Economic Services and Partnerships

In addition to the projects listed on the previous pages, the following ongoing Council Services and Agency Partnerships continue to operate in support of meeting the Town's Economic objectives and strategies:

Council Services	Agency Partnerships
<ul style="list-style-type: none"> Strategic Planning Services Development Services Economic Development Services Customer Services Information Technology 	<ul style="list-style-type: none"> Western Australian Planning Commission East Metropolitan Regional Council Department of Jobs, Tourism, Science and Innovation Department of Finance Department of Treasury Regional Development Australia Perth

Strategic Priority 5. Good Governance

Objective 5.1 - Enhance organisational accountability

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
5.1.1 Enhance the capability of our people	New Elected Member Training and Community Committee member orientation		✓		✓	Corporate Services
5.1.2 Ensure financial sustainability	Review the Risk Management Framework	✓		✓		Corporate Services
5.1.3 Strengthen governance, risk management and compliance	Continue the Internal Audit Project to ensure statutory compliance and identification and reduction in Risk.					Corporate Services
5.1.4 Improve efficiency and effectiveness of planning and services		✓	✓	✓	✓	
5.1.5 Ensure optimal management of assets						
Strategic Measure of Success						
Community/Stakeholder Satisfaction Survey (Governance)						
Compliance Audit						
Risk Management Profile						
Financial Ratio Benchmarked						
Asset Ratio Benchmarked						

Objective 5.2 - Proactively partner with the community and our stakeholders

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
5.2.1 Improve customer interfaces and service	Develop and Implement new Community Engagement Strategy					Corporate Services
5.2.2 Engage and communicate with the community		✓	✓	✓	✓	
5.2.3 Advocate and develop strong partnerships to benefit community						
Community/Stakeholder Satisfaction Survey (Community engagement and participation)						

Objective 5.3 - Strive for Improvement and innovation

Strategies How we're going to do it	Identified Project / Program	2018/19	2019/20	2020/21	2021/22	Lead Directorate
5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Adopt a formal service review program	✓	✓	✓	✓	Corporate Services
	Ecommerce development through the Town's website	✓	✓	✓	✓	Corporate Services
Strategic Measure of Success Local Government Service Review Benchmarks Percentage uptake of the community of Ecommerce applications						

Governance Services and Partnerships

In addition to the projects listed on the previous pages, the following ongoing Council Services and Agency Partnerships continue to operate in support of meeting the Town's Governance objectives and strategies:

Council Services	Agency Partnerships
<ul style="list-style-type: none">• Executive Team• Human Resources• Financial Management• Customer Services• Information Technology• Rating Services• Records Management• Asset Management• Community Development/Engagement	<ul style="list-style-type: none">• Department of Local Government, Sport and Cultural Industries• Western Australia Local Government Association• Local Government Insurance Services• Australian Accounting Standards Board• Council's appointed Auditors

Resourcing

Introductory Statement regarding ongoing financial sustainability, providing appropriate services and infrastructure, identifying financial issues, long term impacts, operating and capital needs, transparency and accountability

Financial

This will be finalised following the budget adoption.

FINANCIALS COMMITMENTS	2018/19	2019/20	2020/21	2021/22
---------------------------	---------	---------	---------	---------

Draft

Workforce

The annual Workforce Plan is reviewed annually to ensure our Human Resources are hired, trained and deployed efficiently in order to meet the objectives and strategies within the Strategic and Corporate Business Plans.

In preparation for the Town's priorities over the next four years, the Town's workforce capacity has been reviewed. Additional staff resources are planned for the following areas:

This will be updated following the decision of Council

Asset Management

Asset Management Vision

To ensure the future sustainability of Council's services, it is essential to balance the community's level of service expectations, against its willingness and capacity to pay. In recognition of this, Council is committed to managing its assets in accordance with industry recognised good practice. Consequently, Council's Vision is to:

“Develop and maintain infrastructure asset management practices, in order to provide the agreed levels of service for present and future stakeholders in the most achievable cost effective and fit for purpose manner.”

Asset Management Strategy

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

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

Recreation Assets

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

Property Assets

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

Transport Assets

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

Information Technology

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

Plant and Equipment

Vehicles, equipment and plant.

Waste

Residential rubbish bins.

Asset Management Policy

In managing a diverse portfolio of public infrastructure assets, the Town is committed to their effective management by embracing recognised good industry practice and local guideline frameworks. To provide guidance to our organisation, we have developed an Asset Management Policy that establishes our guiding principles. Through our Policy, the Town is committed to employing:

“...best practice to ensure that the wide variety of assets under its control are provided and maintained in an agreed condition and replaced as required, such that they are usable and safe for the purpose those assets have been provided.”

Inserting Photos of below and any other exciting capital projects planned for the next four years
Ashfield Reserve Change Room Upgrade
Bassendean Oval – Business Case Development
Swan District Football Club facilities (Funding allocated in 2017/18) <i>State Government Funded and WA Football Commission</i>
Palmerston Reserve Upgrades
Stan Moses Pavilion Upgrades
Bassendean Tennis and Bowling Club: general infrastructure and amenity upgrade. - TBC
Pickering Park: installation of amenities such as ablution block, showers, water fountain etc
BIC Master Plan
Jubilee Reserve Master Plan
Mary Crescent Reserve lighting upgrade and general amenities
Active Reserves Lighting Audit

Risk Management

The Strategic Community Plan and Corporate Business Plan, and any projects and services flowing from these, are subject to risk assessment and management. This allows the Town to identify circumstances that may impact our ability to achieve our agreed objectives, and ensure that unnecessary exposure to risk is minimised.

The Town's Risk Management Objectives are to:

- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision-making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

Biennially, the Town of Bassendean commissions the Local Government Insurance Services to undertake a Risk Management Strategy to provide a methodology for the Town to assess its Risk in its functions and services.

These include:

- People - Employment Practices and Engagement
- Interruptions to Services - Errors Omissions and Delays
- Reputation - External Theft, Misconduct, Safety & Security, External Theft
- Compliance with Legislation - Document Management, IT and Communications
- Property, Plant and Equipment - Facilities and Venues
- Natural Environment - Property Management
- Financial Impact - Suppliers

Identified risks are assessed and mitigated to the best of the Town's ability.

The Town of Bassendean is committed to ensuring that the organisation's culture, structure and processes support optimal performance while embracing positive opportunities and mitigating adverse effects

ATTACHMENT NO. 3



DRAFT BUDGET

2018-2019

TOWN OF BASSENDEAN
BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

TABLE OF CONTENTS

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Key Terms and Definitions - Reporting Programs	5
Statement of Cash Flows	6
Rate Setting Statement by Program	7
Rate Setting Statement by Nature and Type	8
Rates and Service Charges	9
Net Current Assets	12
Reconciliation of Cash	14
Fixed Assets	15
Asset Depreciation	17
Borrowings	18
Cash Backed Reserves	19
Fees and Charges	22
Grant Revenue	22
Other Information	23
Major Land Transactions	24
Trading Undertakings and Major Trading Undertakings	24
Interests in Joint Ventures	24
Trust	24
Significant Accounting Policies - Other	25

Supplementary Information:

Capital Works Program
Projects and Consultants List
Disposal of Assets
Fees and Charges

**TOWN OF BASSENDEAN
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2019**

BY NATURE OR TYPE

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Revenue				
Rates	1	13,173,005	12,913,482	12,935,762
Operating grants, subsidies and contributions	9	2,843,326	3,063,579	2,364,274
Fees and charges	8	5,968,203	5,892,909	5,838,490
Interest earnings	10(a)	459,345	506,556	452,821
Other revenue	10(b)	370,556	738,210	632,977
		<u>22,814,435</u>	<u>23,114,736</u>	<u>22,224,324</u>
Expenses				
Employee costs		(11,860,676)	(11,831,577)	(11,383,091)
Materials and contracts		(8,248,978)	(7,134,937)	(8,304,553)
Utility charges		(736,314)	(655,561)	(711,844)
Depreciation on non-current assets	5	(3,316,368)	(3,284,279)	(3,266,812)
Interest expenses	10(c)	(49,688)	(52,629)	(61,115)
Insurance expenses		(469,889)	(403,510)	(462,957)
Other expenditure		(1,379,412)	(1,003,283)	(954,094)
		<u>(26,061,325)</u>	<u>(24,365,776)</u>	<u>(25,144,466)</u>
		(3,246,890)	(1,251,040)	(2,920,142)
Non-operating grants, subsidies and contributions	9	2,350,464	669,225	1,478,462
Profit on asset disposals	4(b)	70,852	3,773	-
Loss on asset disposals	4(b)	(59,586)	(59,589)	(18,023)
Net result		(885,160)	(637,631)	(1,459,702)
Total other comprehensive income		-	-	-
Total comprehensive income		(885,160)	(637,631)	(1,459,702)

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

Significant Accounting Policies - Other

TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

BASIS OF PREPARATION

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Town of Bassendean controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to the budget.

2017/18 ACTUAL BALANCES

Balances shown in this budget as 2017/18 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUES (CONTINUED)

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

TOWN OF BASSENDEAN
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30TH JUNE 2019

BY PROGRAM

	NOTE	2018/19 Budget	2017/18 Actual	2017/18 Budget
Revenue	1, 8, 9, 10(a),(b)	\$	\$	\$
Governance		17,200	17,008	30,000
General purpose funding		14,084,228	14,107,430	13,836,253
Law, order, public safety		112,700	129,066	131,500
Health		2,760,665	2,677,209	2,657,320
Education and welfare		5,051,412	5,312,962	4,653,710
Community amenities		148,000	142,099	136,500
Recreation and culture		303,560	443,550	317,650
Transport		154,000	74,698	131,315
Economic services		100,350	105,481	131,176
Other property and services		82,320	105,234	198,900
		<u>22,814,435</u>	<u>23,114,736</u>	<u>22,224,324</u>
Expenses excluding finance costs	5, 10(b),(d),(e),(f)			
Governance		(1,165,965)	(903,498)	(915,058)
General purpose funding		(782,422)	(785,722)	(850,094)
Law, order, public safety		(676,252)	(661,265)	(693,558)
Health		(3,157,315)	(2,876,850)	(3,225,954)
Education and welfare		(5,550,607)	(5,453,563)	(5,099,480)
Community amenities		(1,300,057)	(1,242,825)	(1,451,670)
Recreation and culture		(6,664,803)	(6,123,637)	(6,572,181)
Transport		(5,980,683)	(5,529,361)	(5,619,401)
Economic services		(555,985)	(547,881)	(565,288)
Other property and services		(177,549)	(188,545)	(90,666)
		<u>(26,011,638)</u>	<u>(24,313,147)</u>	<u>(25,083,350)</u>
Finance costs	6, 10(c)			
Governance		(16,003)	(15,262)	(17,388)
Recreation and culture		(33,685)	(37,367)	(43,727)
		<u>(49,688)</u>	<u>(52,629)</u>	<u>(61,115)</u>
		<u>(3,246,890)</u>	<u>(1,251,040)</u>	<u>(2,920,141)</u>
Non-operating grants, subsidies and contributions	9	2,350,464	669,225	1,478,462
Profit on disposal of assets	4(b)	70,852	3,773	-
(Loss) on disposal of assets	4(b)	(59,586)	(59,589)	(18,023)
Net result		(885,160)	(637,631)	(1,459,702)
Total other comprehensive income		-	-	-
Total comprehensive income		(885,160)	(637,631)	(1,459,702)

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

**TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Estimated Financial Position's Community Vision, and for each of its broad activities/programs.

Community Vision

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

GOVERNANCE

Administration and operation of facilities and services to members of council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

Food quality and pest control, immunisation services, inspection of public buildings and operation of child health services.

EDUCATION AND WELFARE

Provision, management and support of educational services at the pre-school level and assistance to schools. The provision, management and support of welfare services for families, youth, children and the aged within the community.

COMMUNITY AMENITIES

The provision of sanitation (waste management), stormwater drainage, town and regional planning and development, the provision of rest rooms and protection of environment.

RECREATION AND CULTURE

Provision of facilities, and support of organisations concerned with leisure time activities and sport. This includes the provision of leisure programs, halls and community centres, libraries, historical sites, recreation centres, parks, gardens and sports grounds.

TRANSPORT

The construction and maintenance of streets, roads, bridges, footpaths and cycle ways.

ECONOMIC SERVICES

Regulation support and/or provision of such services as tourism, area promotion and building control.

OTHER PROPERTY & SERVICES

Private works, public works overheads, plant operations and other revenues and expenses not elsewhere classified.

**TOWN OF BASSENDEAN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019**

BY NATURE OR TYPE

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		13,011,456	12,839,608	12,882,806
Operating grants, subsidies and contributions		2,868,460	3,063,580	2,372,274
Fees and charges		5,968,203	5,884,653	5,838,490
Interest earnings		459,345	511,002	452,821
Goods and services tax		-	1,034,983	-
Other revenue		440,556	724,899	632,977
		22,748,020	24,058,725	22,179,368
Payments				
Employee costs		(11,684,676)	(11,652,262)	(11,377,547)
Materials and contracts		(8,148,978)	(6,891,874)	(8,040,124)
Utility charges		(736,314)	(655,561)	(711,844)
Interest expenses		(43,985)	(58,332)	(61,115)
Insurance expenses		(469,889)	(403,510)	(462,957)
Goods and services tax		-	(1,070,552)	-
Other expenditure		(1,379,412)	(1,003,885)	(954,094)
		(22,463,254)	(21,735,976)	(21,607,681)
Net cash provided by (used in) operating activities	3	284,766	2,322,749	571,687
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(1,897,700)	(658,596)	(1,499,062)
Payments for construction of infrastructure		(3,062,515)	(1,619,292)	(3,600,242)
Non-operating grants, subsidies and contributions used for the development of assets	9	2,350,464	669,225	1,478,462
Proceeds from sale of plant & equipment	4(b)	897,300	35,036	605,150
Net cash provided by (used in) investing activities		(1,712,451)	(1,573,627)	(3,015,692)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	6	(132,881)	(123,994)	(123,995)
Proceeds from self supporting loans	6(a)	21,134	19,779	19,779
Trust Transfers		70,000	308,289	200,000
Net cash provided by (used in) financing activities		(41,747)	204,074	95,784
Net increase (decrease) in cash held		(1,469,431)	953,195	(2,348,221)
Cash at beginning of year		11,428,316	10,475,121	10,656,168
Cash and cash equivalents at the end of the year	3	9,958,885	11,428,316	8,307,947

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

**TOWN OF BASSENDEAN
RATES SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019**

BY REPORTING PROGRAM

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	2	1,646,933	2,184,378	2,531,579
		1,646,933	2,184,378	2,531,579
Revenue from operating activities (excluding rates)				
Governance		17,200	17,008	30,000
General purpose funding		911,223	1,193,948	900,491
Law, order, public safety		112,700	129,066	131,500
Health		2,760,665	2,677,209	2,657,320
Education and welfare		5,051,412	5,312,962	4,653,710
Community amenities		148,000	142,099	136,500
Recreation and culture		303,560	443,550	317,650
Transport		224,000	74,698	131,315
Economic services		100,350	105,481	131,176
Other property and services		83,172	109,007	198,900
		9,712,282	10,205,028	9,288,562
Expenditure from operating activities				
Governance		(1,181,968)	(918,760)	(932,446)
General purpose funding		(782,422)	(785,722)	(850,094)
Law, order, public safety		(676,252)	(661,265)	(693,558)
Health		(3,157,315)	(2,876,850)	(3,225,954)
Education and welfare		(5,560,607)	(5,453,563)	(5,099,480)
Community amenities		(1,325,057)	(1,280,192)	(1,495,397)
Recreation and culture		(6,698,488)	(6,123,637)	(6,572,181)
Transport		(5,980,683)	(5,529,361)	(5,619,401)
Economic services		(555,985)	(547,881)	(565,288)
Other property and services		(202,135)	(248,134)	(108,689)
		(26,120,912)	(24,425,365)	(25,162,488)
Operating activities excluded from budget				
(Profit) on asset disposals	4(b)	(70,852)	(3,773)	-
Loss on disposal of assets	4(b)	59,586	59,589	18,023
Movement in employee benefit provisions (non-current)		-	31,675	-
Depreciation on assets	5	3,316,368	3,284,279	3,266,812
Movement in employee cash back reserve		10,405	12,878	24,000
Amount attributable to operating activities		(11,446,190)	(8,651,311)	(10,033,512)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	9	2,350,464	669,225	1,478,462
Purchase property, plant and equipment	4 (a)	(1,897,700)	(658,596)	(1,499,062)
Purchase and construction of infrastructure	4 (a)	(3,062,515)	(1,619,292)	(3,600,242)
Proceeds from disposal of assets	4(b)	897,300	35,036	605,150
Amount attributable to investing activities		(1,712,451)	(1,573,627)	(3,015,692)
FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(132,881)	(123,994)	(123,995)
Proceeds from new borrowings	6(b)	-	-	-
Proceeds from self supporting loans	6(a)	21,134	19,779	19,779
Transfers to cash backed reserves (restricted assets)	7(a)	(1,248,204)	(1,356,037)	(821,361)
Transfers from cash backed reserves (restricted assets)	7(a)	1,414,500	418,641	1,077,343
Amount attributable to financing activities		54,550	(1,041,611)	151,766
Budgeted deficiency before general rates		(13,104,091)	(11,266,549)	(12,897,438)
Estimated amount to be raised from general rates	1	13,173,005	12,913,482	12,935,762
Net current assets at end of financial year - surplus/(deficit)	2	68,914	1,646,933	38,324

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

**TOWN OF BASSENDEAN
RATES SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019**

BY NATURE OR TYPE

	NOTE	2018/19 Budget \$	2017/18 Actual \$	2017/18 Budget \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	2	1,646,933	2,184,378	2,531,579
		1,646,933	2,184,378	2,531,579
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and contributions	9	2,843,326	3,063,579	2,364,274
Fees and charges	8	5,968,203	5,892,909	5,838,490
Interest earnings	10(a)	459,345	506,556	452,821
Other revenue		370,556	738,210	632,977
Profit on asset disposals	4(b)	70,852	3,773	-
		9,712,282	10,205,028	9,288,562
Expenditure from operating activities				
Employee costs		(11,860,676)	(11,831,577)	(11,383,091)
Materials and contracts		(8,248,978)	(7,134,937)	(8,304,553)
Utility charges		(736,314)	(655,561)	(711,844)
Depreciation on non-current assets	5	(3,316,368)	(3,284,279)	(3,266,812)
Interest expenses	10(c)	(49,688)	(52,629)	(61,115)
Insurance expenses		(469,889)	(403,510)	(462,957)
Other expenditure		(1,379,412)	(1,003,283)	(954,094)
Loss on asset disposals	4(b)	(59,586)	(59,589)	(18,023)
		(26,120,912)	(24,425,365)	(25,162,489)
Operating activities excluded from budget				
(Profit) on asset disposals	4(b)	(70,852)	(3,773)	-
Loss on disposal of assets	4(b)	59,586	59,589	18,023
Movement in employee benefit provisions (non-current)		-	31,675	-
Depreciation on assets	5	3,316,368	3,284,279	3,266,812
Movement in employee benefit provisions (non-current)		10,405	12,878	24,000
Amount attributable to operating activities		(11,446,191)	(8,651,311)	(10,033,513)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	9	2,350,464	669,225	1,478,462
Purchase property, plant and equipment	4(a)	(1,897,700)	(658,596)	(1,499,062)
Purchase and construction of infrastructure	4(a)	(3,062,515)	(1,619,292)	(3,600,242)
Proceeds from disposal of assets	4(b)	897,300	35,036	605,150
Amount attributable to investing activities		(1,712,451)	(1,573,627)	(3,015,692)
FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(132,881)	(123,994)	(123,995)
Proceeds from self supporting loans	6(a)	21,134	19,779	19,779
Transfers to cash backed reserves (restricted assets)	7(a)	(1,248,204)	(1,356,037)	(821,361)
Transfers from cash backed reserves (restricted assets)	7(a)	1,414,500	418,641	1,077,343
Amount attributable to financing activities		54,550	(1,041,611)	151,766
Budgeted deficiency before general rates		(13,104,092)	(11,266,549)	(12,897,438)
Estimated amount to be raised from general rates	1	13,173,005	12,913,482	12,935,762
Net current assets at end of financial year - surplus/(deficit)	2	68,914	1,646,933	38,324

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

TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2018/19 Budgeted rate revenue	2018/19 Budgeted interim rates	2018/19 Budgeted back rates	2018/19 Budgeted total revenue	2017/18 Actual Revenue
General rate	\$		\$	\$	\$	\$	\$	\$
General Rate	7.230	4,581	161,158,994	11,651,795			11,651,795	11,330,584
Interim Rate					75,000	-	75,000	96,102
Back Rates					-	3,000	3,000	3,600
Sub-Totals		4,581	161,158,994	11,651,795	75,000	3,000	11,729,795	11,430,286
Minimum payment	Minimum							
	\$							
Minimum Rate	1,095	1,318	18,297,341	1,443,210	-	-	1,443,210	1,483,195
Sub-Totals		1,318	18,297,341	1,443,210	-	-	1,443,210	1,483,195
Non Rateable								
Non Rateable Properties		48	652,195	-				
Exempt Properties								
Exempt Properties		324	983,810	-				
		6,271	179,456,335	13,095,005	75,000	3,000	13,173,005	12,913,482
Total rates							13,173,005	12,913,482

The general rates detailed for the 2018/2019 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

1. RATES AND SERVICE CHARGES

(b) SPECIFIED AREA RATE - 2018/19 FINANCIAL YEAR

The Town does not impose a specified area rate as prescribed under the Local Government Act WA.

(c) SERVICE CHARGES - 2018/19 FINANCIAL YEAR

The Town will not impose a service charge as prescribed under the Local Government Act WA.

Council has imposed an interest charge on rates which remain unpaid 35 days after the date of issue of the rate assessment notice. The interest charge for 2018/2019 is 10% pa calculated on a daily basis and it continues to be applied daily until all rates are paid in full. Interest is charged on instalment payments at 5.5% and an administration fee of \$36 when the option is used.

Interest is not chargeable to eligible pensioners who have had their entitlement registered with the the Council in accordance with the Pensioner Rates, Rebates and Deferments Act. In the event that the payment of rates is not received by installments the ratepayer can make a special payment arrangement and an administrative fee of \$36 will apply.

Option 1 (Full Payment)

The full amount of rates including arrears to be paid on or before 14 September 2018.

Option 2 (4 Instalments)

The first instalment is to be received on or before 14 September 2018 including all arrears and a quarter of the current rates. The second, third and fourth instalments are to be made at two monthly intervals thereafter.

There is a \$36 Administration fee attached to the instalment payment option. Instalment payments are due on:

- 14 September 2018
- 16 November 2018
- 18 January 2019
- 22 March 2019

Option 3 (2 Instalments)

The first instalment is to be received on or before 14 September 2018 including all arrears and a 50% of the current rates. The second instalment to be paid on 18 January 2019.

There is a \$36 Administration fee attached to the instalment payment option. Instalment payments are due on:

- 14 September 2018
- 18 January 2019

		2018/19 Budget \$	2017/18 Forecast \$
Charges on Instalment Plan	\$36	69,000	67,032
		69,000	67,032

1. RATES AND SERVICE CHARGES

(d) INTEREST CHARGES AND INSTALMENTS (CONTINUED)

Interest on Overdue Accounts - (Fees & Charges)

Interest can be levied on the total outstanding debt in the categories of 60 days and over.

The rate applicable is that as determined by Council as contained in the Annual Budget.

This is done in accordance with Section 6.13 of the Local Government Act

The applicable rate as determined by Council for 2018/2019 Financial Year will be 10% applied on a daily basis on the outstanding balance

Fee and Charge	2018/19 Budget \$	2017/18 Forecast \$
Interest on Late Payment of Rates	156,000	209,936
Interest on Deferred Rates	7,500	7,451
	163,500	217,386

**(e) PAYMENT DISCOUNTS, WAIVERS AND CONCESSIONS
- 2018/19 FINANCIAL YEAR**

Council has offered a rate incentive scheme which offers prizes for payment of rates within the 35 days from the date of issue of the Rates Notice

Council will be offering an Apple Ipad in addition to prizes offered by sponsors which are at no cost to Council.

All ratepayers who pay rates on or before the due date are automatically entered into the draw unless Council is notified that any person does not wish to participate.

The draw is conducted by random computer selection of eligible ratepayers as soon as possible after the due date. All winners are notified in writing by Council.

Council will also be providing a rates concessiion to Westcare Inc which equates to 50% of the individual property rates levied (28 Hanwell Way Bassendean).

2. NET CURRENT ASSETS

	Note	2018/19 Budget	2017/18 Actual
		\$	\$
Composition of estimated net current assets			
Current assets			
Cash unrestricted	3	2,342,788	3,407,340
Cash Restricted	3	5,572,411	5,738,707
Restricted Cash - Trust		2,043,686	2,282,269
Rates Outstanding		843,965	793,965
Receivables		205,060	205,060
GST Receivable		153,327	148,291
Inventories		15,646	17,646
		11,176,883	12,593,278
Less: current liabilities			
Sundry Creditors		(1,859,087)	(1,294,143)
Accrued Salaries and Wages		(132,871)	(130,907)
Rates in Advance		(290,701)	(270,701)
Hyde Retirement Village Bonds		(189,650)	(259,650)
Other Bonds and Deposits		(1,854,036)	(2,022,619)
Current Employee Provisions		(2,249,871)	(2,249,871)
		(6,576,216)	(6,227,891)
Unadjusted net current assets		4,600,667	6,365,387
Adjustments			
Less: Cash Reserves	3	(5,572,411)	(5,738,707)
Add: Liabilities funded by Cash Backed Reserves		1,040,658	1,020,253
Adjusted net current assets - surplus/(deficit)		68,914	1,646,933

Reason for Adjustments

The differences between the net current assets at the end of each financial year in the rate setting statement and net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with *Local Government (Financial Management) Regulation 32* as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments above.

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town of Bassendean's operational cycle. In the case of liabilities where the Town of Bassendean does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town of Bassendean's intentions to release for sale.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

2. NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town of Bassendean becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

PROVISIONS

Provisions are recognised when the Town of Bassendean has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

INVENTORIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Superannuation

The Town of Bassendean contributes to a number of superannuation funds on behalf of employees.

All funds to which the Town of Bassendean contributes are defined contribution plans.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Town of Bassendean's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town of Bassendean's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Town of Bassendean's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	2018/19 Budget	2017/18 Actual	2017/18 Budget
	\$	\$	\$
Cash - unrestricted	2,342,788	3,407,340	1,472,649
Cash - restricted	7,616,097	8,020,976	6,835,298
	9,958,885	11,428,316	8,307,947

The following restrictions have been imposed by regulation or other externally imposed requirements:

Employee Entitlements Reserve	1,040,658	1,020,253	1,031,375
Plant & Equipment Reserve	326,781	384,099	358,737
Community Facilities Reserve	53,005	51,965	51,651
Land and Building Infrastructure Reserve	2,396,425	1,829,829	1,635,247
Waste Management Reserve	443,562	697,119	550,559
Wind in the Willows Reserve	76,524	79,926	64,577
Aged Persons Reserve	485,057	484,370	480,918
Youth Development Reserve	28,894	28,327	28,156
Underground Power Reserve	50,392	81,757	81,263
Roads and Drainage Reserve	25,769	417,420	116,710
HACC Assets Replacement	316,815	335,113	90,318
Unspent Grants Reserve	328,528	328,528	171,893
	5,572,411	5,738,707	4,661,404
Other Restrictions			
Hyde Retirement Village Retention Bonds	189,650	259,650	250,000
Other Bonds & Deposits	1,854,036	2,022,619	1,923,894
	2,043,686	2,282,269	2,173,894
		-	
	7,616,097	8,020,976	6,835,298

Reconciliation of net cash provided by operating activities to net result

Net result	(885,160)	(637,631)	(1,459,702)
Depreciation	3,316,368	3,284,279	3,266,812
(Profit)/loss on sale of asset	(11,266)	55,817	18,023
(Increase)/decrease in receivables	(29,866)	(88,932)	(44,956)
(Increase)/decrease in inventories	-	(2,063)	-
Increase/(decrease) in payables	224,749	209,428	264,429
Increase/(decrease) in employee provisions	20,405	171,076	5,544
Grants/contributions for the development of assets	(2,350,464)	(669,225)	(1,478,462)
Net cash from operating activities	284,766	2,322,749	571,687

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR YEAR ENDED 30 JUNE 2019

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset Class	Reporting Program										2018/19 Budget Total \$	2017/18 Forecast Total \$
	Governance \$	General Purpose Funding \$	Law, Order & Public Safety \$	Health \$	Education & Welfare \$	Community Amenities \$	Recreation & Culture \$	Transport \$	Economic Services \$	Other Property & Services \$		
<u>Property, Plant and Equipment</u>												
Land Assets	-	-	-	-	-	41,000	-	-	-	-	41,000	-
Building Assets	25,000	-	-	-	10,000	-	813,500	-	-	45,000	893,500	387,420
Furniture & Equipment Assets	50,000	-	-	-	-	-	-	-	-	-	50,000	152,483
Plant & Equipment Assets	-	-	-	706,000	40,500	-	45,000	-	-	121,700	913,200	118,693
Minor Assets	-	-	-	-	-	-	-	-	-	-	-	-
	75,000	-	-	706,000	50,500	41,000	858,500	-	-	166,700	1,897,700	658,596
<u>Infrastructure</u>												
Infrastructure - Road Construction Assets	-	-	-	-	-	-	-	1,845,165	-	-	1,845,165	714,384
Infrastructure - Drainage Assets	-	-	-	-	-	-	-	547,750	-	-	547,750	449,340
Infrastructure - Footpaths Assets	-	-	-	-	-	-	-	25,500	-	-	25,500	57,541
Infrastructure - Park Plant & Equipment	-	-	-	-	35,000	-	609,100	-	-	-	644,100	398,027
	-	-	-	-	35,000	-	609,100	2,418,415	-	-	3,062,515	1,619,292
<u>Land Held for Resale</u>												
Land Held for Resale	-	-	-	-	-	-	-	-	-	-	-	-
Total Acquisitions	75,000	-	-	706,000	85,500	41,000	1,467,600	2,418,415	-	166,700	4,960,215	2,277,888

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

4. FIXED ASSETS (CONTINUED)

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	Net book value	Sale proceeds	2018-2019 Budget	
			Profit	Loss
	\$	\$	\$	\$
By Program				
Education and welfare	20,000	10,000	-	(10,000)
Community amenities	805,000	850,000	70,000	(25,000)
Other property and services	61,034	37,300	852	(24,586)
	886,034	897,300	70,852	(59,586)

	Net Book Value	Sale Proceeds	2018/2019 Budget	
			Profit	Loss
	\$	\$	\$	\$
By Class				
Plant and Equipment	81,034	(47,300)	852	(34,586)
Land	805,000	(850,000)	70,000	(25,000)
	886,034	(897,300)	70,852	(59,586)

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document.

5. ASSET DEPRECIATION

By Program

Governance
Law, order, public safety
Health
Education and welfare
Community amenities
Recreation and culture
Transport
Other property and services

By Class

Land and Buildings
Furniture and equipment
Plant and equipment
Roads
Parks
Footpaths
Drainage

	2018/19 Budget	2017/18 Actual	2017/18 Budget
	\$	\$	\$
Governance	82,627	82,725	97,627
Law, order, public safety	1,372	1,341	1,372
Health	3,998	3,995	3,998
Education and welfare	96,818	91,835	82,164
Community amenities	45,114	42,007	45,114
Recreation and culture	690,172	692,931	679,304
Transport	2,312,820	2,285,908	2,283,286
Other property and services	83,447	83,537	73,947
	3,316,368	3,284,279	3,266,812
Land and Buildings	491,322	483,894	482,994
Furniture and equipment	28,000	26,199	20,000
Plant and equipment	80,000	77,971	76,400
Roads	1,475,111	1,462,098	1,460,953
Parks	415,000	410,413	404,132
Footpaths	241,935	240,605	240,643
Drainage	585,000	583,099	581,690
	3,316,368	3,284,279	3,266,812

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

DEPRECIATION (CONTINUED)

Major depreciation periods used for each class of depreciable asset are:

Buildings	20 to 150 Years
Furniture and equipment	4 to 10 Years
Plant and equipment	5 to 15 Years
Roads - Componentised	18 to 120 Years
Parks, Plant & Equipment	3 to 80 Years
Footpaths - Componentised	10 to 50 Years
Drainage - Componentised	10 to 120 Years

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Particulars	Principal 43,282	Principal Repayments		Principal Outstanding	Interest Repayments	
		2018/19 Budget \$	2017/18 Forecast \$	2018/19 Budget \$	2018/19 Budget \$	2017/18 Forecast \$
Governance						
Loan 157 Ashfield Soccer Club-SSL	14,842	4,617	4,316	10,224	880	1,177
Loan 162- TADWA SSL	234,035	16,517	15,462	217,518	15,157	16,211
	248,877	21,134	19,779	227,743	16,037	17,388
Recreation and culture						
Loan 156 Civic Centre Redevelopment	85,549	47,416	43,775	38,133	5,425	9,021
Loan 160A Civic Centre Redevelopment	339,375	47,965	45,010	291,410	20,441	17,501
Loan 160B Civic Centre Redevelopment	137,579	16,364	15,430	121,214	7,786	8,720
	562,503	111,746	104,215	450,757	33,651	35,241
			-			-
	811,379	132,881	123,994	678,500	49,688	52,629

(b) New Borrowings - 2018/19

The Estimated Financial Position does not intend to undertake any new borrowings for the year ended 30th June 2019.

(c) Unspent borrowings

The Estimated Financial Position had no unspent borrowing funds as at 30th June 2018 nor is it expected to have unspent borrowings funds as at 30th June 2019.

(d) Credit Facilities

	2018/19 Budget \$	2017/18 Actual \$
Undrawn borrowing facilities		
credit standby arrangements		
Bank overdraft limit	100,000	100,000
Bank overdraft at balance date	-	-
Credit card limit	150,000	150,000
Credit card balance at balance date	(23,000)	(24,931)
Total amount of credit unused	227,000	225,069

SIGNIFICANT ACCOUNTING POLICIES

BORROWING COSTS

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

TOWN OF BASSENEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

	2018/19 Draft Budget \$	2017/18 Actual (Forecast) \$	2017/18 Original Budget \$
7. CASH BACKED RESERVES			
(a) Plant & Equipment Reserve			
Opening Balance	384,099	379,103	379,103
Amount Set Aside / Transfer to Reserve	7,682	10,996	8,634
Amount Used / Transfer from Reserve	(65,000)	(6,000)	(29,000)
	<u>326,781</u>	<u>384,099</u>	<u>358,737</u>
(b) Community Facilities Reserve			
Opening Balance	51,965	37,139	37,139
Amount Set Aside / Transfer to Reserve	1,039	14,827	14,512
Amount Used / Transfer from Reserve	-	-	-
	<u>53,005</u>	<u>51,965</u>	<u>51,651</u>
(c) Waste Management Reserve			
Opening Balance	697,119	288,744	438,744
Amount Set Aside / Transfer to Reserve	213,942	408,375	111,815
Amount Used / Transfer from Reserve	(467,500)	-	-
	<u>443,562</u>	<u>697,119</u>	<u>550,559</u>
(d) Wind in the Willows Reserve			
Opening Balance	79,926	53,361	103,362
Amount Set Aside / Transfer to Reserve	41,599	65,689	1,215
Amount Used / Transfer from Reserve	(45,000)	(39,124)	(40,000)
	<u>76,524</u>	<u>79,926</u>	<u>64,577</u>
(e) Aged Persons Housing Reserve			
Opening Balance	484,370	470,209	470,209
Amount Set Aside / Transfer to Reserve	9,687	14,161	10,709
Amount Used / Transfer from Reserve	(9,000)	-	-
	<u>485,057</u>	<u>484,370</u>	<u>480,918</u>
(f) Youth Development Reserve			
Opening Balance	28,327	27,529	27,529
Amount Set Aside / Transfer to Reserve	567	799	627
Amount Used / Transfer from Reserve	-	-	-
	<u>28,894</u>	<u>28,327</u>	<u>28,156</u>
(g) Cultural Events Reserve			
Opening Balance	-	5,162	5,162
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	(5,162)	(5,162)
	<u>-</u>	<u>-</u>	<u>-</u>
(h) Self Insurance Reserve			
Opening Balance	-	8,199	8,199
Amount Set Aside / Transfer to Reserve	-	-	-
Amount Used / Transfer from Reserve	-	(8,199)	(8,199)
	<u>-</u>	<u>-</u>	<u>-</u>
(i) Underground Power Reserve			
Opening Balance	81,757	79,452	79,453
Amount Set Aside / Transfer to Reserve	1,635	2,305	1,810
Amount Used / Transfer from Reserve	(33,000)	-	-
	<u>50,392</u>	<u>81,757</u>	<u>81,263</u>
(j) Land and Buildings Infrastructure Reserve			
Opening Balance	1,829,829	1,843,265	1,843,265
Amount Set Aside / Transfer to Reserve	886,597	53,466	591,982
Amount Used / Transfer from Reserve	(320,000)	(66,903)	(800,000)
	<u>2,396,425</u>	<u>1,829,829</u>	<u>1,635,247</u>
(k) Roads and Drainage Infrastructure			
Opening Balance	417,420	114,110	114,111
Amount Set Aside / Transfer to Reserve	8,348	303,310	2,599
Amount Used / Transfer from Reserve	(400,000)	-	-
	<u>25,769</u>	<u>417,420</u>	<u>116,709</u>
(l) Employee Entitlement Reserve			
Opening Balance	1,020,253	1,007,375	1,007,375
Amount Set Aside / Transfer to Reserve	20,405	12,878	24,000
Amount Used / Transfer from Reserve	-	-	-
	<u>1,040,658</u>	<u>1,020,253</u>	<u>1,031,375</u>

TOWN OF BASSENEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019

	2018/19 Draft Budget \$	2017/18 Actual (Forecast) \$	2017/18 Original Budget \$
(m) HACC Asset Replacement Reserve			
Opening Balance	335,113	151,861	151,860
Amount Set Aside / Transfer to Reserve	6,702	210,405	3,459
Amount Used / Transfer from Reserve	(25,000)	(27,153)	(65,000)
	<u>316,815</u>	<u>335,113</u>	<u>90,318</u>
(n) Unspent Grants & Contributions			
Opening Balance	328,528	335,803	251,875
Amount Set Aside / Transfer to Reserve	50,000	258,826	50,000
Amount Used / Transfer from Reserve	(50,000)	(266,101)	(129,982)
	<u>328,528</u>	<u>328,528</u>	<u>171,893</u>
	<u>5,572,411</u>	<u>5,738,707</u>	<u>4,661,404</u>

Summary of Transfers

To Cash Backed Reserves

Transfers to Reserves

Plant Reserve	7,682	10,996	8,634
Recreation Development Reserve	1,039	14,827	14,512
Waste Management Reserve	213,942	408,375	111,815
Wind in the Willows Reserve	41,599	65,689	1,215
Aged Persons Housing Reserve	9,687	14,161	10,709
Youth Development Reserve	567	799	627
Cultural Events Reserve	-	-	-
Self Insurance Reserve	-	-	-
Underground Power Reserve	1,635	2,305	1,810
Municipal Building & TP Reserve	888,597	53,466	591,982
Roads and Drainage Infrastructure	8,348	303,310	2,599
Employee Entitlement Reserve	20,405	12,878	24,000
HACC Asset Replacement Reserve	6,702	210,405	3,459
Unspent Grants & Contributions	50,000	258,826	50,000
Rates Setting Budget	<u>1,248,204</u>	<u>1,356,037</u>	<u>821,362</u>

Transfers from Reserves

Plant Reserve	(65,000)	(6,000)	(29,000)
Recreation Development Reserve	-	-	-
Waste Management Reserve	(467,500)	-	-
Wind in the Willows Reserve	(45,000)	(39,124)	(40,000)
Aged Persons Housing Reserve	(9,000)	-	-
Youth Development Reserve	-	-	-
Cultural Events Reserve	-	(5,162)	(5,162)
Self Insurance Reserve	-	(8,199)	(8,199)
Underground Power Reserve	(33,000)	-	-
Municipal Building & TP Reserve	(320,000)	(66,903)	(800,000)
Roads and Drainage Infrastructure	(400,000)	-	-
Employee Entitlement Reserve	-	-	-
HACC Asset Replacement Reserve	(25,000)	(27,153)	(65,000)
Unspent Grants & Contributions	(50,000)	(266,101)	(129,982)
Rates Setting Budget	<u>(1,414,500)</u>	<u>(418,641)</u>	<u>(1,077,343)</u>

Adjustment

Total Transfer to/(from) Reserves	<u>(166,296)</u>	<u>937,395</u>	<u>(255,981)</u>
--	------------------	----------------	------------------

Opening Balance	5,738,707	4,801,312	4,917,385
Transfers to Reserve	1,248,204	1,356,037	821,362
Transfer from Reserve	(1,414,500)	(418,641)	(1,077,343)
Closing Balance (as per Budget)	<u>5,572,411</u>	<u>5,738,707</u>	<u>4,661,404</u>

**TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2019**

Note 7: Cash Backed Reserves continued

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Plant & Equipment Reserve:

To accrue funds for the purpose of replacement of major plant items.

Community Facilities Reserve:

To accrue funds for major expenditure in the provision of community facilities.

Waste Management Reserve:

To accrue funds for the purpose of renewal or upgrade of waste management services.

Wind in the Willows Child Care Reserve:

To accrue funds for the purpose of asset improvement in the Centre and to cater for future surplus or deficit from operations.

Aged Persons Housing Reserve:

To accrue funds to provide for the operational deficit, refurbishment and capital expenses, for Hyde Retirement Village.

Youth Development Reserve:

To provide funds for activities and facilities for the benefit of youth in the Town.

Underground Power Reserve:

To accrue funds for engaging consultants to consider the implementation of Underground Power.

Land and Building Infrastructure Reserve:

To hold funds accrued as a result of sale of land and buildings and for the provisions of funds for the purchase and development of land, and building infrastructure.

Drainage Infrastructure Reserve:

To provide for the renewal and upgrade of the drainage network.

Employee Entitlement Reserve

To provide funds for future payments to staff for employee entitlements

HACC Reserve

To provide funding for support of community care programs for senior and disability services

Unspent Grants & Contributions

To provide for unspent funding received as grant contributions to Works and Services.

TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

8. FEES & CHARGES REVENUE

	2018/19 Budget	2017/18 Actual
	\$	\$
Governance	120,530	113,827
General purpose funding	54,500	58,839
Law, order, public safety	2,732,165	2,676,363
Health	2,604,858	2,554,291
Housing	147,000	135,945
Community amenities	198,150	244,334
Recreation and culture	4,000	8,673
Transport	63,800	60,429
Economic services	43,200	40,208
	<u>5,968,203</u>	<u>5,892,909</u>

9. GRANT REVENUE

	2018/19 Budget	2017/18 Actual
	\$	\$
Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:		
By Program:		
Operating grants, subsidies and contributions		
General purpose funding	282,628	520,525
Law, order, public safety	45,000	56,090
Health	28,000	-
Education and welfare	2,260,698	2,330,052
Recreation and culture	77,000	106,739
Transport	150,000	50,174
	<u>2,843,326</u>	<u>3,063,580</u>
Non-operating grants, subsidies and contributions		
Health	232,500	-
Education and welfare	-	40,000
Recreation and culture	744,100	47,965
Transport	1,373,864	577,396
	<u>2,350,464</u>	<u>669,225</u>

TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019

10. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

Investments

- Reserve funds

- Other funds

Late payment of fees and charges *

2018/19 Budget	2017/18 Actual	2017/18 Budget
\$	\$	\$
100,000	113,190	108,000
180,000	209,936	180,000
179,345	183,431	164,821
459,345	506,556	452,821

The net result includes as expenses

(b) Auditors remuneration

External Audit services

Internal Audit services

Other services

(c) Interest expenses (finance costs)

Borrowings (refer note 6(a))

(d) Elected members remuneration

Meeting fees

Mayor/President's allowance

Deputy Mayor/President's allowance

Training expenses

Telecommunications allowance

(e) Write offs

General rate

Fees and charges

(f) Operating lease expenses

Office equipment

Plant and equipment

25,000	19,420	17,000
21,000	25,439	15,000
2,000	7,250	2,000
48,000	52,109	34,000
49,688	52,629	61,115
49,688	52,629	61,115
121,000	118,250	113,000
36,000	27,375	36,000
9,000	6,188	9,000
28,000	17,634	14,000
24,500	20,781	24,500
218,500	190,228	196,500
-	52,956	52,956
4,000	512	3,500
4,000	53,468	56,456
50,000	49,995	50,000
224,402	223,606	234,268
274,402	273,601	284,268

SIGNIFICANT ACCOUNTING POLICIES

LEASES

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Town of Bassendean are classified as finance leases.

Finance leases are capitalised, recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

11. MAJOR LAND TRANSACTIONS

(a) Current year transactions

It is not anticipated any land transactions or major land transactions will occur in 2018/19.

12. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

It is not anticipated any trading undertakings or major trading undertakings will occur in 2018/19.

13. INTERESTS IN JOINT ARRANGEMENTS

Eastern Metropolitan Regional Council

The Council is a member of the Eastern Metropolitan Regional Council. EMRC was established in accordance with the Local Government Act 1995 and consists of six local governments, namely, Town of Bassendean, City of Bayswater, City of Belmont, Shire of Kalamunda, Shire of Mundaring, and City of Swan. The Town's interest in the joint venture calculated by EMRC as at 30 June 2017 was 4.31%, representing its share of the net assets of \$7,538,338. The interest in the joint venture at 30 June 2018 is yet to be determined.

SIGNIFICANT ACCOUNTING POLICIES

INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town of Bassendean's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

14. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30-Jun-18	Estimated amounts received	Estimated amounts paid	Estimated balance 30-Jun-19
	\$	\$	(\$)	\$
Public Open Space Contributions	892,683	-	(500,000)	392,683
BRB Funds	3,388	43,077	(42,418)	4,047
BCITF Funds	11,262	46,045	(45,806)	11,501
	907,333	89,122	(588,224)	408,231

**TOWN OF BASSENDEAN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30TH JUNE 2019**

**15. SIGNIFICANT ACCOUNTING POLICIES - OTHER
INFORMATION**

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

REVENUE RECOGNITION

Rates, grants, donations and other contributions are recognised as revenues when the Town of Bassendean obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



DRAFT BUDGET

Supplementary Information 2018-2019

Capital Works Program 18/19
Projects and Consultants List 18/19
Disposal of Assets 18/19
Fees and Charges 18/19

TOWN OF BASSENDEAN
Capital Works Program
FOR YEAR ENDED 30 JUNE 2019

CAPITAL WORKS 2018-2019

	Summary of Capital Acquisitions	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
		\$	\$	\$		
	Property, Plant & Equipment					
	Land and Buildings	964,000	1,198,500	387,420		
	Plant & Equipment	147,700	118,880	118,693		
	Furniture & Equipment	801,000	-	-		
	Infrastructure					
	Roadworks and Footpaths	1,870,665	996,042	771,925		
	Drainage	547,750	1,430,700	563,958		
	Parks, Gardens & Reserves	629,100	1,173,500	283,409		
	Other Infrastructure					
	Totals	4,960,215	4,917,622	2,125,406		
COA	Description	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
	Buildings					
AB1701	11 HAMILTON STREET, BASSENDEAN - REROOFING		80,000	71,689	-	-
AB1702	COMMUNITY HALL BASSENDEAN - RENEWAL TO ALUMINIUM ENTRY DOORS		20,000	18,378		
AB1703	STAN MOSES PAVILLION, EDEN HILL - ENTRY DOORS		15,000	13,489		
AB1705	COMMUNITY FACILITY - REPLACE LIGHTING WITH LED LIGHTING (MLA COMMITMENT)		15,000	14,554		
AB1706	DEPOT - UPGRADE WORKSHOP SWITCHBOARD		7,000	4,854		
AB1708	SENIOR CITIZENS HALL - UPGRADE OF AIR CONDITIONING SYSTEM (MLA COMMITMENT)		15,000	11,600		
AB1709	BASSENDEAN BOWLING CLUB - ELECTRICAL REWIRE & REPLACE WITH LED LIGHTING		18,000	22,000		
AB1710	DUDLEY ROBINSON CENTRE (YOUTH SERVICES) - REPLACING AIR CONDITIONING SYSTEM		16,000	15,600		
AB1711	BOWLING CLUB BASSENDEAN - RENEW ENTRY DOORS TO BOWLING CLUB		19,500	16,614		
AB1712	DEPOT - ENGINEERING ROLLER DOORS		-	-		
AB1713	DEPOT OFFICE - UPGRADE DATA CABLE EQUIPMENT		6,000	-		
AB1714	COMMUNITY HALL KITCHEN - REPLACE KITCHEN ROLLER SHUTTER WITH SMALLER & PRACTICAL SHUTTER		5,000	4,950		
AB1715	ASHFIELD COMMUNITY CENTRE - REPLACE CARPET WITH SUITABLE FLOORING MATERIAL		20,000	18,575		

TOWN OF BASSENDEAN
Capital Works Program
FOR YEAR ENDED 30 JUNE 2019

CAPITAL WORKS 2018-2019

	Summary of Capital Acquisitions	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
		\$	\$	\$		
AB1716	INSTALLATION OF EMERGENCY EVACUATION PA/INTERCOM SYSTEM - ADMINISTRATION OFFICES, SENIOR CITIZENS & COMMUNITY HALL		10,000	9,062		
AB1717	ASHFIELD COMMUNITY CENTRE - UPGRADE TO LED LIGHTING		20,000	19,739		
AB1718	BILL WALKER STAND - UPGRADE OF MAIN ELECTRICAL SWITCH BOARD, SEWER PUMPS, OVAL LIGHTS, SKATE PARK RETICULATION		25,000	23,685		
AB1719	35 OLD PERTH ROAD - UPGRADE		150,000	4,439		
AB1720	WIND IN THE WILLOWS UPGRADES -BABIES AREA, CARPETS,PAINTING		10,000	9,985		
AB1721	48 OLD PERTH ROAD - UPGRADE OF COMMITTEE ROOM KITCHEN		20,000	16,364		
AB1722	WIW ASHFIELD BUILDING UPGRADE		10,000	19,074		
AB1723	YOUTH SERVICES FLOORING AND PAINTING		11,000	10,590		
AB1724	CONSTRUCTION OF NEW MENS SHED- SCADDAN STREET		695,000	-		
AB1725	DEPOT - PERIMETER FENCE RENEWAL			62,180		
AB1801	MAIN SWITCHBOARD- STAN MOSES PAVILION	22,000				
AB1802	MEN'S SHED CONSTRUCTION-	370,000			Lotterywest Grant	200,000
					Reserves(Land & Build)	170,000
AB1803	BABY ROOM REONFIG- WITW	10,000			Reserves -(WIW)	10,000
AB1804	PATIO REPLACEMENT- BOWLING CLUB	15,000				
AB1805	DEPOT SECURITY	25,000				
AB1806	BOOM GATES- DEPOT -SCADDEN STREET	20,000				
AB1807	ABULTION FACILITY- SANDY BEACH	250,000			POS CIL Funds from Trust	250,000
AB1808	NEW RYDE VEHICLE CAGE- LIBRARY C/ PARK	5,500				
AB1809	STOP WATER VALES- HYDE RETIREMENT VILLAGE	9,000			Reserves - (Aged Persons)	9,000
AB1810	SEATING REPLACEMENT- ASHFIELD RESERVE GRANDSTAND	15,000				
AB1811	1 SURREY STREET REDEVELOPMENT	150,000				
AB1812	AIRCONDITIONER UPGRADE- 48 OPR	25,000				
AB1813	KITCHEN CUPBOARDS- ALF FAULKNER HALL	6,500				
	TOTAL BUILDINGS	923,000	1,187,500	387,420		
	Drainage					
AD1702	ANZAC ROAD PIPE BETWEEN FIRST & SECOND AVE		80,000	44,437		
AD1703	17 BROADWAY - DRAINAGE PIPE REMOVAL		25,000	-		
AD1704	SHACKLETON STREET - SWALES AND UNDERGROUND STORAGE		170,000	56,468		
AD1705	OLD PERTH ROAD AND BRIGGS ST - DRAINAGE UPGRADE		200,000	76,993		
AD1706	VILLIERS STREET WEST - RELINING		49,700	24,086		
AD1707	SUCCESS ROAD - RELINING		84,000	40,771		
AD1708	WHITFIELD STREET - RELINING		182,000	66,409		
AD1709	ANZAC TERRACE DRAINAGE DISCHARGE UPGRADE		250,000	116,657		
AD1710	VILLIERS STREET WEST - CONSTRUCTION OF NEW STORM WATER DRAINAGE STORAGE TANK		130,000	114,618		
AD1711	SUCCESS HILL - DRAINAGE OUTLET UPGRADE		210,000	14,895		
AD1713	WEST RD - GUILDFORD RD TO OLD PERTH ROAD - DRAINAGE UPGRADES		50,000	8,623		

TOWN OF BASSENDEAN
Capital Works Program
FOR YEAR ENDED 30 JUNE 2019

CAPITAL WORKS 2018-2019

	Summary of Capital Acquisitions	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
		\$	\$	\$		
AD1801	DRAINAGE WORKS- LORD STREET- RELINE AND CUT ROOTS	106,000				
AD1802	DRAINAGE- WILSON STREET REPLACE PIPES AND UNDERGROUND STORAGE	-				
AD1803	DRAINAGE- NORTH ROAD REPLACE MANHOLE AND CLEAN	51,250				
AD1804	DRAINAGE- HATTON CRT UPGRADE PIPES	-			Reserves (Drainage)	400,000
AD1805	DRAINAGE- BRIDSON & WITFIELD STREET- INSTALL BASIN AND INLET PIPES POS	70,500				
AD1806	DRAINAGE- SURREY STREET RELINE CHRISTIE PARK	210,500				
AD1807	DRAINAGE- ANZAC TCE STORMWATER PIPES AND 2 MANHOLES	76,500				
AD1808	DRAINAGE- PALMERSTON RESERVE- NEW SIBSOIL DRAINAGE	33,000				
	TOTAL DRAINAGE	547,750	1,430,700	563,958		
	Furniture & Equipment					
AE1701	IT CAFE UPGRADE - BASSENDEAN YOUTH CENTRE		20,000	20,099		
AE1702	LIBRARY - ONE STOP SELF SERVICE CIRCULATION SERVICE UNIT		7,000	5,700		
AE1703	REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOMATIC RETICULATION SYSTEM AT 4 PARKS (SPECIFIC PARKS TBC)		15,000	-		
AE1704	IT INFRASTRUCTURE UPGRADE (C/O FROM 2016-1 AE11601)		50,000	-		
AE1705	CCTV MARY CRESCENT		44,841	42,868		
AE1706	CCTV JUBILEE RESERVE		44,841	57,412		
AE1707	HACC NON RECURRENT FUNDING EXPENDITURE			1,490		
AE1708	SECURITY SYSTEM UPGRADE - DEPOT FENCE LINE			21,224		
AE1709	SDS CLIENT MANAGEMENT SOFTWARE			3,690		
AE1801	IT INFRASTRUCTURE UPGRADE	50,000				
AE1802	AIRCONDITIONER UPGRADE- 48 OPR	-				
AE1803	KITCHEN CUPBOARDS- ALF FAULKNER HALL	-				
AE1804	CCTV UPGRADE LIBRARY CARPARK	15,000				
AE1805	ELECTRIC CHARGE STATION - OLD PERTH RD	6,000				
AE1806	PURCHASE OF NEW BINS- THREE BIN SYSTEM	700,000			Reserves (Waste)	467,500
					Dept of Waste Grant	232,500
AE1807	CCTV SUCCESS HILL	30,000				
	TOTAL FURNITURE & EQUIPMENT	801,000	-	-		
	Plant & Equipment					
AF1701	P1105 - POLMAC TRAILER (REC & CUL)		3,100	2,745		
AF1702	P270 - POLMAC TRAILER		1,800	1,339		
AF1703	PP7195 - KUBOTA RIDE ON MOWER		23,000	42,100		
AF1704	RYDE PROGRAM - NEW VEHICLE (MLA COMMITMENT)		19,980	19,990		
AF1705	SECURITY SYSTEM UPGRADE DEPOT FENCE LINE		25,000			
AF1706	P214 - AD ENGINEERING TRSD 2002 SPEED DETECTION TRAILER		-	-		
AF1707	P151 - POLMAC FIBERGLASS B TRAILER		2,500	1,890		

TOWN OF BASSENDEAN
Capital Works Program
FOR YEAR ENDED 30 JUNE 2019

CAPITAL WORKS 2018-2019

	Summary of Capital Acquisitions	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
		\$	\$	\$		
AF1708	PP7170 - COX RIDE-ON MOWER		5,000	-		
AF1709	2 X METRO COUNT 5600 TRAFIC COUNTERS		6,000	10,433		
AF1710	DEPOT- INSTALL NEW BOOM GATE		-			
AF1711	TRAILER FOR MARKETS TRAFFIC MANAGEMENT SIGNS		7,500	6,483		
AF1712	VEHICLE UTE ASHFIELD HANDY MAN (SENIORS & DISABILITY SERVICES) REPLACES PLHM114		25,000	18,182		
AF1713	CCTV TRAILER UPGRADE (STRONGER COMMUNITIES GRANT)		-	7,490		
AF1714	HACC TRAILER JOHN PAPAS 8 X4		-	2,200		
AF1715	HACC FUNDED - HANSA C13 CHIPPER ROAD TRAILER		-	5,841		
AF1801	REPLACE HACC VEHICLE P853	35,000			Reserves (HACC)	25,000
AF1802	POLMAC TAN AXLE TRAILER- PW7040	11,700				
AF1803	TRAILER- P7196- MOWER TRAILER	16,000				
AF1804	WATER TRUCK 5 TONNE - PP7117	85,000			Reserves (Plant)	65,000
	TOTAL PLANT & EQUIPMENT	147,700	118,880	118,693		
	Land					
AL1701	LAND PURCHASE 97 KENNY ST(WIND UP TPS4A)		5,000	-		
AL1702	LAND PURCHASE 13 HATTON(WIND UP TPS4A)		6,000	-		
AL1801	271 HAMILTON STREET SEWER & POWER	30,000				
AL1802	HATTON CRT PAW- TPS 4 A	6,000				
AL1803	KENNY STREET-PAW- TPS 4 A	5,000				
	TOTAL LAND	41,000	11,000	-		
	Parks, Gardens and Reserves					
AP1701	DUDLEY ROBINSON CENTRE - NEW GARRISON FENCE		7,000	6,995		
AP1702	DEPOT - PERIMETER FENCE RENEWAL		60,000	-		
AP1703	BASSENDEAN OVAL - REFURBISHING PICKET FENCE		85,000	63,401		
AP1704	SANDY BEACH - UPGRADE OF RETICULATION		25,000	19,084		
AP1705	JUBILEE RESERVE - RETICULATION UPGRADE		15,000	14,000		
AP1706	BASSENDEAN BOWLING CLUB - CHAIN FENCE RENEWAL WITH GARRISON		22,500	19,501		
AP1707	COMMISSION OF NEW PUBLIC ART		-	-		
AP1708	48 OLD PERTH ROAD, BASSENDEAN COMMUNITY HALL - POND REPAIR AND REINSTATE GARDEN		10,000	-		
AP1709	BIC RESERVE - GAS BBQ FACILITIES INSTALLATION		-	-		
AP1710	SUCCESS HILL RESERVE UPGRADE OF SHELTERS, ABORIGINAL HISTORY SIGNAGE		7,000	-		
AP1711	JETTY RENEWAL AFTER FLOOD DAMAGE		102,000	106,926		
AP1712	WIW WILSON STREET PLAYGROUND UPGRADE		20,000	19,138		
AP1713	POST AND BEAM BOLLARD UPGRADE		20,000	19,604		
AP1714	SANDY BEACH NATURE BASE PLAYGROUND		550,000	-		
AP1715	STAGE 1 PLAYGROUND RENEWAL- MARY CRESEENT		250,000	-		

TOWN OF BASSENDEAN
Capital Works Program
FOR YEAR ENDED 30 JUNE 2019

CAPITAL WORKS 2018-2019

	Summary of Capital Acquisitions	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
		\$	\$	\$		
AP1716	REPLACING RAINBIRD FLOW METERS AND CONTROLLERS FOR THE AUTOMATIC RETICULATION SYSTEM AT 4 PARKS (SPECIFIC PARKS TBC)		-	14,760		
AP1801	MARY CRES NATURE BASED PLAYGROUND	250,000			POS CIL Funds from Trust	250,000
AP1802	UPGRADE TO SHELTERS & SIGNAGE - SUCCESS HILL	7,000				
AP1803	PLAY EQUIPMENT - PADBURY PARK	10,000				
AP1804	SEATING REPLACEMENT- ASHFIELD RESERVE GRANDSTAND	-				
AP1805	PLAY EQUIPMENT - WIND IN THE WILLOWS- ASHFIELD	25,000			Reserves -(WIW)	25,000
AP1806	PLAY EQUIPMENT - WIND IN THE WILLOWS- BASSENDEAN	10,000			Reserves -(WIW)	10,000
AP1807	TENNIS COURTS RESURFACE- BIC	15,000				
AP1808	UPGRADE TO GARDENS- 48 OLD PERTH ROAD	15,000				
AP1809	SPILLWAY CONSTRUCTION- SUCCESS HILL	180,000				
AP1810	POST & RAIL REPLACEMENT- JUBILEE RESERVE	20,000				
AP1811	BROADWAY ABORETUM- STAGE 2 IMPLEMENTATION	44,100			POS CIL Funds from Trust	44,100
AP1812	PLAN FOR LIVING STREAMS	20,000				
AP1813	ASHFIELD SOLAR LIGHTS(U/PWER RES)	33,000			Reserves (U/G PWR)	30,000
	TOTAL PARKS, GARDENS AND RESERVES	629,100	1,173,500	283,409		
	Roads					
AR1701	COLSTOUND - GUILDFORD RD TO HAIG ST RESURFACING		85,000	58,686		
AR1702	COLSTOUND - HAIG ST TO MARGARET ST - MILL AND REPLACE		46,000	13,502		
AR1703	PALMERSTON ST - HAMILTON ST TO GUILDFORD RD RESURFACING		180,000	98,444		
AR1704	SHACKLETON ST - GERALDINE ST TO WEST OF KENNY ST ROUNDABOUT - RESURFACING		111,000	53,366		
AR1705	SHACKLETON ST - GUILDFORD RD TO GERALDINE ST RESURFACING		97,350	103,072		
AR1706	SHACKLETON ST - MEDIUM TRAFFIC ISLAND REPLACEMENT		30,000	124,029		
AR1707	WEST ROAD - UPGRADE TRAFFIC CALMING DEVICES & PARKING IMPROVEMENT		90,000	70,311		
AR1708	WEST ROAD - OLD PERTH ROAD TO GUILDFORD ROAD - RESURFACING		122,192	100,841		
AR1709	WEST RO/OLD PERTH RD ROUNDABOUT - RESURFACING		76,000	38,008		
AR1710	SCADDAN STREET - PUBLIC CAR PARK RECONSTRUCTION AND RESURFACING		65,000	54,125		
AR1801	SAFE ACTIVE ROJECT- BICYCLE BOULEVARD -WHITFIELD STREET	850,000			Dept of Transport Grant	850,000
AR1802	SAFE ACTIVE ROJECT- BICYCLE BOULEVARD -BROADWAY (TRAIN STATION ACCESS)	550,000			Dept of Transport Grant	450,000
AR1803	RESURFACE SUCCESS ROAD - SEVENTH AVE TO LORD STREET	35,000				
AR1804	RESURFACE JAMES STREET, FROM OPR AND BRIDSON STREET	275,000				
AR1805	RESURFACE - KATHLEEN STREET- GUILDFORD RD TO PALMERSTON	45,261			R2R Grant	45,261
AR1806	RESURFACE - BRADSHAW STREET- WEST OF LORD STREET	7,000				
AR1807	RESURFACE -MARY CRESNT WEST OF LORD STREET	10,000				
AR1808	RESURFACE -GREY STREET END OF NORTHLINK TO TOWN BOUNDARY	42,904			MRWA Grant	28,603
AR1809	UPGRADE LIGHTING- PEDESTRIAN ROUTES TO PUBLIC TRANSPORT- SUCCESS HILL	30,000				
	TOTAL ROADS	1,845,165	902,542	714,384		

TOWN OF BASSENDEAN
Capital Works Program
FOR YEAR ENDED 30 JUNE 2019

CAPITAL WORKS 2018-2019

	Summary of Capital Acquisitions	2018/2019 Original Budget	2017/2018 Original Budget	2017/2018 Forecast Total	Funding	Amount
		\$	\$	\$		
	Footpaths					
AT1702	CONCRETE APRON REMOVAL - POINT RESERVE LEADING TO 33 NORTH RD		4,500	3,967		
AT1703	WALTER ROAD EAST (#63) - IDA STREET TO MARION STREET - FOOTPATH UPGRADE		21,000	17,784		
AT1704	WALTER ROAD EAST (#419) - TO IVANHOE STREET - FOOTPATH UPGRADE		16,000	15,729		
AT1705	GUILDFORD ROAD (#276) - TO WEST ROAD - FOOTPATH UPGRADE		22,000	15,286		
AT1711	HATTON COURT - BRIDSON ST PAW - CONSTRUCTION OF NEW PATH THROUGH PAW AND SOLAR LIGHTS		25,000	4,775		
AT1712	PAW SOLAR BOLLARD INSTALLATION		5,000	-		
AT1801	FOOTPATH- TROY STREET BETWEEN SCADDEN AND BROADWAY	15,000				
AT1802	FOOTPATH- COLSTOUN/ GUILDFORD ROAD REPLACE KERBING & PATH	10,500				
	TOTAL FOOTPATHS	25,500	93,500	57,541		
						3,561,964
	Funding					
	Non-Operating Grants, Subsidies and Contributions					
	Grants	1,806,364				
	Public open Space Cash In Lieu	544,100				
		2,350,464				
	Reserves	1,211,500				
		1,211,500				

TOWN OF BASSENDEAN
EXTRACT LIST OF PROJECTS & CONSULTANCIES
For Year Ended 30 June 2019

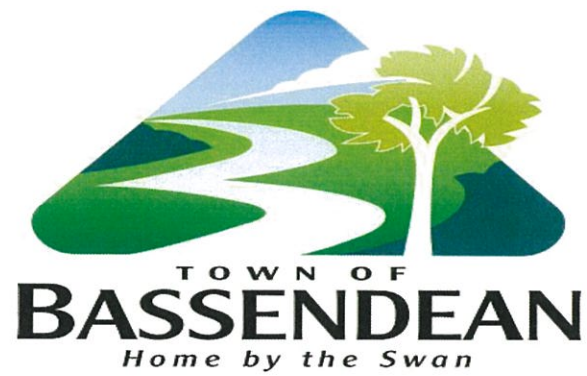
	2017/18 Budget	2017/18 Actual	2018/19 Budget	FUNDING SOURCE
RECREATION & CULTURE				
SPORT & REC - CLUB CONNECT	\$7,300	\$1,341	\$7,500	COUNCIL
SPORT & REC - KIDS SPORT	\$19,000	\$22,669	\$0	
SPORT & REC - EVENT CONSULTANT	\$15,000	\$18,300	\$0	COUNCIL
SPORT & REC - FACILITY NEEDS ASSESSMENT	\$17,000	\$13,900	\$0	COUNCIL
CONSULTANT- PLAY SPACE IMPLEMENTATION			\$10,000	COUNCIL
MASTER PLAN - BIC RESERVE			\$20,000	COUNCIL
MASTER PLAN - JUBILEE RESERVE			\$20,000	COUNCIL
LIGHTING AUDITS - BASSENDEAN, JUBILEE, ASHFIELD			\$20,000	COUNCIL
CONSULTANT TO DESIGN NEW PLAYGROUND'S	\$25,000	\$11,800	\$35,000	COUNCIL
BUSINESS CASE - SDFC FOOTBALL FACILITIES	\$0	\$10,680	\$45,000	GRANT
CONSULTANT PICKERING PARK BOAT RAMP	\$90,000	\$0	\$90,000	COUNCIL/GRANT
DISABILITY ACCESS AND INCLUSION PLAN	\$20,000	\$0	\$20,000	COUNCIL
PENSIONER GUARD COTTAGE - ARCHITECT	\$80,000	\$0	\$52,000	COUNCIL
CULTURE - CULTURAL COMMUNITY PROJECTS	\$55,000	\$23,546	\$50,000	COUNCIL
PUBLIC EVENTS - OTHER EVENTS	\$85,000	\$73,348		
PUBLIC EVENTS - FRINGE FESTIVAL			\$32,500	COUNCIL
PUBLIC EVENTS - WAMMI FESTIVAL			\$32,500	COUNCIL
PUBLIC EVENTS - NAIDOC DAY	\$57,000	\$64,239	\$81,000	\$20,000 GRANT'S
PUBLIC EVENTS - AUSTRALIA DAY	\$116,000	\$131,035	\$159,000	\$20,000 INCOME
PUBLIC EVENTS - COMMUNITY EVENTS SPONSORSHIP	\$6,000	\$0	\$30,000	COUNCIL
PUBLIC EVENTS - CHILDREN WEEK	\$1,700	\$1,264	\$1,700	COUNCIL
PUBLIC EVENTS - VISUAL ART AWARD	\$50,000	\$40,920	\$40,000	\$5,000 FEES
PUBLIC EVENTS - SENIORS WEEK	\$6,000	\$6,801	\$7,000	COUNCIL
PUBLIC EVENTS - AVON DECENT	\$4,500	\$4,845	\$5,300	\$4,500 GRANT
PUBLIC EVENTS - ANZAC DAY + OTHER MEMORIAL DAYS	\$15,000	\$13,121	\$17,200	COUNCIL
PUBLIC EVENTS - SUMMER OUTDOOR MOVIES	\$22,000	\$17,532	\$22,000	COUNCIL
TOTAL RECREATION & CULTURE	\$691,500	\$455,341	\$797,700	
LIBRARY				
TOWN OF BASSENDEAN HISTORY BOOK PRODUCTION	\$50,000	\$17,357	\$26,000	COUNCIL
TOTAL LIBRARY	\$50,000	\$17,357	\$26,000	
ASSET SERVICES				
ASSET MANAGEMENT	\$60,000	\$45,978	\$82,000	COUNCIL
GRAFFITI REMOVAL PROGRAM	\$20,000	\$15,689	\$20,000	COUNCIL
BIKE BOULEVARD DESIGN	\$50,000	\$15,584	\$120,000	DOT GRANT
URBAN FOREST MANAGEMENT PLAN & REVISED STREET TREE MASTER PLAN	\$60,000	\$0	\$60,000	COUNCIL
STREET/ROAD LIGHT REVIEW/ NEW LED LIGHTS	\$10,000	\$7,880	\$30,000	COUNCIL
CONTRACT ENGINEER - PROJECTS DESIGN	\$0	\$0	\$40,000	COUNCIL
STEAM WEEDING OF ROADS	\$170,000	\$74,302	\$85,000	COUNCIL
COMMUNITY SURVEY -ROADS & PARKS	\$20,000	\$0	\$0	COUNCIL
TOTAL TRANSPORT	\$390,000	\$159,432	\$437,000	
DEVELOPMENT SERVICES				
SWAN RIVER TRUST PRECINCT PLAN REVIEW	\$20,000	\$7,592	\$5,000	COUNCIL
STREETSCAPE PROTECTION AREA(EILEEN TO WILSON)	\$30,000	\$0	\$30,000	COUNCIL
TPS # 4A FINALISATION	\$10,000	\$0	\$0	COUNCIL
MUNICIPAL HERITAGE INVENTORY	\$10,000	\$0	\$10,000	COUNCIL
TREE ASSESSMENT	\$2,000	\$0	\$5,000	COUNCIL
STRATEGIC PLANNING FRAMEWORK STAGE 1 & 2	\$227,500	\$114,713	\$151,000	COUNCIL
STRATEGIC PLANNING FRAMEWORK STAGE 1 & 3	\$70,000	\$0	\$0	COUNCIL
CONTRACT RELIEF - BUILDING SURVEYOR	\$20,000	\$7,848	\$17,500	COUNCIL
TOTAL DEVELOPMENT SERVICES	\$389,500	\$130,152	\$218,500	
ECONOMIC DEVELOPMENT				
ECONOMIC DEVELOPMENT- DEVELOPMENT PLAN	\$43,000	\$41,631	\$42,500	COUNCIL
OLD PERTH RD INITIATIVES	\$59,400	\$48,031	\$64,745	COUNCIL
BUSINESS PLAN - PUBLICITY & PROMOTION	\$35,500	\$29,307	\$30,000	COUNCIL
EMRC PROJECTS - ECONOMIC DEVELOPMENT	\$7,000	\$6,723	\$6,294	COUNCIL
EMRC PROJECTS - REGIONAL EVENTS	\$7,000	\$6,723	\$6,294	COUNCIL
TOTAL ECONOMIC DEVELOPMENT	\$151,900	\$132,413	\$149,834	

TOWN OF BASSENDEAN
EXTRACT LIST OF PROJECTS & CONSULTANCIES
For Year Ended 30 June 2019

	2017/18 Budget	2017/18 Actual	2018/19 Budget	FUNDING SOURCE
GOVERNANCE				
MARKETING & COMMUNICATIONS STRATEGY	\$0	\$0	\$81,000	
EMPLOYEE ASSISTANCE PROGRAM	\$35,000	\$29,234	\$30,000	COUNCIL
RECONCILIATION ACTION PLAN CONSULTATION	\$40,000	\$47,796	\$50,000	COUNCIL
ASHFIELD ACTION PLAN - ASHFIELD CAN	\$10,000	\$10,000	\$0	COUNCIL
GOVERNANCE - CORPORATE PLANNING	\$38,000	\$20,596	\$37,000	COUNCIL
RATING INCENTIVE SCHEME	\$5,000	\$5,000	\$5,000	COUNCIL
COUNCIL ELECTIONS	\$51,000	\$44,385	\$0	COUNCIL
OCCUPATIONAL HEALTH & SAFETY PROGRAMS	\$5,000	\$5,032	\$9,000	COUNCIL
SERVICE REVIEW - SENIORS & DISABILITY SERV + HRV	\$0	\$0	\$25,000	
REVIEW COMMUNITY CONSULTATION POLICY & CBP	\$40,000	\$31,530	\$0	COUNCIL
TOTAL GOVERNANCE	\$224,000	\$193,572	\$237,000	
HEALTH				
MOSQUITO CONTROL PROGRAM	\$35,000	\$163	\$36,000	COUNCIL
PEST - RAT ERADICATION PROGRAM	\$4,000	\$1,791	\$2,400	COUNCIL
TOTAL HEALTH	\$39,000	\$1,954	\$38,400	
RANGERS				
CONSTABLE CARE PROGRAM	\$5,000	\$5,000	\$5,500	COUNCIL
DFES - NDFR GRANT FOR FLOOD MARKINGS	\$5,000	\$0	\$15,000	COUNCIL
EMERGENCY SERVICES CONTRACTS	\$0	\$0	\$36,000	COUNCIL
TOTAL RANGERS	\$5,000	\$5,000	\$56,500	
ENVIRONMENT				
LOT 271 HAMILTON STREET - PREPARE SITE TO ACCOMMODATE DEVELOPMENT	\$200,000	\$181,334	\$50,800	COUNCIL
EMRC - CARBON EMISSION REDUCTION (ACER) PROGRAM	\$11,600	\$15,000	\$0	COUNCIL
SUSTAINABILITY - COMMUNITY EDUCATION PROGRAMME	\$0	\$0	\$10,000	COUNCIL
EMRC - REGIONAL INTEGRATED TRANSPORT PROJECTS	\$6,000	\$0	\$6,000	COUNCIL
EMRC - WATER CAMPAIGN	\$13,000	\$12,811	\$0	COUNCIL
SCHOOLS WASTE EDUCATION PROGRAM	\$10,000	\$2,240	\$0	COUNCIL
WATER QUALITY MONITORING & IMPROVEMENT	\$10,000	\$6,000	\$0	COUNCIL
EMRC - ENVIRONMENTAL & SUSTAINABILITY PROGRAM - ENERGY, WATER & CLIMATE CHANGE	\$16,000	\$12,000	\$41,000	COUNCIL
SUSTAINABILITY - COMMUNITY GRANTS & PROJECTS	\$0	\$0	\$10,000	COUNCIL
SUSTAINABILITY - CLEVER CLIMATE PROGRAM	\$0	\$0	\$5,000	COUNCIL
WASTE EDUCATIONAL PROG (Schools, Better Bin Etc)	\$5,000	\$3,690	\$25,420	COUNCIL
WASTE MANAGEMENT SURVEY FOR FUTURE NEEDS	\$30,000	\$15,420	\$0	COUNCIL
WASTE MANAGEMENT STICKERS	\$15,000	\$0	\$38,800	COUNCIL
TOTAL ENVIRONMENT	\$316,600	\$248,495	\$187,020	
TOTAL PROJECTS INCLUDED IN OPERATING EXPENDITURE	\$2,257,500	\$1,343,716	\$2,147,954	

Town of Bassendean
Disposals of Assets
For Year Ended 30 June 2019

2018-19 Budget					
Asset Replacement	ASSET NO	Proceeds of Sale	WDV 30/6/18	WDV @ sale date	Profit/ (Loss)
		\$	\$		\$
Lot 7557 Lord Street	ALO0034	(375,000)	400,000	400,000	(25,000)
48 Chapman Street	ALO0035	(475,000)	405,000	405,000	70,000
P853 Holden OMEGA (HACC)	P853	(10,000)	20,000	20,000	(10,000)
#W7040 Polmac Tandem Axle Bobcat Trailer	W7040	(1,300)	1,300	1,300	-
#819 - Papas Mower trailer 2 tonne	P7196	(1,000)	148	148	852
#PP7117 Isuzu Tip Truck	PP7117	(15,000)	19,501	19,501	(4,501)
#PW7048 - Polmac Sweeper & Plant Trailer	PP7117	(20,000)	40,085	40,085	(20,085)
		PROFIT			70,852
		LOSS			(59,586)
		TOTAL			11,266



TOWN *of* BASSENDEAN

Fees and Charges

2018-2019

TABLE OF CONTENTS

Children's Services	3
Recreation & Culture	4
Library Services.....	8
Youth Services	10
Seniors and Disability Services.....	11
Hyde Retirement Village	14
Corporate Services	15
Development Services	16
Building Services	16
Planning Services	18
Environmental Health	21
Economic Development	23
Ranger Services	24
Asset Services	25

CHILDREN'S SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	WIND IN THE WILLOWS CHILD CARE FEES		
	Daily Fee	C	\$112.00
	Weekly Fee (Full Time Care)	C	\$525.00

RECREATION & CULTURE			
New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	BONDS – ALL COMMUNITY FACILITIES		
	Bond Payment Scale		
	(a) Community Meeting/Regular Hirer	C	\$300.00
	(b) Up to 50 people/no liquor	C	\$500.00
	(c) Over 50 people and/or liquor	C	\$1,000.00
	(d) Special Events (ie. 18th/21st birthdays, weddings)	C	\$1,500.00
	Key Bonds - Standard Key		
	Casual - Short Term	C	\$50.00
	Permanent - Long Term	C	\$100.00
	Additional Keys (Per Key/Non-Refundable)	C	\$20.00
	Late Administration Fee		
Y	Changes to bookings within 10 days of event. This fee applies to both community facilities and ovals/reserves.	C	\$20.00
	HALL HIRE - LARGE HALL		
	Bassendean Community Hall, Bassendean Seniors & Community Centre, Alf Faulkner & Stan Moses Pavilion. <i>(*Bonds may apply)</i>		
	Meetings and General Use		
	Community Weekday Rate Per Hour	C	\$15.50
	Community Weekend Rate Per Hour (From 12noon Friday - Sun)	C	\$18.00
	Commercial Weekday Rate Per Hour	C	\$28.50
	Commercial Rate Per Hour (From 12noon Friday - Sun)	C	\$35.00
	Not for Profit, Community Groups and Locals receive 10% discount	C	
	Junior & Senior Citizens Clubs and Associations receive 50% discount of community rate	C	
	Social Functions / Parties		
	Social Function Weekday Rate Per Hour	C	\$35.00
	Social Function Weekend Rate Per Hour (From 12noon Friday - Sunday)	C	\$40.00
	Not for Profit, Community Groups and Locals receive 10% discount	C	
	HALL HIRE - SMALL ROOM HIRE		
	Bassendean Community Committee Room, Library Meeting rooms, Learning and Sharing Centre Rooms. <i>(*Bonds may apply)</i>		

RECREATION & CULTURE			
New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Meetings and General Use		
	Community Weekday Rate Per Hour		\$12.00
	Community Weekend Rate Per Hour (From 12noon Friday - Sunday)		\$13.00
	Commercial Weekday Rate Per Hour		\$22.50
	Commercial Weekend Rate Per Hour (From 12noon Friday - Sunday)		\$25.00
	Not for Profit, Community Groups and Locals receive 10% discount Junior & Senior Citizens clubs and associations receive 50% discount on community rate		
	Scrabble Club		
	Set Rate	C	\$11.00
	Leisure Courses	C	Ranging from \$15-\$200
	Licences		
	Liquor Consumption Permit (BYO & not for Sale) - Local Law	S	\$15.00
	OTHER SPORTING FACILITIES AND EQUIPMENT		
	Banner Poles (includes all fitting and removal costs)		
	(i) 1 Pole	C	\$115.00
	(ii) 1-4 Poles	C	\$225.00
	(iii) 5-8 Poles	C	\$440.00
	(iv) 9-12 Poles	C	\$650.00
	(v) 13-16 Poles	C	\$850.00
	(vi) 17-20 Poles	C	\$1,070.00
	(vii) 21-24 Poles	C	\$1,285.00
	Sports Lighting Incentive Payment Scheme - Club Contribution towards lights (1/3 contribution as per CSRFF)		
	Contributing Sporting Club per kilowatt per hour	C	\$1.00
	Non Contributing Sporting Club per kilowatt per hour	C	\$1.25
	PUBLIC & CULTURAL EVENTS		
	Amusement Operator (Multiple Rides)	C	\$2,620.00
	Amusement Operator (Single Rides)	C	\$350.00
	Food Commercial Trader Infrastructre Fee - Over 5000	C	\$180.00

RECREATION & CULTURE

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Food Commercial Trader Infrastructure Fee - Under 5000		\$50.00
	Car Parking Fee (Australia Day only)	C	\$10.00
	Exhibitions		
	Art per entry	C	\$22.00
	Licences		
	Hawkers Licence	S	\$300.00
	NAIDOC Exhibitors		
	Commercial / State Government Agency	C	\$250.00
	RESERVES AND OVALS - ACTIVE USE - CASUAL HIRERS		
	Football/Soccer Ovals		
	Per Session	C	\$150.00
	Local Schools		
	During School Hours	C	Free
	Synthetic Cricket Wicket		
	Per Session	C	\$150.00
	Turf Cricket Wicket		
	Per Session	C	\$305.00
	RESERVES AND OVALS - ACTIVE USE - ELITE TEAM SPORT FEES (JUNIORS 50% FEE DISCOUNT) Group hirers based outside of the Town of Bassendean which provide activity to selected participants at a fully professional, State Level or higher.		
	Elite per team - No Gate Fee		
	Football	C	\$565.00
	Soccer	C	\$365.00
	Elite Per Team - With Gate Fee		
	Football	C	\$860.00
	Soccer	C	\$525.00

RECREATION & CULTURE

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	RESERVES AND OVALS - ACTIVE USE - ELITE TRAINING CHARGES (JUNIORS 50% FEE DISCOUNT) Group hirers based outside of the Town of Bassendean which provide activity to selected participants at a fully professional, State Level or higher		
	Elite Per Team - No Gate Fee		
	Football	C	\$565.00
	Soccer	C	\$365.00
	RESERVES AND OVALS - ACTIVE USE - LOCAL TEAM SPORTS FEES (JUNIORS 50% FEE DISCOUNT) Group hirers based in the Town of Bassendean which provide an activity for the community without any profit-making objectives		
	Local Per Team - No Gate Fee		
	Cricket - Synthetic	C	\$275.00
	Cricket - Turf	C	\$1,495.00
	Football	C	\$455.00
	Little Athletics	C	\$505.00
	Other Rectangular Sports	C	\$385.00
	Soccer	C	\$305.00
	Local Per Team - With Gate Fee		
	Football	C	\$705.00
	Soccer	C	\$425.00
	RESERVES AND OVALS - ACTIVE USE - LOCAL TEAM TRAINING CHARGES (JUNIORS 50% FEE DISCOUNT) Group hirers based in the Town of Bassendean which provide an activity for the community without any profit-making objectives.		
	Local Per Team - No Gate Fee		
	Cricket - Synthetic	C	\$275.00
	Cricket - Turf *(note - this amount was incorrect in 09/10)	C	\$1,495.00
	Football	C	\$455.00
	Little Athletics	C	\$505.00
	Other Rectangular Sports	C	\$385.00
	Soccer	C	\$305.00

RECREATION & CULTURE			
New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	BONDS – ALL COMMUNITY RESERVES		
	Bond Payment Scale		
	(a) Casual Hire Bond - Reserve	C	\$300.00
	(d) Special/Public Events Bond	C	\$1,500.00
	RESERVES AND OVALS - PASSIVE USE FUNCTIONS AND GATHERINGS		
	Car Shows, Swap Meets per Event	C	\$410.00
	Organised Socials Events per Occasion	C	\$135.00
	Wedding Ceremony and/or Photography	C	\$80.00
	Wedding Reception	C	\$130.00
	Personal Trainer Annual Fee (Check Policy)	C	\$110.00
	<i>*Commercial is defined as organisation or activity with main objective to make a profit.</i> <i>*Community Group fund raising events are not deemed to be commercial.</i>		

LIBRARY SERVICES			
New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Laminating		
	A3	C	\$3.30
	A4	C	\$1.65
	Business card size	C	N/A
	Photocopying		
	Black & White A3	C	\$0.40
	Black & White A4	C	\$0.20
	Colour Photocopying - A3	C	\$2.00
	Colour Photocopying - A4	C	\$1.00
	Facsimile		
	(a) Sending Perth Metro Area - Up to 2 pages	C	\$3.85
	(b) Sending Perth Metro Area - additional page/s each	C	\$1.10
	(c) Sending Country WA - Up to 2 pages	C	\$5.50
	(d) Sending Country WA - additional page/s each	C	\$1.10
	(e) Sending Interstate - Up to 2 pages	C	\$6.60
	(f) Sending Interstate - additional page/s each	C	\$2.20
	(g) Sending Overseas - Up to 2 pages	C	\$8.80
	(h) Sending Overseas - additional page/s each	C	\$2.20
	(j) Receiving - Maximum 5 pages	C	\$2.20
	(k) Receiving - Each additional page	C	\$0.55
	ADMINISTRATIVE CHARGES		
	Local Studies Collection		
	Digitised Computer Images	C	\$1.10
	Photographic Image - Multiple/Commercial Use	C	As per policy varies
	Photographic Image - Single/Private Use	C	\$9.90
	Lost and Damaged Items		
	Administration Fees - Per Invoice	C	\$5.50
	Replace lost library card	C	\$2.20
	Town owned collection - Books CD's etc	C	At Replacement cost as per Library Catalogue
	Item for Sale		
	Merchandise		
	Library Bags	C	Library Bags- Recyclable \$1.10
	History Book – Bassendean Social History (Jennie Carter)	C	Sold Out
	*New Town of Bassendean - Political History (*Fees to be advised on issue)	C	TBA
	Use of Equipment		
	Binding		
	Cover	C	\$1.10
	Spiral - each	C	\$1.65
	Spiral Bind per kit	C	\$4.40
	Computer Services		
	Cost of disk	C	N/A
	Internet/Word Processing download - per page	C	\$0.20

YOUTH SERVICES			
New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	RYDE PROGRAM		
	90 Minutes Session	C	\$15.00
	RYDE PROGRAM COMMISSION		
	Per 90 Minutes Session	C	\$2.50

SENIORS AND DISABILITY SERVICES

HACC FEES SCHEDULE - 2018/19

GST Inclusive (If Applicable)

HACC services are only provided to people under the age of 65 years not eligible for NDIS. The following HACC Fees and Charges are in line with The WA Department of Health HACC Fees Policies.

Support Services	Unit of Service	Level 1 Fee for Each Client	Level 2 Fee for Each Client
Domestic Assistance Personal Care Respite Care Social Support Other Food Services (Meal Preparation At Home)	Per hour	\$8	Unit cost
Social Support (Group)	Per occasion	\$8	Unit cost per hour
Centre Based Day Care (Excludes Transport & Meal)	Per occasion	\$8	Unit cost per hour
Home Maintenance & Gardening	Per hour	\$8	Unit cost
Meals Delivered At Home	Per meal paid directly to Home Chef	N/A	N/A
Transport	Unit of Service	Fee	
Transport - Centre based day care or group (bus/vehicle)	Per one way trip	\$2.50	
Up to 10 kms	Per one way trip	\$5.00	
11 kms to 30 kms	Per one way trip	\$8.00	
31 kms to 60 kms	Per one way trip	\$10.00	
61 kms to 99 kms	Per one way trip	\$15.00	
Support Services Excluded from Fees Cap		Fee per client	
Meals Delivered At Home Or Meals Received At A Centre*	Per meal	Full cost of meal	

Cancellation of Services

Failure to provide a minimum of 24 hours' notice will result in a cancellation charge, which is equivalent to the cost of your allocated service.

COMMONWEALTH HOME SUPPORT PROGRAM (CHSP) FEE SCHEDULE 2018/19

GST Inclusive (If Applicable)

The Town of Bassendean is committed to ensuring a smooth transition from HACC to CHSP.

To minimise any confusion in the changeover we will not charge clients any more than we did under HACC.

We will keep fees the same for THE FIRST 12 months (July 2018 – June 2019) to help everyone settle into the new program.

Fees will be revised in 12 months and will be brought into line with the "CHSP Client Contribution Framework" for the 2019 - 2020 financial year.

Support Services	Cost Per Hour
Domestic Assistance Personal Care Social Support Individual Other Food Services (Meal Preparation At Home) Home Maintenance & Gardening	\$8 Per hour

COMMONWEALTH HOME SUPPORT PROGRAM (CHSP) FEE SCHEDULE 2018/19 GST Inclusive (If Applicable)		
Home Maintenance & Gardening		
Social Support Group - (All Groups in and out of the Ashfield Community Centre) <i>*Some services may exclude Transport</i> <i>**Excludes Meals</i>		\$8 Per Service
Carers - Centre Based Respite/ Flexible Respite		
At the Ashfield Centre, Out In The Community & At Home - Includes Transport/excludes meals		\$8 Per Hour (Individual)/\$8 Per Service (Group)
Meals Delivered At Home		
Meals Delivered At Home		Per Meal Paid Directly To Home Chef
Cancellation of Services		
Failure to provide a minimum of 24 hours' notice will result in a cancellation charge, which is equivalent to the cost of your allocated service.		
HOME CARE PACKAGES FEES SCHEDULE 2018/19 GST Inclusive (If Applicable)		
The Service Fees below are reviewed annually in line with Government changes. Daily Fees and Income Tested Care Fees set by Centrelink are different for each person and therefore discussed separately.		
Service Description	Unit of Service	Fee
Domestic Assistance Personal Care Meal Preparation Respite Care Social Support Transport (staff time) Maintenance & Gardening (MG)	Per Hour	\$55 - Weekdays \$75 - Saturdays \$95 - Sundays & Public Holidays
Transport, including during Social Support or Respite	Per km	80 cents per km
Transport by Taxi Vouchers	Per trip (single use voucher)	Full cost recovery of cost of taxi plus \$5.00
Maintenance & Gardening Quotes	Charged in 15 minute increments	As per MG fees above
Installation of Lock Box – MG	One off installation	\$80 per Lock Box plus labour
Getabout Social Group (Approx. 3hrs)	Single Attendance	\$90.00
Shoppers bus (approx. 3hrs)	Single Attendance	\$60.00
Ashfield Social Group – full day (Approx. 6hrs)	Single Attendance	\$180.00
Ashfield Social Group – half day (Approx. 3hrs)	Single Attendance	\$90.00
Events	Single Attendance	Varies per event
Case Management – Service Setup	Per set up	\$300.00

Case Management – Annual Review	Per review	\$100.00
Exit Fee - One off fee at exit	Per exit	\$200.00
Administration Fee	Percentage of Govt Subsidy	30% (Levels 1, 2, 3 & 4.)
*Note: Services with an hourly rate will be charged in 15 minute increments.		
Cancellation of Services		
Failure to provide a minimum of 24 hours' notice will result in a cancellation charge, which is equivalent to the cost of your allocated service.		
FEE FOR SERVICE CHARGES 2018/19 GST Inclusive (If Applicable)		
The Town of Bassendean offers quality personalised services at competitive rates as set out in the schedule below. Fees are reviewed periodically with one month's written notice		
SUPPORT SERVICES	UNIT OF SERVICE	FEE
Domestic Assistance Personal Care Meal Preparation Respite Care Social Support Transport (staff time) Maintenance & Gardening (MG)	Per Hour	\$55 - Weekdays \$75 - Saturdays \$95 - Sundays & Public Holidays
Transport, including during Social Support or Respite	Per km	80 cents per km
Transport – Taxi Vouchers	Per trip (Single use voucher)	Full cost recovery of cost of taxi plus \$5.00
Maintenance & Gardening Quotes	Charged in 15 minute increments	As per MG fees above
Installation of Lock Box – MG	One off installation	\$80 per Lock Box plus labour
Getabout Social Group (Approx. 3hrs)	Single attendance	\$90.00
Shoppers bus (Approx. 3hrs)	Single attendance	\$60.00
Ashfield Social Group – Full day (Approx. 6hrs)	Single attendance	\$180.00
Ashfield Social Group – Half day (Approx. 3hrs)	Single attendance	\$90.00
Events	Single attendance	Varies per event
Meal (at centre)	Single meal	\$10.00
Brokerage Fee This covers documentation, liaison and communication between Town of Bassendean & contracting organisation's Coordinators	Per hour charged at 15 minute intervals.	\$55.00
Note: With the exception of taxi vouchers all services are charged in 15 minute increments.		

Cancellation of Services	
Failure to provide a minimum of 24 hours' notice will result in a cancellation charge, which is equivalent to the cost of your allocated service.	
SENIORS AND DISABILITY SERVICES	
HYDE RETIREMENT VILLAGE FEES GST Inclusive (If Applicable)	
Parking Bay	
Parking Per fortnight	\$10.00
Fortnightly Rental/Maintenance	
Single Resident	\$214.00
Fortnightly Rental/Maintenance	
Couple	\$239.50
INGOING FEES	
Ingoing Fee of \$60,000 with retention rates in accordance with the following - effective 1/7/2017. Agreements prior to 1/7/17 are in accordance with individual agreements	
(i) On entry *	20% of Ingoing Fee
(ii) First 12 Months	36% of Ingoing Fee
(iii) One to Two Years	52% of Ingoing Fee
(iv) Two to Three Years	68% of Ingoing Fee
(v) Three to Four Years	84% of Ingoing Fee
(vi) Over Four Years	100% of Ingoing Fee
<p>* The amount to be deducted for new residents leasing a unit at Hyde Retirement village will impose a 20% deduction of the Ingoing fee to assist with the renovation of the unit.</p> <p>In the event the Resident is to leave prior to the next anniversary a Pro- Rata amount will be deducted from the remaining bond</p>	

CORPORATE SERVICES

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	ADMINISTRATIVE CHARGES		
	Calculation of Interest Payable on Bond Refunds (% of Interest)	C	Obsolete
	Direct Debit Set up	C	\$40.00
	Dishonoured/Returned Cheque/s	C	\$25.00
	Dishonoured/Returned Direct Debit plus Bank Charge	C	Delete
	Interest Charge for Accounts Outstanding for more than 60 days	S	11%
	Costs of Proceedings where Council has initiated legal action for the recovery of any unpaid rates, fees or service charges	C	Oncharge legal costs
	Freedom of Information		
	Application Fee	S	\$30.00
	Charge per hour - application processing time	S	\$30.00
	Photocopying - A3 - per page	S	\$2.00
	Photocopying - A4 - per page	S	\$0.50
	Photocopying		
	A4 - per page	C	\$0.50
	A3 - per page	C	\$2.00
	A2 or above - per page	C	\$4.00
	Property Enquiries		
	Issue of a Zoning Certificate	C	\$70.00
	Per ownership enquiry	C	\$15.00
	Per ownership enquiry (adjoining neighbour)	C	Free
	Rates Balance Outstanding enquiry (written)	C	\$45.00
	Reply to a Property Settlement Questionnaire	C	\$110.00
	Copy of Rates Notice	C	\$5.00
	ITEMS FOR SALE		
	Merchandise		
	Bassendean Number Plates	C	\$225.00
	Bassendean Single Number Plate	C	\$160.00
	RATES LEVY		
	These Fees are subject to separate adoption by Council with the Budget.		
	Administrative Charges		
	Administration Fee for Special Arrangements	C	\$36.00
	Instalment Option Fee - Maximum	C	\$36.00
	Interest Charges		
	Interest Charge for Instalment	C	5.50%
	Late payment Interest Rate	C	10%
	Legal Costs		
	Costs of Proceedings where Council has initiated legal action	C	Oncharge legal costs

Development Services			
BUILDING SERVICES			
New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Copies of Council Documents		
	Building Plans Copying Fee (Incl Search Fee and A4 or A3 printing of up to 20 pages)	C	\$55.00
	Building Plans Viewing/Search Fee	C	\$22.00
	Building Statistics Monthly Report	C	\$22.00
	BUILDING SERVICES - APPLICATION FEES		
	Amended Building Fee		
	Amending an approval of any type listed in this schedule that has already been issued, including an application to extend the time during which a permit has effect	S	\$97.70
	Building Permit		
	Certified applications for a building permit – Class 1 or Class 10 or incidental structure	S	0.19% of the estimated value of the building work, but not less than \$97.70
	Uncertified applications for a building permit and a Certificate of Design Compliance – Class 1 or Class 10 or incidental structure	S	0.32% of the estimated value of the building work, but not less than \$97.70
	Application for a Certificate of Design Compliance without a permit - Class 1 or Class 10 or incidental structure	S	0.13% of the estimated value of the building work, but not less than \$97.70
	Certified applications for a building permit – Class 2 to 9 or incidental structure	S	0.09% of the estimated value of building work, but not less than \$97.70
	Uncertified applications for a building permit and a Certificate of Design Compliance – Class 2 to 9 or incidental structure	S	0.2% of the estimated value of the building work, but not less than \$97.70
	Application for a Certificate of Design Compliance without a permit - Class 2 to 9 or incidental structure	S	0.11% of the estimated value of the building work, but not less than \$97.70
	Application for a Certificate of Building Compliance or Certificate of Construction Compliance	S	0.2% of the estimated value of the building work, but not less than \$97.70 For works previously certified by the Town, 0.2% of the estimated value of the building work or \$120p/h, whichever is least.

Building Services

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Certificate of Building Compliance & Certificate of Construction Compliance		
	Occupancy Permit & Building Approval Certificates		
	Application for an occupancy permit or building approval certificate of any type listed in the Building Regulations, except where stated otherwise in this schedule	S	\$97.70
	Application for an occupancy permit for a building in respect of which unauthorised work has been done	S	0.18% of the estimated value of building work, but not less than \$97.70
	Strata Title Application Fee		
	Application for an occupancy permit or building approval certificate for registration of a strata scheme, plan of re-subdivision	S	\$10.80 for each strata unit covered by the application, but not less than \$107.70
	Demolition Permit		
	Application for a demolition permit – Class 1 or Class 10 or incidental structure	S	\$97.70
	Application for a demolition permit – Class 2 to 9	S	\$97.70 for each storey of the building
	Building Approval Certificate		
	Application for a building approval certificate for a building in respect of which unauthorised work has been done	S	0.38% of the estimated value of building work, but not less than \$97.70
	Hard Wired Smoke Alarm Exemption	S	\$176.30
	Application for Exemption from Building Standards	S	\$2,160.15
	Other Fees		
	Swimming Pool Inspection Fee	C	\$56.00
	FEES COLLECTED FOR EXTERNAL AGENCIES		
	Building Commission – Building Services Levy		
	Building Services Levy (Building & Demolition Permits)	S	\$61.65 if the value of the works is not more than \$45,000, otherwise at the rate of 0.137% of the value of the works
	Building Services Levy (Occupancy Permits & Building Approval Certificates) – Authorised Works	S	\$61.65
	Building Services Levy (Occupancy Permits & Building Approval Certificates) – Unauthorised Works	S	\$123.30 if the value of the unauthorised work is not more than \$45,000, otherwise at the rate of 0.274% of the current value of the work
	Building Construction Industry Training Fund Levy		
	Levy on Building Permits, Demolition Permits, Occupancy Permits and Building Approval Certificates	S	0.2% of the estimated value for works exceed \$20,000

DEVELOPMENT SERVICES

PLANNING SERVICES

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Copies of Council Documents		
	Specialised mapping requests		Based on actual cost estimates
	Development Bonds		
	Industrial or Commercial development	C	\$2,000 or 2% whichever is the greater
Y	Mixed use development	C	\$2,000 or 1.5% whichever is the greater
Y	Grouped dwelling additions to existing single houses	C	\$2,000 or \$1,000 per dwelling whichever is the greater
	Residential 2 Grouped/multiple dwellings or more per unit	C	\$1,500 or 1.5% whichever is the greater
	Driveway bond (in lieu of construction) subdivisions per m ²	C	\$ 100.00 per m ²
	Crossover bond (in lieu of construction) subdivisions per m ²	C	\$ 100.00 per m ²
	Planning Archive Search		
	Search Fee	C	\$ 50 00
	Plans and approval Copying Fee (Incl Search Fee and A4 or A3 printing of up to 20 pages)	C	\$100.00
	Pedestrian Access Way Closures administration and advertising charges	C	\$2,982.00
	Right of Way Closure administration and advertising charges	C	\$1,525.00
	Road Closure	C	\$2,950.00
	Scheme 4A Development Fees <i>*This figure is adjusted annually in accordance with an inflation factor consistent with the Perth Land Value Index*</i>		
	Unit Contribution Per Dwelling Unit	S	\$7,721.60
	<p>*The Planning & Development Regulations 2009 allows the Town to charge three times the schedule fee where a development has been commenced prior to submission of an application for approval. All classes of applications will be charged except home occupations.</p> <p>Additional costs and expenses payable by applicants</p> <p>The following costs and expenses, if incurred by the Town are payable by the applicant in addition to the fee shown within the fee schedule below:</p> <p>(a) costs and expenses of advertising the application and advertising matters related to the application</p> <p>(b) costs and expenses of any specific assessment such as an environment assessment, required in relation to the assessment</p> <p>(c) costs and expenses of consultation procedures required in relation to the application</p> <p>(d) costs and expenses of technical resources and equipment such as computer modelling, required in relation to the application</p> <p>(e) costs and expenses of specialist advice, such as advice in relation to heritage matters, required in relation to the application.</p>	S	The Town will provide a separate Invoice for these services in accordance with the Planning & Development Regulations 2009

PLANNING SERVICES

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	<p>NOTE: For Multiple Dwelling developments, the Town has specified a minimum value of development per dwelling as follows:</p> <p>1 Bedroom Dwellings - \$150,000 per dwelling; 2 Bedroom Dwellings - \$200,000 per dwelling; and 3 Bedroom Dwellings - \$250,000.</p> <p>(For example, the estimated value of development for a proposal incorporating 8 x 2 bedroom dwellings shall have a minimum estimated development cost of \$1.6 million)</p> <p>An application for development approval for multiple dwellings will not be accepted by the Town which incorporates an estimated value of development less than that specified above unless the application is accompanied by a report which has been prepared by a quantity surveyor who is registered with the Australian Institute of Quantity Surveyors which demonstrates to the satisfaction of the Town that the cost of undertaking the development will be less than that arrived at using the figures identified above. Any such report must detail the estimated cost of the completing all aspects of the development in their entirety.</p>	S	
	Determination of development application (other than for an extractive industry) where the estimated cost of the development is:		
	(a) not more than \$50,000	S	\$147.00
	(b) more than \$50,000 but not more than \$500,000	S	0.32% of the estimated cost of development
	(c) more than \$500,000 but not more than \$2.5 million	S	\$1,700 + 0.257% for every \$1 in excess of \$500,000
	(d) more than \$2.5 million but not more than \$5 million	S	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
	(e) more than \$5 million but not more than \$21.5 million	S	\$12,633 + 0.123% for every \$1 in excess of \$5 million
	(f) more than \$21.5 million	S	\$34,196.00
	Determination of development application for an extractive industry		
	Application Fee	S	\$739.00
	Heritage places – concession		
	Council's policy on the restoration of Heritage Places allows a full or partial refund of Planning and Building Fees where a building is The extent of refund will be considered in conjunction with the assessment of the proposal and the refund will occur following determination of the application included on the State Register of Heritage Places or the Town of Bassendean's Municipal Inventory Planning and Building Fees will be refunded on such applications where the authenticity of the place is not compromised by the new works, in line with Council policy 5.5.3.		
	Determining and application to amend or cancel Development Approval	S	\$295.00

PLANNING SERVICES			
New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Development Assessment Panel (DAP) * Fees changed by DAP effective 01/07/2017		
	Not less than \$2 million and less than \$7million *	S	\$5,603.00
	Not less than \$7million and less than \$10million *	S	\$8,650.00
	Not less than \$10million and less than \$12.5million *	S	\$9,411.00
	Not less than \$12.5million and less than \$15million*	S	\$9,680.00
	Not less than \$15million and less than \$17.5million*	S	\$9,948.00
	Not less than \$17.5million and less than \$20million*	S	\$10,218.00
	\$20million or more*	S	\$10,486.00
	Amendment or cancelation of application *	S	\$241.00
	Strata Application Fee: form 24		
	Up to and including 5 lots	S	\$656 plus \$65.00 per lot
	6 lot up to 100 lots	S	\$981 plus \$43.50 per lot every lot in excess of 5 lots. Maximum fee \$5,113.50
	Administrative Charges		
	Issue of written planning advice	S	\$73.00
	Scheme Amendments and Structure Plans	S	Based on actual cost estimates
	Permits Under Local Laws		
	Bee Keeping Permit Fee per annum	S	\$50.00
	Outdoor Eating Facilities Permit per annum	S	\$50.00 plus \$40 per identification marker
	Trading in Public Places Permit Fee per annum	S	\$50.00 plus \$40 per identification marker
	Change of Use Application		
	Application for change of use or for change or continuation of a non-conforming use where development is not occurring.	S	\$295.00
	Home Business Application		
	One off Fee	S	\$295.00
	Home Occupation Application		
	One off Fee	S	\$155.00
	Provision of a Subdivision Clearance:		
	(a) up to 195 lots	S	\$73 per lot for the first 5 lots and then \$35 per lot
	(b) more than 195 lots	S	\$7,393.00
	Follow up inspections where all conditions have not been met per inspection	S	\$70.00
	<i>*Note for the purposes of calculating the number of proposed lots, each common property lot is counted as one lot, areas reserved for the purpose of a pedestrian access way, right of way, truncation, road widening drainage reserve or recreation reserve are not counted as lots.</i>		
	Racing, Gaming and Liquor		
	Section 40 Certification	S	\$130.00

Development Services			
ENVIRONMENTAL HEALTH			
New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	PREVENTIVE SERVICES - ADMIN & INSPECT		
	Health Administration Inspection		
	Lodging House Annual Registration	S	\$192.00
	Noise Reg 18 (6) (b) Non-complying Events Application Fee	S	\$1,000.00
Y	Noise Management Plan approvals for out of hours works	S	\$135.00
	Offensive Trades - Fish Processing Establishment / shellfish & crustacean processing establishment	S	\$298.00
	Food Business Notification/Registration Fee	S	\$75.00
	Low Risk Food Business Surveillance Fee	S	\$107.00
	Medium Risk Food Business Surveillance Fee	S	\$220.00
	High Risk Food Business Surveillance Fee	S	\$415.00
	High Risk Food Business (Regulatory audited) Surveillance Fee	S	\$55.00
	Food Analysis Results / Water sampling results	C	\$55.00
	Residential/Garaged Food Business Surveillance	C	\$107.00
	Food Premises Fit-out or Alteration - Includes food business notification (high and medium risk premises)	C	\$159.00
	Hairdressing and/or Skin Penetration Establishment – application and fit-out	C	\$58.00
	Health Enquiries - Written report to settlement agency >7days before settlement	C	\$58.00
	Health Enquiries – Written report to settlement agency <7days before settlement	C	\$74.00
	Late payment of licenses / registration fees	C	\$55.00
	Consultation/inspection upon request (per hour)	C	\$85.00
	Consultation/inspection upon request (after hours)	C	\$144.00
	Racing, Gaming and Liquor		
	Section 39 Certification	S	\$130.00
	Section 55 (community/charitable organisation)	C	No charge
	Section 55 (Commercial)	S	\$130.00
	Public Building Approvals		
	No admission fee and low or medium risk event	C	No charge
	Low Risk Public Event	C	No charge
	Medium Risk Public Event	C	\$260 00
	High Risk Public Event	C	\$832 00
	Disposal of effluent and liquid waste (septics, ATU's & Greywater Systems)		
	Application for the Approval of an apparatus	S	\$120 00
	Inspection and Issuing of a "Permit to Use an Apparatus"	S	\$120 00

ENVIRONMENTAL HEALTH

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	TRADING IN THOROUGHFARE AND PUBLIC PLACES		
	Stallholders & Traders Permit		
	Temporary Food Business Application & Short Term Trading	C	\$110 00
	Trading weekends & public holidays only	C	\$397 00
	Trading per Year	C	\$530 00
	Old Perth Road Markets/Twilight Markets	C	\$110 00
	Community, Charitable & Sporting Groups (Fund Raising)	C	No charge
Y	Exempted food business (Food Reg. 11)	C	No charge

¹ Fees subject to change. These Fees are prescribed by the State Department of Health, Western Australia and not Local Government Authorities.

ECONOMIC DEVELOPMENT

New Fee		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Old Perth Road Markets Stall Fee (Morning Mkts)	C	\$40.00
	Old Perth Road Markets Discounted Stall Fee (Morning Mkts Only)	C	\$35.00
	Old Perth Road Markets Stall Fee (Twilight Mkts)	C	\$50.00
	Old Perth Road Markets Stall Fee Insurance	C	\$15.00

RANGER SERVICES

New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	ANIMAL CONTROL		
	Dog Control - Registration		
	Registration Fee - Sterilised 1 year	S	\$20.00
	Registration Fee - Sterilised 3 years	S	\$42.50
	Registration Fee – Sterilised Lifetime	S	\$100.00
	Registration Fee – Unsterilised 1 year	S	\$50.00
	Registration Fee - Unsterilised 3 years	S	\$120.00
	Registration Fee – Unsterilised Lifetime	S	\$250.00
	Registration Fees for new 1 year registrations are half price as of 31st May each calendar year	S	
	Dog Control		
	Dog - Impounding Fee	C	\$154.00
	Dog Maintenance Fee - per day	C	\$33.30
	Dog Surrender Fee - per dog	C	\$120.00
	Cat Control - Registration		
	Registration Fee - 1 year	S	\$20.00
	Registration Fee - 3 years	S	\$42.50
	Registration Fee - Life	S	\$100.00
	Cat Breeder - Application Fee per breeding cat	S	\$100.00
	Cat Breeder - Inspection Fee	C	\$60.00
	Cat Control		
	Cat Impounding Fee	C	\$132.00
	Cat Maintenance Fee – per day	C	\$20.90
	Cat Surrender Fee – per cat	C	\$80.00
	OTHER LAW, ORDER & PUBLIC SAFETY		
	Abandoned Vehicles		
	Vehicle Impounding & Administration Fee	C	\$90.00
	Vehicle Towing Fee	C	\$95.00
	Vehicle Reclaim Fee	C	\$50.00
	Illegal Signs		
	Impounding Fee	C	\$75.00
	Shopping Trolleys		
	Impounding Fee	C	\$125.00

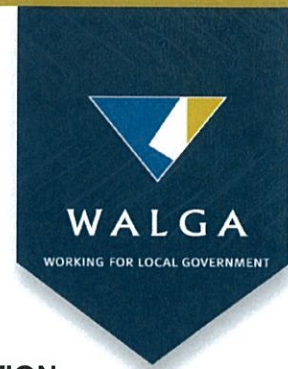
ASSET SERVICES			
New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	PRIVATE WORKS *Only available for private works with Council operator		
	Administration Fee	C	20% of charge plus GST
	Elevated Work Platform*	C	\$104.00 per hour or \$640 per day plus GST plus admin fee of 20%
	Labour (per person)	C	\$67per hour plus GST plus admin fee of 20%
	Large Truck*	C	\$120 per hour or \$655 per day plus GST plus admin fee of 20%
	Loader (Backhoe or Front End)*	C	\$130per hour or \$749 per day plus GST plus admin fee of 20%
	Loader (Skid Steer)*	C	\$130per hour or \$749 per day plus GST plus admin fee of 20%
	Small/Medium Truck*	C	\$104.00 per hour or \$614 per day plus GST plus admin fee of 20%
	Sundry Plant*	C	\$90 per hour or \$577 per day plus GST plus admin fee of 20%
	Utility*	C	\$99 per hour or \$609 per day plus GST plus admin fee of 20%
	Woodchipper*	C	\$123 per hour or \$748per day plus GST plus admin fee of 20%
	Crossovers		
	Council Contribution (1per dwelling or industrial lot) \$25.00 per sq meter max \$570)	C	\$592.00
	Individual Estimate on application (min cost)	C	\$1,317.00
	Supervision/Inspection of Development	C	\$144.50
	Mulch Deliveries		
	Medium Truck (approx 5m3)	C	\$174.00
	Small Truck (approx 3m3)	C	\$135.00
	Security Bond/Deposit (refundable)		
	Kerb/Footpath/Verge Reinstatement	C	\$2768.00 or \$90/m whichever is the greater
	Supervision/Inspection of Development (Compliance Officer – Non Refundable Fee)	C	\$144.50
	Street Tree Removal		
	Removal (per tree)*	C	At Cost plus 20% plus GST
	Stump Grinding (per tree)*	C	At Cost plus 20% plus GST
	*Note - Minimum combined charge \$200 plus streetscape contribution	C	

ASSET SERVICES			
New fees		Authority to set Fee (S-Statute) (C-Council)	Fee 2018/19 GST Inclusive (If Applicable)
	Streetscape Contribution (per development) 2018-2019 Fees apply to: Purchase tree \$198 for 90-100 litre tree Planting tree \$70 labour, fertilise, tree stake Watering \$6.40 per occurrence Watering 1st yr (3x /wk x 52) = \$998.40 2nd year(2x /wk x 52)= \$665.60; 3rd yr (1x /wk x 52)= \$332.80 Total Establishment Costs \$2,264.80 est	C	\$2,264.80
	Amenity Tree Bond (\$ value each point)	C	Appraisal Value = tree volume x base value x life expectancy x form and vigour x location.
	Stormwater <i>*As per the "Local Planning Policy No. 14" titled On-Site Stormwater. General Notes and conditions Point number 5 and 7</i>		
	Stormwater Drainage Connection Security Deposit (Refundable)	C	\$1,000.00
	Stormwater Drainage Assessment to Connect to the Town's Drainage Network - Administration Fee (Non Refundable)	C	\$1,295.00
	Drainage Infrastructure Contribution Fee – Non Refundable (OCM – 7/05/15) <i>(in 2016-17 estimated 3.7% increase in drainage cost ,2017-18 est 4.1% increase, 2018-19 Est 0.01%)</i> <i>The following calculation has been developed to ensure that a developer or user who connects to the Town's drainage network contributes to the cost of planned future infrastructure upgrade works throughout the district.</i> <i>Index FN = Future Cost estimated to upgrade drainage network</i> <i>FN = \$7,811,898* (was \$7,500,000 (2016) \$7,780,000 (2017))</i> <i>UP = Estimate years to implement the drainage upgrade subject to Council service requirements</i> <i>UP= 20*</i> <i>AP = Average Res/Bus access the drainage each year</i> <i>AP= 80*</i> <i>TI = TOB input % to the cost of upgrade</i> <i>TI= 55%*</i> <i>RI = Resident/Business % to access drainage cost for drainage upgrade</i> <i>RI= 45%*</i> <i>Calculation= ((FN/UP)/AP)*RI</i> <i>(\$2109.38- 2016) (\$2231.00 - 2017) (\$2231.00 - 2018)</i> Note : Asterisk (*) indicates variables that Council may adjust to meet level of service requirements	C	\$2,231.00
	Asset Services - Other		
	Waste		
	Additional Bin	C	\$194.50
	Waste Service Charge	C	\$380.00
	Waste Service Charge (Non- Rateable)	C	\$455.00
	Shared Bins Services for Multi Units	C	\$190.00
	Tip Voucher for Red Hill Waste Facility	C	Obsolete
	To obtain information regarding East Metropolitan Regional Council (EMRC) fees & charges relating to Cars/ Trailers, Special Waste and other charges; please refer to EMRC website at: www.emrc.org.au/Waste Services/ Red Hill Waste Management Facility/Fees & Charges.		

ATTACHMENT NO. 4

To: All Councils

From: Tony Brown
Executive Manager Governance &
Organisational Services



Date: 13 June 2018

Priority: High

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

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

Stop Puppy Farming Proposal

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

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

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

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

Local Government Consultation

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

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

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

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

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

Feedback Opportunity

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

For further information please contact:

Manager Governance, James McGovern
on 9213 2093 or email jmcgovern@walga.asn.au

STOP PUPPY FARMING

Local Government Consultation

June 2018

Table of Contents

Having your say _____	4
Stop Puppy Farming _____	5
Mandatory De-sexing for Non-Breeding Dogs _____	11
Centralised Registration System _____	19
Transitioning Pet Shops to Adoption Centres _____	45

June 2018

Department of Local Government, Sport and Cultural Industries

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall: 1800 620 511 (Country only)

Email: puppyfarming@dlgsc.wa.gov.au Website:

www.dlgsc.wa.gov.au/stoppuppyfarming

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

Having your say

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

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

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

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

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

Stop Puppy Farming

1.1 Introduction

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

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

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

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

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

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

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

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

¹ RSPCA, What is a puppy farm? http://kb.rspca.org.au/What-is-a-puppy-farm_322.html

These measures include:

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

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

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

1.2 Local Government's Role

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

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

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

³ Doggone it: pet ownership in Australia, Roy Morgan Research 2014.

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

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

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

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

The costs that will be evaluated include:

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

1.3 Other Enforcement Agencies

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

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

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

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

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

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

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

1.4 Cost Recovery

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

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

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

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

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

Questions

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

Questions

☒ No

☐ Yes

☐ Unsure

☐ If yes, please provide details: _____

Mandatory De-sexing for Non-Breeding Dogs

3.1 Introduction

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

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

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

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

3.2 Objective

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

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

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

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

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

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

3.3 Age of mandatory de-sexing

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

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

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

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

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

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

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

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

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

Questions

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

3.4 Age for registration, microchipping and de-sexing

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

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

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

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

The benefits include:

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

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

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

This option proposes the following:

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

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

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

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

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

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

Questions

2. Please indicate your preference for the following:

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

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

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

3. Would you support this approach?

- ☒ Yes
- ☐ No
- ☐ Unsure

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

3.5 Additional possible exemptions from de-sexing

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

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

Livestock working dogs

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

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

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

Questions

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

- ☒ Yes
- ☐ No
- ☐ Unsure

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

Questions

5. If working dogs are required to be de-sexed by a particular age, at what age should working dogs be required to be de-sexed?

By 2 years of age.

6. How could this be enforced?

The Local Government the dog is kept in or relevant State Government agency as determined would need to follow this up.

Dogs held by persons registered with recognised breeding associations

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

3.6 Transferring dogs

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

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

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

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

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

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

3.7 Enforcement

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

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

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

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

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

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

Local governments would be responsible for:

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

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

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

Questions

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

☒ Local Governments

☐ Other – please specify: _____

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

Centralised Registration System

4.1 Introduction

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

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

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

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

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

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

4.2 Current situation

Local Governments

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

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

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

Dog breeders

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

4.3 Objective

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

Centralised Registration System

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

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

Dog Breeder Registration

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

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

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

4.4 Access to the System

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

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

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

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

Questions

Questions

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

☐ Yes – please specify below.

☐ No

☒ Unsure

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

2. What type of access should they have?

☐ View their own records

☐ Update their own records

☐ View all records

☒ Update all records

☐ Approve changes to records

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

☒ A dog owner's name

☒ A dog owner's postcode

☒ A dog owner's number

☒ Whether the dog owner is a registered dog breeder

☐ Other – please specify: _____

4.5 Additional information

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

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

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

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

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

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

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

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

Cat Registration

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

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

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

Questions

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

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

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

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

- ☐ Yes
☐ No
☒ Unsure

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

4.6 Dog registration information

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

General information

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

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

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

Questions – All

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

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

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

4.7 Updating dog registration information

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

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

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

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

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

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

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

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

Potential Role for Veterinarians

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

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

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

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

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

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

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

Questions

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

- ☒ Yes
- ☐ No
- ☐ Unsure

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

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

- ☒ Mandatory
- ☐ Optional
- ☐ Not applicable

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

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

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

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

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

4.8 Transition existing dog registers

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

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

Annual dog registrations

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

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

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

Three year dog registrations

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

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

Lifetime dog registrations

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

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

Option 1: Software

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

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

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

Option 2: Manual entry

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

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

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

Option 3: Owner's responsibility

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

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

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

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

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

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

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

Questions

14. Please indicate your preference for the following:

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

Please indicate reasons for your preference: __Less chance of data entry error if the existing data is transferred electronically.__

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

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

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

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

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

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

- ☒ Yes
- ☐ No
- ☐ Unsure

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

- a) Local government district: Town of Bassendean
- b) Dog register software: Synergyssoft

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

- ☒ Yes
- ☐ No
- ☐ Unsure

20. Have you modified the software you currently use?

- ☐ Yes
- ☒ No
- ☐ Unsure

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

- ☒ Yes
- ☐ No
- ☐ Unsure

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

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

- ☒ Yes
- ☐ No
- ☐ Unsure

4.9 Application and approval – dog breeder registration

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

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

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

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

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

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

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

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

Questions

Questions

1. What information do you think a dog breeder should provide when applying for breeder registration or renewal?
 - ☒ The number of dogs being kept on the premises
 - ☒ A description of the premises where the dogs are being kept
 - ☒ A description of the facilities
 - ☒ The breed of dogs
 - ☒ Whether a person has been convicted of an offence under the Dog Act, Cat Act, Animal Welfare Act or a dog or cat local law.
 - ☒ Certification that they comply and will continue to comply with animal breeding, housing and husbandry standards
 - ☒ Other – please specify: __Where breeding/commercial kennels are permitted, applicants should have to supply photographic evidence at the time of application of the state, construction and property location of the kennels/housing environment for the breeding dogs and puppies.__
2. What do you think local governments should take into account when considering a dog breeder application or renewal?
 - ☒ The number of dogs being kept on the premises
 - ☒ The breed of dogs
 - ☒ Convictions under the Dog Act, Cat Act, Animal Welfare Act, or a dog or cat local law
 - ☐ Other – please specify: _____

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

3. Should local governments have the power to enter and inspect premises of a dog breeder, or premises that are subject to a dog breeder application or renewal?
 - ☒ Yes
 - ☐ No
 - ☐ Unsure
4. In what situations should a local government be able to enter and inspect premises of a dog breeder of that are subject to a dog breeder application or renewal?

Questions

- ☒ Where the dog breeder owns more than a certain number of dogs, or owns a kennel establishment If yes, how many? 2 dogs
- ☐ No
- ☐ Unsure

4.10 Conditions – dog breeder registration

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

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

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

Dog numbers

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

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

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

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

Questions

5. Please specify any additional conditions with which dog breeders should comply:

Standards in relation to kennel set-up, construction and maintenance/cleaning. For home breeders (non-commercial) they should have to ensure fencing/containment of non-sterilised dogs is adequate. All breeders should be required to prove they meet minimum veterinarian checks on the health and well being of the breeding dogs and also that the dogs are kept in clean and appropriate housing for their breed/size.

6. On what grounds do you believe a local government could cancel a dog breeder registration?

- ☒ The dog breeder is convicted of an offence under the Dog Act, Cat Act, Animal Welfare Act, or a dog or cat local law
- ☒ The dog breeder is convicted of an offence under Australian Consumer Law in relation to dogs they have sold or transferred
- ☒ Failing to provide their dog owner number on the microchips of the puppies that they breed
- ☒ Failing to provide their dog owner number when advertising or transferring a dog
- ☒ Keeping more than the approved number of dogs on the premises
- ☐ Other – please specify: _____

4.11 Exemptions – dog breeder registration

Livestock working dogs

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

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

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

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

includes a person engaged in primary production.

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

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

Questions

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

- ☐ Yes
- ☒ No
- ☐ Unsure

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

Questions

8. Should primary producers in WA be exempt from registering as dog breeders where they breed and transfer livestock working dogs to any person?
- ☐ Yes
☒ No
☐ Unsure

Please provide reasons for your response: ___As above___

Dog breeders registered with recognised breeding associations

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

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

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

Questions

9. Should particular dog breeders that are members of particular dog breeding associations be exempt from registering with the Government as dog breeders?
- ☐ Yes
☒ No
☐ Unsure

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

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

Questions

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

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

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

- ☐ Yes
☐ No
☒ Unsure

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

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

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

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

- ☒ Recognised dog breeder associations must update any change of their member's details within seven days of being notified of the change
☒ Recognised dog breeder associations must notify the relevant local government when a dog breeder is no longer a member of their association
☒ Recognised dog breeder associations must notify the relevant local government if a member's membership of their association is cancelled by the association

Questions

- ☒ Recognised dog breeder associations must notify relevant enforcement agencies where they find evidence that one of their members is not complying with the requirements under the Dog Act, Animal Welfare Act or a relevant dog local law
- ☐ Other – please specify: _____

4.12 Transferring a dog

Dog breeders and dog microchip information

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

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

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

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

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

Providing information when transferring a dog

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

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

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

Consumers will be educated about only sourcing dogs from dog owners that provide their dog owner number and the dog's microchip number. This will help members of the public source dogs and puppies from registered dog breeders that can be identified and held accountable.

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

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

Questions

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

Questions

Jurisdictional issues

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

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

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

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

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

4.13 Enforcement

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

Enforcement will involve:

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

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

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

Questions

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

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

9. Are the current fines under the Dog Act sufficient to cover the cost of investigating and enforcing non-compliance?
- ☐ Yes
 - ☒ No
 - ☐ Unsure

Enabling enforcement

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

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

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

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

Questions

1. Please indicate what reports would assist local governments in enforcing the requirements under the Dog Act:
 - ☒ Dog owners that have not renewed their dog registration
 - ☒ Dog owners that have not renewed their annual dog breeder registration
 - ☒ Dogs that are not de-sexed
 - ☒ Premises where the number of dog exceeds the limit
 - ☒ Number of dogs owned by a dog owner that exceeds the limit that can be kept on a single premises

2. What other reports would assist local governments to monitor and enforce the existing and proposed provisions under the Dog Act?
When a dog in the district has it's status changed i.e. gets sterilised, gets declared dangerous, is involved in a dog attack outside of the district etc

Transitioning Pet Shops to Adoption Centres

5.1 Introduction

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

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

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

5.2 Objective

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

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

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

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

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

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

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

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

5.3 Accreditation of rescue organisations and shelters

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

Questions

1. Should accredited rescue organisations and shelters be monitored?
☒ Yes
☐ No
☐ Unsure
☐ Depends on the following factors (please specify): _____
2. How should they be monitored?
☒ Audits
☐ Inspections
☒ Annual reporting
☐ Unsure
☐ Not applicable – they should not be monitored
☐ Other: _____
3. Do you believe your agency should have a role in accrediting rescue organisations and shelters?
☐ Yes
☒ No
☐ Unsure
☐ Depends on the following factors (please specify): _____

Please specify reasons for your response: ___Enforcement/monitoring should come from a single source/authority.
4. If you answered yes, what would this role be?

Questions

5.4 Assessment of the health and behaviour of dogs

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

5.5 Transition period

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

Option 1 – Two year transition

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

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

Option 2 – Five-year transition

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

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

5.6 Arrangements between pet shops and rescue organisations and shelters

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

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

5.7 Enforcement

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

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

Pet shops could be monitored in a number of ways:

Option 1 – Public monitoring

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

Option 2 – Inspections

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

Option 3 – Audits

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

Option 4 – Audited and inspected upon complaint

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

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

Questions

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

ATTACHMENT NO. 5

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

Dear Michael

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

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

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

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

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

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

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

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

CARRIED UNANIMOUSLY 7/0

Thank you in advance Michael.
Yours sincerely,

Salvatore Siciliano

From: Michael Grau <michgrau@hotmail.com>
Sent: Friday, 13 July 2018 2:40 PM
To: Salvatore Siciliano <SSiciliano@bassendean.wa.gov.au>

Hi Sal

Thanks for letting me know.

This is my formal request for the continuation of the trial as follows:

1. Council agrees to allow the use of the Bassendean Seniors' and Community Centre kitchen for the purpose of a Community Kitchen Trial for the fiscal year ending June 30 2019;
2. Council authorises the CEO to enter into an agreement with Michael Grau for the non-exclusive use of the facility until June 30 2019, effective immediately. Michael Grau is required to provide a report to Council on the trial and provide recommendations for the future use of the facility by March 1 2019.
3. The Applicant indemnifies Council from any liability and provides a copy of the current insurance certificates;
4. The Applicant ensures that any of their own equipment used on the premises complies with the requirements of the Occupation Health and Safety Act and has been certified by a qualified electrician; and
5. During the trial Council will consider the reports and recommendations and may choose to discontinue the trial. Should Council choose to discontinue the trial prior to June 30 2019, Michael Grau will be served with no less than four weeks notice in writing. The user/s of the Community Kitchen will be required to remove and make good any alterations that the user has made to the premises during the agreement period.

Regards, Michael Grau

ATTACHMENT NO. 6

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

Prepared for the Town of Bassendean

July 2018



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

Quality information

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

This document has been prepared by AECOM Limited for the sole use of our client (the "Client") and in accordance with generally accepted consultancy principles, the budget for fees and the terms of reference agreed between AECOM Limited and the Client. Any information provided by third parties and referred to herein has not been checked or verified by AECOM Limited, unless otherwise expressly stated in the document. No third party may rely upon this document without the prior and express written agreement of AECOM Limited.

Contents

01 Importance of Open Space & Community Facilities.....	5
02 Purpose.....	5
03 Scope.....	6
04 Key Objectives	6
05 Localities of Interest.....	6
06 Methodology.....	7
07 Key Findings.....	7
08 Vision & Guiding Principles	8
09 Provision of Land for Open space & Facilities	8
10 Maps	9
11 Facility Provision	12
12 Better Outcomes for Open Space & Facilities.....	12
13 Management of Facilities & Open Space.....	13
14 Boating Infrastructure	13
15 Final Recommendations	14
16 Appendix.....	20



Bassendean Memorial Library

Executive Summary

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

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

Purpose

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

The ultimate success of the assessment requires:

- Recognition of open space and community facility benefits and values by the entire community and at the highest strategic levels;
- Capacity building in the planning and maintenance involved in open space and community facilities and the diversity of the network of facilities; and
- Incorporation of open space and community facilities as an essential, rather than optional, component in the urban development process.

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

**FOUNDED IN
1901**

**73
PUBLIC
OPEN SPACE**

**3 PLACE
AREAS**

**3 TRAIN
STATIONS**

**19
COMMUNITY
FACILITIES**

**POPULATION IN
2017 16,101**

**38 MEDIAN
AGE**

**5 BOATING
FACILITIES**

5 SCHOOLS

Scope

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

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

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

Key Objectives

The key objectives for this assessment are:

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

Localities of Interest

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



Methodology

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

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

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

Key Findings

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

Table 1: Key Findings

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



Bassendean Youth Centre and Skate Park
Regional Facility

Open Space and Facility Topology and Classification

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

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

as a small piece of open space (up to 400m²) which has little to no form or function and are generally used for pedestrian access or road reserves.

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

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

Table 2: Recommendations

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

Facility Provision

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

Table 3: Definitions

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

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

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

Boating Infrastructure

The following key considerations have been identified:

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

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

Better outcomes for Open Space & Community Facilities

The following opportunities have been identified throughout the assessment:

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

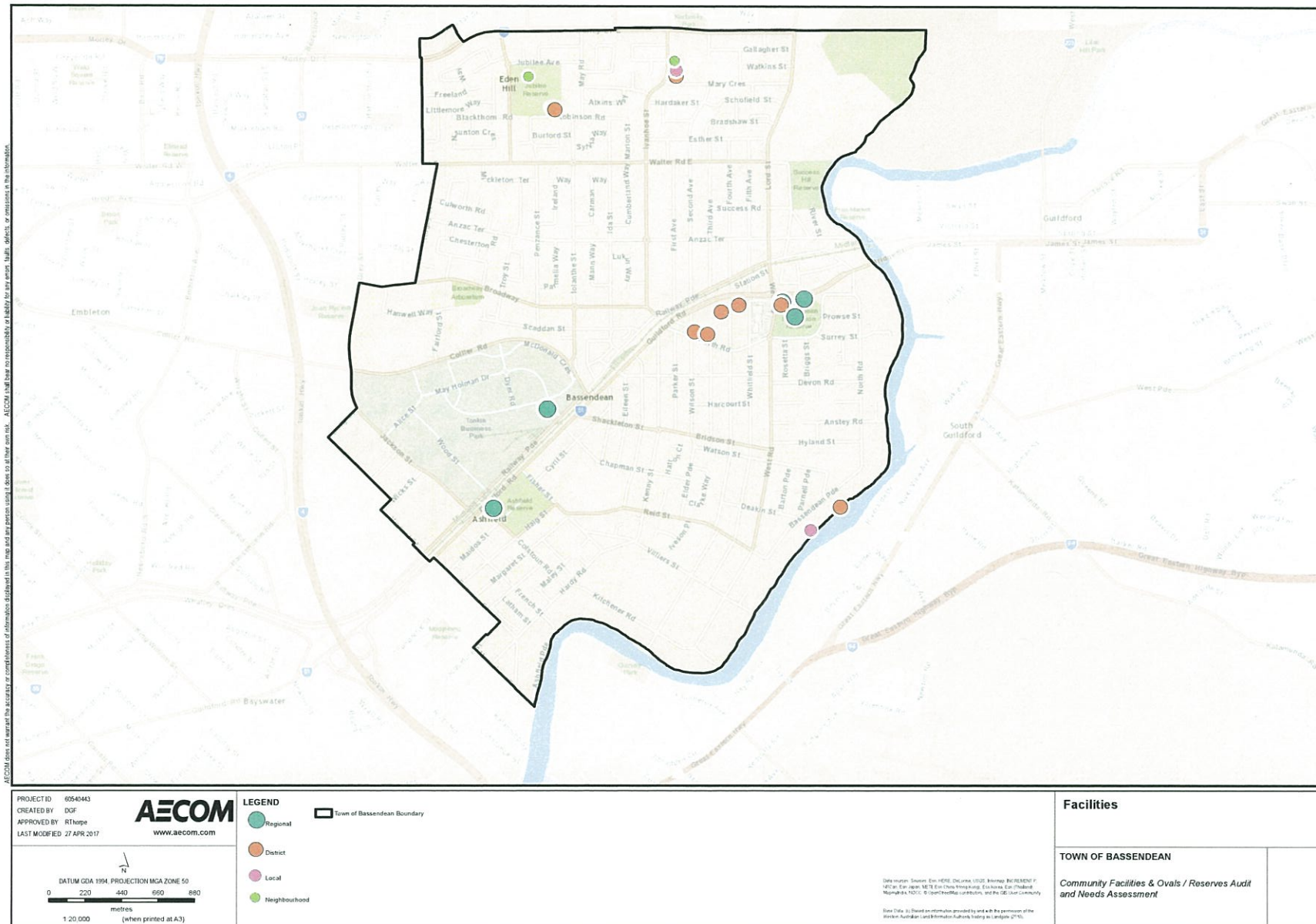


Figure 1: Town of Bassendean Facilities & Open Space Map (All facilities & POS) Source: AECOM SPADE



Town of Bassendean Community Facilities Map

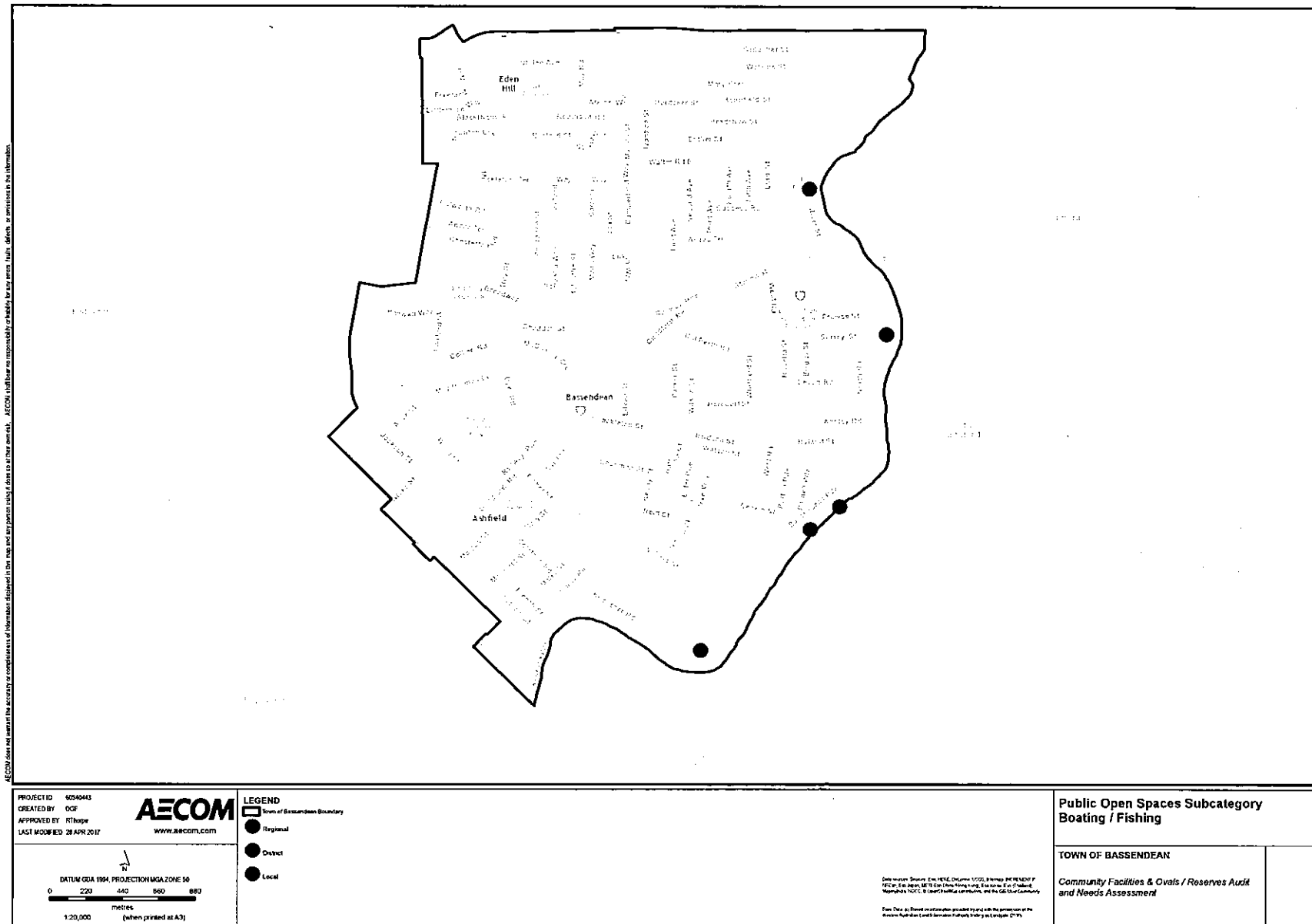
Figure 2: Town of Bassendean Facilities Map (All facilities) Source: AECOM SPADE



Town of Bassendean Community Facilities Map

Figure 3: Town of Bassendean Boating Infrastructure

Source: AECOM SPADE



Management of Facilities & Open Spaces

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

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

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

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

- Alignment with Strategic Asset Management Plans.
- Alignment to current management and lease agreements within Local Government.
- Mitigate the risk and liability for the Town.
- Ensure that facilities are maintained to required standards and fit for purpose.
- Mitigate safety issues.

It became apparent throughout the audit that four specific management recommendations needed to be developed for Ashfield Sports Club, Stan Moses Pavilion, SPARX early childhood & Swan Districts Football Club.

- It is recommended that all leases should include the roles and responsibilities within an annexure to the lease.
- Recommended that the lease be renewed by the Town, with the inclusion of the roles and responsibilities annexure (this is to include more specifically the responsibility of the Town, club and users regarding the minor/ major maintenance and the renewal works to the facility).
- Further recommended that the hiring of the playing fields is done through consultation with the Towns booking officer to ensure a quality and safety of the playing surface is maintained, to avoid overuse of facilities/ operation maintenance and to improve scheduling of playing surfaces.

- Current Local trends suggest that Government specify 3 year options - This is a specific reference for SPARX.
- It is recommended that the Town in consultation with the Stan Moses Sporting Association, resumes the management, maintenance and hiring of the facility to ensure the identified risks are mitigated.
- Development of a Minor Asset Upgrade Process for clubs/ user groups to identify any minor works required or replacements within the forward capital financial Plan.
- The current Swan Districts Football club lease is recommended to be renewed in line with the current conditions, until such time as a new facility is constructed. The matter of a new lease will be resolved within the proposed business case, for the development of a new facility which includes all aspects of the site, including access, shared use, safety, car parking, grandstands, ground, lighting, social and change rooms.
- Furthermore the Town should explore the use of the commercial kitchen within the community hall for external users. Priority should be given to local non-for-profit users with the understanding the hire fee covers service charges.

Recommendations

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

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

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

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

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

Table 4: Supported Recommendations

ASHFIELD : SUPPORTED RECOMMENDATIONS

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

BASSENDEAN : SUPPORTED RECOMMENDATIONS

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

BASSENDAN : SUPPORTED RECOMMENDATIONS

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

EDEN HILL : SUPPORTED RECOMMENDATIONS

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



APPENDIX A

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

Initial Recommendations

Table 5: Initial Recommendations

ASFHFIELD : OPEN SPACE RECOMMENDATIONS

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

ASHFIELD : COMMUNITY FACILITY RECOMMENDATIONS

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

BASSENDEAN : OPEN SPACE RECOMMENDATIONS

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

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

BASSENDEAN : COMMUNITY FACILITY RECOMMENDATIONS

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

Bassendean Civic & Community Building (Seniors/ Community Centre)

H

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

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

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

Approx.
\$50,000

2020

BASSESEAN : BOATING INFRASTRUCTURE RECOMMENDATIONS

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

EDEN HILL : OPEN SPACE RECOMMENDATIONS

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

EDEN HILL : OPEN SPACE RECOMMENDATIONS

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

TOWN OF BASSENDEAN : GENERAL RECOMMENDATIONS

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

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

BASSENDEN OVAL

6 OTHER 20



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