

ATTACHMENT NO. 13

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE

ON WEDNESDAY 1 APRIL 2020 AT 3.30PM

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

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Cr Hilary MacWilliam, Presiding Member
Sharna Merritt, Senior Ranger (ToB)
Jeff Somes, Senior Environmental Health Officer (ToB)
Phil Adams, Executive Manager Infrastructure (ToB)
Luke Gibson, Director Community Planning (ToB)
Donna Shaw, Manager Development and Place (ToB)
Leigh Bishop, DFES, District Officer Swan
Steve Hall, St John Ambulance
Sharon Ellis, Department of Communities
Ryan Hamblion, Department of Communities
Mark Melvin, SES
John Lane, Executive Officer (non-voting)
Merveen Cross, District Advisor (non-voting)
Amy Holmes, Minute Secretary (non-voting)

Observer

Cr Renee McLennan

Apologies

Cr Kathryn Hamilton
Peta Mabbs, CEO (ToB)
Steve Blackford, SES

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 5 February 2020

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Luke Gibson, Seconded Jeff Some, that the minutes of the BLEMCM meeting held on 5 February 2020, be confirmed as a true record.

CARRIED UNANIMOUSLY 11/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Town of Bassendean response to COVID-19

Luke Gibson (Director Community Planning, Town of Bassendean) spoke on the Town's response to this situation and made the following points:

- *Most staff are working remotely from home. The Library, Youth Services and Customer Service Centre are closed. Childcare services continue to operate for those working parents.*
- *Business Continuity Plan being constantly updated.*
- *Staff are being redeployed to support the evolving nature of the situation. Youth and events are assisting with community efforts.*
- *CEO/staff are preparing budget based on 0% rates increase as well as a Hardship Policy.*
- *All bookings of Town facilities have been cancelled and refunds issued.*
- *Playgrounds and exercise equipment closed and drinking fountains turned off.*
- *Community Information Hotline has been set up.*
- *Information is available on the Town's website and Facebook page.*
- *Town is providing in-home services to seniors in the Town.*

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.1

BLEMC – 1/04/20 MOVED Luke Gibson, Seconded Cr MacWilliam, that the Town's response to the COVID-19 pandemic be noted.

CARRIED UNANIMOUSLY 11/0

8.2 DWER report in response to Cleanaway Fire, Guildford

The Department of Water and Environmental Regulation (DWER) Pollution Response Unit produced an Action Report on the 25 November 2019 fire at the Cleanaway Materials Recovery Facility in South Guildford.

Jeff Somes (Senior Environmental Health Officer) gave a brief summary of the report, which indicated that the fire had little impact on land within the Town of Bassendean.

COMMITTEE/OFFICER RECOMMENDATION - ITEM 8.2

BLEMC – 2/04/20 MOVED Jeff Somes, Seconded Luke Gibson, that the Action Report from DWER's Pollution Response Unit on the fire at the Cleanaway Materials Recovery Facility Fire in South Guildford be received, assessed and relevant recommendations made to Council (Attachment 3).

CARRIED UNANIMOUSLY 11/0

8.3 Cleanaway Fire – Resident concerns

In response to the fire at Cleanaway's Guildford site in November 2019, the Town of Bassendean received a complaint from a nearby resident, in relation to the public health and safety impacts. The complaint went on to seek that the Bassendean community is provided with the following:

1. *"Access to all monitoring data and sampling undertaken so far;*
2. *A dedicated environmental health investigation to quantify the pollution impact and residues in our environment and Swan River and monitor them over time;*
3. *Evidence that Cleanaway has the necessary expertise, training, infrastructure and equipment to respond to fire at its premises; and*
4. *An assurance that Cleanaway relocates to an appropriate location with an adequate buffer zone."*

Luke Gibson (Director Community Planning, Town of Bassendean) advised that points 1 and 2 have been satisfied already by virtue of the report discussed as part of the previous item and that it is not appropriate to advocate for point 4. Therefore, the focus should be on point 3 and it may be appropriate for the Committee to suggest that Council raises the concerns with Department of Water and Environmental Regulation and asks it for a response on the issue.

COMMITTEE RECOMMENDATION - ITEM 8.3

BLEMC – 3/04/20 MOVED Luke Gibson, Seconded Jeff Somes, that:

1. The BLEMC requests the items listed above be considered and relevant recommendations be made to Council; and
2. The BLEMC recommends that Council approaches the Department of Water and Environmental Regulation with the concerns and asks it for a response.

CARRIED UNANIMOUSLY 11/0

8.4 Local Emergency Management Arrangements update

The LEMA and Recovery Plan have now been circulated to all Committee members and amendments incorporated.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 4/04/20 MOVED Donna Shaw, Seconded Leigh Bishop, that the Committee endorses the current versions of both the LEMA and Recovery Plan and present them to Council for noting in accordance with requirements and, that following this process, the respective Certificates of Approval be signed by the Chair of the BLEM C and the Mayor of the Town of Bassendean.

CARRIED UNANIMOUSLY 11/0

8.5 BLEMC Instrument of Delegation

The BLEM C's Instrument of Delegation has been reviewed and an amended Instrument has been prepared for Council's consideration.

This item was for information only and did not require a vote.

8.6 Emergency Management Agency Reports

SEMC Business Unit

A report will be provided in due course.

District Emergency Management Committee (DEMC)

The DEMC has not met since the last reported meeting on Monday 16 March.

WALGA LGEMAG

The LGEMAG has not met since the last reported meeting of 10 December 2019. Any future meeting will be conducted on-line.

Local Welfare Committee

The Department of Communities is providing welfare services (accommodation and food) to those in self isolation, if family / friends / community groups are unable to assist. A taskforce has been set up to deal with vulnerable people. Staff have been assisting at Perth airport with triage and putting travellers into quarantine accommodation.

The Department is in the process of setting up a Covid 19 Hotline.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6.

BLEMC – 5/04/20 MOVED Cr MacWilliam, Seconded Sharna Merritt, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 11/0

8.7 Post-Incident Reports and Post Exercise Reports

The report of the BLEMC Success Hill Bushfire exercise was attached.

John Lane (Executive Officer) advised that any queries can be directed to him.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.7

BLEMC – 6/04/20 MOVED Luke Gibson, Seconded Donna Shaw, that the post exercise report on the Success Hill Bushfire be received and Committee members asked to provide any feedback to John Lane before the next Committee meeting on 1 July 2020.
CARRIED UNANIMOUSLY 11/0

8.8 Contact Details and Key Holders

Committee members are requested to email any updates to the meeting organiser.

Leigh Bishop advised that he is relocating to Cockburn and that DFES will provide new representation and updated contact details.

It was noted that Cr Kathryn Hamilton also needs to be added to the list of members.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8.

BLEMC – 7/04/20 MOVED Luke Gibson, Seconded Cr MacWilliam, that the Committee members' contact details be confirmed, with the aforementioned amendments.
CARRIED UNANIMOUSLY 11/0

8.9 Preparedness, Prevention, Response and Recovery Issues

Merveen Cross reported that an Operational Area Support Group meeting, between the four districts (east, south, central & north) is being held on Friday at 3pm, to discuss the current Covid 19 Pandemic. Local governments will need to send representation.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.9

BLEMC – 8/04/20 MOVED Cr MacWilliam, Seconded Luke Gibson, that the Preparedness, Prevention, Response and Recovery Issues raised, be received.

CARRIED UNANIMOUSLY 11/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

11.0 CONFIDENTIAL BUSINESS

Nil

12.0 CLOSURE

There being no further business, the Presiding Member declared the meeting closed, the time being 4.33pm.

The next meeting is to be held on Wednesday 1 July at 3:30pm.



Government of Western Australia
Department of Water and Environmental Regulation

Pollution Response Unit Action Report

Cleanaway Materials Recovery Facility Fire Hyne Road, South Guildford 25/11/19

Department of Water and Environmental Regulation
Prime House, 8 Davidson Terrace
Joondalup Western Australia 6027
Locked Bag 10 Joondalup DC WA 6919

Phone: 08 6364 7000

Fax: 08 6364 7001

National Relay Service 13 36 77

dwer.wa.gov.au

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Month 2019

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Background

Department of Water and Environmental Regulation – Pollution Response Unit

Under the provisions of the State Emergency Management Plan, the Department of Water and Environmental Regulation (DWER) is required to provide emergency response environmental monitoring for discharges of hazardous materials (HAZMAT) and provide advice on risks to public health and the environment (State Emergency Management Plan).

DWER is on direct-callout readiness for the Department of Fire Emergency Services (DFES) and other emergency services to respond to emergency call outs.

DWER operates a Pollution Response Unit (PRU) that has five full time officers and a Senior Manager. It also has several officers from other areas of DWER who are trained to respond to pollution incidents. The officers are trained by the United States Environmental Protection Agency as 'HAZMAT Specialists' to be able to carry out emergency response air monitoring.

DWER has a range of instruments that provide 'real-time' results in the field for a range of air toxics (gases) and particulates.

The Facility

The Cleanaway Materials Recovery Facility (MRF), which opened in 2017, is located at Lot 62 Hyne Road, South Guildford. The facility is licensed under Schedule 1 of the *Environmental Protection Regulations 1987* as Category 61A (solid waste facility) and 62 (solid waste depot). The facility was designed to accept mixed recyclables and separate them using a mechanical system augmented by human 'pickers'. Part of the process involved baling paper and cardboard, then stockpiling the bales internally prior to transport off site.

Plastic material, including HDPE, plastics bags, and other mixed plastics were pre-sorted, then baled and stored inside the Finished Product Area.

Response

Notification and Deployment

At 09:26 hrs, Monday 25 November 2019, DFES requested DWER's PRU to respond to a 'Fifth Alarm' structure fire at the Cleanaway MRF in South Guildford. Three Pollution Response vehicles and five officers were immediately deployed as a 'Code 3' (highest level of response for DWER PRU) emergency response. Officers arrived on scene approximately 30 minutes after the DFES notification and immediately deployed downwind to conduct air monitoring. A dense grey smoke plume was being emitted when officers arrived (Appendix 1 Photo 1).

Incident Action Plan (IAP)

DWER's Incident Action Plan:

1. Protect public health from emissions and airborne contaminants by monitoring the air downwind to provide advice to DFES, and
2. Protect the environment from discharges of wastewater (firefighting run off) by assessing run off and advising DFES on protective actions.

1) Emergency Response Air Monitoring

PRU officers were deployed in two vehicles downwind to carry out emergency response air monitoring with the immediate priority given to the nearest residential areas west and east of the Swan River located in the suburbs of South Guildford and Bassendean.

At approximately 10:30 hrs, PRU officers conducted air monitoring within the industrial area adjacent to the fire. As a result of the readings, advice was provided to DFES for the evacuation of the immediate industrial area.

At approximately 11:00 hrs, it is understood that the fire spread to the plastic material causing a significant increase in the heat of the fire and the emission of a dense black smoke plume which was later visible from Rottnest Island (Photos 2 and 3).

DFES deployed an 'Air Intelligence' helicopter which provided key observational information, including smoke plume direction and potential ground impact to the DWER Pollution Response Commander. This assisted officers with determining and prioritising air monitoring locations across the surrounding suburbs (Photo 4).

Air monitoring was conducted at additional sensitive receptors which included Hillcrest Primary School, Bassendean Primary School, Guildford Primary School and Eden Hill Primary School. Results and observations were provided to DFES, Department of Education and Department of Health.

Mobile air monitoring continued throughout the day and into the night with the locations changing as the wind changed direction and the plume cooled and dropped to ground level (Photo 5).

Between Tuesday and Saturday, DWER PRU air monitoring was undertaken during day time operations whilst machinery actively removed smouldering waste from the facility for DFES to extinguish.

Air monitoring guidelines, locations and readings for the duration of the fire are provided in Appendix 2, 3 and 4 respectively.

An interactive map (Map 1) is available at this website:

<https://dow.maps.arcgis.com/apps/webappviewer/index.html?id=0ca6d0d296044579a09470b527b5f5c2>

2) Firefighting Run-off Water Management

Firefighting run-off water was leaving the site through the Hyne Rd stormwater drainage network (Appendix 5). As a result DWER PRU and the City of Swan commenced an assessment to determine the connectivity and direction of flow path to inform decision making around containment and recovery of impacted firefighting run-off. It was identified that the stormwater drains from the fire entered an open drainage system that eventually led to the Swan River approximately 1 km away. This prompted immediate mitigating action involving a temporary dam (earth bund) being installed by the City of Swan within the open drain (Photo 6).

DWER PRU requested Cleanaway to commence the recovery of firefighting runoff from the stormwater drainage network (Photo 7).

Due to the high volume of water being applied to the fire, DWER had concerns that the dam would eventually overflow as vacuum tankers had approximately a two hour turnaround time (Henderson).

Consequently, DWER PRU then facilitated the approval for Cleanaway to dispose of the firefighting run off water to the Water Corporation's Bridge Street Sewage Pump Station located approximately 1.5 km away.

Despite recovery actions and a change to disposal locations arrangements, at around 9:20pm, PRU officers observed firefighting run off water overflowing from a spoon drain onto Great Eastern Hwy at the rear of 8 Anvil Close, and running down the road into a stormwater drain (Photo 8). A small amount of foam was visible and the odour was consistent with fire water runoff.

On Tuesday 26 November 2019, further preventative measures were undertaken with Department of Biodiversity, Conservation and Attractions (DBCA), River and Estuaries officers installing booms at the stormwater discharge point near the Swan Estuary as well as the entry point into the river (Photo 9). Hay bales were also sourced and positioned within the open stormwater drain as a contingency for the filtration of particulates should the dam be compromised (Photos 10 & 11).

DWER PRU continued to oversee Cleanaway's recovery efforts involving the containment, recovery and disposal of the firefighting run off. Information provided by Cleanaway suggest the recovery efforts continued through to 17 December.

Cleanaway has advised that it has pumped out more than four million litres of water from the drainage system since the fire. It is estimated that around 200,000 litres of firefighting run off water potentially entered the Swan Estuary.

Water sampling

On the 26 November DBCA Rivers and Estuaries Officers collected samples of water flowing from the Hyne Road drain at the opening of the culvert into the Swan Estuary (Sample 1) and within the estuary (Sample 2) 5-10 metres from the discharge point (Map 2). The certificate of analysis for this sampling is located in Appendix 5.

On the 27 November DWER PRU sampled pooled firewater runoff immediately adjacent (upstream) to the blocked drain. The certificate of analysis for this sampling is located in Appendix 6.

DBCA Rivers and Estuaries in consultation with DWER Aquatic Science have prepared a "Statement of environmental impact to the Swan and Canning estuary from the South Guildford Cleanaway facility fire". This statement is located in Appendix 7.

Swab sampling

PRU officers collected swab samples from five houses that were identified to be in the path of the plume as it elevated above the suburb of South Guildford. A background swab was also obtained. Samples were submitted to the Chemistry Centre for analysis for a suite of analytes including dioxins. The results are expected to be available by late-January.

On the afternoon of Friday 29 November, PRU officers was advised by a resident that some fibrous material had been found in the street. The officer visually assessed it and it appeared to be the remnants of burnt alsynite (fibreglass roofing sheets) that were likely to have originated from the Cleanaway fire. Cleanaway was requested to carry out a clean-up of the area.

List of Maps:

Map 1) Air Monitoring Locations

An interactive map is available at this website:

<https://dow.maps.arcgis.com/apps/webappviewer/index.html?id=0ca6d0d296044579a09470b527b5f5c2>

Map 2) Cleanaway Fire Drainage Map (Next page)

List of Appendices:

Appendix 1) Photos

Appendix 2) Acute Emergency Guideline Levels

Appendix 3) Department of Health Particulate Guideline

Appendix 4) Air Monitoring Results

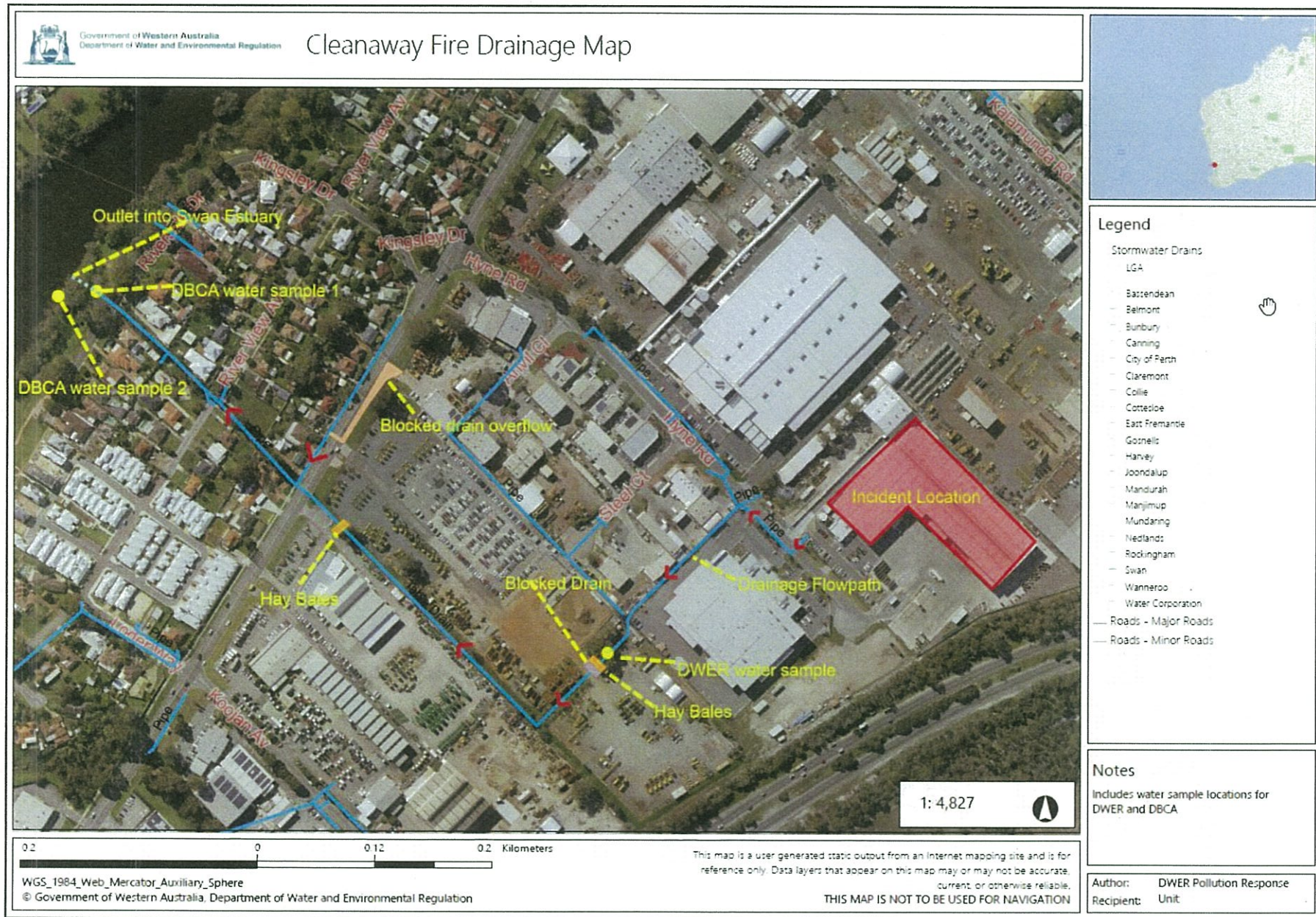
Appendix 5) DBCA Water Sample Results

Appendix 6) DWER Water Sample Results

Appendix 7) Fire water run off Impact Statement

End

Map 2- Cleanaway Fire Drainage Map



Appendix 1: Photos



Photo 1 – Cleanaway fire during paper/cardboard impacts.



Photo 2 - Cleanaway Fire when impact to plastics commenced.

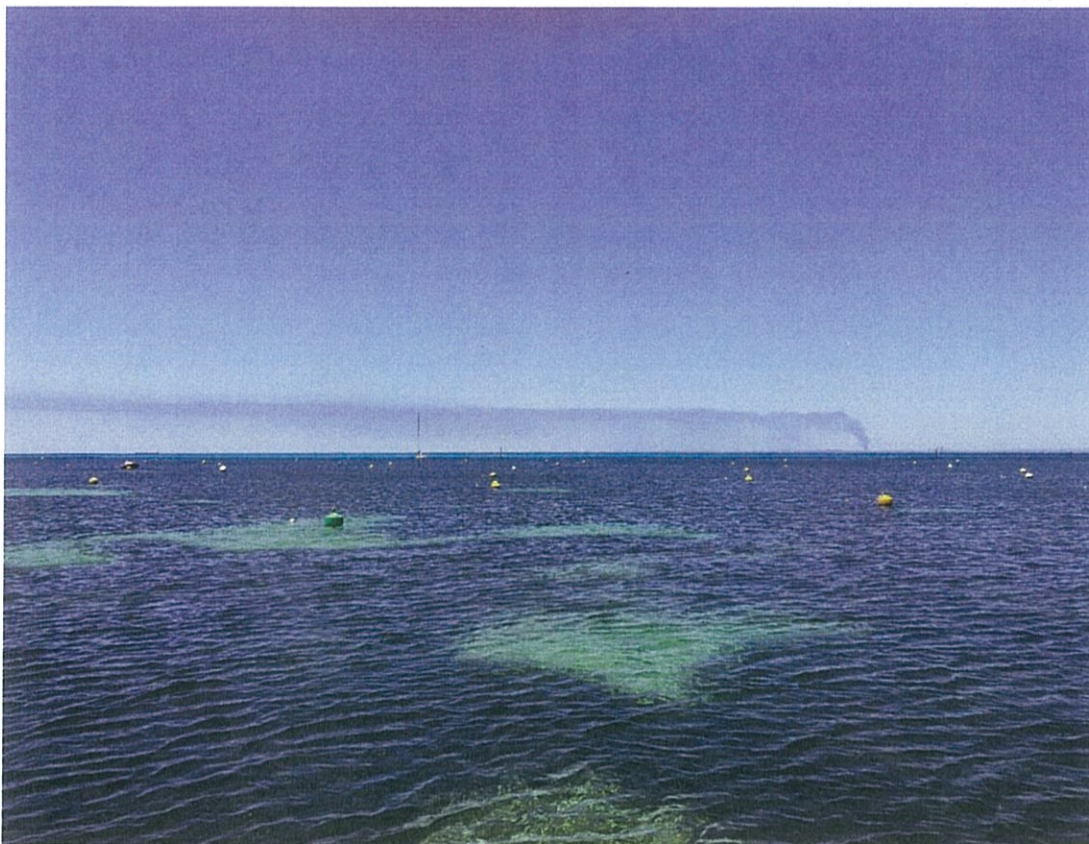


Photo 3 – Smoke plume from Rottnest Island, WA.



Photo 4 – DWER officers' air monitoring during the early stages of the fire.



Photo 5 – DWER officers conducting air monitoring on the evening of 25 November



Photo 6 – Drainage culvert blocked by City of Swan.



Photo 7 - Foam observed inside City of Swan stormwater system.

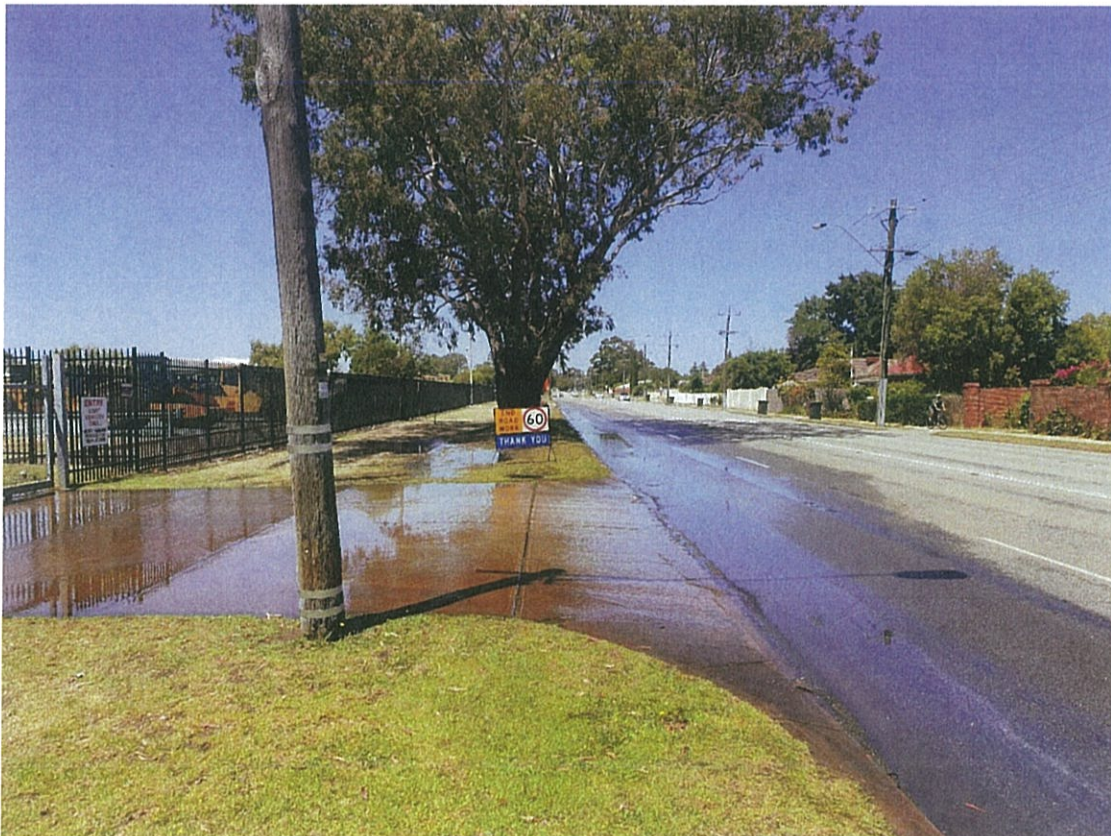


Photo 8 – Wastewater flooding on Great Eastern Highway, South Guildford.



Photo 9 – Booms installed at the Swan River drainage outlet.



Photo 10 – DWER officer installing hay bales in the open drainage.



Photo 11 – Installed hay bales near to Great Eastern Highway, South Guildford.

Appendix 2 Acute Emergency Guideline Levels

1.1.1.1.1 What are AEGLs?

AEGLs estimate the concentrations at which most people—including sensitive individuals such as old, sick, or very young people—will begin to experience health effects if they are exposed to a hazardous chemical for a specific length of time (duration). For a given exposure duration, a chemical may have up to three AEGL values, each of which corresponds to a specific tier of health effects. The three AEGL tiers are defined as follows:

- **AEGL-3** is the airborne concentration, expressed as parts per million (ppm) or milligrams per cubic meter (mg/m^3), of a substance above which it is predicted that the general population, including susceptible individuals, could experience life-threatening health effects or death.
- **AEGL-2** is the airborne concentration (expressed as ppm or mg/m^3) of a substance above which it is predicted that the general population, including susceptible individuals, could experience irreversible or other serious, long-lasting adverse health effects or an impaired ability to escape.
- **AEGL-1** is the airborne concentration (expressed as ppm or mg/m^3) of a substance above which it is predicted that the general population, including susceptible individuals, could experience notable discomfort, irritation, or certain asymptomatic non-sensory effects. However, the effects are not disabling and are transient and reversible upon cessation of exposure.

All three tiers (AEGL-1, AEGL-2, and AEGL-3) are developed for five exposure periods: 10 minutes, 30 minutes, 60 minutes, 4 hours, and 8 hours. Table 1 below shows how the chlorine AEGL values vary with exposure duration.

Final AEGLs for chlorine (in parts per million, ppm)

	10 minutes	30 minutes	60 minutes	4 hours	8 hours
AEGL-1	0.50	0.50	0.50	0.50	0.50
AEGL-2	2.8	2.8	2.0	1.0	0.71
AEGL-3	50	28	20	10	7.1

Typically, the AEGL values will be different for each exposure duration (such as the AEGL-3 values in the table above). This is because the physical effects are typically related to dose (that is, concentration over exposure duration). However, in some cases, the AEGL values will be the same for all durations. This situation usually occurs at the AEGL-1 level (as in the table above), because it is a threshold for non-disabling effects; some effects (for example, whether people will be able to smell the chemical) depend only on concentration—not on the length of time people are exposed.

Appendix 3 Department of Health Particulate Guideline

Alert Level	PM ₁₀ µg/m ³ ≤ 4 hour average	Visibility km	Information & Recommended Actions for: <ul style="list-style-type: none"> Environmental Health Response Team Incident Response Teams – DEC/DFES Officers responding to Media enquiries (Generic Media Statements attached) 	Recommended Health Advisory (PTO)
1	50-75	> 16	Information: Be aware that any increase in particulate matter (PM) above background affects highly susceptible groups such as those with more severe respiratory or cardio-vascular disease. People with asthma are in this group. Action: If smoke is forecast, be prepared to provide information and Health Advice as required.	1
2	76 - 150	10 - 16	Information: As concentrations increase, there is an increased chance that people with mild to moderate respiratory or cardiovascular disease may be affected. Action: If smoke haze is expected to be prolonged (>4 hrs), evaluate and be prepared to issue public Health Advisory if necessary.	2
3	151 – 300	5 - 10	Information: There is an increased risk of respiratory/irritant symptoms among the general community. Strenuous physical activity like sports or work outside may cause even very healthy people to experience symptoms. Action: If smoke haze is expected to persist (>4 hrs) be prepared to issue public Health Advisory and consider: <ul style="list-style-type: none"> Alerting schools and day care centres to move children into areas with central filtered air conditioning (some newer buildings may be more protective than older 'leakier' ones) Limit or cancel public scheduled outdoor activities, based on event, anticipated crowd numbers, and travel considerations. 	3
4	301 – 500	1 - 5	Information: Everyone is at risk of respiratory/irritant symptoms and irritation. As PM concentrations increase so does the risk of premature mortality in people with respiratory and cardiac disease. Action: Issue public Health Advisory. If smoke haze is expected to persist (>4 hrs) consider: <ul style="list-style-type: none"> Advising people at risk to leave the area if safe to do so or take frequent clean-air breaks. Alerting schools and day care centres to move children into areas with central filtered air conditioning (some newer buildings may be more protective than older 'leakier' ones) Cancelling scheduled public outdoor activities. 	4
5	> 500	<1	Information: Everyone is at risk of respiratory/irritant symptoms and irritation. There is a big increase in the risk of premature mortality in people with respiratory and cardiac disease. Most healthy people will experience some level of discomfort. Action: Issue public Health Advisory. If smoke haze is expected to persist (>4 hrs): <ul style="list-style-type: none"> Advise people at risk to leave the area if safe to do so. Consider the need to evacuate people at high risk that require assistance. Consider closing schools and day care centres – although new schools may be more protective than older homes. Cancel all scheduled public outdoor activities. 	5

Appendix 4: Air Monitoring Results

					Field Air Monitoring Readings		Smoke Observations		Odour		Air Monitoring Guideline	
Monitoring Event	Date	Time	Zone	Location	Air toxics(ppm)	Particulates ($\mu\text{g}/\text{m}^3$)	Colour	Ground smoke density	Intensity	Description	DOH PM10 Guideline Alert Level	AEGL
1	25/11/2019	10:13	Residential	Riverside Drive South Guildford	Non detect	TSP = 78 PM10 = 69	White	Light Haze	1	General Smoke	2	0
2	25/11/2019	10:15	Residential	Highland Street Bassendean	Non detect	TSP = 17 PM10 = 10	White	None	None	No Odour	0	0
3	25/11/2019	10:20	Residential	Great Eastern Highway South Guildford	Non detect	TSP = 330 PM10 = 329	White	Light Haze	1	General Smoke	4	0
4	25/11/2019	10:30	Residential	Loder Way South Guildford	Non detect	TSP = 195 PM10 = 193	Light Grey	Light Haze	1	General Smoke	3	0
5	25/11/2019	10:40	Industrial	Hyne Road South Guildford	CO = 35 HCN = 4	TSP = 8150 PM10 = 8150	Light Grey	Thick	APR	N/A	5	1
6	25/11/2019	10:50	Industrial	Anvil Close South Guildford	VOC = 0.1 HCN = 1 CH3SH	TSP = 1170 PM10 = 1170	Dark Grey	Medium	APR	N/A	5	1

					= 0.1 SO2 = 0.5							
7	25/11/ 2019	11:05	Industrial	Koojan Avenue South Guildford	Non detect	TSP = 7 PM10 = 4	Black	None	None	No Odour	0	0
8	25/11/ 2019	11:25	Residential	Beverley Terrace South Guildford	Non detect	TSP = 2 PM10 = 2	Dark Grey	None	None	No Odour	0	0
9	25/11/ 2019	11:26	School	Bassendean Primary School - 70 West Road Bassendean	Non detect	TSP = 2 PM10 = 2	Dark Grey	None	None	No Odour	0	0
10	25/11/ 2019	11:50	Residential	Riverside Drive South Guildford	Non detect	TSP = 5 PM10 = 3	Dark Grey	None	2	Slight Plastic Odour	0	0
11	25/11/ 2019	11:50	Residential	Bassendean Road Bayswater	VOC = 0.1 CH3SH = 0.1	TSP = 49 PM10 = 48	Dark Grey	None	None	No Odour	0	0
12	25/11/ 2019	11:57	Residential	Riverside Drive South Guildford	Non detect	TSP = 58 PM10 = 54	Dark Grey	None	2	Slight Plastic Odour	1	0
13	25/11/ 2019	12:20	School	Hillcrest Primary School - 2 Bay View Street Bayswater	VOC = 0.1	TSP = 51 PM10 = 49	Grey	None	1	General Smoke	0	0
14	25/11/ 2019	13:05	School	Bassendean Primary School - 70 West Road Bassendean	Non detect	TSP = 7 PM10 = 4	Grey	None	None	No Odour	0	0

15	25/11/ 2019	13:25	School	Guildford Primary School - 125 Helena Street Guildford	Non detect	TSP = 4 PM10 = 2	Grey	None	None	No Odour	0	0
16	25/11/ 2019	14:00	School	Eden Hill Primary School - 83a Ivanhoe Street Eden Hill	Non detect	TSP = 5 PM10 = 3	Grey	None	None	No Odour	0	0
17	25/11/ 2019	14:00	Residential	Riverside Drive South Guildford	Cl2 = 0.1 HCN = 0.5 H2S = 0.9 CH3SH = 0.2 NO2 = 0.12	TSP = 29 PM10 = 16	Grey	None	None	No Odour	0	0
18	25/11/ 2019	14:20	Residential	Waterhall Shops, Waterhall Road South Guildford	Non detect	TSP = 54 PM10 = 50	Grey	None	1	General Smoke	1	0
19	25/11/ 2019	14:30	Residential	Queen Road South Guildford	Cl2 = 0.1 HCN = 0.5 NO2 = 0.2	TSP = 429 PM10 = 418	Grey	Light Haze	3	Woodsmoke	4	0
20	25/11/ 2019	14:35	Residential	Impey Lane South Guildford	Non detect	TSP = 334 PM10 = 331	Grey	Light Haze	1	General Smoke	4	0

21	25/11/ 2019	14:40	Residential	Queens Road South Guildford	Non detect	TSP = 411 PM10 = 388	Grey	Light Haze	2	Woodsmoke	4	0
22	25/11/ 2019	15:25	Industrial	Kalamunda Road South Guildford	Non detect	TSP = 415 PM10 = 412	Grey	Light Haze	1	General Smoke	4	0
23	25/11/ 2019	15:40	Industrial	Kalamunda Road South Guildford	Non detect	TSP = 511 PM10 = 508	Grey	Light Haze	APR	N/A	5	0
24	25/11/ 2019	15:57	Industrial	Kalamunda Road South Guildford	Non detect	TSP = 368 PM10 = 365	Grey	Light Haze	APR	N/A	4	0
25	25/11/ 2019	17:05	Industrial	Kalamunda Road South Guildford	HCN = 1	TSP = 695 PM10 = 683	Grey	Mediu m	APR	N/A	5	0
26	25/11/ 2019	17:30	Residential	Kidman Avenue South Guildford	Non detect	TSP = 1120 PM10 = 1110	Grey	Mediu m	APR	N/A	5	0
27	25/11/ 2019	17:40	Residential	Kidman Avenue South Guildford	Non detect	TSP = 1020 PM10 = 1010	Grey	Mediu m	APR	N/A	5	0
28	25/11/ 2019	18:28	Residential	Kidman Avenue South Guildford	Non detect	TSP = 1030 PM10 = 1020	Grey	Mediu m	APR	N/A	5	0

29	25/11/ 2019	18:41	Residential	Queens Road South Guildford	Non detect	TSP = 436 PM10 = 430	Grey	Mediu m	APR	N/A	4	0
30	25/11/ 2019	19:23	Residential	Kidman Avenue South Guildford	VOC = 1 HCN = 1 NO2 = 0.2	TSP = 999 PM10 = 990	Grey	Mediu m	APR	N/A	5	0
31	25/11/ 2019	19:47	Residential	West Parade South Guildford	VOC = 0.4 Cl2 = 0.2 HCN = 1.5 NO2 = 0.2	TSP = 387 PM10 = 384	Grey	Thick	APR	N/A	4	0
32	25/11/ 2019	20:20	Residential	Kidman Avenue South Guildford	NO2 = 0.14	TSP = 380 PM10 = 367	Grey	Light Haze	APR	N/A	4	0
33	25/11/ 2019	20:40	Residential	Kidman Avenue South Guildford	Non detect	TSP = 234 PM10 = 231	White	Light Haze	APR	N/A	3	0
34	25/11/ 2019	21:18	Industrial	Kalamunda Road South Guildford	VOC = 1.4 CO = 5 HCN = 0.5	TSP = 2420 PM10 = 2410	White	Thick	APR	N/A	5	0

35	25/11/ 2019	21:33	Residential	Kalamunda Road South Guildford	VOC = 1.2 HCN = 0.5 PH3 = 0.1	TSP = 1430 PM10 = 1430	White	Thick	APR	N/A	5	0
36	26/11/ 2019	9:55	Industrial	Westrac - 17 Hyne Road South Guildford	VOC = 1 HCN = 0.5	TSP = 157 PM10 = 154	White	Light	APR	N/A	2	0
37	26/11/ 2019	10:05	Industrial	Westrac - 17 Hyne Road South Guildford	Non detect	TSP = 6 PM10 = 6	White	None	1	General Smoke	0	0
Disclaimer: Locations 38-40 were removed as readings were taken inside a commercial building.												
41	26/11/ 2019	11:20	Industrial	Hyne Road South Guildford	VOC = 0.2 HCN 0.5 CH3SH = 0.1	TSP = 92 PM10 = 48	White	None	2	General Smoke	0	0
42	27/11/ 2019	12:40	Industrial	Westrac Dispatch Door #14 - 17 Hyne Road South Guildford	VOC = 0.4	TSP = 43 PM10 = 40	None	None	1	General Smoke	0	0
43	27/11/ 2019	12:52	Industrial	Westrac Dispatch Door #9 - 17 Hyne Road South Guildford	VOC = 0.4	TSP = 34 PM10 = 32	None	None	1	General Smoke	0	0
44	27/11/ 2019	13:05	Industrial	Westrac Dispatch Door #5 - 17 Hyne	HCN = 0.5	TSP = 139	None	None	1	General Smoke	2	0

				Road South Guildford		PM10 = 135						
45	27/11/2019	13:44	Industrial	Westrac Dispatch Door #9 - 17 Hyne Road South Guildford	VOC = 0.3	TSP = 36 PM10 = 33	None	None	1	General Smoke	0	0
46	28/11/2019	9:55	Industrial	Westrac Dispatch Door #5 - 17 Hyne Road South Guildford	VOC = 0.5 HCN = 0.5	TSP = 61 PM10 = 59	White	Light	2	Wood Smoke	1	0
47	28/11/2019	10:05	Industrial	Westrac Dispatch Door #5 - 17 Hyne Road South Guildford	Non detect	TSP = 84 PM10 = 82	White	Light	1	Wood Smoke	2	0
48	28/11/2019	10:20	Residential	Kingsley Street South Guildford	VOC = 0.1 CH3SH = 0.1 PH3 = 0.1	TSP = 7 PM10 = 5	White	None	None	No Odour	0	0
49	28/11/2019	10:35	Residential	Kinglsey Street South Guildford	VOC = 0.1 CH3SH = 0.1 PH3 = 0.1	TSP = 10 PM10 = 8	None	None	1	Slight Wood Smoke	0	0
50	28/11/2019	13:25	Industrial	Westrac Dispatch Door #5 - 17 Hyne Road South Guildford	VOC = 0.5 NO2 = 0.2	TSP = 43 PM10 = 41	White	Light	2	Wood Smoke	0	0

51	28/11/ 2019	13:35	Residential	Kingsley Street South Guildford	VOC = 0.1 HCN = 0.5 CH3SH 0.1 NO2 = 0.1 PH3 = 0.1	TSP = 12 PM10 = 9	None	None	None	No Odour	0	0
52	29/11/ 2019	15:02	Residential	Kidman Avenue South Guildford	VOC = 0.1 HCN = 0.5 CH3SH = 0.2 PH3 = 0.1	TSP = 25 PM10 = 23	None	None	2	Burnt Paper	0	0
53	28/11/ 2019	15:20	Residential	Kidman Avenue South Guildford	VOC = 0.1 HCN = 0.5	TSP = 7 PM10 = 5	None	None	None	No Odour	0	0
54	29/11/ 2019	11:30	Residential	Riverside Drive South Guildford	VOC = 0.1 HCN = 0.5	TSP = 20 PM10 = 15	None	None	1	Slight waste odour	0	0
55	29/11/ 2019	11:42	Residential	Riverside Drive South Guildford	VOC = 0.1 HCN = 0.5 CH3SH = 0.1	TSP = 16 PM10 = 12	None	None	1	Slight smoke	0	0

56	29/11/ 2019	11:58	Residential	Kinglsey Street South Guildford	VOC = 0.2 CH3SH = 0.1 PH3 = 0.1	TSP = 6 PM10 = 3	None	None	None	No odour	0	0
57	29/11/ 2019	12:25	Industrial	Westrac Dispatch Door #5 - 17 Hyne Road South Guildford	VOC = 0.6 Cl2 = 0.1 HCN = 1.0 CH3SH = 0.1 PH3 = 0.1	TSP = 224 PM10 = 221	White	Light	3	Burning Paper	3	0
58	29/11/ 2019	12:35	Industrial	Westrac Dispatch Door #5 - 17 Hyne Road South Guildford	VOC = 0.6 Cl2 = 0.1 HCN = 0.5	TSP = 185 PM10 = 183	White	Light	3	Burning Paper	3	0
59	29/11/ 2019	16:32	Residential	River View Avenue South Guildford	VOC = 0.2 Cl2 = 0.1 HCN = 1.0 NO2 = 0.1	TSP = 6 PM10 = 4	White	None	1	Burning Paper	0	0
60	29/11/ 2019	16:45	Residential	River View Avenue South Guildford	VOC = 0.2 Cl2 = 0.1	TSP = 12 PM10 = 10	White	None	2	Burning Paper	0	0

					HCN = 1.5 NO2 = 0.1							
61	30/11/ 2019	8:52	Residential	Kingsley Drive South Guildford	VOC = 0.1 HCN = 0.5 PH3 = 0.1	TSP = 21 PM10 = 18	White	None	2	Burning Paper	0	0
62	30/11/ 2019	9:04	Residential	Kingsley Drive South Guildford	VOC = 0.1 HCN = 0.5 CH3SH = 0.1	TSP = 15 PM10 = 12	White	None	3	Burning Paper	0	0
63	30/11/ 2019	9:25	Industrial	Westrac Dispatch Door #13 - 17 Hyne Road South Guildford	VOC = 0.2	TSP = 186 PM10 = 180	White	Light Haze	APR	N/A	3	0
64	30/11/ 2019	9:36	Industrial	Westrac Dispatch Door #11 - 17 Hyne Road South Guildford	VOC = 0.3 CH3SH = 0.1	TSP = 159 PM10 = 156	White	Light Haze	APR	N/A	3	0
Tally										Alert Level	PM Alert Tally	AEGL Alert Tally
64										0	32	62
										1	3	2
										2	4	0
										3	6	0
										4	9	

										5	10	
										Total	64	64

Appendix 5 - DBCA Water Analysis Results



Accredited for compliance with ISO/IEC 17025 testing, Accreditation No. 8

Purchase Order: None

ChemCentre Reference: 19S2274 R2

ChemCentre Residues Laboratory Report of Examination



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Dept of Biodiversity, Conservation & Attractions
17 Dick Perry Avenue
Technology Park Western Precinct
KENSINGTON WA 6151

Attention: Richard Tunnicliffe

Report on: 2 samples received on 26/11/2019

LAB ID	Material	Client ID and Description
19S2274 / 001	water	Hynes Road Drain
19S2274 / 002	water	Drain Outflow

LAB ID	Client ID	Method	LOR	Unit	001 Hynes Road Drain	002 Drain Outflow
	Sampled				26/11/2019	26/11/2019
	Analyte					
	8:2 FtS (Fluorotelomer Sulfonate)	ORG095W	0.05	ug/L	<0.05	<0.05
	8:2 FtS (Fluorotelomer Sulfonate)	ORG095W	0.05	ug/L	<0.05	<0.05
	Nitrogen, ammonia	INPSi1SFAA	0.01	mg/L	1.0	
	Biochemical Oxygen Demand	BOD1WR	5	mg/L	480	
	Nitrogen, nitrite	INPSi1SFAA	0.01	mg/L	0.15	
	* Nitrogen, organic - Filterable	INPCALC2	0.025	mg/L	7.2	
	Nitrogen, total kjeldahl	INPCALC1	0.025	mg/L	9.6	
	Phosphorus, sol. reactive	INPSi1SFAA	0.005	mg/L	0.027	
	PFBS (Perfluorobutane sulfonate)	ORG095W	0.05	ug/L	<0.05	<0.05
	PFBA (Perfluorobutanoic acid)	ORG095W	0.1	ug/L	<0.10	<0.10
	PFHpA (Perfluoroheptanoic acid)	ORG095W	0.05	ug/L	<0.05	<0.05
	PFHxA (Perfluorohexanoic acid)	ORG095W	0.05	ug/L	<0.05	<0.05
	PFPeA (Perfluoropentanoic acid)	ORG095W	0.05	ug/L	<0.05	<0.05
	Nitrogen, total	INPT1SFAA	0.025	mg/L	10	
	Nitrogen, nitrate + nitrite	INPSi1SFAA	0.01	mg/L	0.44	
	Total PFHxS	ORG095W	0.05	ug/L	<0.05	<0.05
	Total PFOS	ORG095W	0.05	ug/L	<0.05	<0.05
	Total PFOA	ORG095W	0.05	ug/L	<0.05	<0.05
	Phosphorus, total	INPT1SFAA	0.005	mg/L	0.53	
	Nitrogen, total soluble	INPT1SFAA	0.025	mg/L	8.7	
	TRH >C10-C16	ORG007W	25	ug/L	9800	3100

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LAB ID				001	002
Client ID				Hynes Road Drain	Drain Outflow
Sampled				26/11/2019	26/11/2019
Analyte	Method	LOR	Unit		
TRH >C16-C34	ORG007W	100	ug/L	6700	1600
TRH >C34-C40	ORG007W	100	ug/L	930	120
TRH C6-C10	ORG015W	25	ug/L	200	70
Total TRHs	ORG007WPTC	250	ug/L	18000	4800
Acenaphthene	ORG100W	0.1	ug/L	2.6	1.0
Acenaphthylene	ORG100W	0.1	ug/L	3.3	1.2
Anthracene	ORG100W	0.1	ug/L	0.7	0.2
Benz(a)anthracene	ORG100W	0.1	ug/L	0.2	<0.1
Benzo(a)pyrene	ORG100W	0.1	ug/L	0.2	<0.1
Benzo(b)fluoranthene	ORG100W	0.1	ug/L	0.2	<0.1
Benzo(g,h,i)perylene	ORG100W	0.1	ug/L	0.2	<0.1
Benzo(k)fluoranthene	ORG100W	0.1	ug/L	<0.1	<0.1
Chrysene	ORG100W	0.1	ug/L	0.2	<0.1
Dibenzo(a,h)anthracene	ORG100W	0.1	ug/L	<0.1	<0.1
Fluoranthene	ORG100W	0.1	ug/L	0.8	0.3
Fluorene	ORG100W	0.1	ug/L	0.9	0.3
Indeno(1,2,3-cd)pyrene	ORG100W	0.1	ug/L	0.1	<0.1
Naphthalene	ORG100W	0.1	ug/L	8.7	2.0
Phenanthrene	ORG100W	0.1	ug/L	2.5	0.9
Pyrene	ORG100W	0.1	ug/L	0.8	0.2
1,2,4,5-Tetrachlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
1,2,4-Trichlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
1,2-Dichlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
1,3-Dichlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
1,4-Dichlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
1-Chloronaphthalene	ORG100W	0.1	ug/L	<0.1	<0.1
2-Chloronaphthalene	ORG100W	0.1	ug/L	<0.1	<0.1
Hexachlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
Hexachlorobutadiene	ORG100W	0.1	ug/L	<0.1	<0.1
Hexachlorocyclopentadiene	ORG100W	0.1	ug/L	<0.1	<0.1
Hexachloroethane	ORG100W	0.1	ug/L	<0.1	<0.1
Hexachloropropene	ORG100W	0.1	ug/L	<0.1	<0.1
Pentachlorobenzene	ORG100W	0.1	ug/L	<0.1	<0.1
Bis(2-ethylhexyl)phthalate	ORG100W	0.1	ug/L	11	1.7
Butylbenzylphthalate	ORG100W	0.1	ug/L	0.7	0.1
Diethyl phthalate	ORG100W	0.1	ug/L	18	3.8
Dimethyl phthalate	ORG100W	0.1	ug/L	15	3.1
Di-n-butyl phthalate	ORG100W	0.1	ug/L	2.1	0.7
Di-n-octyl phthalate	ORG100W	0.1	ug/L	1.0	0.1
* Investigation	ORG100W	.0000000		see 19S2274_R1	see 19S2274_R1

Method	Method Description
iBOD1WR	Biochemical Oxygen Demand.
INPCALC1	Total Kjeldahl Nitrogen (Calculated TN - Nitrate/Nitrite_N).
INPCALC2	Organic Nitrogen - Filterable, calculated from TSN, TON and ammonia
INPSi1SFAA	Low Level Nutrients by Segmented Flow Auto Analyser
INPT1SFAA	Low Level Nutrients by Segmented Flow Auto Analyser
ORG007W	Total Recoverable Hydrocarbons in Water
ORG007WPTC	Sum of TRHs in Water with C6-C10 by Purge and Trap
ORG015W	BTEX and C6 - C10 in water

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Method	Method Description
ORG095W	Per- and Polyfluoroalkyl Substances (PFAS) in Water - Standard Level (NATA Accredited as ORG095W)
ORG100W	Semi-Volatile organic compounds in water by GC-MS

"<" signifies a result is less than the limit of quantitation for the method.

These results apply only to the sample(s) as received.

Results may not be reproduced except in full.

Unless requested otherwise, sample(s) will be disposed of after 30 days of the issue of this report.

*Analysis not covered by scope of ChemCentre's NATA accreditation.



Leif Cooper
Team Leader
SSD Organic Chemistry
4-Dec-2019



Hanna May
Team Leader
SSD Inorganic Chemistry



Water Assessment

1. DWER Sample Analysis Results, and
2. DBCA Sample Analysis Results.

Appendix 6 - DWER Water Analysis Results



Accredited for compliance with ISO/IEC 17025 testing, Accreditation No. 8

Purchase Order: None

ChemCentre Reference: 19S2299 R0

ChemCentre Residues Laboratory Report of Examination



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Department of Environmental Regulation
Locked Bag 10
JOONDALUP WA 6910

Attention: Andrew Jefferies

Report on: 1 sample received on 27/11/2019

LAB ID Material Client ID and Description
19S2299 / 001 water WS01

LAB ID 001
Client ID WS01
Sampled 27/11/2019

Analyte	Method	LOR	Unit	
1,1,1,2-Tetrachloroethane	ORG002W	1	ug/L	<1.0
1,1,1-Trichloroethane	ORG002W	1	ug/L	<1.0
1,1,2,2-Tetrachloroethane	ORG002W	1	ug/L	<1.0
1,1,2-Trichloroethane	ORG002W	1	ug/L	<1.0
1,1-Dichloroethane	ORG002W	1	ug/L	<1.0
1,1-dichloroethene	ORG002W	1	ug/L	<1.0
1,1-Dichloropropene	ORG002W	1	ug/L	<1.0
1,2,3-Trichlorobenzene	ORG002W	1	ug/L	<1.0
1,2,3-Trichloropropane	ORG002W	1	ug/L	<1.0
1,2,4-Trichlorobenzene	ORG002W	1	ug/L	<1.0
1,2,4-Trimethylbenzene	ORG002W	1	ug/L	<1.0
1,2-Dibromo-3-chloropropane	ORG002W	1	ug/L	<1.0
1,2-Dibromoethane	ORG002W	1	ug/L	<1.0
1,2-Dichlorobenzene	ORG002W	1	ug/L	<1.0
1,2-Dichloroethane	ORG002W	1	ug/L	<1.0
1,2-Dichloropropane	ORG002W	1	ug/L	<1.0
1,3,5-Trimethylbenzene	ORG002W	1	ug/L	<1.0
1,3-Dichlorobenzene	ORG002W	1	ug/L	<1.0
1,3-Dichloropropane	ORG002W	1	ug/L	<1.0
1,4-Dichlorobenzene	ORG002W	1	ug/L	<1.0
2,2-Dichloropropane	ORG002W	1	ug/L	<1.0
2-Chlorotoluene	ORG002W	1	ug/L	<1.0
4-Chlorotoluene	ORG002W	1	ug/L	<1.0
6:2 FtS (Fluorotelomer Sulfonate)	ORG005W	0.05	ug/L	<0.05

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LAB ID				001
Client ID				WS01
Sampled				27/11/2019
Analyte	Method	LOR	Unit	
8:2 FtS (Fluorotelomer Sulfonate)	ORG005W	0.05	ug/L	<0.05
Arsenic, total	MET1WTMS	0.001	mg/L	0.002
Bromobenzene	ORG002W	1	ug/L	<1.0
Bromochloromethane	ORG002W	1	ug/L	<1.0
Bromodichloromethane	ORG002W	1	ug/L	<1.0
Bromoform	ORG002W	1	ug/L	<1.0
Cadmium, total	MET1WTMS	0.0001	mg/L	0.0030
Carbon tetrachloride	ORG002W	1	ug/L	<1.0
Chlorobenzene	ORG002W	1	ug/L	<1.0
Dibromochloromethane	ORG002W	1	ug/L	<1.0
Chloroform	ORG002W	1	ug/L	<1.0
Chromium, total	MET1WTMS	0.001	mg/L	0.042
cis-1,2-dichloroethene	ORG002W	1	ug/L	<1.0
cis-1,3-Dichloropropene	ORG002W	1	ug/L	<1.0
Copper, total	MET1WTMS	0.001	mg/L	0.059
Dibromomethane	ORG002W	1	ug/L	<1.0
Hexachlorobutadiene	ORG002W	1	ug/L	<1.0
Isopropylbenzene	ORG002W	1	ug/L	<1.0
Lead, total	MET1WTMS	0.0005	mg/L	0.026
Mercury, total	MET1WTMS	0.0001	mg/L	<0.0001
Naphthalene	ORG002W	1	ug/L	8.6
n-butylbenzene	ORG002W	1	ug/L	<1.0
Nickel, total	MET1WTMS	0.001	mg/L	0.015
n-Propylbenzene	ORG002W	1	ug/L	<1.0
PFBS (Perfluorobutane sulfonate)	ORG005W	0.05	ug/L	<0.05
PFBA (Perfluorobutanoic acid)	ORG005W	0.1	ug/L	<0.10
PFHpA (Perfluoroheptanoic acid)	ORG005W	0.05	ug/L	<0.05
PFHxA (Perfluorohexanoic acid)	ORG005W	0.05	ug/L	<0.05
PFPeA (Perfluoropentanoic acid)	ORG005W	0.05	ug/L	<0.05
p-isopropyltoluene	ORG002W	1	ug/L	7.9
sec-Butylbenzene	ORG002W	1	ug/L	<1.0
Styrene	ORG002W	1	ug/L	7.0
Tert-Butylbenzene	ORG002W	1	ug/L	<1.0
Tetrachloroethene	ORG002W	1	ug/L	2.2
Total PFHxS	ORG005W	0.05	ug/L	<0.05
Total PFOS	ORG005W	0.05	ug/L	<0.05
Total PFOA	ORG005W	0.05	ug/L	<0.05
trans-1,2-Dichloroethene	ORG002W	1	ug/L	<1.0
trans-1,3-Dichloropropene	ORG002W	1	ug/L	<1.0
Trichloroethene	ORG002W	1	ug/L	<1.0
Zinc, total	MET1WTICP	0.01	mg/L	2.4
Benzene	ORG002W	1	ug/L	16
Ethylbenzene	ORG002W	1	ug/L	1.1
m,p-Xylene	ORG002W	1	ug/L	<1.0
o-Xylene	ORG002W	1	ug/L	<1.0
Toluene	ORG002W	1	ug/L	4.7
TRH C6-C10	ORG015W	25	ug/L	120

19S2299

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LAB ID 001
 Client ID WS01
 Sampled 27/11/2019

Analyte	Method	LOR	Unit	
TRH >C10-C16	ORG007W	25	ug/L	22000
TRH >C16-C34	ORG007W	100	ug/L	7600
TRH >C34-C40	ORG007W	100	ug/L	600
Total TRHs	ORG007WPTC	250	ug/L	30000
Acenaphthene	ORG100W	0.1	ug/L	4.2
Acenaphthylene	ORG100W	0.1	ug/L	3.5
Anthracene	ORG100W	0.1	ug/L	0.4
Benz(a)anthracene	ORG100W	0.1	ug/L	0.1
Benzo(a)pyrene	ORG100W	0.1	ug/L	0.2
Benzo(b)fluoranthene	ORG100W	0.1	ug/L	0.2
Benzo(g,h,i)perylene	ORG100W	0.1	ug/L	0.2
Benzo(k)fluoranthene	ORG100W	0.1	ug/L	<0.1
Chrysene	ORG100W	0.1	ug/L	0.2
Dibenzo(a,h)anthracene	ORG100W	0.1	ug/L	<0.1
Fluoranthene	ORG100W	0.1	ug/L	0.4
Fluorene	ORG100W	0.1	ug/L	0.6
Indeno(1,2,3-cd)pyrene	ORG100W	0.1	ug/L	0.1
Naphthalene	ORG100W	0.1	ug/L	3.9
Phenanthrene	ORG100W	0.1	ug/L	1.2
Pyrene	ORG100W	0.1	ug/L	0.5



Method	Method Description
iMET1WTICP	Total metals by microwave digestion and ICPAES.
iMET1WTMS	Total metals by microwave digestion and ICPMS.
ORG002W	VOC in Water by Purge and Trap GC-MS
ORG007W	Total Recoverable Hydrocarbons in Water
ORG007WPTC	Sum of TRHs in Water with C6-C10 by Purge and Trap
ORG015W	BTEX and C6 - C10 in water
ORG095W	Per- and Polyfluoroalkyl Substances (PFAS) in Water - Standard Level (NATA Accredited as ORG095W)
ORG100W	Semi-Volatile organic compounds in water by GC-MS

"<" signifies a result is less than the limit of quantitation for the method.

These results apply only to the sample(s) as received.

Results may not be reproduced except in full.

Unless requested otherwise, sample(s) will be disposed of after 30 days of the issue of this report.

Leif Cooper
 Team Leader
 SSD Organic Chemistry
 28-Nov-2019

Appendix 7 - Fire water runoff Impact Statement

Statement of environmental impact to the Swan and Canning estuary from the South Guilford Cleanaway facility fire

Background

A fire started in the Cleanaway recycling facility in South Guildford on 25 November 2019. The facility stored a wide variety of paper, cardboard and plastic recyclable materials. During the initial control of the fire a small volume of the Solberg ARF firefighting foam was used. After which, significant quantities of water were used to control the fire. Being in close proximity to the river Department of Water and Environmental Regulation (DWER) and Department of Fire and Emergency Services (DFES) staff ensured the drainage network was sealed to ensure fire water run-off did not flow into the Swan Estuary. However, due to the large volume of water used to control the fire, the drainage network started to flood on the evening 25 November, and run off water bypassed the bunded drainage network, via the road, and started to flow into the Hyne Road drain and then into the middle Swan Estuary. The Department of Biodiversity, Conservation and Attractions (DBCA) was made aware of the situation on 26 November and collected samples of water flowing from the Hyne Road drain at the opening of the culvert and within the estuary 5-10 metres from the discharge point. It has been estimated that by 29 November approximately 2 ML of impacted firewater had been removed from the site while 10% of this volume may have discharged into the middle Swan Estuary. Current estimates (18 December 2019) are that between 4-4.5 ML had been removed from the site. Cleanaway are no longer pumping water from the site.

Outcomes

The containment of the majority of the fire affected water within the isolated drainage network was a significant achievement and has likely avoided significant environmental impact to the Swan Estuary. The potential impacts from unmitigated discharge into the system may have included fish and crustacean kills, problematic algal blooms and an persistent increase in the occurrence of heavy metals in the system. Significant contaminant loads were identified in water within the drainage network (sampled collected by DWER). In addition, samples collected by DBCA at the outlet of the drainage system also identified a significant containment load discharging directly into the Estuary.

Summary of contaminants of concern

Nutrients

The nutrient concentrations detected at the outlet were very high relative to the receiving body and regional drainage network (Table 1). They also exceeded the ANZECC water quality guidelines and DBCA trigger levels. Excessive nutrients can result in problematic algal blooms of which some species may be toxic to wildlife, domestic animals or people. Algal blooms can rapidly collapse causing local anoxia.

Given the majority of the excessive nutrients were dissolved, they could be rapidly taken up by phytoplankton and result in a problematic algal bloom. Co-incidentally a phytoplankton bloom was observed at the location during routine monitoring on the Monday 25th November but was likely unrelated to the fire run off. There were local reports of a green discolouration in the estuary at this location during the week suggesting an intensification of the bloom. It is difficult to say if the

nutrient run off may have contributed to this bloom. No anoxia was observed close to the site on the day of the fire and or a week later (Figure 1).

Table 1. Nutrient concentrations measured in the fire water run off at the outlet of the Hyne Road drain on the 26th November. For comparative purposes background nutrient data for the two neighbouring drains and the receiving body are also presented.

Site	NH4 (mg/L)	NOx (mg/L)	Dissolved Org N (mg/L)	TN (mg/L)	TP (mg/L)	FRP (mg/L)
Airport south 2018 November median	0.035	0.115	0.73	0.88	0.014	0.005
Airport North 2018 November median	0.017	0.074	0.42	0.51	0.011	<0.005
Estuary median 2017-18	0.26	0.067	0.257	0.65	0.047	<0.005
Fire sampling (DBCA data)	1.00	0.44	7.2	10.0	0.53	0.027

BOD/COD

The biochemical oxygen demand (BOD) measured at the drain outlet by DBCA was 460 mg/L. At this level there was significant risk of an anoxic event in the estuary near the outlet. Such an event would have likely resulted in fish kills and a nuisance odour.

In the routine weekly estuary sampling conducted by DBCA, no anoxic event was observed on the 2nd December (Figure 1).

Hydrocarbons

Hydrocarbons are rarely detected in the surface water and many will rapidly bind to organic sediments or evaporate into the atmosphere. The detection of many hydrocarbons in the fire runoff water suggested that this event could have input a significant load of hydrocarbon contaminants into the system. Many were combustion by-products and not considered harmful. However, there were detections of some harmful PAH's (anthracene, benzo(a)pyrene and phenanthrene exceeding the 95% species protection guideline) and the firefighting foam (2-(2-Butoxyethoxy)ethanol). The firefighting foam has an extremely high BOD and chemical oxygen demand (COD).

Heavy metals

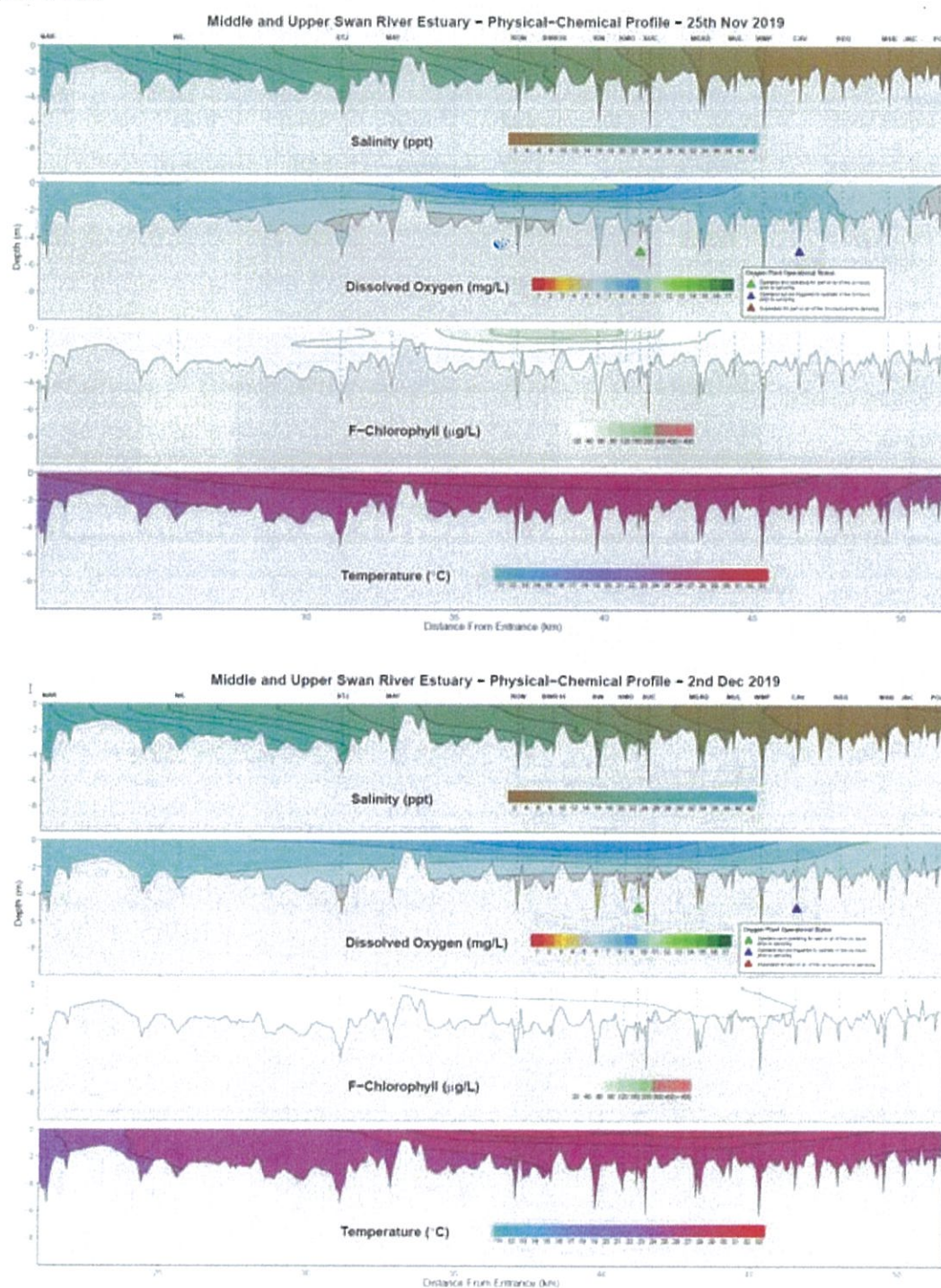
The concentration of many metals were multiple orders of magnitude greater than that recorded in the area. Given recent unpublished data suggests that heavy metals contamination of the estuary seems to be increasing within some regions, particularly of copper, lead and zinc, there was considerable risk of exacerbating these impacts with the concentrations detected here.

Copper, lead and zinc all exceed the 80% species guideline but also exceed many of the acute toxicity thresholds determined for both marine and freshwater species. Routine monitoring by DBCA indicated that at the time the estuary was brackish with a salinity of approximately 12-15, thus likely receptors were euryhaline species. As a result, there was a potential short- and long-term significant risk to estuary ecological health from the fire water run off if it occurred unmitigated.

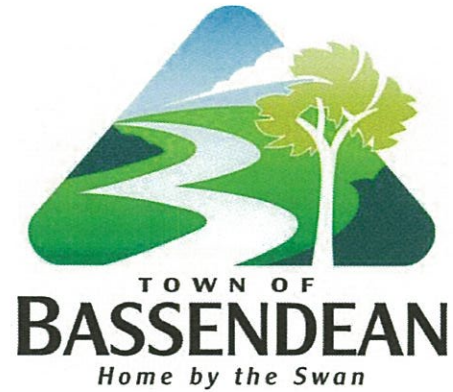
Table 2. Heavy metal concentrations in samples collected by DWER in the Hyne road drainage network. Data are compared to the ANZECC guidelines and the background concentrations detected in the neighbouring drainage network in previous work (Nice et al 2009).

Site	As (mg/L)	Cd (mg/L)	Cr (mg/L)	Cu (mg/L)	Pb (mg/L)	Ni (mg/L)	Zn (mg/L)
Airport south	<0.001	~0.0001	>0.001	~0.009	<0.001	~0.006	~0.1
Airport North	0.002	~0.0001	>0.001	~0.005	<0.001	~0.001	~0.03
Fire sampling (DWER data)	0.002	0.003	0.042	0.059	0.026	0.015	2.4
Highest ANZECC Guideline exceeded Freshwater	>99% assuming all AsV	>80%	>80% Assuming all CrIV	>80%	>80%	>90%	>80%
Highest ANZECC Guideline exceeded Marine	N/A	>99%	>90% Assuming all CrIV	>80%	>80%	>99%	>80%

Figure 1. Estuary water quality profiles before (25 November 2019) and after (2 December 2019) the fire event.



ATTACHMENT NO. 14



QUARTERLY PERFORMANCE REPORT

PERIOD ENDING 31 MARCH 2020

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INTRODUCTION

Overview and background

This report represents an organisational snapshot of the Town's performance for Quarter 3 of the 2019/20 financial year. It is aligned to the Corporate Business Plan endorsed by Council.

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

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

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

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

Current Context

In 2019/2020, the Town of Bassendean will undertake a strategic planning process with the newly appointed Council. Resulting from this will be a new Strategic Community Plan that will position the Town for the future. Key informing activities that will shape the new Strategic Community Plan include:

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

STRATEGIC ALIGNMENT WITH ONE PLANET LIVING PRINCIPLES

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

HIGHLIGHTS FROM THIS QUARTER

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

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

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Sunday 16 February 2020. The Telethon Community Cinemas continue to be staged on the BIC Reserve from 29 November 2019 to Saturday 21 March 2020 and attracted an overall attendance of 10,906 people.</p> <ul style="list-style-type: none"> The Town responded swiftly to the emergence of COVID-19 and developed measures to support the local community, particularly those most vulnerable with a new community outreach program, "Neighbour Assist".
NATURAL ENVIRONMENT	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> Further progress was made on the Town's commitment to go Plastic-Free to reduce our 'plastic footprint' through working closely with the Boomerang Alliance, as part of their 'Plastic Free Places' program. This focuses on achieving wide scale change away from plastic pollution and waste. We were fortunate to be selected as one of the local governments, along with the City of Bayswater, for the program. (This program is funded by the WA Waste Authority.) The program targets six single-use plastic items which represent problematic and prolific sources of the litter stream; water bottles, foodware (cups, cutlery, plates etc.), straws, coffee cups/lids, takeaway containers and plastic bags. To achieve reductions, there has been work undertaken to engage directly with food outlets, events and markets to join as a member and switch away from single-use plastics, either through elimination or replacement with reusable or 100% compostable alternatives. The Town, as part of sponsoring events, also reinforces the ban of single use plastics. Improvements in Natural Areas, River Rehabilitation: Revegetation and erosion control were undertaken across the Town. Water Quality Monitoring: Sampling of the Town's drainage network took place and an initial planning workshop on a Living Stream proposal was held. The Success Hill Spillway: The Town opened discussions with the South West Aboriginal Land and Sea Council (SWALSC) and other traditional land owners outlining the proposal for the project, and awaits responses from these stakeholders.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • Staff met with East Metropolitan Regional Council (EMRC) to address the Water Efficiency Action Plan (WEAP) and identify actions for the current Financial Year. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • There were improvements to natural areas including improved weed control and plantings by community groups in conjunction with the Town. • Annual tree planting across verges and reserves is now completed. • The Town received confirmation of a successful grant funding from Lotterywest for the urban greening project at Mary Crescent Reserve, where planning and design with the community will occur in the new year. • Town staff, Water Corporation and Urbaqua met with residents adjacent to the 3rd and 4th Avenue drain to discuss the Living Streams proposal. • EMRC: The Town received the quarterly emission data snapshots and water data analysis report which demonstrates the improvements achieved by the Town over the quarter. • DWER released Waste Plan template and timeline which Officers are developing to be presented to Council for budget consideration. Local Governments are required by the <i>Waste Avoidance and Resource Recovery Act 2007</i> to submit Waste Plans when requested by the DWER Director General. The Director General has provided notice to Local Governments that Waste Plans need to be submitted to the DWER by September 2020. The Town of Bassendean is reviewing the verge treatment policy with the intention of reducing “red tape” for residents and increasing the amount of permissible treatments. Revised Policy to be presented to council in early 2020 for consideration. <p>Q3 March 2020:</p>

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • The Town commenced piloting remote bin sensors in partnership with Matter at Jubilee Reserve. These sensors work off the LoRaWAN network and provide data on temperature, number of lid openings, lid positioning and bin fullness. • • Natural area maintenance slowed during the summer months with works limited to watering of revegetation works and weed control. Minor erosion along the river was addressed at Pickering Park and Ashfield Pde during the lower tides. • An event was planned with Water Coporation to undertake a concept workshop with residents for the Men's Shed Waterwise verge makeover but was cancelled due to COVID-19. • The Town procured 1,000 trees for this winter's planting program targeting priority areas including Eden Hill and Ashfield, where underground power exists. • 1,000 trees will have been specifically planned and planted during the winter season along with appropriate community engagement and promotion in the April edition of Thrive and on the Town's Facebook and website promoting the value of trees. • Water Coporation is collaborating with the Men's Shed and Town to restore and plant the land adjoining the shed. • Greening Australia is working with the Town and other agencies to engage residents about an upgrade of Mary Crescent Reserve as stage 1 of the 'Our Park Our Place' project funded by Lotterywest.
BUILT ENVIRONMENT	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Construction of Broadway Access Bike Path commenced in August. This project will provide improved connectivity for active modes of transport between the Bassendean Train Station and residents north of the railway line, promoting active modes of transport, which in turn can improve physical and mental health of the community. • Tender preparation for the construction of 1 Surrey Street. • Contract awarded for the construction of the Men's Shed.

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

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
ECONOMIC	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • A new Grants and Sponsorship Framework was developed including provision for Business Development (as well as Major and Significant Events and Community Benefit initiatives). Business Development Sponsorship and Grants aim to foster a connected and vibrant economy which supports a prosperous and sustainable future to attract investment, development, visitors and people to the Town. • The Town of Bassendean has signed the Small Business Friendly Local Government Charter to demonstrate our commitment to be small business friendly. The Small Business Friendly Local Governments program was developed by the Small Business Development Corporation (SBDC), a State Government agency focused on supporting small business in Western Australia. The Town's commitment to the Charter helps us to ensure we are continually improving our interaction with and support of local small businesses in Bassendean, Ashfield and Eden Hill. • Practical undertakings to support local business include: <ul style="list-style-type: none"> ○ Financial and in-kind support for the Old Perth Road Collective to host an event to help businesses on Old Perth Road. ○ Promoting opportunities for programs and support to small business. ○ Promoting and profiling small business owners in the Town's new Thrive magazine. ○ Monthly markets in the Town Centre. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • The Town's monthly Old Perth Road Markets continued to be staged in the Town Centre with the December 2019 Christmas edition of the markets drawing a large crowd with children's entertainment, Father Christmas, camel rides and regular food vendors and stallholders. The future direction of the markets requires some discussion against the Town's economic and community objectives.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The February 2020 Old Perth Road Markets were staged on Saturday 29 February, attracting 79 stallholders with a large crowd competing against high profile events such as Highway to Hell, Nannup and Hyde Park Festivals being staged on the same weekend. Entertainment such as face painters, children's games, swing dancing and buskers contributed to the vibrancy of the markets. • In February 2020, Council also resolved to extend management agreements to the Swan Valley Rotary Club and the Coordinator beyond 30 April 2020 to the 30 June 2021 and that the OPR Markets will continue under the current management model until then. Council also endorsed for an EOI process to be conducted in 2020/2021 regarding the future delivery model of the markets. • Bassendean business website refreshed. Support for small businesses promoted. • Meeting held with the external website developer to improve complex online payment arrangements.
GOOD GOVERNANCE	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • The organisational restructure neared completion with the filling of remaining positions in the Executive team: Director Community Planning (Luke Gibson) and an Executive Manager Infrastructure (Phil Adams). Along with the Director Corporate Services (Paul White), this has created a new Executive team to assist the CEO with the governance and leadership for the Town Administration. • The Corporate Business Plan 2019 was adopted by Council. • The Workforce Plan Review 2019 was adopted by Council. • Consultants Broadreach were appointed to undertake a Strategic Information Technology Review of the Town Administration, with a draft report to be presented in Quarter 2. • Work has commenced on a number of key fronts in the Governance and Internal Business Improvements space including: <ul style="list-style-type: none"> ○ Major communications policies and delegations

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> ○ Community engagement ○ Strategic Planning ○ Improvements to Corporate Performance Reporting (including Quarterly Reporting and Project Reporting) ○ Audit & Risk Management <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Following the October elections, the Town welcomed two new Councillors, with an Induction Program held soon after. The program included a presentation by the CEO, a tour of the Town's key projects and a strategic workshop facilitated by Joel Levin. • Council resolved the outcome and recommendations from the CEO Performance and Remuneration Review facilitated by Price Consulting Group Pty Ltd. The setting of the CEO's Key Performance Criteria for the 2019-2020 period will be finalised through a workshop with Council in February 2020. • The final management positions within the organisational restructure were filled, with the following appointments:- Elizabeth Kania, Manager Governance & Strategy (commencing early February 2020) and Donna Shaw, Manager Development & Place (commencing late January 2020). The completion of these key appointments ensures management capability and capacity to support the function of the CEO. • The Information Technology (IT) Strategy and Road Map Report was drafted by consultants Broadreach and presented to Councillors in November 2019. • New Policy 6.19 "Communication between Elected Members and the Administration" was adopted and replaced the previous Policy 6.19 - "Councillors Contact with Administration Policy". • On the 18 December 2019, Jonathon Seth, CEO of Local Government Insurance Services (LGIS), presented the Town with a 'Silver Diligence in Safety' Award. This award recognises the Town's commitment to workplace safety and strong OHS performance.

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<ul style="list-style-type: none"> • Training and development during this quarter included 'Ethical & Accountable Decision Making' mandatory for all staff. This session provided all employees with awareness of their obligations as public officers in Local Government. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • The Town of Bassendean's Meeting Procedures Local Law was gazetted (to come into effect in April 2020). At the OCM in March 2020, the Council resolved to make the Waste Local Law 2019 and the Animals, Environment and Nuisance Local Law. (These are expected to be gazetted in April 2020). • The Audit and Risk Committee met in March 2020 and reviewed the Town's Compliance Audit Return. Council adopted the Return at a Special Council Meeting on 24 March 2020. The Return was submitted to the Department of LGSC by 31 March 2020. • At the Special Council Meeting held on 24 March 2020, Council adopted its position on the COVID-19 response. <ol style="list-style-type: none"> 1. Council requested the CEO to prepare a budget scenario for 2020-21 based on: <ol style="list-style-type: none"> a) 0% rate revenue increases in accordance with section 6.2 of the <i>Local Government Act 1995</i> and no increase in fees and charges. b) Any proposal for the undergrounding of power by Western Power in parts of Eden Hill and the Bassendean area, not to financially impact home owners in the 2020-21 financial year. 2. Delegates to the Chief Executive Officer the authority to utilise the remaining sponsorship and events funding and commemorative services funding for the remainder of this financial year in order to facilitate community outreach services including the potential for community grants; and

CBP STRATEGIC PRIORITY AREA & OBJECTIVES	Key Achievements and Outcomes
	<p>3. Approves 20 days COVID-19 paid leave for employees who have contracted COVID-19, need to care for another person who has COVID-19 or is required to self-isolate, cannot access school or other care arrangements because of COVID-19 or are otherwise prevented from working because of COVID-19.</p> <ul style="list-style-type: none"> • Due to Covid-19, Council and Committee meetings during February and early March were conducted in accordance with the State Emergency Health Guidelines on social distancing. In March 2020, as the effort to stop the spread of COVID-19 accelerated, legislation was passed to allow local government meetings to be conducted electronically. The Council meeting held on 31 March 2020 was held using the Microsoft Teams on-line platform. The Town ensured that the public could still participate in the electronic forum through prepared questions being read out and addressed at the meeting. • Measures established to enable majority of administrative workforce to work from home. • The Town developed a comprehensive Business Continuity Plan and Pandemic Response Plan that has guided its way forward in response to the COVID-19 situation. • The Town established a community outreach program to target the most vulnerable in our community, including a new community information line.

STRATEGIC PROJECT STATUS SUMMARY

1. CONCEPT	2. PLANNING	3. EXECUTION	4. CLOSED OUT
Bassendean Town Centre Activity Plan	Bassendean Oval Redevelopment Business Case	1 Surrey Street	Arts & Culture Plan
Development Contribution Plan	Community Safety & Crime Prevention Taskforce	Mental Health Initiative	Broadway Station Bike Path Access Project
Local Planning Policy – Built Form Guidelines & Tree Preservation on Development Sites	Emissions Reduction Action Plan	Street Tree Planting	Men's Shed
Jubilee Concept Plan (formerly Open Space Development Framework)	Living Streams (3 rd and 4 th Avenue)	Vibrancy Project	
	Local Planning Strategy	Weed Management Strategy	
	Sandy Beach Playground & Ablutions	Whitfield Safe Active Street	
	Waste Recycling & FOGO Strategy		

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

STRATEGIC PRIORITY 1. SOCIAL

Strategic Projects

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

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>The Arts & Culture Plan was published on the Town's website.</p> <p>Q3 March 2020:</p> <p>Implementation Plan being developed.</p>	<p>Q3 March 2020:</p> <p>Nil.</p>	
Community Safety & Crime Prevention	<p>Q1 September 2019:</p> <p>Hosted asset-based community development workshops to reinforce value of community networks and connections. Exploring the concept of a community hub as a community 'passion project'. Promoted importance of looking out for one another and collective responsibility for community safety and inclusion. Exploring Crime Prevention Through Environmental Design audit. Increased lighting on Old Perth Road. Community Perceptions Scorecard survey (to be released in October) will include elements relating to public safety and security to inform future actions.</p> <p>Q2 December 2019:</p> <p>Feedback on community perception of crime and safety was received via the Catalyse MARKYT Community Scorecard study. The</p>	<p>Q1 September 2019:</p> <p>Continue to work with Police and other stakeholders.</p> <p>Q2 December 2019:</p> <p>Feedback from the Community Scorecard report will help inform various strategic undertakings, including community safety-related initiatives.</p> <p>Our focus to date has included:</p>	PLANNING

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>report was presented to Councillors for information in November 2019.</p> <p>Q3 March 2020:</p> <p>Research and visit of other Councils undertaken. Continue to work closely with Police on sharing intelligence, responding to matters. Continue to promote collective responsibility with community.</p>	<ul style="list-style-type: none"> • Communication /awareness (empowering citizens to protect themselves, their home, their businesses) with information included on the Town's website; • A continued partnership between Police and the Town regarding issues and the use of CCTV; • Creating a reporting culture in our community; • Building stronger community connections through supporting different groups, hosting and promoting events; • Funding Constable Care in our schools; • Increase in lighting; • Increasing the vibrancy and foot-traffic along Old Perth Road. <p>Q3 March 2020:</p> <p>Focus on this topic in the next edition of THRIVE, the Town's newsletter which is</p>	

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
		distributed to 10,000 households and businesses.	
Jubilee Reserve Masterplan (formerly Open Space Development Framework)	<p>Q1 September 2019:</p> <p>Open spaces have been categorised and hierarchy established. Council has agreed as part of budget workshops to focus on the Jubilee Concept Plan in 2019/20.</p> <p>Q2 December 2019:</p> <p>The Project Control Group was convened with the new Director Community Planning to review the project.</p> <p>Q3 March 2020:</p> <p>Draft consultant brief prepared.</p>	<p>Q1 September 2019:</p> <p>Scoping of Jubilee Master Plan and formation of Project Team planned for Quarter 2. In the interim, leasing arrangements of Jubilee Reserve are under review.</p> <p>Q2 December 2019:</p> <p>Project was discussed in the context of the review of the Local Planning Framework. Consideration will be given to re-scoping of the project.</p> <p>Q3 March 2020:</p> <p>Draft consultant brief to be considered by the Corporate Management Committee.</p>	CONCEPT
Sandy Beach Playground & Ablutions	<p>Q1 September 2019:</p> <p>Concept Plan has been completed and detailed planning commenced by Nature Play Solutions.</p>	<p>Q1 September 2019:</p> <p>The Project Control Group re-established following the organisational restructure. Funding options are being considered and</p>	PLANNING

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	<p>Q2 December 2019:</p> <p>Nature Play Solutions (Consultant) are in the last stages of the final design process for the construction of the playground.</p> <p>Q3 March 2020:</p> <p>Nature Play Solutions (Consultant) have completed the final detailed design, which was presented to Councillors via the information bulletin.</p>	<p>will be presented to Council at December Ordinary Council Meeting.</p> <p>Q2 December 2019:</p> <p>Project funding under consideration including the potential sale of two Town owned lots. Cash in lieu request with Minister for consideration.</p> <p>Q3 March 2020:</p> <p>Town to apply for development approval from the DBCA and a grant from Lotterywest. Balance on project funding to be sourced from sale of land.</p>	
Mental Health (Inclusion, Resilience & Social Wellbeing)	<p>Q1 September 2019:</p> <p>Hosted asset-based community development workshops to reinforce value of community networks and connections. Exploring the concept of a community hub as a community 'passion project'. Promoted importance of looking out for one another and collective responsibility for community safety and inclusion.</p> <p>Club Connect Program: Partnerships with local clubs leveraged to deliver Mental Health</p>	<p>Q1 September 2019:</p> <p>Further research and educational visits involving communities of interest will be planned and undertaken in Quarter 2, including a visit to Victoria Park Connect - Village Hub.</p> <p>Q3 March 2020:</p> <p>Discussions ongoing between Junior Sporting Clubs and Youth Focus regarding upskilling Club Admin 'Champions'. (Resumption post COVID-19 Shutdown.)</p>	EXECUTION

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

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

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

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

STRATEGIC PRIORITY 1. SOCIAL

Services and Programs

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

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

SERVICE/ PROGRAM	COMMENTS
	<p>given timeframe, as the focus changed from the usual operational tasks to daily management of ever changing public health and safety processes and procedures.</p> <ul style="list-style-type: none"> • The following statistics reflect the impact of COVID-19 <ul style="list-style-type: none"> ○ In the third quarter, the library recorded 25,968 visits, slightly less than previously; ○ Library staff answered 1,788 questions, helped the public to use computers 759 times, provided technical assistance with photocopiers and printers 1,396 times and helped 20 people to access various government online services. Free WiFi was accessed 1,320 times, the library loaned 29,105 items, 171 interlibrary loans were supplied to our patrons and 299 to other public libraries in WA; ○ 38 people came to various events, including free MyGov presentation; our volunteer trainers provided 25 one-on-one computer classes; weekly Craft Group regularly attracted 10-15 people as did the newly established Mah-jong club. Third Mah-jong class was introduced in early March but had to be suspended due to Covid-19; English as Second Language class re-commenced in February; ○ Local Studies hosted annual morning tea with the Bassendean Historical Society in early March; 20 people attended Free Guided Historic Homes Walk; a monthly display featured International Women's day to celebrate achievements of local women; Local Studies Librarian hosted Webinar for 60+ colleagues in Australia as part of 'Searching for Soldiers- WWI and WWII' research; • Children Services continued to attract large groups of participants to all its events and programs with following attendances: Rhyme Time- 153, Story Time 110, Lego League- 29; School Holidays activities in January, with local artist Nami Osaki, were also fully booked.
Seniors & Disability Services	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Review of Seniors' Services in progress.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Ongoing delivery of community care services including individual and group based social programs provided in homes, in the community and at Ashfield Community Centre. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Services continued to be provided to seniors under the Commonwealth Home Support Program (CHSP), Home Care Packages (HCP), Home and Community Care (HACC) and private services, in addition to the management of the Hyde Retirement Village (HRV). • 6000 hours of direct services were delivered to 470 clients. • Implementation of the new Aged Care Quality Standards, which came into effect July 2019, continues in preparation for the triennial quality audit in 2020. • Satisfactory completion of financial acquittals for HCP, CHSP and HACC. • Contract variation of the CHSP Agreement was negotiated with the Department of Health, with adjustment of deliverable outputs approved to maximise funding. • The Hyde Retirement Village Annual General Meeting was held in October, with election of a new Resident Committee. • An annual Stakeholder Sundowner acknowledging partners in service delivery was held in November. • 60 Seniors & Disability Service clients attended the annual client Christmas lunch. • Recruitment activity was undertaken to replace departing casual staff. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Services continue to be provided to seniors under contract with the Department of Health (Commonwealth Home Support Program and Home Care Packages) and the WA Department of Health (Home and Community Care Program). Fee for service arrangements including private services for self-funded retirees and services brokered from other service providers also continue to be provided. As does the management of the Hyde Retirement Village, which had one exit this quarter.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • All services were reimagined during the second half of the quarter to accommodate Government measures to stop the spread of COVID-19. Social groups ceased, transport is provided for essential needs only (medical) and all other services are focused on needs relating to personal care of individuals, their home environment (safety and wellbeing) food, medication and (distant) social contact. • SDS has embraced the Government's relaxed contractual obligations and is providing accelerated and flexible access to care to all seniors – as the most vulnerable part of the community. • Infection control measures already in place as part of normal service delivery were heightened and expanded to include sanitisation of client homes. They have also been extended to the office and include administration staff. • All staff have been provided with additional PPE including masks, overshoes, sanitiser, gloves etc. while direct care staff no longer come into the office and high-risk employees have been supported on an individual level with various options. • SDS Office front door is now closed to the public. Office hours remain unchanged 8.30 - 4.30 for office staff and contact is by phone (9279 6588/email). Direct care staff only attend the office where necessary. • SDS staff strongly encouraged to be vaccinated against the influenza virus and the majority have taken up the offer. • In addition to targeted mail outs to provide education on COVID-19 and information on their evolving services, all clients received a special edition monthly newsletter completely dedicated to the pandemic.
Recreation & Culture	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • New Grant and Sponsorship Framework developed which includes Grant and Sponsorship Guidelines for Business Development, Major and Significant Events and Community Benefit initiatives. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Under the Grants & Sponsorship Framework, \$55,600 was approved for significant/major events, and \$10,100 approved for small / minor events.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Telethon Community Cinemas 2019/2020 commenced on BIC Reserve. • The Remembrance Day ceremony was held on 11 November. • Planning is underway for the staging of the 2020 Australia Day event on Sunday 26 January, Ashfield Reserve • Town Officers are in regular liaison with the organisers of the 2020 WonderRealm event. • The Carols at the Oval event was staged on Sunday 15 December. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Australia Day Celebrations and Fireworks event staged on Ashfield Reserve, Sunday 26 January 2020, attracting approximately 8,000 people. As a non-ticketed, ungated event estimating the crowd size is difficult. It is calculated that the area used by the crowd at the time of the fireworks was approximately 16,000m². It is also estimated that the crowd density was one person per 2m². This gives a seated crowd estimate of 8,000 people. • It was observed that a large number of people arrived immediately before the fireworks display and therefore were not part of the seated crowd estimate. This could confidently add another 1,000 to the crowd estimate. The Town has always estimated a higher crowd number of approximately 14,000. The crowd number this year was smaller. • The Town of Bassendean was the major sponsor for the 2020 WonderRealm Event staged in partnership with local resident and events manager Nella Fitzgerald Events over two weekends outside 48 & 50 Old Perth Road from Friday 7 to Sunday 9, and Friday 14 to Sunday 16 February 2020. WonderRealm was part of the 2020 Perth Fringe Festival. The Town supported this event with a \$50,000 grant, plus a six page liftout in Thrive, production of two videos and professional photography for marketing and leverage of the Town's sponsorship. • The 2019/2020 Telethon Community Cinemas concluded on Saturday 21 March 2020 attracting attendances from 29 November of 10,906 people. • As part of the Town's response to COVID-19, the following events and programs were suspended until further notice – the March Citizenship Ceremony, 2020 ANZAC Day Event, and NAIDOC Family Day event. Town sponsored events were also suspended such as Eden Hill CAN's Neighbour Day event due to be staged on Saturday 21 March and Success Hill Action Group's Family day on Sunday 22 March. The Town's Relax Program was also suspended for in-person delivery (online options are now being planned).

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> As part of the Town's response to COVID-19, Community Facing Projects are also being coordinated by redeployed staff from Youth Services and Recreation and Culture. This includes the "Neighbour Assist" which features a Community Support Line (9377 8099) for residents to call seeking assistance or just someone to talk to.
Youth Services	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> Club Connect Program: Partnerships with local clubs leveraged to deliver Mental Health training and awareness initiatives to support vulnerable young people in the community. <p>Q2 December 2019:</p> <ul style="list-style-type: none"> Club Connect Program: Youth Focus delivered a second 'Breaking the Ice' introductory workshop with local youth sporting clubs. As a follow up to these introductory sessions, local clubs have been contacted to identify their well-placed 'champions', who will be engaged directly by Youth Focus with the intention of offering more comprehensive 'mental health first aid' training and be promoted throughout their clubs as the designated 'Mental Health First Aider'. Youth Focus has identified opportunities within the Club hierarchies to pursue reform to club culture so that they might be able to develop greater capacity to respond to mental health issues experienced by youth members. Delivered case management services to 20 young people. The RYDE Program offered 2834 driving hours to 913 disadvantaged young people through the engagement of 183 volunteer Mentors across five Programs. Partnership continued with alternative education RTO to offer Yr. 9/10/11 equivalency program. Delivered Cert I/II/III Mon-Thurs for disadvantaged cohort marginalised from mainstream education. 20 students enrolled via rolling intake.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Staff prepared a report examining the installation of shade structures at Bassendean Skate Park in response to a Notice of Motion by Council. • The SHIELD Housing Project remained at near full occupancy during this reporting period. • Staff completed IAP2 training. • Funding submission lodged with the Commonwealth Department of Health to deliver a program encouraging physical activity by young people. • Delivered of the 'Keen on Halloween' initiative, and support for the OPRC's 'Spookfest' event. • Supported delivery of the Town's Mental Health Week activation. • Delivered 2 skate workshops in partnership with Skateboarding WA. • Delivered 3 evening activity programs. • Delivered 42 after school 'drop in' program sessions. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Club Connect Program: Follow up with Clubs to offer Mental Health First Aid training put on hold during COVID19 shutdown. • Delivered case management services to 10 young people. Services and referrals are operating remotely via telephone put on hold during COVID-19 shutdown, though significantly compromised. • The RYDE Program was suspended in late February due to the risks posed by COVID-19 situation. Overall coordination still occurring, though other sites left to make their own decisions. As of mid-March, all Programs

SERVICE/ PROGRAM	COMMENTS
	<p>suspended. Work still underway on the development of new sites for: City of Joondalup, Mercy care, Esperance, and an Aboriginal specific program in the Pilbara involving volunteers from local mining companies.</p> <ul style="list-style-type: none"> Partnership continued with alternative education RTO to offer Yr. 9/10/11 equivalency program. Delivered Cert I/II/III Mon-Thurs for disadvantaged cohort marginalised from mainstream education. Program suspended mid March during COVID-19 shutdown. The SHIELD Housing Project remained at full occupancy during this reporting period. Delivered 'modified' indoor GRAVIT8 event due to forecast of bad weather. Skate event postponed until April School Holidays, now cancelled due to COVID19 restrictions. Youth Services staff coordinated COVID-19 response initiatives during March 2020, commencing with the Community Support Hotline, and Neighbour2Neighbour informal volunteering group. More initiatives for coming months in planning phase.
Children's Services	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> Parenting Champion Lisa Armstrong is now trained in "Protective Behaviours", which brings her repertoire to five courses, which she is qualified to present for families. Each term, Lisa facilitates two courses for the community and through the next term October-December will be providing "Tuning in to Teens" and "Circle of Security". The funding received for provision of these programmes through The Midvale Hub Parenting Service is now in its third year of 5 year funding. The funding supports the cost of training whilst the service (funded by the families of Wind in the Willows) pays for the Educator's time to train and deliver courses. It is the aspiration of Children's Services to train a second Champion in the hope of continuity of the Program once the funding through the Parenting Hub has ceased. Children's Services is happy to support the provision of a crèche when required - at this time there has been no further requirements.

SERVICE/ PROGRAM	COMMENTS
	<p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Parenting Champion Lisa Armstrong continued to facilitate two programmes per semester for families in the Bassendean community. Children's Services will host the seven-week Circle of Security Program at the Ashfield Community Centre on Tuesday evenings, commencing 18 February. • During Children's Week (October 2019), a second community event was also held in cooperation with the Midvale Hub. It was well attended by at least 150 community members, in addition to the traditional annual Children's Week Walk facilitated by Children's Services. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Wind in the Willows continues to operate, despite COVID-19, with many families choosing to social distance. Wind in the Willows has implemented heightened measures for cleaning and exclusion of unwell children. • All social events for families at Wind in the Willows have ceased and parenting workshops are on hold. • The Midvale Hub Parenting Service is seeking to engage through on line forums utilising apps such as ZOOM and with support from Parenting Champion Lisa Armstrong. Development of a second Parenting Champion is on hold until professional learning can commence.
Volunteer Centre	<p>Q1 September 2019:</p> <ul style="list-style-type: none"> • Distribution of "Act-Belong-Commit" merchandise on how to stay mentally healthy to potential volunteers visiting the centre. • National Volunteer Week Facebook promotion included Act-Belong-Commit info about ways to stay connected to community and stay mentally healthy.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Old Perth Road Markets – July markets, Act belong Commit Stall with activities. • July Facebook competition: “How do you Act Belong commit?” • Repair Café Annual General Meeting event promoted Act Belong Commit. • RUOK Day workshop 12 September. • Act-Belong-Commit Community Connect space, at 50 Old Perth road. (Will be used by Bassendean 55+ for community connect mornings) <p>Q2 December 2019:</p> <p>Volunteers were actively involved in a number of significant events and activities during the quarter.</p> <ul style="list-style-type: none"> • October 10 Mental Health Day Event, free live music event: <ul style="list-style-type: none"> ○ BBQ delivered by the Men’s Shed ○ Old Perth Road Collective with children’s activities ○ Mental Health information displays and handouts, including: Mental Health Commission packs, Relationships Australia, Helping Minds information display and promotion of volunteering opportunities within the Town. Approximately 300 people attended • 30 October Nutrition and Rice Paper Rolls making workshop: <ul style="list-style-type: none"> ○ Seniors Food for Thought presented by Nutrition Students from Edith Cowan University and Prepare Produce Provide Chef. 18 members participated in the workshop and shared lunch. • Monday 11 November – Activation of library and Coffee & Chat space for 55+ Association <ul style="list-style-type: none"> ○ Creating a space for volunteers and community members to meet and to attract new members to the group • December 5 International Volunteer Day <ul style="list-style-type: none"> ○ Free entry for Town of Bassendean Volunteers to the opening night of Community Cinemas outdoor screening of ‘Ride Like a Girl’. 96 community volunteers attended.

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

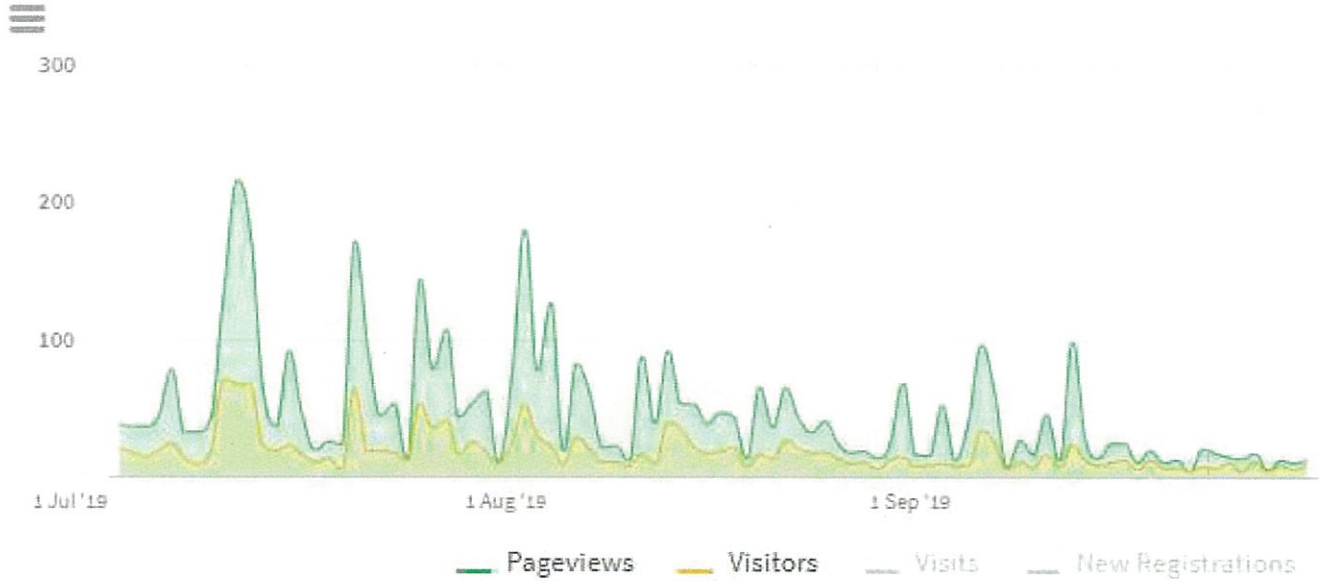
SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> - Have provided the Town with 20 X \$25 Coles vouchers to be distributed as emergency relief, there will be more available if required. - Will be providing support to Bassendean Residents needing Emergency Relief and Crisis assistance. ○ Meals for Seniors Bassendean: Providing vulnerable seniors in Bassendean Community a nutritious weekly meal given the limited access to shopping <ul style="list-style-type: none"> - Weekly healthy meals, prepared by Chefs and delivered by volunteers. - Meals cooked by Cyril Jackson students from Hospitality as part of the 5000 meals program by Prepare Produce Provide https://www.prepareproduceprovide.org/about-us/ - Coordinator: Cath MacDougall Hospitality Teacher - Cyril Jackson Senior Campus ○ Volunteers <ul style="list-style-type: none"> - Implementing short inductions and processes for on boarding new volunteers. - Upskilling current volunteers to work safely and take precautions during the Covid-19 pandemic. - Identifying volunteers on current database to assist with upcoming tasks.
Community Transport	<p>Q1 September 2019:</p> <p>Ongoing provision of volunteer-based community transport services to assist community members.</p> <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Volunteer drivers provided transport for staff and councillors for site tours and to the Victoria Park Community Hub. • Assisted with delivery of 'Thrive' magazine to various locations. • Distributed 50kg of free oranges from Second Bite Belmont, to schools/day care centres in and around Bassendean.

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> Delivered hamper donations for homeless to Saint Bart's. A special shopping bus was operated for residents in December to Bassendean Shopping Centre. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> Volunteer Appreciation Lunch - Friday 10 January – Bassendean Hotel. Eight drivers and nine administration volunteers, and special guest Marion Arundel (recently retired after 27 years of service) attended as an appreciation for their contribution in 2019.
Reconciliation Action Plan	<p>Q1 September 2019:</p> <p>An Internal Aboriginal Engagement group was convened with staff representatives (including Aboriginal staff) across the Town's Administration. The group is currently developing Terms of Reference.</p> <p>Q2 December 2019:</p> <p>Town Officers attended a workshop regarding Reconciliation Action Plans (RAPs) held by WALGA.</p> <p>The CEO convened an internal discussion group in December 2019 involving the Director Community Planning, Manager Youth Services, Senior Cultural Development Officer and the Manager Recreation and Culture to discuss the opportunity to further build cultural competence and positive relationships with indigenous people to achieve better outcomes. The group will meet again in February to map out a path forward in this space.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> Staff undertook an assessment of performance against the current RAP. Staff investigated corporate cultural awareness training opportunities.
Ranger Services (including	<p>Q1 September 2019:</p> <p><i>Community Safety</i></p>

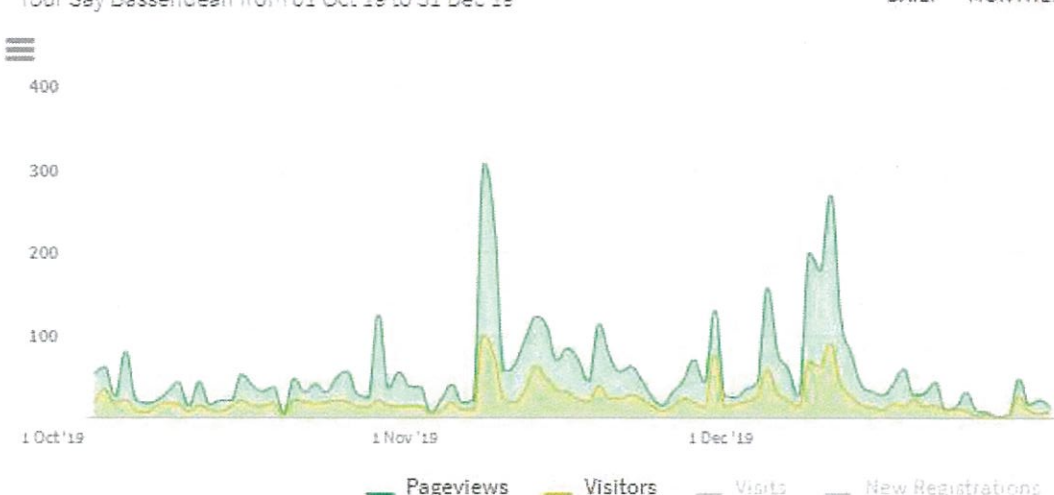
SERVICE/ PROGRAM	COMMENTS
Community & Fire Safety)	<ul style="list-style-type: none"> Maintained local day patrols with ongoing liaison with WA Police for crime prevention and to ensure community safety. <p>Fire Safety</p> <ul style="list-style-type: none"> Commenced community information and initial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

SERVICE/ PROGRAM	COMMENTS
	<ul style="list-style-type: none"> Rangers ensure community safety by carrying out general daily patrols of Town facilities, reserves and parks. Any hotspot locations identified in liaison with WA Police are also included in the patrol routes. <p>Fire Safety</p> <ul style="list-style-type: none"> Bush Fire Season inspections and compliance activities were carried out for the duration of Fire Season. 31 infringements were issued for non-compliance, 11 properties were cleared by the Town's contractor and the prosecution undertaken was successful. <p>Impoundments</p> <ul style="list-style-type: none"> Eight dogs were impounded, with six returned to owners and two rehomed. 32 cats were impounded, 28 rehomed and four euthanised due to health or behavioural issues. <p>Public Areas Dogs on Leads</p> <ul style="list-style-type: none"> Preliminary consultation underway on which Town-controlled public areas should be on-leash or off-leash. Consultation with residents on Saturday mornings while paying their dog renewals and online through Your Say Bassendean.
Facilities for Hire	<p>Q1 September 2019:</p> <p>The Arts Awards were held over two weeks in September, in the Community Hall. Officers sourced alternative venues, such as St Mark's Church Hall, for regular Community Hall hirers during this period.</p> <p>Q2 December 2019:</p> <p>Season changeovers occurred from winter to summer sports. Regular/casual hirers of the Town's community facilities were confirmed for 2020.</p>

SERVICE/ PROGRAM	COMMENTS
	<p>Q3 March 2020:</p> <p>As part of the Town's response to Covid-19, the Town's community facilities for hire, ovals/reserves have been closed until further notice. Restrictions apply to the use of ovals/reserves in line with Federal and State Government directives. Town owned facilities under lease to various sporting clubs, community groups are also closed until further notice. Education providers such as day care and primary schools remain open in line with government precautionary measures against Covid-19.</p>
Your Say Bassendean	<p>Q1 September 2019:</p> <p>A total of 1,092 people are now signed up to the "Your Say Bassendean" website, with the Town hosting nine (9) projects for consultation this period.</p>

SERVICE/ PROGRAM	COMMENTS
	<p>TRAFFIC</p> <p>Visitors Summary</p> <p>Your Say Bassendean from 01 Jul'19 to 30 Sep 19</p> <p>DAILY MONTHLY</p>  <p>There were 1,900 visits to the website, with the most popular projects allowing residents to choose a verge tree or express their views about Bassendream Our Future.</p>

SERVICE/ PROGRAM	COMMENTS												
	<p>TOP PROJECTS</p> <table> <thead> <tr> <th></th><th>Participants (%)</th></tr> </thead> <tbody> <tr> <td>BassenDream Our Future</td><td>106 (18.2%)</td></tr> <tr> <td>Trees: Growing our canopy</td><td>47 (15.4%)</td></tr> <tr> <td>Business in Bassendean</td><td>5 (11.6%)</td></tr> <tr> <td>Noise</td><td>4 (5.6%)</td></tr> <tr> <td>One Planet Living</td><td>3 (12.0%)</td></tr> </tbody> </table> <p>The most popular downloads by residents were:</p> <ul style="list-style-type: none"> • Citrus Gall Wasp Information Sheet (74 times). • Tree Species Choices document (Trees to be planted July 2019) (64 times) • Town of Bassendean Local Integrated Transport Plan (58 times) <p>Q2 December 2019:</p> <p>A total of 1,109 people are now signed up to the “Your Say Bassendean” website, a slight increase from the previous quarter.</p> <p>No consultation was held in the caretaker period in the lead-up to Council elections in late October 2019 or over the Christmas break.</p>		Participants (%)	BassenDream Our Future	106 (18.2%)	Trees: Growing our canopy	47 (15.4%)	Business in Bassendean	5 (11.6%)	Noise	4 (5.6%)	One Planet Living	3 (12.0%)
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SERVICE/ PROGRAM	COMMENTS												
	<div><div>TRAFFIC</div><div><div>Visitors Summary</div><div>Your Say Bassendean from 01 Oct'19 to 31 Dec 19</div><div><div>DAILY</div><div>MONTHLY</div></div><div></div><div><div>Highlights</div><table><tr><td>TOTAL VISITS</td><td>MAX VISITORS PER DAY</td><td>NEW REGISTRATIONS</td></tr><tr><td>2.3 k</td><td>98</td><td>18</td></tr><tr><td>ENGAGED VISITORS</td><td>INFORMED VISITORS</td><td>AWARE VISITORS</td></tr><tr><td>136</td><td>711</td><td>1.6 k</td></tr></table></div></div></div> <p>Since the last quarter, there has been a 21% increase in website visits (2,300 visits), with the most popular projects being the Success Hill Principal Shared Path, weed management, favoured locations for residents to walk their dog, recycling crossword, grants and sponsorship, and reading the engagement report about Bassendream Our Future.</p> <p>The most popular downloads by residents were:</p> <ul style="list-style-type: none">• Current dog on leash and off leash areas (235 times)• Bassendean Engagement Report (138 times)	TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS	2.3 k	98	18	ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS	136	711	1.6 k
TOTAL VISITS	MAX VISITORS PER DAY	NEW REGISTRATIONS											
2.3 k	98	18											
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS											
136	711	1.6 k											

SERVICE/ PROGRAM	COMMENTS
	<p>Q3 March 2020:</p> <p>A total of 1192 residents have signed up to Your Say Bassendean.</p> <p>Consultations during this period included the proposed sale of Town-owned land at Eden Hill, underground power opportunities, and future upgrades to Palmerston Square Reserve and Padbury Way Reserve, as well as rat identification and dog off-leash areas.</p> <hr/> <div><div><div>Visitors Summary</div><div>Your Say Bassendean from 01 Jan'20 to 31 Mar'20</div><div><div>DAILY</div><div>MONTHLY</div></div><div><div><div></div><div>600</div><div>400</div><div>200</div></div><div><div>1 Jan '20</div><div>1 Feb '20</div><div>1 Mar '20</div></div><div><div>Pageviews</div><div>Visitors</div><div>Visits</div><div>New Registrations</div></div></div></div><div><div>Highlights</div><div><div><div>TOTAL VISITS</div><div>2.9 k</div></div><div><div>ENGAGED VISITORS</div><div>203</div></div><div><div>MAX VISITORS PER DAY</div><div>123</div></div><div><div>INFORMED VISITORS</div><div>995</div></div><div><div>NEW REGISTRATIONS</div><div>74</div></div><div><div>AWARE VISITORS</div><div>1.9 k</div></div></div></div></div>

STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT

Strategic Projects

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

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

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

Waste & FOGO Strategy	<p>Q1 September 2019:</p> <p>Waste Strategy The Town is in the early stages of developing the Waste Plan which includes:</p> <ul style="list-style-type: none"> • Drafting a policy on single-use plastic and balloons. • Drafting a Waste Local Law. • Officers undertaking a review of single-use plastics to align our procurement with best practice sustainability. <p>FOGO Officers are developing an education program for schools to start early in 2020 when the school year commences.</p> <p>The Town is working with the East Metropolitan Regional Council to develop FOGO engagement strategy and program for implementation of FOGO by July 2020.</p> <p>Q2 December 2019:</p> <p>Waste Strategy Staff are reviewing the DWER toolkit.</p>	<p>Q1 September 2019:</p> <p>State Government is releasing a toolkit for Local Government Waste Plans in December 2019, which will guide the development of the Town of Bassendean Waste Plan.</p> <p>Amended draft Waste Local Law document to go to November Ordinary Council Meeting.</p> <p>Investigations are underway to refine bin database prior to bin rollout.</p> <p>Strategic Documents (Risk Plan, Communications Plan, Procurement Plan and Financial Model) are being drafted for FOGO Rollout.</p> <p>Audit of bin contents, facilitated by East Metropolitan Regional Council, to be completed by December 2019.</p> <p>Develop scope for service delivery including service structure at commercial and multi-unit developments.</p> <p>Q2 December 2019:</p> <p>Waste Strategy The draft Waste Local Law was endorsed by Council at its November OCM. Following endorsement, the draft Waste Local Law was</p>	PLANNING
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	<p>Container Deposit Scheme - expression of interest submitted to Scheme Coordinator via EMRC</p> <p>FOGO</p> <p>EMRC released an EOI for a permanent FOGO processing facility, with the EOI closing in December.</p> <p>Rates for the collection of FOGO bins were received from SUEZ. Financial modelling for the impact of FOGO commenced.</p> <p>EMRC resolved to fund bins, caddies and education for FOGO from the Secondary Waste Reserve.</p> <p>Q3 March 2020:</p> <p>Waste Strategy</p> <ul style="list-style-type: none"> • Bin sensor technology installed as part of a trial at Jubilee Reserve. Waste Local Law and Single Use Plastics and Balloons Policy to be presented to Council at the March OCM for consideration. • The Waste Local Law was adopted by Council and gazettal is expected in April 2020. 	<p>submitted to the DWER Director General for his consent on 5 December 2019. The DWER Director General consented to the Town's Waste Local Law on 20 December 2019.</p> <p>FOGO</p> <p>Town of Bassendean is represented in the EOI evaluation process, which will be completed in January 2020.</p> <p>Q3 March 2020:</p> <p>Waste Strategy</p> <ul style="list-style-type: none"> • WALGA has requested extension to Waste Plan deadlines in light of COVID-19. • Some Waste Plan actions may result in increased cost to Council and therefore waste charges <p>FOGO</p> <ul style="list-style-type: none"> • FOGO Rollout not yet impacted by COVID-19. 	
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	<ul style="list-style-type: none"> • ERMRC declined to contract with WARRL for any Container Deposit Scheme collection points. • WALGA has requested extension to Waste Plan deadlines in light of COVID-19 • Some Waste Plan actions may result in increased cost to Council and therefore waste charges <p>FOGO</p> <ul style="list-style-type: none"> • Waste and Recycling Officer recruitment completed. • Database of eligible FOGO properties created to be used for mailouts and rollout. • EMRC EOI for permanent FOGO processing facility completed with RFT to be released in April or May. • Preferred charging model for FOGO service determined by Council. • EMRC determined to distribute \$648,100 from the EMRC's Secondary Waste Reserve to the Town to fund the rollout of the three bin FOGO system. • FOGO Rollout not yet impacted. • Communications-major communications plan rolled out, with six-pages about three bin system in 		
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PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
	January and April editions of THRIVE, weekly waste tips on Facebook providing FAQs about the change, and a countdown on the Town's website until 29 June - date of planned introduction. Community champions interviewed, and opt out postcard produced.		

PROJECT	MILESTONES ACHIEVED	COMMENTS	PROJECT PHASE
Weed Management Strategy	<p>Q1 September 2019:</p> <p>Preliminary community Educational workshops on weeds delivered.</p> <p>Council Concept Briefing Workshop – provided overview of the Town's draft Weed Management Strategy and sought feedback.</p> <p>Q2 December 2019:</p> <p>The Town held a weed management forum on 20 November to discuss the Town's current management approach and inform the development of an integrated weed management strategy.</p> <p>Q3 March 2020:</p> <p>Officers received draft strategy for review.</p>	<p>Q1 September 2019:</p> <p>Consultant to present draft weed management strategy at Council Briefing. Community consultation scheduled for November 2019. Community Weed Forum planning underway.</p> <p>Q2 December 2019:</p> <p>Approximately 20 people attended the forum, and officers have organised for stalls at the Hawaiian shopping centre in January to undertake surveys, and the online Your Say portal to capture a wider audience and feedback. The forum report, along with the draft strategy, is intended to go to Council in March/April 2020.</p> <p>Q3 March 2020:</p> <p>CEO has provided feedback on draft strategy including seeking advice on the cost impact of more environmentally-friendly approaches to weed management. Further update on draft strategy sought from consultant.</p>	EXECUTION

STRATEGIC PRIORITY 2. NATURAL ENVIRONMENT

Services and Programs

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

SERVICE/PROGRAM	COMMENTS
	<p><i>Water Quality Monitoring</i></p> <ul style="list-style-type: none"> Water Corporation, Town staff and Urbaqua met with residents adjacent to the 3rd and 4th Avenue drain to discuss the Living Stream proposal. <p><i>Success Hill Spillway</i></p> <ul style="list-style-type: none"> The Town has consulted with the South West Aboriginal Land and Sea Council (SWALSC) and the Whadjuk working party. The Town is awaiting a response from the Whadjuk working party. <p>Q3 March 2020:</p> <p>Improvements In Natural Areas, River Rehabilitation</p> <ul style="list-style-type: none"> Natural area maintenance slowed during the summer months with works limited to watering of revegetation works and weed control, minor erosion along the river was addressed at Pickering Park and Ashfield Pde during the lower tides. <p>Water Quality Monitoring</p> <ul style="list-style-type: none"> No water monitoring took place over summer months, however a community workshop took place for the 3rd & 4th Avenue living stream project. <p>Success Hill Spillway</p> <ul style="list-style-type: none"> Officers met with GHD Consultants to progress the concept design, GHD agreed to have draft concepts available to officers by 6th April. Officers registered interest to be on the agenda for May 2020 meeting of Whadjuk working party however, due to COVID-19 the meeting has been cancelled.
Waste & Recycling	Q1 September 2019:

SERVICE/PROGRAM	COMMENTS
	<p>Waste education actions/events are ongoing. Planning activities to deliver and promote FOGO (Food Organics, Garden Organics) and Container Deposit Scheme. The Town's new Waste Plan will be delivered by July 2020. Entered into a contract with MASTEC to supply bins. (Please see Strategic Projects in the next section for further details on our Waste Strategy and FOGO Projects.)</p> <p>Q2 December 2019:</p> <p>The Department of Water and Environmental Regulation (DWER) released Waste Plan guidance and templates. Waste Plans are required to be completed by August 2020. EMRC is taking an active role in assisting the Town in educating residents about FOGO. EMRC and DWER have been engaged to develop collateral to be used to educate residents about FOGO. EMRC submitted sites to Container Deposit Scheme Coordinator for their consideration.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • EMRC EOI for permanent FOGO processing facility completed with RFT to be released in April or May. • Preferred charging model for FOGO service determined by Council. • EMRC determined to distribute \$648,100 from the EMRC's Secondary Waste Reserve to the Town to fund the rollout of the three bin FOGO system. • Bin sensor technology installed as a part of a trial at Jubilee Reserve. • Waste Local Law and Single Use Plastics and Balloons Policy presented to Council at the March OCM for consideration. Waste Local Law adopted and expected to be gazetted in April 2020. • ERMC declined to contract with WARRL for any CDS collection points.
Parks & Reserves	Q1 September 2019:

SERVICE/PROGRAM	COMMENTS
	<p>Annual tree planting activity commenced with 200 trees planted along with 9,000 seedlings and shrubs planted across verges and reserves (also see next section on Strategic Projects - Natural Environment). Usual springtime program of activities commenced late in the quarter (September):</p> <ul style="list-style-type: none"> • Bores and reticulation switched on. • Turf treatments and replacements undertaken in key parks, reserves and sports grounds (Ashfield Reserve, Jubilee Oval, Bassendean Oval and BIC Reserve). • Mowing of main road verges following heavy grass growth from spring rains. <p>Q2 December 2019:</p> <p>Annual tree planting across verges and reserves is now completed.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • 1000 trees have been procured for this year's winter planting. 600 Trees have been assigned to residential verges with the remaining 400 assigned to other identified areas. • The town has been split into 5 working zones with zone 1 due to commence May 2020 (wet weather permitting).

STRATEGIC PRIORITY 3. BUILT ENVIRONMENT

Strategic Projects

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

	<p>(which focus on club facilities and commercial space) and to provide a further new option, thereby diversifying the potential options for Council consideration (at a later stage).</p> <p>In discussing the further option with group members, including the CEO from SDFC, the representative from DLGSC, the consultant and the WA Football Commission, there was general support to pursue a third option.</p>		
Bassendean Town Centre Plan	<p>Q1 September 2019:</p> <p>Early conversations with the Department of Communities regarding potential development opportunities.</p> <p>Q2 December 2019:</p> <p>The scope is currently being reviewed as part of a broader Local Planning Framework.</p> <p>Q3 March 2020:</p> <p>No change.</p>	<p>Q1 September 2019:</p> <p>Town Centre Plan to be considered as part of development of Local Planning Framework.</p> <p>Q2 December 2019:</p> <p>See Q1 September comments.</p> <p>Q3 March 2020:</p> <p>No change.</p>	CONCEPT
Broadway Station Bike Path Access	<p>Q1 September 2019:</p> <p>Construction commenced (August).</p>	<p>Q1 September 2019:</p> <p>Expected completion Oct 2019.</p>	CLOSED OUT

	<p>Q2 December 2019:</p> <p>Construction of Broadway Access Bike Path was completed in October. This project will provide improved connectivity for active modes of transport between the Bassendean Train Station and residents north of the railway line, promoting active modes of transport, which in turn can improve physical and mental health of the community.</p> <p>Q3 March 2020:</p> <p>Project Completed.</p>	<p>Q2 December 2019:</p> <p>NIL</p> <p>Q3 March 2020:</p> <p>Project Completed.</p>	
Development Contribution Plan	<p>Q1 September 2019:</p> <p>Nil.</p> <p>Q2 December 2019:</p> <p>The scope is currently being reviewed as part of a broader Local Planning Framework.</p>	<p>Q1 September 2019:</p> <p>If pursued, the Development Contribution Plan will be considered in the context of the Local Planning Strategy and Town Centre Plan development.</p> <p>Q2 December 2019:</p> <p>NIL</p>	CONCEPT

	<p>Q3 March 2020:</p> <p>No change.</p>	<p>Q3 March 2020:</p> <p>No change.</p>	
Local Planning Strategy	<p>Q1 September 2019:</p> <p>The Bassendream Our Future report is now complete following numerous workshops, surveys and some 3000 community interactions.</p> <p>Q2 December 2019:</p> <p>The scope is currently being reviewed as part of a broader Local Planning Strategy</p> <p>Q3 March 2020:</p> <p>A report was presented to Council's February 2020 meeting, which provided an overview of the process.</p> <p>Staff met with DPLH staff.</p>	<p>Q1 September 2019:</p> <p>Bassendream Our Future report to be presented to new Council in late October at workshop. Conclusions will inform the Local Planning Strategy and Strategic Community Plan. There will be ongoing dialogue with the Department of Planning, Lands and Heritage. Bassendream Our Future report scheduled to be released as a public document in November.</p> <p>Q2 December 2019:</p> <p>NIL.</p> <p>Q3 March 2020:</p> <p>A subsequent report will be presented to Council at the April OCM.</p>	PLANNING

Local Planning Policy – Built Form Guidelines	<p>Q1 September 2019: Nil.</p> <p>Q3 March 2020: Nil.</p>	<p>Q1 September 2019: Linked to above two projects.</p> <p>Q3 March 2020: The state government is currently developing a medium density housing code and as such, the guidelines may not be required.</p>	CONCEPT
Local Planning Policy – Tree Preservation on Development Sites	<p>Q1 September 2019: Research undertaken of alternate policy instruments to achieve outcomes.</p> <p>Q2 December 2019: The scope is currently being reviewed as part of a broader Local Planning Framework.</p> <p>Q3 March 2020: A draft policy was presented to Council's March 2020 meeting, where Council resolved to advertise the draft policy.</p>	<p>Q1 September 2019: NIL.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: The draft policy will be advertised before being presented back to Council for consideration.</p>	EXECUTION
Whitfield Safe Active Street	<p>Q1 September 2019: Detailed design development and community engagement was completed.</p> <p>Q2 December 2019: Whitfield Safe Active Street design was adopted by Council in December. Tender</p>	<p>Q1 September 2019: Finalisation of design with Department of Transport is planned for early November 2019, along with commencement of the Tender process.</p> <p>Q2 December 2019: NIL.</p>	EXECUTION

	<p>documentation and specifications are being developed for advertising in January 2020.</p> <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Tender documentation and specifications advertised in January 2020. • Submissions reviewed and evaluated. A preferred Contractor was recommended to Council at its March Ordinary Council Meeting. • Council awarded the contract for the Whitfield Safe Access Street Road Rehabilitation and Improvements to Asphaltec Pty Ltd on 31 March 2020. • Consultation held with Hawaiian and Coles about impact on truck deliveries near shopping centre. • Tender report to Council in March 2020. Construction expected to commence in April and be completed by September 2020. 	<p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Construction expected to Commence in April and be completed by September 2020. 	
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STRATEGIC PRIORITY 3. BUILT ENVIRONMENT

Services and Programs

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

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

STRATEGIC PRIORITY 4. ECONOMIC

Services and Programs

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

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

STRATEGIC PRIORITY 5. GOOD GOVERNANCE

Key Projects and Initiatives

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

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

New Organisational Structure	<p>Q1 September 2019: Appointment of Director Community Planning and Executive Manager Infrastructure.</p> <p>Q2 December 2019: The final positions within the organisational restructure were filled, with the following appointments:- Philip Adams, Executive Manager Infrastructure, Elizabeth Kania, Manager Governance & Strategy (commencing early February 2020) and Donna Shaw, Manager Development & Place (commencing late January 2020).</p> <p>Q3 March 2020: Minor change to the organisational structure to account for resignation of Senior Environmental Officer. New Manager Sustainability and Environment to be established with direct report to CEO to</p>	<p>Q1 September 2019: The organisational restructure is nearing completion with remaining positions in the Executive team now filled. Organisational structural change was undertaken to implement the recommendations of the “New Way of Working through Organisational Redesign” report, as part of a broader transformational change program designed to build the leadership, culture, strategy and capabilities of the organisation.</p> <p>Q2 December 2019: The completion of these key appointments ensures the management capability and capacity to support the function of the CEO.</p> <p>Q3 March 2020: Identified experienced officer from another Council for finite contract position of Manager Sustainability and Environment noting difficult circumstances in advertising presently.</p>	CLOSED OUT
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
	enable more strategic approach to this portfolio and embedding of principles across all areas of the organisation such as planning and development.		
Information Management & Technology Review	<p>Q1 September 2019: Consultants Broadreach were appointed following a procurement process.</p> <p>Q2 December 2019: The Information Management & Technology Review was undertaken in October, with a draft report presented to Councillors in November 2019.</p> <p>Q3 March 2020: The IT strategy has been examined and priority projects determined for implementation in FY21.</p>	<p>Q1 September 2019: Project to be undertaken in Quarter 2.</p> <p>Q2 December 2019: The report provided an IT strategy that reflects the Town's strategic priorities and a roadmap to help guide future investment in IT to ensure maximum benefit.</p> <p>Q3 March 2020: The Town will appoint a Manager of Information Technology in Q4.</p>	EXECUTION

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Council Induction Program	<p>Q1 September 2019: Commenced research and planning.</p> <p>Q2 December 2019: Following the October elections, the Town welcomed two new Councillors, with an Induction Program held later in the month. The program included a presentation by the CEO, a tour of the Town's key projects and a workshop development.</p>	<p>Q1 September 2019: Program to be delivered in Quarter 2 (October) with incoming Council, post Council elections. Further workshops will be arranged between October and December as part of a broader orientation in the lead up to strategic planning.</p> <p>Q2 December 2019: The Induction Program enabled new Elected Members to familiarise themselves with how council works, the legislation and policy under which council operates, and an understanding of their role as Councillors, and the priority projects underway</p>	CLOSED OUT
Customer Service Charter	<p>Q1 September 2019: Draft Customer Service Charter finalised.</p> <p>Q2 December 2019: Internal consultation of draft Charter undertaken with frontline staff.</p> <p>Q3 March 2020: Customer Service Charter published internally and externally on ToB website.</p>	<p>Q1 September 2019: To be published in Quarter 2.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: Nil.</p>	CLOSED OUT

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

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

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Corporate Reporting Improvements, including Quarterly Reporting	<p>Q1 September 2019: Proposal for new look and format (Quarterly Report) was presented to Corporate Management Committee.</p> <p>Q2 December 2019: The Corporate Management Committee endorsed the improved Quarterly Report format for implementation.</p> <p>Q3 March 2020: In March 2020, an assessment matrix was formulated to assess each priority project currently listed for the Town. The matrix is intended to be used as an objective tool to evaluate prospective projects in the 2020/2021 financial year.</p>	<p>Q1 September 2019: Recognise report is in a process of transition pending the new Strategic Community Plan to be developed in 2019/2020.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: An assessment matrix has been created as a means to objectively evaluate priority projects going forward.</p>	EXECUTION

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Review of Audit	<p>Q1 September 2019: Review of current state and existing audit documentation and recommendations.</p> <p>Q2 December 2019: An Audit & Compliance Register was compiled from previous audit reports and recommendations and presented to the Audit & Governance Committee in November.</p> <p>Q3 March 2020: Audit and Risk Register – High Level Report developed and presented to the Audit and Governance Committee in March 2020.</p>	<p>Q1 September 2019: Audit and Compliance Register to be developed in Quarter 2.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: A comprehensive Audit and Risk Register is to be developed in 2020/21.</p>	EXECUTION

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Risk Management Framework	<p>Q1 September 2019: Initial research commenced and external risk workshop attended by staff. Review of current state and existing risk and audit documentation.</p> <p>Q2 December 2019: Ongoing research.</p> <p>Q3 March 2020: Risk management efforts have been attributed to business continuity planning in light of COVID-19.</p>	<p>Q1 September 2019: Model and approach to consider relevance and fitness-for-purpose based on organisational risk appetite and maturity.</p> <p>Q2 December 2019: NIL.</p> <p>Q3 March 2020: NIL.</p>	CONCEPT

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

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Delegations Review	<p>Q1 September 2019: Initial research commenced, with discussion paper drafted.</p> <p>Q2 December 2019: A review of Delegations is now underway.</p> <p>Q3 March 2020: A ground up review of Delegations is well in progress</p>	<p>Q1 September 2019: Ground up review required.</p> <p>Q2 December 2019: The review has been an extensive task with each delegation on file being reviewed to ensure its relevance and appropriateness in value adding to the efficiency of operational tasks. It is expected that the outcomes of the review will be provided to Council in the near future.</p> <p>Q3 March 2020: It is expected the reviewed register will be provided to Council in May 2020.</p>	PLANNING

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Code of Conduct	<p>Q1 September 2019: Initial research commenced.</p> <p>Q2 December 2019: There were no actions in December pending Public Sector Commission updates and guidance.</p> <p>Q3 March 2020: There were no actions in the March quarter pending Public Sector Commission updates and guidance</p>	<p>Q1 September 2019: On hold, pending upcoming changes to Local Government Act and publication of guidance and template by WALGA in early 2020.</p> <p>Q2 December 2019: Please refer to the update from the September quarter.</p> <p>Q3 March 2020: Please refer to the update from the September quarter.</p>	CONCEPT

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Review of financial process and controls	<p>Q1 September 2019: Discussions with Internal Auditors commenced regarding audit of payment processes and systems.</p> <p>Q2 December 2019: An audit of the Town's Accounts Payable and Purchasing function was commenced in December by the Town's Internal Auditors.</p> <p>Q3 March 2020: Report expected in May 2020.</p>	<p>Q1 September 2019: Internal audit of payment processes and systems planned for Quarter 2.</p> <p>Q2 December 2019: The Audit Report to be received in Quarter 3.</p> <p>Q3 March 2020: The Audit Report is expected to be received in Q4 and will be tabled at the June 2020 meeting of the Audit and Governance Committee.</p>	PLANNING

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Review of leases and management arrangements	<p>Q1 September 2019: Initial work on corporate leasing framework commenced, with particular application to Men's Shed and other key Town asset-based initiatives.</p> <p>Q2 December 2019: A lease agreement for the Men's Shed was developed and endorsed by Council at the December Ordinary Council Meeting.</p> <p>Q3 March 2020: Review of lease arrangements by sporting clubs and associations is currently being conducted in response to COVID-19.</p>	<p>Q1 September 2019: Proposals to be presented to Council in Quarter 2.</p> <p>Q2 December 2019: Lease agreement to be executed early next quarter.</p> <p>Q3 March 2020: Lease signed in January 2020 with the Men's Shed.</p>	PLANNING

Build Community Engagement	<p>Q1 September 2019: Proposal endorsed by Council to host Council briefings in the community as part of a 12 month trial.</p> <p>Capability development of key staff in community engagement through completion of IAP2 training.</p> <p>Asset Mapping undertaken in conjunction with community to identify community strengths, network opportunities and passion projects.</p> <p>Q2 December 2019: Council briefings in the community commenced, with the November and December briefings being held at the Ashfield Community Centre and Bassendean Youth Centre, respectively.</p> <p>The MARKYT Community Perceptions benchmarking survey was undertaken in November to obtain a “current state” view of how the community perceives the Council’s performance in a number of key areas. The Town of Bassendean was one of the highest ranked performers in the State, achieving industry-leading results in key performance areas, including: listening to and respecting residents’ views, and clearly explaining</p>	<p>Q1 September 2019: November Council briefing being planned for Ashfield Community Centre.</p> <p>New community directory to be developed.</p> <p>Q2 December 2019: Progress building a community directory of services.</p> <p>Q3 March 2020: Consultation is now limited to electronic platforms due to COVID-19.</p>	TBC
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PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
	<p>reasons for decisions and taking residents' views into account.</p> <p>Q3 March 2020:</p> <p>Annual General Meeting conducted with the community in February in the Community Hall. February Briefing Session occurred at Eden Hill Primary School with a strong attendance. Preceding the briefing was a presentation to the community from Western Power on a proposal to underground power in most parts of the Town north of the train line.</p> <p>Due to COVID-19, the trial of Briefing Sessions in the community were suspended from March.</p> <p>Consultation now relies heavily on online engagement, including Facebook, the Town's website and Your Say Bassendean, with heavy community interaction on social media with regard to Neighbour Assist and opportunities to help others. videos delivered Council Meetings occur online, with live streaming.</p>		

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Costing & Pricing Framework	Q2 December 2019: Q3 March 2020: Scope of work prepared.	Q1 September 2019: Scoping to occur in Quarter 3. Q2 December 2019: Scoping to occur in Quarter 3. Q3 March 2020: Project delayed due to COVID-19.	CONCEPT

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Procurement and contract management framework	<p>Q1 September 2019: Procurement and Contract Tender Evaluation processes strengthened.</p> <p>Q2 December 2019: The Procurement, Contracts & Leases Coordinator commenced.</p> <p>Further requirements to procurement processes implemented, including introduction of evaluation handbook for RFQ and RFT panels.</p> <p>Q3 March 2020: Improvements to procurement processes continued, including development of a Tender Evaluation Report for presentation to Council, inclusion of broader social outcomes in Tender documentation and the introduction of standard contracting terms and conditions.</p>	<p>Q1 September 2019: Procurement, Contracts & Leases Coordinator to commence in Quarter 2.</p> <p>Q2 December 2019: Procurement policy and guidelines to be reviewed following receipt of the <i>Purchasing Internal Audit Report</i>. Consider broader outcomes such as buy local, sustainability, indigenous, disabilities etc.</p> <p>Q3 March 2020: The Town has not received the Purchasing Internal Audit Report, which is now expected in Q4.</p> <p>Tender Register developed for presentation on the Town's website in Q4.</p>	PLANNING

PROJECT/INITIATIVE	MILESTONE/DELIVERABLE ACHIEVED	COMMENTS	PROJECT PHASE
Review of Land and Property Assets	<p>Q1 September 2019: Work commenced on compiling a central register of Town property and built assets, including leases and asset condition.</p> <ul style="list-style-type: none"> • Assets with development potential • Assets for disposal • Assets with options to be identified (strategic options) <p>Q2 December 2019: Draft Property Assets Report presented to Executive team in December 2019.</p> <p>Q3 March 2020: Visit to Victoria Park to discuss land optimisation strategy.</p>	<p>Q1 September 2019: This work will be progressed in Quarter 2 with a review of the current state.</p> <p>Q2 December 2019: This work will inform a major review of the Town's Assets in 2020.</p> <p>Q3 March 2020: NIL.</p>	PLANNING

STRATEGIC PRIORITY 5. GOOD GOVERNANCE

Services and Programs

SERVICE/PROGRAM	COMMENTS
Governance & Strategy	<p>Q2 December 2019:</p> <ul style="list-style-type: none"> • A Community Perceptions Scorecard study was undertaken in November 2019, with industry-leading results achieved for the Town of Bassendean, which was amongst the highest rated participating West Australian local government authorities. • The Town's Strategic Planning process commenced with the engagement of consultants Creating Communities to assist Council and Administration with the development of a Strategic Community Plan in early 2020. <p>Q3: March 2020</p> <ul style="list-style-type: none"> • The Strategic Community Plan was progressed in this quarter. Workshops with staff and Council were conducted by the consultants Creating Communities. Feedback from the workshops will be used to create a draft Strategic Community Plan. • Draft Strategic Community Plan to be provided in May 2020 for Council feedback and discussion.

SERVICE/PROGRAM	COMMENTS
Audit and Risk Management	<p>Q1 September 2019: Internal Audit reports were presented at August Audit and Governance Committee meeting. Report on management action developed. Commenced discussions with internal auditors on internal audit program for 2019-2020. Audit and Compliance Register to be developed in Quarter 2. Audited accounts for the 2018/2019 Financial Year to be presented to the Audit and Governance Committee in Quarter 2.</p> <p>Q2 December 2019: The internal audit of the Accounts Payable function was performed in December. An Audit & Compliance Register was compiled and presented to the Audit and Governance Committee in November, along with the audited accounts for the 2018/2019 Financial Year.</p> <p>Q3 March 2020: The Office of the Auditor General has appointed RSM Australia Pty Ltd as the Town's external auditors for the next three years.</p>

Organisational Development	<p>Q1 September 2019:</p> <p>Corporate Training and Development</p> <ul style="list-style-type: none"> • <i>Monthly CEO Briefing and Networking Sessions</i> • <i>Employee Scorecard Survey Results presentation by Catalyse to senior leadership team and staff</i> • <i>IAP2 Engagement Methods</i> • <i>IAP2 Engagement Design</i> • <i>Equal Employment Opportunity Workshops</i> • <i>One Planet Living Workshop</i> • <i>Corporate Induction</i> • <i>Staff Representative Group Workshop to consider driving cultural change opportunities</i> <p>Wellbeing Events and Initiatives</p> <ul style="list-style-type: none"> • <i>R U OK Day</i> <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> • <i>Safety Induction (Staff and Contractors)</i> <p>Q2 December 2019:</p> <ul style="list-style-type: none"> • Accountable and Ethical Decision Making Workshops were held, with 68% (n=97) of staff attending. Further workshops will be run in Quarter 3, to cover remaining and new staff. • Other training for staff this quarter included: <ul style="list-style-type: none"> ○ <i>The Accidental Counsellor</i> ○ <i>Basic First Aid</i> ○ <i>Basic Traffic Management for Outside Employees</i> ○ <i>Social and Disability Awareness Training for new employees</i> • Corporate & Safety Inductions were held on 25 September 2019 and 11 November 2019 • Monthly CEO Briefing Sessions were held on 17 October 2019 at Success Hill, 20 November 2019 at Administration Centre and 5 December 2019 on Old Perth Road.
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SERVICE/PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • Staff Representative Group Workshops (Team Utopia) held on 26 September 2019 and 7 November 2019 to collate feedback and ideas for change initiatives and enriching positive culture. • Councillors and Staff End of Year Function held on 20 December 2019 at Swan Districts Football Club. The event included presentation of Recognition of Retiring Councillors, Bob Brown and Melissa Mykytiuk along with staff Appreciation, CEO and Mayor Awards. <p>Q3 March 2020:</p> <ul style="list-style-type: none"> • Final Accountable and Ethical Decision Making Workshops held for remaining and new employees. • Monthly CEO Briefing Sessions were held on 29 January 2020 at Administration Centre and 4 March 2020 on Old Perth Road. • Launch of the new 'Leadership For All' program. This series includes a range of training and workshops to bring together teams to motivate and inspire inspiration, build cross-organisational relationships, optimize expertise, collaborate and share experience and equip our people with the right tools and support to achieve the Town's outcomes. Due to COVID-19, there has been a delay in rolling out the new series, however arrangements will be made to continue this program with online learning opportunities. • Introduction Session held with leaders about the Town's new Performance Development Plan and Process, to align with the Town's transformational change to drive organizational performance. • Corporate & Safety Induction cancelled due to COVID-19 outbreak. Development of an online induction to progress in the coming weeks.

Workplace Health & Safety
(WHS)

Q2 December 2019:

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

Q3 March 2020:

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

SERVICE/PROGRAM	COMMENTS
	<ul style="list-style-type: none">• Occupational Health & Safety Committee Meeting held on 5 March 2020.• Workers Compensation claims: There were two new Workers Compensation Claims for the quarter.

Human Resources	<p>Q1 September 2019: Recruitment activities</p> <ul style="list-style-type: none"> • <i>Director Community Planning</i> • <i>Executive Manager Infrastructure</i> • <i>Acting Manager Governance and Strategy</i> • <i>Coordinator Recycling and Waste</i> • <i>Library Officer</i> • <i>Library Clerk</i> • <i>Amenity Horticulturalist</i> • <i>IT Support Officer</i> <p>Q2 December 2019: The final positions within the organisational restructure were filled, with the following appointments:- Philip Adams, Executive Manager Infrastructure, Elizabeth Kania, Manager Governance & Strategy (commencing early February 2020) and Donna Shaw, Manager Development & Place (commencing late January 2020).</p> <p>Other positions recruited were:</p> <ul style="list-style-type: none"> • <i>Manager Finance</i> • <i>Coordinator, Procurement, Contracts & Leases</i> • <i>Project Engineer</i> • <i>Engineering Works General Hand</i> • <i>Events Officer</i> • <i>Street Tree Officer</i> • <i>Parks & Gardens Team Member</i> • <i>Assistant in Home Nursing casuals</i> <p>Q3 March 2020: Senior Officer appointments included the commencement of Donna Shaw, Manager Development & Place along with Alex Evans, Manager Information & Technology (due to commence on 27 April 2020). Other positions recruited were:</p>
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SERVICE/PROGRAM	COMMENTS
	<ul style="list-style-type: none"> • <i>Human Resources Support Officer (Temporary)</i> • <i>Senior Payroll Officer (Temporary)</i> • <i>Educator & Senior Educator</i> • <i>Development Compliance Officer (on hold due to COVID-19)</i> • <i>Environment Officer (Temporary)</i> • <i>Conservation Officer</i> • <i>Recycling & Waste Officer</i>

COUNCIL RESOLUTIONS RECOMMENDED FOR DELETION.

REC_NO.	OFFICER	DESCRIPTION	ACTION_TAKEN
ROC20/71272	BRICE CAMPBELL	OCM-15/3/20 - ADOPTION OF WASTE LOCAL LAW MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL: 1.NOTES THE DIRECTOR GENERAL OF THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION HAS PROVIDED ITS CONSENT TO THE PROPOSED TOWN OF BASSENDEAN WASTE LOCAL LAW 2019; AND 2. MAKES THE TOWN OF BASSENDEAN WASTE LOCAL LAW 2019 AS ATTACHED TO THE ORDINARY COUNCIL AGENDA OF 24 MARCH 2020 AND AUTHORISES THE COMMON SEAL TO BE ATTACHED; AND 3. NOTES THE PROGRESSION OF THE REMAINING ACTIONS TO FINALISE THE LOCAL LAW ADOPTION PROCESS AS DETAILED IN SECTION 3.12 OF THE LOCAL GOVERNMENT ACT 1995.	NOTED - WASTE LOCAL LAW IS PROGRESSING THROUGH THE ACTIONS IN THE REPORT TO FINALISE THE LOCAL LAW ADOPTION PROCESS AS DETAILED IN SECTION 3.12 OF THE LOCAL GOVERNMENT ACT 1995. RECOMMEND DELETION
ROC19/68331	DAVID DWYER	OCM-9/8/19 - RECREATIONAL BOATING FACILITIES SCHEME APPLICATION FOR A ROUND 24 PLANNING/DESIGN PROJECT GRANT FOR PICKERING PARK BOAT RAMP MOVED CR HAMILTON SECONDED CR QUINTON THAT COUNCIL DEFERS A DECISION ON SUBMITTING AN APPLICATION FOR THE RECREATIONAL BOATING FACILITIES SCHEME THIS FINANCIAL YEAR AND PRIOR TO ANY FUTURE APPLICATION FIRSTLY UNDERTAKES AN AUDIT REGARDING THE BOAT RAMP FACILITY AT PICKERING PARK INCLUDING BUT NOT LIMITED TO; HOW MANY PEOPLE USE THE RAMP AND HOW OFTEN WHAT SIZE BOATS THEY USE ETC. FURTHERMORE THAT A DRAFT OF THE PROPOSED AUDIT BE PROVIDED VIA THE CEO BULLETIN TO COUNCILLORS FOR INPUT PRIOR TO COMMUNITY DISTRIBUTION.	NOTED THAT COUNCIL HAS DEFERRED DECISION ON SUBMITTING APPLICATION. PROPOSED AUDIT METHOD AND QUESTIONNAIRE HAS BEEN PRESENTED TO COUNCIL IN THE WEEKLY BULLETIN FROM THE OFFICE OF THE CEO 13 DECEMBER 2019. UNDERTAKING AN AUDIT HAS BEEN PUT ON HOLD PENDING FURTHER WORK ON MARINE ASSETS IN PARTICULAR POINT RESERVE. RECOMMEND DELETION.
ROC20/71269	DONNA SHAW	OCM-11/3/20 LOCAL PLANNING POLICY NO. 17 – GRADE SEPARATION AT THE CORNER OF GUILDFORD ROAD AND OLD PERTH ROAD – REVOCATION MOVED CR MCLENNAN SECONDED CR BARTY AND CR HAMILTON THAT COUNCIL PURSUANT TO CLAUSE 6(B) OF SCHEDULE 2 OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 REVOKES LOCAL PLANNING POLICY NO. 17 – GRADE SEPARATION AT THE CORNER OF GUILDFORD ROAD AND OLD PERTH ROAD AND NOTES THAT ADMINISTRATION WILL PUBLISH A NOTICE ACCORDINGLY.	RESOLUTION COMPLETED - POLICY REVOKED AND REMOVED FROM WEBSITE. RECOMMEND DELETION
ROC20/71271	DONNA SHAW	OCM-14/3/20 - ANIMALS ENVIRONMENT NUISANCE & PESTS LOCAL LAW MOVED CR WILSON SECONDED CR QUINTON THAT COUNCIL: 1.IN ACCORDANCE WITH SECTION 3.12(4) OF THE LOCAL GOVERNMENT ACT 1995 MAKES THE TOWN OF BASSENDEAN ANIMALS	TO BE PUBLISHED IN GOVERNMENT GAZETTE RECOMMEND DELETION.

		ENVIRONMENT NUISANCE AND PEST LOCAL LAW 2019 AS ATTACHED TO THE ORDINARY COUNCIL AGENDA OF 24 MARCH 2020 AS AMENDED TO DELETE THE WORDS '20SQ METRES' AND REPLACE WITH '2SQ METRES PER POULTRY' AND AUTHORISES THE COMMON SEAL TO BE ATTACHED; 2.NOTES THE PROGRESSION OF THE REMAINING ACTIONS TO FINALISE THE LOCAL LAW ADOPTION PROCESS AS DETAILED IN SECTION 3.12 OF THE LOCAL GOVERNMENT ACT 1995.	
ROC19/66001	DONNA SHAW	OCM-9/2/19 - ANIMALS ENVIRONMENT NUISANCE & PESTS LOCAL LAW MOVED CR QUINTON SECONDED CR GANGELL THAT: 1.COUNCIL GIVES STATEWIDE PUBLIC NOTICE FOR A PERIOD OF NOT LESS THAN SIX WEEKS THAT IT PROPOSES TO MAKE THE TOWN OF BASSENDEAN ANIMALS ENVIRONMENT NUISANCE AND PEST LOCAL LAW 2019; AND 2.AT THE EXPIRY OF THE COMMENT PERIOD ALL COMMENTS WILL BE CONSIDERED AND REPORTED BACK TO COUNCIL FOR ITS CONSIDERATION PRIOR TO THE LOCAL LAW BEING RECOMMENDED FOR ADOPTION.	LOCAL LAW ADOPTED. TO BE PUBLISHED IN GOVERNMENT GAZETTE RECOMMEND DELETION.
ROC17/57444	JEREMY WALKER	OCM-23/04/19 - NOTICE OF MOTION - CR HAMILTON: TONKIN PARK CONTAINMENT CELL MOVED CR HAMILTON SECONDED CR BROWN THAT COUNCIL: 1.REQUESTS THE ADMINISTRATION COMMUNICATES WITH THE LAND OWNER AND RELEVANT GOVERNMENT AGENCIES TO PROVIDE AN UPDATED REPORT TO THIS COUNCIL AT THE EARLIEST OPPORTUNITY ON PROGRESSION AND IMPLEMENTATION OF THE REMEDIATION ACTION PLAN (RAP) PERTAINING TO DECOMMISSIONING OF THE 4.5HA TONKIN PARK CONTAINMENT CELL AND THE CONTAMINATED SOILS/FILL CONTAINED WITHIN SAID CELL LOCATED ON LOT 857 YELLARD WAY BASSENDEAN; AND 2.THEREAFTER THE ADMINISTRATION CONTINUE TO LIAISE WITH ALL RELEVANT PARTIES AND FULLY APPRAISE FUTURE COUNCILS WITH PROGRESS REPORTS ON A YEARLY BASIS RE THE ONGOING IMPLEMENTATION OF THE REMEDIATION ACTION PLAN UNTIL SUCH TIME AS THE TONKIN PARK CONTAINMENT CELL AND IT'S CONTENTS ARE SUCCESSFULLY AND COMPLETELY DECOMMISSIONED; AND 3.REQUESTS UPDATED INFORMATION RELATING TO SITE AUDITS OF CONTAMINATION TOGETHER WITH RELEVANT DWER REPORTS/INFORMATION BE PROVIDED AS A COMPARISON TO THE MANDATORY AUDITOR'S REPORT DATED 18 AUGUST 2016. OCM-7/11/17 - POTENTIAL REMOVAL OF THE TONKIN PARK CONTAINMENT CELL LOCATED AT LOT 857 YELLAND WAY BASSENDEAN MOVED CR GANGELL SECONDED CR MYKYTIUK THAT THE REPORT ON THE	STAFF HAVE DISCUSSED THE MATTER WITH THE OWNERS' REPRESENTATIVE AND WITH THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION. THE TOWN CONTACTED THE LANDOWNER TO SEEK AN UPDATE AS TO WHAT PROGRESS HAS BEEN MADE TOWARDS THE DECOMMISSIONING OF THE CONTAINMENT CELL AND TO ENQUIRE AS WHETHER THERE WAS ANYTHING THAT THE TOWN COULD DO TO ASSIST WITH MEETING THAT OBJECTIVE. THE OWNER ADVISED THAT THEY ARE STILL INVESTIGATING OPTIONS FOR THE USE OF THE FILL IN MAJOR ROAD INFRASTRUCTURE CONSTRUCTION PROJECTS HOWEVER PROGRESS HAS BEEN LIMITED. IT WILL CONTINUE TO WORK WITH VARIOUS INDUSTRY AND STATE GOVERNMENT STAKEHOLDERS TO ADVANCE MATTERS. FEEDBACK FROM THE DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION: THE DEPARTMENT ADVISED THAT A GROUNDWATER MONITORING REPORT WAS RECEIVED AND REVIEWED BY THE AUDITOR WHO PROVIDED SOME FEEDBACK TO THE OWNER AND CONSULTANT. BOTH THE AUDITOR AND THE DEPARTMENT ADVISED THAT GROUNDWATER MONITORING SHOULD CONTINUE. THE DEPARTMENT ALSO ADVISED THAT IT DID NOT HAVE ANY ROLE IN ACTIVELY PURSUING THE REMOVAL

		POTENTIAL DECOMMISSIONING OF THE CONTAINMENT CELL AND THE RESULTS OF RECENT GROUNDWATER MONITORING IN RELATION TO LOT 857 YELLAND WAY BASSENDEAN BE RECEIVED.	OF THE CELL. BASED ON THE ABOVE THE TOWN HAS NO ACTIVE ROLE IN THIS MATTER AT THIS TIME. RECOMMEND DELETION
ROC18/64609	JEREMY WALKER	OCM-21/11/18 - RIVER PARKS COMMITTEE MEETING HELD ON 13 NOVEMBER 2018 MOVED CR HAMILTON SECONDED CR QUINTON THAT: 1.COUNCIL RECEIVES THE REPORT ON A MEETING OF THE RIVER PARKS COMMITTEE HELD ON 13 NOVEMBER 2018; 2.COUNCIL ACKNOWLEDGES THE COMMUNITY FEEDBACK RECEIVED REGARDING THE ASHFIELD FLATS DRAFT WORKS PROGRAM 2018-2023; 3.COUNCIL SUPPORTS ALL THE RECOMMENDATIONS CONTAINED IN THE 'REPORT ON THE COMMUNITY FEEDBACK RECEIVED FOR THE ASHFIELD FLATS DRAFT WORKS PROGRAMME 2018-2023' FOR: A)THE DEPARTMENT OF PLANNING LANDS & HERITAGE TO APPROACH THE DEPARTMENT OF TRANSPORT AND REQUEST A FIXED SWAN RIVER SPEED CAMERA BE ERECTED AT ASHFIELD FLATS TO ASSIST WITH THE CONTROL OF BOAT SPEED WITH THE AIM TO REDUCE THE IMPACT OF BOAT WASH AS A CONTRIBUTION TO REDUCING RIVERBANK EROSION AT ASHFIELD FLATS; AND A SIGN BE ERECTED WITH A CONTACT NUMBER TO REPORT SPEEDING BOATS; B)THE DEPARTMENT OF PLANNING LANDS & HERITAGE TO SEEK THE ADVICE OF THE DEPARTMENT OF TRANSPORT TO DIRECT ALL SWAN RIVER TRAFFIC AND MODIFY EXISTING NAUTICAL MAPS TO USE THE CHANNEL NAVIGATION MARKERS BETWEEN RON COURTNEY ISLAND AND GARVEY PARK; C)THE WESTERN AUSTRALIAN PLANNING COMMISSION AND THE DEPARTMENT OF PLANNING LANDS & HERITAGE TO DEVELOP A POLICY IN ACCORDANCE WITH THE DOG ACT 1976 IN CONSULTATION WITH REPRESENTATIVE COMMUNITY GROUPS TO CONTROL DOG ACCESS AT ASHFIELD FLATS RESERVE IN ORDER TO ASSIST WITH THE MANAGEMENT OF FUTURE REHABILITATION AREAS; AND D)REQUESTS THAT ANY FORESHORE FENCING CONSTRUCTED BE SYMPATHETIC TO THE NATURAL ENVIRONMENT. 4.COUNCIL NOTES THAT A NUMBER OF THE RECOMMENDATIONS CONTAINED IN THE 'REPORT ON THE COMMUNITY FEEDBACK RECEIVED FOR THE ASHFIELD FLATS DRAFT WORKS PROGRAM 2018-2023' ARE CONTINGENT ON THE OUTCOMES OF THE HYDROLOGICAL STUDY BEING COMPLETED IN APPROXIMATELY 18-24 MONTHS AND THAT THE STUDY WILL HEAVILY INFLUENCE THE RECOMMENDATIONS PROPOSED AND THE PREPARATION OF AN ASHFIELD FLATS FORESHORE MANAGEMENT PLAN TO BE PREPARED BY THE DEPARTMENT OF PLANNING LANDS	1; COUNCIL ADVISE THEY RECEIVED REPORT NOTED NO ACTION REQUIRED. 2; COUNCIL ACKNOWLEDGED THE FEEDBACK RECEIVED FROM THE COMMUNITY NO FURTHER ACTION REQUIRED. 3; FORMER DIRECTOR OF OPERATIONAL SERVICES ADDRESSED THIS ITEM AND ISSUED REQUIRED LETTER TO DPLH & WAPC (OLET-7946918). 4; COUNCIL NOTED RECOMMENDATIONS FROM THE REPORT ARE CONTINGENT ON COMPLETION OF HYDROLOGY STUDY NO FURTHER ACTION REQUIRED. 5; COUNCIL ENDORSED VILLIERS STREET LOOKOUT CONCEPT PLAN NO FURTHER ACTION REQUIRED. OFFICERS ARE PROGRESSING WITH THE PLAN - SEE NOTE ON ITEM 7. 6; COUNCIL NOTED LETTER RECEIVED FROM DWER REGARDING VILLIERS STREET LOT 821/52 NO FURTHER ACTION REQUIRED. 7; FORMER DIRECTOR OF OPERATIONAL SERVICES PROVIDED COUNCIL WITH A DRAFT LEASE AGREEMENT FOR LOT 821/52 WAPC/DPLH HAVE NOT PROVIDED THE TOWN WITH A SITE MANAGEMENT PLAN. OFFICERS SUBMITTED A DA AS PER WAPC RECOMMENDATION TO UNDERTAKE WORKS OUTLINED IN THE CONCEPT PLAN DPLH RESPONDED ADVISING THAT DA IS NOT REQUIRED HOWEVER THEY ADVISED THE SITE FALLS WITHIN THE SWAN RIVER TRUST DEVELOPMENT CONTROL AND A FORM 7 PERMIT APPLICATION UNDER THE SWAN AND CANNING RIVERS ACT IS REQUIRED. OFFICER HAVE SUBMITTED A FORM 7 PERMIT APPLICATION TO DBCA ON 13/02/20 (REF: 20/0422) DBCA ARE STILL ASSESSING THE APPLICATION. 8; COUNCIL RECEIVED REPORT NO FURTHER ACTION REQUIRED. 9; COUNCIL ENDORSED DECISION TO CEASE TRAPPING UNTIL RE-EVALUATION OF THE PROGRAMME IS UNDERTAKEN NO FURTHER ACTION REQUIRED. 10; FOX TRAPPING PROGRAM WAS ENGAGED BY AN EXTERNAL PROVIDER. PROGRAM CEASED DUE TO THE ISSUES THAT AROSE (NIL FOXES TRAPPED DOMESTIC CATS TRAPPED DOGS LEGAL ISSUES SURROUNDING TRAPPING DOMESTIC CATS & DOGS). OFFICERS SIMON STEWERT-DAWKINS JEREMY WALKER

		<p>AND HERITAGE IN CONSULTATION WITH THE DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS; 5.COUNCIL ENDORSE THE ASHFIELD CAN LOOKOUT CONCEPT PLAN FOR LOT 821/52 VILLIERS STREET ASHFIELD PREPARED BY URBAN BOTANIC ATTACHED TO THE 13 NOVEMBER 2018 RIVER PARKS COMMITTEE AGENDA; 6.COUNCIL NOTES THE DEPARTMENT OF WATER & ENVIRONMENTAL REGULATION LETTER REGARDING CONTAMINATED LOT 821/52 VILLIERS STREET ASHFIELD ATTACHED TO THE 13 NOVEMBER 2018 RIVER PARKS COMMITTEE AGENDA; 7.COUNCIL REQUESTS OFFICERS PROVIDE A REPORT ON A MANAGEMENT ORDER OR LEASE AGREEMENT FOR THE HIGH GROUND DEPICTED IN THE ASHFIELD CAN LOOKOUT CONCEPT PLAN FOR LOT 821/52 VILLIERS STREET ASHFIELD SUBJECT TO THE WAPC/DEPARTMENT OF PLANNING LANDS & HERITAGE PREPARING A SITE MANAGEMENT PLAN INCLUDING SPECIFIC HEALTH AND SAFETY MANAGEMENT AND AN ESTIMATE OF ANNUAL MAINTENANCE COSTS INCLUDING MOWING AND WEEDING; 8.COUNCIL RECEIVES THE REPORT UPDATING ON CAGE TRAPPING WITHIN ASHFIELD FLATS RESERVE, BINDARING PARK AND PICKERING PARK;</p> <p>9.COUNCIL ENDORSES THAT NO FURTHER CAGE TRAPPING WILL BE IMPLEMENTED, UNTIL A RE-EVALUATION OF THE PROGRAMME IS UNDERTAKEN, DUE TO THE HIGH VOLUME OF DOMESTIC DOGS WANDERING "OFF LEASH" WITHIN THE ASHFIELD FLATS RESERVE;</p> <p>10.COUNCIL REQUESTS THAT THE DEPARTMENT OF PLANNING LANDS & HERITAGE AND TOWN OF BASSENDEAN OFFICERS CONTINUE TO MONITOR THE ASHFIELD FLATS FOX ACTIVITY AND RECONSIDERS A FOX CAGE TRAPPING PROGRAMME ONCE GUIDELINES FOR DOG ACCESS ON THE ASHFIELD FLATS HAVE BEEN IMPLEMENTED AND THEIR EFFECTIVENESS EVALUATED;</p> <p>11.COUNCIL REQUESTS THAT OFFICERS CONTINUE TO MONITOR THE WANDERING CAT PROBLEM AT BINDARING PARK AND PICKERING PARK AND ON AN 'AS REQUIRED' BASIS, THE TOWN OF BASSENDEAN RANGERS PROVIDE CAT OWNERS EDUCATION MATERIALS REGARDING RESPONSIBLE PET OWNERSHIP, IN ORDER TO PROTECT WILDLIFE; AND</p>	<p>AND THE RIVER PARKS COMMITTEE MADE THE DECISION THAT THE SECOND PART/ROUND OF THE TRAPPING CONTRACT WOULD NOT BE ENTERED INTO AND NO FURTHER TRAPPING WOULD TAKE PLACE AT THIS POINT IN TIME. THE DOG GUIDELINES RELATING TO ISSUES AT THE FLATS ARE UNDER REVIEW ALTHOUGH NO KNOWLEDGE SURROUNDING TIMEFRAMES CAN BE ESTABLISHED AT THIS POINT IN TIME. DPLH HAVE BEEN ERECTING (AND REMOVING) FENCES IN THE PAST FEW YEARS WITHOUT ADDRESSING THE TOWN'S RECOMMENDATION TO CONSULT THE USERS OF THE AREA. RANGER SHARNA ADVISES THAT THE TOWN IS UNABLE TO GOVERN THE AREA FOR DOG CONTROL UNLESS THE LAND IN QUESTION COMES UNDER THE CARE AND CONTROL OF THE TOWN (AS PER DOG ACT REQUIREMENTS) - (SM). 11; THE CATS IN THE WETLAND AREAS CANNOT BE CONSIDERED AS WANDERING (OR FERAL) AS THERE ARE NO CONTAINMENT LAWS OR EXCLUSION ZONES IDENTIFIED FOR CATS IN THE TOWN. NO LAWS ADOPTED TO ASSIST RANGERS WITH REQUIRED ENFORCEMENT REGARDING CATS TO BE CONTAINED TO THEIR PROPERTIES AND AS SUCH, RANGERS CAN ONLY PROVIDE TIPS/GUIDELINES ON RESPONSIBLE CAT OWNERSHIP - (SM). 12; SIGNS WERE IN PLACE WHILST TRAPS WERE DEPLOYED, SIGNS HAVE SINCE BEEN REMOVED UPON CESSATION OF THE PROGRAM. NO FURTHER ACTION REQUIRED. 13; THIS IS AN ONGOING EDUCATIONAL PROGRAMME, THE TOWN CO-FUND THE REEL IT IN PROJECT AND DBCA HAVE CREATED NEW SIGNAGE IN CONJUNCTION WITH RESIDENT GRAEME KING. NO FURTHER ACTION REQUIRED (JW). RECOMMEND DELETION.</p>
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		<p>12.COUNCIL REQUESTS TEMPORARY SIGNAGE BE ERECTED NOTIFYING THE PUBLIC THAT FOX CAGE TRAPPING IS IN EFFECT AND NOT TO ACCESS AFFECTED AREAS; AND</p> <p>13.THAT THE TOWN OF BASSENDEAN WORK WITH THE WA PLANNING COMMISSION AND DEPARTMENT OF BIODIVERSITY, CONSERVATION & ATTRACTIONS TO PROMOTE RESPONSIBLE FISHING THROUGHOUT THE TOWN VIA EDUCATION AND SIGNAGE.</p>	
ROC20/71275	PAUL WHITE	OCM-21/3/20 - RFT 08/2019 (WHITFIELD SAFE ACCESS STREET ROAD REHABILITATION AND IMPROVEMENTS MOVED CR QUINTON SECONDED CR MACWILLIAM THAT COUNCIL APPOINTS ASPHALTECH PTY LTD TO UNDERTAKE THE WHITFIELD SAFE ACCESS STREET ROAD REHABILITATION AND IMPROVEMENTS WORKS AS SPECIFIED IN TENDER 08/2019 TO COMMENCE UPON COUNCIL APPROVAL AND CONTRACTOR ACCEPTANCE WITH PRACTICAL COMPLETION BY 31 AUGUST 2020.	CONTRACT LETTER OF AWARD SENT TO THE CONTRACTOR ON 7 APRIL 2020. ROC FINALISED. RECOMMEND DELETION
ROC20/71273	PETA MABBS	OCM-19/3/20 - LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION MOVED CR MCLENNAN SECONDED CR HAMILTON THAT COUNCIL SUPPORTS THE VARIATION TO THE TRUST DEED FOR THE LOCAL GOVERNMENT HOUSE TRUST AS PROVIDED AS ATTACHED TO THE ORDINARY COUNCIL AGENDA OF 25 MARCH 2020.	LETTER SENT TO WALG ADVISING OF COUNCIL RESOLUTION (DATED 9/4/20). RECOMMEND DELETION
ROC19/68329	PHILLIP ADAMS	OCM-7/8/19 - BUS SHELTER INSTALLATION - PENZANCE STREET AND JAMES STREET MOVED CR MCLENNAN SECONDED CR WILSON THAT COUNCIL: 1.RECEIVES THE COMMUNITY SURVEY RESULTS IN FAVOUR OF THE INSTALLATION OF BUS SHELTER AT BUS STOP 15805 PENZANCE STREET; 2.SUPPORTS THE INSTALLATION OF A SHELTER AT BUS STOP 15805 PENZANCE STREET; 3.NOTES THAT OFFICERS WILL PROVIDE A LETTER TO ALL RESIDENTS WITHIN THE ORIGINAL SURVEY AREA ADVISING THEM OF THE SURVEY RESULTS AND COUNCIL'S DECISION; 4.ADVISES THE PTA OF THE TOWN'S SUPPORT TO INSTALL A BUS SHELTER AT PENZANCE STREET AT BUS STOP NUMBER 15805 100% FUNDED BY PTA AND JAMES STREET BUS STOP NUMBER 15550 TO BE 50% FUND BY PTA; 5.APPROVES THE FUNDING OF \$3905 IN THE 2019/20 CAPITAL BUDGET REPRESENTING 50% OF THE COST OF THE BUS SHELTER ON JAMES STREET BUS STOP NUMBER 15550; 6.ACCEPTS THE STYLE OF BUS SHELTER IN JAMES STREET AS DESCRIBED WITHIN THE REPORT AND REQUESTS THAT THE BUS SHELTER ON PENZANCE STREET ALSO BE INSTALLED IN THE SAME STYLE AS THE SHELTER ON OLD PERTH ROAD ILLUSTRATED IN ATTACHMENT 4; AND	1. NOTED. 2. BUS SHELTERS INSTALLED. 3. LETTER PROVIDED TO RESIDENTS. 4. PTA ADVISED - BOTH BUS SHELTERS INSTALLED. 5. FUNDING APPROVAL IMPLEMENTED. 6. BUS SHELTERS INSTALLED AS PER THE DESIGN. 7. STAFF HAVE INVESTIGATED LOCATIONS FOR THE INSTALLATION OF THE SPARE SHELTER RECOMENDED FOR INCLUSION INTO THE 20/21 BUDGET WHERE A LIST OF PROPOSED SHELTER LOCATIONS WILL BE PRESENTED TO COUNCIL. RECOMEND DELETION.

		7.REQUEST STAFF INVESTIGATE POSSIBLE LOCATIONS FOR THE INSTALLATION OF THE SPARE SHELTER.	
ROC17/54999	PHILLIP ADAMS	OCM-24/7/17 - NOTICE OF MOTION – CR BRIDGES: VERGE TREATMENT AND MAINTENANCE POLICY MOVED CR BRIDGES SECONDED CR MCLENNAN THAT THE TOWN OF BASSENDEAN PROVIDES A REPORT ON THE VERGE TREATMENT AND MAINTENANCE POLICY WITH THE AIM TO ENABLE RESIDENTS TO PLANT VERGE GARDENS INCLUDING EDIBLE PLANTS WITHIN GUIDELINES THAT MAINTAIN SAFE PEDESTRIAN FLOW VEHICLE SIGHT LINES AND ACCESS TO UTILITY INFRASTRUCTURE WITHOUT THE REQUIREMENT OF A FORMAL APPLICATION.	VERGE POLICY AND GUIDELINES DEVELOPED AND PRESENTED TO MARCH OCM FOR ADOPTION. RECOMMEND DELETION.
ROC17/57465	PHILLIP ADAMS	OCM-36/11/17 - NOTICE OF MOTION - CR HAMILTON: GUILDFORD ROAD FICUS TREES MOVED CR HAMILTON SECONDED CR MYKYTIUK THAT COUNCIL: 1.RESCINDS PARTS 123 & 5 OF OCM 10/09/17 (PROPOSED GUILDFORD ROAD BARRIER) WHICH READS: “THAT COUNCIL: 1.RECEIVES THE GUILDFORD ROAD BARRIER INSTALLATION REPORT FROM MAIN ROADS WA TO PROTECT THE PIERS OF THE ASHFIELD PEDESTRIAN FOOTBRIDGE AND VEHICLE SAFETY AS ATTACHED TO THE SEPTEMBER 2017 ORDINARY COUNCIL MEETING AGENDA; 2.REQUESTS THAT MAIN ROADS WA CONSULTS WITH RESIDENTS ON UPGRADING THE ROAD SAFETY ASPECTS OF THE SITE THROUGH THE INSTALLATION OF TRAFFIC BARRIERS; THE PROPOSAL FOR THE REMOVAL OF FOUR FICUS TREES ON THE NORTH SIDE OF GUILDFORD ROAD; THE RELOCATION OF STREET LIGHT POLES AND THE PLANTING OF SUITABLE REPLACEMENT TREES; 3.REQUESTS THAT THE MAIN ROADS WA AMEND THE GUILDFORD ROAD BARRIER INSTALLATION REPORT TO ENSURE THAT THE LANDSCAPE PROPOSAL DETAILED IN FIGURE 9 REQUIRES; A)THE PLANTING OF CALLISTEMON VIMINALIS REPLACEMENT PLANTINGS AT CLOSE PLANTING INTERVALS TO PROVIDE TREE CANOPY COVER AND SCREENING OF THE RAILWAY RESERVE; B)THE PROPOSED NEW STREET TREE PLANTINGS BE WATERED OFF THE EXISTING TOWN OF BASSENDEAN RETICULATION MAINLINE; C)THE RETICULATION MAINLINE TO BE PROTECTED AND/OR REINSTATED TO THE SATISFACTION OF THE TOWN OF BASSENDEAN; D)THE VERGE AREA IS MULCHED AND THE TREES ARE MAINTAINED BY MAIN ROADS WA FOR 2 YEARS UNTIL THE TREES HAVE ESTABLISHED; AND 5.ACCEPTS THE OFFER FROM MAIN ROADS WA FOR ADDITIONAL TREES TO BE PLANTED AT A SUITABLE LOCATION IN CONSULTATION WITH THE TOWN”; 2.RECOGNISES THE IMPORTANCE	MRWA ADVISED THE TOWN OF BASSENDEAN ON 20 FEBRUARY 2020 THAT THEIR INITIAL PROPOSAL MADE IN 2017 IS NO LONGER A PRIORITY. EXECUTIVE MANAGER OF INFRASTRUCTURE PHIL ADAMS ADVISED THAT IF THE PROJECT BECOME A PRIORITY AGAIN IN THE FUTURE IT WILL BE ADDRESSED ACCORDINGLY. RECOMMEND DELETION.

		<p>OF ADDRESSING IDENTIFIED SAFETY CONCERNS FOR ROAD USERS ON GUILDFORD ROAD AND FOR PEDESTRIANS USING THE ASHFIELD STATION PEDESTRIAN FOOT BRIDGE BUT AT THE SAME TIME RECOGNISES THE HIGH VALUE THAT IS PLACED ON THE FICUS TREES IN THIS LOCATION BY THE BASSENDEAN COMMUNITY AND THE AMENITY PROVIDED BY THE TREES ALONG THIS ROUTE; 3.ENDORSES THE MAIN ROADS WA PROPOSAL TO PROVIDE ADDITIONAL PROTECTION FOR THE PIER SUPPORTS OF THE ASHFIELD STATION PEDESTRIAN FOOTBRIDGE SUBJECT TO ENGAGING WITH THIS COUNCIL TO FULLY EXPLORE OPTIONS/SOLUTIONS TO RETAIN THE FOUR ADJACENT FICUS TREES AND FURTHER REQUESTS THAT MAIN ROADS FACILITATE ENGAGEMENT WITH THIS COUNCIL SO THAT THE PROJECT MAY IMPLEMENTED WITHIN THE CURRENT PROJECT TIMEFRAME; 4.REQUESTS THAT MAIN ROADS WA AND THE PUBLIC TRANSPORT AUTHORITY PROVIDE OPPORTUNITIES TO ENGAGE WITH COUNCIL AND THE COMMUNITY TO FURTHER EXPLORE AND IDENTIFY ALTERNATIVE SOLUTIONS TO UPGRADING THE ROAD SAFETY ASPECTS OF THE SITE IN ACCORDANCE WITH THE CURRENT PROJECT TIMEFRAME; AND 5.REQUESTS THE CEO INVITE REPRESENTATIVES FROM MRWA PTA AND OTHER RELEVANT GOVERNMENT DEPARTMENTS TO MEET WITH COUNCIL AND SENIOR STAFF TO HAVE A BROADER DISCUSSION ON VARIOUS PROPOSALS FOR THE LOCAL AREA (SUCH AS METRO-NET AND THE ASHFIELD PRECINCT PLAN) WITH A VIEW TO ACHIEVING OPTIMAL PLANNING OUTCOMES FOR THE DISTRICT.</p>	
ROC19/68946	SALVATORE SICILIANO	<p>OCM-6/10/19 - COMMUNITY BENEFIT SPONSORSHIP AND GRANTS APPLICATIONS: CAROLS AT STEEL BLUE OVAL MOVED CR WILSON SECONDED CR GANGELL THAT: 1.COUNCIL RECEIVES THE COMMUNITY BENEFIT SPONSORSHIP AND GRANTS APPLICATION LODGED BY THE BASSENDEAN CHURCH OF CHRIST TO STAGE THE 2019 CAROLS AT STEEL BLUE OVAL; 2.COUNCIL APPROVES FUNDING IN THE AMOUNT OF \$2000 TO BASSENDEAN CHURCH OF CHRIST TO STAGE THE 2019 CAROLS AT THE OVAL EVENT CONDITIONAL UPON AGREEMENT THAT GLOW STICKS WILL NOT BE USED; 3.THE EVENT BE OPENED WITH A WELCOME TO COUNTRY ACKNOWLEDGEMENT; 4.COUNCIL APPROVES UP TO AN ADDITIONAL \$500 TOWARDS THE COST OF A WELCOME TO COUNTRY; AND 5.ALL PROMOTIONAL MATERIAL PRODUCED BY THE BASSENDEAN CHURCH OF CHRIST ACKNOWLEDGES THE TOWN'S SPONSORSHIP.</p>	ALL COMPONENTS COMPLETED. RECOMMEND DELETION.

ROC20/71277	SALVATORE SICILIANO	OCM-34/03/20 - COMMUNITY BENEFIT EVENTS SPONSORSHIP AND GRANTS APPLICATION FOR BASSENDEAN GALAXY BASKETBALL CLUB MOVED CR WILSON SECONDED CR BARTY THAT COUNCIL SUPPORTS THE FUNDING OF \$600 FOR THE PURPOSES OF COACHING COURSES FOR THE BASSENDEAN GALAXY BASKETBALL CLUB.	COMPLETED. RECOMMEND DELETION.
ROC19/68346	SALVATORE SICILIANO	SCM-4/9/19 - MAJOR AND SIGNIFICANT EVENTS SPONSORSHIP AND GRANTS APPLICATION FOR WONDERREALM BASSENDEAN 2020 MOVED CR WILSON SECONDED CR QUINTON THAT COUNCIL: 1.RECEIVES THE MAJOR AND SIGNIFICANT EVENTS SPONSORSHIP AND GRANTS APPLICATION LODGED BY NELLA FITZGERALD EVENTS FOR THE 2020 WONDERREALM EVENT; 2.APPROVES FUNDING IN THE AMOUNT OF \$50000 TO NELLA FITZGERALD EVENTS FOR THE STAGING OF THE 2020 WONDERREALM EVENT TO BE HELD FROM 8 TO 10 AND 14 TO 16 FEBRUARY 2020; 3.NOTES THAT GIVEN THE LARGE SCALE OF THE EVENT THAT AN INDEPENDENT EVALUATION BE CONDUCTED AT THE CONCLUSION OF THE EVENT TO REVIEW PROCESS AND OUTCOMES; AND 4.APPROVES WAIVER OF ALL APPLICABLE FEES AND CHARGES FOR THE USE OF THE TOWN'S BASSENDEAN COMMUNITY HALL BASSENDEAN SENIOR CITIZENS CENTRE AND THE BIC RESERVE WHICH ARE VENUES FOR THE EVENT. 5.ENTERS INTO A FUNDING AGREEMENT WITH THE APPLICANT TO BE CLEAR THAT THE TOWN'S ALLOCATION IS FOR UP TO \$50000 BASED UPON FUNDING FOR LOGISTICS INFRASTRUCTURE AND MARKETING EXPENSES ONLY.	ALL COMPONENTS COMPLETED. RECOMMEND DELETION.
ROC19/69563	SALVATORE SICILIANO	OCM-31AND 32/11/19 - COMMUNITY BENEFIT SPONSORSHIP AND GRANTS APPLICATIONS ASSESSMENT PANEL REPORT – TRANSITIONAL ROUND AND ROUND TWO MOVED CR MCLENNAN SECONDED CR HAMILTON. THAT COUNCIL: 31/11/19 1.RECEIVES THE COMMUNITY BENEFIT SPONSORSHIP AND GRANTS APPLICATIONS LODGED AS ATTACHED IN THE CONFIDENTIAL ATTACHMENTS IN THE ORDINARY COUNCIL MEETING AGENDA OF 26 NOVEMBER 2019; 2.RECEIVES THE ASSESSMENT PANEL REPORT ON APPLICATIONS FOR FUNDING; AND 3.DOES NOT APPROVE FUNDING FOR THE GALAXY BASKETBALL CLUB BUT ENCOURAGES THE CLUB TO REAPPLY FOR FUNDING FOR THEIR END OF SEASON EVENT IN LINE WITH THE TOWN'S COMMUNITY BENEFIT SPONSORSHIP AND GRANTS POLICY. 32/11/19 MOVED CR GANGELL SECONDED CR MCLENNAN THAT COUNCIL: 1.RECEIVES THE COMMUNITY BENEFIT SPONSORSHIP AND GRANTS APPLICATIONS LODGED AS SHOWN IN THE CONFIDENTIAL ATTACHMENTS IN THE ORDINARY COUNCIL MEETING AGENDA OF 26 NOVEMBER 2019;	FUNDING AGREEMENTS FOR APPROVED APPLICANTS HAVE BEEN EXECUTED. UNSUCCESSFUL APPLICANTS HAVE BEEN ADVISED. THE GALAXY BASKETBALL CLUB HAS BEEN INVITED TO SUBMIT A NEW COMMUNITY BENEFIT SPONSORSHIP APPLICATION. RECOMMEND DELETION.

		2.RECEIVES THE ASSESSMENT PANEL REPORT ON APPLICATIONS FOR FUNDING; AND 3.APPROVES THE ASSESSMENT PANEL'S RECOMMENDATIONS AS FOLLOWS: (A)APPROVES FUNDING AND ADDITIONAL CONDITIONS FOR THE: •MORLEY BAPTIST CHURCH; •EDEN HILL DADS; •SUCCESS HILL ACTION GROUP; (B)SUPPORTS THE ASSESSMENT PANEL'S DETERMINATION THAT APPLICATIONS FOR FUNDING RECEIVED FROM THE ASHFIELD SPORTS CLUB AND GLAMOUR GIRL BURLESQUE ARE INELIGIBLE AND COULD NOT BE CONSIDERED FOR FUNDING.	
ROC19/66202	TIM DAYMAN	OCM-13/03/19 - COMMUNITY SPORTING AND RECREATION FACILITIES FUND (CSRFF) APPLICATION – BASSENDEAN BOWLING CLUB MOVED CR GANGELL SECONDED CR MYKYTIUK THAT: 1.COUNCIL SUPPORTS THE CSRFF SMALL GRANT APPLICATION LODGED BY THE BASSENDEAN BOWLING CLUB; 2.IN ACCORDANCE WITH THE CSRFF ASSESSMENT GUIDELINES COUNCIL RATES THE PROJECT AS WELL PLANNED AND NEEDED BY THE APPLICANT; AND 3.\$25601 BE LISTED IN THE 2019/20 DRAFT CAPITAL WORKS BUDGET SUBJECT TO THE CSRFF SMALL GRANT APPLICATION BEING APPROVED BY THE DEPARTMENT OF LOCAL GOVERNMENT SPORTING AND CULTURAL INDUSTRIES.	BUDGET APPROVED AT MYR AND SENT TO FINANCE FOR PAYMENT. RECOMMEND DELETION.

ATTACHMENT NO. 15

Covid-19: Town Centre Stimulus Activation Proposal- April 2020

by Councillor Kathryn Hamilton

Objectives:

- Assist in recovery of local business and employment activity disrupted by Covid-19.
- Provide financial concessions and incentives to commercial property owners to retain existing tenants and/or activate dead spaces within the Town Centre.
- Improve the look and feel of Town Centre for residents, workers and visitors.
- Support long term increased viability for business operators by activating the Town Centre.
- Improve pedestrian accessibility and experience.

OPTION 1: Occupied Properties

Owners of Town Centre **occupied** commercial properties, upon application to the Town of Bassendean, may have rates reduced or rebated by 50% for individual properties in the 2020/21 financial year if they meet the following criteria:

- Provide documentary evidence that existing active operational tenants of subject commercial properties owned by the applicant within the Town Centre have had their rental obligations waived in full for the first half of financial year 2020/21 i.e. 1st of July through to 31st of December inclusive.
- In addition to the above, that the full annual rates payable on such properties will be reinstated in cases where subject property becomes vacant for longer than 3 months continuously during the 2020/21 financial year, or more than 4 months cumulatively over the 2020/21 financial year.

Vacant Properties

Owners of Town Centre **vacant** commercial premises and land, upon application to the Town of

Bassendean, may have rates reduced or rebated by 50% for individual properties in the 2020/21 financial year if they meet the following "Activation or beautification works" criteria:

OPTION 2: Vacant Commercial Land

ACTIVATION (MUST DO AT LEAST ONE OF THE BELOW + ONGOING MAINTENANCE. Or provides alternative plans that are acceptable to the Town of Bassendean.)

Desirable activation responses

- Graphic or architectural fence that includes a combination of seating, landscaping, lighting or mural. This does not include fencing such as chain link or plain solid panelling.
- Remove weeds and debris and rehabilitate as green space with landscaping and reticulation.
- Improve public access to, and usage of, land (for example, shade structure, benches, tables, children's play equipment or sporting equipment, such as a basketball ring).
- Enable part of lot to be used as outdoor dining or trading area by a neighbouring business.
- Make the area more visually interesting and exciting by incorporating public art, including sculpture, murals and street art.

Design suggestions

- Incorporate some permeability to allow airflow and enable public surveillance.
- Adhere to 'Crime Prevention through Environmental Design' principles.
- Facilitate options to mitigate site heat through environmental design.
- Consider impact on neighbours and any existing use of surrounding sites.
- Remove obsolete concrete slabs and exposed footings.
- Comply with all relevant planning laws and regulations

OPTION 3: Unoccupied Commercial Premises

ACTIVATION (MUST DO AT LEAST ONE OF THE BELOW + ONGOING MAINTENANCE. Or provides alternative plans that are acceptable to the Town of Bassendean.)

Desirable activation responses

- Inset graphics, art displays or other visual installations on ground level external windows and walls.
- Repaint or retile and improve ground level frontage and associated awnings over the footpath.

- Include rotating shop displays that are visually appealing from the street or free of charge community spaces for group activities, classes or study areas.
- Where setback from the road reserve exists, undertake landscaping according to 'Crime Prevention Through Environmental Design' principles.

Design suggestions

- Curated spaces should demonstrate potential uses of the site and promote interesting shop fronts.
- Lively internal uses, visible from the outside, should encourage adaptation of vacant retail tenancies to commercial uses.
- Window treatments of commercial tenancies should be managed to ensure high levels of visual permeability.
- Avoid blank flat panels that can invite graffiti/tagging and vandalism. Consider appropriateness of murals or other artwork.
- Provide appropriate lighting and permeability.

Consistent with the objective of this 2020/21 initiative, assessment of unoccupied premises will focus on the appearance of property from the street.

Whether a building is occupied or unoccupied will be determined based on lettable areas at ground level, with a building being considered unoccupied if more than 50 per cent of the ground level is unoccupied and inactive.

For strata-titled buildings, occupancy will be determined separately for each strata-titled commercial lot at ground level.

Unoccupied commercial premises may be occupied through attracting tenants by offering competitive leasing arrangements. As with vacant land, unoccupied commercial buildings can also be "activated" to enable property owner to apply for rates reduction. The examples listed above outline options that may be available to owners of unoccupied commercial premises to activate their properties without requiring tenancies.

(Note: These examples are given as a guide only and owners should consider what options are most appropriate for their properties.)

Grace Period For Activation

Owners of Town Centre commercial property who activate their property by ***October 2020*** will be eligible to have rates reduced or rebated by 50% in relation to 2020/21 financial year.

All activation works must be undertaken in conjunction with general maintenance to ensure the property is presented to a reasonable standard.

* Note; the October timeline could be extended out to December if Council so chooses.

Expression of Interest

Owners of Town Centre commercial properties may lodge an Expression of Interest with Town of Bassendean from June 2020 onwards.

Additional Incentives for consideration by Council

Where a land owner of Town Centre commercial property proposes to carry out "Activation Works" consistent with improving the appearance of their property from the street, and the value of those proposed works exceeds \$10,000, the Town of Bassendean at its absolute discretion may make grants available (up to \$2,000) upon application.

The Town encourages collaborative projects between adjoining property owners and their tenants that provides best outcomes in terms of enhanced amenity and street appeal. Combined project proposals will be judged on their merits and may attract a higher level of funding from the Town of Bassendean.

Example of a collaborative project:

- A group of shops where shop front street appeal would be improved via installation of new awnings of a cohesive design, particularly in the case of adjoining heritage or character style buildings.

Background

This is a time for councils to be agile and innovative in their approach to the social and economic fallout caused by the Covid-19 pandemic.

Limited resources means we must be targeted in our approach to facilitate the best outcomes. Small business drive local employment but restrictions put in place to reduce the spread of the virus have significantly disrupted business operators.

There are some business types that will not derive benefit from "Buy Local" campaigns or by moving to online platforms, so there remains real risk of losing a significant portion of the Town Centre small operators. Property owners play a large part in retention of those at risk small business tenants and should therefore be included in responses to minimise the potential negative effects on our local business community. As with all programs it is unlikely that all eligible Commercial Property Owners will uptake the options outlined in the above Town Centre Stimulus Proposal, however from a budgeting perspective it is best practice to note the Town's maximum exposure financially. This explains the format of my Motion to request financial details first.

The Town Centre Covid-19 Activation Proposal seeks to find a balance between providing some financial relief via proposed rate reductions or rebates (upon application and subject to conditions) for owners of Town Centre Commercial Properties, together with small Activation programs designed to stimulate local employment.

In proposing this innovative Stimulus Program there are opportunities for the Town of Bassendean to be leaders in not only the retention of local small business operators but also successfully grow local business activity into the future.

I urge Councillors to support exploring this proposal to fine tune the detail and potentially expand on the concept via a Lotterywest grant application from the \$159 million Covid-19 Relief Fund. A successful application via the new Lotterywest Covid-19 Relief Fund would enable the Town to potentially fast-track multiple small projects by property owners themselves. This would be beneficial to the district in stimulating economic activity and local employment.

Councillor Kathryn Hamilton