



## ORDINARY MEETING OF COUNCIL

28 JULY 2020

### Agenda



Notice is hereby given of the Ordinary Council Meeting to be held in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 6.00pm.

A handwritten signature in blue ink that reads 'P. Mabbs'.

Peta Mabbs  
**CHIEF EXECUTIVE OFFICER**

24 July 2020

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<p><b>TOWN OF BASSENDEAN</b></p> <p><b>ORDINARY COUNCIL MEETING</b></p> <p><b>AGENDA</b></p> <p><b>28 JULY 2020</b></p>
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# Council Seating Plan

 Minute Secretary	 Director Corporate Services Paul White	 Chief Executive Officer Peta Mabbs	 Mayor Cr Renée McLennan	 Director Community Planning Luka Gibson
				 Executive Manager Infrastructure Philip Adams
				 Executive Manager Environmental Services Jeremy Mahar
	 Cr Hilary MacWilliam	 Cr Jai Wilson		
	 Cr John Gangoll	 Cr Sarah Quinlan		
	 Deputy Mayor Cr Kath Hamilton	 Cr Chris Barty		

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our Community.

Any person attending is required to be respectful, courteous and have due regard for individual rights and differences.

Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.



**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 Sarah Quinton

**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**

*Mr Don Yates – 10 Thompson Road, Bassendean*

*The two properties at 93 Lord Street and 48 Chapman Road were purchased some years ago under the terms of a Section 152, and the community indicated that the benefits of any sale were to be applied to a playground amenity adjoining the Swan River. Could restoration of the 2 recently removed jetties at Pt Reserve be referred to as a "playground amenity adjoining the Swan River"?*

*On that basis, could funds from the eventual sale of 93 Lord St and/or 48 Chapman Road at least in part be used to restore the 2 jetties at Pt Reserve? Could the cash-in-lieu funds approved by Minister Saffioti also be applied to restore the 2 jetties as a matter of some urgency? If not, why not?*

The Town was able to acquire the two sites from the State Government at 5% of the value on the basis that the proceeds from the sales would be directed to the Sandy Beach playground project. The Town would need to seek approval from the Minister to use the proceeds for a different purpose. If that were to occur, it would present an issue for the Sandy Beach playground project, which would more heavily rely on municipal funding.

## **8.0 PETITIONS**

## **9.0 CONFIRMATION OF MINUTES**

### **9.1 Ordinary Council Meeting held on 23 June 2020** **Attachment No. 1:**

#### **Officer Recommendation – Item 9.1(a)**

That the minutes of the Ordinary Council meeting held on 23 June 2020, be received.

#### **Officer Recommendation – Item 9.1(b)**

That the minutes of the Ordinary Council meeting held on 23 June 2020, be confirmed as a true record.

## **10.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

## **11.0 EXTERNAL COMMITTEE REPORTS/UPDATES**

<b>11.1</b>	Receipt of External Committee and Organisation Minutes
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>Ref</b>	INFM/INTPROP/1
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Executive
<b>Attachment No. 2</b>	<ul style="list-style-type: none"> <li>• EMRC Ordinary Council Meeting Abridged Minutes – 18 June 2020</li> <li>• WALGA East Metropolitan Zone Minutes – 25 June 2020</li> <li>• WALGA State Council Meeting Summary Minutes – 1 July 2020</li> </ul>

### **Purpose**

The purpose of this report is for Council to consider minutes from external Committees and organisations.

### **Background**

Councillors are appointed as members of external Committees and organisations. The minutes are attached for consideration of all Councillors.

### **Proposal**

Not applicable.

### **Communication and Engagement**

Not applicable.

### **Strategic Implications**

Strategic Priority 5: Good Governance

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



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

**Comment**

The following meetings have been held where Councillors as delegates have attended during the reporting period:

Meeting	Date Held
EMRC Ordinary Council Meeting Abridged Minutes	18 June 2020
WALGA East Metropolitan Zone Minutes	25 June 2020
WALGA State Council Meeting Summary Minutes	1 July 2020

**Statutory Requirements**

Not applicable.

**Financial Considerations**

Not applicable.

**Officer Recommendation – Item 11.1**

That Council notes the attached minutes from external Committee meetings 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 4.0, 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 July 2020:

Item	Report
12.2	Unauthorised Works – 1 (Lot 223) River Street, Bassendean
12.5	Draft Local Planning Policy No. 6 - Industrial Zones Design Guidelines
12.8	Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019 – Undertaking to Joint Standing Committee on Delegated Legislation
12.9	Town of Bassendean Waste Local Law 2019
12.11	Appointment of Acting Chief Executive Officer
12.15	Workforce Plan Review 2020
12.16	Quarterly Report for Period Ended 30 June 2020
12.17	Bassendean Local Emergency Management Committee Meeting held on 1 July 2020
12.18	Accounts Paid – June 2020
12.20	Use of Common Seal
12.21	Calendar for August 2020

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

Item	Report
12.3	Revocation of Council Policies 5.4 - Fire Risk Management Policy and Management Practices and 5.6 – Graffiti Policy
12.4	Draft amended Local Planning Policy No. 11 – Anzac Terrace Design Guidelines – Final Adoption
12.6	Proposed Council Policy – Street Trees and Revocation of Various Council Policies Relating to Street Trees
12.7	Town of Bassendean Compassionate Waste Services Guidelines
12.10	Amendment to the Town of Bassendean Notices of Motion Policy
12.12	Adoption of the Town of Bassendean Strategic Community Plan 2020 – 2030
12.13	Adoption of the 2020-21 Annual Budget
12.14	RFT 03/2020 Provision of Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve
12.19	Financial Statements - 30 June 2020
13.1	Notice of Motion – Cr McLennan
16.1	RFT 06/2019 Provision of Restoration and Conservation Works to the Residency and the Pensioner Guard Cottage and Construction of a New Community Space at 1 Surrey St, Bassendean
16.2	Disposal of 48 (Lot 8713) Chapman Street, Bassendean and 93 (Lot 7557) Lord Street, Eden Hill
16.3	Chief Executive Officer Performance Agreement 2020-2021



<b>Item 12.2</b>	<b>Unauthorised Works – 1 (Lot 223) River Street, Bassendean</b>
<b>Property Address</b>	1 (Lot 223) River Street, Bassendean (Success Hill Lodge)
<b>Landowner</b>	Michael John Murphy
<b>Ref</b>	DABC/BDVAPPS/2011-224
<b>Directorate</b>	Community Planning
<b>Decision Type</b>	Executive
<b>Confidential Attachment</b>	Conservation Management Strategy (refer to Briefing Session papers)

### Purpose

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

### Background

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

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

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



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

- “1. The unauthorised replacement roof sheeting is to be removed and replaced with short sheet galvanised iron roof sheeting to match the original;*
- 2. A gutter is to be provided for the whole length of roof in either an ogee (preferable) or Stramit S profile to match the existing; and*
- 3. The unauthorised PVC pipes are to be removed and replaced with galvanised iron pipes. These are to be located discreetly, consistent with their original location and with a profile and material to match the original. Pipe materials should be compatible with existing roof materials to avoid galvanic corrosion.”*

- On 4 January 2018, the Town also wrote to the landowner advising that it would be open to the Town to commence prosecution proceedings in the event that the roof materials/style, gutter installation, stormwater arrangements and external pipe materials were not modified in accordance with advice received by the SHO. The Town also requested that the landowner submit, within 30 days, an application for development approval reflecting these changes.
- On 31 January 2018, the landowner wrote to the Town providing the history of the site, and citing financial hardship and unfamiliarity with approval processes as reasons that the matter has not been resolved.
- On 27 February 2018, Council considered initiating legal action and resolved as follows:
  - 1. Defer this item until the outcome of the landowners' application for a heritage grant under the Heritage Council's 2018-2019 Heritage Grants Program is known, following which a further officer report be referred back to Council for consideration; and*
  - 2. Offers the landowners of 1 River Street, Bassendean assistance from Town staff in preparing their application for the Heritage Council's 2018-2019 Heritage Grants Program.*
- The landowner made an application for funding for the works, however, the SHO made an alternative offer and instead awarded \$7,703.00 to fund the preparation of a Conservation Management Strategy (CMS).
- In May 2019, the CMS was finalised. **The CMS was circulated to Councillors under confidential cover with the Briefing Session Agenda**, as it was partly funded by the landowner and contains floor plans of the residence. The CMS contains a building condition assessment report, which ranks various elements of the building in terms of its condition and priority for maintenance.

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

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

To date, these works have not been undertaken.

### Proposal

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

### Communication and Engagement

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

### Strategic Implications

Strategic Priority 5: Good Governance

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

## **Comment**

### Costs and Funding

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

### Heritage Conservation Notice

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

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

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

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

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

### Enforcement and Legal Proceedings

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



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

### Conclusion

The ongoing maintenance and conservation of heritage places is important to ensure the unique built form and cultural identity of the Town is retained.

Whilst the Town acknowledges the financial implications associated with maintaining heritage properties, the landowner knowingly purchased the property the subject of a State Heritage Listing should have (or at least could have) been aware of the obligations and responsibilities associated with purchasing a heritage property.

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

Given this has not occurred, it is recommended that Council gives the landowner a heritage conservation notice to ensure the works occur and the heritage place is maintained. **It is open to Council to not issue the heritage conservation notice, however, that would leave the issue of the unauthorised development unresolved. It is also open to Council to issue the notice but with a different deadline, but if the matter is not addressed in a timely manner, it will increase the potential for further damage, as well as the rectification works required.**

### **Statutory Requirements**

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

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

### **Financial Considerations**

Nil.

### **Officer Recommendation – Item 12.2**

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

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

**Voting requirements: Simple majority**

<b>Item 12.3</b>	<b>Revocation of Council Policies 5.4 - Fire Risk Management Policy and Management Practices and 5.6 – Graffiti Policy</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>Ref</b>	COUP/POLCY/1
<b>Directorate</b>	Community Planning
<b>Decision Type</b>	Legislative
<b>Attachment No. 3</b>	<ul style="list-style-type: none"> <li>• Council Policy 5.4 - Fire Risk Management Policy and Management Practices</li> <li>• Council Policy 5.6 – Graffiti Policy</li> </ul>

### Purpose

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

### Background

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

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

### Proposal

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

### Communication and Engagement

Nil.

### Strategic Implications

Strategic Priority 5: Good Governance

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

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

### Council Policy 5.4 - Fire Risk Management Policy and Management Practices

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

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

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

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

### Council Policy 5.6 – Graffiti Policy

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

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

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

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

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

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

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

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

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

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

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

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

### **Statutory Requirements**

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

### **Financial Considerations**

Nil.

### **Officer Recommendation – Item 12.3**

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

**Voting requirements: Absolute majority**



<b>Item 12.4</b>	<b>Draft amended Local Planning Policy No. 11 – Anzac Terrace Design Guidelines – Final Adoption</b>
<b>Property Address</b>	1 Anzac Terrace, Bassendean
<b>Landowner /Applicant</b>	N/A
<b>Ref</b>	LUAP/POLCY/16
<b>Directorate</b>	Community Planning
<b>Decision Type</b>	Legislative
<b>Attachment No. 4</b>	<ul style="list-style-type: none"> <li>• Aerial map of area</li> <li>• Existing Local Planning Policy No.11 – LPP11 – Lot 2, 1 Anzac Terrace Design Guidelines</li> <li>• Draft amended Local Planning Policy No.11 – LPP11 – Anzac Terrace Design Guidelines</li> <li>• Schedule of Submissions</li> </ul>

### **Purpose**

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

### **Background**

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

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

### **Communication and Engagement**

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

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

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

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

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

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

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

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

## Strategic Implications

### Strategic Priority 2: Built Environment

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

## Comment

### Consistency with Existing Development and Site Context

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

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

### Landscaping

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

### Department of Biodiversity, Conservation and Attraction (DBCA) Policies

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

### Liability

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

### Two storey development requirement

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

### Conclusion

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

## **Statutory Requirements**

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

*“(3) After the expiry of the period within which submissions may be made, the local government must —*

*(a) review the proposed policy in the light of any submissions made; and*

*(b) resolve to —*

*(i) proceed with the policy without modification; or*

*(ii) proceed with the policy with modification; or*

*(iii) not to proceed with the policy.*

*(4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.”*

## **Financial Considerations**

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

## **Officer Recommendation – Item 12.4**

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

**Voting requirements: Absolute Majority**

<b>12.5</b>	<b>Draft Local Planning Policy No. 6 - Industrial Zones Design Guidelines</b>
<b>Property Address</b>	N/A
<b>Landowner / Applicant</b>	N/A
<b>Ref</b>	LUAP/POLCY/11
<b>Directorate</b>	Community Planning
<b>Decision Type</b>	Legislative
<b>Attachment No. 5</b>	<ul style="list-style-type: none"> <li>• Local Planning Policy No. 6 – Industrial Zones Design Guidelines</li> <li>• Draft Local Planning Policy No. 6 – Industrial Development</li> </ul>

### **Purpose**

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

### **Background**

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

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

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

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

### **Communication and Engagement**

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

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

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

These matters are discussed below.

### Strategic Implications

#### Strategic Priority 2: Built Environment

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

### Comment

#### Built Form

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

#### Side Setbacks

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

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

#### Plot Ratio and Site Coverage

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



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

### Landscaping

The landscaping provisions have been updated to:

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

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

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

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

### Fencing

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

- As acknowledged in the fencing review of the TPIE, there are inconsistent fencing setbacks within the TPIE.
- Approximately 13% of properties have approved fencing on the boundary, issued under delegation, by Council or as part of a Building Permit. These landowners are therefore not required to further set back the fence.
- Providing for fencing on the boundary will enable existing landowners with fencing set back to modify the fencing to the boundary, ultimately resulting in consistent fencing throughout the area.

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

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

### Signage

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

### Sustainable Building Design

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

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

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

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



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

### End of Trip Facilities

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

### Public Art

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

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

### Conclusion

The draft amended policy seeks to strike a balance between ensuring appropriate industrial development and the need to facilitate and encourage such development (and the associated local economic benefits) by not being unduly restrictive. It is recommended that Council adopt the draft policy for the purposes of public consultation.

### **Statutory Requirements**

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

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

### **Financial Considerations**

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

### **Officer Recommendation – Item 12.5**

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

**Voting requirements: Simple Majority**

<b>Item 12.6</b>	<b>Proposed Council Policy – Street Trees and Revocation of Various Council Policies Relating to Street Trees</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>Ref</b>	COUP/POLCY/1
<b>Directorate</b>	Infrastructure and Community Planning
<b>Decision Type</b>	Legislative
<b>Attachment No. 6</b>	<ul style="list-style-type: none"> <li>• Council Policy 1.8 - Significant Tree Policy</li> <li>• Council Policy 1.10 - Street Tree Protection</li> <li>• Council Policy 1.11 - Street Tree Pruning, Removal and Replacement Policy</li> <li>• Council Policy 1.12 - Amenity Tree Evaluation</li> <li>• Council Policy 1.14 - Dangerous Trees on Private Property</li> <li>• Draft Council Policy – Street Trees</li> <li>• Schedule of Submissions</li> </ul>

### Purpose

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

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

### Background

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

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

### Proposal

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

## Communication and Engagement

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

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

## Strategic Implications

Strategic Priority 5: Good Governance

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

## Comment

### Maintenance and Pruning

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

### Criteria for Removal

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



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

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

### Street Tree Planting

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

### Conclusion

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

### **Statutory Requirements**

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

### **Financial Considerations**

Nil.

### **Officer Recommendation – Item 12.6**

That Council:

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

**Voting requirements: Absolute majority**



<b>Item 12.7</b>	<b>Town of Bassendean Compassionate Waste Services Guidelines</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	WSTMNGT/SVPROVN/3
<b>Directorate</b>	Environment and Sustainability
<b>Decision Type</b>	Legislative
<b>Attachment No. 7</b>	Compassionate Waste Service Guidelines

### **Purpose**

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

### **Background**

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

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

### **Proposal**

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

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

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

### **Communication and Engagement**

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

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

### Strategic Implications

Strategic Priority : Natural Environment

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

### Comment

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

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

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

### Statutory Requirements

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

### Financial Considerations

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

### Officer Recommendation – Item 12.7

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

**Voting requirements: Absolute majority**

<b>Item 12.8</b>	<b>Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019 – Undertaking to Joint Standing Committee on Delegated Legislation</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	LAWE/LOCLWS/2
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Legislative
<b>Attachment No. 8</b>	Town of Bassendean Animals, Environment, Nuisance and Pests Local Law 2019

### Purpose

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

### Background

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

### Proposal

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

### Communication and Engagement

Not applicable.

### Strategic Implications

Strategic Priority 5: Good Governance

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



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

### Comment

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

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

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

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

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

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

### Statutory Requirements

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

## Financial Considerations

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

### Officer Recommendation – Item 12.8

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

#### Undertaking 1

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

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

Make all necessary consequential amendments.

#### Undertaking 2

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

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

(b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Town's website), ensure that it is accompanied by a copy of these undertakings.

2. Directs the CEO to advise the Joint Standing Committee on Delegated Legislation of Council's resolution to make the undertaking.

**Voting requirements: Simple majority**

<b>Item 12.9</b>	<b>Town of Bassendean Waste Local Law 2019</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	LAWE/LOCLWS/2
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Legislative
<b>Attachment No. 9</b>	Town of Bassendean Waste Local Law 2019

### Purpose

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

### Background

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

### Proposal

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

### Communication and Engagement

Not applicable.

### Strategic Implications

Strategic Priority 5: Good Governance

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

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

### Comment

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

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

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

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

### Statutory Requirements

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

### Financial Considerations

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

### Officer Recommendation – Item 12.9

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

#### Undertaking 1

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

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

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

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

**Voting requirements: Simple majority**



<b>Item 12.10</b>	<b>Amendment to the Town of Bassendean Notices of Motion Policy</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GOVN/CCLMEET/1
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Legislative
<b>Attachment No. 10</b>	<ul style="list-style-type: none"> <li>• Current Notices of Motion Policy</li> <li>• Draft Notices of Motion Policy</li> </ul>

### Purpose

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

### Background

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

### Proposal

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

### Communication and Engagement

Not applicable.

### Strategic Implications

Strategic Priority 5: Good Governance

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



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

### **Comment**

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

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

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

### **Statutory Requirements**

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

### **Financial Considerations**

Nil.

### **Officer Recommendation – Item 12.10**

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

**Voting requirements: Absolute majority**

<b>12.11</b>	<b>Appointment of Acting Chief Executive Officer</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Legislative
<b>Attachment No.</b>	Nil

### **Purpose**

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

### **Background**

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

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

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

### **Proposal**

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

### **Communication and Engagement**

Nil.

## Strategic Implications

### Strategic Priority 5: Good Governance

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

#### Comment:

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

#### Statutory Requirements

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

#### Financial Considerations

Nil.

#### Officer Recommendation – Item 12.11

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

**Voting requirements: Absolute majority**

<b>12.12</b>	<b>Adoption of the Town of Bassendean Strategic Community Plan 2020 – 2030</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	CORM/POLCY/1
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Legislative
<b>Attachment No. 11</b>	Town of Bassendean Strategic Community Plan 2020 – 2030

### **Purpose**

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

### **Background**

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

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

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

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

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

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

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

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

### **Proposal**

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

### **Communication and Engagement**

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

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

The responses are included below. Two of the responses did not deal directly with the draft Strategic Community Plan but have been included for Council's consideration. Identifiers have been removed from the submissions to ensure the privacy of the respondent.

### **Strategic Community Plan Table of Public Submissions**

<b>No.</b>	<b>Submission Summary</b>
1	Much of The What Success Look like section is difficult to measure. I would like to see the council set clear, transparent and measurable goals. I would also like to see diversity targets within the employment of the council not just in relation to different demographics within the community making use of services. There is also no explanation of what the state targets are for Bassendean, it would be handy to know what the council is working towards.
2	I think it's great to see all these programs and initiatives proposed for Basso. But for all the talk about the future and direction of Basso, which I applaud, I feel some issues are still being left in the past. My Bassendream would be something I feel strongly about and which I have raised before. It is the lack of footpaths in our suburb. I find it appalling that I and others should have to walk and compete in the road with vehicles. I have attached a letter I wrote in 2015, which was sent to Bassendean council and also the Premier, with his reply.



	<p><i>(Link to letter removed due to identifiers.)</i></p> <p>But it seems that this footpath issue is not of any importance to the powers that be and so the buck keeps getting passed. It would be interesting to see what other residents opinions are on this issue as I am sure I can't be the only one who feels this way. I have attached copies of the two original letters and the Premiers reply. I would appreciate any comments regarding this. Thanks for your time.</p>
3	<p>I agree the Town of Bassendean embraces a lot of history and has strong cultural connections with our first people and other cultures. I feel the Town of Bassendean may be small and proud as the town should be, there is a strong sense of showing compassion and kindness for the people in this area. I wonder then, if a cover photo which reflects the community as Old, young and in-between, rich in culture showing proudness by embracing Indigenous as our first Australians, dinky di Aussies to new Australians should be included to introduce the Strategic Community Plan. I like how the plan informs the people of the Town's vision and priority areas. I would look forward to seeing progress toward outcomes of some areas of priority that interest me.</p>
4	<p>The Town has a strong and defined vision for the short term and long term development of the town and community to become a hub for residents to live, work, play and enjoy the benefits of this focus on creating a sustainable environment of the future</p>
5	<p>It's rare that I find these kinds of organisational documents inspiring or impressive, (I think I can recall one other in my career), but this one is both. The clarity it brings to the Town's priorities crystallises our direction and the wording of these priorities is invigorating. Overall this Plan makes me feel like we know where we're going and we're excited about going there and the benefits our priorities will bring to the Town. I thought the "How We Can Work Together" section and "How to use this Plan" were very valuable in providing a clear direction on what's done at what level. It's exemplary and the design is fresh and attractive.</p>
6	<p>There are no community amenities such as picnic tables, bbqs or under cover areas/ shelters for the community to use at places such as Success Hill and Mary Crescent and the BIC Reserve. The Bassendean Walking Group meet in Guildford when the weather is wet because there is nowhere for them to meet within the Town of Bassendean with an undercover shelter for such a group 20-30 people. (Have a look at Riverside Garden Bayswater for examples of rotundas) I would suggest increasing identification of registered Aboriginal sites and state heritage sites on the sites and encouraging the community to take pride and ownership of public places near where they live through active engagement. Interpretive art at Aboriginal registered sites and state heritage sites is long overdue. I suggest council create an awareness of "culture" more broadly than just Aboriginal culture while continuing RAP initiatives. I suggest more musical activities for the community with amateur concerts, community singing, the establishment of a local choir etc rather than the narrow focus on entertainment events and art. I suggest providing IT support to myself to provide online history content beyond social media posts and to develop the Local Studies webpage with additional content. I suggest support of the Bassendean Memorial Library, as the most significant cultural institution within the Town, and understand it is a place visitors gravitate to- to be welcomed. I suggest "new residents" as a dedicated area for information on the Town's website- like many other local governments provide. I suggest the Town publish the history commissioned by Glen McLaren, an outstanding council resolution and communicate clearly with the community the state of play with 1 Surrey Street, a current project which was omitted from the last Thrive edition while all other projects were given publicity.</p>
7	<p>Celebrating culture and heritage through consulting an Indigenous local on natural landscapes and planting - Engagement with people with disabilities and young children to plant endemic species. Perhaps if it is with young children it becomes an educational experience with Indigenous people teaching them about caring for the land - Bush tucker edible food garden areas - River maintenance and preservation - using planting to strengthen the river's edge - Increased street lighting to some areas, for example Broadway (it is very dark at night walking from the train station). What are other ways security and safety can be strengthened?</p>

## Strategic Implications

### Strategic Priority 5: Good Governance

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

### Comment

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

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

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

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

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

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

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

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

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

### **Statutory Requirements**

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

### **Financial Considerations**

Nil.

### **Officer Recommendation – Item 12.12**

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

**Voting requirements: Absolute majority**





<b>Item 12.13</b>	<b>Adoption of the 2020-21 Annual Budget</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>Ref</b>	FINM/BUGTG/1
<b>Directorate</b>	Chief Executive & Corporate Services
<b>Decision Type</b>	Legislative
<b>Attachment No. 12</b>	Proposed Annual Budget for 2020-21 Proposed Fees and Charges for 2020-21 Proposed Operational and Capital projects

## Purpose

This report provides:

- the strategic context for the Town of Bassendean's proposed 2020-21 Annual Budget together with supporting schedules, such as proposed rates and minimum payments, fees and charges, and operational and capital projects.
- an overview of the proposed 2020-21 Annual Budget presented in its statutory form for Council adoption in accordance with the *Local Government Act 1995 (Act)*, the *Local Government (Financial Management) Regulations 1996 (Regulations)* and Australian Accounting Standards.

## Background

Development of the 2020-21 Annual Budget was significantly affected by the impact of COVID-19, which was declared a pandemic by the World Health Organisation on 11 March 2020. A State of Emergency was declared in Western Australia on 15 March 2020.

The impacts of the COVID-19 pandemic demands all levels of government to provide leadership, support and compassion 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 has focused on developing an annual budget for 2020-21 that provides a strategic response by duly considering those projects and measures designed to provide the strongest economic and social impact for our community.

By way of background, the Town responded rapidly by adapting its services and the way it provided support to the community, as detailed in a report to a Special Meeting of Council on 24 March 2020. At that Special Meeting of Council, it was resolved:

*“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.”*

Preparations for the 2020-21 Annual Budget commenced following the Special Meeting of Council on 24 March 2020 and a Budget Discussion Paper was circulated to Councillors as part of the CEO Weekly Bulletin on 9 April 2020. The purpose of that paper was to consider the strategic context of the budget in light of the COVID-19 pandemic, raise potential budget assumptions and the potential revenue effect of those assumptions. This was discussed with Councillors at a workshop on 14 April 2020.

This work resulted in the presentation of a report to Council for the Ordinary Meeting of Council on 28 April 2020. The purpose of the report was 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; and*
- 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.”*

At the Ordinary Meeting of Council on 28 April 2020, it was resolved

*"That Council:*

1. *Requests the CEO 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 30 September 2020;*
  - b) *Suspends lease rental payments for sporting and community groups for Town owned buildings from 1 March 2020 to 30 September 2020;*
  - c) *Waives the Bassendean Oval License Fee payable by the Swan Districts Football Club Inc. for the 2020 calendar year;*
  - 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. *Waives food and health inspection fees for targeted small businesses (as defined by the ATO) adversely affected by COVID-19 until 30 September 2020, excluding large retail chains, fast food outlets and supermarkets; and that this be reviewed in early September 2020 to ascertain if the waiving of food and health inspection fees should continue in the 2020/21 financial year;*
5. *Suspends the Town's sponsorship and grants program for 2020-21, effective immediately, in addition to major events including NAIDOC and Australia Day."*

Meanwhile, the administration commenced the budget setting process, with business units:

- Reviewing workforce plans;
- Reviewing budgeted expenditure/year to date expenditure;
- Forecasting 2020-21 requirements;
- Forecasting the budgetary implications of the COVID-19 pandemic;
- Embedding the parameters determined by Council;
- Preparing plans for operational and capital projects and prioritising activities;
- Reviewing fees and charges; and
- Preparing for the State's property revaluation and developing rating models.

Draft operational and capital project spreadsheets were circulated to Council on 5 May 2020, with a workshop held that evening to discuss the projects. Councillors provided feedback during and after the workshop and updated operational and capital project spreadsheets were circulated to Councillors with the CEO Bulletin on 22 May 2020.

The CEO held further discussions with Councillors and updated operational and capital project spreadsheets, proposed fees and charges and proposed rate in the dollar and minimum rate, calculated to ensure no increase in rate revenue. This was circulated to Councillors in the CEO Bulletin on 26 June 2020. These matters were further discussed at workshops with Councillors on 30 June 2020 and 7 July 2020.

The resulting budget is very much driven by the Town's response to the COVID-19 pandemic, which features:

- No increase in revenue from rates and no increase in fees and charges thereby minimising the financial burden on rate-payers, community groups and businesses
- Conservative revenue forecasts and parameters previously adopted by Council
- An ambitious program of operational and capital projects designed to maximise economic and social returns
- The utilisation of reserve funds as far as possible to fund projects to stimulate the economy on worthwhile projects consistent with advice from the Premier and Minister for Local Government.

Recognising the dynamic environment we are operating in, the Town of Bassendean will adopt a new approach to regularly reviewing its operating environment in order to remain agile and responsive. With this in mind, a further budget review is planned for November 2020 and then again in March 2021, in order to consider relevant changes and recommend to Council appropriate adjustments.

### **Proposal**

That Council adopt the proposed 2020-21 Annual Budget.

### **Communication and Engagement**

Communication with Councillors is outlined in the Background section above.

### Economic Recovery

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

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 will receive \$175,000 from the Federal Government's Local Roads and Community Infrastructure Program to be spent on 'shovel-ready' projects in 2020-21.

This funding is proposed to be used to fund restoration works at Bindaring wetlands; the upgrade of Padbury and Palmerston Reserves; and new footpaths. These projects can all be implemented in 2020-21 in line with the grant funding program criteria.

The East Metropolitan Regional Council (EMRC) resolved at a Special Council meeting on 16 April 2020 to provide a dividend to member Councils of \$5,000,000 and the Town has received its share of \$214,462.85. This funding is proposed to be used for one of the Town's priority projects, being the sewerage works at Sandy Beach Reserve, with any remaining funds to be used for the nature based playground.

The Federal Government's Early Childhood Education and Care Relief Package ceased on 12 July 2020, with a return to the Child Care Subsidy. The Government has implemented transition measures to support the sector and the Town is eligible for a Transition Payment of 25 per cent of fee revenue during the relief package reference period (17 February 2020 to 1 March 2020) from 13 July 2020 until 27 September 2020.

Under the Early Childhood Education and Care Relief Package, the Federal Government paid 50 per cent of fee revenue during the reference period from 6 April 2020 to 12 July 2020, with families receiving free child care. For-profit centres were also eligible for the \$1500 per fortnight JobKeeper payment for each staff member. Local Governments were not eligible for the JobKeeper wage subsidy, meaning Local Government run childcare centres were detrimentally impacted.

The Town operates two community based, not for profit early childhood education centres in Ashfield and Bassendean. Despite consistent and ongoing advocacy to both Federal and State government for financial support, no financial support was forthcoming. While the Transition Payment will offset some of the Town's revenue loss, these measures when considered in totality are estimated to have reduced the Town's revenue by \$86,602.

The Town has engaged in a range of activities designed to stimulate the local economy.

The Town is 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 the Town's local planning strategy, new scheme and policies.

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 focusing 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.

A proposal for a new Town Centre Masterplan was approved by Council at its June OCM and will facilitate attracting much needed investment and development in the town centre with the benefit of creating additional housing and employment opportunities in the town centre.

The Town has also recently examined 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 in the future 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 involves 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 process extending 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 has consistently promoted local businesses in a campaign to shop, eat and drink local. A business directory has been promoted via the Town's website and *Thrive* magazine.

The Town has launched its 'Be a LOYAL LOCAL' online platform, 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 continue to promote these to the entire community.



## Strategic Implications

### Strategic Priority 5: Good Governance

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

## **COMMENT**

The proposed 2020-21 Annual Budget includes:

- Statutory Financial Statements, incorporating:
  - Statement of Comprehensive Income by Nature or Type and by Program;
  - Statement of Cash Flows by Nature or Type;
  - Rates Setting Statement by Nature or Type and by Program; and
  - Notes to and forming part of the Budget.
- Capital Projects for 2020-21;
- Operational Projects for 2020-21; and
- Fees and Charges for 2020-21.

### **Estimated Closing Surplus – 2019-20**

The 2019-20 Budget estimated a closing surplus of \$24,680, however, the 2019-20 forecast closing surplus is \$745,317.

### **Estimated Closing Surplus – 2020-21**

The estimated closing surplus for 2020-21 is \$4,647.

## **INCOME STATEMENT BY NATURE AND TYPE**

The following are comments on the major changes to income and expenditure items presented on the Comprehensive Statement of Income – By Nature and Type.

### **Rates**

The proposed 2020-21 Annual Budget has been prepared to implement a zero per cent rate revenue increase, as resolved by Council on 24 March 2020. The Town levied rates of \$13,427,822 in 2019-20 and budgeted rates income for 2020-21 is \$13,427,160.

The rate in the dollar is proposed to increase from 7.302 cents in 2019-20 to 8.323 cents in 2020-21, while the minimum payment is proposed to remain the same, at \$1,106. The rate in the dollar has been calculated as the rate required to derive a similar amount in rates revenue as in 2019-20, based on updated property values provided by the Valuer General.

Despite the Town's commitment to derive no more revenue from rates than in 2019-20, rates levied for individual properties will change, due to the revaluation of property values by the State Government.

### **Revaluation**

Property valuations are adjusted by the Valuer General every three years and 2020-21 is a revaluation year.

Property valuations by the Valuer General determine the Gross Rental Value (GRV) of each property in a district. Council rates for each property are calculated by multiplying the GRV by the rate in the dollar necessary to achieve the revenue required to deliver services to the community.

The Valuer General advised that the GRV of property within the Town of Bassendean fell by 13% in total since the last revaluation. While the GRV for some properties increased, the GRV for most properties fell, some by less than the average of 13% and some by more. This will have the following effect for individual property owners:

- Where the GRV of a property has increased, or fallen by less than the average of 13%, rates will increase; and
- Where the GRV of a property has fallen by more than the average of 13%, rates will decrease.

The effect of a revaluation is to redistribute the rates burden among property owners within a district to achieve a fair distribution as property values change over time.

### Instalment Payments

In accordance with Section 6.45 of the *Local Government Act 1995*, a local government is to offer instalment options for the payment of rates or service charges. Additional charges for the recovery of rates or service charges may be imposed (including an amount by way of interest) for payments made under an instalment option.

The following payment options are proposed:

Full Payment: 25 September 2020

Two Instalments:

First Instalment: 25 September 2020

Second Instalment: 29 January 2021

Four Instalments:

First Instalment: 25 September 2020

Second Instalment: 27 November 2020

Third Instalment: 29 January 2021

Fourth Instalment: 1 April 2021

Council adopted a Financial Hardship Policy at the Ordinary Council meeting held on 26 May 2020 to give effect to the Town's commitment to assist rates debtors and sundry debtors experiencing financial hardship by:

- Enabling a rates debtor or sundry debtor experiencing financial hardship to make application for assistance relating to outstanding rates or service charges or sundry debts; and
- Treating all rates debtors and sundry debtors experiencing financial hardship in a fair and consistent manner.

Instalment Administration Fee and Interest      \$195,455

To offset the administrative costs of offering instalment options, Council may impose an administration charge and interest charge. The administration fee is intended to cover costs incurred and regulation 67 of the Regulations does not allow a profit to be made.

An Instalment Administration Fee of \$12 per instalment is proposed when an instalment payment option is used, for instalments after the first instalment. The Instalment Administration Fee for the two instalment option is \$12 and for the four instalment option is \$36.

In the event that the payment of rates is not received in full or by one of the instalment options, the Town may enter into a special payment arrangement with a ratepayer and an administration fee of \$30 will apply. These fees are the same as the fees charged in 2019-20.

Pursuant to section 6.45 of the Act, Council may adopt an interest rate for payment of rates by instalments up to a maximum rate of 5.5%. The maximum rate is set by regulation 68 of the Regulations. In line with other local governments, it is proposed to apply this rate in 2020-21. This is the same as the rate applied in 2019-20.

Pursuant to section 6.51(1) and subject to section 6.51(4) of the Act and Regulation 70 of the Regulations, local governments may charge late payment interest up to a maximum of 11% for rates and service charges that remain unpaid after becoming due and payable. On 21 April 2020 the *Local Government Amendment (COVID-19 Response) Act 2020* which capped the interest rate local governments may charge at 8%; a rate of 8% is proposed for 2020-21. Council charged a rate of 10% in 2019-20.

Interest is not chargeable to eligible pensioners who have had their entitlement registered with the Council in accordance with the *Rates and Charges (Rebates and Deferments) Act 1992*.

Budgeted revenue from the Instalment Administration Fee for 2020-21 is \$63,300, and is included in the budget for Fees and Charges. Budgeted revenue from Interest Charges for 2020-21 is \$132,155 (including interest on deferred rates), and is included in the budget for Interest Earnings.

#### Discounts, Incentives, Concessions & Write-offs

Discounts and incentives for early payment of rates are not proposed for the 2020-21 Annual Budget.

Council will accept written applications from Not for Profit community groups within the Town of Bassendean and consider granting a concession or waiver of rates or service charges in accordance with its discretionary powers provided by section 6.47 of the Local Government Act 1995.

#### Operating Grants and Subsidies

Revenue is expected to remain steady from \$2,563,074 as budgeted for 2019-20, to \$2,619,115 in 2020-21.

#### Fees and Charges

The 2020-21 Annual Budget includes proposed fees and charges for the provision of services to the community. No increase to any fee or charge is proposed, consistent with the resolution of Council on 24 March 2020. Consequently, revenue is expected to remain steady from \$5,989,971 as budgeted for 2019-20, to \$6,031,127 in 2020-21.

Council revoked Council Policy 1.17 – Development Bonds Policy – Compliance With Conditions of Planning Consent at the Ordinary Council meeting on 23 June 2020. All development bonds have been refunded.

Fees and charges have either been refunded or waived, as required, to give effect to the resolution of Council on 28 April 2020 reproduced above.

### Waste Charges

The Town imposes a waste disposal charge to recoup the cost of waste services and the purchase of bins. Budgeted revenue from the waste service charge for 2020-21 is \$2,828,670 and is included in fees and charges above.

No increase to waste charges is proposed, consistent with the resolution of Council on 24 March 2020, although **three** new charges are proposed to accommodate the introduction of the Food Organics, Garden Organics waste system (FOGO):

- FOGO Waste system – 240L general waste bin option \$470
- FOGO Waste system – additional 140L general waste bin \$160
- **FOGO Waste System – non-rateable property – 240L general waste bin option \$545**

### Tip Passes – Attached to Rates Notice for 2020-21

The Town will again provide four tip passes that will be printed onto the rates assessment/notice.

Additional tip passes (trailer capacity) can be purchased at the Customer Service Centre at a cost of \$60 each.

Lost or misplaced tip passes will not be replaced.

The 2019/20 Tip passes will expire on 31 August 2021.

### Interest Earnings

Revenue is expected to fall from \$460,345 as budgeted for 2019-20 (actual revenue is expected to be \$357,926 in 19/20), to \$285,208 in 2020-21. This is due to the historic low RBA cash rates, the drawdown of reserves to fund capital projects.

The proposed reduction of the interest rates for late payments of rates and service charges from 10% to 8% in line with the Local Government Amendment (COVID-19 Response) Act 2020 will also have an adverse impact on this figure.

The Town of Bassendean also invests money in non-fossil fuel lending banks which typically give lower rates.

### Other Revenue

Revenue is expected to remain steady from \$427,316 as budgeted for 2019-20, to \$441,131 in 2020-21.



## **Employee Costs**

Employee costs are expected to increase from \$12,291,093 as budgeted for 2019-20, to \$13,476,198 in 2020-21.

This variance arises from a number of factors, including:

1. Errors and inadequacies in the 2019-20 annual budget, as presented to Council at a Special Council meeting on 24 March 2020 for the budget review (\$561,334):
  - Additional salaries due to terminations and relief staff for long service leave coverage (Library), offset by savings due to timing of appointment of new positions
  - Errors in superannuation budget including no provision for Infrastructure Directorate
  - Increased expenditure for staff training
  - Failure to budget for workers' compensation insurance for outside staff;
2. Re-aligned positions<sup>1</sup> and an additional IT officer<sup>2</sup> (\$387,827). Of the re-aligned/additional positions, only one position has not previously been presented in the workforce plan; the IT Support Officer, which is a contract position. Note that some positions are funded through budgets for specific projects (finite) or expected to be cost neutral through the imposition of fees (\$153,975). Note also that remuneration for new senior positions includes an allowance in lieu of the provision of a motor vehicle, which represents corresponding savings to the Town;
3. Failure to budget for annual leave loading (\$16,000);
4. Estimated staff salary increase resulting from the negotiation of a new Enterprise Bargaining Agreement.

Consistent with State Government messaging from the Premier and Minister for Local Government, 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, particularly to drive new and ongoing projects and maintain operational services.

Since March 2020, the Town has repurposed and redeployed resources (financial and human) and directed efforts to priority projects in addition to community programs such as the community outreach program to support the most vulnerable people in our community during this difficult time.

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<sup>1</sup> Emanating from new structure which represents a decrease in FTE.

<sup>2</sup> For provision of additional support to accommodate remote working during COVID-19 and in recognition of the state of the Town's IT.

The Town implemented a range of measures to optimise staff deployment, including:

- Functional reviews across all business units to determine essential and non-essential activities and critical resource requirements
- Redeployment and cross-sectional sharing of employees and resources within the organisation to support priority projects and activities
- Employees deemed 'high risk' have either been working from home, undertaking modified duties or utilising leave entitlements
- A range of support leave options have been provided to employees who wish to take a period of absence
- A freeze on new recruitment aside from exceptional circumstances
- Employment Contracts expiring have been assessed and determined if the role is critical or required in the medium term
- The cessation of temporary agency staff
- The cessation of higher duties unless deemed critical by the CEO
- Employees working between ordinary hours, to reduce any penalty rates and overtime payments
- Opportunities to renegotiate and temporarily reduce minimum working hours
- Suspension of non-essential training.

Following the appointment of the new leadership team in 2019-20, a program of organisational reform to streamline processes and create efficiencies is underway and will continue in 2020-21.

### **Materials and Contracts**

Expenditure is expected to fall from \$8,122,358 as budgeted for 2019-20, to \$7,327,227 in 2020-21. This is primarily due to the absence of a budget for events and sponsorship as a result of the COVID-19 pandemic. There was also a reallocation of some expenditure items to the "Other Expenditure" category to match the treatment of actual expenditure.

### **Utility Charges**

Expenditure is expected to fall slightly from \$719,114 as budgeted for 2019-20, to \$696,582 in 2020-21. Actual expenditure for 2019-20 was below budget, requiring a reduced budget for 2020-21.

### **Depreciation**

Depreciation is a non-cash item and does not affect rates and charges. Depreciation is included in the statement of comprehensive income to reflect the reduction in value of assets for the ensuing 12 months.

Depreciation is expected to increase slightly from \$3,505,012 as budgeted for 2019-20, to \$3,559,374 in 2020-21. Actual expenditure for 2019-20 exceeded budget, requiring an additional depreciation allowance for 2020-21.



### **Interest Expenses**

Expenditure is expected to fall slightly from \$49,688 as budgeted for 2019-20, to \$32,689 in 2020-21. This is due to the continued reduction in loan balances.

### **Insurance Expenses**

Expenditure is expected to increase from \$452,413 as budgeted for 2019-20, to \$492,162 in 2020-21. Actual expenditure for 2019-20 exceeded budget, requiring an additional depreciation allowance for 2020-21.

### **Other Expenditure**

Expenditure is expected to increase from \$870,570 as budgeted for 2019-20, to \$978,941 in 2020-21. This is due to a reallocation of some expenditure items from "Materials and Contracts" to match the treatment of actual expenditure.

### **Councillor Fees and Allowances**

Councillor allowances are consistent with the Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No 1 of 2020.

Total expenditure is expected to fall from \$307,240 as budgeted for 2019-20, to \$237,740 in 2020-21. This is due to there being no Council elections planned for 2020-21.

Councillor meeting fees and allowances proposed for the 2020-21 Annual Budget are:

<b>Description</b>	<b>Amount</b>
Council meeting fees	\$123,544
Mayoral & Deputy Mayoral allowance	\$ 46,196
Conferences and training	\$ 15,000
Donations	\$ 5,000
IT and Communication allowance	\$ 24,500
Stationery, subscriptions and advertising	\$ 21,000
Functions	<u>\$ 2,500</u>
	<u>\$237,740</u>

Councillor fees and allowances are included in the "Other Expenditure" category.

### **Non-Operating Grants**

Revenue is expected to fall from \$2,066,917 as budgeted for 2019-20, to \$1,787,947 in 2020-21. This is due to a reduction in expected LotteryWest funding for the Town's projects in 2020-21.

## **OTHER BUDGET ITEMS**

### **Operational Projects            \$507,906**

Operational projects proposed for 2020-21 are listed in the budget.

These include:

- Town Centre Revitalisation – The project provides a strategic response to the COVID-19 pandemic for our town centre and local economy through creating the right conditions for potential new housing, employment, supporting small business and greater social connection and development.
- **Old Perth Road Markets – to re-commence the monthly markets.**
- Community Events – Funding for civic/statutory functions and community events.
- Strategic River Assessment – This will help the Town identify the existing and likely future planning and investment required to meet community expectations to care for the river and provide high quality foreshore amenities.
- Second Avenue to Fourth Avenue Living Stream – Design for the retrofit of the Water Corporation drains between Second and Fourth Avenues. This is partly funded by a Water Corporation grant.
- Sandy Beach Foreshore – Replace damaged and failing timber retaining wall – Concept design to investigate options for timber wall replacement, considering erosion impacts, maintenance and aesthetics.
- Jubilee Reserve Masterplan – To develop a high level concept master plan, maximising reserve usage and including an accessible, multipurpose facility.

The proposed 2020-21 Annual Budget again provides for the planting of another 1,000 new trees, using operational funds.

### **Capital Works Program            \$6,419,347**

Capital projects proposed for 2020-21 are listed in the budget.

Capital projects include:

- Food Organics Garden Organics (FOGO) – Council will roll out its new three-bin system in July 2020. The project has been funded by the EMRC.

- Whitfield Street Safe Active Street – Whitfield Street was identified in the Town’s Bike Plan as a suitable safe active street – a cycle route on quiet local streets where vehicle speeds are reduced to 30 km/h to allow for a safer shared street space for cycling and walking. Construction has commenced. The project is funded by the Department of Transport.
- Underground Power – Provision of underground power to parts of Eden Hill and Bassendean. The project is substantially funded by Western Power, with Western Power covering the cost of infrastructure to the property boundary. The Town proposes to have property owners fund the cost of connection from the property boundary to the property via a service charge from 2021-22.
- Spillway Design and Construction, Success Hill – Construction of a new spillway is required to allow stormwater to be conveyed into the river. The project is ready to progress to detailed design. The project is proposed to be funded by re-purposing the Waste Management Reserve.
- Sandy Beach Playground Construction – To construct a new nature-based playground at Sandy Beach Reserve to create enhanced community amenity for recreation, engagement and play. Detailed design is complete. The project is proposed to be funded through Public Open Space funds, and proceeds from the sale of land at Chapman and Lord Streets and the Land and Buildings Infrastructure Reserve.
- Sandy Beach ablutions and sewerage – To replace the existing toilet to meet contemporary community needs and standards as well as connecting the facility to mains sewer to meet the BMP standards for public health and environmental outcomes. The project will be funded through Public Open Space funds and the EMRC dividend.
- Mary Crescent “Our Park Our Place” Program – The Our Park, Our Place project aims to address issues in some of Perth’s lowest-canopy hotspots by regenerating local parks and reconnecting people with nature. The project is being run by Greening Australia using LotteryWest funding, Water Corporation grant and a co-contribution from the Town.
- Principal Green Trail – This is a Green Trail Pilot project which aims to blend path infrastructure with local surroundings to create a more pleasant walking and riding experience by increasing natural landscaping, shade, shelter and amenity. The project is funded by the Department of Transport.
- Padbury Way and Palmerston Street Reserve Upgrades – Upgrade to equipment and reserves, following community consultation. The Town proposes to partly fund the project from the Federal Government’s Local Roads and Community Infrastructure Program, and partly from Community Facilities Reserves funding.

## **Transfers to/from Reserves and Restricted Cash**

Given the effects of the COVID-19 pandemic on the Town's revenue, the proposed 2020-21 Annual Budget is reliant upon the use of reserve funds to help deliver the proposed suite of community projects, many of which are designed to assist local economic recovery.

Transfers to and from reserves proposed for the 2020-21 Annual Budget are listed in the budget at Note 7.

### **Change in Purpose of a Reserve/Using Reserve Funds for Another Purpose**

The Local Government Act 1995, section 6.11, relevantly states:

- "(2) Subject to subsection (3), before a local government —*
- (a) changes\* the purpose of a reserve account; or*
  - (b) uses\* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.*

*\* Absolute majority required.*

- (3) A local government is not required to give local public notice under subsection (2) —*
- (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) in such other circumstances as are prescribed."*

## **Underground Power Reserve**

The purpose of the Underground Power Reserve is: *"To accrue funds for engaging consultants to consider the implementation of underground power"*.

Council adopted Council Policy 1.23 - Underground Power Policy in February 2019, which states that Council will achieve the objectives of the policy by, in part:

*"Continuing to make contributions to a reserve fund to assist residents facing financial hardship with meeting the property owner contribution costs of undergrounding power."*

The current purpose of the Underground Power Reserve is inconsistent with that policy objective and it is recommended the purpose of the reserve be changed to:

*"To accrue funds to assist residents facing financial hardship with meeting the property owner contribution costs of undergrounding power."*

A change in use of part of the funds in the Underground Power Reserve is also proposed, for the Green Power Purchasing Project. The Town has entered into a non-binding EOI with Procurement Australia in relation to a large scale renewable energy generation power purchasing agreement.

### **Waste Management Reserve**

The purpose of the Waste Management Reserve is: *"To accrue funds for the purpose of renewal or upgrade of waste management services"*.

Funds standing to the credit of the Waste Management Reserve exceed the Town's requirements, given the pending roll out of the FOGO three bin system which will provide new FOGO and general waste bins to most households, and receipt of FOGO funding from the EMRC. Following implementation of FOGO, the balance of the reserve is projected to total \$1,388,963.

A change in use of part of the funds in the Waste Management Reserve is proposed, for the Spillway Design and Construction at Success Hill, to replace the current temporary structure.

### **Land and Buildings Infrastructure Reserve**

The purpose of the Land and Buildings Infrastructure Reserve is to: *"To hold funds accrued as a result of sale of land and buildings and for the provision of funds for the purchase and development of land and building infrastructure"*.

A change in use of part of the funds in the Land and Buildings Infrastructure Reserve is proposed, for the Sandy Beach Playground. The Town previously acquitted to parcels of land from the State Government at 5% of market value, with the proceeds from sale of the land to be used for the Sandy Beach Playground. Once those parcels of land have been disposed of by the Town, the proceeds from sale will be credited to the Land and Buildings Infrastructure Reserve.

Proposed reserve drawdowns of significance and their purpose are summarised below:

- Future Projects Reserve – Town Centre Revitalisation and Jubilee Reserve Masterplan
- Information Technology Reserve – Information Systems Review – Phase One
- Land and Buildings Infrastructure Reserve – Sandy Beach Playground Construction. Note: Proceeds from the sale of land at Chapman and Lord Streets will be credited to this reserve following receipt
- Land and Building Infrastructure Reserve – Purchase of property to facilitate the progression of TPS 4A
- Underground Power Reserve – Green Power Purchasing Project
- Unspent Grants Reserve – Whitfield Safe Active Street
- Waste Management Reserve – Spillway Detailed Design and Construction.

Overall net transfers from reserves total \$2,538,458.

## **Proposed Loans**

The *Local Government Act 1995*, section 6.20, provides a local government with the power to borrow money. The local government must give one month's local public notice of the proposal, unless the proposal has been included in the Annual Budget.

### **Short-Term Lending Facility**

The WA Treasurer announced in May 2020 a new Western Australian Treasury Corporation (WATC) borrowing facility to assist local governments in ongoing cash management in response to the COVID-19 pandemic. The facility differs from traditional borrowing for a project in that it is not tied to a purpose; it is akin to a business overdraft facility.

WATC will, on application by the Town, review the Town's cash flow forecast and decide on the amount of funds that may be made available.

The Town proposes to make application to WATC for the loan facility, so that funds will be available for the Town to draw down if and when that becomes necessary for effective cash flow management. This will be the subject of a separate report to Council.

### **Underground power**

Council has entered into a Network Renewal Underground Program Pilot (NRUPP) Co-Funding Agreement with Western Power to provide underground electricity distribution to parts of the Town. Western Power will fund the network connection and removal costs and the Town will contribute to the consumer mains cost.

The Town is required to make the following cash calls to Western Power under the co-funding agreement:

29 September 2021	\$1,137,264
29 September 2022	<u>\$1,137,264</u>
	\$2,274,528

The Town proposes to recoup this cost from property owners through a service charge, commencing in 2021-22.

It will be necessary for the Town to borrow sufficient funds from WATC to allow it to meet its cash call obligations under the co-funding agreement with Western Power, in advance of recouping the cost from property owners. The Town proposes to seek a loan from WATC for the full amount of the cash calls and to draw down on that loan as and when required.

### **Determination of material variance for reporting purposes**

Each year, Council is required to adopt a percentage or value for the purposes of reporting material variances in the Monthly Financial Activity Statement. This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenues and expenditures that may not be in keeping with Council's budget.

The early identification of these potential issues can assist in better utilisation and allocation of scarce Council funds and resources.

The values chosen should provide a good indication of variances that would not normally be able to be covered through Council's normal operations and should, therefore, be assessed to identify if a potential issue exists or not.

Council has previously used a value of (+) or (-) \$5,000 or 10% per business unit for each of the revenue and expenditure areas included in the Financial Statements.

It is recommended that this value continue to be used.

### **Statutory Requirements**

The *Local Government Act 1995*, section 6.2.

The *Local Government (Financial Management) Regulations 1996*, Part 3 and Regulation 34.

Section 6.2 of the Act requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt (by Absolute Majority) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the Act refer to the setting of budgets and raising of rates and charges.

The Regulations detail the form and the content of the budget.

The 2020-21 Annual Budget reflects the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020.

Other statutory requirements are detailed in this report.

Council has several financial policies which have been taken into consideration in the budget process, including the Financial Sustainability Policy and Investment Policy.

## Financial Considerations

Specific financial implications are as outlined in the Analysis section of this report and as itemised in the Annual Budget 2020-21 attached under separate cover for adoption.

### Officer Recommendation – Item 12.13

That Council:

1. 2020-21 Annual Budget

Adopts, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996* and the *Local Government (COVID-19 Response) Ministerial Order 2020*, the Budget for the Town of Bassendean for the 2020-21 financial year, as contained in Attachment 1 to 3, which includes the following:

- a) Statement of Comprehensive Income by Nature or Type showing a net deficit for the year of \$2,169,490;
- b) Statement of Comprehensive Income by Program showing a net deficit for the year of \$2,169,490;
- c) Statement of Cash Flows showing cash at the end of the year of \$9,645,071;
- d) Rate Setting Statement showing the amount required to be raised from rates of \$13,469,709;
- e) Notes to and Forming Part of the Budget;
- f) Transfers to Reserve Accounts \$1,620,000 and from Reserve Accounts \$4,158,458; and
- g) Capital Expenditure and New Initiatives - \$6,419,347, inclusive of the Carried Forward Projects \$635,353.

**Voting requirement: Absolute majority**



2. Rates, Instalment Payment Arrangements, Administration Fees and Interest

- a) For the purpose of yielding the deficiency disclosed by the 2020-21 Annual Budget, pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995* and the *Local Government (COVID-19 Response) Ministerial Order 2020*, imposes a uniform general rate of 8.323 cents in the dollar on all rateable properties within the district, with the minimum rate being \$1106;
- b) Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment of rates in full, and service charges by instalments:

	<b>Due Date</b>
Full payment and 1st instalment	25 September 2020
2nd quarterly instalment	27 November 2020
2nd half instalment and 3rd quarterly instalment	29 January 2021
4th and final quarterly instalment	1 April 2021

- c) Imposes, in accordance with section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, an instalment administration charge where the owner has elected to pay rates (or service charges) through an instalment option, of \$12 for each instalment after the initial instalment is paid (a total of \$36);
- d) Imposes, in accordance with section 6.45(3) of the *Local Government Act 1995* and clause 13 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, an additional interest rate of 5.5% applicable to rate and service charge instalment arrangements, subject to this additional interest rate cannot be applied to an excluded person, as defined in the *Local Government (COVID-19 Response) Ministerial Order 2020*, that has been determined as experiencing genuine financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy;
- e) Imposes, in accordance with section 6.51(1) of the *Local Government Act 1995* and clause 14 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, an interest rate of 8% applicable to overdue and unpaid rate and service charges subject to this interest rate cannot be applied to an excluded person as defined in the *Local Government (COVID-19 Response) Ministerial Order 2020*, that has been determined as experiencing genuine financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.

**Voting requirement: Absolute majority**

### 3. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and regulation 53(2) of the *Building Regulations 2012*, adopts the Fees and Charges included in the 2020-21 Annual Budget as attached to, and forming part of, this report.

**Voting requirement: Absolute majority**

### 4. 2020-21 Fees and Charges Waivers

In furtherance of resolution OCM-13/04/20, Council 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 01 July 2020 to 30 September 2020;
- b) Suspends lease rental payments for sporting and community groups for Town owned buildings from 1 July 2020 to 30 September 2020;
- c) Waives the Bassendean Oval License Fee payable by the Swan Districts Football Club Inc. for the 2020 calendar year;
- 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; and
- e) Waives food and health inspection fees for targeted small businesses (as defined by the ATO) adversely affected by COVID-19 until 30 September 2020, excluding large retail chains, fast food outlets and supermarkets.

**Voting requirement: Simple majority**

### 5. Community Events

To facilitate community events, Council resolves to consider civic events and small Town-led community events commensurate with the budget allocated for 2020-21.

**Voting requirement: Simple majority**

6. Elected Members' fees and allowances

- a) Pursuant to section 5.98 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
  - i) Mayor \$25,342; and
  - ii) Councillors \$16,367;
- b) Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members;
- c) Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$36,957 to be paid to the Mayor in addition to the annual meeting allowance; and
- d) Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$9,239 to be paid to the Deputy Mayor in addition to the annual meeting allowance.

**Voting requirement: Absolute majority**

7. Reserves – Change in Purpose, Change in use of funds

Pursuant to section 6.11 of the *Local Government Act 1995*, Council approves:

- a) A change in purpose of the Underground Power Reserve to: *"To accrue funds to assist residents facing financial hardship with meeting the property owner contribution costs of undergrounding power;"*
- b) A change in use of part of the funds in the Underground Power Reserve (\$20,000), for the Green Power Purchasing Project;
- c) A change in use of part of the funds in the Waste Management Reserve (\$350,000), for the Spillway Design and Construction at Success Hill; and
- d) A change in use of part of the funds in the Land and Buildings Infrastructure Reserve (\$664,731), for the Sandy Beach Playground.

**Voting requirement: Absolute majority**

8. Loan – Underground Power

Pursuant to section 6.20 of the *Local Government Act 1995*, approves the CEO making application to the Western Australian Treasury Corporation for a loan of up to \$2,274,528 and to draw down on that loan as and when required to enable the Town to meet its cash call obligations under the co-funding agreement with Western Power.

**Voting requirement: Absolute majority**

9. Materiality

Adopts a material variance of \$5,000 or 10% of the appropriate base, whichever is the higher, for the 2020-21 Financial Activity Statement, for the purpose of reporting under regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality.

**Voting requirement: Simple majority**



<b>Item 12.14</b>	<b>RFT 03/2020 Provision of Turf Maintenance at Bassendean Oval, Ashfield Reserve and Jubilee Reserve</b>
<b>Ref</b>	(PARE/TENDNG/70)
<b>Directorate</b>	Corporate Services
<b>Decision Type</b>	Executive
<b>Confidential Attachment No. 1</b>	RFT 03/2020 Tender Evaluation Report

### **Purpose**

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

### **Background**

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

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

*The Business Unit conducted an assessment of the relative benefits of performing this service in-house and continuing to outsource the service. The assessment demonstrated that continuing to outsource is more cost-effective for the Town. Outsourcing avoids the need for the Town to purchase and maintain specialist machinery and allows Town staff to focus on the provision of more specialist services.*

### **Communication and Engagement**

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

## Strategic Implications

### Strategic Priority 5: Good Governance

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

### Comment

Submissions were received from following ten Tenderers:

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

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

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

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

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

<b>QUALITATIVE CRITERIA</b>	<b>WEIGHTIN G</b>
Capacity	30%
Demonstrated Experience	40%
Demonstrated Understanding of the Requirements	30%

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

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

### **Statutory Requirements**

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

### **Financial Considerations**

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

### **Officer Recommendation – Item 12.14**

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

**Voting requirements: Absolute majority**





<b>12.15</b>	<b>Workforce Plan Review 2020</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>Ref</b>	GOVN/CCLMEET/40
<b>Directorate</b>	Human Resources and Organisational Development
<b>Decision Type</b>	NA
<b>Confidential Attachment No. 2</b>	Workforce Plan Review 2020

### **Purpose**

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

### **Background**

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

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

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

### **Communication and Engagement**

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

## Strategic Implications

### Strategic Priority 5: Good Governance

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

### Comment

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

### Statutory Requirements

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

### Financial Considerations

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

### Officer Recommendation - Item 12.15

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

### Voting requirements: Simple majority

<b>Item 12.16</b>	<b>Quarterly Report for Period Ended 30 June 2020</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>Ref</b>	GOVN/CCLMEET/1
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Legislative
<b>Attachment No. 13</b>	Quarterly Report P/E 30 June 2020

### Purpose

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

### Background

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

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

### Proposal

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

### Communication and Engagement

Not applicable.

### Strategic Implications

Strategic Priority 5: Good Governance

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

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

### **Comment**

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

### **Statutory Requirements**

*Local Government Act 1995.*

### **Financial Considerations**

Nil.

### **Officer Recommendation – Item 12.16**

That Council:

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

**Voting requirements: Simple majority**

<b>Item 12.17</b>	<b>Bassendean Local Emergency Management Committee Meeting held on 1 July 2020</b>
<b>Ref</b>	GOVN/CCLMEET/12 – Luke Gibson, Director Community Planning
<b>Directorate</b>	Community Planning
<b>Decision Type</b>	Executive
<b>Attachment No. 14</b>	BLEMC Minutes of 1 July 2020

### Purpose

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

### Strategic Implications

Strategic Priority 5: Good Governance

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

### Comment

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

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

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

**Officer Recommendation – Item 12.17**

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

**Voting requirements: Simple majority**



<b>Item 12.18</b>	<b>Accounts Paid – June 2020</b>
<b>Ref</b>	FINM/CREDTS/4
<b>Directorate</b>	Corporate Services
<b>Decision Type</b>	Legislative
<b>Attachment No. 15</b>	List of Payments – June 2020

### Purpose

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

### Background

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

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

### Strategic Implications

Strategic Priority 5: Good Governance

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

### Statutory Requirements

Local Government (Financial Management) Regulations 1996

### **Financial Considerations**

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

### **Officer Recommendation – Item 12.18**

That Council receives the List of Payments for June 2020.

**Voting requirements: Simple majority**

<b>Item 12.19</b>	Monthly Financial Report – June 2020
<b>Ref</b>	FINM/AUD/1)
<b>Directorate</b>	Corporate Services
<b>Decision Type</b>	Legislative
<b>Attachment No. 16</b>	Monthly Financial Statement - June 2020

## Purpose

The purpose of this report is for Council to consider the draft monthly financial report for June 2020.

## Background

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

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

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

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

The Statement of Financial Activity attached represents the adopted 2019-20 Annual Budget estimates and actual income and expenditure amounts for the month ending 30 June 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 Actual	Variance to YTD Budget
	\$m	\$m	%
Revenue	22.9	23.1	0.76%
Expenditure	26.5	25.1	5.26%
Capital Works	5.9	1.3	78.74%
Non-Operating Grants, Subsidies and Contributions	1.9	1.3	(30.04)%

Operating Revenue

Revenue year to date is 0.76% above budget. Operating grants are above budget due to the advance payment of the Financial Assistance grant, seniors grant funding and receipt of the EMRC dividend. This is offset by investment interest below budget due to low interest rates and other revenue under budget due to client fees for seniors.

Fees and charges are also under budget due to the Government decision to provide free child care fees during COVID-19, waiving of SDFC licence fees and naming rights and income from leisure courses and public events due to COVID-19. Town planning fees and ingoing fees for HRV are also below budget.

Operating Expenditure

Expenditure year to date is 5.26% under budget. Depreciation for June 2020 and accruals are still to be processed.

Materials and contracts and other expenditure are under budget due to cancellation of events and programs due to COVID-19. There are savings in some projects and carryover of projects to 2020-21.

Capital Works

Expenditure on capital projects is under budget due to timing and carryover projects to 2020-21.

### **Cash backed reserves**

The closing balance of the cash backed reserves at 30 June 2020 is \$7.1 million. The reserve summary shows all movements to and from reserve deriving the expected closing balance. The report provides information on the Town's ability to allocate funds for future projects by providing a closing balance comparison to budget. Transfers to and transfers from reserve to fund capital projects are still to occur.

### **Statement of Financial Position**

The Town has current assets of \$14.5 million. The major components are cash and cash equivalents of \$13.2 million and trade and other receivables of \$1.3 million. The Town has current liabilities of \$5.7 million. The major components are trade and other payables (includes bonds and deposits) of \$3.3 million and employee provisions of \$2.4 million.

### **Statement of Cash Flows**

Net cash provided by operating activities is \$0.7 million, investing activities is \$0.1 million and financing activities \$0.1 million.

### **Monthly Investment Report**

The overall balance of Town's investments is \$10.7 million. This is comprised of municipal investments of \$2.9 million (including restricted bonds and deposits), reserve investments of \$7.1 million and trust investments (public open space) 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 58% of its funds invested non-fossil fuel ADIs.

### Budget Amendments

The following budget amendments are proposed:

- Dividend payable to member Councils of the EMRC to respond to the current global COVID-19 pandemic by providing financial and economic benefit to Council, ratepayers and communities - \$214,463;
- Grant funding from the Community Environment Program to support the Bassendean Preservation Group nursery - \$2,500;
- Grant funding from the Department of Biodiversity, Conservation and Attractions – Lower Swan Locality program - \$10,000;
- Transfer unspent grants to reserve to fund projects in 2020-21 - \$284,429;
- Distribution of funds to member Councils of the EMRC to assist and support the implementation of FOGO - \$648,100;
- Transfer unspent EMRC funding to the Waste Management Reserve to fund FOGO in 2020-21 - \$648,100;
- Financial Assistance grant (Roads and General Purpose) paid in advance to assist Local Governments stimulate economic activity - \$294,114.

## **Statutory Requirements**

### *Local Government Act 1995*

#### 6.4. Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

### *Local Government (Financial Management) Regulations 1996.*

Regulation 34 requires a Financial Activity Statement to be prepared each month to be presented at an Ordinary Meeting of Council within two months after the end of the month to which the statement relates.

## **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 12.19**

That Council:

1. Receives the draft monthly financial report for June 2020; and
2. Adopts the budget amendments listed in the 'Budget Amendments' section of this report.

### **Voting requirements:**

**Point 1 - Simple majority**

**Point 2 - Absolute majority**

<b>Item 12.20</b>	<b>Use of Common Seal</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>Ref</b>	INFM/INTPROP/1
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Executive
<b>Attachments</b>	Nil

### Purpose

The purpose of this report is for Council to note the documents affixed with the Common Seal during the reporting period.

### Background

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.

### Proposal

Not applicable.

### Communication and Engagement

Not applicable.

### Strategic Implications

Strategic Priority 5: Good Governance

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



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

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

Document Sealed	Date Sealed
Restrictive Covenant – 20 Hyland Street	1 July 2020

**Statutory Requirements**

Affixing of the Common Seal is done in accordance with section 9.49A of the *Local Government Act 1995*

**Financial Considerations**

Not applicable

**Officer Recommendation – Item 12.20**

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

**Voting requirements: Simple majority**

<b>Item 12.21</b>	<b>Calendar for August 2020</b>
<b>Property Address (if applicable)</b>	Not applicable
<b>Landowner/Applicant (if applicable)</b>	Not applicable
<b>Ref</b>	INFM/INTPROP/1
<b>Directorate</b>	Chief Executive
<b>Decision Type</b>	Executive
<b>Attachments</b>	Nil

### Purpose

The purpose of this report is for Council to consider the calendar for August 2020.

### Background

Nil.

### Proposal

Not applicable.

### Communication and Engagement

Not applicable.

### Strategic Implications

Strategic Priority 5: Good Governance

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

## Comment

Calendar for July 2020:

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Meeting/ Event</b>
Wed 5 August 2020	5.30pm	Council Chambers	Audit and Governance Committee
Tues 18 August 2020	6.00pm	Council Chambers	Briefing Session
Tues 25 August 2020	6.00pm	Council Chambers	Ordinary Council Meeting
Thurs 27 August 2020	6.00pm	City of Belmont, 215 Wright Street, Cloverdale	WALGA East Metropolitan Zone Meeting

## Statutory Requirements

Not applicable.

## Financial Considerations

Not applicable.

## Officer Recommendation – Item 12.21

That Council receives the calendar for August 2020.

**Voting requirements: Simple majority**

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

### **13.1 Notice of Motion – Cr McLennan**

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

*“That:*

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

### **BACKGROUND – CR MCLENNAN**

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

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

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

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

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

#### OFFICER COMMENT

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

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

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

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

**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.*

<b>Item 16.1</b>	<b>RFT 06/2019 Provision of Restoration and Conservation Works to the Residency and the Pensioner Guard Cottage and Construction of a New Community Space at 1 Surrey St, Bassendean</b>
<b>Property Address (if applicable)</b>	1 Surrey St, Bassendean
<b>Landowner/Applicant (if applicable)</b>	Town of Bassendean
<b>Ref</b>	PARE/TENDNG/79
<b>Directorate</b>	Corporate Services
<b>Decision Type</b>	Executive
<b>Confidential Attachment No. 3</b>	RFT 06 2019 – Tender Evaluation Report

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

<b>Item 16.2</b>	<b>Disposal of 48 (Lot 8713) Chapman Street, Bassendean and 93 (Lot 7557) Lord Street, Eden Hill</b>
<b>Property Address</b>	48 (Lot 8713) Chapman Street, Bassendean and 93 (Lot 7557) Lord Street, Eden Hill
<b>Landowner/Applicant</b>	Town of Bassendean
<b>Ref</b>	COUP/ACQ-D/1, A742 & A3280
<b>Directorate</b>	Community Planning
<b>Decision Type</b>	Executive
<b>Attachments</b>	N/A

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

<b>Item 16.3</b>	<b>Chief Executive Officer Performance Agreement 2020-2021</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>Ref</b>	P/File
<b>Directorate</b>	Office of the Chief Executive Officer
<b>Decision Type</b>	Council
<b>Confidential Attachment No. 4</b>	CEO Performance Agreement 2020-2021

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

## **17.0 CLOSURE**

The next Briefing Session will be held on Tuesday 18 August 2020.

The next Ordinary Council meeting will be held on Tuesday 25 August 2020.