

TOWN OF BASSENDEAN

NOTICE OF BRIEFING SESSION

A Briefing Session of the Council of the Town of Bassendean will be held on Tuesday, 21 July 2020, commencing at 6.00pm.

In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, public notice is hereby given that due to the public health emergency arising from the COVID-19 Pandemic, the Mayor has considered it appropriate for the Briefing Session to be held by electronic means.

Members of the public may still participate in public question time by providing their written questions to the Town by 12 noon on the day of the meeting for inclusion at the meeting. Questions may be sent to the Town at:

yoursay@bassendean.wa.gov.au

The Mayor will preside at the Briefing Session. In the absence of the Mayor, the session will be presided over by the Deputy Mayor. The Briefing Session is designed as a Question and Answer session only. No decisions by Council are made at this forum.

A G E N D A

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

Audio Recording

The audio recording will commence at the times that the meetings are due to commence and finish when the Presiding Member closes or adjourns the meeting for any reason.



Mayor
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2.0 ATTENDANCES AND APOLOGIES

3.0 DECLARATIONS

4.0 ANNOUNCEMENTS

5.0 PUBLIC QUESTION TIME/STATEMENTS

Members of the public may still participate in public question time by providing their written questions to the Town by 12 noon on the day of the meeting for inclusion at the meeting. Questions may be sent to the Town at: yoursay@bassendean.wa.gov.au.

Mandy Elliott

"I would like to express my opinion regarding the "non-appearance" of the Old Perth Road Markets.

I look forward to the markets each month and am a strong supporter of buying local. With the Town of Bassendean's emphasis on "local business support" etc, it is in the best interests of the local business community to have the markets up and running again. Now that the worst of Covid 19 restrictions are past us, it is time to get back into the community spirit and start running these great events. I feel the financial benefit to the community and local business far outweighs any costs in running the markets. I believe there are community groups that help with the preparation and set up of the markets. These groups probably rely on this event as an income for their group.

The markets are an extremely positive social event giving the Town of Bassendean that real village appeal that it has become part of its identity. To lose the markets would be detrimental to our neighbourhood, local business, social and cultural awareness. Bring back the markets and revitalise Old Perth Road. It's a great event and it would be to Bassendean Town Council's great shame if this event is cancelled. I would like this email read at the next Council meeting so Council is aware of many of its ratepayers' views.

6.0 DEPUTATIONS

7.0 REPORTS

Under each report, Officers will provide a brief outline of the report. Councillors will be given the opportunity to ask any questions that they may have.

Item 7.1	Unauthorised Works – 1 (Lot 223) River Street, Bassendean
Property Address	1 (Lot 223) River Street, Bassendean (Success Hill Lodge)
Landowner	Michael John Murphy
Ref	DABC/BDVAPPS/2011-224
Directorate	Community Planning
Decision Type	Executive
Confidential Attachment No. 2	Conservation Management Strategy

Purpose

The purpose of this report is for Council to consider action relating to unauthorised works and the maintenance and conservation of 1 (Lot 223) River Street, Bassendean (Success Hill Lodge).

Background

The subject site accommodates a residence that was constructed in 1896 as the Lockeridge Hotel, and is now used for residential purposes. The residence is considered to hold cultural heritage significance to Western Australia and in May 2001 was permanently entered onto the State Register of Heritage Places.

The following outlines the background of the subject site and unauthorised works:

- In January 2004, the current landowner purchased the site.
- On 23 April 2007, the landowner applied for a grant from the SHO to re-roof the property. The landowner was offered 90% funding for the works, subject to quotes being provided. The quotes were not provided to the SHO, and the offer therefore lapsed.
- On 29 November 2011, the Town received a development application for re-roofing and stormwater maintenance. The application was not able to be formally referred to the State Heritage Office (SHO) due to the inadequacy of the information that accompanied the application.
- On 17 February 2012, the Town conveyed this advice to the applicant by letter which also noted that the works had commenced without the requisite approvals or endorsement from the SHO.
- On 26 March 2012, further information was received from the applicant, however, the level of detail for the proposed materials was insufficient.
- On 1 May 2012, the applicant was again requested to provide the required information. No response was received.
- On 4 January 2018, the Town subsequently refused the application, and the unauthorised works became the subject of compliance action by the Town.

Whilst no formal referral was made, in considering the application, the Town sought advice from the SHO, who suggested the following modifications would likely be requested:

- “1. The unauthorised replacement roof sheeting is to be removed and replaced with short sheet galvanised iron roof sheeting to match the original;*
 - 2. A gutter is to be provided for the whole length of roof in either an ogee (preferable) or Stramit S profile to match the existing; and*
 - 3. The unauthorised PVC pipes are to be removed and replaced with galvanised iron pipes. These are to be located discreetly, consistent with their original location and with a profile and material to match the original. Pipe materials should be compatible with existing roof materials to avoid galvanic corrosion.”*
- On 4 January 2018, the Town also wrote to the landowner advising that it would be open to the Town to commence prosecution proceedings in the event that the roof materials/style, gutter installation, stormwater arrangements and external pipe materials were not modified in accordance with advice received by the SHO. The Town also requested that the landowner submit, within 30 days, an application for development approval reflecting these changes.
 - On 31 January 2018, the landowner wrote to the Town providing the history of the site, and citing financial hardship and unfamiliarity with approval processes as reasons that the matter has not been resolved.
 - On 27 February 2018, Council considered initiating legal action and resolved as follows:
 - 1. Defer this item until the outcome of the landowners’ application for a heritage grant under the Heritage Council’s 2018-2019 Heritage Grants Program is known, following which a further officer report be referred back to Council for consideration; and*
 - 2. Offers the landowners of 1 River Street, Bassendean assistance from Town staff in preparing their application for the Heritage Council’s 2018-2019 Heritage Grants Program.*
 - The landowner made an application for funding for the works, however, the SHO made an alternative offer and instead awarded \$7,703.00 to fund the preparation of a Conservation Management Strategy (CMS).
 - In May 2019, the CMS was finalised. The CMS is contained as a Confidential Attachment to this report, as it was partly funded by the landowner and contains floor plans of the residence. The CMS contains a building condition assessment report, which ranks various elements of the building in terms of its condition and priority for maintenance.

The report identifies the following works as requiring immediate action (i.e. works that should have been undertaken by May 2020):

- Re-roofing to the main building;
- Replacement of the fascia and guttering of the main roof;
- Repairs to the dining room west wall (internally and externally);
- Repairs to the double hung windows to the dining room;
- Provide stormwater drainage away from the building;
- Reconstruction and stabilisation works, and removal of air vent pipes to the verandah; and
- Investigation and treatment of time for terminate control.

To date, these works have not been undertaken.

Proposal

For Council to consider giving a heritage conservation notice to the owner of 1 (Lot 223) River Street, Bassendean (Success Hill Lodge), to ensure the maintenance and conservation of the heritage place.

Communication and Engagement

The landowner is aware that the Town has obtained a copy of the CMS from the Department of Planning, Lands and Heritage, and has been advised that Council will be considering action in relation to the matter.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	

Comment

Costs and Funding

The landowner has cited the financial cost as a constraint to undertaking the work. There are no current State Heritage funding rounds available to the landowner and the announcement of the next round has been delayed until after the 2020 State Budget announcement in October. Whilst the landowner can make a further application for funding to the SHO once the funding round is open, there is no guarantee that a grant will be awarded. In any event, it is the responsibility of the landowner to maintain the heritage place irrespective of whether grant funding is able to be obtained.

Heritage Conservation Notice

The *Planning and Development (Local Planning Schemes) Regulations 2015* provide the local government the ability to issue a heritage conservation notice as follows:

- If the local government forms the view that a heritage place is not being properly maintained, the local government may give the owner or occupier of the heritage place a written notice requiring the person to carry out specified repairs to the heritage place within a specified time, being at least 60 days.
- If the notice is not complied with, the local government may enter the heritage place and carry out the repairs specified in the notice.
- The expenses incurred by the local government in carrying out the repairs may be recovered as a debt from the person to whom the notice was given.

Given the significance of the property and the likelihood that it will fall into further disrepair if the works are not undertaken, it is recommended that the landowner be served with a heritage conservation notice to undertake the works listed for immediate action in the CMS.

Given the landowner has been aware of the required works since the finalisation of the CMS in May 2019 and the works are already overdue, the Town considers a 60 day timeframe is appropriate. It should be noted that the landowner can apply to the State Administrative Tribunal for review of a decision to give the notice.

In the event the landowner does not complete the works, the Town will seek quotes and Council will be required to consider undertaking the works itself.

Enforcement and Legal Proceedings

It is an offence under the *Planning and Development Act 2005* to carry out development to a heritage place without the prior development approval. A person who commits an offence under the Act is liable to a fine of \$200,000 and, in the case of a continuing offence, a further fine of \$25,000 for each day during which the offence continues.

It is open to the Council to consider enforcement and legal proceedings for the unauthorised works already undertaken (re-roofing and stormwater), however, given the intent of undertaking action in relation to this matter is to ensure the works are undertaken to preserve the heritage place, it is considered more appropriate that a heritage conservation notice be issued. A heritage conservation notice will more likely result in the works occurring as it will set a clear timeframe and direction for the works to be undertaken, as opposed to infringing or prosecuting the landowner for a monetary sum only.

Conclusion

The ongoing maintenance and conservation of heritage places is important to ensure the unique built form and cultural identity of the Town is retained. Whilst the Town acknowledges the financial implications associated with maintaining heritage properties, the landowner knowingly purchased the property the subject of a State Heritage Listing should have (or at least could have) been aware of the obligations and responsibilities associated with purchasing a heritage property.

The landowner has already received financial assistance for the CMS, which was intended to provide guidance in managing the heritage place without compromising the heritage significance of the place. The Town considers it the responsibility of the landowner to now act on the recommendations of the CMS and undertake the necessary works.

Given this has not occurred, it is recommended that Council gives the landowner a heritage conservation notice to ensure the works occur and the heritage place is maintained.

Statutory Requirements

Clause 13 of Schedule 2 the *Planning and Development (Local Planning Schemes) Regulations 2015* provides that Council is able to give Heritage Conservation Notices that require a landowner to carry out specified repairs to the heritage place by a specified time.

Section 222 of the *Planning and Development Act 2005* provides that it is an offence to undertake any development of a Heritage Place without a development approval.

Financial Considerations

Nil.

Officer Recommendation – Item 7.1

That Council, in accordance with Clause 13(2) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, gives the landowner of 1 (Lot 223) River Street, Bassendean (Success Hill Lodge) a Heritage Conservation Notice requiring the landowner to carry out the following specified repairs to the heritage place in accordance with the Conservation Management Strategy (dated 17 May 2019) by no later than 1 October 2020, specifically:

- Re-roofing to the main building;
- Replacement of the fascia and guttering of the main roof;
- Repairs to the Dining Room west wall (internally and externally);
- Repairs to the double hung windows to the Dining Room;
- Provide stormwater drainage away from the building;
- Reconstruction and stabilisation works, and removal of air vent pipes to the verandah; and
- Investigation and treatment of time for terminate control.

Voting requirements: Simple majority

Item 7.2	Revocation of Council Policies 5.4 - Fire Risk Management Policy and Management Practices and 5.6 – Graffiti Policy
Property Address	N/A
Landowner/Applicant	N/A
Ref	COUP/POLCY/1
Directorate	Community Planning
Decision Type	Legislative
Attachment No. 1	<ul style="list-style-type: none"> • Council Policy 5.4 - Fire Risk Management Policy and Management Practices • Council Policy 5.6 – Graffiti Policy

Purpose

The purpose of this report is for Council to consider revoking Council Policies 5.4 - Fire Risk Management Policy and Management Practices (CP 5.4) and 5.6 – Graffiti Policy (CP 5.6)

Background

CP 5.4 was adopted in 2005 and seeks to ensure that all property owners comply with firebreak notices and that all precautions are taken to reduce the risk of fire in the Town.

CP 5.6 was adopted in 2002 and seeks to create an awareness of the impact of graffiti, define Council’s role with regard to reducing the incidence of graffiti and minimising the social, environmental and economic impacts of graffiti within the Town.

Proposal

For Council to revoke CP 5.4 and CP 5.6 for the reasons outlined in this report.

Communication and Engagement

Nil.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we’re going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile

5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks
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Comment

Council Policy 5.4 - Fire Risk Management Policy and Management Practices

CP 5.4 outlines that the Town will maintain an up to date firebreak inspection program with annual inspections. The policy details how the Town will notify landowners, what will be inspected and the standard of slashing and mowing required.

In considering the value of the Policy, the following is relevant:

- Section 33 of the *Bush Fires Act 1954* provides that the Town shall give notice to all owners or occupiers in the district by publishing a notice in the Government Gazette and a newspaper circulating in the district. The notice outlines the requirements that are to be met, including the applicable timeframe.
- The warning and infringement procedures are operational responses and are more appropriately guided by the Town's Compliance and Enforcement Charter.
- The inspection practices are operational responses and are more appropriately guided by the Town's fire management practices and procedures.

Based on the above, CP 5.4 is unnecessary and can therefore be revoked.

Council Policy 5.6 – Graffiti Policy

CP 5.6 sets out the ways in which Council will work in partnership with individuals, groups and businesses to undertake initiatives and projects that prevent graffiti, including:

- Community participation in programs to address graffiti;
- Developing programs and strategies that align with other levels of government and non-government agencies;
- Distributing information to assist in the reduction of graffiti; and
- Lobbying State government for resources.

In 2017 and following lobbying from local governments for more action relating to graffiti, the *Graffiti Vandalism Act 2016* came into effect. The Act:

- Replicates the general powers and protections of Local Government in the *Local Government Act 1995* to deal with graffiti;
- Allows for the cost of cleaning graffiti to be awarded against the offender;

- Allows local governments to issue notices requiring the removal of graffiti and to enter properties under warrant to remove graffiti themselves; and
- Legislates graffiti and related offences, and sets out the penalties that are applicable to offences.

In regards to these provisions, the local government has the power to delegate to the CEO, and via the CEO to any appropriate local government employee, the authority to require a landowner to remove graffiti from private property that is visible from a public place and the local government considers it to be unsightly or offensive. That power exists whether or not the owner/occupier has consented to the placement of the graffiti.

The Act also provides that the local government may remove graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent from the landowner to do so.

With respect to graffiti removal, the Town has a three year contract with 'Kleenit'. The graffiti is reported directly to Kleenit via email, 1800 number, or directly to the Town. Kleenit record all graffiti removed, with these reports sent to 'Goodbye Graffiti' (WA Police) and updated on the Town's mapping system.

The Town has also undertaken graffiti prevention measures in the following manner:

- Hosting youth workshops with an educational component which addresses the difference between graffiti and urban art.
- Running a series of 'Graffiti Intervention' workshops at local primary schools with urban artists undertaking demonstrations and highlighting how illegal graffiti threatens the legitimacy of the Urban Art scene;
- Using CCTV cameras to follow up each case of graffiti vandalism at the Bassendean Youth Centre and undertaking non-threatening discussions with young people about the community impact of those actions, including the ability to offer legitimate painting opportunities to those youths.

The above prevention and removal methods are operational in nature and are supported by Council via adoption of the annual budget.

Whilst CP 5.6 may have been appropriate in the absence of legislation, as the *Graffiti Vandalism Act 2016* has since come into effect and legislates powers to local governments to manage, remove and enforce particular graffiti offences, there is no need to duplicate these responsibilities in Council policy. Further, there is no discretionary decision required to be made on matters relating to graffiti, and programs to prevent graffiti occurring can be undertaken administratively. As such, CP 5.6 is unnecessary and can therefore be revoked.

Statutory Requirements

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

Financial Considerations

Nil.

Officer Recommendation – Item 7.2

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

Voting requirements: Absolute majority

Item 7.3	Draft amended Local Planning Policy No. 11 – Anzac Terrace Design Guidelines – Final Adoption
Property Address	1 Anzac Terrace, Bassendean
Landowner /Applicant	N/A
Ref	LUAP/POLCY/16
Directorate	Community Planning
Decision Type	Legislative
Attachment No. 2	<ul style="list-style-type: none"> • Aerial map of area • Existing Local Planning Policy No.11 – LPP11 – Lot 2, 1 Anzac Terrace Design Guidelines • Draft amended Local Planning Policy No.11 – LPP11 – Anzac Terrace Design Guidelines • Schedule of Submissions

Purpose

The purpose of this report is for Council to consider adopting draft modified Local Planning Policy No. 11 – Anzac Terrace Design Guidelines.

Background

At its meeting on 28 April 2020, Council considered amendments to LPP 11 and resolved to advertise the draft modified policy.

A copy of the draft policy is contained as Attachment 3.

Communication and Engagement

The draft policy was advertised for public comment for a period of 29 days, being from 30 April 2019 to 29 May 2019, by way of the following:

- Advertisement in a local newspaper;
- Displayed on the Town’s website; and
- Letters to owners/occupiers of land located within the subject site of 1 Anzac Terrace, Bassendean.

At the close of the consultation period, two submissions were received; one objecting the draft policy and the other providing comment. A copy of the submissions are contained as Attachment 4.

The main issues raised in the first submission are as follows:

- The existing built form of the subject site is not in keeping with the majority of river front lots within the Town;
- The buildings, paths and driveways leave no areas for mature plantings of trees;

- The policy fails to acknowledge various Department of Biodiversity, Conservation and Attraction (DBCA) development control policies, with some aspects of existing development non-compliant with the DBCA's policies; and
- The potential risks associated with developing on land which may be subject to geotechnical failure of the riverbank.

The second submission raised only the issue of building height and suggested that new development should be two-storey dwellings, so as to match the existing pattern of development.

These matters are further discussed within the comment section of this report.

Strategic Implications

Strategic Priority 2: Built Environment

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.1 Plan for an increased population and changing demographics	3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050) The level of community engagement and participation into Local Area Planning (Input into plans and policy development.)
	3.1.2 Implement sustainable design and development principles	
	3.1.3 Plan for local neighbourhoods and their centres	
	3.1.4 Ensure infrastructure is appropriate for service delivery	
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)
	3.3.2 Strengthen and promote Bassendean's unique character and heritage	
	3.3.3 Implement design policies and provisions of buildings and places	

Comment

Consistency with Existing Development and Site Context

Whilst it is acknowledged that the development typology within the subject precinct is not typical of the other 'riverfront' built form within the Town, over three quarters of the created lots have already been built out and development of the three remaining vacant lots is not considered likely to significantly alter the built form on the site greater than what has been existing on the site for the last (approx.) seven years.

In addition, three new dwellings in that location is not likely to have a significant impact on the broader riverfront area

Landscaping

State Planning Policy 7.3 – Residential Design Codes (R-Codes) prescribes minimum open space requirements which effectively restrict the maximum site coverage, which in turn provides space of plantings. In addition, the Town is currently reviewing its planning framework to provide additional measures to ensure the provision of trees as part of new residential development.

Department of Biodiversity, Conservation and Attraction (DBCA) Policies

The Town is required to refer all applications either within or abutting the Swan and Canning Rivers Development Control Area to the DBCA for comment, prior to determining the application. The Town is required to apply any conditions recommended by the DBCA to ensure compliance with relevant Development Control or State Planning Policies, or alternatively, refer the application to the Western Australian Planning Commission for determination. Given referral requirements to the DBCA are already established under the State Planning Framework, it is not considered necessary to modify the policy to include additional measures in this respect.

Liability

In respect to the comment about the potential risks associated with developing on land in close proximity to the river, these matters were appropriately considered as part of the subdivision which created the individual dwelling lots. That notwithstanding, if one or a number of the lots pose a particular concern, the Town is able to require the development proposals to be supported by pre and post geotechnical reports to determine the suitability of the site for development.

Two storey development requirement

Whilst it is acknowledged that a requirement for two storey development could serve a proper planning purpose in terms of delivering a consistent streetscape, it is not considered appropriate to introduce a new requirement of that scale at this stage. If it was to be introduced, it would have been done more appropriately at the subdivision stage which may have included notifications on titles to ensure all prospective purchasers were aware of the requirement. In any event, two storey development has occurred despite there being no planning obligation and it is possible that similar development will occur on the remaining sites, particularly given the combination of the size of the lots and the location abutting the river.

Conclusion

The proposed amendments to LPP 11 are minor in nature and extend on the existing requirements of the R-Codes. The majority of existing policy provisions have been retained to ensure consistent development of the remaining three sites. It is therefore recommended that draft amended LPP 11 be adopted.

Statutory Requirements

If the local government resolves to amend a local planning policy the local government must following the following procedure, following advertising of the proposed amendment.

- “(3) After the expiry of the period within which submissions may be made, the local government must —*
- (a) review the proposed policy in the light of any submissions made; and*
 - (b) resolve to —*
 - (i) proceed with the policy without modification; or*
 - (ii) proceed with the policy with modification; or*
 - (iii) not to proceed with the policy.*
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.”*

Financial Considerations

The cost of publishing a notice in a newspaper circulating in the district can be met through Council's approved operational budget.

Officer Recommendation – Item 7.3

That Council, pursuant to Clause 4(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts *Local Planning Policy 11 – Anzac Terrace Design Guidelines*, as attached to the Ordinary Council Agenda of 28 July 2020.

Voting requirements: Simple Majority

7.4	Draft Local Planning Policy No. 6 - Industrial Zones Design Guidelines
Property Address	N/A
Landowner / Applicant	N/A
Ref	LUAP/POLCY/11
Directorate	Community Planning
Decision Type	Legislative
Attachment No. 3	<ul style="list-style-type: none"> • Local Planning Policy No. 6 – Industrial Zones Design Guidelines • Draft Local Planning Policy No. 6 – Industrial Development

Purpose

The purpose of this report is for Council to consider amending Local Planning Policy No. 6 – Industrial Zones Design Guidelines.

Background

On 23 April 2019, Council considered compliance matters for various properties within the Tonkin Park Industrial Estate, and, in part, resolved as follows:

“Requests officers undertake an entire review of Local Planning Policy No 6 – Industrial Zones Development Guidelines to regulate development standards during future renewal of industrial sites to achieve the following objectives:

- a) To ensure built form and design provides a high standard of amenity and sustainability;*
- b) To achieve coordinated, quality development outcomes into the future that maximise streetscape amenity and tree canopy;*
- c) To establish a cohesive framework for the assessment of future applications for development within this zone.”*

The review of LPP 6 and the draft amended policy forms the basis of this report.

Communication and Engagement

In April 2020, the draft amended policy was presented, by email, to the Design Bassendean Advisory Group, which raised the following matters:

- The potential to incorporate sustainable building elements into design such as solar panels and battery cells;
- Landscaping, including the provision of shade trees, protection of street trees, irrigation and a minimum percentage of the site as landscaped area;
- Fencing;

- The potential to incorporate end-of-trip facilities;
- Building height and plot ratio, particularly where sites abut residential zoned land; and
- Public art.

These matters are discussed below.

Strategic Implications

Strategic Priority 2: Built Environment

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)

Comment

Built Form

To improve built form outcomes, the draft policy incorporates provisions relating to building articulation and presentation, as well as requiring the entry to the development to be clearly identifiable from the street. As well as improving the quality of individual developments, this will also ensure consistency with newer industrial developments occurring adjacent the Town's industrial zones within the Tonkin Highway Industrial Estate in the City of Bayswater.

Side Setbacks

The existing policy requires a 4.5 metre setback to one side boundary only, with the intent of this provision to provide vehicle access for servicing. It is considered appropriate to determine side setbacks having regard to vehicle access, manoeuvring, loading and unloading arrangements of individual businesses, as opposed to prescribing a vehicle access that may not be required. Where a vehicle access is required, the minimum width of 4.5 metres will still be required, unless it can be demonstrated that a reduced width provides adequate access for service vehicles.

The requirements of the *Building Code of Australia 2015* are also required to be met, which will require fire rating of walls where prescribed.

Plot Ratio and Site Coverage

Provisions relating to plot ratio and site coverage have been deleted, as site coverage and the ratio of building to site area will be determined by the requirement for setbacks, car parking and landscaped areas.

As there are no height restrictions in the industrial zone, existing buildings have been developed to varying heights. Given that the limited industrial land that directly abuts residential zoned land has already been developed, it is not considered necessary to introduce height controls for industrial development at this time.

Landscaping

The landscaping provisions have been updated to:

- Require shade trees at a ratio of 1 per 4 car parking bays;
- Specify the need for irrigation and shade trees in landscaped areas; and
- Specify the minimum width of landscaped areas.

In considering a requirement for a minimum percentage of the site to be landscaped, the following is relevant:

- The location of landscaping adjacent streets is considered the most appropriate location for landscaping;
- In practicality, small portions of landscaping elsewhere on site to meet the obligations of the requirement are often not maintained in perpetuity (i.e. vehicles parking on these areas, used for storage etc.).
- Maintenance by external contractors (mowing companies and the like) can result in OHS issues for the business operating on site depending on the type of business and if access should be restricted to employees only.
- Consolidated areas of landscaping are typically maintained to a higher standard; and
- The provision of additional landscaping can compromise the core function of the site, being for industrial purposes.

Based on the above, a requirement for a minimum percentage of the site to be landscaped has not been included.

Fencing

The draft policy excludes the requirement for fencing to be setback 2 metres from the street alignment, which will provide for fencing to be located on the lot boundary. The following matters are relevant considerations in this respect:

- As acknowledged in the fencing review of the TPIE, there are inconsistent fencing setbacks within the TPIE.
- Approximately 13% of properties have approved fencing on the boundary, issued under delegation, by Council or as part of a Building Permit. These landowners are therefore not required to further set back the fence.

- Providing for fencing on the boundary will enable existing landowners with fencing set back to modify the fencing to the boundary, ultimately resulting in consistent fencing throughout the area.
- The City of Bayswater permits fencing on the boundary in the adjacent special control area of the Tonkin Highway Industrial Estate to a maximum height of 1.8m. Providing fencing on the boundary will ensure uniform fencing throughout the entire industrial estate.
- An additional provision requiring the street verge to be landscaped and maintained to the satisfaction of the Town has been included in the draft policy. This will ensure landscaping is visible from the street, despite the fencing being located on the boundary. In this respect it should be noted that fencing is still required to be open style.
- It is a reasonable expectation that landowners can secure the entire boundaries of their property, to in part negate matters pertaining to public liability where compensation is sought from injured third parties or damage to property.

The Town has included the ability to provide mesh and garrison fencing, as these are already located within the industrial zone and are typical fencing materials used in industrial areas.

Signage

The existing policy does not provide criteria for signage. Whilst *Local Planning Policy No. 16 – Control of Advertisements under the Local Planning Scheme No. 10* provides some criteria for signage, it does not specify requirements in industrial areas. Signage provisions have therefore been included to ensure any signage is integrated into the design of the building and not provided on boundary fencing.

Sustainable Building Design

The Town investigated the ability to require the incorporation of suitable building elements such as solar panels and battery cells into designs. In considering the matter, it is noted that any condition imposed on an approval must meet the 'Newbury Test', which is that a condition:

- must be for a planning purpose and not for an ulterior purpose and;
- must fairly and reasonably relate to the proposed development and;
- must not be so unreasonable that no reasonable planning authority could have imposed it.

In addition, the condition must reasonably and fairly relate to the development, and have a nexus between the development and the condition.

It is not considered the requirement to provide renewable energy sources serves a planning purpose, and would therefore fail these requirements. It should be noted that the ability for the Town to impose energy efficiency requirements on grouped dwelling developments under *Local Planning Policy 2 – Energy Efficiency Design*, is as a result of a Scheme provision providing a density bonus if certain conditions (including compliance with LPP 2) are met. There is no such trigger for a similar action for the industrial zone.

Notwithstanding the above, Section J of the *Building Code of Australia 2015* sets out requirements for building energy efficiency. There are a range of requirements relating to lighting, insulation, glazing and mechanical services. Whilst it is acknowledged that these requirements are more to do with the efficient use of energy as opposed to providing renewable energy, it does ensure some level of sustainable design in industrial development.

End of Trip Facilities

The draft policy does not include provisions relating to bicycle parking or end-of-trip facilities, however, such provisions will be included as part of a review of *Local Planning Policy No. 8 – Parking Specifications* (LPP 8), which will apply to all non-residential development. It is expected that a draft amended LPP 8 will be presented to Council before the end of the calendar year.

Public Art

It was suggested that the policy could require contributions for public art. Whilst the existing public art policy will be reviewed separately, Council must have regard to a recent State Administrative Tribunal (SAT) matter, being *BGC Australia Pty Ltd v Metro East JDAP decision (2018 DR 87)*.

In that case, BGC Australia Pty Ltd had lodged a Development Application for the addition of two asphalt batching plants and the reconfiguration of material bin stores at a property already being used for industrial purposes. A condition was imposed on the development approval that required for the provision or contribution towards public art. That condition was appealed by the applicant and the SAT found that the Public Art Policy did not link the requirement to provide public art with a proper identification of how the development created the need for such art. As a result, the SAT found that the application of the Public Art Policy had no proper planning purpose and the condition was deleted. Given this determination, it is unlikely the Town would be able to successfully impose a condition for public art for industrial developments.

Statutory Requirements

If the local government resolves to amend a local planning policy the local government must, unless the Western Australian Planning Commission otherwise agrees, advertise the proposed policy as follows:

- “(a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of –*

- (i) the subject and nature of the proposed policy; and*
 - (ii) the objectives of the proposed policy; and*
 - (iii) where the proposed policy may be inspected; and*
 - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
- (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
- (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.”*

Financial Considerations

The cost of publishing a notice in a newspaper circulating in the district can be met by Council's approved operational budget.

Officer Recommendation – Item 7.4

That Council, pursuant to Clause 5(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises draft Local Planning Policy No. 6 – Industrial Development.

Voting requirements: Simple Majority

Item 7.5	Proposed Council Policy – Street Trees and Revocation of Various Council Policies Relating to Street Trees
Property Address	N/A
Landowner/Applicant	N/A
Ref	COUP/POLCY/1
Directorate	Infrastructure and Community Planning
Decision Type	Legislative
Attachment No. 4	<ul style="list-style-type: none"> • Council Policy 1.8 - Significant Tree Policy • Council Policy 1.10 - Street Tree Protection • Council Policy 1.11 - Street Tree Pruning, Removal and Replacement Policy • Council Policy 1.12 - Amenity Tree Evaluation • Council Policy 1.14 - Dangerous Trees on Private Property • Draft Council Policy – Street Trees • Schedule of Submissions

Purpose

The purpose of this report is for Council to reconsider adopting draft Council Policy - Street Trees and revoking the following Council policies:

- Council Policy 1.8 - Significant Tree Policy;
- Council Policy 1.10 - Street Tree Protection;
- Council Policy 1.11 - Street Tree Pruning, Removal and Replacement Policy;
- Council Policy 1.12 - Amenity Tree Evaluation; and
- Council Policy 1.14 - Dangerous Trees on Private Property.

Background

Council currently has seven policies relating to trees, many of which contain similar or overlapping objectives and provisions. On 31 March 2020, Council resolved to adopt Council Policy 1.9 – Verge Treatment Policy and on 23 June 2020, Council resolved to adopt an amended Local Planning Policy No. 13 – Tree Retention and Provision.

With regard to the remaining five Council policies, on 26 May 2020, Council considered revoking the five existing policies relating to street trees and replacing it with one policy and resolved to make a number of minor changes to the proposed policy and advertise it for public comment.

Proposal

It is proposed to consolidate the appropriate provisions into one singular Council policy to replace the five existing policies, so as to ensure ease of use and clarity.

Communication and Engagement

Following Council's resolution, the draft Policy was advertised for public comment for a period of 23 days, being from 10 June to 3 July 2020, via Your Say Bassendean and the Town's Facebook page.

At the close of the public consultation period, nine submissions were received; six supporting the draft policy, two providing comment and one raising an objection. A schedule of submissions is with the relevant matters raised discussed in the following sections of the report. The main issues raised relate to maintenance/pruning, criteria for removal and street tree planting and are discussed in the following sections.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

Maintenance and Pruning

Comment was raised regarding the maintenance and pruning of existing street trees. The Town undertakes pruning of its street trees twice a year and undertakes regular inspections of the roads, cycle ways and footpaths to ensure that they are safe and not unduly affected by tree roots and debris. The Town is continuously improving the tree maintenance schedule to improve the health of its trees.

Criteria for Removal

The draft policy provides criteria which sets out circumstances where the Town will not support a request to prune or remove a street tree, including if the tree causes nuisance by way of leaf, fruit, and/or bark shedding.

Comment was made that where street trees are shedding fruit and bark etc., Council should have the ability to consider the tree for removal on a case by case basis.

Whilst the purpose of policy is to guide decision making and govern the Town's activities, it remains open to Council to consider matters on a case by case basis and make decisions outside an adopted policy framework, if it is justifiable to do so.

Street Tree Planting

It was noted that the Policy does not address requests for street tree planting, or appropriate species of street trees. These matters are dealt with via the Town's Verge Treatment Policy and Verge Treatments - Guidelines for Enhancing your Verge, which were adopted by Council in March 2020.

Conclusion

The draft policy consolidates the provisions from the five existing policies that are required to be retained to provide standards and certainty to the community and stakeholders on matters relating to street trees. Consolidating the policies will ensure there is one singular location for provisions relating to street trees to avoid confusion and streamline the provisions for ease of use. It is therefore recommended that Council adopts the draft policy.

Statutory Requirements

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

Financial Considerations

Nil.

Officer Recommendation – Item 7.5

That Council:

1. Adopts draft Council Policy – Street Trees attached to the Ordinary Council Agenda of 28 July 2020; and
2. Revokes the following Council Policies:
 - a) Policy 1.8 - Significant Tree Policy;
 - b) Policy 1.10 – Street Tree Protection;
 - c) Policy 1.11 – Street Tree Pruning, Removal and Replacement Policy;
 - d) Policy 1.12 – Amenity Tree Evaluation; and
 - e) Policy 1.14 – Dangerous Trees on Private Property.

Voting requirements: Absolute majority

Item 7.6	Town of Bassendean Compassionate Waste Services Guidelines
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	WSTMNGT/SVPROVN/3
Directorate	Environment and Sustainability
Decision Type	Legislative
Attachment No. 5	Compassionate Waste Service Guidelines

Purpose

The purpose of this report is for Council to consider delegating to the CEO the power to waive or grant concessions in accordance with the newly proposed Compassionate Waste Services Guidelines.

Background

The Town is introducing a three bin FOGO collection service from 27 July 2020. The change to a three bin FOGO collection service increases the total fortnightly bin capacity by 140L. Part of this change includes reducing the size and frequency of the General Waste Bin from 240 litres collected weekly to 140L litres collected fortnightly. The General Waste Bin is the bin that sanitary and hygiene products should be disposed in.

Less than ten concerned residents with medical conditions which generate a large quantities of general waste have contacted the Town to provide insights into their situation. It has also been recently highlighted that cleaning up properties of recently deceased residents for sale can be significantly delayed where tip passes cannot be located.

Proposal

A process has been developed to enable residents with medical conditions to apply for additional capacity at no charge for disposal of excess waste produced and to enable families of deceased residents to access up to four tip passes.

The deceased estate application must include supporting evidence such as a death certificate, notice or letter from a mortuary or other suitable evidence and must be made within twelve months of the death occurring.

Additional bin capacity applications must be supported by a General Practitioner or registered Health Practitioner.

Communication and Engagement

Implementation of FOGO and the new 3 bin system has been subject to an extensive engagement process over the past 18 plus months.

This proposal seeks to accommodate those households with special needs that has arisen through this engagement process.

Strategic Implications

Strategic Priority : Natural Environment

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
2.1 To display leadership in environmental sustainability	2.1.2 Reduce waste through sustainable waste management practices	Waste reduction ratio to population

Comment

Providing up to four tip passes to family members of recently deceased residents would enable them to begin cleaning and sorting material as soon as they are able. The disposal of unwanted items has been identified as a barrier to getting these properties on the market or being available for rent. The cost of this cleanup is often at a time where families are already burdened with funeral costs.

When providing tip passes, further educational material detailing alternatives to landfill disposal can be provided. This could include partnering with charities who are able to repurpose furniture and household items to persons in need.

Certain medical conditions can produce excess quantities of waste which requires sanitary disposal. This waste is generally only suitable for disposal in the general waste bin as it is not compostable or recyclable. Using a three bin FOGO system where general waste is collected fortnightly in a 140L bin is not feasible in these situations. By increasing the general waste capacity at no charge, the persons are able to dispose of their waste in a sanitary manner.

Statutory Requirements

Section 6.12(1)(b) and Section 6.47 *Local Government Act 1995*.

Financial Considerations

The cost of providing compassionate waste services is estimated to be up to \$4,000 per annum in waived waste service charges.

Officer Recommendation – Item 7.6

That Council adopt the Town of Bassendean Compassionate Waste Services Guidelines and delegates to the Chief Executive Officer the power to waive or grant concessions in accordance with these guidelines.

Voting requirements: Simple majority

Item 7.7	Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019 – Undertaking to Joint Standing Committee on Delegated Legislation
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	LAWE/LOCLWS/2
Directorate	Chief Executive
Decision Type	Legislative
Attachment No. 6	Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019

Purpose

The purpose of this report is for Council to consider the undertaking required to be made to the Joint Standing Committee on Delegated Legislation (the Committee) in regards to the *Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019* (the Local Law).

Background

The Town of Bassendean resolved to make the Local Law on 31 March 2020. The Local Law was gazetted on 28 April 2020. In accordance with s. 3.12(7) of the *Local Government Act 1995*, a copy of the Local Law was sent for scrutiny to the Joint Standing Committee on Delegated Legislation. The Committee has considered the local law and determined that minor amendments are required. The Committee has requested that the Council provide an undertaking that these amendments will be made when the local law is next amended or reviewed.

Proposal

That Council resolves to make the undertaking as requested by the Joint Standing Committee on Delegated Legislation.

Communication and Engagement

Not applicable.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)

	5.1.5 Ensure optimal management of assets	Risk Management Profile
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The Joint Standing Committee on Delegated Legislation is the body responsible for the scrutiny of all delegated legislation made by local government. It is able to disallow a local law and require amendment be made to a local law where it is deemed appropriate. Should a local government fail to make an undertaking in accordance with the recommendation made by the Joint Standing Committee on Delegated Legislation, the local law will be disallowed.

The amendments required to be made to the local law are minor and deal with correcting any ambiguity within the local law and ensuring that the local law complies with sound drafting practices.

Amendment 1 deals with the removal of the word ‘caged’ in clause 1.5 as it is superfluous to the definition of authorised person. The letters ‘LG’ are to be removed before the word ‘Act’ as this does not comply with sound legislative drafting.

Amendment 2 deletes the word ‘and’ in clause 3.4 to ensure that the clause reads appropriately.

Amendment 3 requires insertion of the subclause number (1) in clause 3.6 before the phrase ‘the owner or occupier of a residential lot shall not’. In clause 3.6(c) delete the word ‘unless’. Delete subparagraphs 3.6(c)(i) and (ii). Insert a new subclause 3.6(2).

Amendment 4 delete the word ‘truck’ in clause 4.5 and replace it with the words ‘commercial vehicle’.

Statutory Requirements

Section 3.12(7) of the *Local Government Act 1995*.

Financial Considerations

There are no budget implications to make the undertaking. There will be costs for advertising and gazettal when the local law is amended.

Officer Recommendation – Item 7.7

1. That Council resolves to make the following undertaking to the Joint Standing Committee on Delegated Legislation:

Undertaking 1

When the *Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019* is next amended or reviewed, amend the local law as follows:

- (a) In the definition of authorised person in clause 1.5:
 - i. delete the word ‘caged’
 - ii. delete the word ‘LG’ which appears prior to the word ‘Act’.
- (b) In clause 3.4 delete the word ‘and’ which appears after the first occurrence of the word ‘appearance’;
- (c) In clause 3.6:
 - i. Insert the number (1) before the phrase ‘the owner or occupier of a residential lot shall not –‘
 - ii. in clause 3.6(c) delete the word ‘unless;’
 - iii. delete clause 3.6(c)(i) and (ii)
 - iv. `create a sub-clause 3.6(2) which provides clause 3.6(1) shall not apply if the vehicle, part or body of a vehicle, vessel or machinery is inside a building or within an area enclosed by a fence or wall not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts of bodies of vehicles or machinery from the street and from adjoining properties.
- (d) In clause 4.5 delete the word ‘truck’ and replace it with the words ‘commercial vehicle’.

Make all necessary consequential amendments.

Undertaking 2

Until the Local law is amended in accordance with undertaking 1:

- (a) Not enforce the Local Law in a manner contrary to undertaking 1.

- (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Town's website), ensure that it is accompanied by a copy of these undertakings.
- 2. Directs the CEO to advise the Joint Standing Committee on Delegated Legislation of Council's resolution to make the undertaking.

Voting requirements: Simple majority

Item 7.8	Town of Bassendean Waste Local Law 2019
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	LAWE/LOCLWS/2
Directorate	Chief Executive
Decision Type	Legislative
Attachment No. 7	Town of Bassendean Waste Local Law 2019

Purpose

The purpose of this report is for Council to consider the undertaking required to be made to the Joint Standing Committee on Delegated Legislation (the Committee) in regards to the *Town of Bassendean Waste Local Law 2019* (the Local Law).

Background

The Town of Bassendean resolved to make the Local Law on 31 March 2020. The Local Law was gazetted on 28 April 2020. In accordance with s. 3.12(7) of the *Local Government Act 1995*, a copy of the Local Law was sent for scrutiny to the Joint Standing Committee on Delegated Legislation. The Committee has considered the local law and determined that a minor amendment is required to be made. The Committee has requested that the Council provide an undertaking that this amendment will be made when the local law is next amended or reviewed.

Proposal

That Council resolves to make the undertaking as requested by the Joint Standing Committee on Delegated Legislation.

Communication and Engagement

Not applicable.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.5 Ensure optimal management of assets	Risk Management Profile
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	

	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The Joint Standing Committee on Delegated Legislation is the body responsible for the scrutiny of all delegated legislation made by local government. It is able to disallow a local law and require amendment be made to a local law where it is deemed appropriate. Should a local government fail to make an undertaking in accordance with the recommendation made by the Joint Standing Committee on Delegated Legislation, the local law will be disallowed.

The amendment required to be made to the local law is minor and deals with correcting any ambiguity within the local law.

The amendment requires the insertion of the clause number ‘2.7’ after the word ‘clause’, and to make any consequential amendments as a result of that amendment.

Failure to make the undertaking will result in the local law being disallowed.

Statutory Requirements

Section 3.12(7) of the *Local Government Act 1995*.

Financial Considerations

There are no budget implications to make the undertaking. There will be costs for advertising and gazettal when the local law is amended.

Officer Recommendation – Item 7.8

1. That Council resolves to make the following undertaking to the Joint Standing Committee on Delegated Legislation:

Undertaking 1

When the Local Law is next amended or reviewed, amend the *Town of Bassendean Waste Local Law 2019* to:

- (a) In clause 2.8(1), insert ‘2.7’ after the word ‘clause’.
- (b) Make all necessary consequential amendments.

Until the Local law is amended in accordance with undertaking 1:

- (a) Not enforce the Local Law in a manner contrary to undertaking 1.
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Town's website), ensure that it is accompanied by a copy of these undertakings.
2. Directs the CEO to advise the Joint Standing Committee on Delegated Legislation of Council's resolution to make the undertaking.

Voting requirements: Simple majority

Item 7.9	Amendment to the Town of Bassendean Notices of Motion Policy
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	GOVN/CCLMEET/1
Directorate	Chief Executive
Decision Type	Legislative
Attachment No. 8	<ul style="list-style-type: none"> • Current Notices of Motion Policy • Draft Notices of Motion Policy

Purpose

The purpose of this report is for Council to consider amendment to the Town of Bassendean's Notices of Motion Policy to align it with the requirements of the Meeting Procedures Local Law 2020.

Background

Administration has commenced a review of the Governance Policies for the Town of Bassendean. The Notices of Motion policy was identified as a policy that required minor amendment to align it with the new Council Meeting Procedures Local Law.

Proposal

The Notices of Motion policy be amended to reflect clause 5.3 of the Council Meeting Procedures Local Law 2020. This will ensure consistency between policy and the local law.

Communication and Engagement

Not applicable.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	

	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The proposed amendment is to insert the requirement of clause 5.3 of the Council Meeting Procedures Local Law 2020 into the existing Notices of Motion policy. The Town adopted a new Local Law in March 2020. As a consequence, policies and documents associated with the implementation of the Local Law such as agendas and minutes, have required amendment to reflect the new provisions of the Local Law.

The proposed policy reflects the new Local Law and requires Councillors to provide 10 working days to provide a notice of motion. The current policy requires 7 working days.

Should Council not amend the policy, the policy will be inconsistent with the Local Law and will be unenforceable to the extent of the inconsistency.

Statutory Requirements

Local Government Act 1995 and Council Meeting Procedures Local Law 2020.

Financial Considerations

Nil.

Officer Recommendation – Item 7.9

That Council adopts the amended Notices of Motion policy as attached to the Ordinary Council Agenda of 28 July 2020.

Voting requirements: Simple majority

7.10	Appointment of Acting Chief Executive Officer
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	
Directorate	Chief Executive
Decision Type	Legislative
Attachment No.	Nil

Purpose

The purpose of this report is for Council to approve the appointment of an Acting Chief Executive Officer for the period 3 August to 23 August 2020.

Background

Under the Town of Bassendean's *Chief Executive Officer and Executive Officers Employment Policy*, Council is required to approve the appointment of the Acting Chief Executive Officer. The policy states –

“The Council will appoint an Acting Chief Executive Officer to fulfil the duties and exercise the powers of the Chief Executive Officer in periods of annual leave and during periods of unforeseen prolonged absence (exceeding 5 working days) of the Chief Executive Officer. The appointment will be made from the Executive Officers of the Council on a rotational basis.”

The CEO will be on a Council approved course from 3 August to 7 August 2020, and then has two weeks approved leave. In order to comply with the requirement of the Policy, Council is required to appoint from the executive an Acting Chief Executive Officer.

Proposal

Council is required to approve the appointment of an Acting Chief Executive Officer to cover the period of CEO approved leave from 3 August to 23 August 2020.

Communication and Engagement

Nil.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The Town of Bassendean Chief Executive Officer and Executive Officers Employment Policy requires Council to appoint and approve an Acting Chief Executive Officer to act during periods of approved leave or absences longer than 5 days. The appointment is on a rotational basis amongst the Executive. The Director Community Planning is nominated to act in the position of Acting Chief Executive Officer for the period of the CEO's absence.

Statutory Requirements

Town of Bassendean Chief Executive Officer and Executive Officers Employment Policy.

Financial Considerations

Nil.

Officer Recommendation – Item 7.10

That Council approves the appointment of the Director Community Planning to act as the Chief Executive Officer for the period 3 August to 23 August 2020.

Voting requirements: Absolute majority

7.11	Adoption of the Town of Bassendean Strategic Community Plan 2020 – 2030
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	CORM/POLCY/1
Directorate	Chief Executive
Decision Type	Legislative
Attachment No. 9	Town of Bassendean Strategic Community Plan 2020 – 2030
Confidential Attachment No. 6	Strategic Community Plan – Public Submissions

Purpose

The purpose of this report is for Council to adopt the *Town of Bassendean Strategic Community Plan 2020 – 2030*.

Background

Under s. 5.5 of the *Local Government Act 1995*, a local government is to ensure that it develops a series of robust plans for the future direction of its district. Any plans made under the Act are to be in accordance with the regulations.

A Strategic Community Plan outlines the community’s long-term (10 year) vision, aspirations and direction for the local government. The Strategic Plan is not a static document, recognising that communities change over time. The Regulations require a full review of the Strategic Community Plan be undertaken every 4 years and a desktop review every 2 years to ensure that the Plan reflects the community’s priorities and is an effective guide to Council and Administration in making decisions for the local government and delivering services to the community.

While the Town has a current Strategic Community Plan that expires in 2027, the document does not achieve the purpose for which it was created, that being to adequately set out the vision, aspirations and objectives of the community within the district and provide a guide for Council moving forward. After consultation with Council in 2019, it was decided that a new Strategic Community Plan would be required, one that would align with the aspirations and priorities of residents and ratepayers.

The draft Strategic Community Plan is the result of the extensive community consultation that was undertaken as part of BassenDream Our Future community engagement process, and the MARKYT Community Scorecard Survey in 2019. The findings and results of these two processes formed the basis for the draft Strategic Community Plan.

Council and Administration also participated in a series of workshops during March 2020, to provide input into the Strategic Community Planning process.

The draft *Strategic Community Plan 2020 - 2030* was presented to Council at its Ordinary Meeting held on 26 May 2020. At that meeting Council resolved –

“to advertise for public comment the draft Town of Bassendean Strategic Community Plan 2020-2030.”

The draft Strategic Community Plan was released for comment for a four week period with public submissions invited until 26 June 2020. Seven submissions were received.

Proposal

Council is required to adopt the *Town of Bassendean Strategic Community Plan 2020 – 2030* by absolute majority in accordance with s. 5.56 of the *Local Government Act 1995*.

Communication and Engagement

The *Local Government (Administration) Regulations 1996* regulation 19C (9) requires residents and ratepayers of a local government district be consulted during the development of a strategic community plan. The draft Strategic Community Plan is the result of the findings of the consultation undertaken as part of the BassenDream Our Future project and the priorities identified by the MARKYT Community Scorecard. Council and Administration also provided feedback into the strategic planning process through a series of facilitated workshops conducted during March 2020.

The Town of Bassendean advertised on its website the draft *Town of Bassendean Strategic Community Plan 2020 – 2030*, calling for submissions from the community. There were a total of 7 responses.

The responses are included as a Confidential Attachment to the item to ensure the privacy of those making the submission.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.5 Ensure optimal management of assets	Risk Management Profile
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	

	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The *Local Government (Administration) Regulations 1996* requires a local government to adopt a Strategic Community Plan.

The community, Council and the Administration all are parties to the development of the Strategic Community Plan.

Importantly, the Regulations require that the community be consulted during the development of the strategic community plan. To this end, the Town facilitated this engagement through undertaking the most extensive community engagement process every undertaken by the Town in 2019 involving over 3000 community interactions across different forums. Online Polls were conducted, an ideas hub was established, an online survey was conducted, and a series of design workshops were also held. A series of Stakeholder forums with representatives of key local stakeholder organisations were also conducted as part of this process. The resultant *BassenDream Our Future* report formed the basis for the community input into the draft Strategic Community Plan.

The Town further commissioned CATALYSE Pty Ltd to undertake a MARKYT Community Scorecard in order to –

- Support a review of the Strategic Community Plan;
- Assess performance against objectives and key performance indicators in the current Strategic Community Plan;
- Determine community priorities; and
- Benchmark performance.

This was conducted in October and November 2019. The MARKYT Community Scorecard utilised the results of 843 residents, ratepayers, and visitors within the town to provide information on the Town’s performance from advocacy, citizen engagement and community development, to town planning, economic development and environmental management. The scorecard identified the top community priorities. The survey results and the comments provided from the community on the town’s performance were significant in shaping the draft Strategic Community Plan.

During the early part of 2020, Council and Administration engaged in a series of workshops, to provide their input into the strategic planning process, identifying achievable priorities and creating realistic key performance indicators to meet the community’s vision.

A draft Strategic Community Plan was provided in May for feedback from Council. This was considered at the May OCM where Council resolved for the Plan to be advertised for public comment.

The public submission period has closed and Council is now required to consider those submissions and adopt the Strategic Community Plan.

Statutory Requirements

Local Government Act 1995 section 5.56 and *Local Government (Administration) Regulations 1996* reg. 19C.

Financial Considerations

Nil.

Officer Recommendation – Item 7.11

That Council adopts the Town of Bassendean Strategic Community Plan 2020 – 2030 as contained as an attachment to the Ordinary Council Agenda of 28 July 2020.

Voting requirements: Absolute majority

Item 7.12	RFT 03/2020 Provision of Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve
Ref	(PARE/TENDNG/70)
Directorate	Corporate Services
Decision Type	Executive
Confidential Attachment No. 3	RFT 03/2020 Tender Evaluation Report

Purpose

The purpose of this report is to present to Council a summary of tenders received for RFT 03/2020 Provision of Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve and recommend appointment of the contractor considered to provide the best value for money to the Town.

Background

The Town has a requirement to engage a contractor to provide Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve. The Town does not have the internal resources to supply the required services and as such requires an appropriate external service provider.

The Town had a single contract for this service with MCL Commercial Services, which expired on 30 June 2020. The Town is currently procuring these services through quotations.

An assessment was undertaken in terms of viability of continuing to outsource this particular service, and a determination was made that the benefits to outsource would be no need for procurement of specialist machinery or ongoing maintenance and frees up staff to focus on more specialised services.

Communication and Engagement

The request was advertised in The West Australian Newspaper on Saturday 21 March 2020 and closed at 11:00am, Tuesday 7 April 2020 (AWST).

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.5 Ensure optimal management of assets	Risk Management Profile
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

Submissions were received from following ten Tenderers:

- Environmental Industries Pty Ltd;
- Gecko Contracting Turf Landscape Maintenance;
- Green Options;
- LD Total Pty Ltd;
- Lochness Landscape Services;
- Prestige Property Maintenance;
- Programmed Property Services;
- Skyline Landscape Services Pty Ltd;
- Turf Care WA Pty Ltd; and
- Turf Master Facility Management.

The Evaluation Panel for this tender comprised three members with the appropriate technical expertise and experience. The panel carried out the assessment of submissions in a fair and equitable manner.

Programmed Property Services submitted an Alternative Offer only which was not accompanied by a Compliant Offer as required by Clause 2.14 of this Tender. This Submission was deemed to be non-conforming and was not considered further.

The remaining nine Tenderers met the compliance requirements of the Tender and were considered for further evaluation against the qualitative criteria and weightings shown in the following table.

The predetermined qualitative threshold was set at 70% for this tender.

QUALITATIVE CRITERIA	WEIGHTING
Capacity	30%
Demonstrated Experience	40%
Demonstrated Understanding of the Requirements	30%

Following the qualitative assessment, the panel carried out a comparison of the submitted schedule of rates offered by each tenderer qualified for stage two to assess value for money to the Town.

Pricing is regarded as commercial in confidence and is included in the attached confidential Tender Evaluation Report.

Statutory Requirements

A public tender was advertised, opened and evaluated in accordance with clauses 11(1) and 18(4) of Part 4 of the *Local Government (Functions and General) Regulations 1996*, where tenders are required to be publicly invited if the consideration under a contract is, or is estimated to be, more, or worth more, than \$250,000.

Financial Considerations

The costs associated with this contract will be included in the Town's Operational Budget for each year of the contract.

Officer Recommendation – Item 7.12

That Council appoints Prestige Property Maintenance Pty Ltd to provide the Provision of Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve for the Town of Bassendean as specified in Tender RFT 03/2020 for a period of four (4) years, to commence upon Council approval and Contractor acceptance.

Voting requirements: Absolute majority

7.13	Workforce Plan Review 2020
Property Address (if applicable)	NA
Landowner/Applicant (if applicable)	NA
Ref	GOVN/CCLMEET/40
Directorate	Human Resources and Organisational Development
Decision Type	NA
Confidential Attachment No. 4	Workforce Plan Review 2020

Purpose

The purpose of this report is for Council to note the Town's Workforce Plan Review for 2020.

Background

The minimum requirement to meet the Integrated Planning and Reporting Framework and Guidelines requires Council endorsement of a Strategic Community Plan and a Corporate Business Plan. Other Informing Strategies (i.e. Financial, Asset Management and Workforce) inform the local government of how capable it is to deliver the services and assets required by the community.

As per the Local Government Act 1995, the Chief Executive Officer functions include managing the day to day operations of the local government and responsibility for the employment, management supervision, direction and dismissal of employees. A Workforce Plan provides a coordinated approach for the administration to address the human resourcing requirements to deliver the local government operations taking into consideration all key inputs and strategic influences.

The Workforce Plan is completed on a four year cycle, reviewed annually to, ensure information remains relevant and current, make any adjustments and address new workforce and organisational issues which might have arisen. The review process considers a variety of information and tracks progress of a range actions and strategies.

Communication and Engagement

The Workforce Plan Review is an internal operational plan and analysis and as such, broader consultation is not warranted. This was subject to two workshop with Council and a period of consultation with Executive and Councillors.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance) Compliance Audit Risk Management Profile Financial Ratio Benchmarked. Asset Ratio Benchmarked
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	
	5.1.4 Improve efficiency and effectiveness of planning and services	
	5.1.5 Ensure optimal management of assets	

Comment

Key influences highlighted in this year's Workforce Plan Review include the impacts of COVID-19, the Town's organisational transformational change journey and strategic planning review process. These change drivers will continue to shape our workforce in to the future.

Statutory Requirements

In accordance with S5.56 (1) of the Local Government Act 1995, the minimum requirement is the development and Council endorsement of a Strategic Community Plan and a Corporate Business Plan. Other Informing Strategies (i.e. Financial, Asset Management and Workforce) inform the local government of how capable it is to deliver the services and assets required by the community.

Financial Considerations

Minor workforce adjustments were required to support the transformational change agenda and achieve high performance within the organisation. A summary is outlined in the attached Workforce Plan Review 2020, with allocations either cost neutral or included in the 2020/2021 salaries and wages budget.

Officer Recommendation - Item 7.13

That Council notes the Workforce Plan Review 2020 attached to the Ordinary Council Agenda of 28 July 2020.

Voting requirements: Simple majority

Item 7.14	Quarterly Report for Period Ended 30 June 2020
Property Address (if applicable)	N/A
Landowner/Applicant (if applicable)	N/A
Ref	GOVN/CCLMEET/1
Directorate	Chief Executive
Decision Type	Legislative
Attachment No. 10	Quarterly Report P/E 30 June 2020

Purpose

The purpose of this report is for Council to receive the Quarterly Report for the period ended 30 June 2020.

Background

Council's Quarterly Report format addresses progress against the CEO's Key Performance Indicators, as well as providing a progress report on budget deliverables in the 2017-2027 Corporate Business Plan, where those deliverables will commence in the current financial year.

The Quarterly Report now also contains the list of Outstanding Council Resolutions. Updates on the progress of these outstanding resolutions have been made for Council's noting. Administration has reconciled the list so that closed out resolutions may now be deleted.

Proposal

That Council resolves to adopt the Quarterly Report P/E 30 June 2020.

Communication and Engagement

Not applicable.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	

	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The Quarterly Report P/E 30 June 2020 is the final report for the financial year 2019/2020. The report reflects a composite of the activities that have occurred in the 2019/2020 financial year and provides a progress report on budget deliverables in the Corporate Business Plan. The report provides updates on the strategic priority projects and the deliverables of each service area within the organization.

Statutory Requirements

Local Government Act 1995.

Financial Considerations

Nil.

Officer Recommendation – Item 7.14

That Council:

1. Receives the Quarterly Report for the quarter ending 30 June 2020; and
2. Deletes the Outstanding Council Resolutions attached to the Quarterly Report for the period ending 30 June 2020.

Voting requirements: Simple majority

Item 7.15	Bassendean Local Emergency Management Committee Meeting held on 1 July 2020
Ref	GOVN/CCLMEET/12 – Luke Gibson, Director Community Planning
Directorate	Community Planning
Decision Type	Executive
Attachment No. 11	BLEMC Minutes of 1 July 2020

Purpose

The purpose of this report is for Council to receive the report on a meeting of the Bassendean Local Emergency Management Committee held on 1 July 2020.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Comment

The meeting took place on 1 July 2020 and the Committee discussed the following items:

1. An update on the Town's response to the COVID-19 pandemic.
2. An update on the Bushfire Framework Review, with advice that the Commonwealth Scientific and Industrial Research Organisation's map of Bushfire Prone Areas for WA will be released for comment in spring 2020, along with Western Australian Planning Commission's draft *State Planning Policy 3.7 - Planning in Bushfire Prone Areas* (SPP 3.7) and associated guidelines.
3. An update on a written complaint received by a resident, about the public health and safety impacts of the fire at Cleanaway's Guildford site in November 2019. The complaint listed various requests for action from the Town. The Town approached the Department of Water and Environmental Regulation requesting a response, as contained in Attachment 1 to the minutes. The resident has also submitted an objection to Cleanaway's development application for the site, with the City of Swan, as contained in Attachment 2 of the agenda.

4. Advice from DFES that two Automated External Defibrillators and a training defibrillator will be supplied to Bassendean SES Unit in July 2020.
5. An update on the Local Emergency Management Arrangements and Local Recovery Plan. Both have been sent to Merveen Cross, Department of Fire and Emergency Services and will subsequently be sent to the District Emergency Management Committee for approval and then the State Emergency Management Committee for noting.
6. Reports from the Emergency Management Agencies SEMC and WALGA EMAG.
7. Post Incident Reports from the Bassendean SES with verbal reports of storm related incidents, assistance with a search in Mundaring and water ingress at local properties.
8. Updated Committee contact and key holder details.
9. A flood adaptation plan, which is being developed for each Council by BMT on behalf of the Eastern Metropolitan Regional Council. The plan will include the development of specific actions. The Town's Flood Plain Management Policy is under review and will be presented to Council in September.

Officer Recommendation – Item 7.15

That Council receives the report on a meeting of the Bassendean Local Emergency Management Committee held on 1 July 2020.

Voting requirements: Simple majority

Item 7.16	Accounts Paid – June 2020
Ref	FINM/CREDTS/4
Directorate	Corporate Services
Decision Type	Legislative
Attachment No. 12	List of Payments – June 2020

Purpose

The purpose of this report is for Council to receive the list of payments for June 2020.

Background

The Local Government (Financial Management) Regulations 1996, Regulation 13, requires a list of accounts paid by the CEO each month to be presented to Council at the next ordinary meeting of Council after the list is prepared.

The monthly payments made for June 2020 are presented to Council, with details of payments made by the Town in relation to goods and services received.

Strategic Implications

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.3 Strengthen governance, risk management and compliance	Community / Stakeholder Satisfaction Survey (Governance) Risk Management Profile
	5.1.5 Ensure optimal management of assets	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks

Statutory Requirements

Local Government (Financial Management) Regulations 1996

Financial Considerations

All payments are authorised prior to disbursement in accordance with their allocated budget.

Officer Recommendation – Item 7.16

That Council receive the List of Payments for June 2020.

Voting requirements: Simple majority

8.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

8.1 Notice of Motion – Cr McLennan

Cr McLennan has advised that she wishes to move the following motion at this meeting:

“That:

- 1. The Town of Bassendean acknowledges the important role prevention programs and non-clinical community mental health organisations play in caring for people with mental health challenges, particularly through the COVID pandemic.*
- 2. The Town formally endorse and support the Prevent Support Heal campaign by:*
 - a. Promoting the campaign through their various communications channels;*
 - b. Writing to Premier Mark McGowan and Minister for Mental Health Roger Cook requesting funding for mental health prevention and community supports to be increased as a matter of urgency and;*
 - c. Exploring ways the State Government can support Local Governments to care for their communities’ mental health through the COVID recovery and beyond.*

BACKGROUND – CR MCLENNAN

Local Governments are at the forefront of their communities’ social and emotional wellbeing. From supporting community groups to high level statutory requirements, Local Governments have a big role to play in the prevention of mental health problems and supporting people to stay well and connected to each other, their families and friends and living at home. This has been particularly evident during COVID-19 as Councils have adjusted to keep their communities connected while physical distancing.

As Local Governments look to implement a new Public Health Plan, mental health is a vital addition to any plan, through prevention programs and community connectedness.

The Western Australian Association for Mental Health is the peak body for community mental health services, believing in the vision that as a human right, every one of us will have the resources and support needed for mental wellbeing, recovery and citizenship.

State Government funding for community mental health supports and prevention is more important than ever. Whilst spending for the crisis end has increased (such as providing more hospital beds), ensuring people predisposed to mental health challenges are receiving the required support in their community prior to, or post hospital care, is equally important.

WAAMH has launched the Prevent Support Heal campaign and are seeking support from the Local Government sector.

OFFICER COMMENT

The above Notice of Motion can be accommodated within existing resources, however, exploring ways in which Local Governments take on a more substantial role in the mental health area requires further exploration as stated above. This is likely to impact on the Town's current services and resources, if no additional funding support is provided.

The Town over the past few months has redirected efforts to support a community outreach program specifically targeting the most vulnerable people in our community. This has involved an individualised case management approach where needs are assessed and the required response sought through brokering such services. The community outreach program has been funded to date through redeployed staff and other resources. The Town is shortly to evaluate the program and assess its future viability.

The Town has also increased emphasis on raising awareness of mental health and domestic violence over the past months given the relationship between both issues and the reported escalation during the pandemic.

9.0 CONFIDENTIAL BUSINESS

It should be noted that that the audio will be turned off whilst confidential items are being discussed.

Item 9.1	Adoption of the 2020-21 Annual Budget
Property Address (if applicable)	NA
Landowner/Applicant (if applicable)	NA
Ref	FINM/BUGTG/1
Directorate	Chief Executive & Corporate Services
Decision Type	Legislative
Confidential Attachment No. 1	Proposed Annual Budget for 2020-21 Proposed Fees and Charges for 2020-21 Proposed Operational and Capital projects

This matter is to be considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) and (e) of the Local Government Act 1995, as the report discusses a contract which may be entered into and information that has a commercial value to a person.

Item 9.2	RFT 06/2019 Provision of Restoration and Conservation Works to the Residency and the Pensioner Guard Cottage and Construction of a New Community Space at 1 Surrey St, Bassendean
Property Address (if applicable)	1 Surrey St, Bassendean
Landowner/Applicant (if applicable)	Town of Bassendean
Ref	PARE/TENDNG/79
Directorate	Corporate Services
Decision Type	Executive
Confidential Attachment No. 6	RFT 06 2019 – Tender Evaluation Report

This matter is to be considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) of the Local Government Act 1995, as the report discusses a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Item 9.3	Disposal of 48 (Lot 8713) Chapman Street, Bassendean and 93 (Lot 7557) Lord Street, Eden Hill
Property Address	48 (Lot 8713) Chapman Street, Bassendean and 93 (Lot 7557) Lord Street, Eden Hill
Landowner/Applicant	Town of Bassendean
Ref	COUP/ACQ-D/1, A742 & A3280
Directorate	Community Planning
Decision Type	Executive
Attachments	N/A

This matter is to be considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) of the Local Government Act 1995, as the report discusses a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Item 9.4	Chief Executive Officer Performance Agreement 2020 - 2021
Property Address (if applicable)	NA
Landowner/Applicant (if applicable)	NA
Ref	P/File
Directorate	Office of the Chief Executive Officer
Decision Type	Council
Confidential Attachment No. 7	CEO Performance Agreement 2020-2021

This matter is to be considered with members of the public excluded from the Chambers under Clause 5.23 (2) (c) of the Local Government Act 1995, as the report discusses a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

10.0 CLOSURE

The next Briefings Session will be held on Tuesday 18 August 2020, commencing at 6.00pm.