



ORDINARY MEETING OF COUNCIL

28 APRIL 2020

Agenda



In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, public notice is hereby given that due to the public health emergency arising from the COVID-19 Pandemic, the Mayor has considered it appropriate for the Ordinary Council meeting to be held by electronic means. The meeting will commence at 5.00pm.

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

<https://www.yoursay.bassendean.wa.gov.au/>

The Council Agenda and Attachments can be found at:

<https://www.bassendean.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting/415>

You may still watch proceedings from the comfort of your own home by going to:

<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihg/live>

or if you miss it live, go to:

<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihg>

Peta Mabbs
CHIEF EXECUTIVE OFFICER

23 April 2020



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1.0 **DECLARATION OF OPENING; ACKNOWLEDGEMENT OF COUNTRY; ACKNOWLEDGEMENT 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.

2.0 **ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

3.0 **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

Apologies

Cr John Gangell – Leave of Absence

4.0 **DECLARATIONS OF INTEREST**

5.0 **PRESENTATIONS OR DEPUTATIONS**

6.0 **STATEMENTS BY MEMBERS OF THE PUBLIC ON AGENDA ITEMS**

7.0 **QUESTIONS FROM MEMBERS OF THE PUBLIC**

8.0 **PETITIONS**

9.0 CONFIRMATION OF MINUTES

9.1 Ordinary Council Meeting held on 31 March 2020

Attachment No. 1:

OFFICER RECOMMENDATION – ITEM 9.1(a)

That the minutes of the Ordinary Council meeting held on 31 March 2020, be received.

OFFICER RECOMMENDATION – ITEM 9.1(b)

That the minutes of the Ordinary Council meeting held on 31 March 2020, be confirmed as a true record.

10.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

11.0 EXTERNAL COMMITTEE REPORTS/UPDATES

11.1 Receipt of External Committee Minutes (Ref: INFM/INTPROP/1 – Elizabeth Nicholls, Executive and Research Officer to CEO)

The following meeting has been held where Councillors as delegates have attended and the minutes are included at **Attachment No. 2:**

Meeting	Date Held
WALGA Special State Council Meeting	27 March 2020

OFFICER RECOMMENDATION – ITEM 11.1

That Council notes the attached minutes from the external Committee meeting held within the reporting period.

Voting Requirements: Simple majority

12.0 REPORTS

12.1 Adoption of Recommendations En Bloc

The following information is provided to Councillors for guidance on the use of en bloc voting as is permissible under the Town's Council Meeting Procedures Local Law 2020.

Council Meeting Procedures Local Law 2020, Clause 5.4 states:

- (1) In this clause adoption by en bloc voting means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting may not be used for a matter –
 - (a) that requires a 75% majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the Officer recommendation.

Councillors should be aware that should they wish to declare an interest in any of the items listed in the en bloc voting table, and have not done so under Item 8.0, Declarations of Interest, they should do so at this point of the agenda.

OFFICER RECOMMENDATION – ITEM 12.1

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda of 28 April 2020:

Item	Report
12.2	Proposed Front Fence - 1/23 (Strata Lot 1) Purser Loop, Bassendean
12.3	Proposed Front Fence – 2/23 (Strata Lot 2) Purser Loop, Bassendean
12.4	Draft Amended Local Planning Policy No. 11 – Anzac Terrace Design Guidelines
12.5	Tree Preservation Orders – 248 (Lot 4) Morley Drive East, Eden Hill
12.7	Review of Local Planning Framework
12.8	Disposal of 246 (Lot 5) Morley Drive East, Eden Hill – Owners: Town of Bassendean and Birmingham Properties Pty Ltd/Ladriфт Pty Ltd/Matax Pty Ltd
12.10	Determinations Made by the Principal Building Surveyor
12.11	Determinations Made by Development Services
12.12	Accounts Paid – March 2020
12.14	Bassendean Local Emergency Management Committee Meeting held on 1 April 2020
12.15	Use of the Common Seal
12.16	Calendar for April/May 2020
12.17	Quarterly Report for Period Ended 30 March 2020
14.1	Notice of Motion - Cr Hamilton – Covid-19: Town Centre Stimulus Activation Proposal

Council is now requested to consider the balance of the Officer recommendations independently.

Item	Report
12.6	Proposal Local Planning Policy – Design Review Panel
12.9	COVID-19 Pandemic – Changes to the 2019-20 Annual Budget; and Budget Setting Parameters and Principles for the 2020-21 Annual Budget
12.13	Monthly Financial Report – March 2020
16.1	Food Organics Garden Organics Update – Rollout Timeline and Contract Negotiations

12.2 Proposed Front Fence - 1/23 (Strata Lot 1) Purser Loop, Bassendean – Owner/Applicant – M Griffiths Nom. Pty Ltd- (Ref: DABC/BDVAPPS/2019- 056 - Alex Snadden, Planning Officer)

APPLICATION

The purpose of this report is for Council to consider an application for development approval for a front fence at 1/23 (Strata Lot 1) Purser Loop, Bassendean, as it involves a variation to Local Planning Policy No. 6 – Industrial Zones Development Design Guidelines.

ATTACHMENTS

Attachment No. 3:

Development application plans

BACKGROUND

On 28 July 2015, Council considered compliance matters pertaining to various properties within the Tonkin Park Industrial Estate (TPIE), predominantly relating to non-compliance with the fencing provisions of LPP 6. The policy requires fencing to be open style and setback a minimum of 2.0m from the front lot boundary. Council resolved that formal enforcement action be held in abeyance pending the results of further investigations into fencing within the TPIE.

A fencing audit was subsequently undertaken, which was considered by Council at its meeting on 23 April 2019, where it resolved to request officers undertake an entire review of LPP 6 to:

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

In accordance with Council's resolution, LPP 6 is currently being reviewed and will be presented to Council this financial year. In the meantime, however, Council is required to make a decision on the current application.

PROPOSAL

The application involves the erection of a 1.8m high garrison fence, gate and limestone entry statement on the front property boundary. The proposed fence will tie into the construction of a similar fence proposed for the abutting 2/23 Purser Loop, a report on which is contained in this agenda.

COMMUNICATION & ENGAGEMENT

Consultation was not required.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.3 Enhance the Town's Appearance	3.3.1 Improve amenity and public realm	Community/stakeholder satisfaction survey
	3.3.3 Implement design policies and provisions of buildings and places	

COMMENT

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

LPP 6 requires security fencing in the street setback area to be of an open style (either mesh fencing or palisade style fencing) and be setback 2.0 metres from the front lot boundary. The proposed fence is predominantly open (being a garrison fence), however it does involve two solid limestone entry statement and is to be located on the front lot boundary. In considering these variations the following is relevant:

- The garrison fence is open style and therefore does not obstruct vehicle sight lines, nor visibility of the existing landscaped areas;
- The limestone walls are solid and therefore do obstruct vehicle sight lines as well as visibility of the existing landscaped areas;
- The proposed fence will tie in with a similar fence proposed for the abutting 2/23 Purser Loop;
- Council previously approved a fence on the front lot boundary of the abutting 27 Purser Loop, located to the west of the subject site; and

- Based on the Town's audit of the TPIE, approximately a third of the sites in the area have fencing located on the front lot boundary.

Based on the above, it is not considered that the nil front setback will detract from the amenity of the development, or the immediate locality and will in fact, contribute to a consistent and cohesive streetscape.

It is therefore recommended that the application be approved, subject to a conditions removing the solid limestone entry statement element. It is open to Council, however, to refuse the application.

STATUTORY REQUIREMENTS

Local Planning Scheme No. 10
Local Planning Policy No.6 – Industrial Zones Development Design Guidelines

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 12.2

That Council approves the application for development approval for the proposed front fence at 1/23 (Strata Lot 1) Purser Loop, Bassendean, lodged on 19 April 2019, subject to the following conditions:

1. The proposal is to be modified to replace the limestone walls with garrison fencing, prior to the lodgement of a Building Permit application;
2. All works to be carried out under this development approval, including footings are required to be contained within the boundaries of the subject lot; and
3. The proposed gate shall open wholly within the subject lot.

Voting requirements: Simple Majority

12.3 Proposed Front Fence – 2/23 (Strata Lot 2) Purser Loop, Bassendean – Owner/Applicant – Quan Chen Family Trust (Ref: DABC/BDVAPPS/2019- 009) Alex Snadden, Planning Officer

APPLICATION

The purpose of this report is for Council to consider an application for development approval for a front fence at 2/23 (Strata Lot 2) Purser Loop, Bassendean, as it involves a variation to Local Planning Policy No. 6 – Industrial Zones Development Design Guidelines.

ATTACHMENTS

Attachment No. 4:

- Development application plans

BACKGROUND

On 28 July 2015, Council considered compliance matters pertaining to various properties within the Tonkin Park Industrial Estate (TPIE), predominantly relating to non-compliance with the fencing provisions of LPP 6. The policy requires fencing to be open style and setback a minimum of 2.0m from the front lot boundary. Council resolved that formal enforcement action be held in abeyance pending the results of further investigations into fencing within the TPIE.

A fencing audit was subsequently undertaken, which was considered by Council at its meeting on 23 April 2019, where it resolved to request officers undertake an entire review of LPP 6 to:

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

In accordance with Council's resolution, LPP 6 is currently being reviewed and will be presented to Council this financial year. In the meantime, however, Council is required to make a decision on the current application.

PROPOSAL

The application involves the erection of a 2.1m high garrison fence on the front property boundary. The proposed fence will tie into the construction of a similar fence proposed for the abutting 1/23 Purser Loop, a report on which is contained in this agenda.

COMMUNICATION & ENGAGEMENT

Consultation was not required.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.3 Enhance the Town's Appearance	3.3.1 Improve amenity and public realm	Community/stakeholder satisfaction survey
	3.3.3 Implement design policies and provisions of buildings and places	

COMMENT

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

LPP 6 requires security fencing in the street setback area to be of an open style (either mesh fencing or palisade style fencing) and be setback 2.0 metres from the front lot boundary. The proposed fence is open (being a garrison fence), however it is to be located on the front lot boundary. In considering these variations the following is relevant:

- The garrison fence is open style and therefore does not obstruct vehicle sight lines, nor visibility of the existing landscaped areas;
- The proposed fence will tie in with the similar fence proposed for the abutting 1/23 Purser Loop;
- Council previously approved a fence on the front lot boundary of the abutting 27 Purser Loop, located to the west of the subject site; and
- Based on the Town's audit of the TPIE, approximately a third of the sites in the area have fencing located on the front lot boundary.

Based on the above, it is not considered that the nil front setback will detract from the amenity of the development, or the immediate locality and will in fact, contribute to a consistent and cohesive streetscape.

It will therefore be recommended that the application be approved.

STATUTORY REQUIREMENTS

Local Planning Scheme No. 10
Local Planning Policy No.6 – Industrial Zones Development
Design Guidelines

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 12.3

That Council approves the application for development approval for the proposed front fence at 2/23 (Strata Lot 2) Purser Loop, Bassendean, lodged on 4 February 2019, subject to the following conditions:

1. All works to be carried out under this development approval, including footings are required to be contained within the boundaries of the subject lot; and
2. The proposed gate shall open wholly within the subject lot.

Voting requirements: Simple Majority

12.4 Draft Amended Local Planning Policy No. 11 – Anzac Terrace Design Guidelines (Ref: LUAP POLCY/16 – Cameron Hartley, Planning Officer)

APPLICATION

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

ATTACHMENTS

Attachment No. 5:

- Aerial map of area
- Existing Local Planning Policy No. 11 - LPP11 – Lot 2, 1 Anzac Terrace Design Guidelines
- Draft amended Local Planning Policy No. 11 - LPP11 – Anzac Terrace Design Guidelines

BACKGROUND

Local Planning Policy No. 11 – Lot 2, 1 Anzac Terrace Design Guidelines (LPP 11) was initially adopted in the mid-2000s and applies to all applications for residential and ancillary development on the lots that were created by the subdivision of former 1 (Lot 2) Anzac Terrace (refer attached map). The subject land comprises 13 individual residential lots (three of which remain undeveloped) as well as common property driveway for vehicle access to each of the lots. A copy of the existing policy is the second attachment to this report.

The policy was created due to the landmark nature of properties abutting the Swan River and the desire to control the built form outcomes in that location. It expands on the requirements of State Planning Policy 7.3 – Residential Design Codes (R-Codes), by virtue of stipulating materials and finishes, setting acceptable standards for lot boundary walls and the provision of a minimum number of car parking bays greater than what is required by the R-Codes.

PROPOSAL

It is proposed to amend the policy by providing additional provisions relating to bin storage, storerooms, clothes drying areas and landscaping are proposed to extend on the requirements of the R-Codes and clarify these requirements as follows:

- Provision is to be made for the storage of three bins, to align with the upcoming introduction of the FOGO waste system;

- Clarification on the size requirements for storerooms where located internal or external to a garage;
- Specifying that clothes drying areas are to be screened from the street and the riverfront; and
- Clarification on landscaping requirements (i.e. artificial turf and paved areas are not permitted).

The majority of existing policy provisions have been retained to ensure consistent development of the remaining three sites, with the exception of general grammatical issues and formatting of policy.

A copy of the draft amended policy is the third attachment to this report.

COMMUNICATION & ENGAGEMENT

Should Council proceed with the draft amended policy, the *Planning and Development (Local Planning Schemes) Regulations 2015* require a notice advising of the proposed policy to be prepared by the local government and published in a newspaper circulating the Scheme area.

STRATEGIC IMPLICATIONS

Strategic Priority 2: Built Environment

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

COMMENT

It is considered appropriate to amend the policy to ensure that it to ensure an appropriate form of development within the subject area.

STATUTORY REQUIREMENTS

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

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

FINANCIAL CONSIDERATIONS

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

OFFICER RECOMMENDATION — ITEM 12.4

That Council, pursuant to Clause 5(1) of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, advertises for public comment, the draft amended Local Planning Policy No. 11 – Anzac Terrace Design Guidelines, as contained as the third attachment to this report.

Voting requirements: Simple Majority

12.5 Tree Preservation Orders – 248 (Lot 4) Morley Drive East, Eden Hill (Ref: DABC/BDVAPPS/A3714 – Cameron Hartley, Planning Officer)

APPLICATION

The purpose of this report is for Council to consider making tree preservation orders (TPOs) for three trees located at 248 (Lot 4) Morley Drive East, Eden Hill.

ATTACHMENTS

Attachment No. 6:

- Copy of previous Council resolution
- Letter from landowner's legal representatives
- Arboricultural report
- Correspondence – Deputation from Cullen Mcleod on behalf of Birmingham Properties

BACKGROUND

At its 24 April 2018 meeting, Council resolved to commence the process of making tree preservation orders over two mature trees located on the north western boundary of the subject site, in accordance with the provisions of Clause 4.7.7.2 of Local Planning Scheme No 10 (LPS 10).

In accordance with Council's resolution, the Town engaged a suitably qualified independent arboricultural consultant to assess the two trees. During a review of the site, it was determined that a third tree, located approximately 50m south of these trees, was also suitable for preservation and was therefore included in the assessment. The Town also requested the consultant review a flooded gum tree located in the centre of the site.

A copy of the arboricultural report is attached.

COMMUNICATION & ENGAGEMENT

In accordance with Clause 4.7.7.3 of LPS 10, the Town gave written notice to the landowner of the proposed TPOs, including providing the landowner a copy of the arboricultural report. In response, the landowner's legal representatives requested an extension of time to consider the proposed TPOs (attached). This is further discussed in the report.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
2.1 To display leadership in environmental sustainability	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population Carbon emissions ("Planet Footprint")
2.2 Protect our river, Bushland Reserves, and Biodiversity	2.2.1 Protect and restore our biodiversity and ecosystems	Community / Stakeholder satisfaction Survey (River, Bushland and Reserves) Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)

COMMENT

Assessment

Where a local government makes an order for the preservation and maintenance of a tree, LPS 10 requires the local government to have regard to:

- aesthetic quality;
- historical association;
- rarity; or
- any other characteristics which in the opinion of the local government, make the tree worthy of preservation.

The arboricultural report identifies that the two trees on the north western boundary are significant based on their size, and the third trees meets the criteria of 'other characteristics' as it is a food source and habitat for local fauna. The trees were also considered to be of average to high quality health and structural condition, subject to some remedial pruning measures being undertaken.

In relation to the flooded gum tree located in the centre of the site, this tree was not deemed to be of outstanding size to warrant protection and was therefore not included in the formal assessment.

As previously noted, the landowner's legal representatives requested that consideration of the proposed TPOs be deferred until such time as development approval is granted for the site, so as to enable the implications of the location of the trees on any future development proposal to be considered. In this regard, no application for development approval has been submitted, and irrespective of such an application, the potential future siting of buildings does not fetter Council's ability to make a TPO at this time.

It is recommended that Council makes TPOs over the three trees on the western portion of the site due to their size and significance as well as their value to native fauna.

Future development

Notwithstanding, should an application be made in future, Clause 4.7.7.5 of LPS 10 provides the Council the ability to grant consent to remove a tree the subject of a TPO. In the interim, it is considered important that the trees are subject to statutory protection, separate to any re-development of the site.

STATUTORY REQUIREMENTS

In accordance with clause 4.7.7.6 of LPS 10, the local government is to record, in a Registry of Tree Preservation Orders, a list of the trees subject to orders under this section. A copy of the Registry is to be kept at the office of the local government and made available for public inspection during office hours.

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 12.5

That Council, pursuant to Clause 4.7.7.2 of Local Planning Scheme No. 10:

1. Makes Tree Preservation Orders for the three trees along the western portion of 248 (Lot 4) Morley Drive East, Eden Hill; and
2. Directs the landowner to undertake the maintenance of each tree in accordance with the recommendations of the submitted arboricultural assessment (Bowden Tree Consultancy, 26 February 2020), within 90 days of the date of this resolution.

Voting requirements: Simple Majority

12.6 Proposal Local Planning Policy – Design Review Panel (Ref: LUAP/POLICY/23 - Donna Shaw – Manager Development and Place)

PURPOSE

For Council to consider endorsing, for the purpose of advertising, a new Local Planning Policy – Design Review Panel and revoking Council Policy 1.15 – Design Review Policy – Town of Bassendean.

Since the Briefing Session, this report and the draft policy have been updated and are shown in red text.

ATTACHMENTS

Attachment No. 7:

- Existing Council Policy 1.15 – Design Review Panel
- Draft Local Planning Policy – Design Review Panel
- City of Bayswater Design Review Panel Terms of Reference

BACKGROUND

In May 2019, the Department of Planning, Lands and Heritage released Stage One of Design WA, which included *State Planning Policy 7.0 - Design of the Built Environment (SPP 7.0)*, to elevate the importance of design quality across the whole built environment. It establishes principles for good design and the framework for integrating design review as a part of the evaluation process.

The purpose of design review is to independently evaluate the design quality of major development applications. It is carried out by a panel of appropriately-trained, multi-disciplinary built environment professionals, who are experienced in offering objective and constructive design advice.

In response to SPP 7.0, the Town has investigated various options in establishing a Design Review Panel (DRP), with that investigation forming the basis of this report.

COMMUNICATION & ENGAGEMENT

The Town approached the City of Bayswater with respect to the shared use of a DRP, which advised that it was agreeable to such an arrangement.

STRATEGIC IMPLICATIONS

Strategic Priority 2: Built Environment

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)
	3.3.2 Strengthen and promote Bassendean's unique character and heritage	
	3.3.3 Implement design policies and provisions of buildings and places	

COMMENT

Options for Design Review

After reviewing DRPs at other local governments, it was estimated that the cost of establishing a Town of Bassendean DRP would be approximately \$40,000. The Town would also be responsible for the ongoing operation and administrative costs associated with the DRP.

In considering the likely lesser costs associated with using an existing external DRP, and the low volume of applications which would meet the threshold to require review by a DRP, the Town approached the City of Bayswater, which has agreed to the shared use of its DRP.

Given the option of a shared arrangement, the establishment of a Town of Bassendean DRP is not considered necessary or appropriate at this time. If the number of applications requiring review significantly increases in future, it would be open to the Town to reconsider this option.

Draft Local Planning Policy

The draft policy has been created to:

- Acknowledge the agreement between the City of Bayswater and the Town relating to the use of the City of Bayswater's DRP to undertake design review of proposals and applications for land within the Town;
- Improve the design quality and functionality of new development within the district through independent expert advice; and
- Outline the matters to be considered by the DRP when providing design advice on Development Applications and other planning proposals.

It ultimately defers to the City of Bayswater's DRP Terms of Reference (attached), with the exception of scale of proposals that would be subject to review, which are proposed to be as follows:

- (a) Residential, Commercial and/or Mixed Use proposals on land zoned Town Centre.
- (b) All developments that are subject to *State Planning Policy No. 7.3 - Residential Design Codes Volume 2 - Apartments*.
- (c) Residential, Commercial and/or Mixed Use proposals that have a height of, or greater than, three storeys or 9.0 metres.
- (d) Residential proposals comprising eight or more grouped dwellings.
- (e) Any proposal that is to be determined by a Joint Development Assessment Panel.
- (f) Any other proposal, application, planning matter or project that the Town considers may be of a complex or contentious nature and/or likely to be of significant community interest and/or where it is considered it will benefit from formal design review.

The Town considers the above thresholds are reasonable and provide emphasis on the requirement for a high standard of design, particularly along Old Perth Road.

In terms of fees, it is proposed that applicants pay a fee of \$3,000. This is intended to be formalised through Council's adopted schedule of fees and charges.

Council Policy 1.15 Design Review Policy – Town of Bassendean

On 27 March 2012, Council resolved to adopt *Council Policy 1.15 - Design Review Policy – Town of Bassendean*. That notwithstanding, no panel was ever appointed and as such the Town has never had any independent Design Review process, beyond the normal development assessment process.

In any event, given design review relates directly to planning matters, it is considered that a planning policy (rather than a Council Policy) is the appropriate statutory mechanism to outline the relevant requirements.

It will therefore be recommended that *Council Policy 1.15 – Design Review Policy – Town of Bassendean* be revoked.

STATUTORY REQUIREMENTS

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

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

After the conclusion of the advertising period, Council will be required to review the new policy in light of any submissions received and may either adopt the policy with or without modifications or not proceed with the policy.

FINANCIAL CONSIDERATIONS

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

OFFICER RECOMMENDATION — ITEM 12.6

That Council:

1. Pursuant to Clause 4 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises the draft Local Planning Policy – Design Review Panel, as attached to the Ordinary Council Agenda of 28 April 2020; and
2. Revoke Council Policy 1.15 – Design Review Policy – Town of Bassendean.

Voting requirements:

Point 1 - Simple Majority

Point 2 – Absolute majority

12.7 Review of Local Planning Framework (Ref: Luke Gibson, Director Community Planning)

APPLICATION

The purpose of this report is for Council to consider adopting a Report of Review that details its preferred approach to undertaking a review of the local planning framework.

ATTACHMENTS

Attachment No. 8:

- Report of Review on Local Planning Scheme No. 10

BACKGROUND

Local Planning Strategy

The purpose of the Strategy is to set out the long-term planning directions for the local government, apply relevant state or regional planning policy and provide a rationale for the zoning or classification of land under the Scheme. It is typically divided into two parts, as follows:

- Part 1 outlines the local government's intentions relating to planning matters, incorporating the objectives, strategies and actions, including those which have informed the preparation of the local planning scheme.
- Part 2 comprises the supporting background information, including a review of State strategic and statutory planning frameworks, an analysis of the local government's planning strategies, planning intentions and various strategic initiatives. It also examines the opportunities for, and constraints upon, development in the district, which provides the basis for many of the strategies and actions identified in Part 1.

Local Planning Scheme

A Local Planning Scheme is the principal statutory planning tool for controlling land use and development within a district. The Scheme is to be prepared in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015 and incorporate relevant measures and actions proposed in the Local Planning Strategy.

Current Town of Bassendean Local Planning Framework

The current Local Planning Scheme No. 10 (LPS 10) was originally approved by the Minister for Planning and was subsequently gazetted on 24 June 2008. That gazettal also had the effect of revoking (former) Local Planning Scheme No. 3, which had existed since 1983. The (then) new LPS 10 was supported by an associated Local Planning Strategy, which was endorsed by the Western Australian Planning Commission (WAPC) in May 2008.

The current Scheme has not been subject to a comprehensive review since its gazettal in 2008, although that time, 11 amendments have been initiated. Of that 11, nine have been gazetted, one was refused and one was discontinued. Currently, there are no live amendments to LPS 10.

Since the 2008 endorsement of the Local Planning Strategy, it has been reviewed once, with that review commencing in May 2011, achieving endorsement of the WAPC in December 2014 and being finalised (following the completion of the required modifications) in March 2015.

Requirement to Review

Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* require all schemes to be reviewed every five years, and in the case of Schemes that came into effect prior to August 2015, by August 2017. Given that the Town's LPS 10 was gazetted in 2008, the August 2017 requirement is applicable and therefore the review is now overdue.

To initiate this process, Regulation 66 requires a local government to prepare, approve and provide to the Commission, a Report of Review which assesses the performance of the Scheme, including details of its gazettal, a summary of the amendments made to the scheme, population change and development activity across the district over the life of the scheme. It must also include observations and comments about the functionality of both the Scheme and the Local Planning Strategy and contain recommendations as to the manner in which each should be reviewed and updated. The options in that regard are broadly as follows:

- Take no action on the basis that the Strategy and/or Scheme is satisfactory in its current form
- Review/amend the current Strategy and/or Scheme

- Replace the current Strategy and/or Scheme with a new Strategy and/or Scheme

That summary report is to be adopted by Council and forwarded to the WAPC to enable it to either agree with the recommendations of the report or require further consideration. It should be noted that despite the requirement existing within the Regulations since 2015, Council has not previously been provided the opportunity to consider a Report of Review until now. As such, adoption of the Report of Review will constitute the commencement of the formal review process.

COMMUNICATION & ENGAGEMENT

Town staff have liaised with Department of Planning, Lands and Heritage staff regarding the need to review of the existing planning framework and prepare a new or amended Local Planning Scheme. It is expected that liaison will continue for the life of the project.

The Town recently completed *BassenDream Our Future*; an extremely comprehensive community engagement project to develop an aspirational vision for the future of the district. At its Ordinary Council Meeting of 26 November 2019, Council resolved to adopt the associated Engagement Report which (among other things) made a series of recommendations in relation to a future review of the existing strategic planning framework and preparation of a new or amended Local Planning Scheme. These will be an essential input into that process and, in broad terms, relate to:

- Retention of public open spaces
- Retention of trees on private land
- Limiting higher density development to within 400m of the three railway stations and around the Bassendean town centre and providing low/lower density outside those areas
- The need to enhance and activate the Bassendean town centre (Old Perth Road)
- The need to balance new development with existing heritage
- The need for new development to have a design and sustainability focus

In addition to the above, broad community consultation will occur as part of the review process, as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*.

STRATEGIC IMPLICATIONS

STRATEGIC PRIORITY 3: Built Environment

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.1 Plan for an increased population and changing demographics	3.1.1 Facilitate diverse housing and facility choices 3.1.2 Implement sustainable design and development principles 3.1.3 Plan for local neighbourhoods and their centres	The number of new dwelling approvals granted by the Town against the Perth and Peel @3.5 million planning framework target for Bassendean (4,200 new dwellings by 2050) The level of community engagement and participation into Local Area Planning (input into plans and policy development)

COMMENT

Report of Review

A draft Report of Review has been prepared and is contained as an attachment. It provides information including the gazettal date of LPS 10, a summary of the amendments made to the scheme, information on population change and development activity across the district and a recommended course of action going forward.

It will be recommended that Council adopt the summary report for forwarding to the WAPC for its consideration and determination.

Process

Once the WAPC ultimately agrees with the recommendations within the summary report (either as initially presented by Council or as modified following reconsideration at the direction of the WAPC), the Town will progress with the agreed actions, as guided by Part 3 (Local planning strategies) and Part 4 (Preparation or adoption of local planning scheme) of the Planning and Development (Local Planning Scheme) Regulations 2015.

It should be noted that any review, amendment or replacement of the Strategy and/or Scheme will require formal Council consideration and community consultation, prior to formal finalisation.

It is acknowledged that both Council and the community are particularly interested in the potential timeframes of the review of the local planning framework. It is difficult to accurately estimate the likely timeframes associated with this project, however, the statutory timeframes include:

- WAPC determination of report of review – maximum 90 days
- Public consultation of a new or amended strategy – minimum 21 days
- WAPC determination of a new or amended strategy – maximum 60 days
- WAPC examination of scheme documents (concurrent with consideration by Environmental Protection Authority, Heritage Council, abutting local governments and public authorities) – maximum 90 days
- Public consultation of a new or amended scheme – minimum 90 days
- Council consideration of submissions – maximum 120 days
- Provision of Council report to the WAPC – maximum 21 days
- WAPC determination of a new or amended scheme – maximum 120 days

In addition, the timeframes of the project will be influenced by the following:

- Availability of staff given the current COVID-19 situation.
- Other competing projects that require staff attention.
- Processing times by the WAPC, Minister for Planning and the EPA, which are not otherwise statutorily prescribed.
- Results on community consultation; specifically the number and complexity of submissions received.
- Whether Council and/or the WAPC require any amendments or modification to any aspect of the proposal.
- Whether Council and/or the WAPC require re-advertising of any aspect of the proposal.

In addition, it is relevant to note the timeframes that have applied at other local governments in recent times:

- City of Nedlands Local Planning Strategy – approximately two years from initial Council consideration to WAPC endorsement.
- Town of Cambridge Local Planning Strategy - approximately one year since initial Council consideration and the Strategy has not yet been formally advertised.
- City of Vincent Local Planning Scheme – approximately three and a half years between Council initiation and gazettal.

In any event, the first task is for Council to consider the report of review and to determine its preferred approach to reviewing the local planning framework. The decisions made by Council on this report, and the decisions subsequently made by the WAPC, will dictate the process (and therefore, in part, the timeframes) going forward.

STATUTORY REQUIREMENTS

Planning and Development Act 2005
Planning and Development (Local Planning Scheme)
Regulations 2015
Local Planning Scheme No. 10

FINANCIAL CONSIDERATIONS

Nil associated with this report, however, costs will be incurred at subsequent stages of the project.

OFFICER RECOMMENDATION — ITEM 12.7

That Council:

1. Pursuant to Regulation 66(1)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, approves the Report on the Review of the Town of Bassendean Local Planning Scheme No. 10, as attached to this report;
2. Pursuant to Regulation 66(3)(a)(iii) of the Planning and Development (Local Planning Schemes) Regulations 2015, recommends to the Western Australian Planning Commission that Local Planning Scheme No. 10 should be repealed and a new scheme prepared in its place;

3. Pursuant to Regulation 66(3)(b)(ii) of the Planning and Development (Local Planning Schemes) Regulations 2015, recommends to the Western Australian Planning Commission that the Local Planning Strategy for the Scheme should be reviewed; and
4. Notes that staff will forward the Report of Review to the Western Australian Planning Commission for consideration.

Voting requirements: Simple Majority

12.8 Disposal of 246 (Lot 5) Morley Drive East, Eden Hill – Owners: Town of Bassendean and Birmingham Properties Pty Ltd/Ladriфт Pty Ltd/Matax Pty Ltd (Ref: A3693 & A3714 – Luke Gibson, Director Community Planning)

APPLICATION

The purpose of this report is for Council to consider the potential disposal of 246 (Lot 5) Morley Drive East, Eden Hill, on the basis of revised terms as presented by the potential purchaser.

ATTACHMENTS

Attachment No. 9:

- Offer and Acceptance Form and associated Special Conditions form;

BACKGROUND

The Town of Bassendean owns 246 (Lot 5) Morley Drive East, Eden Hill.

At its meeting of 23 April 2019, Council resolved to advertise the proposal for public comment, including a concept plan (prepared by Taylor Robinson Chaney and Broderick in March 2019) for the Town's site and the abutting privately-owned property. It was also resolved that further reports be presented to Council to address various matters.

The proposal was not advertised due to the need to resolve a contamination issue and obtain a fresh valuation, both of which ultimately occurred. The proponent group subsequently provided the terms upon which it would agree to purchase the site, which are contained in the attached Offer and Acceptance Form and associated Special Conditions form.

At its meeting of 17 December 2019, Council resolved to advertise the proposal, including the specific terms, for public comment.

At its meeting of 31 March 2020, Council resolved to dispose of the land as advertised, including the list of special conditions originally presented by the prospective purchaser. Since that time, the prospective purchaser has sought to remove the special conditions relating to the potential for the Town to 'buy back' the property in the event that redevelopment does not occur in a timely manner.

COMMUNICATION & ENGAGEMENT

The proposal was advertised for public comment in January and February 2020, which involved:

- An online survey at Your Say Bassendean, promoted on Facebook;
- A statutory newspaper advertisement; and
- Emails submitted through the ‘yoursay’ page and lodged in the electronic survey results.

In response, 69 submissions were received, with 51 supporting the sale of the lot and 13 not supporting the sale of the lot. Five submissions lodged no opinion.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we’re going to do it</i>	Measures of Success <i>How we will be judged</i>
4.1 Build economic capacity	4.1.1 Encourage and attract new investment and increase capacity for local employment	Economic and Commercial Activity
	4.1.2 Plan for and build capacity for Commercial and Industrial	New businesses (including home based) granted development approval by the Town.
	4.1.3 Support and promote home based businesses	
4.2 Facilitate local business retention and growth	4.2.1 Strengthen local business networks and partnerships	Number of local business and Stakeholder Survey (Engagement and Facilitation of local Business Networks)
	4.2.2 Continue the activation of Bassendean’s Town Centre	
	4.2.3 Enhance economic activity in neighbourhood centres	

COMMENT

The matter for Council’s consideration is simply whether or not to accept the proposal to remove the special conditions relating to the potential for the Town to ‘buy back’ the property. This has recently been requested by the prospective purchaser on the following basis:

- “1. We do not know how long it will take for our development application to be approved.
2. We may have unnecessary and out of our control objections from other shopping centre owners that will cause us delay.
3. We will hopefully get the residential portion of land approved quickly and therefore apply to have that portion of land subdivided off. (likely to create multiple titles.)

4. *At that point we will amalgamate Lot 5 into the balance of title.*

The risk of seeking approvals and subdivision without having a concise timeframe for us to work within makes any “buy-back” onerous. As it stands, the condition as written does not contemplate approval process and knowledge that we will excise/subdivide the residential portion of land. Therefore aligning the buy-back to approvals, we feel it is easier to delete.

Getting approvals is our desire which enable us to demolish the old building. Rest assured that cannot come soon enough so we are highly motivated to get on with this property.”

In considering this matter, the following is relevant:

- Council is under no obligation to agree to the change;
- The current condition is effectively satisfied if the prospective purchaser undertakes ground disturbing activities, which is considered easily achievable within the required timeframe.
- Re-purchase of the site by the Town would be at the sale price or the contemporary value, whichever is the higher. In addition to the administrative costs associated with a land transaction, re-purchase of the site would represent a net financial loss for the Town;
- Disposal of the site would provide a significant financial benefit for the Town, providing funding opportunities for other projects. Re-purchasing the site in future would divert funds from those other projects.
- Council has no firm plans to develop the site and as such, there may be little value in being able to re-purchase it;

Whilst it is open to Council to not agree to the proposed change, it is considered appropriate to pursue a sale that provides for the consolidation of the two sites and, in turn, opportunities for coordinated development. It will therefore be recommended that Council agree to the removal of the subject conditions.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

If the subject site is sold, it will result in a financial benefit for Council.

OFFICER RECOMMENDATION – ITEM 12.8

That Council agrees to the removal of Special Conditions 4.1 - 4.7 (inclusive) and, pursuant to Section 3.58(3)(b) of the Local Government Act 1995, thereafter disposes of 246 (Lot 5) Morley Drive East, Eden Hill, to Birmingham Properties Pty Ltd, Ladrift Pty Ltd and Matax Pty Ltd for the sum of \$1,000,000.

Voting requirement: Simple Majority

12.9 COVID-19 Pandemic – Changes to the 2019-20 Annual Budget; and Budget Setting Parameters and Principles for the 2020-21 Annual Budget (Ref: Peta Mabbs, CEO - GOVR/LREGLIA/2)

APPLICATION

The purpose of this report is to:

- Provide strategic context to the COVID-19 pandemic and implications for the Town of Bassendean's annual budgets for 2019-20 and 2020-21
- Seek Council endorsement of changes to the Town's 2019-20 annual budget
- Seek Council endorsement of the budget setting parameters and principles informing the 2020-21 annual budget
- Seek Council endorsement on financial assistance measures proposed by the Town to mitigate financial hardship faced by the community as a result of the COVID-19 pandemic.

ATTACHMENTS

Attachment No. 10

Summary of State and Federal Government Recovery Response Measures to COVID-19.

BACKGROUND

The impacts of the COVID-19 pandemic demands all levels of government to provide leadership, support and compassion in order to minimise health risks and the financial burden on the community, while supporting the most vulnerable.

The Town of Bassendean recognises the significant public health and economic implications of the COVID-19 pandemic and is focused on developing an annual budget for 2020-21 that gives due consideration to the current global and local situation.

The Town has adapted its range of services and support to the community in response to the challenges presented by the COVID-19 pandemic as reported to Council at the Special Council meeting held on 24 March 2020. Initial measures were featured as part of the agenda item, primarily in response to the emergency.

Some in the community are already experiencing financial hardship and the Town seeks Council's support for measures that seek to mitigate financial hardship faced by the community.

The COVID-19 pandemic in Australia continues to change rapidly and it is having a significant impact on public health and the economy. In response, the Town will develop an annual budget for 2020-21 that gives due regard to the impacts of the COVID-19 pandemic while also establishing measures that will recognise the financial hardship being experienced by the community.

The annual budget for 2020-21 will be formulated in an environment of uncertainty due to the effects of the pandemic, which will continue to impact every aspect of the Town's operations, including:

- Strategic and operational priorities;
- Operational and capital projects;
- Business-as-usual activities;
- Deployment of staff;
- Functions, activities and events;
- Revenue and cashflow;
- Expenditure; and
- Productivity and efficiency.

The severity and duration of the pandemic is unknown. The effect on economic activity is not quantifiable and the timing and resources required for the recovery effort is uncertain. The position changes frequently, with continued State and Federal government measures being implemented in order to minimise the adverse health and economic impacts of the pandemic.

It is necessary, in these circumstances, to set some parameters on which to base the 2020-21 annual budget. Council has already adopted some measures, having resolved at a Special Council meeting on 24 March 2020 as follows:

"That Council, in recognition of the impact of the Coronavirus (COVID-19):

1. *Requests the Chief Executive Officer to prepare a budget scenario for 2020-21 based on:*
 - a) *0% rate revenue increases in accordance with section 6.2 of the Local Government Act and no increase in fees and charges.*
 - b) *Any proposal for the undergrounding of power by Western Power in parts of Eden Hill and the Bassendean area, not to financially impact home owners in the 2020-21 financial year.*

2. *Delegates to the Chief Executive Officer the authority to utilise the remaining sponsorship and events funding and commemorative services funding for the remainder of this financial year in order to facilitate community outreach services including the potential for community grants; and*
3. *Approves 20 days COVID-19 paid leave for employees who have contracted COVID-19, need to care for another person who has COVID-19 or is required to self-isolate, cannot access school or other care arrangements because of COVID-19 or are otherwise prevented from working because of COVID-19.*

Council endorsement for further measures proposed in this report will provide staff with the ability to better manage the financial effects of the COVID-19 pandemic for the remainder of 2019-20 and will provide the community with greater assurance in planning for the financial demands of 2020-21.

DETAILS

Changes to the 2019-20 annual budget

With regard to the 2019-20 annual budget, it is proposed that the following principles are endorsed to provide financial relief to the community:

- a) Provide a full refund on all COVID-19 pandemic related cancelled bookings at Town properties or facilities from 1 March 2020 (estimated cost \$15,000);
- b) Suspend lease rental payments for sporting and community groups for Town owned buildings from 1 March 2020 (estimated cost \$5,300);
- c) Reduce the Bassendean Oval License Fee payable by the Swan Districts Football Club Inc. for the 2020 calendar year by 50 per cent (estimated cost \$17,350); and
- d) Waive the naming rights fee for Steel Blue Oval payable by the Swan Districts Football Club for the 2020 calendar year in the event that the Club does not receive any funding for the naming rights of Steel Blue Oval this season (estimated cost \$5,000).

These measures recognise the significant impact of the COVID-19 pandemic on the activities of community groups operating in the Town and their inhibited ability to raise funds in the absence of those activities.

The Town has estimated these measures will result in a reduction in revenue of \$42,650 during the 2019-20 financial year, but will provide much needed financial relief for the groups identified.

Budget parameters for the 2020-21 annual budget

Duration of the COVID-19 pandemic

It is necessary to make an assumption about the duration of the COVID-19 pandemic to forecast the effect on the 2020-21 annual budget. The Federal Government's relief packages are currently proposed to provide relief until October 2020, however advice from Health experts is that the effects of the pandemic could be felt for much longer.

It seems prudent to base the 2020-21 annual budget on an assumption that the effects of the COVID-19 pandemic will be felt for the full financial year. Two budget reviews are proposed for the 2020-21 year to assist the Town to adjust to the budget for improved social and economic conditions.

Rates

Council has committed to a zero per cent rate revenue increase for 2020-21. In the absence of that commitment, Council may have resolved to increase rates by one per cent, in line with annual rates increases in recent years. That would have raised an additional \$133,700 in revenue.

It should be noted that the Town is due to receive a new Valuation Roll for gross rental value rating purposes in 2020-21. These new valuations will provide fluctuations in individual rates assessments and, whilst Council may budget to receive no additional income from rates in 2020-21, individual ratepayers may receive a rates decrease or increase, depending on changes in property valuations.

Council considered the introduction of differential rating for vacant land in the Town during the 2019-20 annual budget process and resolved, at a Special Council meeting on 10 September 2019, that it *“Requests that a Differential Rating Report be provided for consideration by Council in advance of the 2020/21 Budget workshops”*.

While differential rating can in theory be imposed without an overall increase to the Town’s rates revenue, this may be difficult to achieve in practice and may be inconsistent with the spirit of Council’s resolution on 24 March 2020. The imposition of differential rates as part of the 2020-21 annual budget will be difficult from a timing perspective noting the uncertainty concerning the revaluation before then considering the analysis and consultation required to apply such a regime. Furthermore, the additional workload posed by the introduction of FOGO mid-year, and the current remote working arrangements in place for Town Rates Officers also compound the ability to give this sufficient attention.

On this basis, it is recommended that Council defer consideration of the imposition of differential rating as part of the 2021-22 annual budget.

Staff are currently developing a Hardship Policy to provide a consistent and transparent mechanism to fairly consider applications for hardship and to provide ways for the Town to assist ratepayers who are in genuine financial hardship. The policy will be submitted to Council for consideration before the budget is finalised. In the interim, no action is being taken on unpaid rates.

Staff retention

The Town seeks to minimise the impact of the COVID-19 pandemic on staff and seeks to retain its workforce as far as practicable, given they will be required for the important phase of recovery. This is consistent with State government messaging from the Premier and Minister for Local Government.

The Town will continue to repurpose and redeploy resources (financial and human) wherever possible and direct efforts to community programs and activities to stimulate local economic activity.

Measures in place to optimise staff deployment whilst containing workforce costs include:

- Functional Reviews in progress by Line Managers and Directors of all business units to determine essential and non-essential activities and critical resource requirements to consider budget allocations for 2020-21;
- Redeployment and cross-sectional sharing of employees and resources within the organisation to support priority projects and activities;
- A number of Town employees identified within the 'high-risk' category as recommended by Department of Health, either working from home, undertaking modified duties or alternatively utilising leave entitlements;
- A range of support leave options provided to employees who wish to take a period of absence, including annual or LSL at half pay, LSL at 7 years pro-rata or leave without pay;
- A freeze on new recruitment aside from exceptional circumstances, as approved by the CEO;
- Employment Contracts expiring in the next 6 months to be assessed and determined if the role is critical or required in the medium term future;
- Cessation of temporary agency staff currently engaged by the Town with no further assignments unless otherwise approved by the CEO;
- Employees not to be appointed to relieve in a higher position and paid at the higher duties rate unless deemed critical by the CEO;
- Employees only working between ordinary hours as per the LGIA Award, to reduce any penalty rates and overtime payments;
- Providing a voluntary opportunity for employees to re-negotiate and temporarily reduce their minimum working hours by up to two days per week; and
- All non-essential training placed on hold to reduce training budget costs.

Operational activity

The Town will continue to undertake business-as-usual activities wherever possible (such as waste services, parks and gardens, building maintenance, engineering works etc).

Children's Services revenue

The Wind in the Willows (WITW) operating environment is uncertain. The Town intends to continue to provide Children's Services for as long as possible and has been quite successful to date in retaining families, although many children are not currently attending.

However, the Federal Government's Early Childhood Education and Care Package will operate to disadvantage the Town. Under the package, the Town will provide free child care services and will receive 50% of its fee revenue calculated for the fortnight ending 1 March 2020. Those payments total \$41,900 per fortnight for the Town's two child care services.

WITW had been successful in retaining many clients and revenue and in the absence of the Early Childhood Education and Care Package would have remained at around \$70,000 per fortnight, based on current enrolment figures.

The Early Childhood Education and Care Package was supposed to operate in conjunction with the JobKeeper wage subsidy of \$1,500 per fortnight per employee, however Local Governments are presently ineligible for JobKeeper payments. The package has been supported with an Exceptional Circumstance Supplementary Relief Payment and the Town is in the process of making an application for supplementary relief.

The Children's Services revenue budget for FY20 was \$2,300,000 and actual revenue to 31 March 2020 was tracking close to budget. The forecast position for 2020-21 is that the Town will continue to receive payments of \$41,900 under the Early Childhood Education and Care Package, or \$1,089,400 for the full year. Should the effects of the COVID-19 pandemic be felt for the full year, the Town's revenue from Children's Services will be more than \$1.2 million less than what would have otherwise been anticipated.

The Town will continue to advocate for Federal and State support for Local Government operated child care centres. A further update will be provided to Council in this regard.

Operating revenue

The Town's revenue from various sources is expected to fall for 2020-21, including:

- Interest income (estimated reduction \$140,000);
- Hyde Retirement Village incoming fees (estimated reduction \$90,000);

- Town planning fees (estimated reduction \$48,000);
- Library fees (estimated reduction \$49,500); and
- Public events (estimated reduction \$25,000).

The Town has estimated the fall in revenue from these activities to total \$352,500 during the 2020-21 financial year.

In addition, the Town will not receive income from sporting clubs from winter sports of around \$10,500, spanning the remainder of the 2019-20 and the 2020-21 financial years.

Capital projects and key activities

The Town is currently progressing a range of projects as part of a program of work which has implications into the 2020-21 financial year. These were recently subject to discussions with Councillors at a workshop on 14 April 2020. The comments reflect the current environment and priorities of Council.

Category 1 – Statutory Requirement

- FOGO: This remains a priority, however, there is recognition that the EMRC is still awaiting approval from the State government for a licence to facilitate FOGO implementation in mid-2020.
- Waste Management Plan: This remains a priority and an extension of 6 months has been provided to all local government authorities to submit their plans to DWER.
- Land Asset Optimisation Review: This remains a priority and is being undertaken internally.
- Local Planning Framework: This remains a priority and is being undertaken internally. A 'Report of Review' is to be considered at the April OCM.
- Strategic Community Plan: This remains a priority; noting the plan will be developed this financial year.

Category 2 - Funding Secured or No Funding Required

- Street Tree Planting Program: This remains a priority and is on track for delivery in 2020-21.
- Whitfield Safe Active Street: This remains a priority and is on track for delivery in 2020-21.
- Success Hill Principal Shared Path: This remains a priority and is on track for delivery in 2020-21.
- Men's Shed: Now completed however the Town is now administering a grant from the State government for the internal fit-out.

- **Community Safety and Crime Prevention:** This has now been embedded as an ongoing commitment into day to day business activities. The new community outreach program in response to COVID-19 is providing support to the most vulnerable members of our community. Further work is being undertaken to explore any gaps in domestic violence responses and the potential for funding via Lotterywest's COVID-19 Relief Fund.
- **Broadway Station Bike Path:** Now completed.

Category 3 - Cost Recovery

- **Western Power Underground Power Proposal** (for parts of Eden Hill and Bassendean, north of the rail line): This remains a priority and is on track for commencement of delivery in 2020-21. The Town will negotiate with Western Power the delay of payment terms to 2021/22 to enable the Town to delay passing on costs to homeowners.

Category 4 - Statutory Requirement / Funding Source Required to Complete Scheme

- **Town Planning Scheme 4A:** In light of COVID-19 and cash flow issues in 2020-21, it is proposed that the Town seeks to delay any action that will have a cost impact next financial year, however will continue to focus on elements that don't have cost implications.

Category 5 - Funding to be Confirmed

- **Success Hill Spillway:** This remains a priority. Concept design is underway. A further \$175,000 is required to complete construction. Grant funding may be available.
- **Restore Sandy Beach Jetty:** This remains a priority. This a State government asset and the detailed design is underway. Whilst there is no financial impact for 2020-21, the Town will be required to examine foreshore restoration for which grant funding will be sought for design work.
- **Bindaring Park Wetlands:** In light of cash flow issues in 2020-21 and no detrimental environmental impacts in the short term if this does not proceed, this project will be held in abeyance pending any grant funding opportunities. A concept design has been undertaken.
- **Jubilee Reserve:** In light of social distancing restrictions, the Town has been unable to progress formal consultation on the concept design in 2019-20. Council recognises the importance of consultation for this project. This project will be held in abeyance pending any grant funding opportunities.

- Living Stream in the Avenues: This remains a priority. A concept design has been undertaken and is currently with the community for feedback. There is an opportunity to jointly fund in 2020-21 with WaterCorp. This is deemed an important project for recovery to enable bringing people together in a newly activated space.
- Weed Management Strategy: This remains a priority. The strategy is scheduled for consideration by Council in 2019-20. There are likely to be cost impacts in 2020-21 if the new strategy is operationalised - these are still being assessed.
- Old Perth Road Vibrancy: Noting current COVID-19 restrictions, suspend activities and events for 2020-21. (Broader work is underway to advocate to State government regarding town centre revitalization and progressing the Town's new planning framework).
- Suicide Prevention/Mental Health: This remains a priority however, has been superseded by the Town's new community outreach program, Neighbour Assist.
- Tree preservation on Development Sites: This remains a priority and will be finalised in 2019-20.
- Palmerston and Padbury Reserve: This remains a priority. Consultation undertaken. Provision to be made in 2020-21 budget for delivery. Grant funding opportunities to be sought.
- Arts and Cultural Plan: This project has been completed. Due to social distancing measures there will be limited/nil funding available in 2020-21.
- Sandy Beach Playground (and ablutions): This remains a priority. To be funded via sale of land acquired from State government and through grant funding.
- 1 Surrey Street: Awaiting further feedback from State government on requirement for additional funding noting increased construction costs. Subject to further review pending advice.
- Point Reserve Jetties: Subject to report to Council at May OCM.
- Redevelopment of Swan Districts Football Club Business Case: Consideration to be progressed as part of a broader Town centre revitalisation. Current concepts involving more commercial space are not considered viable given economic circumstances in town centre and current vacant commercial space.
- Success Hill Interpretative Signage: Remains a priority. This will be progressed in tandem with the Success Hill Spillway project. Opportunity to seek grant funding.
- Carbon Emissions Plan – Draft developed. Further work required to finalise. Cost implications to be confirmed before budget finalised for 2020-21.

Strategic Economic Stimulus

Whilst the Federal and State governments have implemented a range of measures to assist households, businesses and individuals, there has been limited economic measures to date to directly benefit local government authorities.

Recently, the Town responded to a call from the Deputy Prime Minister for potential transport infrastructure projects. The response featured not only Council's key priorities identified in its Integrated Transport Plan (2019) but also a range of road and footpath projects as part of the Town's asset management program for upgrade or renewal. The Town is awaiting further advice on this process.

The Town is also examining its local planning framework to provide the optimal environment to attract investment and promote development. This current work will streamline policies whilst promoting good development and design. The Town now has a dedicated team working on this in addition to a review of the Town's local planning strategy and new scheme. The impact of the new planning framework cannot be underestimated as a tool for economic development by creating the right environment and settings for this to occur.

Alongside this, strategic advocacy efforts focussing primarily on the State government to support the Town in its efforts for town centre vibrancy (a desire set by the community in *BassenDream our Future*) will continue.

The Town is also currently examining its portfolio of land holdings (and any other government controlled land parcels) within its District to assess current purpose, in addition to future intent, as a means of fully optimising these assets to maximise social and economic benefits for the community.

The Town has recently written to the State government to explore the acquisition of a land parcel known as the Wilson Street carpark (aka Park Lane Reserve). The proposal would involve the potential to acquire the land holding at 5% of its value for development purposes in order to catalyse development in the town centre. This is intended to bring people and foot-traffic to the heart of Bassendean and improve economic and social development as part of the recovery which is anticipated to be a protracted process over several years.

The Town is currently reviewing its procurement policies and practices to place a greater weighting on local suppliers that operate within the Town of Bassendean or employ local residents. This is designed to create jobs for locals.

The Town will further promote local businesses in a new campaign to shop, eat and drink local. A business directory will be promoted via the Town's website and Thrive magazine.

'Be a LOYAL LOCAL' is a new online platform to be launched, designed to help people far and wide purchase everything from food, homewares, books, gifts – anything from businesses in our local community. For businesses offering delivery or pick up options or operating online, the Town with permission from businesses will help promote these to the entire community.

Financial assistance measures for 2020-21

Continue financial assistance measures from 2019-20

The financial assistance measures for booking fees and lease rentals proposed above as changes to the 2019-20 annual budget to continue until 31 October 2020. This is broadly in line with statements accompanying Federal and State government initiatives in which six-months estimates have been used and allows the Town to reconsider these measures at a budget review proposed for November 2020.

The Town has estimated these measures will result in a reduction in revenue of \$17,500 during the 2020-21 financial year.

Rates relief

The Town recognises that the COVID-19 pandemic may have significantly impacted the income of many ratepayers and wishes to provide relief to ratepayers who choose to pay their 2020-21 rates in instalments by:

- Waiving the Instalment Plan Administration Fee for all ratepayers for 2020-21 (estimated cost \$70,000)
- Waiving all interest charges on 2020-21 rates for all instalment plans (estimated cost \$85,000).

The Town has estimated this rates relief will result in a reduction in revenue of \$160,000 during the 2020-21 financial year. As mentioned earlier, a new Hardship Policy (under development) is intended to provide guidance based upon a set of guiding principles to deal with genuine cases of financial hardship.

Food and health inspection fees

Waive food and health inspection fees for small businesses adversely affected by COVID-19 for 2020-21.

This waiver would provide approximately 110 small businesses direct fee relief in 2020-21.

The Town has estimated waiving food and health inspection fees for targeted small businesses will result in a reduction in revenue of \$19,000 during the 20221 financial year.

Sponsorship and grants program

The Town's sponsorship and grants program should be suspended for 2020-21. Federal and State Government directives issued in response to the COVID-19 pandemic effectively prohibit community events that would typically be supported by Council under the Sponsorship and Grants Policy.

Consequently, the Town will be unable to operate significant events such as NAIDOC Day and the Australia Day Fireworks. These events have a long lead time in planning and preparing and rely on grant funding from external sources. Noting the current social distancing measures, reduction in the Town's income and unlikelihood of securing such grant funding, any such events will be postponed in 2020-21.

The Town has three applications for sponsorship currently pending due to the current social distancing conditions – these will remain unassessed until further notice.

The Town's budget for the sponsorship and events program for 2019/20 was \$500,000. The budget for 2020-21 at this stage will be nil; and subsequently revisited at the November budget review.

FINANCIAL CONSIDERATIONS

The financial implications for the Town are significant. The Town has estimated the financial impact of the proposed measures as follows:

Rates:

- | | |
|---------------------------------------|------------------|
| • Zero per cent rate revenue increase | \$133,700 |
| • Rates relief | <u>\$160,000</u> |
| | \$293,700 |

Financial assistance measures:

- | | |
|--|-----------|
| • Booking fees and lease charges | |
| ○ 2019-20 annual budget (includes Swans) | \$42,650 |
| ○ 2020-21 annual budget | \$ 17,500 |

- Food and health inspection fees \$ 19,000
\$79,150

Lost revenue:

- Children's Services revenue \$1,200,000
- Operating revenue \$ 363,000
\$1,563,000

In addition, it is reasonable to expect cash flow from rates revenue to be impacted in 2020-21. While the Town will levy the same amount in rates as it did last year, it is reasonable to expect an increase in the take up of instalment payment options and some ratepayers being unable to meet part or all of their rates liability during 2020-21. The Hardship Policy presently under development will provide for ratepayers in genuine financial hardship due to the COVID-19 pandemic to make application for further concessions.

The Town has reviewed its operational and capital project program and key activities proposed for 2020-21 and will rationalise its activities and focus on those that produce the most benefit in terms of community benefit and economic impact.

The Town has identified savings of up to \$500,000 during 2020-21 from its sponsorship and events program.

The EMRC resolved at a Special Council meeting on 16 April 2020 to provide a dividend to member Councils of \$5,000,000 to be paid to member Councils before 30 June 2020. The Town's share of that dividend is expected to be \$214,462.85. The Town does not have significant reserves or borrowing capacity and will need to carefully manage operational and capital expenditure, as well as cash flow, during 2020-21.

COMMUNICATION AND ENGAGEMENT

The budget parameters, capital projects and key activities and many of the proposed financial assistance measures were discussed with Councillors at a workshop on 14 April 2020.

STATUTORY REQUIREMENTS

Local Government Act 1995, Part 6, Division 2
Local Government (Financial Management) Regulations 1996,
Part 3

Specifically, section 6.2(1) of the Local Government Act 1995:

6.2(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* Absolute majority required.

Section 6.12 of the Local Government Act 1995:

6.12(1) 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.

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

OFFICER RECOMMENDATION – ITEM 12.9

That Council:

1. Requests the CEO to prepare the 2020-21 annual budget on the basis that the effects of the COVID-19 pandemic will be felt for the full financial year.

2. Defers consideration of the imposition of differential rating until the 2021-22 annual budget.

3. Adopts the following financial assistance measures for booking fees and lease rentals:

a) Provides a full refund on all COVID-19 pandemic related cancelled bookings at Town properties or facilities from 1 March 2020 to 31 October 2020;

b) Suspends lease rental payments for sporting and community groups for Town owned buildings from 1 March 2020 to 31 October 2020;

- c) Reduces the Bassendean Oval License Fee payable by the Swan Districts Football Club Inc. for the 2020 calendar year by 50 per cent;
 - d) Waives the naming rights fee for Steel Blue Oval payable by the Swan Districts Football Club for the 2020 calendar year in the event that the club does not receive any funding for the naming rights of Steel Blue Oval this season;
4. Provides relief to ratepayers who choose to pay their 2020-21 rates in instalments by:
- a) Waiving the Instalment Plan Administration Fee for all ratepayers for 2020-21;
 - b) Waiving all interest charges on 2020-21 rates for all instalment plans;
5. Waives food and health inspection fees for targeted small businesses adversely affected by COVID-19 for 2020-21, excluding large retail chains, fast food outlets and supermarkets; and
6. Suspends the Town's sponsorship and grants program for 2020-21, effective immediately.

Voting requirement: Absolute majority

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

The Principal Building Surveyor made the following building decisions under Delegated Authority since those reported to the last Council meeting:

Building Applications Determined in the Month of March 2020			
Applicati on No	Property Address	Description	Determination
201900260	27 BASSENDEAN PARADE, BASSENDEAN	FULL RESIDENTIAL DEMOLITION	DELEGATE APPROVED
201700282	26 CHEDWORTH WAY, EDEN HILL	SHED	DELEGATE APPROVED
201900001	35 LORD STREET, BASSENDEAN	SINGLE STOREY DWELLING	DELEGATE APPROVED
202000072	15 NORTH ROAD, BASSENDEAN	FULL RESIDENTIAL DEMOLITION	DELEGATE APPROVED
202000070	14 FREELAND WAY, EDEN HILL	PATIO	DELEGATE APPROVED
202000074	54 FREELAND SQUARE, EDEN HILL	REMOVAL OF INTERNAL WALLS	DELEGATE APPROVED
202000056	19 PARMELIA WAY, BASSENDEAN	SHADE SAIL	DELEGATE APPROVED
202000058	53 MARY CRESCENT, EDEN HILL	REPLACEMENT OF SHED	DELEGATE APPROVED
202000053	5 BARTON PARADE, BASSENDEAN	NEW SHED AND DWELLING ADDITIONS	DELEGATE APPROVED
202000059	17 ASHFIELD PARADE, ASHFIELD	PORTABLE JACUZZI	DELEGATE APPROVED
202000014	16 PRYDE WAY, EDEN HILL	DWELLING	DELEGATE APPROVED
202000048	42 PROSPECTOR LOOP, BASSENDEAN	PATIO ADDITION	DELEGATE APPROVED
202000021	38 SCADDAN STREET, BASSENDEAN	8 X MULTIPLE DWELLINGS	DELEGATE APPROVED
202000068	78 HAMILTON STREET, BASSENDEAN	REMOVE INTERNAL WALLS IN KITCHEN	DELEGATE APPROVED
202000062	60 WILSON STREET, BASSENDEAN	POOL SAFETY FENCE	DELEGATE APPROVED
202000065	35 BROADWAY, BASSENDEAN	FORWARD WORKS - GROUND FLOOR SLAB DOWN ONLY	DELEGATE APPROVED
202000061	19B JAMES STREET, BASSENDEAN	LIMESTONE RETAINING WALL	DELEGATE APPROVED
202000069	28 SCADDAN STREET, BASSENDEAN	FULL RESIDENTIAL DEMOLITION	DELEGATE APPROVED
202000067	103 WEST ROAD, BASSENDEAN	BELOW GROUND FIBREGLASS SWIMMING POOL SAFETY FENCING	DELEGATE APPROVED
202000063	60 WILSON STREET, BASSENDEAN	FIBREGLASS POOL	DELEGATE APPROVED

OFFICER RECOMMENDATION – ITEM 12.10

That Council notes the decisions made under delegated authority by the Principal Building Surveyor.

Voting requirement: Simple majority

12.11 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, Senior Planning Officer)

The Manager Development and Place made the following planning decisions under Delegated Authority since those reported to the last Council meeting:

PLANNING AND SUBDIVISION APPLICATIONS DETERMINED TO 3 APRIL 2020			
APPLICATION NUMBER	PROPERTY ADDRESS	DESCRIPTION	DETERMINATION
2019-153	42 BRIDSON STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2020-006	1 DAYLESFORD ROAD BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2019-010	63 MOOJEBING STREET ASHFIELD 6054	SINGLE HOUSE	DELEGATE APPROVED
2019-012	101 NORTH ROAD BASSENDEAN 6054	GARAGE ADDITION TO SINGLE HOUSE	DELEGATE APPROVED
2019-014	58A SCADDAN STREET BASSENDEAN 6054	SINGLE HOUSE AND ANCILLARY DWELLING	DELEGATE APPROVED
2020-016	19B SCHOFIELD STREET EDEN HILL 6054	SINGLE HOUSE	DELEGATE APPROVED
2020-017	21 ASHFIELD PARADE ASHFIELD	AMENDED APPLICATION FOR SINGLE HOUSE	DELEGATE APPROVED
2020-020	62 RAILWAY PARADE BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2020-022	21 BRADSHAW STREET EDEN HILL 6054	CARPORT	DELEGATE APPROVED
2020-025	33 CHEDWORTH WAY EDEN HILL 6054	GARAGE AND PATIOS X 2	DELEGATE APPROVED
2020-028	24 BRADSHAW STREET EDEN HILL 6054	OUTBUILDING	DELEGATE APPROVED
2020-029	23 CHAPMAN STREET BASSENDEAN 6054	DEMOLITION (DEPARTMENT OF HOUSING)	STATUTORY ADVICE – RECOMMEND APPROVAL
2020-030	1 CARMAN WAY BASSENDEAN 6054	THREE GROUPED DWELLINGS (DEPARTMENT OF HOUSING)	STATUTORY ADVICE – RECOMMEND REFUSAL
2020-032	17 ASHFIELD PARADE ASHFIELD 6054	SPA	DELEGATE APPROVED

2020-033	53 MARY CRESCENT EDEN HILL 6054	OUTBUILDING	DELEGATE APPROVED
2020-034	223 ANZAC TERRACE BASSENDEAN 6054	CARPORT	DELEGATE APPROVED
2020-037	51 IVANHOE STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2020-038	84 HAMILTON STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
SUBDIVISION APPLICATIONS			
WAPC 155-20	37 HAIG STREET ASHFIELD 6054	TWO LOT SURVEY STRATA SUBDIVISION	STATUTORY ADVICE – RECOMMEND APPROVAL

OFFICER RECOMMENDATION – ITEM 12.11

That Council notes the decisions made under delegated authority by the Manager Development and Place.

Voting requirement: Simple majority

12.12 Accounts Paid – March 2020 (Ref: FINM/CREDTS/4) – Paul White, Director Corporate Services

APPLICATION

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

ATTACHMENTS

Attachment No. 11:

List of payments for March 2020.

BACKGROUND

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

STRATEGIC IMPLICATIONS

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

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

FINANCIAL CONSIDERATIONS

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

OFFICER RECOMMENDATION – ITEM 12.12

That Council receives the list of payments for March 2020.

Voting Requirements: Simple majority

**12.13 Monthly Financial Report – March 2020 (Ref: FINM/AUD/1)
– Paul White, Director Corporate Services**

APPLICATION

The Local Government (Financial Management) Regulations 1996, Regulation 34, requires that a statement of financial activity be prepared each month and presented to Council.

ATTACHMENTS:

Attachment No. 12:

Monthly Financial Report, containing the Statement of Financial Activity, for March 2020.

BACKGROUND

The statement of financial activity is to show a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date and can be presented by nature and type classification, program or Business Unit. The statement of financial activity hereby presented to Council is by nature and type classification and by program.

A statement of financial activity and accompanying documents must be presented to Council within two months after the end of the month to which the statement relates.

Each year Council is required to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council adopted 10% or \$5,000, whichever is greater, as part of its 2019-20 Annual Budget.

STRATEGIC IMPLICATIONS

Strategic Priority 5: Good Governance

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

COMMENT

The Statement of Financial Activity attached represents the adopted 2019/20 Annual Budget estimates and actual income and expenditure amounts for the month ending 31 March 2020.

Statement of Financial Activity (by nature or type)

The Statement of Financial Activity provides a comparison between actual and budget income and expenditure on year to date basis. The notes accompanying the statements provide a detailed breakdown of the amounts.

Item	Amended Annual Budget	YTD Budget	YTD Actual	Variance to YTD Budget
	\$m	\$m	\$m	%
Revenue	22.9	21.1	21.1	0.12%
Expenditure	26.5	19.9	19.0	4.56%
Capital Works	5.8	1.1	0.6	47.35%
Non-Operating Grants, Subsidies and Contributions	1.8	0.4	0.3	22.91%

Operating Revenue

Revenue year to date is 0.12% above budget. This is due to timing of operating grant payment and seniors grant funding tracking above the YTD budget offset by investment interest that is tracking under budget.

Operating Expenditure

Expenditure year to date is 4.56% under budget. This is due to timing of materials and contracts (street tree planting program, other projects, and bulk rubbish collection). Utility charges are also under budget due to timing (street lighting) offset by Other Expenditure over budget due to timing.

Capital Works

Expenditure on capital projects is under the year to date budget due to timing.

Cash backed reserves

The closing balance of the cash backed reserves at 31 March 2020 is \$7.0 million. The reserve summary shows all movements to and from reserve deriving the expected closing balance. The report provides information on Town of Bassendean's ability to allocate funds for future projects by providing a closing balance comparison to budget. Transfers from reserve to fund capital projects are still to occur.

Statement of Financial Position

Town of Bassendean has current assets of \$17.3 million. The major components of which are cash and cash equivalents of \$14.5 million and trade and other receivables of \$2.8 million. There are current liabilities of \$5.2 million. The major components are trade and other payables (includes bonds and deposits) of \$2.8 million and employee provisions of \$2.4 million.

Statement of Cash Flows

Net cash provided by operating activities is \$2.4 million for the year to date and net cash used in investing activities is \$0.3 million.

Monthly Investment Report

The overall balance of Town of Bassendean's investments is \$13.6 million. This is comprised of municipal investments of \$5.9 million (including restricted bonds and deposits), reserve investments of \$7.0 million and trust investments of \$0.7 million.

The administration uses *Marketforces.org.au* to assist in assessing whether a bank promotes non-investments in fossil fuel related entities. The Town currently has 63% of its funds invested non-fossil fuel ADIs.

Budget Amendments

The Town has been successful in securing two grants to fund the fit-out of the Men's Shed:

- Gaming and Community Trust, \$135,900; and
- Stronger Communities Grant Program, \$20,000.

The Gaming Community Trust was established in 2002 to provide advice and make recommendations to the Minister for Racing and Gaming on the distribution of funds and grants for the general benefit of the community.

The Gaming Community Trust is administered by Department of Local Government, Sport and Cultural Industries and the funds are derived from unclaimed winnings that are payable from:

- The conduct of gaming or betting that is authorised by the Gaming and Wagering Commission Act 1987; or
- The conduct of gaming operations at Crown Casino.

The Stronger Communities Program is a Federal Government program to provide grants of between \$2,500 and \$20,000 to community organisations and local governments for small capital projects that deliver social benefits for local communities.

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996.

FINANCIAL CONSIDERATIONS

The monthly financial report provides an overview of income and expenditure for the appropriate period. There are no direct financial implications arising from this report.

OFFICER RECOMMENDATION – ITEM 12.13

That Council:

1. Receive the monthly financial report for March 2020; and
2. Adopt the amendments to the 2019-2020 Annual Budget for the two grants to fund the fit-out of the Men's Shed.

Voting requirements:

Point 1 - Simple majority

Point 2 - Absolute majority

12.14 Bassendean Local Emergency Management Committee Meeting held on 1 April 2020 (Ref: GOVN/CCLMEET/12 – Luke Gibson, Director Community Planning)

APPLICATION

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

ATTACHMENTS

Attachment No. 13:

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

COMMENT

Committee Meeting

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

1. The Town's response to the COVID-19 pandemic.
2. An Action Report prepared by the Department of Water and Environmental Regulation (Pollution Response Unit) on the 25 November 2019 fire at the Cleanaway Materials Recovery Facility in South Guildford. The report indicated that the fire had little impact on land within the Town of Bassendean.
3. A written complaint from a Town of Bassendean resident regarding health and safety impacts of the 25 November 2019 fire at the Cleanaway Materials Recovery Facility in South Guildford, which requested action from the Town as listed therein. The Committee recommends that Council advise the Department of Water and Environmental Regulation of the concerns, and requests a response on the issue.
4. Updates to the LEMA and Recovery Plan, endorsed by the BLEMC and hereby presented to Council for consideration.
5. Reports from the Emergency Management Agencies SEMC, DEMC, WALGA EMAG and the Local Welfare Committee.

6. The Post Exercise report on the Success Hill Bushfire desktop exercise.
7. Updated Committee contact and key holder details.
8. The (then) upcoming Operational Area Support Group (OASG) meeting, scheduled for Friday 3 April 2020, to discuss the COVID-19 pandemic.
9. The reviewed and amended Instrument of Delegation for the BLEMC, which is a separate item in the April OCM agenda.

Supplementary Information

Following the Committee meeting, the SES advised that the Bassendean unit is assisting WAPOL with road blocks (Regional support) on Brand Highway. A team of 12 members are rostered on in shifts for at least until 8 April. Priority will, however, be given to the local community in the event of a separate emergency within the Bassendean district.

OFFICER RECOMMENDATION – ITEM 12.14

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

Voting requirements: Simple majority.

12.15 Use of the Common Seal (Ref: INFM/INTPROP/1 – Elizabeth Nicholls, Executive and Research Officer to CEO)

The Chief Executive Officer and the Mayor have been delegated the responsibility for affixing the Common Seal to documents requiring signing and sealing, and for reporting the exercise of that delegation to the next available Ordinary Meeting of the Council.

The Common Seal was attached to the following documents during the reporting period:

Document Sealed	Date Sealed
Animals, Environment, Nuisance and Pests Local Law 2019	9/04/2020
Waste Local Law 2019	9/04/2020

OFFICER RECOMMENDATION – ITEM 12.15

That Council notes the affixing of the Common Seal during the reporting period.

Voting Requirements: Simple majority

12.16 Calendar for April/May 2020 (Ref: Elizabeth Nicholls, Executive and Research Officer to CEO)

Date	Time	Location	Meeting/Event
Sat 25 April 2020	10.45am to 12.00pm	War Memorial, BIC Reserve	CANCELLED - ANZAC Day parade and ceremony
Mon 27 April 2020			Office Closure ANZAC Day
Tues 28 April 2020	5.00pm	Via Teams	Ordinary Council Meeting
Tues 5 May 2020	6.00pm	Via Teams	Concept Workshop
Tues 12 May 2020	6.00pm	Via Teams	Concept Workshop
Tues 19 May 2020	7.00pm	Via Teams	Briefing Session
Tues 26 May 2020	7.00pm	Via Teams	Ordinary Council Meeting

OFFICER RECOMMENDATION - ITEM 12.16

That the Calendar for April/May 2020 be adopted.

Voting Requirements: Simple majority

12.17 Quarterly Performance Report for Period Ended 31 March 2020 (Ref: FINM/AUD/1 – Peta Mabbs, Chief Executive Officer)

APPLICATION

The purpose of this report is for Council to receive the Quarterly Performance Report for the period ended 31 March 2020.

ATTACHMENTS

Attachment No. 14:

Quarterly Performance Report P/E 31 March 2020.

BACKGROUND

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

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

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

STRATEGIC IMPLICATIONS

Strategic Priority 5: Good Governance

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

OFFICER RECOMMENDATION – ITEM 12.17

That Council:

1. Receives the Quarterly Report for the quarter ending 31 March 2020; and
2. Deletes the Outstanding Council Resolutions attached to the Quarterly Report for the period ending 31 March 2020, that are marked for deletion.

Voting requirements: Simple majority

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

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

14.1 **Notice of Motion - Cr Hamilton – Covid-19: Town Centre Stimulus Activation Proposal**

Cr Hamilton has advised that she wishes to move the following motion:

“That Council:

Requests the administration to provide the financial implications of the attached paper titled “Covid-19: Town Centre Stimulus Activation Proposal” (See Attachment No. 15) using the following separate assumptions for budgeting purposes only:

- (a) If 100% of all Town Centre Commercial Property Owners make a successful application to have a 50% rates discount or rebate applied in 2020/21 financial year subject to complying with any of the 3 options outlined in attached Stimulus Proposal;*
- (b) Calculate the additional financial implications if 100% of Commercial Property Owners (excluding Industrial properties and service stations) outside the Town Centre make a successful application to have a 50% rates discount or rebate applied in 2020/21 financial year subject to complying with any of the 3 options outlined in attached Stimulus Proposal;*
- (c) That this information be provided to Councillors in advance of the next Concept Workshop for discussion at that workshop.”*

15.0 **URGENT BUSINESS**

16.0 CONFIDENTIAL BUSINESS

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

16.1 Food Organics Garden Organics Update – Rollout Timeline and Contract Negotiations (Ref:WSTMNGT/SVPROVN/5 Brice Campbell, Recycling and Waste Coordinator)

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

17.0 CLOSURE

The next Briefing Session will be held on Tuesday 19 May 2020.

The next Ordinary Council meeting will be held on Tuesday 26 May 2020 commencing at 7.00pm.