

## **Briefing Session Tuesday, 19 September 2023 Attachments**

<b>9.3 Draft Amended Local Planning Policy 1 - Bassendean Town.....</b>	<b>3</b>
9.3.1 Local Planning Policy 1 - Bassendean Town Centre Strategy and Guidelines.....	3
9.3.2 Local Planning Policy 10 - Window Security for Non-Residential Property Facades.....	54
9.3.3 Draft amended Local Planning Policy 1 - Bassendean Town Centre....	57
<b>9.4 Draft Amended Local Planning Policy 12 - Residential Development and Fences.....</b>	<b>60</b>
9.4.1 Draft amended Local Planning Policy 12 - Residential Development and Fences.....	60
<b>9.5 ICT Strategy Review.....</b>	<b>66</b>
9.5.1 ICT Strategy 2020-2025 - August 2023 Review.....	66
<b>9.6 Councillor ICT Policy Review.....</b>	<b>82</b>
9.6.1 Draft Amended Councillor ICT Policy.....	82
<b>9.7 Adoption of Quarterly Report period ended 31 July 2023.....</b>	<b>85</b>
9.7.1 2022-23 Q 3-4 Quarterly Report - Town of Bassendean.....	85
<b>9.8 Bassendean Local Emergency Management Committee Meeting - 30 August 2023.....</b>	<b>108</b>
9.8.1 BLEMC Minutes - 30 August 2023.....	108
9.8.2 Existing Instrument of Appointment and Delegation.....	114
9.8.3 Draft Terms of Reference.....	117
<b>9.9 Arts, Culture and Events Committee Meeting - 5 September.....</b>	<b>120</b>

9.9.1 Arts Culture and Events Committee meeting minutes - 5 September 2023.....	120
<b>9.10 Audit and Governance Committee meeting held on 6 September 2023.....</b>	<b>133</b>
9.10.2 Local Government Professionals Audit Survey Analysis.....	133
9.10.4 Audit and Governance Committee Minutes 6 September 2023.....	143

# *Bassendean Town Centre Strategy and Guidelines*



## Contents

1.0	Introduction .....	3	7.0	Site planning and urban design .....	16
2.0	State Planning Context .....	5	7.1	Urban setting and context .....	16
2.1	Network City (WAPC 2005) .....	5	7.2	Landmark buildings in Bassendean .....	16
2.2	Liveable Neighbourhoods (WAPC 2004) .....	5	7.3	View corridors and vistas .....	16
2.3	Metropolitan Centres Policy No 9 (WAPC 2000) .....	6	7.4	Development type and intensity in Bassendean .....	16
2.4	Transit Oriented Development .....	7	7.5	Building envelope .....	16
3.0	Town of Bassendean Planning Framework .....	8	7.6	Building orientation and address .....	16
3.1	Vision 2030-Community Plan .....	8	7.7	Topography and floor levels .....	16
3.2	Bassendean Town Centre Enquiry by Design .....	8	7.8	Pedestrian and cycle amenity .....	16
3.3	Town of Bassendean Local Planning Strategy .....	8	7.9	Vehicle movement and parking .....	16
3.4	Town of Bassendean Commercial Strategy .....	8	7.10	Landscape and hardscape .....	16
3.5	Town of Bassendean Local Planning Scheme 10 .....	9	8.0	Building form and detail .....	16
3.6	Bassendean Townscape Study 1989 .....	10	8.1	Adaptable buildings .....	16
3.7	Municipal Heritage Inventory .....	10	8.2	Building character .....	16
3.8	Other studies .....	10	8.3	Facades .....	16
4.0	Place making in Bassendean .....	11	8.4	Roofs .....	16
4.1	Create possibilities for intense people spaces .....	12	8.5	Old Perth Road frontage .....	16
4.2	Focus on parks and gardens .....	12	8.6	Building entry .....	16
4.3	Create a vibrant smaller retail hot spot .....	13	8.7	Awnings, canopies & balconies .....	16
4.4	Use interactive water features in the town square .....	13	8.8	Materials and colour .....	16
4.5	Use a tower to signify the town centre .....	14	8.9	Signage and public art .....	16
4.6	Totems to signify a special place .....	14	8.10	Plant and equipment .....	16
4.7	Provide diversity of uses at street level .....	15	9.0	Environment and services .....	16
4.8	Provide diversity of residential opportunities .....	15	9.1	Climate and energy response .....	16
4.9	Mix old and new architecture .....	16	9.2	Services and infrastructure .....	16
4.10	Integrate parking and landscape .....	16	9.3	Servicing and maintenance .....	16
5.0	Strategy Plan .....	16	9.4	Noise attenuation .....	16
6.0	Planning and design guidelines .....	16	9.5	Safety and security .....	16
6.1	Scope and intent .....	16	9.6	External lighting .....	16
6.2	Design and approval process .....	16			
6.3	Variation Discretion .....	16			
6.4	Development Approval requirements .....	16			



## I.O Introduction

The Bassendean Town Centre Strategy 2007 outlines a vision and objectives for development within the Bassendean Town Centre.

The guidelines provide further guidance for:

- Old Perth Road: west end to Wilson Street
- Old Perth Road central: Wilson to Whitfield Street
- Old Perth Road: east end and Bassendean Village

Detailed area plans will be prepared for:

- BIC Reserve and the civic precinct
- Bassendean Blue Steel Oval

Council should have regard to the Bassendean Town Centre Strategy, the guidelines and detailed area plans when assessing development applications and providing infrastructure within the town centre.



Bassendean Town Centre

Vision 2030-Community Plan was prepared in 2005 by the Town of Bassendean in response to the State Government's Network City strategic vision.

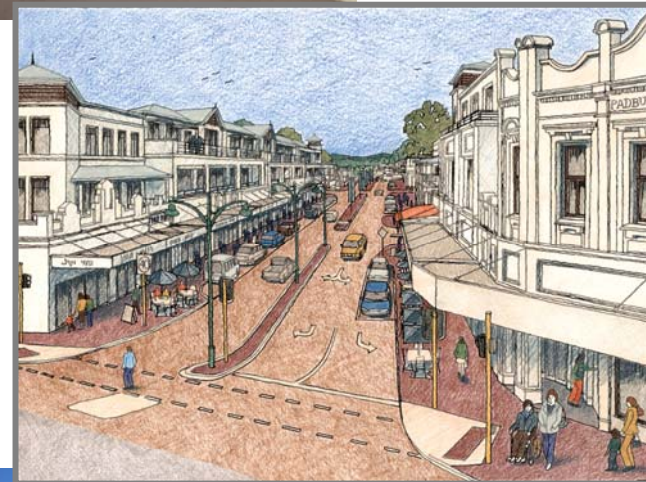
*' By 2030, the Town of Bassendean will be an ideal, highly accessible urban village location where people can participate in a cohesive, vibrant and diverse community lifestyle and a thriving local business economy within a high quality built and natural environment.'*

*'By 2030, the town centre has been transformed into a vibrant hub of mixed uses and activities with a unique sense of place, rich in history and heritage. ....Bassendean has a modern village feel to it attracting well designed new development. It is a place where people want to be.*

*There is a wide choice of housing options and densities to suit a diversity of lifestyles. Higher density development is clustered around the town's 3 railway stations..... Attractive landscape, street lighting, public artworks, street furniture and car parking enhance the safe pedestrian friendly streets...*

*Bassendean is recognised as an amazing place with lots of character – ...people live and thrive in Bassendean. '*

### *Creating a stronger heart for Bassendean*



Old Perth Road perspective from Vision 2030 M.Mckay

## 2.0 State Planning Context

West Australian Planning Commission (WAPC) strategic planning initiatives give context to the Bassendean Town Centre Strategy:

### 2.1 Network City (WAPC 2005)

Network City: Community Planning Strategy for Perth and Peel is based on principles and policies for liveable neighbourhoods, water sensitive urban design, vibrant activity centres, transit oriented development, better public transport and major infrastructure investments such as the new Metro Rail.

The strategy proposes activity centres along activity corridors where a full range of activities are encouraged including retail, living, entertainment, higher education and specialised medical services.

Network City proposes 60% of new housing should be within established suburbs. Councils are encouraged to support higher density housing around key activity nodes to achieve a more compact urban form. The strategy focuses on diversity of housing type, accessibility and housing affordability.

### 2.2 Liveable Neighbourhoods (WAPC 2004)

Liveable Neighbourhoods is a state planning framework for communities that are sustainable, safe, vibrant and efficient. The intent is to create complete integrated communities that promote local identity and create a sense of place.

This calls for an urban structure based on walkable, mixed use towns and neighbourhoods that have a strong community focus and a compatible mix of uses. The preferred urban form is “main street” mixed use centres that offer street frontage retail and high density residential with good access to public transport. The model is based on the premise that mixed use centres are inherently more socially, environmentally and economically sustainable and adaptable to change.



## 2.3 Metropolitan Centres Policy No 9 (WAPC 2000)

The Metropolitan Centres Policy (MCP) (currently under review) applies to commercial activities in the Perth Metropolitan Region. It establishes a hierarchy of centres including Strategic, Regional, District, Neighbourhood and Local Centres. Bassendean is designated a District Centre.

*'District Centres will be promoted as centres servicing the weekly shopping and service needs of the suburban population. They should provide mainly convenience goods, a range of comparison goods, local services and local employment. Shopping floor space should generally be confined to 15,000 sqm unless consistent with a Commission endorsed Local Planning Strategy or centre plan'*

The Policy also refers to traditional 'Main Street' centres, encouraging development in accordance with traditional main street design principles and providing additional retail floor space incentives.

The policy defines 'Main Street' as:  
*'mixed land use developments fronting to a street in a manner whereby pedestrian access to the majority of individual businesses can be achieved directly from the street and / or where customer car parks on private property generally do not separate the road reserve boundary from the front of a building.'*

Bassendean has both car based retail at Bassendean Village and traditional 'main street' retail along Old Perth Road.



## 2.4 Transit Oriented Development

The State Government actively encourages intensification of development around railway stations (TOD) and is considering increased residential densities and establishment or consolidation of commercial and other employment activity nodes in the Midland rail corridor.



400metre walking distances from train stations in Bassendean Town Centre

Bassendean Town Centre is an excellent model of an existing urban village on the Midland rail corridor with its historical main street and surrounding residential areas. It has excellent potential to become an employment node relating to surrounding industrial areas.

Bassendean Train Station is a modern attractive station that could become a focus for increased commercial or education activity. Success Hill Station could become a focus for more intense residential development as well as continuing its role as an events station for the Bassendean Oval.

The 2 train stations at Bassendean Town Centre provide excellent opportunity for the future of the town centre as a highly accessible and walkable urban village. Much of the town centre is within 400 metres walk of a station.

The Perth to Midland railway line itself, however, combined with heavy regional through traffic on Guildford Road results in a town that has been divided and bypassed. North-south connections, access and visibility from Guildford Road are fostered in the Strategy Plan for the town centre.

The Town of Bassendean, with good access to transport, a robust urban structure and an established historical main street is ideally placed to promote and implement the strategic initiatives of the WAPC.

## 3.0 Town of Bassendean Planning Framework

The Strategy Plan builds on recent planning initiatives and offers design solutions that can be implemented over time in a staged and sustainable manner.

### 3.1 Vision 2030-Community Plan

Vision 2030 is a long term community plan set out by the Town of Bassendean to coincide with the timeframe and principles outlined in the State Governments 'Network City' model.

### 3.2 Bassendean Town Centre Enquiry by Design

The Bassendean Town Centre Enquiry by Design was undertaken between Nov 2001 and Feb 2002. Community members came together in a workshop to investigate future growth of the Town using principles of Liveable Neighbourhoods and traditional town centre design. The outcomes of the "Enquiry by Design" workshop have been formally adopted by Council for inclusion into the Local Planning Strategy and Local Planning Scheme 10.

### 3.3 Town of Bassendean Local Planning Strategy

The Town of Bassendean Local Planning Strategy (LPS) sets out a vision for the municipality, and establishes short, medium and longer term directions for sustainable land use and development. The LPS is an expression of Council's and the community's vision for the Town of Bassendean over the next 15 – 20 years.

### 3.4 Town of Bassendean Commercial Strategy

The LPS incorporates a Commercial Strategy, which confirms the Bassendean Town Centre as the primary commercial, retail and civic centre of the municipality.

The Bassendean Town Centre, extending 800m along Old Perth Road, is divided into three (3) distinct sub-precincts, each having a different but complementary function that contributes to the overall vitality of the town centre.

- Traditional "Main Street" pedestrian based commercial/retail at the intersection of Old Perth Road with Guildford Road and the train station;
- "Drive-by" commercial with interspersed retail and civic uses (including a school and aged accommodation) between Wilson and Whitfield Streets; and
- Car based retail in the Bassendean Village Shopping Centre at the corner of Old Perth Road and West Road.



Objectives of the Commercial Strategy are to:

- Promote the continued importance of the Bassendean Town Centre as the commercial, retail and civic centre of the municipality and facilitate its sustainable growth and vitality;
- Promote and facilitate revitalisation of the traditional main street pedestrian based commercial retail precinct at the west end of Old Perth Road, without undermining the overall importance of Bassendean Village as a car based retail centre servicing the district.
- Ensure that different retail, commercial and civic activities in the town centre function and integrate in a manner that is mutually up-building rather than undermining of other town centre uses.

## 3.5 Town of Bassendean Local Planning Scheme 10

Local Planning Scheme No. 10 (LPS 10) has evolved over a number of years and is based on the Model Scheme Text.

LPS 10 aims to:

- Enhance the lifestyle of residents and provide community and leisure facilities for a range of socio-demographic groups;
- Encourage a housing stock that provides for a variety of lifestyle choices for a range of socio economic and age groups;
- Promote vibrant local shopping opportunities and provide for home businesses;

- Preserve local Aboriginal and European culture and heritage;
- Promote local tourist attractions;
- Protect and enhance the environment and natural resources of Bassendean and in particular urban bushland and the river environs; and
- Promote greater use of alternative modes of transport and public transport.

Objectives for the Town Centre Zone under LPS 10 include:

- Promote, facilitate and strengthen the town centre zone as the principal focus of the district in terms of shopping, professional, administrative, cultural, entertainment and other business activities;
- Recognise the unique and specific function of each precinct within the town centre:
- Promote traditional main street pedestrian based commercial retail, west of Wilson Street; civic, drive-by commercial and town centre living uses between Wilson and Whitfield Street; and car based retail in the Bassendean Village Shopping Centre.
- Accommodate a diversity of commercial, cultural & residential facilities;
- Encourage the integration of existing and proposed facilities within the zone so as to promote ease of pedestrian movement and the sharing of infrastructure, as well as to retain the opportunity for any future expansion of the area;
- Achieve safety and efficiency in traffic circulation;
- Ensure that buildings, ancillary structures and advertising are of high quality and achieve an architectural theme contributing to the uniqueness of the townscape;

- Provide sheltered places for pedestrians & shade to car parking areas;
- Preclude the storage of bulky and unsightly goods from public view;
- Provide landscaping appropriate to the scale of development

Residential development is encouraged in the Town Centre. The local government may, at its discretion, permit residential development within the Town Centre Zone to a maximum density of R60. Residential development shall only be permitted where the local government is satisfied that this development is complementary to the scale and character of buildings within the Town Centre Zone.

The requirement for producing design guidelines is contained in Part 2 of Town Planning Scheme No. 10.

Upon adoption, all development is required to comply with the design guidelines and any development that is deemed not to be consistent with the intention of the Strategy Plans and Guidelines may be refused by Council.

### 3.6 Bassendean Townscape Study 1989

The Bassendean Townscape Study was released in 1989 and provides an analysis of land use, activities, movements and parking in the Town Centre area. It outlines a preferred identity and image for the Town, and highlights several key townscape elements, including the idea of a 'heritage trail'. It describes the townscape structure at the time, and makes mention of the fact that although the Swan River is only 800 metres from the intersection of West and Old Perth Roads, it bears no relationship to the town. The Study provides guidelines for elements such as Town Centre entries, landmarks, colour schemes, materials, building height and landscape within the Town.

#### Attachment 9.3.1

### 3.7 Municipal Heritage Inventory

The Town of Bassendean has a Municipal Heritage Inventory in place that is updated on a semi regular basis. Although not as comprehensive as the Heritage Council's Register, it does earmark several notable sites within the Town Centre, such as some sections of the BIC Reserve, Bassendean Oval, Bassendean Post Office, the Padbury Buildings, Bassendean Railway Station, and the Bassendean War Memorial for varying levels of protection.



### 3.8 Other studies

- Bassendean Oval Conservation Plan
- Civic Centre Redevelopment Plan
- Strategic Plan 2005-2010
- Economic Development Plan 2005-2010
- Environment and Social Plans
- Community Safety and Crime Prevention study



## 4.0 Place making in Bassendean

The Bassendean Town Centre Strategy Plan and Guidelines have been prepared through a process of stakeholder and community workshops and the adoption of a place making approach.

Place making is more than architecture, urban design and streetscapes. The physical aspects of place only provide a setting for activities that make a place unique and interesting. An appropriate and sustainable mix of activities is the key to a successful place.

Place making drivers appropriate to Bassendean include:

- Build and support the local economy
- Nurture and define the community's identity
- Foster frequent and meaningful community contact
- Create accessibility for all
- Provide a comfortable and safe environment
- Attract a diverse population



#### 4.1 Create possibilities for intense people spaces

*A good quality public realm along Old Perth Road will provide places for people to meet, stay and be part of the Bassendean community*

People visit and stay in a town centre to see and be seen by other people. Sometimes in a quiet way to sit and have coffee or a meal alone while feeling part of the community and at other times to actively engage in community events and celebrations.

#### 4.2 Focus on parks and gardens

*Embrace the Town Park (BIC) as part of the Bassendean town centre*

Our cities and suburbs are becoming more intensely developed and urbanised. Bassendean has range of open spaces close to the town centre including the Swan River parklands, BIC Reserve, Bassendean (Blue Steel) Oval and other smaller parks. These open spaces should be nurtured and integrated into the town for the enjoyment of residents and workers for both active and passive recreation and to give breathing space from the intensity of urban life.



#### 4.3 Create a vibrant smaller retail hot spot

*Create a number of 'activity nodes' along Old Perth Road with Bassendean Station precinct and Blue Steel Oval redevelopment as lively end points*

The Old Perth Road is 800 metres long, this length of 'main street' can not be sustained with intense active pedestrian based retail. Focussing hot spots of activity at each end will in time facilitate activities that link the town together. The Bassendean Village is a successful food and convenience shopping place. A smaller 'hot spot' at the west end of Old Perth Road should compliment rather than compete with Bassendean Village.

#### 4.4 Use interactive water features in the town square

*Create places where people of all ages can interact and enjoy being in the town centre, water adds a cooling effect and is fun*

The Swan River is part of the Bassendean landscape. Old Perth Road leads down to the river foreshore and landscape along the road should reflect this. A water feature in the town square will suggest the water connection and also offer a gentle cooling effect in the urban streetscape. The water will be safe and playful attracting children to splash and others to watch.





#### 4.5 Use a tower to signify the town centre

*Draw attention to the Bassendean town centre – open up vistas and celebrate landmarks*

Towers are traditional elements of towns seen in churches and civic buildings.

A tower can be seen from a distance signifying the importance of the central place to passers by. It can also be functional perhaps providing the vertical circulation for the civic building and also offering a place for community advertising and interactive art.

#### 4.6 Totems to signify a special place

*Give Guildford Road motorists the feeling of driving through a special place –give Bassendean an address*

Totems and repetitive sculptures can lead the eye along vistas and draw attention to the place that is being passed through.

The use of totems at the intersections of the town's street grid and Guildford Road will emphasise that Guildford Road passes through not past the town and that the town is a place to visit and not just by pass.



#### 4.7 Provide diversity of uses at street level

*Provide opportunity for people to work in the Bassendean town centre – flexible mixed use and commercial space*

For a town centre to be lively and safe ground level uses need to be active during the day and evening.

Street life, people, light, landscape and streetscape all contribute to the ambience of a place and make it attractive to live in. The activity at the edges of buildings and the ground level uses are essential ingredients.

#### 4.8 Provide diversity of residential opportunities

*Facilitate a dramatic increase in people living in the Bassendean town centre – 24 hour life – a wide range of dwelling types*

Bassendean has traditionally offered only low density single housing on large lots. To ensure a diverse and interesting local community population that is large enough to sustain local retail and commercial activity an increase in the diversity of housing beyond just smaller lot sizes and town houses will be needed.

Good rental accommodation and apartments with access to transport and services will appeal to the growing number of smaller households both older and younger.



#### 4.9 Mix old and new architecture

*Respect the history of Bassendean while giving it a new contemporary heart beat*

Bassendean is a place with history and the heritage buildings in the town are important. Good quality contemporary architecture can be sympathetic to this heritage without copying or mimicking it. The counterpoint between old and new design can be very exciting while respectful of the past

#### 4.10 Integrate parking and landscape

*Create a stronger 'heart' for Bassendean*

Bassendean is a walkable town centre and the streets and open places need to be pedestrian friendly. Large parking areas devoid of landscape and footpaths are inappropriate. Parking can be set in landscape with trees providing shade and a pleasant ambience to the town.



## 5.0 Strategy Plan

The Bassendean Town Centre Strategy has been developed with the following objectives:

- Reinforce the current strong sense of place in Bassendean
- Ensure the plan includes sustainable mixed uses along Old Perth Road as a vibrant main street
- Maximise opportunities around the 2 railway stations
- Consolidate and build upon work already achieved by the Town of Bassendean
- Ensure development proposals are economically viable and practical
- Reflect the views of the Bassendean community and stakeholders
- Ensure Bassendean Town Centre can develop over time into...

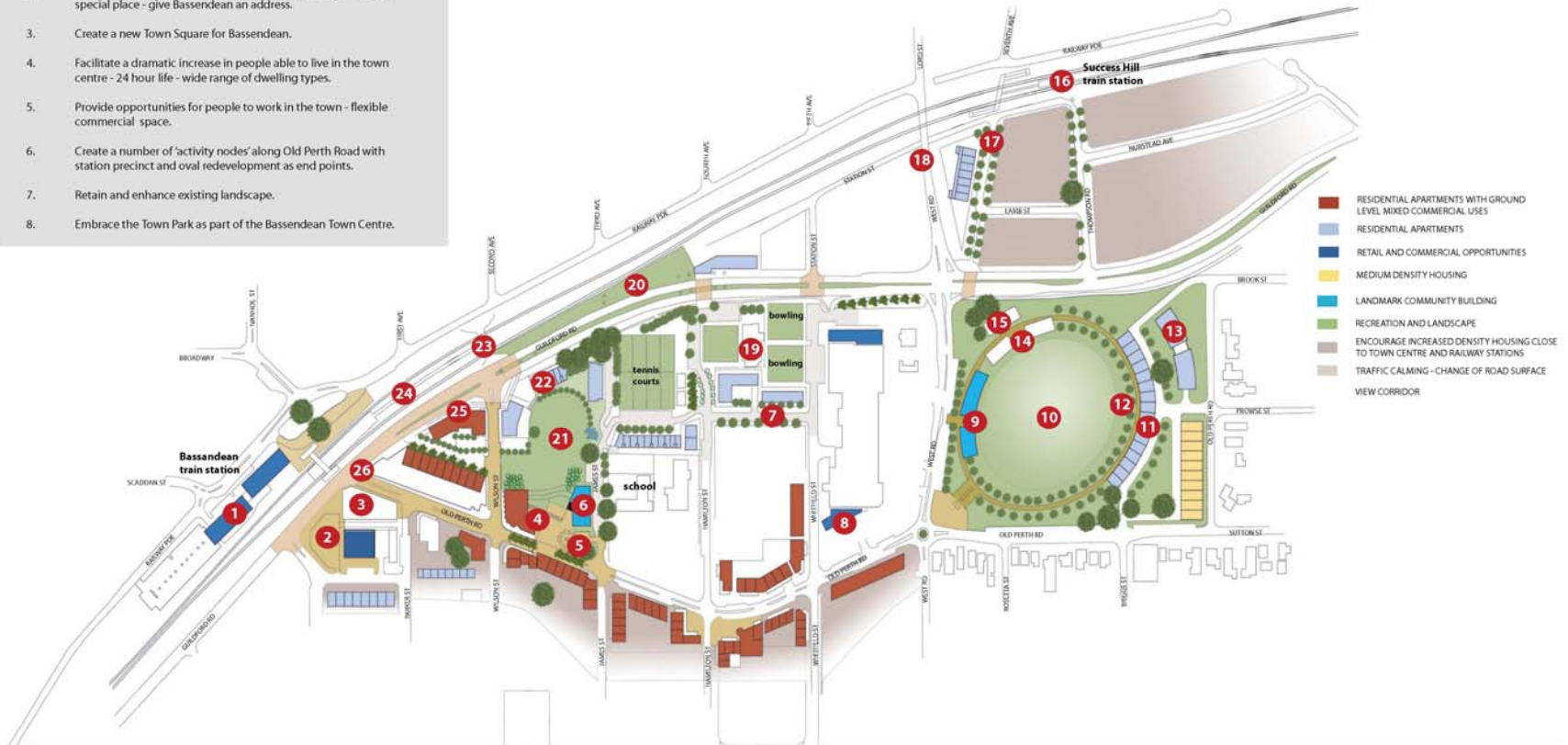
*'...a place where people want to be'*



**Key Principles:**

1. Draw attention to the Bassendean Town Centre - open up vistas.
2. Give Guildford Road motorists the feeling of driving through a special place - give Bassendean an address.
3. Create a new Town Square for Bassendean.
4. Facilitate a dramatic increase in people able to live in the town centre - 24 hour life - wide range of dwelling types.
5. Provide opportunities for people to work in the town - flexible commercial space.
6. Create a number of 'activity nodes' along Old Perth Road with station precinct and oval redevelopment as end points.
7. Retain and enhance existing landscape.
8. Embrace the Town Park as part of the Bassendean Town Centre.

# Creating a stronger heart for Bassendean



- |   |   |  |   |   |   |
|---|---|--|---|---|---|
| <p><b>1</b> Significant building such as adult education or commercial integrated with Bassendean train station.</p> <p><b>2</b> Improved retail frontage to Guildford Road corner as a 'hot spot' and introduction to the town</p> <p><b>3</b> Opportunity to increase intensity of use of buildings</p> | <p><b>4</b> Town Square extends across Old Perth Road as a people place (cars can drive through)</p> <p><b>5</b> Upgrade war memorial</p> <p><b>6</b> Landmark community building multipurpose hall (senior citizens) council chambers and administration including landmark tower and a hot spot for food and coffee</p> | <p><b>7</b> Improve links with narrow access roads</p> <p><b>8</b> Improved frontage to retail</p> <p><b>9</b> New 3-4 storey building for football club and function centre</p> <p><b>10</b> Bassendean Oval re-oriented and opened up to become a combined 'people's park' and football oval</p> | <p><b>11</b> Housing fronting oval</p> <p><b>12</b> Landscaped mound</p> <p><b>13</b> Significant residential building</p> <p><b>14</b> Heritage grandstands</p> <p><b>15</b> Teenage activity area</p> <p><b>16</b> Upgrade Success Hill train station</p> | <p><b>17</b> Improve a link to Success Hill train station and residential</p> <p><b>18</b> Pedestrian access under Lord Street</p> <p><b>19</b> Rationalise community sporting facilities</p> <p><b>20</b> Totems and streetscape improvements to Guildford Road</p> <p><b>21</b> Town Park - retain significant trees. Improve safety and integration with town centre. Develop a small seasonal wetland</p> | <p><b>22</b> Residential opportunity</p> <p><b>23</b> Improve and open up underpass and pedestrian access into town park</p> <p><b>24</b> Construct footpath between station and underpass</p> <p><b>25</b> Embayment parking</p> <p><b>26</b> Improve streetscape character and pedestrian amenity on Guildford Road</p> |
|---|---|--|---|---|---|



## BASSENDEAN TOWN CENTRE STRATEGY PLAN

Adopted by Council August 28, 2007

*For a vibrant future*





Provide cafes and offices at street level below apartments



Create possibilities for intense people spaces



Create a vibrant smaller retail hot spot:



Provide a diversity of residential opportunities



Integrating parking and landscape



Focus on parks and gardens



Mixing old and new architecture



Use interactive water features in the town square



Use totems to signify a special place

### Place making objectives

- Build and support the local Bassendean economy
- Nurture and define community identity of Bassendean
- Foster frequent and meaningful contact in the Bassendean community
- Create accessibility for everyone
- Provide a comfortable and safe town centre environment
- Attract a diverse population to Bassendean
- Respect the history and heritage of Bassendean

### Key Outcomes

- Rationalisation of BIC sporting and recreation facilities
- A Town Square on Old Perth Rd
- A new civic building combining administration with community facilities and council chambers.
- A Town Park integrated with the town
- Town centre living creating a safer, more active place
- Bassendean Oval becomes a multi purpose 'people's park' for the community while remaining the same ground of WAFL SDFC.
- New substantial commercial opportunities
- Creation of a vibrant 'hot spot' at the west end of Old Perth Road
- Opportunity to partner with the State Government in redevelopment of key sites in support of TOD strategies.
- 340 - 400 new dwelling opportunities recommended adoption of inner city residential planning codes
- 400 - 500 car bays – potential for reciprocal parking and relaxed parking provisions due to public transport and town centre amenity.



## 6.0 *Planning and design guidelines*

### 6.1 Scope and intent

The Bassendean Town Centre guidelines encourage:

- Development consistent with the place making objectives of the Strategy Plan
- Innovative and sustainable design; and
- Development that respects and contributes to the character, scale and amenity of the Bassendean Town Centre.

The intent is to develop a built environment in Bassendean that is valued as 'cultural capital' for future generations. Sustainable development that improves the amenity of the public realm is encouraged.

The planning and design guidelines are performance based rather than prescriptive controls to encourage flexibility and design innovation.

Principles of sustainability should be incorporated into all aspects of development in the Bassendean Town Centre. A variety of activities and uses is encouraged and innovative solutions in building, landscape and urban design will be promoted.

New development should be of a high quality, respond to the climate and be appropriate in the context of a thriving town centre. Landscape and urban design should reflect and incorporate a sustainable approach and contribute to the overall amenity of the area.

Residential development should respond to changing demographics and support the social and cultural diversity of the community. A broad range of housing options including a minimum of 15% affordable housing should be provided. Dwellings designs should provide for families, singles, couples, seniors and youth.

Well designed public spaces and integrated cycle and pedestrian networks should be provided to enable ease of movement and encourage physical activity.

Amalgamation of sites is encouraged in the town centre to enable good quality integrated development to occur at a feasible scale. This will enable good design solutions to aspects of development such as building scale and parking provision. Small scale modifications to existing development particularly along Old Perth Road are not encouraged except to bring development up to an acceptable standard in the short term.

Planning and design guidelines are grouped in 3 sections:

- **Site planning and urban design;**
- **Building form and detail; and**
- **Environment and services.**

## 6.2 Design and approval process

These guidelines are performance based and do not attempt to control design detail. Innovative, sustainable and well considered design outcomes that respond to the context, neighbouring development and the public realm are expected. A high level of development quality will ensure a stronger, long lasting heart for Bassendean.

Close liaison with the council and its representatives is recommended from the outset of a development project, prior to commencing design. This will ensure that the objectives of both the council and the developer are understood and that the best development and design outcomes can be achieved in a collaborative manner.

The council may engage expert advice to assist in development assessment which may include design professionals (staff or consultant) such as architects, landscape architects, engineers and planners.

A design review committee made up of such professionals may be called upon from time to time to assess development.

These guidelines should be read in conjunction with the current Local Planning Scheme and current council policies.

## 6.3 Variation Discretion

Council has discretion to vary any part of these guidelines.

The overall objectives of the Bassendean Town Centre Strategy Plan and the quality of building and place design will be considered when granting any variation.

## 6.4 Development Approval requirements

In addition to normal documentation required for Development Approval the following shall be submitted to the council;

- Design report covering response to the guidelines
- Energy efficiency report
- Climate response report
- Shadow and 3D bulk and scale analysis
- Landscape and hardscape strategy, plan and concept report
- Streetscape views showing building scale and character in its setting
- Movement plan and report indicating provision for vehicles, pedestrians and cyclists and including rubbish removal and storage and servicing issues
- Signage strategy including sign locations, specifications and graphics
- Concept ,costing ,location and detail of any artworks proposed
- Report on construction timing /staging issues including impact on adjacent public realm, temporary services, access for delivery trucks, cranes etc, fencing and other construction phase issues.

## 7.0 *Site planning and urban design*

- 7.1 Urban setting and context
- 7.2 Landmark buildings in Bassendean
- 7.3 View corridors and vistas
- 7.4 Development type and intensity in Bassendean
- 7.5 Building envelope
- 7.6 Building orientation and address
- 7.7 Topography and floor levels
- 7.8 Pedestrian and cycle amenity
- 7.9 Vehicle movement and parking
- 7.10 Landscape and hardscape



## 7.1 Urban setting and context

### Position

The Bassendean town centre will become an active and vibrant place for the local community and visitors. Old Perth Road is the historic main street and town focus. It is about 800 metres long and will therefore change in character along the way.

Old Perth Road is understood as 3 sub- precincts:

- The west end, between Guildford Road and Wilson Street
- The central area between Wilson Street and Whitfield Street
- The east end between Whitfield Street and West Road

The area beyond West Road is considered part of the Bassendean Blue Steel Oval and subject to a future detailed area plan.

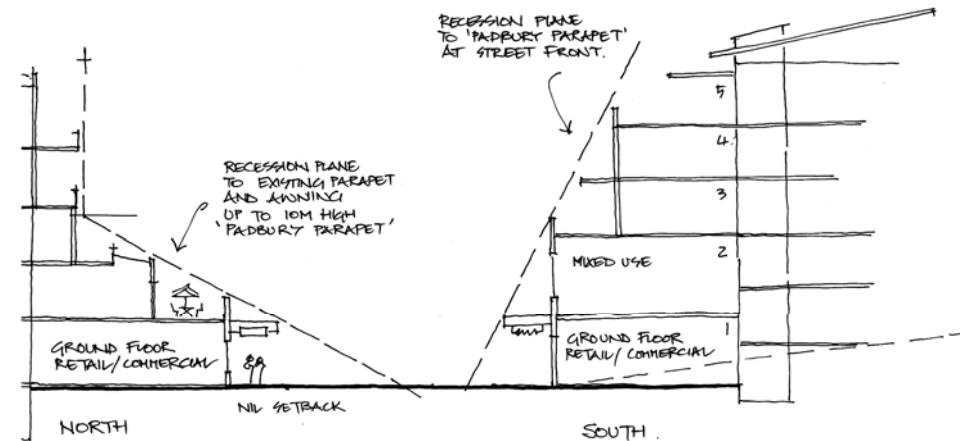
### Guidelines

- Buildings should contribute positively to the desired character of the precinct and to the streets and public spaces around them.
- Refer to the following pages for guidelines for the 3 sub precincts

### Variation

The council has discretion to vary this guideline where a building will not detract from the ambience of the town, is of exceptionally high quality design and will contribute to the unique urban setting of Bassendean Town Centre.

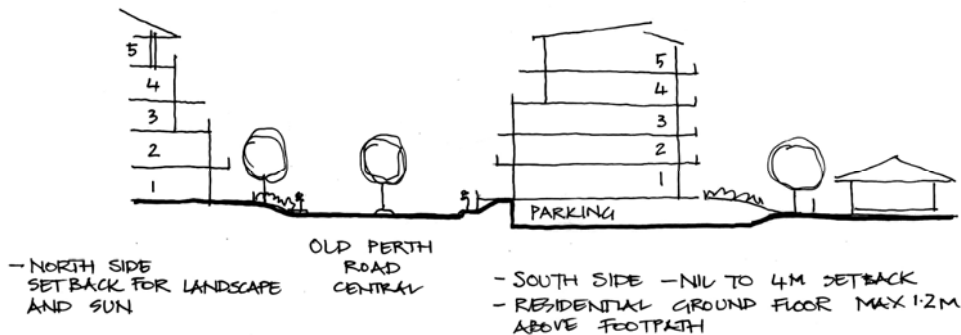
## WEST END - OLD PERTH ROAD



- In the west end, a clear response to existing building character and respect for Bassendean town centre streetscape and history is expected. This should be expressed in scale and form while offering contemporary urban design character appropriate for a revitalised town centre in the twenty first century.

## CENTRAL - OLD PERTH ROAD

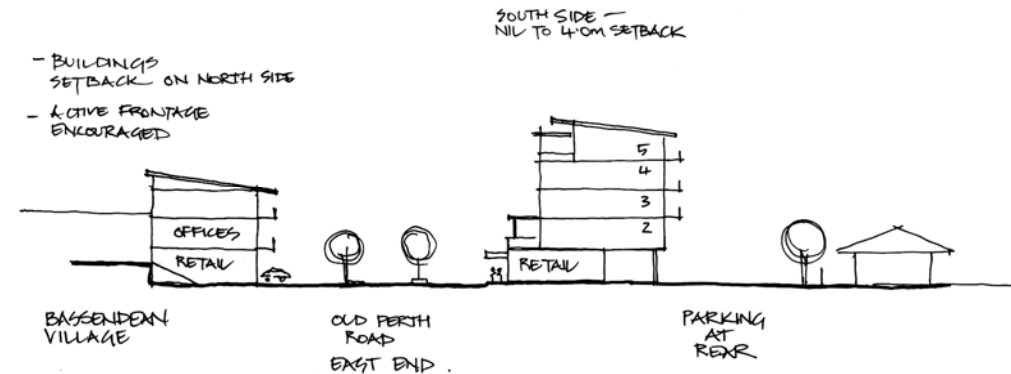
- In the central area, a softer response is expected with a more residential and landscape character. The new civic spaces will contribute to the enhanced character of this area. All buildings edging and overlooking these civic spaces will be important to the townscape and have a consistency of detail and design. A small retail node will develop at the bend on Old Perth Road (south side) and the intersection of Hamilton Street.



## EAST END - OLD PERTH ROAD



- In the east end, building character should reflect contemporary retail and commercial design and recognise Bassendean Village as the retail focus. Bassendean Village should be given improved presence and activation with a pedestrian focus on Old Perth Road.





## 7.2 Landmark buildings in Bassendean

### Position

Bassendean Train Station, the Padbury Building, Bassendean Hotel, St Marks Church, the Library, the future civic building and the proposed residential/mixed use buildings on the corners of Guildford Road and Wilson Street are and will be the landmark buildings in the Bassendean town centre.

New buildings and spaces should respect the scale, character and position of these landmark buildings. This does not necessarily mean that building height is limited to below the height of these buildings.

### Guidelines

- New buildings on the south side of Old Perth Road in the west end should not extend above the parapet height of the Padbury buildings at the street front.
- Buildings on the north side of Old Perth Road should not extend above the existing parapet (Refer Building Envelope )
- New buildings fronting the central area of Old Perth Road should consider views to the church and proposed civic buildings.

### Variation

The council has discretion to vary this guideline where a building is of exceptionally high quality design and will become a fitting landmark itself without detracting from the existing landmarks in the town.



Bassendean Train Station



St Marks Church



Padbury Building



Bassendean Library

## 7.3 View corridors and vistas

### Position

Old Perth Road is an excellent urban setting with vistas east toward the hills and north down to the BIC parkland on Guildford Road. These vistas give Bassendean a unique setting.

The town centre strategy identifies some important view corridors and vistas that should be respected and celebrated in future development of the town centre.

### Guidelines

- View corridors and vistas identified in the town centre strategy should not be obstructed.
- Buildings and landscape should be positioned to enhance vistas and view corridors.

### Variation

This guideline may be varied where council considers that a building contributes to the overall urban quality of the town centre and that new vistas are set up through its location, scale and character.



## 7.4 Development type and intensity in Bassendean

### Position

The town centre strategy encourages an increased intensity of residential and mixed use development in the town centre in close proximity to the amenity of the town and the Bassendean train station.

It is intended to amend LPS 10 in the future, to introduce RIC codes in the Town Centre Zone. This will increase opportunity for comprehensive redevelopment and amalgamation of sites, with the aim to achieve a diversity of residential type and size within the town centre. This increased development potential will be available to high quality development that contributes positively to the townscape in Bassendean and complies with these guidelines.

To ensure that Bassendean continues to have a diverse and cohesive community where people can continue to live through different phases of life it is important that housing in the town is affordable and adaptable.

### Guidelines

- Preferred uses in the town centre include:
  - Residential such as townhouses, apartments, mews, row housing, maisonettes as well as opportunities for home office and short stay
  - Retail focussed on west and east ends of Old Perth Road
  - Civic and community
  - Commercial including small-scale office space
  - Higher intensity and mixed uses that contribute to vitality of town centre are encouraged while low intensity uses are discouraged.
- Provision of affordable single or 2 bed apartments is encouraged.
- Short-stay serviced apartments shall conform to R-IC provisions of the Residential Planning Codes.
- Affordable housing is encouraged in the town centre:
  - 15% of dwellings in any development should be affordable.
  - Smaller dwellings with, 1 bed/1bath or 2 bed/2 bath, flexible living space and limited internal fit out and finishes are encouraged to provide affordable housing for younger and older people.
  - Dwellings should not be reliant on air conditioning and should be provided with cross ventilation and solar control for passive climate control.
  - All dwellings should be suitable for disabled occupants and visitors.
- Public transport use is encouraged in the town centre and therefore parking provision should be limited to the LPS 10 requirements. Common parking areas below ground are encouraged. Large garaged frontages are discouraged.

## 7.5 Building envelope

### Position

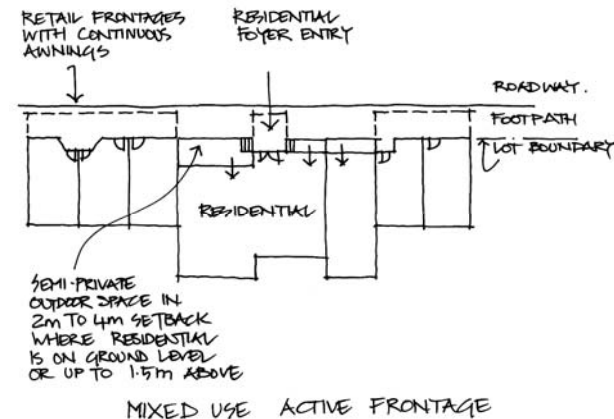
The town centre strategy indicates a general arrangement of buildings for the town centre.

Where possible buildings should be orientated with long axis and occupied spaces approximately north-south to maximise solar access.

### Guidelines

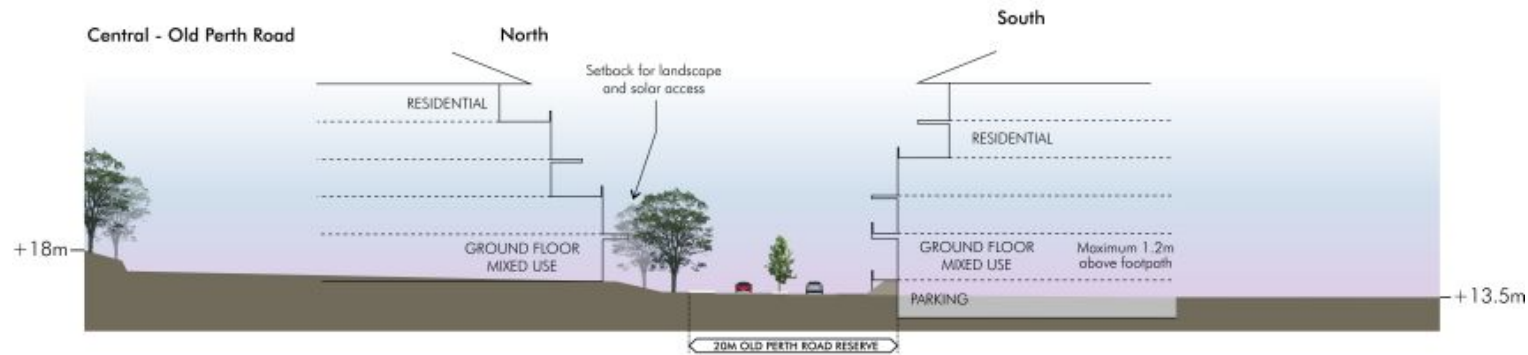
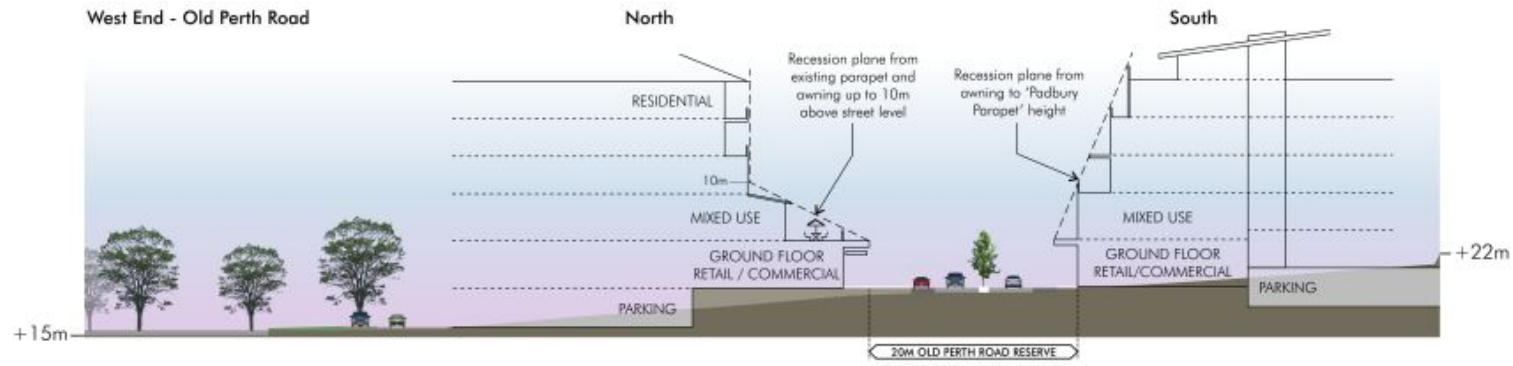
- An agreed envelope of footprint and height will define new development on each lot. There is no plot ratio limit in the town centre.
- A minimum height of 3 storeys or 10 metres is set for buildings generally in the town centre.
- A maximum height of 5 storeys is set for buildings generally on lots fronting Old Perth Road subject to streetscape, shadowing and overlooking issues.
- Buildings on the north boundary of Old Perth Road (west end) shall not be higher than the existing parapet at street front.
- Buildings on the south boundary of Old Perth Road (west end) shall not be higher than the existing Padbury building parapet at street front.
- Development should generally have nil set back to front and side boundaries.
- Residential development at ground level can be setback 2.0 to 4.0 metres to provide a transition between public and private space. Residential entry foyers at ground level can have a nil setback.
- Rear setbacks should be provided suitable to accommodate parking and avoid overshadowing of neighbouring buildings.

- Rear setbacks from residential adjoining should provide for privacy and comply with R code requirements.
- Entrances can be set back up to 4.0metres to create a sense of address; these setbacks should be co-ordinated with neighbouring buildings and detailed as small urban public spaces.



### Variation

The building envelope may be varied where council considers that the building does not adversely affect neighbouring buildings and spaces or the general townscape by overshadowing or dominating through scale or character.





## 7.6 Building orientation and address

### Position

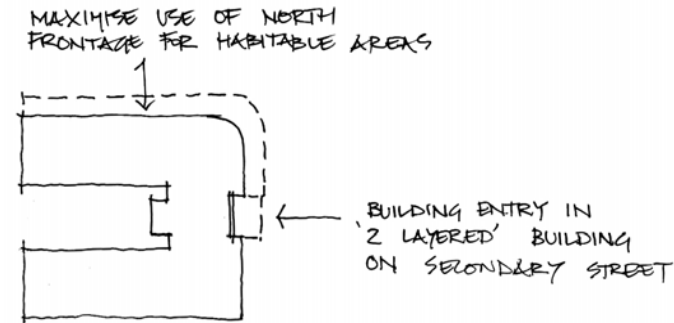
Townscape, address and solar access are all very important in orientating buildings.

### Guidelines

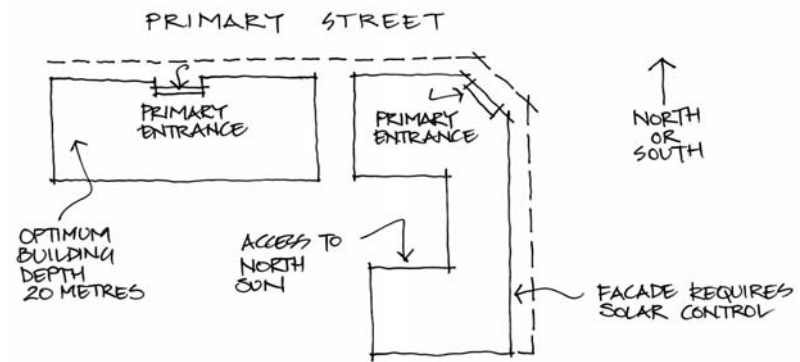
- Buildings should have the long axis east- west (or within 15 degrees of east- west) to maximise northern solar access.
- Buildings should have the primary entrance, address and frontage on or clearly identifiable from the primary street.
- Courtyards can be used to provide solar access in deeper buildings

### Variation

This guideline may be varied where council considers that the climatic response of the building is not compromised and that spaces created around the building contribute positively to the urban quality of the town centre.



LOCATION OF BUILDING ENTRY TO SUIT ORIENTATION



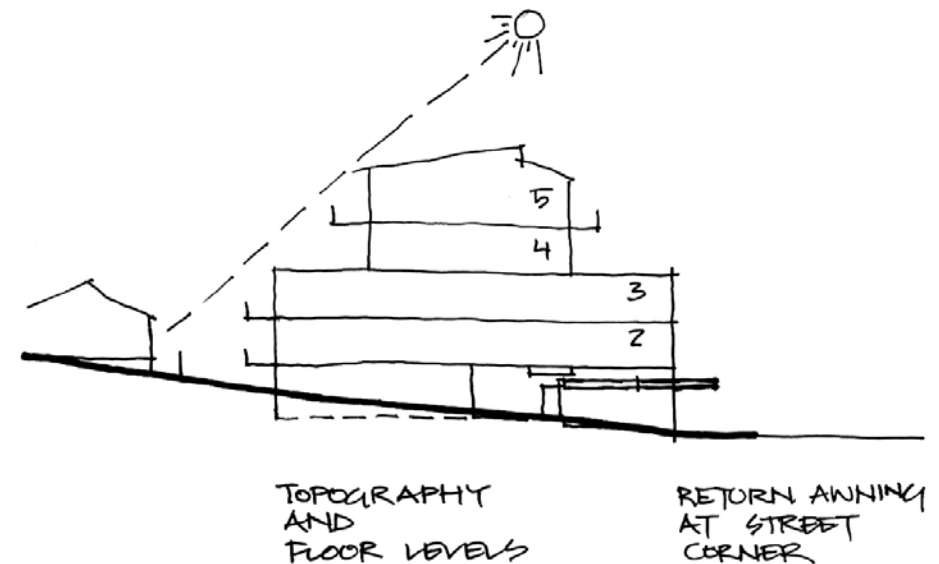
## 7.7 Topography and floor levels

### Position

Old Perth Road slopes considerably downhill from Guildford Road. This adds interest to the built character of the town centre. Building design along Old Perth Road should reflect this change in topography. Some intersecting streets also slope considerably; this slope should be used to advantage in building design.

### Guidelines

- Facades should be stepped to express change of level across the building frontage, and should relate well to neighbouring facades.
- All floor levels should be expressed in the façade design through awning or balcony elements or the design of windows within a façade.
- Care should be taken to resolve the detail relationship between adjoining building with different floor and awning levels.
- Ground floor to floor height shall be a minimum of 4.0 metres to provide a consistency with the historic buildings in the town and flexibility of use.
- Upper floor to floor heights should allow for future change of use.



## 7.8 Pedestrian and cycle amenity

### Position

Bassendean Town Centre will be a place where pedestrian access and amenity has priority. Cycling to the town centre will also be encouraged. Buildings will provide pedestrian shelter and amenity on the street front.

### Guidelines

- Provide clear, well designed paths around buildings leading to entrances that link into the public footpath network.
- Provide pedestrian shelter at entrances and along active street frontages.
- Provide good end of trip facilities, including lockers and showers for walkers and cyclists in workplaces in the town centre.
- Provide bicycle racks outside all commercial, retail and civic buildings.





## 7.9 Vehicle movement and parking

### Position

The Bassendean Town Council encourages the reduction of car dependency. Vehicles will move slowly and safely around the town centre. People will be encouraged to walk to the town centre or to park their cars and walk to various destinations.

### Guidelines

- Car parking is to be provided consistent with LPS 10.
- Parking should be located to rear of or below buildings. Cars and parking areas should not visually dominate development.
- Where car parking requirements limit optimum site development council may consider cash- in- lieu payment.
- Parking for motor cycles and scooters should be provided to encourage use.
- At- grade parking areas including the Bassendean Village car park should be well landscaped with shade trees (1 for every 4 car bays) and have clearly defined, direct and well lit pedestrian links.
- For residential dwellings of 1 to 2 bedrooms the parking ratio shall be reduced to 1 bay per dwelling.
- Shared surfaces are encouraged using trafficable unit paving and materials consistent with neighbouring developments and public areas.
- Parking should be accessed from secondary streets and not from Old Perth Road.

- Crossovers should be limited to one crossover (3 – 6m wide) per development site. Crossovers should match footpath colour.
- Service and delivery should be provided discretely and in minimal space.
- Consideration should be given to location, access to and storage of recycling and other rubbish bins including communal bin facilities.
- Emergency vehicle access, particularly for fire fighting vehicles, must be provided to satisfaction of Council and FESA.



## 7.10 Landscape and hardscape

### Position

The outdoor spaces between buildings are as important as the buildings themselves in their contribution to townscape. All spaces around buildings are to be designed to offer attractive amenity for users and passers-by.

Landscape in the Bassendean Town Centre should:

- Complement street function and be appropriately scaled relative to street width and building form and scale
- Enhance pedestrian comfort and safety and reinforce desired traffic behaviour
- Reflect and consider development image and role, solar access, soils, selection of appropriate species and services
- Assist in micro climate management and
- Include 'water wise' strategies to reduce long-term water consumption.

### Guidelines

- Refer to Bassendean Streetscape Policies
- A town centre public realm contribution of 2% of development cost will be payable to Council as a condition of development approval. This contribution will be used to enhance the public realm in the vicinity of the development site and will include public art, street furniture, planting, paving and amenities such as bicycle racks, bins, shade structures, signage. Etc. Timing of these enhancements will be agreed between Council and the developer to be completed shortly after construction and to suit council works programmes.
- Landscape provision will be assessed on quality rather than quantity. No specific percentage provision is required in the town centre but all outdoor areas are expected to be landscaped and maintained to a high quality appropriate to an urban setting.
- Existing healthy, mature trees of appropriate species should be retained and incorporated into new development. Where trees are removed they shall be indicated as removed on plans and their removal justified
- Generally use water- wise and indigenous plant species
- Improve microclimate of courtyards and other urban spaces with use of some deciduous shade trees and water elements. The use of deciduous trees will be limited to courtyards and other urban spaces where seasonal climate response is considered important.

- Paving materials and details shall match proposed public realm finishes or be of a quality associated with high traffic town centre and civic precincts and approved by council.
- Seating, lighting and other street furniture should match that proposed in public areas or be of high quality design durable materials and approved by Council.
- Trees planted in car parks shall be planted as mature specimens no less than 3.0 m high and protected with tree grates and bollards. Tree canopies shall be managed to allow clear visibility to building facades and signage.
- All private and public open spaces should be designed and maintained to minimise fertilising, excess watering and nutrient run-off.



## 8.0 *Building form and detail*

- 8.1 Adaptable buildings
- 8.2 Building character
- 8.3 Facades
- 8.4 Roofs
- 8.5 Old Perth Road frontage
- 8.6 Building entry
- 8.7 Awnings, canopies and balconies
- 8.8 Roofs
- 8.9 Materials and colour
- 8.10 Signage and art
- 8.11 Plant and equipment



## 8.1 Adaptable buildings

### Position

The revitalisation of Bassendean Town Centre will happen over a number of years. New buildings in the town centre should be designed to accommodate a changing range of diverse and more intense uses in the future.

### Guidelines

Buildings designed for adaptive re-use should include:

- Load bearing columns/walls in regular grid allowing addition or removal of dividing walls to reconfigure internal space.
- Lightweight façade systems that can be updated in future.
- Service cores and stairs at sides or rear of buildings and generous vertical circulation space for people and piping.
- Maximum number of openings in primary street facade to allow for additional entrances and/or different uses within building in future.
- Maximum natural light by limiting building depth to 20- 25m, use of light wells or internal courtyards.
- Limited internal fit-out and refit wastage
- Generous ground floor to floor heights to match existing or a minimum of 4.0metres
- Upper floor to floor heights of 3.5metres to 4.0metres

### Variation

Where council considers that the life of a building is short so as not to warrant this approach.

## 8.2 Building character

### Position

All buildings within the town centre should be designed as good urban fabric buildings that respect the history and streetscape of Bassendean while providing a contemporary response to function, technology and materials. Buildings in landmark locations should stand apart from the urban fabric buildings.

### Guidelines

- Buildings should reflect contemporary lifestyle, function and materials and not mimic historic styles and building methods.
- Buildings should respond to the character of significant buildings in the town.
- Buildings should have a proportion and scale appropriate to their location within a high quality urban town setting and respecting neighbouring buildings.

## 8.3 Facades

### Position

The design of building facades should contribute to the harmony, liveliness and safety of streetscapes.

### Guidelines

- Refer to Streetscape policies on non residential property facades and security grilles and to 8.5 :Old Perth Road frontage
- Building facades should respond to neighbouring facades through use of consistent horizontal lines, good proportion and other design aspects.
- A consistent, well detailed design approach to all facades of a building is expected. Care should be taken in design of all facades that can be viewed from anywhere in the public realm, this includes window placement, proportion and relief in the wall plane.
- No façade shall appear as a “back “and blank walls should be avoided. Exposed plumbing or other services are not acceptable on any facades.
- Ground floor façades should be distinctive from upper levels, changes in wall plane, texture, material and colour can be used.
- Circulation spaces such as stairs and foyers should be positioned and glazed to add activity that is visible from the street.
- Glazing of facades is encouraged to provide visibility between inside and outside the building. Windows at ground level on active frontages shall be minimum 2.4m high. External sun shading is encouraged appropriate to orientation.
- The top of buildings should finish with a roof or expressed detail.

## 8.4 Roofs

### Position

Roofs are important elements of buildings and townscapes and roof form should be considered as part of the overall building design.

### Guidelines

- Simple roof forms complementing the linearity of buildings are desirable.
- Verge and eaves overhangs sufficient to create strong shadow lines are encouraged on expressed roofs.
- Low pitch roofs (<10 degrees) should be concealed by parapet walls.
- Pitched roofs should respect and be consistent in pitch with roofs in close proximity.

## 8.5 Old Perth Road frontage

### Position

Old Perth Road is the central streetscape in the Bassendean town centre and care should be taken to enhance and enliven it. The pedestrian experience along Old Perth Road should be stimulating and vibrant.

Old Perth Road should have continuous active frontages of varying types along its length.

### Guidelines

- Active frontage can include small landscaped spaces that are publicly accessible and contribute to the streetscape and building address
- Non- residential and mixed-use buildings shall have nil setbacks to Old Perth Road frontage.
- Mixed-use buildings should have predominantly non-residential ground floor frontages to Old Perth Road, with the exception of common foyers or home based studios/ offices.
- Residential active frontages should offer a transition such as a terrace or veranda between the public and private space where the resident can spend time and express identity through landscape and detail.
- Verandas or terraces can be raised above adjacent footpath level to a maximum of 1.2 metres.
- Glazed shopfronts are required in retail and commercial buildings. Old Perth Road facades should have a minimum of 80% clear glazed area at ground level.

- Solid frontage is accepted below 0.8 metres above footpath level to allow raised display windows and outside tables up against shopfronts.
- Blank walls longer than 2.0 metres at street level are not permitted.
- Upper levels of buildings fronting Old Perth Road should include functional size balconies.
- Where cafes, restaurants and coffee shops front Old Perth Road the provision of an outdoor eating area is encouraged.
- All frontages on Old Perth Road should be well illuminated.

Refer to

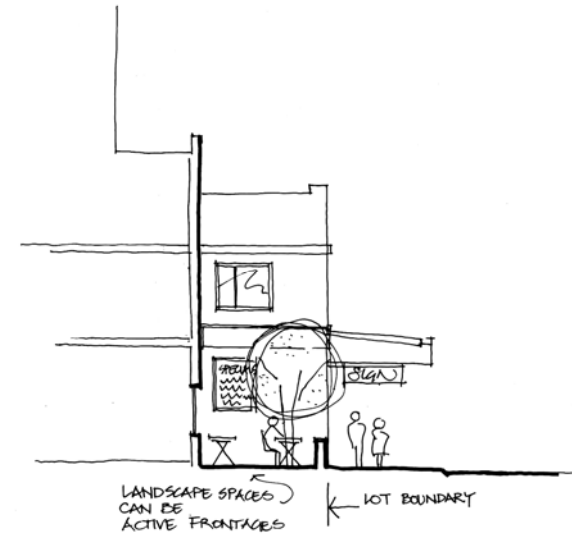
Non- residential Property Facades Policy, Trading in Public Places Policy and Outdoor Eating Policy



FLOOR LEVEL AT  
ENTRY DOORS  
MAX 200 ABOVE  
FOOTPATH .

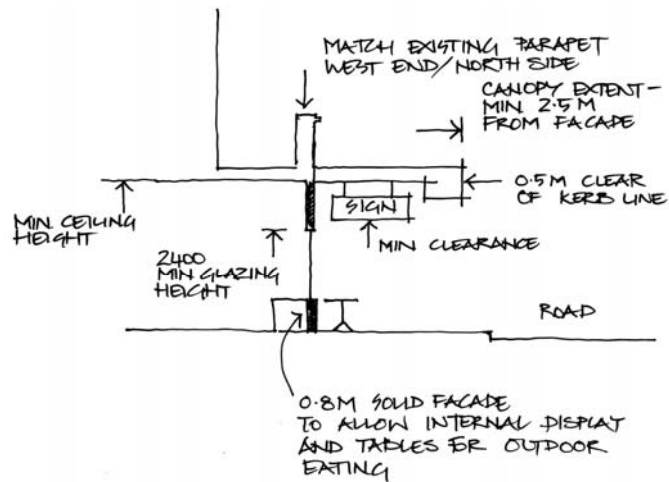
RESIDENTIAL  
ENTRY FOYER

RETAIL FACADES  
80% GLAZED.  
MAX SOLID FACADE  
0.8 ABOVE FOOTPATH



LANDSCAPE SPACES  
CAN BE  
ACTIVE FRONTS

← LOT BOUNDARY



MATCH EXISTING PARAPET  
WEST END/NORTH SIDE

CANOPY EXTENT -  
MIN 2.5 M  
FROM FACADE

← 0.5 M CLEAR  
OF KERB LINE

MIN CEILING  
HEIGHT

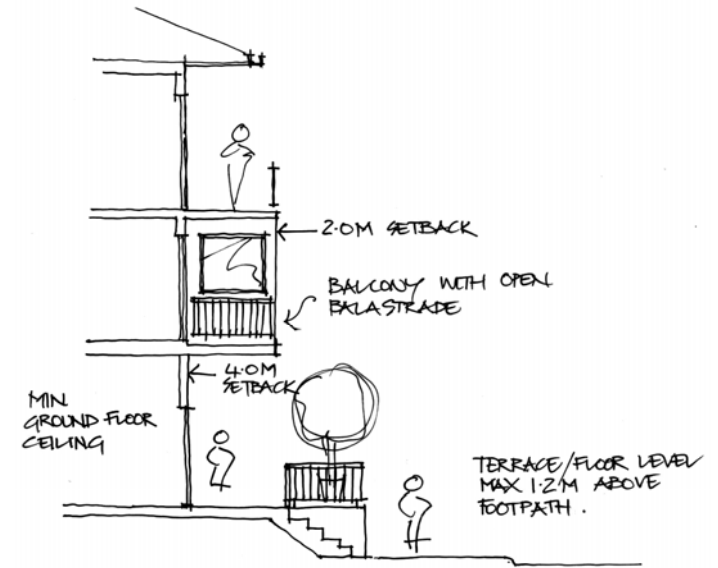
2400  
MIN GLAZING  
HEIGHT

↑ MIN CLEARANCE

ROAD

0.8 M SOLID FACADE  
TO ALLOW INTERNAL DISPLAY  
AND TABLES FOR OUTDOOR  
EATING

ACTIVE FRONTAGE - RETAIL



← 2.0 M SETBACK

BALCONY WITH OPEN  
BALUSTRADE

← 4.0 M SETBACK

MIN GROUND FLOOR  
CEILING

TERRACE/FLOOR LEVEL  
MAX 1.2 M ABOVE  
FOOTPATH .

RESIDENTIAL ACTIVE FRONTAGE



## 8.6 Building entry

### Position

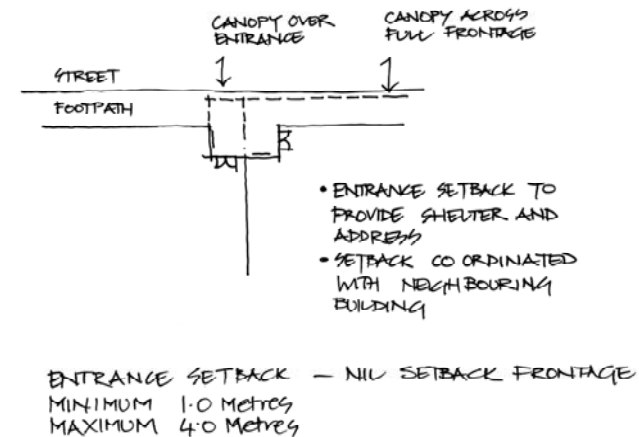
A good building entry expresses the function of the building and its character. It welcomes people in and provides information and shelter.

### Guidelines

- The primary building entrance should be clearly identifiable and visible from the primary street.
- Other entrances should be scaled and designed according to their function and frequency of use.
- Entrances can be set back from the street with external treatments being consistent with the adjacent streetscape.
- Pedestrian shelter, signage and lighting should be provided at primary entrances.

### Variation

Where council considers that the primary entrance is better located off the primary street, the design of the building and its surrounds should clearly lead the visitor to the entry.



## 8.7 Awnings, canopies & balconies

### Position

Awnings and canopies provide pedestrian shelter and add interest and colour to facades along active street frontages. Other elements such as balconies and terraces provide spaces for people to be part of the street environment and contribute to passive surveillance as 'eyes on the street'.

### Guidelines

- All active commercial and retail frontages in the west and east ends along Old Perth Road should have continuous pedestrian shelter over the footpath.
- Residential and mixed use buildings shall have pedestrian shelter such as awnings or canopies over entrances.
- Balconies and terraces are encouraged on street facades in residential and mixed use buildings.
- Balconies should have predominantly open balustrades, while considering the need for screening of washing and air conditioner units and solar screens.
- Awnings, canopies and balconies should :
  - Have minimum clearance to footpath of 2.7 metres
  - Have minimum extension out from building of 2.5 metres
  - Relate in height/ design to adjoining canopies/ awnings
  - Consider signage locations and dimensions
- Provision and maintenance of canopies and awnings over the footpath is the responsibility of the building owner.

## 8.8 Materials and colour

### Position

A vibrant town centre is usually a wonderful mix of colours and materials. It is not the intention to limit the design palette of new buildings in Bassendean.

The Bassendean Town Centre should read as a harmonious grouping of buildings each with a different role and potentially a different character.

### Guidelines

- Respond to neighbouring buildings with complimentary colours and materials.
- A limited palette of external colours and building materials should be used to ensure building harmony. Generally, use neutral, subtle colours for long lasting surface finishes and use bright colours only as accent and for surfaces that will be repainted or finished regularly.
- High quality durable materials that have acceptable levels of weathering and wear are preferred to materials that require constant maintenance..
- Use of tilt- up concrete is discouraged unless carefully detailed, finished and given relief in the wall plane.
- Use of highly reflective glazing is not permitted. Samples of reflective/ tinted coatings shall accompany any development application and will be to satisfaction of the Town of Bassendean.
- Strong and bright colours may be approved subject to durability, where council considers that proposed use of colour will contribute to the character of the town centre in a positive way.

## 8.9 Signage and public art

### Position

Good signage and public art will contribute positively to the character and ambience of the town centre and reflect the image and memories of Bassendean. Both signage and art add vibrancy and interest to a place.

### Guidelines

- Refer to Public Art Policy and Master Plan and Commercial Advertising Signage Policy
- A Public Realm contribution of 2% of building construction cost will be required for development in Bassendean Town Centre. This includes provision for public art.
- All building signage will be of a high standard and generally not exceed 5% of the building wall area to which it is fixed.
- Pylon signs will not generally be permitted. Signage designed as part of the building and themed to complement development is encouraged and if a building has numerous tenants, consolidated signage is preferred.
- Signage suspended below awnings, canopies or balconies or cantilevered will have a minimum clearance above footpath level of 2.7m.
- Illuminated signage (not pulsating or flashing) is preferred to externally lit signs. Signs should be lit at night.
- Signage erected above rooflines will not be permitted.
- Signage shall not obscure display windows by more than 5% area.
- Refer to 7.10 Landscape and hardscape.

- Permanent external art work should be durable and complement the themes established in the town.
- Public art should be appropriate for urban public space and should not compromise public safety.
- Opportunities for public art include: murals, tiles, mosaics or bas-relief to walkways and walls; unique, artistically devised elements which also have a functional role eg. bollards, gates, light poles, bench seating, drinking fountains.

### Variation

Where art is incorporated into the building design, can be enjoyed from the public realm at all times and is of an extent and quality that satisfies the councils objectives for public art, the cost of that art can be off- set from the required public realm contribution (refer 7.10 Landscape and hardscape.) A costed concept design by the artist is required to accompany the development application.



## 8.10 Plant and equipment

### Position

Modern buildings require plant and equipment to function. This is usually unsightly and often noisy. The impact of plant and equipment should be minimised through design and location.

### Guidelines

- All plant and equipment must be concealed from public view using screening or other means that is an integral part of the building design. Surface mounted services piping and conduits will not be permitted.
- Roof mounted equipment, aerials, antennas, masts etc must be screened from all views including from above where applicable. Detail of screening shall be included in DA plans, elevations and 3D images
- Ground level or balcony mounted equipment/air conditioning plant must be well screened using materials to suit the building.
- All plant and equipment must have noise attenuation to council satisfaction.
- Telecommunications dishes are not permitted on roofs.
- Lift over runs shall be contained within the roof space or appropriately designed as an element of the building active frontages.



## 9.0 *Environment and services*

- 9.1 Climate and energy response
- 9.2 Services and infrastructure
- 9.3 Servicing and maintenance
- 9.4 Traffic noise attenuation
- 9.5 Safety and security
- 9.6 External lighting

## 9.1 Climate and energy response

### Position

The Town of Bassendean has a commitment to sustainable development. It is important that new buildings are designed to be climate responsive and limit the use of energy and resources.

### Guidelines

- A solar access and shadow analysis is required as part of the DA.
- Buildings should be designed to minimise energy consumed for heating, cooling and artificial light including:
  - Window design for good thermal and daylight performance
  - Building materials and insulation to contribute to comfortable thermal conditions
  - Air movement within buildings to provide comfortable thermal conditions and appropriate air quality
  - Building materials, appliances and fuel sources selected to minimise energy requirements and greenhouse gas emissions
- Building services should be designed and maintained to minimise energy and resource use including:
  - Optimum natural light
  - Optimum natural ventilation
  - Energy efficient motors and equipment ,lighting control systems, fittings and appliances
  - Energy efficient air conditioning and mechanical ventilation systems and controls

- Minimum water use and waste
- Energy efficient hot water systems
- Water efficient taps and fittings
- Minimal energy use over the whole life of the building
- Maximum use of renewable energy and use of fuels with low greenhouse gas emissions

- Current '5 star' requirements of the green star rating system can be used to demonstrate a response to this commitment. A report accompanying the DA should describe the climate response and energy requirements of the building.



## 9.2 Services and infrastructure

### Position

A high quality, well detailed and well maintained public realm will contribute to the value of residential and commercial property in Bassendean Town Centre and provide a high level of amenity for residents and visitors.

### Guidelines

- The Town of Bassendean requires infrastructure contributions to be made based on the value of development.
- All stormwater shall be contained on site or connected to drainage points where supplied.

## 9.3 Servicing and maintenance

### Position

The town centre should be pedestrian friendly, visually attractive and safe. Service areas and delivery and maintenance vehicles should not detract from this amenity.

### Guidelines

- Service yards must not be located along active frontages and shall be designed as integral parts of the building.
- All waste storage and delivered goods should be contained within buildings. Rubbish storage and collection facilities shall comply with the current general requirements of the Town of Bassendean and will be efficient, convenient and allow for collection of recyclable material.
- Doors providing access to internal waste/storage or loading dock areas should be the minimum width and height possible to serve the required loading/unloading function and be constructed of aesthetically pleasing materials.

## 9.4 Noise attenuation

### Position

Traffic noise from Guildford Road and the rail line can impact on the amenity of the town centre. Buildings should be designed to ameliorate this.

### Guidelines

- Incorporate suitable noise attenuation measures in buildings affected by train or traffic noise in windows, ceilings and insulation airport noise controls.
- All accommodation buildings are to be detailed and/or designed so that internal noise levels in bedroom areas will be in the range of 30 to 35dB.
- All plant and equipment is to have noise attenuation.

## 9.5 Safety and security

### Position

Bassendean town centre should be a safe place at all times. Building and urban design can impact on safety through ensuring all areas are overlooked, open and well maintained.

Crime prevention through environmental design (CPTED) principles will be used to assess all new development.

### Guidelines

- A diverse and complementary mix of uses will encourage public presence and activity at different times of the day and night.
- Buildings should overlook public spaces and building entries should be clearly visible from public spaces.
- Buildings should not have recesses or other unsecured areas not in full public view.
- Solid fencing/screening above 0.8m high is discouraged on street frontages.
- A clear view from 0.8m- 2.0m above ground should be maintained in landscape, walling and screening unless screening is fully secure. Landscaping, walls and fencing shall be designed to maintain clear visibility to and from doors, windows, and pedestrian paths.
- Appropriate lighting shall be provided for safety and security (Refer 12.6)
- Robust materials which are aesthetically pleasing should be used in public places. Materials vulnerable to graffiti and vandalism shall be avoided. Use of security film to windows and anti graffiti treatment to other surfaces accessible at ground level is encouraged.



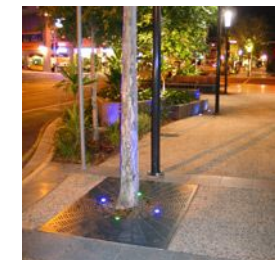
## 9.6 External lighting

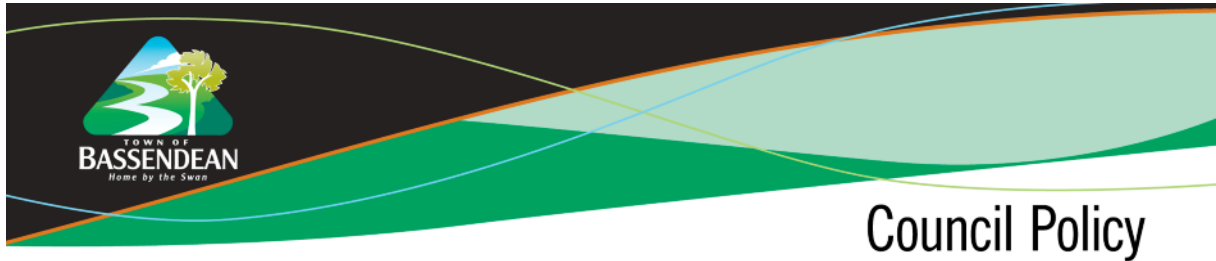
### Position

Bassendean Town Centre should be a safe and interesting place in the evening. Lighting of buildings, shopfronts and external spaces and landscape is important. Buildings should be well lit at night to contribute to safety and interest in the town centre. This can be achieved by up-lighting facades, illuminated signage, display lighting in shopfronts, and good landscape lighting.

### Guidelines

- Appropriate lighting for pedestrian safety shall be provided to all pedestrian paths and parking areas.
- Building entrances should be lit for safety and identity.
- All external lighting shall be robust, vandal resistant and themed to complement development character.
- Display lighting to commercial and retail premises along Old Perth Road shall be time-switched to remain on every evening until at least 15 minutes after the last train has left Bassendean Station.
- Consideration should be given to pedestrians, cyclists and drivers with regard to glare from lighting sources.





## LOCAL PLANNING SCHEME NO. 10

### LOCAL PLANNING POLICY NO 10 WINDOW SECURITY FOR NON-RESIDENTIAL PROPERTY FACADES

The Town of Bassendean recognises that window security for non-residential property requires careful design consideration to ensure the character and visual amenity of the building is maintained and at the same time providing a level of protection.

#### OBJECTIVE

The Town of Bassendean's objective for the Window Security for Non-Residential Property Facades Policy are as follows:

- To encourage high quality urban design in window security for non-residential areas;
- To ensure that window security is visually permeable to allow activation, social interaction, provide commercial exposure, facilitate the provision of natural lighting and be compatible with other facades
- To ensure that internal or external roller shutters allow for surveillance into premises or out onto the street.
- To provide clear direction for applicants in preparing proposals and for Council staff in the assessment of applications.

#### STRATEGY

The Town of Bassendean will achieve these objectives by:

##### Security

1. Security is desirable for any non residential building, but not at the expense of the character of the building or the visual amenity of the surrounding locality. Therefore all security measures should be discreet in nature;
2. All new designs, alterations or additions are required to include provisions for security features as part of the overall design, to allow for the incorporation of security measures on existing facades;

3. The application of security film to the outside of the window to limit window scratching, the installation of toughened laminated security glass and the provision of lighting to shop fronts and security alarms are encouraged as security measures;
4. The following security measures are also encouraged to provide an attractive street environment at all hours:
  - External and internal open grilles;
  - Concertina lattice or 75 per cent visually permeable shutters raised during the day and lowered at night;
  - Open mesh grills in a dark colour finish, these allow goods to be seen without detracting from the appearance of the building.

## Design

1. Visually impermeable roller shutters (external and internal), doors, grilles and security bars are not permitted in the Town of Bassendean;
2. Interest should be created at street level by high quality design and detail, active frontages with windows and doors opening into activities. These measures will provide passive surveillance both into businesses and out onto the street;
3. The solid portion of the shopfront measured vertically from the adjacent footpath is to be no greater than 800 millimetres;
4. Façade windows are to provide passive surveillance from inside and outside of the building, therefore infill of shopfronts or painting glass windows / facades is not encouraged;
5. Security grilles and visually permeable shutters are to be discrete in nature, have minimal impact on the visual amenity of the area and not dominate the appearance of the shopfront; and
6. Shopfronts and front facades to non-residential buildings may be assessed in conjunction with Crime Prevention through Environmental Design (CPTED) principles.

Typical example of an acceptable form of security for retail shopfront shown with one portion closed, and a detail showing visibility of display.



## Authority

### Building Code of Australia – Access and Egress Requirements

The Building Code of Australia stipulates that a roller shutter or tilt door must not be fitted on a doorway serving as a required exit, or forming part of a required exit, which serves a retail premises unless it is the only required exit, it is held open while the premises is lawfully occupied and the premises does not exceed 200 square metres in area.

## Application

Any application for a new or upgraded shopfront must be accompanied by a Form 1 Development Application form, scaled plans and the required fee.

## Administration of this Policy

The Chief Executive Officer has delegated authority to approve building window facades that comply with the provisions of this Policy, as well as the power to on-delegate this authority to the Manager Development Services.



# LOCAL PLANNING POLICY NO. 1 – BASSENDEAN TOWN CENTRE

## Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 1 – Bassendean Town Centre.

## Policy Statement

The Town recognises the importance of creating a vibrant Town Centre that focuses future, sustainable development around the centre and train stations. Simple yet effective measures can be implemented to ensure high quality-built form that protects Old Perth Roads traditional main street. These measures will help facilitate a thriving and active Town Centre.

## Policy Objectives

- (a) To provide an interim local planning framework to guide development, until such time as the area is subject to a Precinct Structure Plan.
- (b) To ensure development addresses the street and progressively facilitates continuous and activated streetscapes which provide interest and interaction between buildings and pedestrians at street level;
- (c) To ensure that new uses support and enhance the role of Old Perth Road as the primary 'Main Street' within the Town of Bassendean.
- (d) To ensure new development is designed so as to contribute to the quality of the public domain and to provide a safe environment for all users and contribute positively to the enhancement of public safety.

## Application

This Policy applies to all applications for subdivision approval or development approval involving land that is zoned Town Centre under Local Planning Scheme No. 10 or District Centre R-AC0 under Local Planning Scheme No. 11.

## **Policy Requirements**

### **1. Development - General**

- 1.1 All development is to be generally in accordance with any planning guidance provided by the Town Centre Masterplan adopted by Council on 23 November 2021.
- 1.2 Entrances to buildings shall be clearly identifiable from the street.
- 1.3 Blank walls at street level shall not be longer than 2.0m.
- 1.4 Ground-level facades to non-residential premises shall have a minimum of 80% clear glazed area at ground level and not be obstructed by the use of obscure glazing, tint, roller shutters, signage, shelving or decals.
- 1.5 Appropriate lighting for pedestrian safety should be provided to all pedestrian paths and parking areas.
- 1.6 Crossovers shall be limited to one crossover per development site, and be a maximum of 6.0m wide.
- 1.7 Commercial tenancies shall have a minimum floor to ceiling clearance of 3.0m.
- 1.8 Car parking shall not be located between the road reserve boundary and building frontages, with parking to be accessed from secondary streets where available.
- 1.9 All plant and equipment must be concealed from public view using screening or other means that is an integral part of the building design. Surface mounted services piping and conduits will not be permitted.

### **2. Development – Properties along Old Perth Road**

- 2.1 Non-residential and mixed-use buildings shall have nil setbacks to Old Perth Road frontage. Development shall have a nil setback to front and side boundaries. Rear setbacks shall be determined on the ability to accommodate car parking and service areas.
- 2.2 With the exception of the foyer areas to the residential component, mixed-use buildings shall have non-residential ground floor frontages to Old Perth Road.
- 2.3 All frontages along Old Perth Road should have a continuous pedestrian shelter over the footpath. Pedestrian shelter along building frontages at street level shall be provided through a generally contiguous awning treatment with a minimum depth of 2.5 metres and raised above the adjacent footpath level to a maximum height of 2.7m, unless otherwise approved by the Town.

- 2.4 For the properties at 1 – 13 Old Perth Road, any new development shall (i) at the street front, be no higher than the existing Padbury Building parapet and (ii) where higher than the existing Padbury Building parapet, be setback a minimum 2.0m from the front (Old Perth Road) boundary.
- 2.5 For the properties at 2 - 44 Old Perth Road, any new development that is higher than the existing street-front parapets shall be setback a minimum 2.0m from the front (Old Perth Road) boundary.

### 3. Subdivision

Subdivision proposals will only be supported where a current development approval demonstrates the future layout of the site, including building configurations, setbacks, pedestrian and vehicular access, car parking layouts and any required rights of way or access easements required.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Community Planning	<b>Owner Business Unit:</b>	Planning and Regulation
<b>Inception Date:</b>	23 June 2020	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	xx September 2023	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Planning and Development Act 2005 Planning and Development (Local Planning Scheme) Regulations 2015</i>		

# LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT AND FENCES

## Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 12 – Residential Development and Fences.

## Policy Statement

State Planning Policy 7.3 – Residential Design Codes (R-Codes) provides the comprehensive basis for the control of residential development throughout Western Australia. The Town acknowledges that in some circumstances, it may be appropriate to provide greater flexibility for development.

The Town also recognises the increasing need to utilise the street setback area to accommodate structures as a result of infill development and housing density. Streetscapes can be characterised by the location and appearance of buildings and their setbacks, the existence of street trees and landscaping, the siting and design of front fencing and the existence of other structures located within the street setback area.

Development is encouraged to generally conform to the established pattern of development within the streetscape to ensure the character of the streetscape is preserved.

The R-Codes allow local governments to vary some standards for residential development by way of a Local Planning Policy.

## Policy Objectives

- (a) To vary the R-Codes to provide amended or alternative ‘deemed-to-comply’ provisions.
- (b) To provide criteria for fences and associated structures, and development within the street setback area so as to ensure development within the street setback area preserves the character of the existing streetscape and is complementary and/or compatible with existing development.



## Application

This Policy applies to all land zoned ‘Residential’ under Local Planning Scheme No. 10. This Policy should be read in conjunction with the R-Codes, including the relevant definitions.

Where the existing provision in Column 1 is not struck out, the provision in Column 2 is to be taken as an “alternate” provision. Where the existing provision in Column 1 is struck out, the provision in Column 2 is to be taken as an “amended” provision.

## Policy Requirements

### 1. Built Form Character

For the purposes of Clauses 67(m) and (n)(ii) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the *Town’s Built Form and Character Study* (Stephen Carrick Architects, May 2018) is applicable.

### 2. Alternate Deemed-To-Comply standards

The identified deemed-to-comply provisions are amended so as to incorporate additional (alternate) standards as follows.

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<b>C5.1.2 – Street setback</b>	
C2.2 Buildings set back from the secondary street boundary in accordance with Table 1.	C2.2 Patios, verandahs or equivalent structures with a nil set back from the secondary street boundary where the structure: <ul style="list-style-type: none"> <li>(i) is not more than 10m in length and 2.7m in height;</li> <li>(ii) is located behind the primary street setback; and</li> <li>(iii) has eaves, gutters and roofs set back at least 450mm from the lot boundary.</li> </ul>
<b>C5.2.1 – Setback of garages and carports</b>	
C1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1 (i) except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:	C1.2 Carports set back so as to be behind the street setback and/or no closer to the street than the existing dwelling on the lot, unless it complies with all of the following:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and</li> <li>iii. the carport roof pitch, colours and materials are compatible with the dwelling.</li> </ul>	<ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent;</li> <li>iii. the carport roof pitch, colours and material are the same as the dwelling; and</li> <li>iv. support columns shall be the same brick as the dwelling.</li> <li>v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing.</li> <li>vi. the carport does not incorporate enclosed storerooms.</li> </ul>
C1.4 Garages and carports set back 1.5m from a secondary street.	C1.4 Carports set back 1.0m from a secondary street.
C1.5 Carports within the street setback area in accordance with clause 5.1.2 C2.1iii provided that the width of the carport does not exceed 50 per cent of the frontage at the building line and the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent (refer to Figure 8a).	C1.5 Carports within the street setback area in accordance with clause 5.1.2 C2.1iii provided that the width of the carport does not exceed 50 per cent of the frontage at the building line and the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent (refer to Figure 8a).
<b>C5.2.4 – Street walls and fences</b>	
<del>C4: Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.</del>	C4: Fences within street frontage setback areas are subject to: <ul style="list-style-type: none"> <li>i. Being visually permeable above 1.2m in height where located within the primary street setback area, measured from natural ground level on the street side elevation of the fence;</li> <li>ii. Fences must not exceed a height of 1.8m. Where the fence is erected over a retaining wall, the height shall be measured the base of the retainer;</li> </ul>

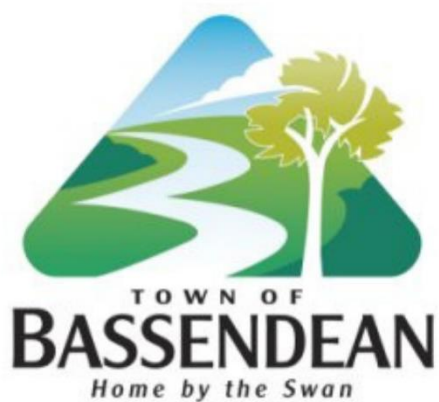
Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	<ul style="list-style-type: none"> <li>iii. Fences shall not be constructed of fibre cement sheeting;</li> <li>iv. Fences within the primary street setback area shall not be constructed of metal sheeting;</li> <li>v. Sheet metal fencing to secondary street setbacks having capped protruding edges; and</li> <li>vi. Gates within the street setback area shall be visually permeable and not open so as to swing into the public realm.</li> </ul>
<b>C5.3.1 – Outdoor Living Areas</b>	
<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table 1;</li> <li>ii. behind the street setback area;</li> <li>iii. directly accessible from a primary living space of the dwelling;</li> <li>iv. with a minimum length and width dimension of 4m for all areas that contribute to the outdoor living area; and</li> <li>v. with no more than 50% of the required area with permanent roof cover.</li> </ul>	<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table 1;</li> <li>ii. where located within the street setback area, demarcated via the use of paving and fencing to the satisfaction of the Town.</li> <li>iii. directly accessible from a primary living space of the dwelling, unless the outdoor living area is for an existing dwelling being retained as part of a subdivision;</li> <li>iv. with a minimum length and width dimension of 4m for all areas that contribute to the outdoor living area; and</li> <li>v. with no more than 50% of the required area with permanent roof cover.</li> </ul>
<b>C5.3.9 - Stormwater</b>	
<p>C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on-site.</p>	<p>C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on-site, or, where on-site retention is not possible, an approved connection to the Town’s stormwater infrastructure.</p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<b>C5.4.3 - Outbuildings</b>	
<p>C3 Outbuildings associated with a dwelling site address either:</p> <ul style="list-style-type: none"> <li>i. the standards for small outbuildings (A. Small outbuilding); or</li> <li>ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).</li> </ul>	<p>C3 Outbuildings associated with a dwelling site address either:</p> <ul style="list-style-type: none"> <li>i. the standards for small outbuildings (A. Small outbuilding); or</li> <li>ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).</li> </ul>
<p>A. Small outbuilding</p> <ul style="list-style-type: none"> <li>(i) no more than one outbuilding per dwelling site;</li> <li>(ii) has no more than two boundary walls;</li> <li>(iii) does not exceed 10m<sup>2</sup> in area;</li> <li>(iv) does not exceed a wall and ridge height of 2.7m;</li> <li>(v) not located within the primary or secondary street setback area; and</li> <li>(vi) does not reduce open space and outdoor living area requirements in Table 1.</li> </ul>	<p>A. Small outbuilding</p> <ul style="list-style-type: none"> <li>(i) no more than one outbuilding per dwelling site;</li> <li>(ii) has no more than two boundary walls;</li> <li>(iii) does not exceed 10m<sup>2</sup> in area;</li> <li>(iv) does not exceed a wall and ridge height of 2.7m;</li> <li>(v) where located within the primary or secondary street setback area: <ul style="list-style-type: none"> <li>i. located behind or to the side of the existing dwelling on the lot; and</li> <li>ii. the outbuilding roof pitch, colours and materials are the same as the dwelling.</li> </ul> </li> <li>(vi) does not reduce open space and outdoor living area requirements in Table 1.</li> </ul>
<p>B. Large and multiple outbuildings</p> <ul style="list-style-type: none"> <li>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</li> <li>(ii) set back in accordance with Table 2a;</li> <li>(iii) does not exceed a wall height of 2.4m;</li> <li>(v) not located within the primary or secondary street setback area; and</li> <li>(vi) does not reduce the open space and outdoor living area requirements in Table 1.</li> </ul>	<p>B. Large and multiple outbuildings</p> <ul style="list-style-type: none"> <li>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</li> <li>(ii) set back in accordance with Table 2a;</li> <li>(iii) does not exceed a wall height of 2.4m;</li> <li>(v) where located within the primary or secondary street setback area: <ul style="list-style-type: none"> <li>i. located behind or to the side of the existing dwelling on the lot; and</li> <li>ii. the outbuilding roof pitch, colours and materials are the same as the dwelling; and</li> </ul> </li> <li>(vi) does not reduce the open space and outdoor living area requirements in Table 1.</li> </ul>

Column 1: Deemed-to-Comply Provision		Column 2: Amended / Alternate Deemed-to-Comply Provision	
<b>C5.5.1 – Ancillary dwellings</b>			
C1	<p>Ancillary dwelling associated with a single house and on the same lot where:</p> <ul style="list-style-type: none"> <li>i. the lot is not less than 350m<sup>2</sup> in area;</li> <li>ii. there is a maximum plot ratio area of 70m<sup>2</sup>;</li> <li>iii. parking is provided in accordance with clause 5.3.3 C3.1;</li> <li>iv. ancillary dwelling is located behind the street setback line;</li> <li>v. ancillary dwelling is designed to be compatible with the colour, roof pitch and materials of the single house on the same lot;</li> <li>vi. ancillary dwelling does not preclude the single house from meeting the required minimum open space and outdoor living area;</li> <li>vii. ancillary dwelling complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses: <ul style="list-style-type: none"> <li>(a) 5.1.1 Site area;</li> <li>(b) 5.2.3 Streetsurveillance (except where located on a lot with secondary street or right-of-way access); and</li> <li>(c) 5.3.1 Outdoor living areas.</li> </ul> </li> </ul>	C1	<p>Ancillary dwelling associated with a single house and on the same lot where:</p> <ul style="list-style-type: none"> <li>i. the lot is not less than 350m<sup>2</sup> in area;</li> <li>ii. there is a maximum plot ratio area of 70m<sup>2</sup>;</li> </ul> <p><i>No parking required</i></p> <ul style="list-style-type: none"> <li>iii. ancillary dwelling is located behind the street setback line;</li> <li>iv. ancillary dwelling is designed to be compatible with the colour, roof pitch and materials of the single house on the same lot, unless the ancillary dwelling is not visible from the street;</li> <li>v. ancillary dwelling does not preclude the single house from meeting the required minimum open space and outdoor living area;</li> <li>vi. ancillary dwelling complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses: <ul style="list-style-type: none"> <li>(a) 5.1.1 Site area;</li> <li>(b) 5.2.3 Street surveillance (except where located on a lot with secondary street or right-of-way access); and</li> <li>(c) 5.3.1 Outdoor living areas.</li> </ul> </li> </ul>

Document Control box			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Community Planning	<b>Owner Business Unit:</b>	Planning and Regulation
<b>Inception Date:</b>	24 May 2022	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	xx September 2023	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<b><i>Planning and Development Act 2005</i></b> <b><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></b>		



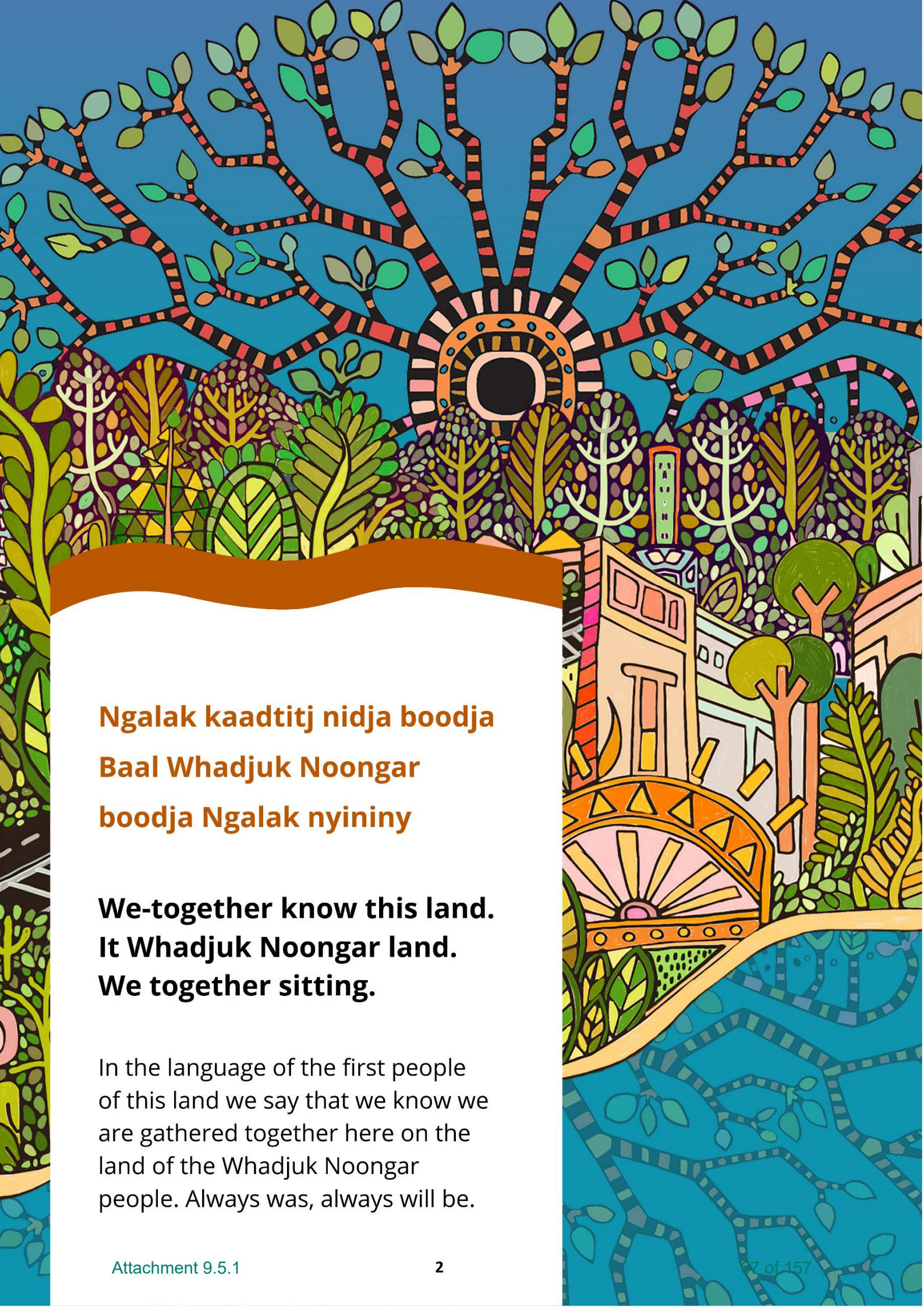


# ICT Strategy

2020-2025







**Ngalak kaadtitj nidja boodja  
Baal Whadjuk Noongar  
boodja Ngalak nyininy**

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

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



# EXECUTIVE SUMMARY

## OVERVIEW

The Information Communication Technology (ICT) Strategy outlines the strategic direction for the use of Information and Communication Technology by the Town of Bassendean from 2020 to 2025.

The ICT Strategy provides a vision for how the Town would like to utilise technology to deliver ICT services and improve business performance over the next five years.

This is the first formal ICT Strategy developed by the Town. The ICT Strategy will guide the Town's future investment in Information and Communication Technology to provide a stable, robust, and secure ICT platform that will adequately support the unique operational requirements of the Town into the future.

The ICT Strategy is supported by the ICT Strategic Plan, which outlines key projects and actions for each of the five years of the ICT Strategy.

## BACKGROUND

The appointment of a new CEO in 2018 and Executive team in 2019 has brought recognition that the Town's current ICT systems are inadequate, unstable and inhibit efficient business processes. The Executive team and Council now have a strong desire for investment in technology to provide a stable and secure ICT platform into the future and to improve the efficiency of the Town's operations.

Council allocated funds in the 2018/19 annual budget for a Strategic Information Systems Review and the Town engaged BroadReach Consulting to conduct the review. The deliverable was an IT Roadmap with recommendations to guide ICT investment and decision-making.

BroadReach conducted the review between October and December 2019. BroadReach held individual sessions and group workshops with staff from all business units within the Town (47 persons in 14 meetings) to discover the current ICT related barriers to efficiency and opportunities to invest to improve the quality of service delivery by the Town. The work also included a review of available ICT policies and procedures, consultation with the primary software provider and strategic input from the Town's Council and Executive.

BroadReach assessed the current state, identified key ICT priorities for the Town, and proposed a roadmap to help guide future investment in ICT.

General observations regarding the current state included:

- Reliability and performance of communications paths and the lengthy upgrade process for the remote desktop configuration significantly impacts the effectiveness of the central ICT system in every business unit
- Desktop and telephony devices are aged, inconsistent and constrain functionality
- Mobility is poorly enabled and not integrated with core systems workflow
- Employees using their own devices are poorly supported
- Outsourcing of key functionality has been effective for several business units but is not integrated with the core system
- ICT operating costs are very low (<1% of business expenses, compared to the industry average of 3.8% according to a survey by Deloitte) (Source: BroadReach Consulting report: Information Technology (IT) Strategy and Roadmap, 2019).

Significantly, BroadReach identified the need for greater investment to stabilise the ICT environment, and to improve the efficiency and quality of service delivery. BroadReach recommended a “program of change that will stabilise the current environment and improve the efficiency and quality of service delivery,” and suggested a moderate rate of change with an emphasis on “lean investments in projects that deliver maximum value to the Town.”

The Town created a new position of Manager Information and Technology, and appointed the current Manager in April 2020. The Town also made provision for a second IT Support Officer in the 2020/21 annual budget. The new Manager commissioned a Network Audit, which was undertaken by Stott and Hoare. The purpose of the network audit was to identify the root cause(s) of the network performance issues identified in the Information Services Review. Stott and Hoare identified a number of critical security and network performance issues and recommended remedial action as a priority.

Around the same time, the Auditor-General appointed new auditors for the Town, RSM Australia, and instructed RSM to include an ICT audit as part of its interim audit of the Town. RSM conducted the ICT audit in June 2020 and made similar recommendations to those made by Stott and Hoare. The Town has included the findings and recommendations of both audits in the Towns Audit Risk Register for quarterly reporting to the Audit and Governance Committee.

This ICT Strategy builds on the work undertaken by BroadReach, Stott and Hoare and RSM to deliver a strategy tailored to the Town’s operations, in the context of the Town’s priorities, budget and capacity for change.

## WHY WE NEED AN ICT STRATEGY

Information and the technology systems that support it, underpin every aspect of the Town's operations and service delivery.

Appropriate investment in ICT infrastructure and the adoption of contemporary software systems and technologies over the next five years, is critical to ensure the Town has a reliable and secure platform that enables the efficient and effective delivery of its services, and supports the priority areas and strategies as outlined in the Strategic Community Plan.

Lack of investment in ICT by the Town over many years has resulted in aged infrastructure, systems, and equipment. This is having a significant impact on the efficiency of operations, and inhibiting the adoption of contemporary technologies and practices such as online services, mobile computing, electronic workflows, automation of business processes, reporting dashboards and analytical capability.

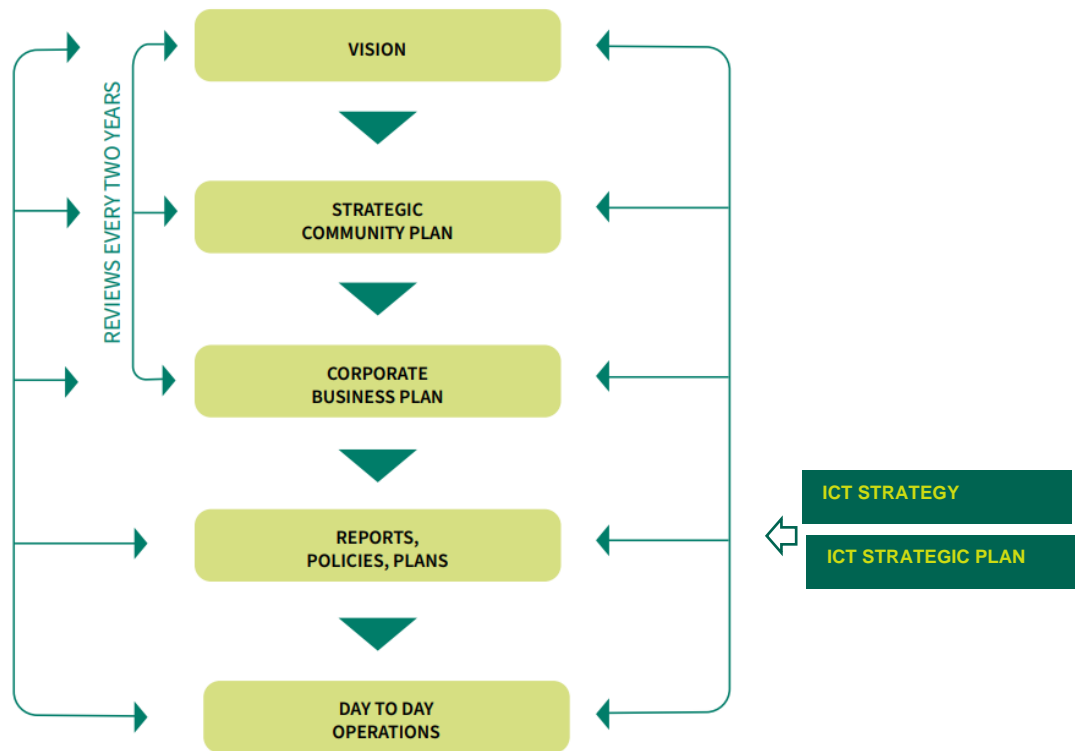
With an ever-increasing reliance on information and communication technology, having a robust ICT Strategy in place will provide the Town with an important roadmap to the strategic ICT improvements and investments required to ensure effective operations and reliable service delivery into the future. The ICT Strategy will allow the Town to more effectively budget for ICT investment and plan and implement ICT improvements.





## STRATEGIC ALIGNMENT

The ICT Strategy has been developed in line with Council's Strategic Community Plan (SCP) and Corporate Business Plan, and establishes a framework to ensure ICT services and systems are consistent with Town's vision and strategic priorities, and are closely aligned with the operational requirements of each area of the Town's operations.



Council adopted the Town's new 10-year SCP in July 2020. The SCP outlines seven priority areas, developed in consultation with the community and refined during workshops with Councillors and staff.



**1. Strengthening and connecting our community**



**2. Leading environmental sustainability**



**3. Creating a vibrant town and precincts**



**4. Driving financial sustainability**



**5. Facilitating people-centred services**



**6. Providing visionary leadership and making great decisions**



**7. Building community identity by celebrating culture and heritage**

The ICT Strategy, together with the ICT Strategic Plan, strongly supports the priority areas and strategies outlined in the SCP, and projects and actions outlined in the Corporate Business Plan, by delivering a program of works to significantly upgrade and improve the Town's information systems and technology platform, to ensure it is capable of adequately supporting the Town's priorities and strategies.

## VISION

**TRANSFORM:** Through modernising technology and automating processes

**SIMPLIFY:** Simplify access to information, systems, and data

**INNOVATE:** Identify better ways to use information and technology

## GUIDING ICT PRINCIPLES

- Principle 1:** We will use our ICT Strategy to guide our ICT investments and decisions
- Principle 2:** We will treat our information as a key strategic asset
- Principle 3:** We will provide a contemporary, stable, and secure ICT platform
- Principle 4:** We will treat business and user requirements as a key consideration in all ICT decisions
- Principle 5:** We will be transparent in our decision-making and resource use
- Principle 6:** We will foster and enable the Town's culture of innovation and collaboration
- Principle 7:** We will adopt cloud platforms and use commodity ICT services where appropriate
- Principle 8:** We will embrace a Green ICT approach in line with the Town's One Planet living sustainability framework

## VALUE FOR MONEY

The key projects and actions outlined in this ICT Strategy will be assessed for risk, sustainability, business outcomes and value for money. Key projects and actions will be considered as part of annual budget processes and procurement activity will be conducted in compliance with Council's Purchasing Policy and the Town's Procurement Manual.

The ICT Strategy will be supported by annual IT Operational plans and budget submissions.



# KEY PRIORITIES

## Modern & Secure ICT Architecture

Implement a robust, secure, and contemporary ICT architecture that improves productivity and service delivery, and ensures the integrity, availability, and confidentiality of information

## Access Anywhere, Anytime

Improve infrastructure to make it easy for customers to transact with us online and provide for an enhanced digital experience for Council and staff

## Transform and Simplify

Transform the way we work and deliver our services. Simplify access to information and systems

## Mobility

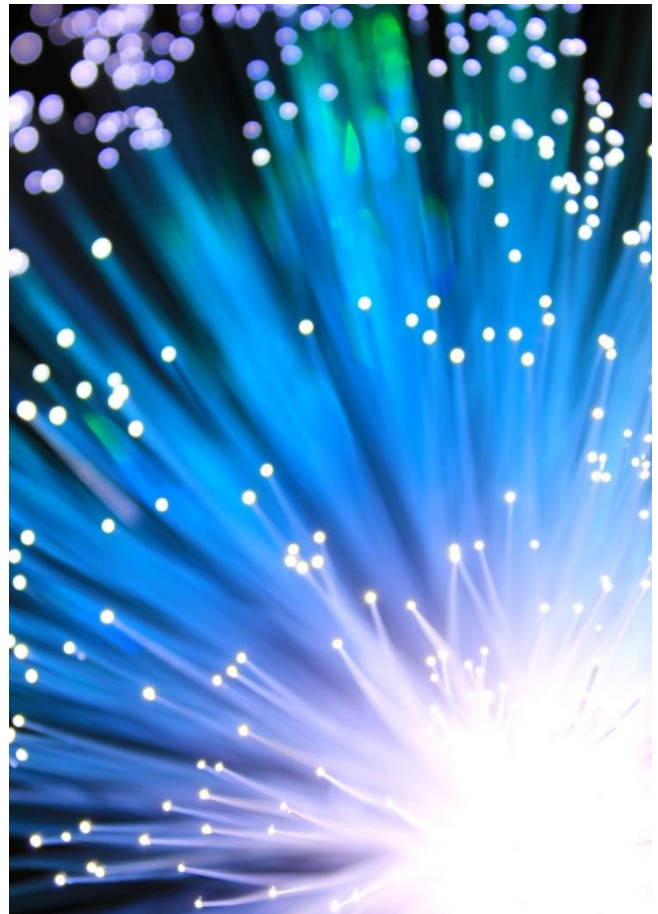
Equip our staff with mobile computing devices, enabling access to information and systems in the field to enhance productivity and efficiency

## Information Management

Improve strategic and operational and decision-making capability by unifying information, establishing information management standards, and improving our reporting and data analytical capability

## Sustainable IT

Implement sustainable technology initiatives that reduce the impact of technology use on the environment



# Priority 1: Modern and Secure ICT Architecture

## Objective

Implement a robust, secure, and contemporary ICT architecture that improves productivity and service delivery, and ensures the integrity, availability, and confidentiality of information

## Key Outcomes

A secure, stable, and reliable IT platform

Improved network stability and performance

Improved disaster recovery and business continuity capability

Reduced risk

Improved network performance

Reliable and stable telecommunications

Supports flexible working and disaster response

## Key Projects

Invest in cyber security infrastructure to ensure the availability, integrity and confidentiality of our information, systems, and network

Improve staff cyber security awareness and capability

Stabilise network connectivity and performance

Develop and Implement an IT Governance Framework

Improve our ICT Disaster Recovery and backup capability

Upgrade the data links between the Town's various locations

Consolidate and upgrade internet links

Stabilise voice communications

Move from on premise to cloud based infrastructure

Implement IT Equipment lifecycle management



## Priority 2: Access Anywhere, Anytime

### Objective

Improve infrastructure to make it easy for customers to transact with us online and provide for an enhanced digital experience for Council and our staff

### Key Outcomes

Improved website accessibility and functionality

Compliance with website accessibility standards

Improved customer experience by enabling online payments

More convenient and streamlined building application lodgement and processing

Online development application tracking and real time application status

Customer requests to be lodged anywhere anytime

### Key Projects

Develop a contemporary corporate website that is accessible and easy to use

Implement online payment of rates, debtor payments and infringements

Implement online lodgement of building licence, permit lodgement and tracking

## Priority 3: Transform and Simplify

### Objective

Transform the way we work and deliver our services

Simplify access to information and systems

### Key Outcomes

Software provides ongoing value for money and meets the contemporary business requirements

Replace paper inspection processes and enable staff to schedule, undertake and report using a modern digital platform

Improved risk identification, mitigation, and management

Enhanced decision making, predictive business analysis and proactive risk management

Enhanced digital live streaming experience

Simplified business processes and automation of manual process

A digital environment that improves the Councillor and staff experience

Improved communication between Council and Administration

Greater use of enterprise collaboration, planning and productivity tools

Better management of ICT asset registers and ICT equipment lifecycle

### Key Projects

Review and update software systems to ensure they are fit for purpose, provide value for money, and meet the contemporary business requirements of the Town

Determine requirements for the enterprise application system

Utilise new technologies to improve business efficiency

Develop the corporate intranet as a contemporary corporate knowledge base and collaboration tool

Promote greater utilisation of collaboration and productivity tools available through Office 365

Implement Council Agenda and Minutes software

Implement corporate online forms

Centralisation of ICT procurement

## Priority 4: Mobility

### Objective

Equip our staff with mobile computing devices, enabling access to information and systems in the field to enhance productivity and efficiency

### Key Outcomes

Enable staff to work effectively regardless of location

Supports more flexible and mobile work arrangements

Provides clarity in the application of Councillors communication allowance

Outlines Councillor information recording requirements

Provides secure access to the Towns information and systems on mobility devices

More efficient and effective business operations

Reduced duplication of effort and streamlines business processes

Improved asset management and asset condition assessment

More informed decision-making capability

### Key Projects

Invest in mobile computing devices such as tablets or laptops based on business need

Develop a Councillor ICT Policy

Develop a BYOD policy

Implement a secure corporate Wi-Fi network across the Towns office locations

Implement mobile security technologies such as multi-factor authentication and VPN

Implement a mobility application suite

# Priority 5: Information Management

## Objective

Improve strategic and operational and decision-making capability by unifying information and, establishing information management standards

## Key Outcomes

- Improved information management and capability
- Improved discoverability and searchability of information
- Consistent standards for naming of documents
- One centralised location for information
- Provides a holistic view of available information
- Compliance with legislation
- Better informed strategic and operational decision making

## Key Projects

- Review and update the Information Management Framework
- Improve information search capability
- Create a holistic view of customer and corporate information
- Implement a compliant email archive solution
- Improve management and use of spatially enabled information and GIS capability
- Foster a paper appropriate culture

# Priority 6: Sustainable ICT

## Objective

Implement sustainable technology initiatives that reduce the impact of technology use on the environment

## Key Outcomes

Support the Towns One Planet Sustainability initiatives

Reduced environmental impact

Reduced electricity consumption

Promotes repurposing and reuse of ICT Equipment

Minimise E-waste going to landfill

Reduced printing costs

## Key Projects

Implement energy efficient technology where appropriate to the business environment

Sustainable ICT Procurement

Reduction of E-Waste and improved Recycling

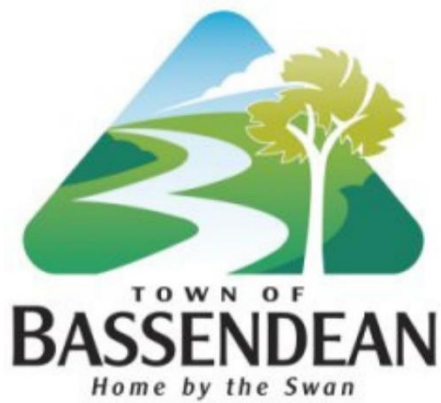
Implement corporate wide smart printing initiatives



**ONE PLANET  
LIVING PRINCIPLES**







**35 Old Perth Road, Bassendean, WA 6054**  
**PO Box 87, Bassendean, WA 6934**

(08) 9377 8000



[mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au)



[bassendean.wa.gov.au](http://bassendean.wa.gov.au)



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## Councillor ICT Policy

### Policy Objective

The objectives of this policy are:

- (a) To provide elected members with an appropriate ICT allowance, pursuant to section 5.99A of the *Local Government Act 1995* and regulation 31 of the Local Government (Administration) Regulations 1996; and
- (b) To set out the additional ICT entitlements of elected members to ensure they are able to effectively fulfil their role.

### Policy Scope

Town of Bassendean elected members.

### Policy Statement

#### 1. Annual ICT Allowance

- 1.1. An elected member is entitled to an annual allowance for telecommunications expenses in accordance with the annual determination of the Salaries and Allowances Tribunal. The ICT Allowance is an allowance in lieu of reimbursement of actual expenses, and will be paid quarterly in arrears.
- 1.2. The ICT Allowance covers the expenses incurred by elected members in performing a function under the express authority of the Town or in performing a function in the elected member's official capacity for:
  - mobile phone call charges and data;
  - telephone rental and call charges;
  - internet connection and service provider fees;
  - printer/scanner; and
  - print consumables.
- 1.3. The Town will pay all elected members an annual ICT allowance equal to the maximum allowance under the Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members.
- 1.4. The Town will reimburse elected members for reasonable ICT expenses incurred in excess of the allowance, on production of documentation verifying the expense.



## **2. Provision of ICT Equipment for Councillors**

- 2.1. The Town will provide elected members with one laptop device and large screen monitor for Council business, including the electronic distribution of agendas, minutes and other Council documents, email communication and for researching information through the internet.
- 2.2. In line with the Town's commitment to sustainability and the environment, elected members will receive and view information electronically, use the Town provided laptop in lieu of paper documents for attendance at meetings, and utilise their Town email address for carrying out Councillor duties.
- 2.3. Reasonable personal use of the Town-provided laptop will be permitted, however, the device shall not be used for business or commercial purposes.
- 2.4. At their own expense, elected members may 'bring their own device', subject to it complying with the Town's cybersecurity controls, including the requirement that the operating system of the device is appropriately updated and patched, the device does not have any detected malware/malicious code installed, and is enrolled into the Town's security platform.
- 2.5. Elected members may securely access the Town's Councillor portal (once operational) and the Town's Office365 platform using personal devices with multi-factor authentication, however confidential Council documents should not be downloaded from these portals onto a non-Town of Bassendean device (such as a personal or work mobile phone).

## **3. Maintenance of ICT Equipment**

- 3.1. The Town will provide maintenance and support for ICT equipment which has been provided to elected members, unless the need for maintenance arises from the use of software that has not been installed by or with the permission of the Town.
- 3.2. Should Town provided ICT equipment require repair or replacement, it must be returned to the Town prior to staff organising its repair/replacement.
- 3.3. The Town will not provide maintenance or support for ICT equipment that has not been supplied by the Town.

## **4. Replacement and Retention**

- 4.1. ICT equipment provided by the Town remains the property of the Town, and will be replaced in line with the Town's ICT Equipment lifecycle.
- 4.2. An elected member leaving their position ~~at the expiry of a full term~~ may purchase their Town-provided laptop and/or monitor at market value, as determined by the Director Corporate Services and retain it for their own use. The purchase price will be the greater of the written down book value or \$250 for the laptop, or \$100 for the monitor.

## **5 Software**

- 5.1 Town provided laptops will be pre-installed with software required to undertake Councillor duties, including:
  - 5.1.1 Microsoft Outlook for use with Councillor Town of Bassendean email address;
  - 5.1.2 Microsoft Office suite (Word, Excel etc);

5.1.3 Anti-virus/anti-malware protection; and

5.1.4 Other software as required, such as access to a Councillor portal.

## 6 Information Technology Training for Councillors

6.1 Appropriate training will be provided to assist elected members in the effective and efficient use of Town provided ICT equipment and software.

<b>Document Control box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	September 2021 (OCM 12/9/21)	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	30 September 2025 <sup>3</sup>	<b>Repeal and Replace:</b>	N/A
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<i>Local Government Act 1995</i>		

# Quarterly Report - Quarter Three/Four

Status update - 1 January 2023 to 30 June 2023



Following is an update of projects/actions set out in the Town of Bassendean Corporate Business Plan 2022-2026 for the period of 1 January 2023 to 30 June 2023. Projects “not started” refer to projects that are to commence in later financial years in accordance with the timeframe stated in the Corporate Business Plan.

## At a glance... 2022/2023 Financial Year Projects



### Strengthening and Connecting our community (Priority Area 1)

■ On track	(2)
■ Off track	(3)
■ Not started	(1)
■ Monitor / Review	(1)
■ Complete	(5)
<b>TOTAL</b>	<b>(12)</b>



### Leading environmental sustainability (Priority Area 2)

■ On track	(10)
■ Off track	(1)
■ Not started	(1)
■ Monitor / Review	(4)
■ Complete	(5)
<b>TOTAL</b>	<b>(21)</b> *3 Discontinued



### Creating a vibrant town and precincts (Priority Area 3)

■ On track	(2)
■ Off track	(0)
■ Not started	(0)
■ Monitor / Review	(0)
■ Complete	(1)
<b>TOTAL</b>	<b>(3)</b> *1 Discontinued



### Driving financial sustainability (Priority Area 4)

■ On track	(5)
■ Off track	(0)
■ Not started	(1)
■ Monitor / Review	(0)
■ Complete	(2)
<b>TOTAL</b>	<b>(8)</b>



# Quarterly Report - Quarter Three/Four

Status update - 1 January 2023 to 30 June 2023



## Facilitating people-centred services (Priority Area 5)

On track	(1)
Off track	(1)
Not started	(0)
Monitor / Review	(0)
Complete	(4)
<b>TOTAL</b>	<b>(6)</b>



## Providing visionary leadership and making great decisions (Priority Area 6)

On track	(0)
Off track	(0)
Not started	(0)
Monitor / Review	(1)
Complete	(3)
<b>TOTAL</b>	<b>(4)</b>



## Building community identity by celebrating culture and heritage (Priority Area 7)

On track	(2)
Off track	(0)
Not started	(1)
Monitor / Review	(2)
Complete	(0)
<b>TOTAL</b>	<b>(5)</b>

## PRIORITY AREA 1 STRENGTHENING AND CONNECTING OUR COMMUNITY

<b>Objective 1.1</b>	<b>Success Measures</b>
<b>Fostering a culture of collaboration and trust between the organisation and community</b>	<ul style="list-style-type: none"> <li>Greater community support for decision making</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Undertake a review of the SCP to consider community survey results	.	.			<b>Off Track</b>	SCP review will occur early 2024 post council elections.

<b>Objective 1.2</b>	<b>Success Measures</b>
<b>Establishing partnerships with the community that build capacity, connection and sense of belonging</b>	<ul style="list-style-type: none"> <li>Increased percentage of services delivered by community groups compared to the Town.</li> <li>Increased volunteer participation rates</li> <li>Delivery of community funding program and Community Award program</li> </ul>

### Operational service delivery achievements:

- Continue to provide community insurance cover for not for profits.
- Deliver community capacity building workshops.
- Community Funding Program funded.
- Community Awards Program funded.
- Promote Grant opportunities to community groups.
- Continue to provide the Volunteer Resource Centre.

<b>Objective 1.3</b>	<b>Success Measures</b>
<b>Treating people equitably with access to programs and services, regardless of advantage or ability</b>	<ul style="list-style-type: none"> <li>• Alignment between services delivered and community needs.</li> <li>• Diversity (in terms of demographic, ability, culture, background) of community members accessing spaces, places, programs and services is reflective of community structure</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Prepare a new Access and Inclusion Plan for beyond 2023/24				•	<b>On Track</b>	Consultation occurred during Q3. Determination of plan ownership required to continue drafting new plan. Q4: Draft plan being progressed

<b>Objective 1.4</b>	<b>Success Measures</b>
<b>Creating an environment where people feel welcome and safe</b>	<ul style="list-style-type: none"> <li>• Increased use of public transport by different demographics</li> <li>• Increased active transport by different demographics.</li> <li>• Reduced antisocial incidents</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Facilitate Western Power in delivering Eden Hill Underground Power Project	•	•	•	•	<b>Complete</b>	Last pole ceremony conducted in early December 2022.
Approval of new Path Network Policy	•	•	•	•	<b>Off Track</b>	To be carried forward into subsequent CBP.
Implement and evaluate Old Perth Road Pedestrian-Zone Trial (RAC grant)	•	•			<b>Complete</b>	In November 2022, Council resolved to discontinue road closure.

<b>Objective 1.5</b>	<b>Success Measures</b>
<b>Supporting healthy lifestyles throughout our Town</b>	<ul style="list-style-type: none"> <li>• Increased use of public open spaces and other amenities</li> <li>• Improved health and wellbeing of residents</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop a Public Open Space Strategy	•	•	•	•	<b>On Track</b>	Council previously resolved to defer consideration of the matter. The draft Strategy is now pending consultation on draft Local Planning Scheme No. 11. Workshop to be scheduled for late 2023.
Develop a Public Health Plan	•	•	•	•	<b>Complete</b>	In March 2023, Council resolved to approve the draft Plan.
Creation of BIC Reserve Master Plan (NoM)	•	•	•	•	<b>Off Track</b>	In March 2023, Council resolved to defer consideration of the matter and bring it back as part of the land asset strategy workshop. Q4: Pending Councillor workshop
Implementation of select components of the future BIC Reserve Master Plan	•	•	•	•	<b>Not Started</b>	Pending item above.
Prepare a secondary (Stage 2) concept plan for Sandy Beach Reserve; providing various additional elements based up community feedback and user demand	•	•	•	•	<b>Monitor / Review</b>	Additional parking bays and the “no stopping” line marking are complete. The Town is currently re-scoping and re-costing the works to ensure kept within budget which will be a carry forward to next 23/24 FY. Q4 Re-scoping being finalised. Bollards realigned, and mountable kerb installed on the southern side of the car park access road to increase parking options.

<b>Objective 1.6</b>	<b>Success Measures</b>
<b>Creating a resilient and adaptable community</b>	<ul style="list-style-type: none"> <li>• Community organisations with their own crisis preparedness strategies</li> <li>• Increased proportion of local workers who are local residents.</li> <li>• Clarity on prioritisation of services</li> </ul>

### Strategies (How the Town will do this)

1.6.1 Support community organisations in crisis preparedness and recovery

1.6.2 Prioritise local employment.

1.6.3 Identify essential and non-essential services for clear prioritisation.

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review of the local emergency management arrangements	•				<b>Complete</b>	Joint local emergency management committee proposal prepared and circulated to members. City of Bayswater has resolved not to proceed with amalgamating the local emergency management committees. Midland Region Local Emergency Welfare Plan updated. Metro Northeast Partnering Arrangement updated.

<b>Objective 1.7</b>	<b>Success Measures</b>
<b>Facilitating community connection</b>	<ul style="list-style-type: none"> <li>• Increased participation rates in volunteering, community activities and events</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop and implement project proposal for Youth Engagement projects in Ashfield (NoM)			•	•	<b>Complete</b>	In December 2022, Council resolved to appoint the Stephen Michael Foundation to run the project. Project is near completion, and a report will be prepared for Council before determining ongoing resourcing. Q4: Project completed.



## PRIORITY AREA 2 LEADING ENVIRONMENTAL SUSTAINABILITY

<b>Objective 2.1</b>	<b>Success Measures</b>
<b>Demonstrate strong leadership in waste reduction and carbon neutrality</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>State Government targets are met.</li> <li>Waste generated per capita is reduced by 10%</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>70% of waste is diverted from landfill by 2030.</li> <li>On track to achieve carbon neutrality by 2030</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop an Emissions Reduction Strategy for the Community	•	•	•	•	Monitor / Review	Review of Council Policy: Town of Bassendean Advisory Groups to occur in Q4 prior to formation of Community Reference Group Q4. Scope to be reduced based on organisational capacity. Project/ Action continues into 2023/24.
Conduct an audit of the sports lighting to determine more efficient options	•	•	•	•	Complete	Advice received that the existing lighting poles at BIC Reserve Tennis Courts and Bowling Club are not suitable for retrofitting with LEDs and an entire new system would be required. As a result, the priority for sports lighting retrofits remains Bassendean Oval, Ashfield Reserve and Jubilee Reserve. Q4. Completed Q3
Undertake verification of the Town's Carbon Account	•	•	•	•	Monitor / Review	RFQ developed, to engage consultant Q4. Q4. Two quotes received, both exceeding the available budget. Action on hold pending resolution of Synergy error with streetlighting data.
Roll out FOGO to commercial properties	•	•	•	•	Complete	Completed in September 2022.

<b>Objective 2.2</b>	<b>Success Measures</b>
<b>Be innovative in responses to sustainability challenges</b>	SHORT TERM <ul style="list-style-type: none"> <li>Examples of being first adopters are evident</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Conduct annual assessment to transition fleet to electric	•	•	•	•	<b>Complete</b>	Assessment complete with report to CMC planned for Q4. Completed April 2023 with report considered at CMC and update provided to Councillors through the CEO Bulletin.

<b>Objective 2.3</b>	<b>Success Measures</b>
<b>Foster an empowered community that drives sustainability</b>	SHORT TERM <ul style="list-style-type: none"> <li>Increased community support for sustainable initiatives</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Implement actions as outlined in Natural Environment and Sustainability Action Statement	•	•	•	•	<b>On Track</b>	Business as usual activities completed include: <ul style="list-style-type: none"> <li>Coordinated with DBCA for placement of new Reel it in Bin at Pickering Park</li> <li>Applied for and received \$10,000 Waterwise Greening Scheme rebates for 2022 street transformation project, 2022 verge rebate program and 2023 Plants to Residents program.</li> <li>Successfully received \$23,600 grant funding through the Swan Canning Riverpark Urban Forest Program for weed control and planting at Pickering Park/ Bindaring Park and Success Hill Reserve</li> <li>Review and update of 10-year natural area management plans</li> </ul>

					<ul style="list-style-type: none"> <li>• 2023 Foreshore inspection completed, no changes to priority sites recommended.</li> <li>• Ashfield Flats Master Planning community event held (DBCA leading agency, Town assisting)</li> <li>• RFT awarded for Weed Control of Environmental Weeds</li> <li>• Letter drop completed for the 2023 street transformation program.</li> <li>• Annual review of streetscape weed management.</li> <li>• Biosecurity information session run for Parks team</li> <li>• Continued participation in WALGA Local Government Integrated Weed Management Group</li> </ul> <p>Q4</p> <ul style="list-style-type: none"> <li>• Launch of 2023 Waterwise verge rebate program.</li> <li>• 8357 plants distributed to 416 households as part of the 2023 Plants to Residents Program.</li> <li>• Participation in the WA Tree Festival with events hosted including a Nest Box workshop, Chair Yoga under the Trees and River Guardians children’s activity.</li> <li>• Community workshops: “Your Garden” with Josh Byrne and Ecoburbia Productive Food Gardening.</li> <li>• Tyre drop off day at Baywaste.</li> <li>• Contributed to River Protection Strategy review workshop.</li> <li>• Completion of Swan Canning Riverpark Urban Forest Project U23BS02 Success Hill Reserve.</li> </ul> <p>Completion of winter natural area revegetation program.</p>
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<b>Objective 2.4</b>	<b>Success Measures</b>
<b>Conserve, protect and enhance our natural environment and biodiversity</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Increased number and rate of participation of environmental volunteers</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Restoration and revegetation measures improve</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Finalise Town Planning Scheme 4A including land acquisitions (2022 – 2024)	•	•	•	•	On Track	Pending finalisation of draft LPS 11, after which time, a report will be presented to Council to formally instigate taking procedures.
Develop a plan for the future of Point Reserve and progress staged implementation	•	•	•	•	On Track	Draft Point Reserve Foreshore Plan considered at February 2023 Ordinary Council Meeting. Q4. Concept updated and provided to neighbours, published on the website and article included in June Thrive newsletter. RFQ issued and consultant appointed to progress design.
Partner with State Government to respond to Ashfield Flats Hydrology Study	•	•	•	•	On Track	Community engagement completed from December 2022-February 2023, with engagement report produced in March. DBCA seeking advice from the Whadjuk Aboriginal Corporation; timelines to be updated once response received. Q4. Community engagement report published in May 2023.
Complete works on Success Hill drainage design and construction	•	•	•	•	Off Track	Concept design of an underground tank system is proposed. Further investigation required to ascertain if the surrounding soil is sufficiently permeable. Q4 RFQ for Hydro-geotechnical engineer awarded
Develop Sandy Beach foreshore restoration plan	•	•	•	•	Monitor / Review	Treatment options for each segment identified and provided to DBCA for inclusion in the draft Ashfield Flats Master Plan. Q4. Riverbank EOI submitted. Options for walling replacement (including cost estimates) received in June.

Undertake design for Success Hill foreshore stabilisation programme	•	•	•	•	<b>Not Started</b>	Riverbank grant funding and project commencement pending DBCA re-assessment of shoreline risk, expected to be completed in Q3 however delayed . Q4. DBCA shoreline assessment received in June, supporting the Riverbank project proceeding with an alternative design.
Implement Bushcare Volunteer Manual	•	•	•	•	<b>On Track</b>	Business as usual actions implemented: <ul style="list-style-type: none"> <li>- Annual Work Plans received.</li> <li>- Regular volunteer activity forms received.</li> <li>- First aid training organised for volunteers.</li> <li>- Risk assessment completed for use of electric augers and Bushcare Volunteer Manual updated.</li> </ul> Q4. <ul style="list-style-type: none"> <li>• Continuation of Volunteer partnership with La Salle College, undertaking weeding and planting works at Bindaring Park and Palmerston Reserve</li> </ul> Auger use training day with community groups



<b>Objective 2.5</b>	<b>Success Measures</b>
<b>Value and conserve and protect our water resources and waterways</b>	SHORT TERM <ul style="list-style-type: none"> <li>• Gold Waterwise Council status is retained.</li> <li>• Quality of water flows into Swan River improves.</li> <li>• Stream restoration measures improve</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop a Waterwise Bassendean Strategy	•	•	•	•	<b>Monitor / Review</b>	Review undertaken of other organisation's Waterwise Strategies and previous actions from the Town's Water Sensitive Cities Index benchmarking workshop. Q4. Alternative to include relevant actions in review of the Waterwise Council Action Plan, included in report to June Council meeting.
Repurpose open drain between Second and Third Avenue to create a Living Stream (Stage 1)	•	•	•	•	DISCONTINUED	Q4. Project discontinued
Repurpose open drain between Third and Fourth Avenue to create a Living Stream (Stage 2)	○	○	○	○	DISCONTINUED	Q4. Discontinued as per above action.
Review the outcomes of the living stream project to assess future works	•	•	•	•	DISCONTINUED	Q4. Discontinued as per above action
Develop the Bassendean foreshore precinct plan and advocate for the creation of a foreshore Regional Park within the Lower and Middle Swan Localities	•	•	•	•	<b>On Track</b>	Based on advice from DBCA the Bassendean Foreshore Precinct Plan is not recommended, and alternative broader Locality Plan was investigated. Responses received from City of Belmont and City of Bayswater indicating potential interest, City of Swan declined. Q4. Meetings held with DBCA provision of \$90,000 funding in June for development of the Lower Swan Locality Plan.

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<b>Objective 2.6</b>	<b>Success Measures</b>
<b>Support the creation of a greener and more shaded Town</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Fewer trees lost during development.</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Increased proportion of tree cover</li> <li>Reduced heat island effect</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop longer term tree planting and biodiversity corridors program	•	•	•	•	On Track	Incorporated within the draft Tree Canopy Action Plan (refer below). Q4. Draft Tree Canopy Plan circulated to Councillors for feedback in June. Intention to seek endorsement at July Council meeting.
Assess and map our existing trees to better plan for the future – <ul style="list-style-type: none"> <li>our verge trees.</li> <li>our reserve trees.</li> </ul>	•	•	•	•	Complete	Mapping of verge trees complete.  Individual reserve trees will not be mapped however canopy cover over reserves is monitored through Urban Monitor, which is updated every two years. Data has been added to internal Intramaps system, including changes between 2014 and 2020.
Develop Tree Canopy Action Plan (include provision for annual update of the retention rate of newly planted trees)	•	•	•	•	On Track	Structure and background section complete and meetings held with Infrastructure, Sustainability and Environment and Community Planning to develop draft actions. Q4. Draft Tree Canopy Plan circulated to Councillors for feedback in June. Intention to seek endorsement at July Council meeting.

Develop and implement Plan for Tree Planting on Old Perth Road (RoC)	•	•	•	•	On Track	Plan in final stages and will be presented to Council in coming weeks. Implementation is subject to budget which was moved at mid-year review. Implementation on hold. Q4 Plan presented to Councillors within the bulletin. Full implementation is subject to budget allowance.
Plant native cover and plantings at Palmerston Reserve	•	•	•	•	On Track	Turf removal/ weed control complete and plants ordered. Q4. Mulching, mulching kerb and logs installed. Planting scheduled for 5 July.
Develop a Plan for Tree Planting and new footpath for Lord Street	•	•	•	•	Complete	Plans were developed and presented to Council via the bulletin.

### PRIORITY AREA 3 CREATING A VIBRANT TOWN AND PRECINCTS

<b>Objective 3.1</b>	<b>Success Measures</b>
<b>Support the town centre to thrive</b>	<p>LONG TERM</p> <ul style="list-style-type: none"> <li>• Increased number of developments within the town centre</li> <li>• Increased population within the Town</li> <li>• Improved retention of existing businesses</li> <li>• Increased number and retention of new businesses</li> <li>• Increased local employment</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop Streetscape Plan for Old Perth Road	•	•	•	•	DISCONTINUED	This project has been combined with the future Precinct Structure Plan (PSP) for the Town Centre. PSP will be funded over the next two financial years.
Develop EOI process for development of 35 Old Perth Road (RoC)	•	•	•	•	Complete	EOI advertised in Q3. Matter was considered and finalised at April 2023 OCM. CEO now reviewing



## PRIORITY AREA 4 DRIVING FINANCIAL SUSTAINABILITY

<b>Objective 4.1</b>	<b>Success Measures</b>
<b>Ensure there is sufficient, effective and sustainable use of assets</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>All Town-owned buildings increased in their utilisation.</li> <li>Defined position and strategy of when buildings need renewal.</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Consolidated infrastructure footprint</li> <li>Enhanced sustainability footprint</li> <li>Clear indications of whole-of-life costs</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review Long Term Financial Plan	•	•	•	•	On Track	Q4 Development of the new LTFP is progressing for completion in 23/24.
Integrate Long Term Financial Plan with SCP, CBP, AMPs, informing strategies and plans	•	•	•	•	On Track	As part of SCP review, setting and integration of informing plans will occur. WFP will be a deliverable in the upcoming financial year. Q4 This is now occurring in conjunction with the previous item.
Review the Land Asset Strategy	•	•	•	•	On Track	Staff presented to Councillor workshop in January 2023. Matter to be formally presented to future OCM in Q4. Q4: Staff presented to Councillor workshop in January 2023. Matter to be formally presented to future OCM in Q1 of 23/24.
Formalise new Management Arrangements for HRV Tenancy	•	•	•	•	Complete	
Undertake subdivision of Town-owned land on Hamilton Street, Bassendean (RoC)	•	•	•	•	Not Started	Pending adoption of draft amended Land Asset Strategy (as above).



<b>Objective 4.2</b>	<b>Success Measures</b>
<b>Ensure community facilities are accessible to and well utilised by a diverse range of community members</b>	SHORT TERM <ul style="list-style-type: none"> <li>Increased use of facilities</li> <li>Increased shared use of spaces/diversity of use</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Upgrade lighting at Bassendean Oval	•	•	•	•	On Track	Q3 Tender documents being developed Q4 Further investigation undertaken to investigate WP upgrades.
Upgrade lighting at Ashfield Reserve	•	•	•	•	On Track	Out to tender with award and start expected in May 2023. Q4 RFQ 01/2023 Upgrade of Sports Lights Luminaires at Ashfield Reserve awarded to Techworks Electrical. Project will carry forward into 23/24.
Renew Ashfield Flats boardwalk	•	•	•	•	Complete	Tender awarded and jarrah supplied and is being seasoned in the yard. Q4 Construction works began in May '23 and was completed in June '23.

<b>Objective 4.3</b>	<b>Success Measures</b>
<b>Support the local economy</b>	SHORT TERM <ul style="list-style-type: none"> <li>Increased local supply-chain use, relative to non-local supply</li> </ul>

## PRIORITY AREA 5 FACILITATING PEOPLE-CENTRED SERVICES

<b>Objective 5.1</b>	<b>Success Measures</b>
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<b>Ensure community members know where and how to access services</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Clarity within the community and local government regarding who deals with different types of decision.</li> <li>• Clarity and consistency around complaints procedure</li> </ul>
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Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Installation of Notice Boards (RoC)	•	•	•	•	Off Track	Q4 No action this quarter.
Launch Thrive digital	•				Complete	Complete

<b>Objective 5.2</b>	<b>Success Measures</b>
<b>Deliver efficient and well-connected internet and computer technology systems</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Improved efficiency of online services for community</li> <li>• Improved efficiency of online services for administration</li> <li>• Increased customer base for online services</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Undertake Records Management review to align to ICT strategy	•	•	•	•	Complete	Records Management internal audit completed and tabled at the March OCM.
Upgrade audio visual equipment in Council Chambers	•	•	•	•	On Track	Upgrade planned for Q4. Q4 AV upgrade completed in Q4. Filibuster addition to be complete in July 2023.
Facilitate online applications, lodgements and payments	•	•	•	•	Complete	Complete, aside from animal registrations which has been delayed until next year due to Synergy functionality. While the project is otherwise complete, further opportunities to facilitate online business will occur as part or normal operations.
Implementation of e-rates	•	•	•	•	Complete	

## PRIORITY AREA 6 PROVIDING VISIONARY LEADERSHIP AND MAKING GREAT DECISIONS

<b>Objective 6.1</b>	<b>Success Measures</b>
<b>Make brave decisions in line with a risk appetite</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Efficient and effective Council meetings.</li> <li>Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts.</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Examples of being first adopters</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Implement the Fraud and Corruption Control Plan	•	•	•	•	<b>Monitor / Review</b>	Fraud and Corruption risks reviewed, updated and incorporated into the corporate risk management framework. Q4 implementation of actions to continue in 23/24.

<b>Objective 6.2</b>	<b>Success Measures</b>
<b>Ensure major decision making is informed by community feedback</b>	<ul style="list-style-type: none"> <li>Ensure community engagement processes are implemented in major strategic projects</li> </ul>

<b>Objective 6.3</b>	<b>Success Measures</b>
<b>Ensure operational activities reflect the strategic focus of Council</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Openness and transparency of decision making.</li> <li>Enhanced staff morale</li> <li>Staff have appropriate strategic direction.</li> <li>Agreement on the link between projects and Strategic Community Plan</li> <li>General alignment regarding values</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Review of Delegations (Annual)		•			<b>Complete</b>	

<b>Objective 6.4</b>	<b>Success Measures</b>
<b>Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Openness and transparency of decision making.</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction.</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>

<b>Objective 6.5</b>	<b>Success Measures</b>
<b>Foster an environment of innovation and leadership</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Councillors and staff feel empowered to make appropriate decisions.</li> <li>• Professional development for staff and councillors</li> <li>• Inductions to professional networks</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>• Recognition of excellence by other organisations</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Deliver Annual Staff Awards Program aligned to Corporate Values		•			Complete	Staff awards provided at end of year function on 16 December 2022.

<b>Objective 6.6</b>	<b>Success Measures</b>
<b>Respond effectively and efficiently to crises</b>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>• Clarity of impacts to business continuity among elected members and staff prior to crisis situations</li> <li>• Clarity amongst the community of local government, organisation and community responses</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Implement a new Disaster Recovery Plan	•	•	•	•	<b>Complete</b>	Q4 The Disaster Recovery Plan is complete and was adopted by CMC on 15 May 2023. Testing of the DR Plan is to occur by 31 December 2023.

## PRIORITY AREA 7 BUILDING COMMUNITY IDENTITY BY CELEBRATING CULTURE AND HERITAGE

Objective 7.1	Success Measures
<b>Appreciate, celebrate and engage with Noongar Boodjar (land), history, culture and people</b>	<ul style="list-style-type: none"> <li>Noongar people being active participants during projects and direction, in collaboration with the Town of Bassendean</li> <li>Increased understanding of Noongar Boodjar, history, culture and people among nonindigenous community</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Develop Indigenous Cultural Program	•	•	•	•	<b>DISCONTINUED</b>	
Establish regular engagement meetings with Noongar Aboriginal people	•	•	•	•	<b>On Track</b>	<p>Commencement of engagement meetings in Q1. No engagement meetings held in Q2 or Q3. Reviewing new requirements once Aboriginal Cultural Heritage Act takes effect in June 2023, including involvement of Whadjuk Aboriginal Corporation.</p> <p>Q4.</p> <ul style="list-style-type: none"> <li>No meetings held however project update for Success Hill Reserve, Point Reserve and Bassendean Oval provided by letter to Traditional Owners/ Elders.</li> </ul>

### Operational service delivery achievements:

- Draft Reconciliation Action Plan under development, with several meetings of the RAP Working Group.
- Staff event held for National Reconciliation Week and participation in the Street Banner Program.



- SDFC free resident entry for Naidoc July 8<sup>th</sup> the Town has made plans to sponsor the SDFC Naidoc Game on 8 July 2023, which will include free entry for Town residents.
- Birak festival Programmed and budgeted for late January 2024.
- Reconciliation breakfast with Aboriginal elder held May 2023.

<b>Objective 7.2</b>	<b>Success Measures</b>
<b>Create a community closely connected to its history and heritage</b>	SHORT TERM <ul style="list-style-type: none"> <li>Local studies collection actively accessed by the community.</li> </ul> LONG TERM <ul style="list-style-type: none"> <li>Historical and heritage facilities are well used by the community.</li> <li>Heritage sites and buildings are visible to locals and visitors</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Plan for a Riverpark interpretation node via partnership with DBCA’s River Journeys Project, to capture the river’s natural and cultural heritage while enriching visitors’ experiences and encouraging custodianship of the area.	o	o	o	o	Not Started	Reviewed however not considered a priority for inclusion as a 23/24 budget proposal.

<b>Objective 7.3</b>	<b>Success Measures</b>
<b>Engage the community in arts and culture</b>	<ul style="list-style-type: none"> <li>Community participation in arts and cultural programs and activities</li> </ul>

Project/ Actions	Timeframe				Status	Comment
	Q1	Q2	Q3	Q4		
Commission public art	o	o	o	o	On Track	On 28 March 2023, Council resolved to adopt the Arts, Culture and Events Strategy which includes an action to “develop an implementation plan for the provision of Public Art”.

Investigate Aboriginal dual naming for various sites	•	•	•	•	<b>Monitor / Review</b>	Input sought from attendees of Aboriginal consultation meetings in Q1 and subsequent correspondence, however no responses received. Reviewing alternative options. Q4. No further update.
Investigate incorporation of cultural elements at Sandy Beach Reserve	o	o	o	o	<b>Monitor / Review</b>	Feedback provided to DBCA requesting consideration as part of the Ashfield Flats Master Plan study area (which includes Sandy Beach Reserve). Q4. No further update



TOWN OF  
**Bassendean**

## **MINUTES**

# **Bassendean Local Emergency Management Committee**

**Wednesday 30 August 2023, 3.30pm**

in the Council Chamber,  
Administration Building  
48 Old Perth Road, Bassendean WA 6054

# Table of Contents

<b>1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer.....</b>	<b>3</b>
<b>2 Announcements by the Presiding Member without Discussion .....</b>	<b>3</b>
<b>3 Attendances, Apologies and Leave of Absence.....</b>	<b>3</b>
<b>4 Declarations of Interest .....</b>	<b>3</b>
<b>5 Presentations or Deputations .....</b>	<b>3</b>
<b>6 Confirmation of Minutes .....</b>	<b>4</b>
<b>7 Business Deferred from Previous Meeting.....</b>	<b>4</b>
<b>8 Reports.....</b>	<b>4</b>
<b>9 Motions of Which Previous Notice Has Been Given .....</b>	<b>5</b>
<b>10 Announcements of Notices of Motion for the Next Meeting .....</b>	<b>6</b>
<b>11 Closure.....</b>	<b>6</b>

## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

### **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.

## **2 Announcements by the Presiding Member without Discussion**

Nil.

## **3 Attendances, Apologies and Leave of Absence**

### **Present**

#### Members

Cr Tallan Ames, Town of Bassendean (Chair, in the absence of Cr Poliwka)  
Senior Sergeant Mollie Stevenson, Kiara Police Station  
Luke Gibson, Town of Bassendean  
Chris Kin-Maung, DFES, Metropolitan North East Metropolitan Operations  
John Coniglio, St John Ambulance  
Naomi Jory, Department of Communities (as a proxy for Ryan Hamblion)

#### Officers

Quinta La Rosa, District Emergency Management Advisor  
John Lane, Emergency Management Officer  
Jeff Somes, Environmental Health Officer

### **Apologies**

Cr Paul Poliwka, Presiding Member, Town of Bassendean  
Cr Jennie Carter, Town of Bassendean  
Jo-Anne Bennett, Department of Communities  
Stephen Blackford, Bassendean State Emergency Services

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Nil.



## 6 Confirmation of Minutes

<b>6.1 Confirmation of Minutes</b>	
<b>Attachments</b>	1. BLEMC Minutes 14 June 2023

MOVED Luke Gibson, Seconded Chris Kin-Maung That the minutes of the Bassendean Local Emergency Management Committee meeting held on 14 June 2023, be received.

## 7 Business Deferred from Previous Meeting

Nil.

## 8 Reports

<b>8.1 BLEMC Management Review</b>	
<b>Attachments</b>	1. Existing Instrument of Appointment for the Bassendean Local Emergency Management Committee 2. Draft Terms of Reference

On 28 February 2023, Council resolved to endorse a proposal for the Bassendean Local Emergency Management Committee to operate as an external Committee of Council, effective as of 24 October 2023. It further noted that draft Terms of Reference will be prepared generally in accordance with the Department of Fire and Emergency Management's draft Local Emergency Management Committee Handbook and that a report will be presented to Bassendean Local Emergency Management Committee and Council prior to October 2023 to seek approval of the draft Terms of Reference and revocation of the Instrument of Appointment for the Bassendean Local Emergency Management Committee.

The draft Terms of Reference are attached.

### **Officer Recommendation / Committee Resolution – Item 8.1**

MOVED Chris Kin-Maung, Seconded Cr Ames That the Committee endorses and recommends that Council:

1. revokes the existing Instrument of Appointment for the Bassendean Local Emergency Management Committee; and
2. endorses the draft Terms of Reference for the Bassendean Local Emergency Management Committee, to be operational as of 24 October 2023.

## 8.2 Post Incident Reports and Post Exercise Reports

<b>Attachments</b>	Nil
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The Committee has requested all HMA's routinely forward post incident reports to the Town for presenting to LEMC.

No post incident and post exercise reports were tabled at the meeting.

## 8.3 Contact Details and Key Holders

<b>Attachments</b>	Nil
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The Committee noted that all details will be updated following the local government elections.

## 8.4 Agency Members Reports (Round Table)

<b>Attachments</b>	Nil
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Agency members conveyed information on significant incidents, developments and emergency arrangements etc that may impact Town of Bassendean Local Emergency Management Arrangements (LEMA) or be of interest to the LEMC.

- WAPOL gave an update on a recent “live shooter” training exercise in Ellenbrook.
- Department of Communities provided the following updates:
  - The Department has been undergoing internal change is currently subject to a capability audit.
  - Recovery efforts are being closed out for Wooroloo (Bushfire) and Mid-West (Cyclone Seroja)
  - Further Evac Centre Training opportunities will be offered in the coming months.
- St John Ambulance advised of recruitment efforts and challenges.
- DFES gave an update on the current preparations for fire season.
- DFES (District Emergency Management Advisor) gave an update as attached.
- Town of Bassendean gave an update on public building inspections, a Water Corporation sewerage issue, mosquito management and hoarding issues (and the associated fire risk).

## 9 Motions of Which Previous Notice Has Been Given

Nil.

## **10 Announcements of Notices of Motion for the Next Meeting**

Nil.

## **11 Closure**

The next Bassendean Local Emergency Management Committee will be held following the local government elections, with specific dates and times to be confirmed.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.10pm.



## **INSTRUMENT OF APPOINTMENT**

### **BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

#### **1.0 Name**

The Committee is the Bassendean Local Emergency Management Committee (BLEMC).

#### **2.0 Role of the Committee**

To ensure that local emergency management arrangements are prepared and maintained for the Town of Bassendean and to perform any other emergency management requirements as specified under the *Emergency Management Act 2005* (EM Act). The constitution and procedures of the BLEMC are determined by the State Emergency Management Committee, pursuant to section 39(4) EM Act, and set out in the State Emergency Management Procedures.

#### **3.0 Functions**

In accordance with sections 38 and 39 of the EM Act, the functions of the BLEMC are to:

- (a) advise and assist the local government in ensuring that local emergency management arrangements are established for its district.
- (b) liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- (c) carry out other emergency management activities as directed by the SEMC, or prescribed by the *Emergency Management Regulations 2006*.
- (d) assist in the planning and development of emergency management operating procedures for the Town.
- (e) provide assistance to the Local Emergency Coordinator and lead authorities during emergency management operations.
- (f) assist with the preparation and approval of the Bassendean Local Emergency Management Plan (Plan); and to submit the Plan to the Metropolitan Emergency Management Advisory Committee (MEMAC) for approval.
- (g) review the Plan at least annually.
- (h) ensure appropriate testing and exercising of the Plan.
- (i) report annually on the activities of the BLEMC to the MEMAC.

- (j) carry out emergency management functions as directed by MEMAC.

#### **4.0 Membership**

4.1 Membership of the Committee shall be as follows:

- Two (2) Town of Bassendean Councillors (one of which is to be appointed as Presiding Member / Chair)
- Town of Bassendean - Director Community Planning (Local Recovery Coordinator)
- Officer in Charge – Kiara Police Station (Local Emergency Coordinator)
- Department of Fire and Emergency Services – District Officer Swan
- Department of Communities – Team Leader
- Department of Communities (Child Protection and Family Support) - Senior District Emergency Services Officer
- Bassendean State Emergency Service - Unit Manager
- St John Ambulance – Manager Emergency Management Unit

4.2 Representatives from other agencies and associations may be invited to attend and provide reports on their respective agencies and associations, including a representative of the District Emergency Management Committee. These representatives attend in an advisory capacity only and do not have voting rights.

4.3 Town staff, including the Manager Development and Place, Senior Ranger, Senior Environmental Health Officer and minute taker will provide advice and administrative support to the BLEMC. These representatives do not have voting rights.

4.4 The Town is to appoint an Executive Officer to coordinate the business of the BLEMC, provide administrative support and coordinate the development and submission of BLEMC documents, such as annual reports. This position does not have voting rights.

4.5 In accordance with section 5.11 of the Act, membership of the BLEMC is for two years, with Committee membership ceasing at the next Local Government ordinary election, after which time the Council may appoint members for a further term or appoint new members.

4.6 The BLEMC will appoint an elected member as the Presiding Member or Chair. The Local Emergency Coordinator (Officer in Charge – Kiara Police Station) will be appointed as the Deputy Presiding Member or Deputy Chair.

The Presiding Member will ensure that the business of the BLEMC is conducted in accordance with the *Town of Bassendean Meeting Procedures Local Law 2020*.



## 5.0 Meetings

- 5.1 The BLEMC will meet quarterly. Notice of meetings will be given at least three (3) days prior to each meeting.
- 5.2 A Quorum for a meeting of the BLEMC is at least five members (being 50% of the total number of members of the BLEMC as listed in clause 4).
- 5.3 Each member has one vote. Decisions of the BLEMC are made by simple majority and where votes are equally divided, the presiding member casts the deciding vote.
- 5.4 The minute taker is responsible for taking minutes and preparing them for publication. The unconfirmed minutes of the meeting are submitted to Council at the next scheduled Ordinary Council Meeting.

## 6.0 Delegations

The BLEMC is authorised to carry out various functions under the EM Act, however, the BLEMC has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the Town of Bassendean.

## 7.0 Communication

Pursuant to section 2.8(d) of the *Local Government Act 1995*, the Mayor is authorised to speak on behalf of the Local Government. The Chief Executive Officer may speak on behalf of the Local Government by approval of the Mayor. Members of the BLEMC may not speak, issue public statements or publish on social media on behalf of the BLEMC or Council, without the approval of the Mayor.

## 8.0 Amendment

A resolution of Council is required to amend the Instrument. The BLEMC may make recommendations to Council, from time to time, to amend the Instrument.

## 9.0 Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	N/A
<b>This Version</b>	Adopted OCM 23 June 2020 (OCM _/6/20
<b>Previous Versions</b>	OCM 25 September 2017 (Res. 12)
<b>Full Review</b>	Due following the date of the next Local Government ordinary election.



# LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

## 1.0 Name

The Committee is the Bassendean Local Emergency Management Committee (BLEMC) and is established pursuant to Section 38 of the *Emergency Management Act 2005*.

## 2.0 Role and functions of the Committee

The constitution and procedures of the BLEMC are determined by the State Emergency Management Committee and set out in the State Emergency Management Procedures.

In accordance with section 39 of the Act, the functions of the BLEMC are to:

- (a) advise and assist the Town in ensuring that local emergency management arrangements are established for its district.
- (b) liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- (c) carry out other emergency management activities as directed by the State Emergency Management Committee (SEMC), or prescribed by the *Emergency Management Regulations 2006*.
- (d) assist in the planning and development of emergency management operating procedures for the Town.
- (e) provide assistance to the Local Emergency Coordinator and lead authorities during emergency management operations.
- (f) assist with the preparation and approval of the Bassendean Local Emergency Management Arrangements for submission to the SEMC for approval.
- (g) review the Arrangements at least annually.
- (h) ensure appropriate testing and exercising of the Arrangements.
- (i) report annually on the activities of the BLEMC to the SEMC.
- (j) carry out emergency management functions as directed by SEMC.

The function of the BLEMC is to ensure that local emergency management arrangements are prepared and maintained for the Town of Bassendean and to perform any other emergency management requirements as specified under the Act.

### **3.0 Membership**

3.1 Membership of the Committee shall be as follows:

- Two (2) Town of Bassendean Councillors
- Town of Bassendean - Director Community Planning (Local Recovery Coordinator)
- Officer in Charge - Kiara Police Station (Local Emergency Coordinator)
- Department of Fire and Emergency Services - District Officer
- Two (2) Department of Communities representatives
- Bassendean State Emergency Service - Unit Manager
- St John Ambulance - Manager Emergency Management Unit

3.2 Representatives from other agencies and associations (including a representative of the District Emergency Management Committee) may be invited to attend and provide reports on their respective agencies and associations. These representatives attend in an advisory capacity only and do not have voting rights.

3.3 Town staff, as nominated by the Chief Executive Officer, will provide advice and administrative support to the BLEMC. These representatives do not have voting rights.

3.4 The Town is to appoint an Executive Officer to coordinate the business of the BLEMC, provide administrative support and coordinate the development and submission of BLEMC documents, such as annual reports. This position does not have voting rights.

3.5 At the first meeting following the local government elections, the BLEMC will appoint a Town councillor as the Presiding Member or Chair. The Local Emergency Coordinator (Officer in Charge - Kiara Police Station) will be appointed as the Deputy Presiding Member or Deputy Chair.

3.6 The Presiding Member will ensure that the business of the BLEMC is conducted in an appropriate manner, having regard for the Department of Fire and Emergency Management's draft Local Emergency Management Committee Handbook.

### **4.0 Meetings**

4.1 The BLEMC will meet four times per year. Where possible, notice of meetings will be given at least seven (7) days prior to each meeting.

4.2 A Quorum for a meeting of the BLEMC is at least five members.

4.3 Each member has one vote. Decisions of the BLEMC are made by simple majority and where votes are equally divided, the presiding member casts the deciding vote.

4.4 The minute taker is responsible for taking minutes and preparing them for publication. The unconfirmed minutes of the meeting are submitted to Council at the next scheduled Ordinary Council Meeting.

## 5.0 Delegations

The BLEMC is authorised to carry out various functions under the EM Act, however, the BLEMC has no delegated authority under the *Local Government Act 1995*, no authority to expend funds and decisions of the Committee do not bind the Council and the Town of Bassendean.

## 6.0 Communication

Members of the BLEMC may not speak, issue public statements or publish on social media on behalf of the BLEMC or Council, without the approval of the Town's Mayor.

## 7.0 Amendment

A resolution of Council is required to amend the Instrument. The BLEMC may make recommendations to Council, from time to time, to amend the Instrument.

## 8.0 Document Control

<b>Directorate</b>	Community Planning
<b>Business Unit</b>	N/A
<b>This Version</b>	Adopted OCM xx September 2023
<b>Previous Versions</b>	OCM 23 June 2020 OCM 25 September 2017
<b>Full Review</b>	September 2025



TOWN OF  
**Bassendean**

## **MINUTES**

### **Arts, Culture and Events Committee**

**Tuesday 5 September 2023, 3:30 pm**

in the Council Chamber,  
Administration Building  
48 Old Perth Road, Bassendean WA 6054



## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

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

## **2 Announcements by the Presiding Member without Discussion**

Nil

## **3 Attendances, Apologies and Leave of Absence**

### **Present**

#### Councillors

Cr Tallan Ames - Chair  
Cr Kathryn Hamilton  
Cr Jennie Carter

#### Officers

Mr Luke Gibson, Director Community Planning  
Mr Salvatore Siciliano, Manager Community Development  
Ms Rikki Stocks, Senior Community Development Officer

#### Public

Two members of the public were in attendance.

### **Apologies**

Nil.

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Ms Lizzie Richardson (Chaos Theory Events) in relation to Item 8.2.  
Mr Ben Woodward in relation to Item 8.2.

## **6 Confirmation of Minutes**

The Committee was advised that the minutes from the 6 June 2023 meeting had been accepted by Council at its June 2023 meeting.

## **7 Business Deferred from Previous Meeting**

## 8 Reports

<b>8.1 Arts, Culture and Events Strategy - Progress Report</b>	
<b>Attachments</b>	1. ACE Strategy Progress Report [8.1.1 - 4 pages]

### Purpose

The purpose of this report is for the Committee to note an update regarding the implementation of the Arts Culture and Events (ACE) Strategy.

### Background

In March 2023, Council resolved to adopt the ACE Strategy; a four-year strategic document that provides a framework for the delivery of arts, culture and events in the Town of Bassendean.

The ACE Strategy informs future agenda setting of the Arts, Culture and Events Committee, with regular reporting tracking progress against projects, services and programs outlined in the strategy.

### Communication and Engagement

Town Officers continue to apply the ACE Strategy across business units in implementing various projects and programs and engage with community when required.

### Comment

An attached reporting template has been provided for the Committee's information. Key achievements to date July-August 2023 include :

#### Arts:

- 5.1.1 - The Town lodged a grant application through LG Professionals Age-friendly Communities Connectivity Grants Program as part of a broader program to connect seniors in the Town and combat ageism. A component of the program is for a mural to be installed on an external wall at the Bassendean Seniors and Community Centre
- 5.1.5 - Sponsorship provided to the Bassendean Primary School to support the Bilya Project
- 5.1.7 - Contact made with artists regarding decommissioning of certain artworks. No response received to date.
- 5.1.8 - Contact made with privately owned vacant buildings to connect with local creatives. No responses to date.

*Culture:*

- 5.2.4 - Oral history interview completed with Mrs Dagmar Barnes and links to Daylesford House.
- 5.2.5 - Support provided through the local studies collection to the Bassendean Primary School regarding the Bilya Project by delivering two incursions, along with Bassendean Historical Society.
- 5.2.8 - Town of Bassendean community grants of \$2,000 each approved to Bassendean 55 Plus Association for Seniors Week and Casa Mia School community verge garden – fruit trees and community pantry.

*Events:*

- 5.3.2 - Community Awards planning underway to be announced in October 2023
- 5.3.6 - Ceremonies planned for September for Australian Citizenship Day as a stand-alone event, January 2024 in conjunction with Celebrating Birak, and May 2024 in conjunction with the Community Awards Ceremony
- 5.3.8 - Telethon Community Cinemas being staged from December 2023 to April 2024
- 5.3.9 - Bassendean Markets continue to be staged as per agreement
- 5.3.10 - Town supported and participated in the Swan Districts Football Club NAIDOC Week game, lunch, local school art competition, and information session
- 5.3.17 - Sponsorship provided to Swan Districts Football Club to support their Pride Game on 26 August, Inclusivity in Sport luncheon, and community information session.

**Financial Considerations**

Nil.

**Risk Management Implications**

Nil.

**Committee Resolution/Officer Recommendation – Item 8.1**

MOVED Cr Ames, Seconded Cr Carter That the Committee recommends that Council notes the July – August 2023 Arts, Culture and Events Strategy Progress Report.

*Carried unanimously.*

<b>8.2 Bassendean Markets</b>	
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - Bassendean Markets Traffic Management Funding Proposal [8.2.1 - 12 pages]

### **Purpose**

This purpose of this report is for the Committee to consider (i) a request for funding for the staging of the Bassendean Markets and (ii) the future of the Markets more generally.

### **Background**

In February 2020, Council resolved to require that the Town conduct an expression of interest process to determine the future direction of the (then) Old Perth Road Markets. Between November 2020 and February 2021, the Town sought expressions of interest (EOI) from market providers for the staging of markets.

In April 2021, Council resolved to permit Chaos Theory Events (event organiser) to conduct markets in the Town Centre for a three-year period between 1 July 2021 and 30 June 2024.

Since that time, the Bassendean Markets have been held monthly from February to December; on Saturday evenings at BIC Reserve (October to April) and Sunday mornings on Old Perth Road (May to September). The staging of the Markets has been supported by Swan Valley Rotary (logistics) and Bassendean Men's Shed (traffic management). Recently, it was confirmed that the Bassendean Men's Shed is no longer able to assist with traffic management and the event provider advised that it was not able to engage a commercial traffic management supplier due to the cost. To ensure that markets continued to be staged in the Town Centre, the Town approved the use of the Wilson Street Carpark to stage the markets during the 2023 Winter market season.

The event organiser has expressed an interest in continuing to stage the markets but due to the high cost of traffic management on Old Perth Road, is seeking Council's financial support.

### **Proposal**

The event organiser has lodged a request, as follows:

- Funding for the preparation and implementation of a Traffic Management Plan (TMP) to allow the Winter markets to return to Old Perth Road in May and June 2024, given that the Wilson Street Carpark may not be available; and
- That the agreement for staging of markets in the Town Centre be extended for a further term (including funding support as above).

## Communication and Engagement

Town Staff have maintained regular communication with the event organiser to evaluate the staging of markets in the Town Centre. The event organiser has indicated that knowing the outcome of the request by December be advantageous to assist with planning and maintaining financial viability of the markets for the remainder of the existing contract term.

### Comment

#### Staging of markets in May and June 2024

Traffic management costs continue to increase and for small event organisers the cost to procure and implement TMP's is proving to be cost prohibitive. For the purposes of this report, it is estimated that a new TMP that would enable the markets to be staged on Old Perth Road will cost approximately \$2,800 and implementation will cost approximately \$3,800 per market. As such, the two markets (May and June 2024) represent a cost of approximately \$10,400.

In considering the matter, the following is relevant:

- It is considered that BIC Reserve is capable of being used in May and is a superior location for the markets given that no traffic management is required.
- Whilst it is acknowledged that BIC Reserve may not be capable of being used in May, it is considered that the Wilson Street Carpark may be able to be used and in addition, James Street (north of Old Perth Road) is capable of being used at a lower cost than Old Perth Road.
- There is currently no budget allocation available to fund the request.

Based on the above, it is recommended that the funding request be declined, but the operator advised that it is able to use BIC Reserve for the May 2024 markets and James Street (north of Old Perth Road) for the June 2024 markets.

#### Future of markets (July 2024 onwards)

The current agreement expires in June 2024 and therefore, Council must determine the future of the markets in the near future, so as to provide maximum lead-time to the current operator.

In progressing the matter, the following options are available to the Council.

Options		Cost (approx.)
A.	Extend the agreement beyond June 2024 (until, say, June 2026) with associated traffic management funding.	\$40,800
B.	Extend the agreement beyond June 2024 (until, say, June 2026) <u>without</u> associated traffic management funding.	Nil.



C.	Extend the agreement beyond June 2024 (until, say, June 2026) but limited to September – May and at BIC Reserve only. This option avoids traffic management costs and acknowledges the need to avoid using BIC Reserve in the Winter months.	Nil.
D.	Run a fresh EOI process for the staging of markets within the Town Centre.	Subject to EOI process.
E.	Not extend the agreement beyond June 2024 and discontinue the staging of the markets.	Nil.

In considering the options, the following is relevant:

- Option A represents a significant cost to the Town.
- Option B is unlikely to be supported by the operator.
- In general, community and business feedback has always been positive regarding the staging of markets in the Town Centre and the event is specifically contemplated by Council's adopted Art's Culture and Events Strategy, with it providing for the Markets to operate until at least June 2026. As such, Option E is not supported.
- It is considered that BIC Reserve is capable of being used in May and is a superior location for the markets given that no traffic management is required.
- Whilst it is acknowledged that BIC Reserve may not be capable of being used in May, it is considered that the absence of the markets for three months will have no material impact on the Town Centre.

Based on the above, it is recommended that Council pursue Option D, being a fresh EOI process.

### Statutory Requirements

If Council were to pursue either of Options A, B or C, a public advertising process is required given that the disposition of land is not exempt under *Regulation 30 of the Local Government (Functions and General) Regulations 1996*.

### Financial Consideration

The financial implications are set out above.

Quotes have been procured by the event organiser from three approved traffic management companies for the creation of a TMP and the implementation of the traffic management over five months whilst on Old Perth Road. These costs range from \$17,599 to \$21,035 (ex GST).

## Risk Management Implications

There is a reputational risk associated with Council not granting a further term for markets to be staged within the Town Centre, as well as markets not being staged on Old Perth Road during the Winter months. In addition, in accordance with the current agreement, failure for the Town to provide a response to the event organiser by 31 December 2023 as to whether or not the term will be extended, will represent a breach by the Town.

### Officer Recommendation – Item 8.2

That the Committee recommends that Council:

1. Does not provide any funding for the purposes of preparation and implementation of a traffic management plan for the May and June 2024 markets (in the event that the Wilson Street Carpark is unavailable).
2. Requests that the Chief Executive Officer undertakes a fresh Expression of Interest process for the future (July 2024 onwards) staging of markets within the Bassendean Town Centre.

*Cr Hamilton moved an alternative motion.*

### Committee Resolution – Item 8.2

MOVED Cr Hamilton, Seconded Cr Carter That the Committee recommends that Council:

1. Does not provide any funding for the purposes of preparation and implementation of a traffic management plan for the May and June 2024 markets (in the event that the Wilson Street Carpark is unavailable).
2. **Extends the agreement beyond June 2024 to June 2025 subject to the Town and the Independent Operator negotiating and coming to agreement no later than 15 December 2023, as to alternative locations to stage the markets so as to not incur significant costs to the Town and ratepayers.**
3. **Should no agreement be reached by 15 December 2023, that Council be advised and the Chief Executive Officer proceeds with a fresh process to secure the future staging of markets within the Town of Bassendean.**

*Carried unanimously*

### 8.3 Public Art Implementation Plan - Proposed Locations

<b>Attachments</b>	1. Public Art Map [8.3.1 - 1 page]
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#### Purpose

The purpose of this item is to seek endorsement of the proposed locations for future public art installations, as funded by previously-received development contributions.

#### Background

Under the Local Planning Policy No. 15 – Public Art (LPP 15), relevant applications for Development Approval are to contribute to public art the equivalent of 1% of the estimated cost of the development. The contribution can either be incorporating public art in the development or making a cash contribution for the Town to allocate towards public art projects that are in the immediate locality of the development.

Unspent contributions totaling \$196,724 are currently held in trust by the Town and have been accumulating since 2012.

Given that Council's adopted *Arts, Culture and Events Strategy* endorsed, via action 5.1.4, the development of an implementation plan for the provision of public art in 2022/23 and that a significant length of time since the funds were collected, it is appropriate for Council to consider possible locations for the installation of public art.

#### Communication and Engagement

Nil.

#### Comment

The proposed locations for the installation of public art have been selected based on proximity to the contributing developments, in accordance with LPP 15.

Proposed Locations and budgets include the following:

- Location A: Corner of Wilson Street and Old Perth Road (budget \$56,900)
- Location B: ATCO Gas Building, Railway Parade (budget \$8,000)
- Location C: Anzac Terrace Reserve (budget \$62,764)
- Location D: Success Hill Reserve (budget \$27,060)
- Location E: Collier Road (budget \$42,000)

Given the requirement of LPP 15 for developer contributions to be spent on public art in close proximity to developments and the significant amount of time that funds have been held in trust, it is proposed that the Committee recommend to Council to endorse the proposed locations to commence the process for public art installation within the Town.

Following endorsement of the proposed locations, a future expression of interest process (EOI) will be tabled at a future Committee meeting which will outline the broad process of:

- Identifying suitable artists
- Concept design proposal
- Design development
- Construction documentation
- Fabrication
- Installation and completion

Additional potential locations for public art, not bound by LPP 15, can be selected at a future stage, with implementation being dependent on funding being sourced.

### **Statutory Requirements**

The procurement of public art will be required to comply with all relevant procurement processes.

### **Financial Considerations**

The Town currently holds \$196,724 for the purposes of public art.

### **Risk Management Implications**

There is a reputational risk associated with Council not endorsing proposed locations for public art installations given (i) the significant amount of time that developer contributions have been held in trust and (ii) it is an action within Council's adopted *Arts, Culture and Events Strategy*.

Further, there is a reputational risk associated with selecting locations that are not in close proximity to the sources of the funds.

### **Officer Recommendation – Item 8.3**

That the Committee recommends that Council endorse the proposed locations for public art, as contained in the attached map.

*Cr Hamilton moved an alternative motion.*

### **Committee Resolution – Item 8.3**

MOVED Cr Hamilton, Seconded Carter That the Committee recommends that Council:

1. endorse the proposed locations for public art, as contained in the attached map, **but amended such that Location A is relocated to Palmerston Square Reserve and Location B is relocated to Park Estate Reserve.**
2. **That a future expression of Interest process (EOI) will be provided at a future Committee meeting for review and recommendation, or to a Council meeting for review and endorsement prior to advertising.**

*Carried unanimously (2/0 on the basis that Cr Ames did not participate due to the proximity interest that arose as a result of Cr Hamilton’s amendment)*

<b>8.4 Public Art at Sandy Beach Reserve</b>	
<b>Attachments</b>	1. Sandy Beach Public Art Images [ <b>8.4.1</b> - 1 page]

#### **Purpose**

The purpose of this report is to consider the maintenance or removal of the public art pieces at Sandy Beach Reserve, being the *Tree of Life* and *Rock Bottom*.

#### **Background**

Both pieces were acquired in 2008, with Tree of Life being commissioned from artist Daniel Iley and Rock Bottom purchased from artist Maris Raudzins at the Sculpture Park Exhibition.

In 2020, the Town commissioned a report which concluded that both pieces were considered to be in average to poor condition with maintenance work required on an ongoing basis, if not decommissioned.

Estimates for completion of this maintenance work to be performed in situ were provided as \$3,215 (Tree of Life) and \$3,845 (Rock Bottom). Given the extended period of time since the estimate, it can be assumed that these costs would have increased. Costs for the removal and disposal have not been ascertained.

#### **Communication and Engagement**

Nil.



## Comment

Both pieces are currently structurally sound and do not appear to have deteriorated significantly since the condition report. As such, it is proposed that artworks remain in situ and that Council consider allocating sufficient funds either as part of the 2023/24 mid year budget review or the 2024/25 budget planning process.

Alternatively, it is open to the Committee to recommend to Council does not fund the works, in which case, the art would be removed. In that instance, a decommissioning process would follow, in accordance with Council's Art Acquisition, Management and Decommissioning Policy and industry best practice.

## Statutory Requirements

Nil

## Financial Considerations

Given the quotes received in 2020 for maintenance work to be performed, it is proposed that \$10,000 be allocated for both art pieces and that the Committee consider recommending to Council that funds be allocated as part of the 2023/24 budget mid-year review from the Event and Culture Reserve.

## Risk Management Implications

Whilst low, there is a reputational risk associated with Council not maintaining public art, particularly at Sandy Beach Reserve that has high public visitation.

## Officer Recommendation – Item 8.4

That the Committee recommends that Council commit to providing \$10,000 for the maintenance of both art pieces as part of the 2023/24 mid-year budget review, with the funds to be drawn from the Event and Culture Reserve.

*Cr Hamilton moved an alternative motion.*

## Council Resolution/Officer Recommendation – Item 8.4

MOVED Cr Hamilton, Seconded Cr Carter That the Committee recommends that Council:

1. **Does not fund restoration of the artwork named “Rock Bottom” at this time, and that a cost estimate for decommissioning of the artwork be communicated to Councillors.**
2. commits to providing \$5,000 for the maintenance of the artwork named “Tree of Life” as part of the 2023/24 mid-year budget review.

## **9 Motions of Which Previous Notice Has Been Given**

Cr Hamilton foreshadowed a future Notice of Motion.

## **10 Closure**

The next Committee Meeting will be set in advance of the October 2023 local government election.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.50pm.

# AUDIT SURVEY ANALYSIS

A summary of the sector's response to the local government audit process

## AUDIT SURVEY ANALYSIS

### Introduction

Responsibility for financial auditing of Western Australia's local governments transitioned from the Department of Local Government, Sport, and Cultural Industries to the Office of the Auditor General with the proclamation of the *Local Government Amendment (Auditing) Act 2017*.

Since this time there has been a range of comments and criticisms of the audit that needed to be corralled and formalised in discussions with the OAG in order to get clarity and better understand how to improve the audit performance and outcomes for local governments.

Local Government Professionals WA partnered with WALGA during April to conduct a survey of the sector to ascertain current issues and attitudes associated with the annual local government audit process.

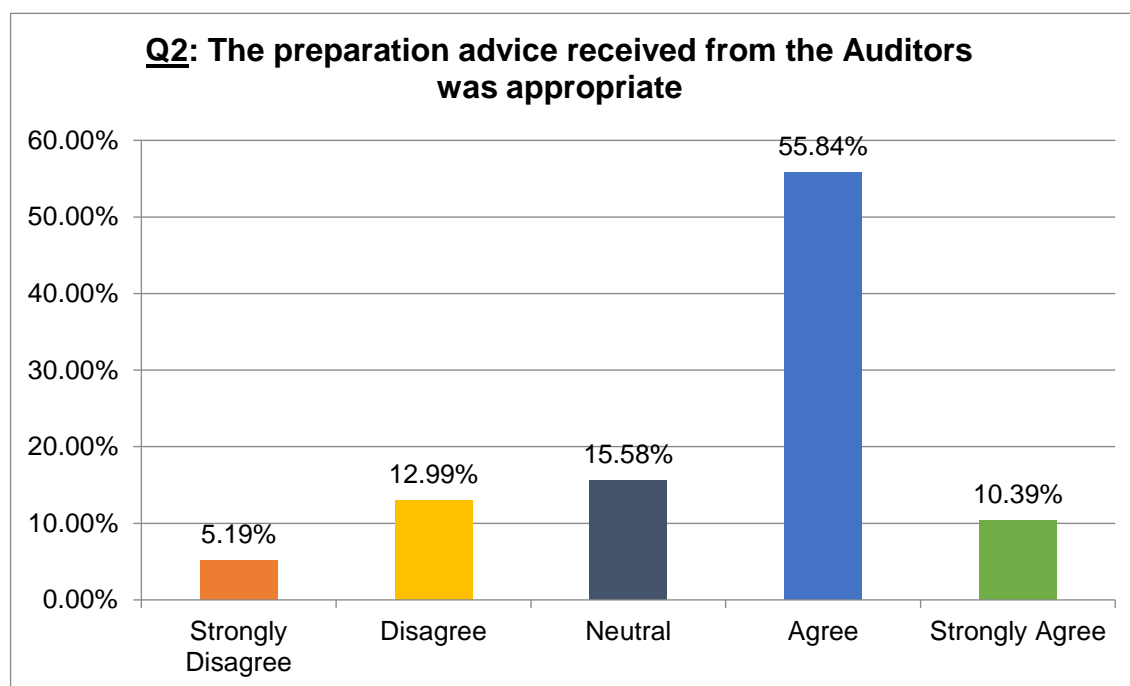
The survey was jointly designed to enable the Associations to provide consistent and constructive advice to the Office of the Auditor General. The OAG is supportive of the process and welcomes this contribution from the peak bodies to inform their continued improvement.

Data and quotations from the survey are provided so as to maintain the anonymity of the 91 local governments referenced as contributors at **Q1**. This level of response provides us with a high level of confidence that the results are strongly indicative of the sector perspectives on the questions asked.

Responses are presented in chart form, demonstrating the percentage of respondents indicating support for the available choices, followed by an indicative summary of the written comments that relate to each question.

The Key Emerging Issues are identified at the end of the report, together with an outline of the advocacy that Local Government Professionals WA proposes to take in response to the survey outcomes. It is anticipated that WALGA will develop its own advocacy to address the findings and we encourage all local governments to participate in that process.

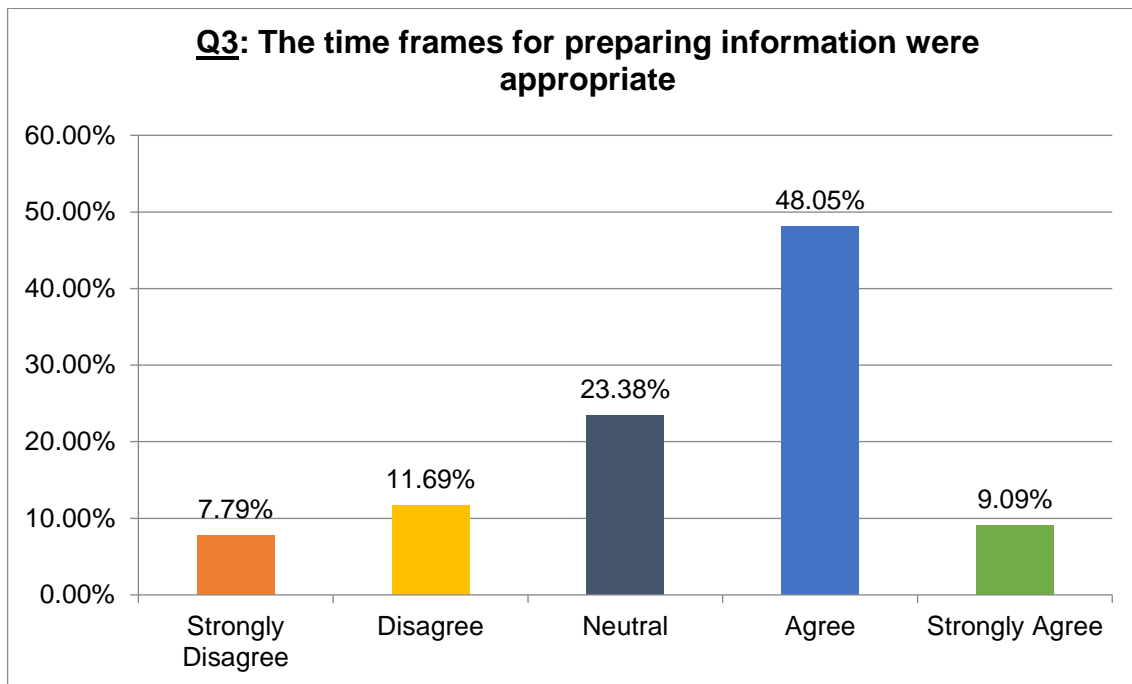
### Survey Responses



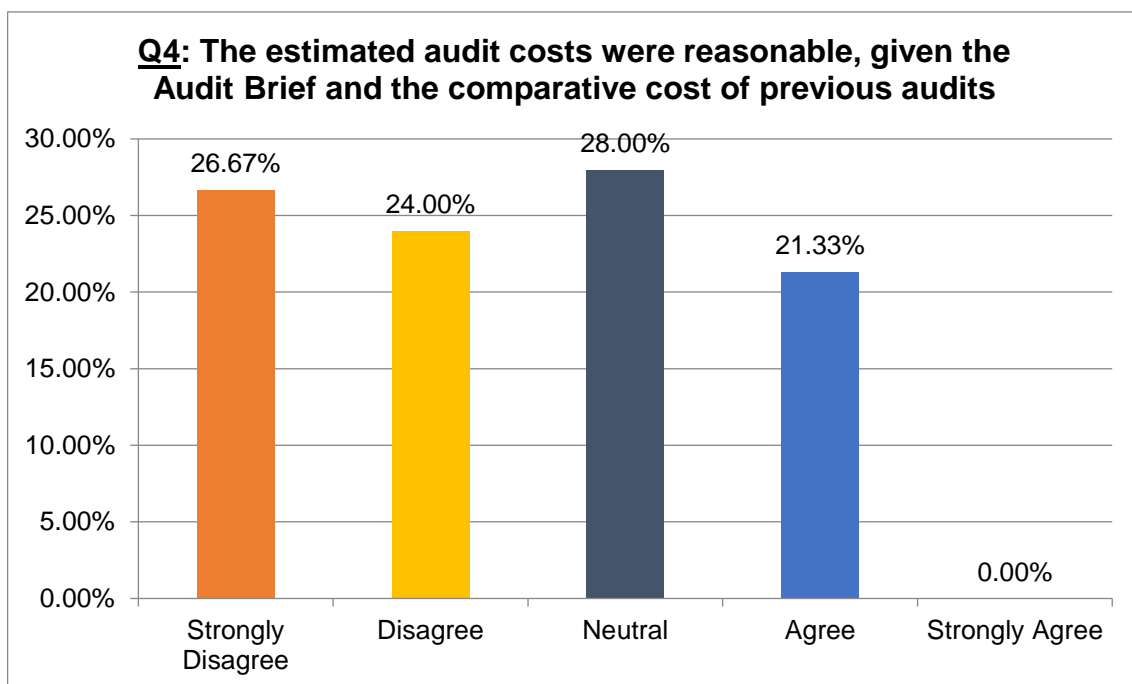
**81.8%** of respondents were happy with, or neutral to, the Auditors preparation advice.

Criticisms were essentially based on specific situational experiences, such as the withdrawal of the audit firm initially appointed to the process, late appointment of a contract auditor, or difficulty with the auditor's technology platform.

Some comments highlighted the vagueness of preparation requirements and the need for clarity, as well as the need for better appreciation by the auditors for the time involved in responding to their requests.

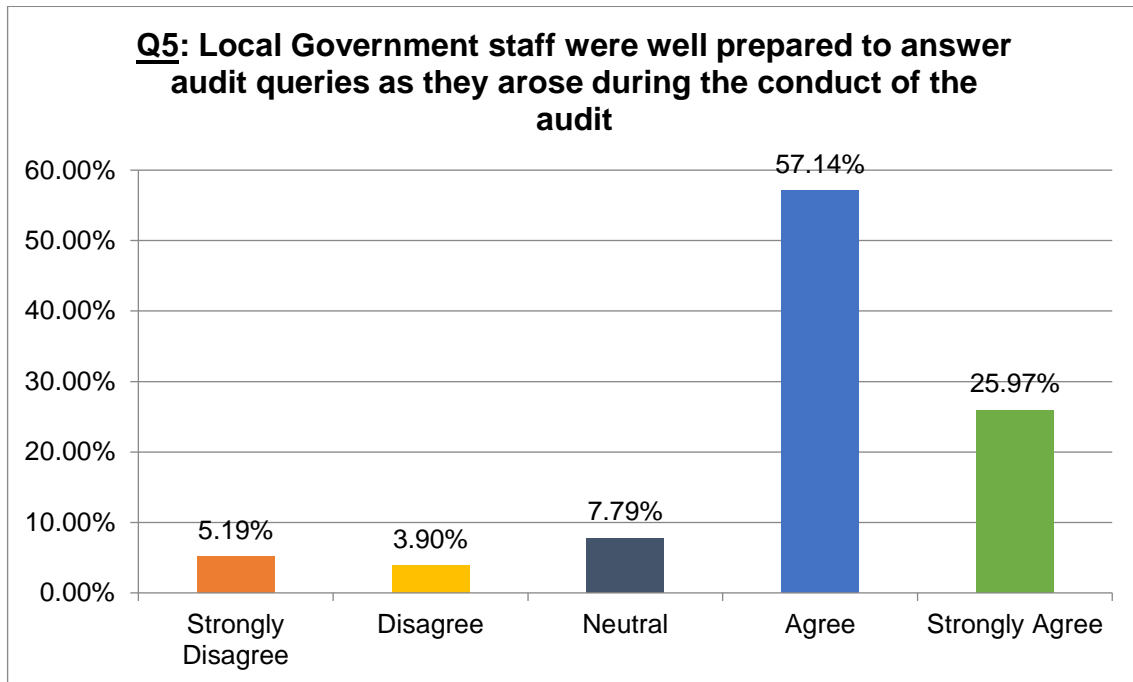


**80.5%** of respondents were happy with, or neutrally impacted by, the Auditor’s preparation time frames. Comments were mixed, ranging from “*we were ready*” to highlighting timing inflexibility and volume of work.



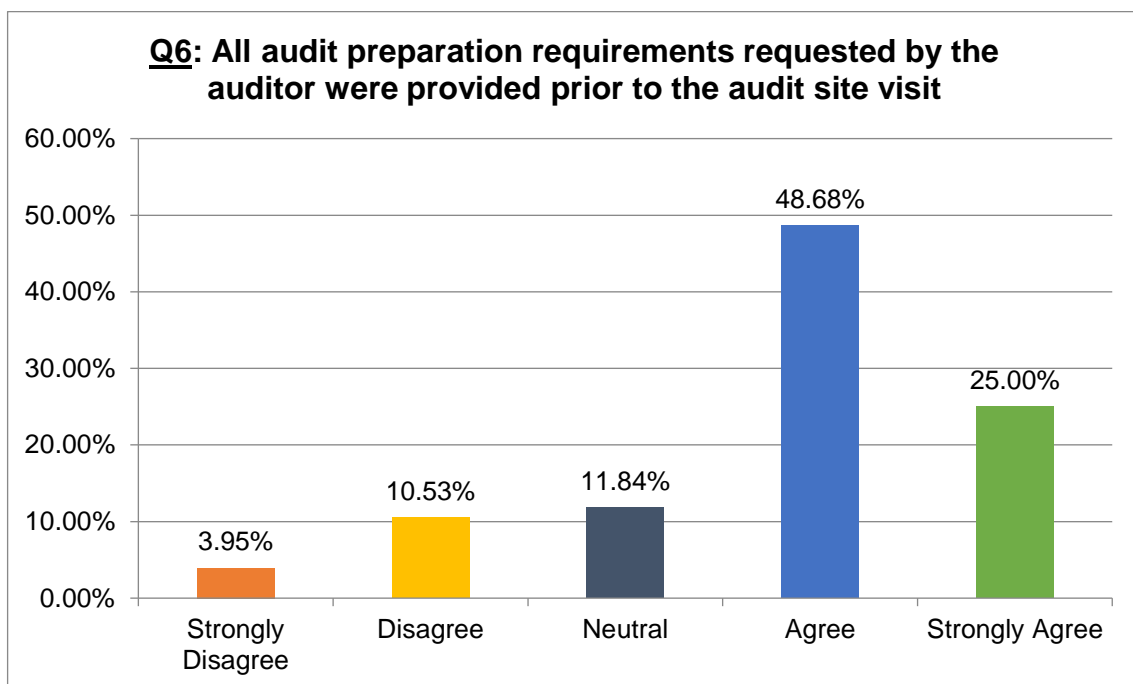
This question was a 50/50 proposition, with **49.3%** of respondents either neutral or believing the estimated audit costs were reasonable.

Comments ranged from “*2.5 times more expensive than prior to the OAG for substantively the same audit outcome*” and concerns about the value-for-money of the audit, to concerns about the lack of transparency from the OAG about how the costs are determined.



**90.9%** of respondents were happy or neutral with their response preparation.

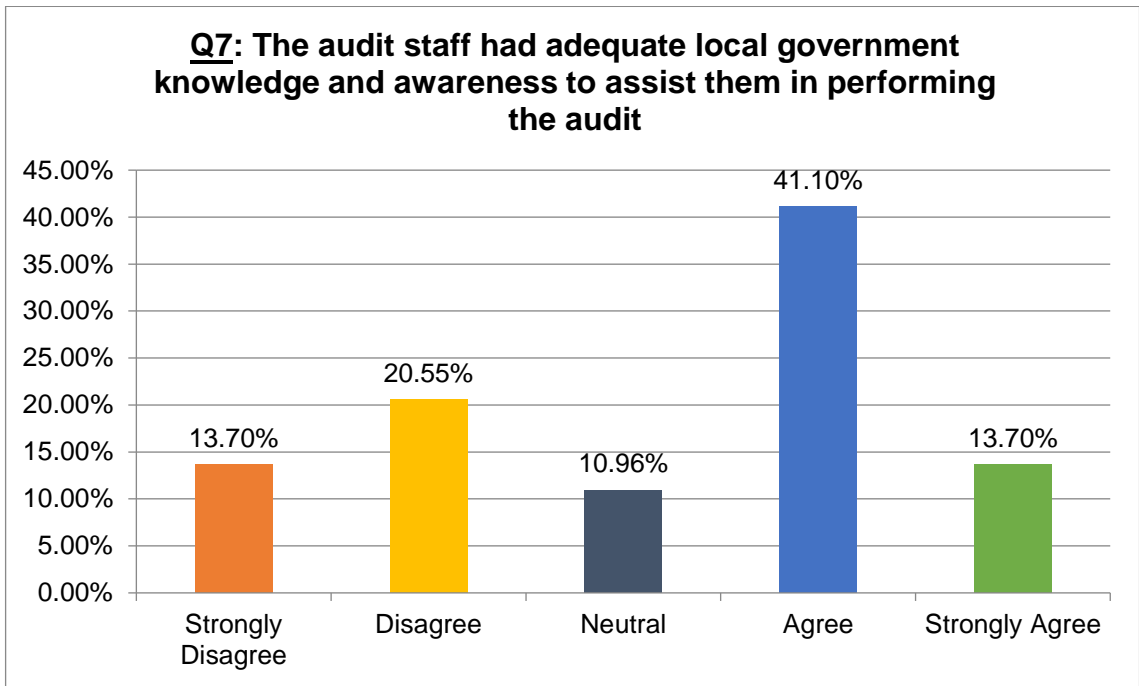
Comments highlighted issues such as a lack of audit staff knowledge, to acknowledgement of some delays at the local government end - but not to the extent that would impact the timing or cost variances claimed.



**85.5%** of respondents either strongly agreed, agreed or were neutral in their response to the proposition.

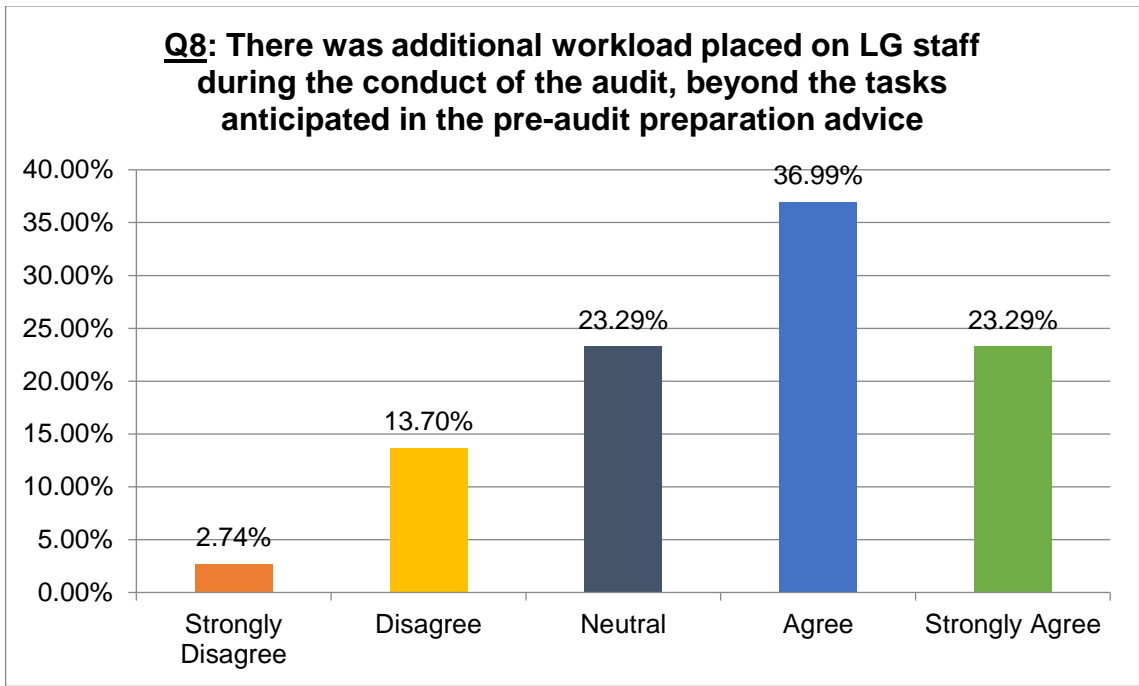
Comments essentially claimed compliance with the requirement or acknowledged some minor omissions or delays.





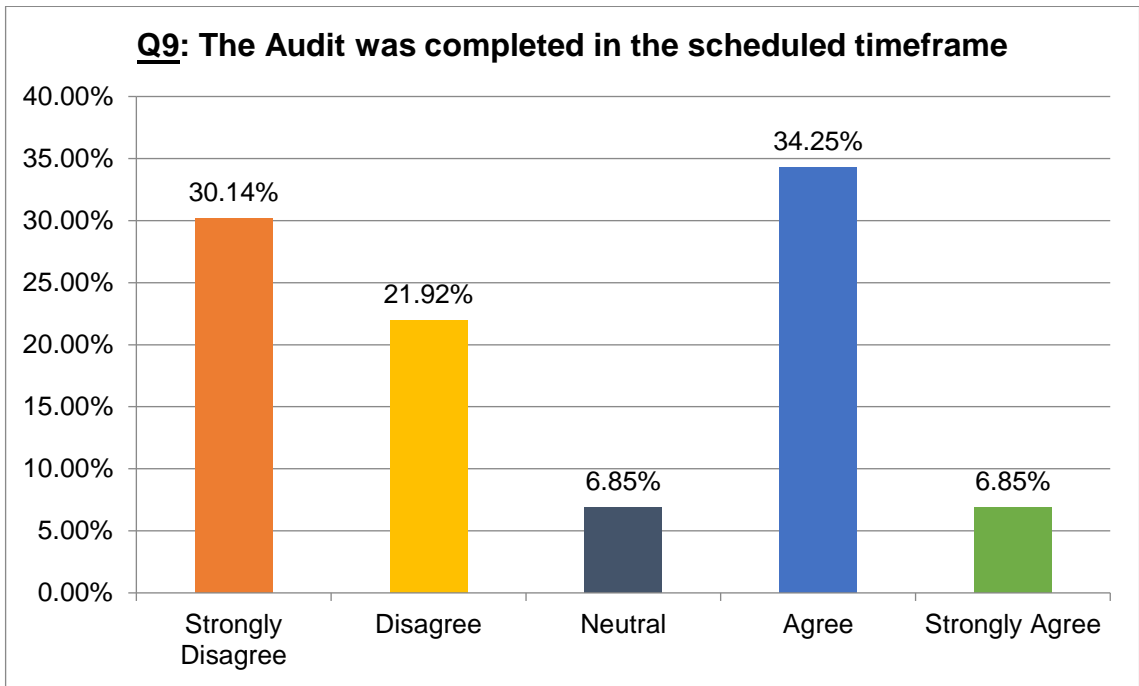
**65.8%** of respondents were either neutral or supported the statement, indicating that approximately one third of local governments experienced lower than expected levels of local government knowledge and awareness by their auditors.

Comments highlighted this lack of operational knowledge, although some acknowledged that there had been an improvement over last year.



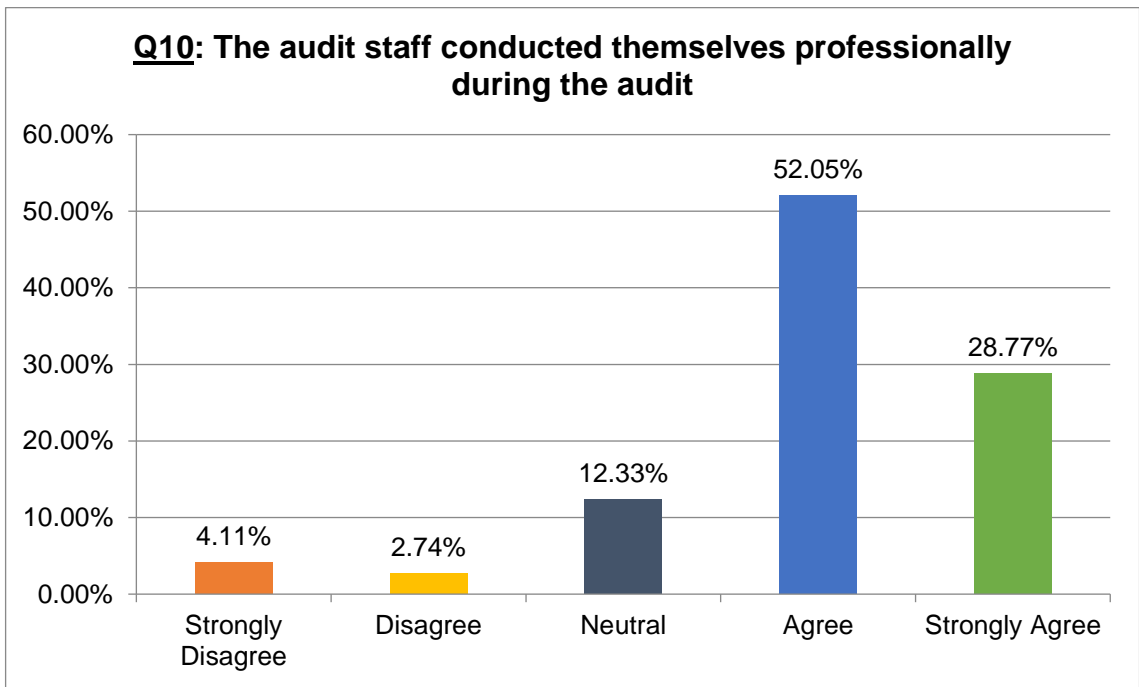
**81.6%** of respondents were neutral or agreed that they had experienced an abnormal workload, in addition to normal expectations.

Comments emphasised difficulties created by the high number of detailed sampling requests, additional information requests, and repeated requests because the auditor had lost the previous response.

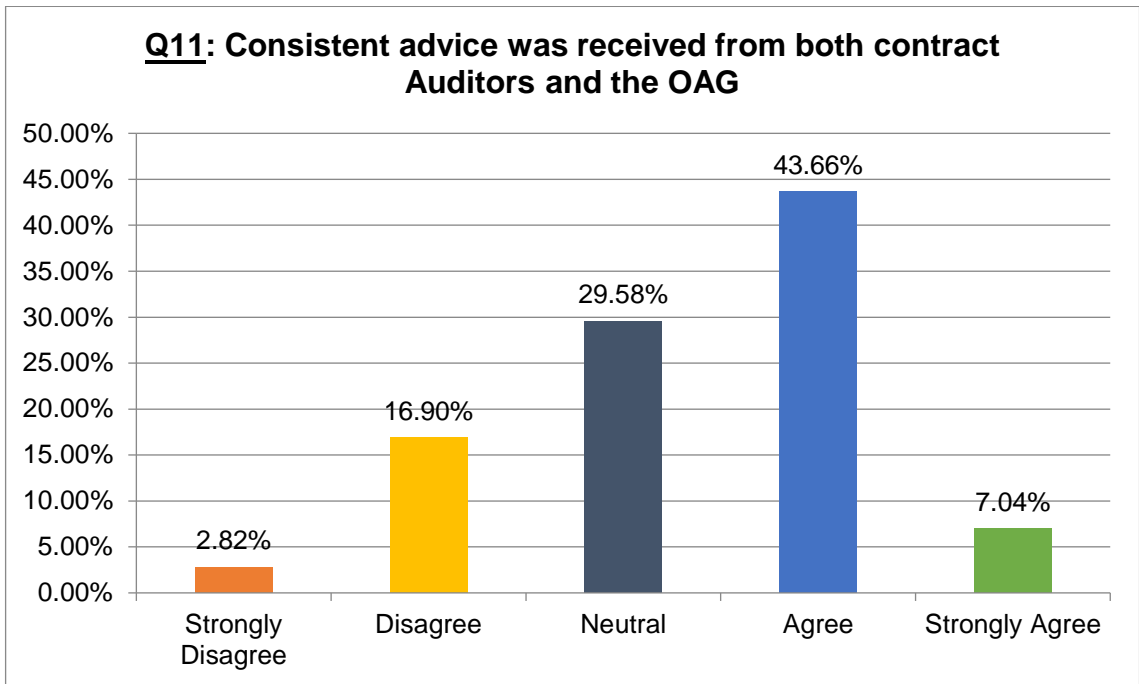


Another 50/50 proposition, where **48%** were neutral or agreed and **52%** disagreed.

When asked to indicate why delays were experienced, the common responses referenced differences between the contract auditors and the OAG and disputes over asset valuation (Fair Value).



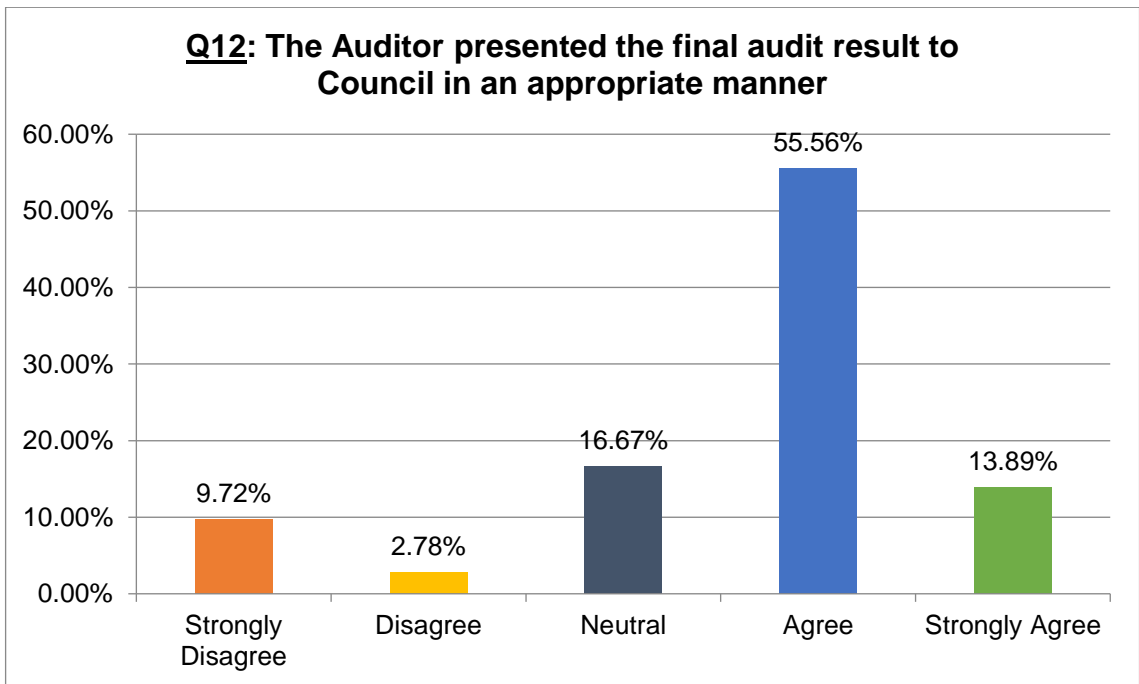
**93.1%** of respondents supported the statement or were neutral, indicating a very high level of respect and appreciation for the audit staff. Beyond this, the lack of local government experience of some audit staff was referenced.



**19.7%** of respondents experienced conflicting advice from different audit sources.

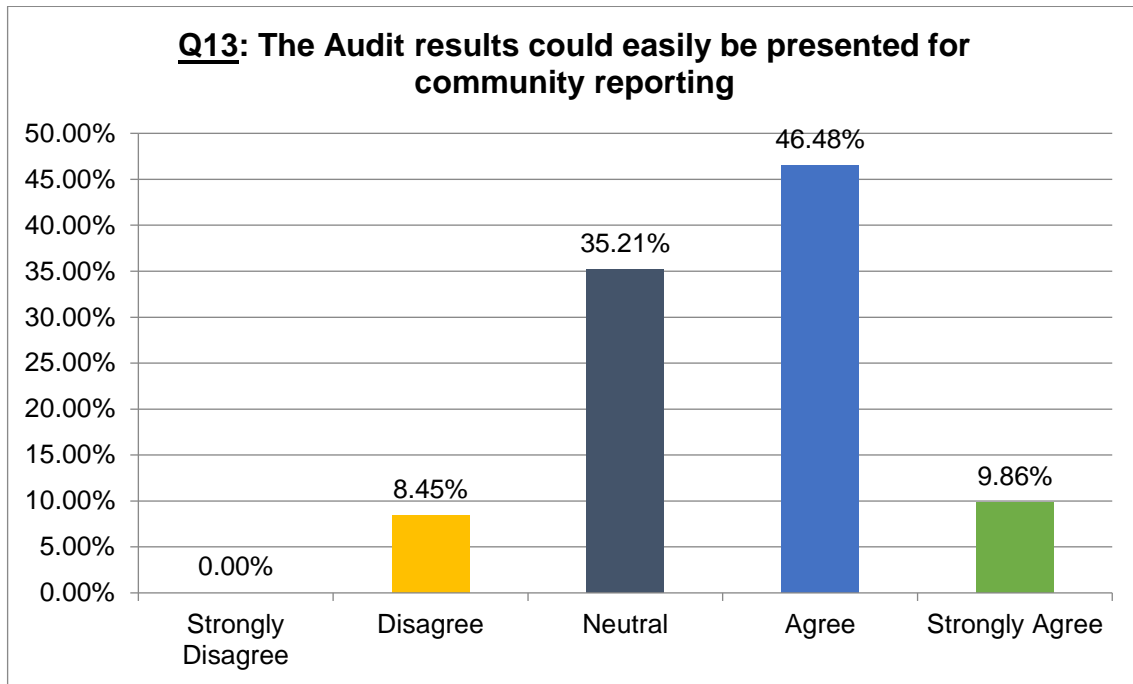
Commentators observed that:

- a lack of knowledge could trigger contradiction of one auditor over the other and referral by contract auditors to the OAG, resulting in considerable delays.
- There was a lack of clarity around asset valuations, creating conflict and inconsistency.



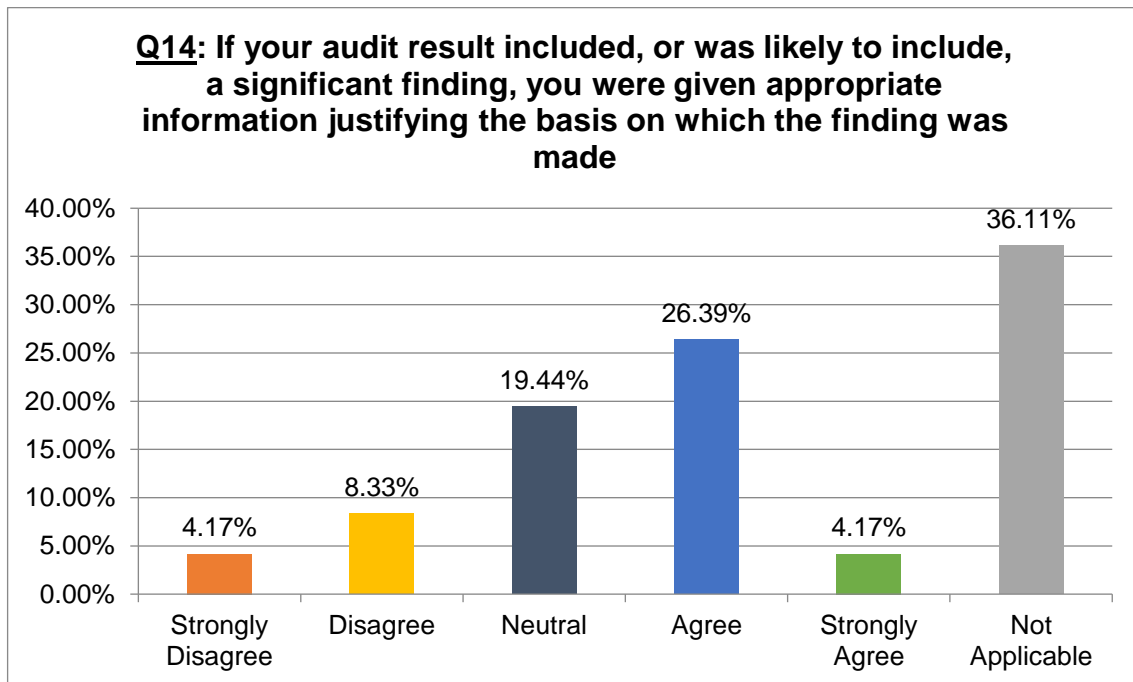
**86.1%** of responses were neutral or supported the statement, indicating satisfaction with the presentation skills of the audit staff.

Most comments related to the time taken to complete the audit process. The perception of duplication between the exit interview with the Audit Committee and the sign-off with the Council was highlighted.



**91.5%** of respondents agreed with the statement or were neutral.

An interesting suggestion was that the auditor’s report could be more positively framed to also highlight what is being done well.



**12.5%** of respondents disagreed with the statement.

Comments indicated that concern was being created by; a lack of clarity on asset valuation; conflict between Contract Auditors and the OAG over the definition of a significant finding, and; late, or lack of, communication to individual local governments over expectations.

**Q15 - Please indicate initial estimated audit cost versus actual final audit cost.**

The lowest **actual cost** indicated was \$22,000 and the highest was \$138,873.

There was an equal amount of responses indicating that the estimated and actual audit costs were the same, as responses indicating that the actual cost was higher than the estimated cost.

The biggest difference between the estimated and actual cost of an audit was \$40,000, with the average difference being approximately \$12,000.

Only two responses indicated that the actual cost was less than the estimated cost.

Respondents were asked: *What were the reasons given for any variance?* Typical responses indicated -

- *“Additional time taken to source information.”*
- *“We are still waiting for the justification!”*
- *“No variance. Delivered on time with no delays or additional information required. Happy days.”*
- *“We estimated based on previous year and it had gone up again.”*

**Q16 - Compared to the 2020/21 audit, did you observe any improvement to the 2021/22 audit process that was worth noting?**

There were mixed responses to this question, typified by:

- *“No, it was worse, and 20/21 was horrible.”*
- *“Yes, 2021/22 audit completed in December 2022 in contrast to 2020/21 audit which was completed in February 2022.”*
- *“Yes - our 2021/22 Audit was managed much better from a timing perspective and the OAG stuck to the agreed timeline. This occurred following significant feedback from us following the 20/21 Audit, which included our President meeting with the Director General of the OAG.”*
- *“No, in fact the 21/22 audit process was more difficult, took more time due to additional requests and queries from the auditors, and was delayed further due to the inflexibility of timing from audit staff.”*

**Q17 - Do you have any other comments you would like to make in relation to your 2021/22 audit experience?**

The comments could be summarised as seeking:

- Better communication between auditors and the OAG.
- Improved familiarity by audit staff with local government.
- Streamlined processes between local governments, contract auditors and the OAG.

**KEY EMERGING ISSUES**

The results and comments from the survey highlight five key areas to address in the annual audit process.

**Timeframe and delays**

Over **50%** of respondents either disagreed or strongly disagreed that *“the audit was completed in the scheduled timeframe”*. Comments from respondents suggested disruptions to the timeframe were caused by things like; consecutive periods of leave taken by the Auditors and OAG staff; difficulties with asset valuations, and; collection of information. One respondent noted that the Auditors continually asked for more information from Local Government staff but refused to acknowledge the delays these requests were causing or allowing for any flexibility in the times allocated.

### **Additional workload on Local Government staff**

60% of respondents either agreed or strongly agreed that “*there was additional workload placed on Local Government staff during the conduct of the audit, beyond the tasks anticipated in the pre-audit preparation advice*”. Only 15% of respondents disagreed or strongly disagreed with this statement. Respondents noted that the tasks expected of Local Government staff “*far exceeded*” what was anticipated, and this led to a “*very high workload*” for staff and a strain on resources. Unclear instructions, poor communication and being asked to answer the same question multiple times were cited by respondents as causes for the additional workload.

### **Cost**

Almost half of respondents either disagreed or strongly disagreed with the statement that “*the estimated audit costs were reasonable, given the Audit Brief and the comparative cost of previous audits*”. Comments from some respondents reported that the costs were more than twice that incurred prior to the OAG assuming responsibility for Local Government auditing. There was also feedback about a lack of transparency from the OAG in its failure to provide a cost breakdown.

In terms of the actual cost of the audit, only two respondents indicated that the final cost was less than the estimated cost, with a significant amount of respondents indicating the actual cost was higher than the estimate. The average difference between the estimated and actual was an increase of around \$12,000, with the biggest difference being \$40,000.

### **Inconsistent advice from contract Auditors and OAG**

Whilst a majority of respondents either agreed or strongly agreed that “*consistent advice was received from both contract Auditors and the OAG*”, several comments indicated that when inconsistent advice was received it led to confusion, delays, and frustration. One respondent suggested that “*requiring the Local Government to only communicate with the contract auditors, and not also the OAG, would avoid these outcomes*”. In this scenario, it would be up to the contract Auditors and the OAG to be on the same page in terms of the advice given, and this in turn would reduce “*inconsistent advice or information from both parties*”.

### **Asset Valuation Requirements**

There were a number of comments throughout the survey raising the need for simplification and clarification of the Fair Value asset valuation requirements. In response to question 11 about the consistency of advice from the contract auditors and the OAG, one respondent noted that the advice received was good “*apart from the issue of the valuation of assets*”.

A similar comment appears in question 14 where a respondent has sought clarification and guidance about “*the timing of infrastructure revaluation and what mechanisms, beside management judgement, [are] in place to show how we have made the decision*”. Feedback on the handling of the asset valuation process can also be seen in a comment in question 8 which suggests that “*more thought needs to be given between the LG Sector and the OAG.*”

### **Next Steps**

Moving forward, we will continue to work with the OAG to reform the audit process by seeking:

- That the OAG review the requirements for pre-audit information with a view to reducing the need for additional information where possible.
- That auditors be required to improve their communication and information management and avoid repeated requests for information that has already been provided.
- That a ceiling of 20% be placed on variances from the quoted estimated cost of the audit in any single financial year.
- That the transparency of the audit costing quotation be enhanced and any variance be fully explained to the local government as part of the final billing process.
- That local governments only be required to communicate with contract Auditors (*unless the OAG is directly auditing the local government*) and the onus be placed on the contract auditors to confirm their advice with the OAG before instructing the local government.
- The application of Fair Value principles be reviewed in the context of the audit.

We encourage the promotion and discussion of the survey outcomes and our proposed action at the local level amongst both staff and elected members.





TOWN OF  
**Bassendean**

## **MINUTES**

# **Audit and Governance Committee**

**Wednesday 6 September 2023, 5:30 pm**

in the Council Chamber,  
Administration Building  
48 Old Perth Road, Bassendean WA 6054

## **1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer**

The Presiding Member declared the meeting open at 5:35pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

*The Presiding Member advised that this was the last Audit and Governance Committee meeting prior to the 2023 Local Government elections and a new Committee being elected. The Presiding Member thanked the current committee for their time and input over the last 2 years.*

## **2 Announcements by the Presiding Member without Discussion**

Nil

## **3 Attendances, Apologies and Leave of Absence Present**

Cr Kathryn Hamilton, Mayor (Presiding Member)  
Cr Renee McLennan, Deputy Mayor  
Cr Paul Poliwka  
Mr Patrick Eijkenboom, Community Representative  
Mr Ron Back, Advisor to the Committee  
Mr Paul White, Director Corporate Services  
Mr Matthew Monkhouse, Manager Governance & Strategy  
Mr Tristan Loney, Manager Information and Technology

### Public

There were no members of the public in attendance.

### Apologies

Cr Hilary MacWilliam  
Ms Kim Stewart, Community Representative

## **4 Declarations of Interest**

Nil.

## **5 Presentations or Deputations**

Nil.

## 6 Confirmation of Minutes

6.1 Confirmation of minutes - Monday 12 June 2023	
<b>Attachments</b>	1. Audit and Governance Committee Minutes 12 June 2023 [6.1.1 - 10 pages]

### Committee/Officer Recommendation – Item 6.1 AGC-1/09/23

MOVED Cr Kathryn Hamilton, Seconded Cr Paul Poliwka,

That the minutes of the Audit and Governance Committee meeting held on 12 June 2023 be received and confirmed as a true and correct record.

CARRIED UNANIMOUSLY 4/0

## 7 Business Deferred from Previous Meeting

Nil.

## 8 Reports

8.1 Audit Risk Register	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Author</b>	Paul White
<b>Department</b>	Director Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL - Sept 2023 Audit Risk Register [8.1.1 - 8 pages]

### Purpose

The purpose of this report is to provide the Audit and Governance Committee with the Town's Audit Risk Register, with revised actions since the last update delivered at the Committee meeting on 12 June 2023.

## Background

In 2019, a review was undertaken on the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal controls and legislative compliance, pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996. One of the recommendations arising from that review was the creation of an Audit Risk Register.

## Communication and Engagement

Nil.

## Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions 6.1 Make brave decisions in line with a risk appetite 6.3 Ensure operational activities reflect the strategic focus of Council 6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community 6.6 Respond effectively and efficiently to crises.

## Comment

The Audit Risk Register presents a summary of the audit risks and recommendations made in recent internal and external audit reports relating to the Town and provides an update on actions taken or proposed to address the identified risks.

One internal audit report was tabled at the Committee meeting in June 2023: General and Rates Debtors. The recommendations from that audit and management action taken or proposed to be taken have been incorporated into the Audit Risk Register.

## Statutory Requirements

The *Local Government (Audit) Regulations 1996, Regulation 16* states:

*"An audit committee has the following functions —*

*(a) to guide and assist the local government in carrying out —*

- (i) its functions under Part 6 of the Act; and*
- (ii) its functions relating to other audits and other matters related to financial management;*

*(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*

*(c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —*

- (i) report to the council the results of that review; and*
- (ii) give a copy of the CEO's report to the council;*

*(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*

*(i) regulation 17(1); and*

*(ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

*(e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*

*(f) to oversee the implementation of any action that the local government —*

*(i) is required to take by section 7.12A(3); and*

*(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*

*(iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*

*(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

*(g) to perform any other function conferred on the audit committee by these regulations or another written law.”*

### **Financial Considerations**

Implementation of some audit recommendations may require additional funds and will be the subject of separate budget submissions as and when required. Any required engagement will be guided by Council's Purchasing Policy and the Town's Procurement Framework.

### **Risk Management Implications**

Risk implications are detailed in the Audit Risk Register.

### **Declaration of Conflicts of Interest**

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

### **Committee/Officer Recommendation – Item 8.1**

#### **AGC-2/09/23**

MOVED Patrick Eijkenboom, Seconded Cr Renée McLennan,

That the Audit and Governance Committee receives the Audit Risk Register and notes the action taken or proposed to be taken, to address the identified risks.

### **Voting requirements: Simple Majority**

**CARRIED UNANIMOUSLY 4/0**

<b>8.2 LG Professionals Audit Survey Analysis</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/AUD/1
<b>Department</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Information</b> For the Council/Committee to note.
<b>Attachments</b>	1. Local Government Professionals Audit Survey Analysis [8.2.1 - 10 pages]

### **Purpose**

The purpose of this report is to present the Local Government Professionals Report on Audit Survey Analysis to the Committee.

### **Background**

In April 2023, Local Government Professionals WA partnered with WALGA to conduct a survey of the sector to ascertain current issues and attitudes associated with the annual local government audit process. This followed the transition of responsibility for Local Government audits to the Office of the Auditor General (OAG) in 2017, with the OAG auditing all local governments from 2020/21.

The survey was jointly designed to enable the Associations to provide consistent and constructive advice to the OAG.

The report presents the results of the survey and identifies some key emerging issues as reported by the sector.

### **Proposal**

That the Audit and Governance Committee notes the Local Government Professionals Report on Audit Survey Analysis.

### **Communication and Engagement**

Nil.

### **Strategic Implications**

Priority Area 6: Providing Visionary Leadership and Making Great Decisions 6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community



## Comment

Local Government Professionals identified some emerging key issues from the survey results, including:

- Timeframe and delays
- Cost
- Additional workload for Local Government staff
- Inconsistent advice from contract Auditors and OAG
- Asset valuation requirements.

Local Government Professionals intends to use the survey results to work with the OAG to continue to improve the audit process for local governments.

## Statutory Requirements

### Local Government Act 1995

#### **7.12AB. Conducting a financial audit**

The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.

#### **7.12AD. Reporting on a financial audit**

1. The auditor must prepare and sign a report on a financial audit.
2. The auditor must give the report to —
  - (a) the mayor, president or chairperson of the local government; and
  - (b) the CEO of the local government; and
  - (c) the Minister.

## Financial Considerations

Nil.

## Risk Management Implications

Financial Risk

Low

## Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

### **Committee/Officer Recommendation – Item 8.2**

#### **AGC-3/09/23**

MOVED Cr Renée McLennan, Seconded Patrick Eijkenboom,

That the Audit and Governance Committee notes the Local Government Professionals Report on Audit Survey Analysis.

**Voting requirements: Simple Majority**CARRIED UNANIMOUSLY 4/0

<b>8.3 Recovery of Sundry Debts - 2022-23</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	FINM/AUD1
<b>Department</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Review</b> When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<b>Attachments</b>	1. Sundry Debts Status - Sept 2023 [ <b>8.3.1</b> - 1 page]

**Reason for this Item to be discussed behind closed doors:**

*This matter is to be considered with members of the public excluded from the Chamber under Clause 5.23(b) of the Local Government Act as the officer report discusses the personal affairs of any person.*

**Purpose**

The purpose of this report is to provide Council, via the Audit and Governance Committee, with an update on the status of sundry debts owed to the Town, and recommend Council write off certain outstanding debts.

**Background**

Section 6.12 of the Local Government Act 1995 provides Council with the power to write off debts owed to the Town.

Council has delegated authority to the CEO to write off debts of up to \$250 and the CEO has sub-delegated the authority to the Director Corporate Services, Director Community Planning and Manager Finance (Delegation 1.2.15 *Defer payment, Grant Discounts, Waive Fees or Write Off Debts*).

The delegation is subject to certain conditions, including:

- A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated to continue the action to recover the debt will outweigh the net value of the debt if recovered by the Town.

- This Delegation must be exercised in accordance with Council Policies - Recovery of Sundry Debts, and Town of Bassendean Financial Hardship Policy.
- Council shall be informed of the details whenever this delegation is exercised.

While the delegation is silent on the required frequency of reporting to Council, it is proposed to do so annually in June, following this initial report.

The Recovery of Sundry Debts Policy sets out the steps to be taken to recover outstanding debts due to the Town, and states:

*Where the proposed debt write-off is not within the delegated authority of the CEO or delegate, a report will be prepared for Council with recommendations for Council to write off debts owed to the Town. Such recommendations will be made when the Town has exhausted reasonable attempts at recovery commensurate with the size of the debt.*

### **Proposal**

That the Committee recommends that Council note the exercise of delegated authority by the Manager Finance to write off sundry debts as shown in **Attachment 1**.

That the Committee recommends that Council write off the debts listed for write-off in **Attachment 1**, in accordance with section 6.12(1)(c) of the Local Government Act 1995.

That the Committee notes those outstanding debts for which a Notice of Intention to Claim has issued or will shortly be issued, as shown in **Attachment 1**.

### **Communication and Engagement**

Nil.

### **Strategic Implications**

Priority Area 4: Driving Financial Suitability 4.1 Ensure there is sufficient, effective and sustainable use of assets

### **Comment**

During 2022/23, the Manager Finance has written off three sundry debts totaling \$270 under delegated authority, as shown in **Attachment 1**.

It is recommended that Council write off one debt for \$313.44, shown in **Attachment 1**. Multiple attempts to contact the debtor have been unsuccessful, and it is considered uneconomical to pursue legal action, given the size of the debt.

The Town has, or will shortly, issue a Notice of Intention to Claim for seven sundry debts totaling \$4,445.80, listed in **Attachment 1**. Pending the outcome, further debt write-offs may be recommended to Council during the 2023/24 financial year.

The Town's finance system generates an aged debtors report at the end of each month and any amounts that are more than 30 days overdue are reviewed by Town officers and followed up in line with the Town's Recovery of Sundry Debts Policy. The current delegation provides for the effective collection of debts while balancing revenue risk to the Town.

## Statutory Requirements

### *6.12. Power to defer, grant discounts, waive or write off debts*

1. *Subject to subsection (2) and any other written law, a local government may –*
  - (a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) *waive or grant concessions in relation to any amount of money; or*
  - (c) *write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

## Financial Considerations

As mentioned above, the Town has, or will shortly, issue a Notice of Intention to Claim for seven sundry debts totaling \$4,445.80.

Sundry debts written off under delegation are expected to total less than \$1,500 per year.

## Risk Management Implications

Financial Risk Low

## Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

## **Committee/Officer Recommendation – Item 8.3** **AGC-4/09/23**

MOVED Cr Renée McLennan, Seconded Cr Kathryn Hamilton,

That the Audit and Governance Committee:

1. Recommends that Council note the exercise of delegated authority by the Manager Finance to write off sundry debts as shown in **Attachment 1**, in accordance with section 6.12 (1)(c) of the *Local Government Act 1995*, and delegation 1.2.15 Defer payment, Grant Discounts, Waive Fees or Write Off Debts.

2. Recommends that Council write off the debt listed for write-off in **Attachment 1**, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*.
3. Notes those outstanding debts for which a Notice of Intention to Claim has issues or will shortly be issued, as shown in **Attachment 1**.

**Voting requirements: 1 and 3 Simple Majority; 2 Absolute Majority**

CARRIED UNANIMOUSLY 4/0

<b>8.4 ICT Security / Penetration Testing Report</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	INFT/IMPLTN/1
<b>Department</b>	Corporate Services
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Information</b> For the Council/Committee to note.
<b>Attachments</b>	Nil

### **Purpose**

The purpose of this report is to inform the Audit and Governance Committee of the results of recent penetration testing conducted on the Town's Information and Communications Technology (ICT) infrastructure.

### **Background**

The 2022 Information Technology General Controls Audit by the Office of the Auditor General (OAG) identified the risk below, associated with Network Security Management:

*“The Town has not performed security / penetration testing during the audit period to understand the network security posture and identify any potential security weaknesses or vulnerabilities to the network. There is not a defined policy / procedure to outline security / penetration testing frequency and requirements. Failure to regularly test network security may result in vulnerabilities going undetected. These vulnerabilities may be exploited which could result in unauthorised access to the Town's systems and information”.*

The OAG recommended:

*“The Town should establish a process to perform security / penetration testing on a regular basis (at least annually) on critical infrastructure and systems to improve*

*network security and provide protection against any potential vulnerabilities or cyber breaches.”*

This risk was documented in the Town’s Audit Risk Register. To remediate the risk, the Town committed to the implementation of a program of penetration testing by an external provider. The town requested quotes for penetration testing and associated cybersecurity services in February 2023, and awarded a 3-year contract to ES2.

ES2 then conducted a series of penetration tests on the Town from both outside and inside the Town’s network perimeter and compiled reports detailing the individual points of risk, actionable remediations and overall risk level.

### **Proposal**

That the Committee notes the details presented in this report and continues to support and monitor the investment by the Town in penetration testing services and remediation efforts as part of the ongoing and appropriate management of the cybersecurity risks to the Town’s operations.

### **Communication and Engagement**

Nil.

### **Strategic Implications**

Priority Area 5: Facilitating People-Centred Services 5.2 Deliver efficient and well-connected internet and computer technology systems

### **Comment**

The external penetration test was conducted with a ‘black box’ approach, with no prior information provided to the testing team. The report from ES2 noted:

“Two (2) high as well as seven (7) medium priority vulnerabilities were discovered in the external infrastructure tested....There were some positive signs during testing of defensive mechanisms in place, which reduced the overall vulnerability count.”

ES2 reported that the Town’s external security profile represented a medium to high risk to operations and represented a higher-than-average risk rating both broadly across all industries and restricted to local government.

This rating was also reflected in the wireless network penetration test which noted one (1) high priority risk and two (2) low priority risks.

The internal penetration test was conducted with direct access to the Town’s physical network at 48 Old Perth Road, inside the firewall and other aspects of the Town’s perimeter defenses. The report from ES2 noted that the Town’s internal security profile “represented a medium risk to business operations” and represented a lower-than-average risk rating both broadly across all industries and restricted to local government. ES2 also noted “This risk is offset due to multiple attacks being



discovered by the SIEM utilised by Town of Bassendean”. This test also identified a critical vulnerability, which has since been addressed, along with several high priority vulnerabilities.

The vulnerability profile reported by ES2 is shown in the following table:

VULNERABILITY PRIORITY	VULNERABILITY LOCATION		
	Internal	External	Wireless
<b>Critical</b>	1		
<b>High</b>	8	2	1
<b>Medium</b>	17	7	
<b>Low</b>	4	8	2

The Town’s ICT team commenced remediation efforts once the reports were verified. Remediations have been applied to the sole critical vulnerability and several high priority vulnerabilities. These continue as a stream of work based on the priorities established in the reports, with a target to remediate as many as feasible by the next annual penetration test, currently scheduled for May 2024.

Additionally, the Town’s ICT team are consulting with ES2 to revise the structure of all information security policies to ensure a contemporary, consistent and comprehensive control structure to the management and security of information managed by the Town.

A resultant policy update from this framework will aim to establish a mandatory annual penetration test of the Town’s infrastructure, which matches the current planned cadence, accommodated within the value of the existing 3-year contract and long term financial planning.

### **Statutory Requirements**

*Local Government (Functions and General) Regulations 1996*

#### **17. CEO to review certain systems and procedures**

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —
- (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.

### **Financial Considerations**

The cost of penetration testing is included in the Town’s annual budget.

### **Risk Management Implications**

## Financial Risk High

Testing the Town's security is an essential step in addressing the risk of unauthorised access to the Town's systems and any resultant impact on the operations of the Town. Continual effort to address the risks identified through the tests will reduce the chances of an unauthorised access attempt succeeding in the future.

## Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

## Committee/Officer Recommendation – Item 8.4 AGC-5/09/23

MOVED Cr Renée McLennan, Seconded Patrick Eijkenboom,

That the Audit and Governance Committee:

1. Notes the results of recent penetration testing conducted on the Town's ICT infrastructure, as presented in this report.
2. Continues to support and monitor investment by the Town in penetration testing services and remediation efforts as part of the ongoing and appropriate management of the cybersecurity risks to the Town's operations.
3. Notes that cybersecurity risks identified from external and internal audits, and management actions proposed to remediate those risks, will continue to be reported to the Committee through the Audit Risk Register.

## Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 4/0

## 9 Motions of Which Previous Notice Has Been Given

Nil.

## 10 Announcements of Notices of Motion for the Next Meeting

Nil.

## 11 Confidential Business

Nil.

## 12 Closure

The next Briefing Session will be held on Tuesday 19 September 2023, commencing at 6pm. The next Ordinary Council Meeting will be held on **Tuesday 26 September 2023**, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 6:25pm.