

TOWN OF BASSENDEAN

NOTICE OF ORDINARY COUNCIL MEETING

Dear Council Members

An Ordinary Meeting of the Council of the Town of Bassendean will be held on Tuesday, 24 November 2015 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

BOB JARVIS
CHIEF EXECUTIVE OFFICER

20 November 2015

Councillors, please note that the Briefing Session will commence at 5.00pm; a meal will be provided at 6.15pm; and the Ordinary Council meeting will commence at 7.00pm.

Cr Lewis will be the facilitator for the Briefing Session.

A G E N D A

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

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

Members of the public are requested to please sign the Attendance Sheet located in the Council Chamber.

2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

2.1 Questions Taken on Notice

At the Ordinary Council meeting held in October 2015, Mrs Phelan asked whether mosquito spraying will be carried out north of the railway line. The Manager Development Services responded on 5 November 2015, as follows:

“I write in response to your question raised at the Ordinary Council meeting held in October 2015 and advise the following:

The Town does not conduct any spraying or fogging of adult mosquitoes.

The Town's Mosquito Management and Control Program monitors and treats (with larvicides) known breeding sites within the Town, including road gullies. The main breeding site within the Town is the Ashfield Flats, and to a lesser degree, Bindaring Park.

The Town also sets mosquito traps upon request and adjacent to the Town's breeding sites to catch and identify species prevalent in the area. With regards to the Town conducting any treatment north of the railway line, all wet road drains around Success Hill and Jubilee Reserve have been treated with a residual larvicide. The breeding sites affecting dwellings in Success Hill are located in the adjacent local authority, which does treat those sites.

To date, the Town has not received any complaints from properties north of the railway line, one complaint in Bassendean and two complaints in Ashfield.

Should residents in the area be experiencing a high number of mosquitoes, they should contact the Town's Health Officer and a mosquito trap can be set at the property, to determine numbers and species, and also to be able to advise the adjoining local authority that additional treatment may be required.

Thank you for your enquiry.”

2.2 Public Question Time

Members of the public who wish to do so may ask questions at this point in the agenda.

2.3 Address by Members of the Public

Members of the public who wish to do so may address Council at this point in the agenda.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 27 October 2015
(Attachment No. 1)

OFFICER RECOMMENDATION – ITEM 5.1(a)

That the minutes of the Ordinary Council meeting held on 27 October 2015, be received.

OFFICER RECOMMENDATION – ITEM 5.1(b)

That the minutes of the Ordinary Council meeting held 27 October 2015, be confirmed as a true record.

6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

7.0 PETITIONS

8.0 DECLARATIONS OF INTEREST

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

10.0 REPORTS

10.1 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 Standing Orders Local Law 2011.

Standing Orders Local Law 2011, Clause 5.4 states:

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

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

OFFICER RECOMMENDATION – ITEM 10.1

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda 24 November 2015:

Item	Report
10.2	Proposed Change of Use and Additions to Existing Building to Form Primary School - Lot 6 (No. 1) Earlsferry Court, Bassendean
10.3	Proposed Amendment to the Local Planning Scheme No. 10 dealing with Multiple Dwellings on Land with a Density Code of R40 and Below
10.4	1 Surrey Street – Heritage Architects Detailed Design Options
10.5	Special Meeting of Electors Minutes held on 22 October 2015
10.6	Vandalism of Street Verge Tree Within the Town of Bassendean
10.8	Esperance Fire Disaster – Council Donation
10.9	Hyde Retirement Village - Annual General Meeting held on 12 October 2015
10.10	Town of Bassendean Youth Statement
10.11	Integrated Planning and Reporting Framework Strategy
10.12	Determinations Made by the Principal Building Surveyor
10.13	Determinations Made by Development Services
10.14	Accounts for Payment – October 2015
10.16	Bassendean Local Studies Collection Management Committee Meeting held on 5 November 2015
10.17	Implementation of Council Resolutions
10.18	Use of the Common Seal
10.19	Calendar for December 2015

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

Item	Report
10.7	Security Upgrades, Bassendean Child Health Clinic
10.15	Financial Statements – October 2015
13.1	Appointment of Members to Committees – 2015 to 2017

10.2 Proposed Change of Use and Additions to Existing Building to Form Primary School - Lot 6 (No. 1) Earlsferry Court, Bassendean, Owners: Martin and Jane Jaine, Applicant: Lynn Olsen, Chair Casa Mia School (Ref: DABC/BDVAPPS/2015-139 - Brian Reed, Manager Development Services)

APPLICATION

The purpose of this report is for Council to consider a proposal for the change of use of and additions to Earlsferry to form a primary school in the light of comments received from submissions received after advertising the proposal.

ATTACHMENTS

Attachment No. 2:

Planning submission for change of use application.

Correspondence from the State Heritage Office.

Correspondence from Main Roads WA.

Schedule of submissions in response to public advertising of the proposal.

BACKGROUND

An application for development approval has been submitted for the change of use and additions to existing buildings at Earlsferry to form a primary school for the Montessori Casa Mia Primary School. A primary school is classified as an Educational Establishment by the Local Planning Scheme No. 10.

In brief the application has the following features:

- The current proposal would allow 74 students through 3 multi age classes;
- Over time, the school would like to increase the number of students to 100 over 4 classes;
- Initially 5 staff would be employed which would increase to 6 staff if the number of students were to increase;
- The proposed hours of operation of the school are 8.30am to 3.00pm Monday to Friday; and
- The proposal involves using the existing building to house the school together with relocating a timber framed classroom from the current site in Hamilton Street.

The subject property is zoned Residential within the Town's Local Planning Scheme No. 10 (LPS 10) and an Educational Establishment is an 'A' use within the Residential Zone which means that the use is not permitted unless the Town has exercised its discretion by granting planning approval.

The objectives for the residential zone are to:

- (a) to maintain life long or long-time residents as an integral component of the Bassendean community;
- (b) to continue and increase the attraction for young families to reside and raise their families in the Bassendean community;
- (c) to recognise the role of Bassendean as a middle metropolitan area that is well placed to contribute meaningfully to sustainable urban development for the Perth Region, and therefore facilitate the planned gradual increase in population growth in a manner that provides net environmental, social and economic benefit;
- (d) to make provision for housing types that respond to the demands of an ageing population and declining occupancy rates;
- (e) to limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity;
- (f) to ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors; and
- (g) to ensure that subdivision and development comply with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council.

Earlsferry is included on the State Register of Heritage Places.

The application is discussed further in the comment Section below.

STRATEGIC IMPLICATIONS

Corporate Business Plan
Town Planning and Built Environment:
Provide safe access for all road users

COMMENT

As the application is an "A" use, the proposal was advertised in accordance with the advertising requirements of the Local Planning Scheme No. 10.

Consultation also occurred with the State Heritage Office, as Earlsferry is included on the State Register of Heritage Places.

Consultation was also carried with Main Roads WA in terms of the traffic implications of the proposed school, in the context of the application site being reliant on the Guildford Road/Thompson Road tee junction for all vehicular access.

It is further considered that Council should develop a policy dealing with the approval of non-residential uses in residential areas, to amplify the existing provisions contained within the Local Planning Scheme No. 10. Staff will prepare a draft policy for future Council consideration.

Local Consultation.

Local consultation was carried out by way of a sign adjacent to the site aimed towards Guildford Road, together with letters being sent out to 91 owners and occupiers in the precinct bounded by Guildford Road, Lord Street, the railway line and the Swan River.

Details of the proposal (the application) were also included on the Town's website.

In response to the local consultation, 23 letters of objection and 4 letters of support were received. Refer attachments for full details.

The following table summarises the grounds of objections and the frequency:

Grounds of objection	Frequency
Parking and traffic	13
Noise	1
Concerns with traffic modelling	3
Impact on tranquillity and safety of street	5
Inadequacy of existing driveway	1
Inadequate drop-off area	2
Congestion at Guildford and Thompson Rds	14
Lack of footpaths in local streets	2
Impact on heritage building	8
Proposal should be assessed in the context of planned higher density for the area	1
Inappropriate site usual requirement for schools to be provided with access form 2 or more roads	5
Increased crime and vandalism due to school not operating on weekend	6
Property should remain primarily in residential use	5
Inadequate dimensions of exiting cul-de-sac	1
Proposal does not fit in with the objectives of the residential zone as contained in LPS No. 10	4
School does not meet a local need	3
Impact on residential amenity	5
Impact on cyclists	4

In terms of those who support the application the following points are made:

Support	Frequency
It is an appropriate location for the school and the Montessori School is an asset to the community.	3
Provides the school with permanent tenure	1
Would encourage Montessori families to move to Bassendean.	1
A prestigious school would lift property values	1
Earlsferry is institutional in design and is a suitable site.	1
Support but suggests a raft of infrastructure improvements including a controlled intersection at the intersection of Earlsferry court and Guildford Road.	1

State Heritage Office

The State Heritage Office has included the following advice:

The proposed change of use, in accordance with the plans submitted, is supported subject to the following conditions:

1. The proposed openings in original internal walls shall be kept to the minimum width and height, to provide for the retention of substantial wall nibs and downstand to interpret the original room configuration.
2. Fabric removed for the proposed openings shall be salvaged and stored on site in a secure and weatherproof environment for potential reinstatement.
3. A development application will be required for fit-out of the place for the proposed use as a Montessori school, and this conditional support does not imply support for any future works.

Main Roads WA

Main Roads WA has provided the following advice:

“The proposed Change of Use and the associated impacts on the Primary Regional Road being Guildford Road is unacceptable to Main Roads for the following reasons outlined below.

The Transport Assessment Report dated 5 August 2015 has some shortcomings which would have a direct impact on the final traffic outputs. The following observations were identified within the Transport Assessment:

Table 2 (Summary of Boundary Road Characteristics) on page 11 appears to have a typographical error in the PM Peak column for Thompson Road. The table indicates 10 vehicles per day (vpd) however it is assumed that this should read 60vpd.

In Section 8.1 (Trip Generation) and Table 4 (Summary of Trip Generation), it is suggested that a suitable mode share for determining number of trips generated by the school is 65%.

It is possible that this figure quoted is too low and would be closer to 100% for a school of this nature. Montessori school catchments typically extend beyond a walkable distance, with this school catering for students between the ages of 3 and 12 years old who may also have individual learning needs which may require parental supervision when travelling to and from school.

Substantiated evidence supporting the 65% mode share adopted would assist with gaining a better understanding of the travel modes and patterns of the proposed school. A survey undertaken at the Montessori school's current location will assist in this regard.

The predicted volumes reflected in Figure 9 (Estimated Future Traffic Volumes) do not appear to include the staff trips. It is envisaged that the number of staff reported may be the minimum, with additional staff being used at various times which would result in increased trips generated.

It is also noted that 1146vpd is indicated at Figure 9, however, it is envisaged that this should actually read 146vpd.

Figure 9 (Estimated Future Traffic Volumes) and Section 8.4 (Intersection Performance Capacity), provide information on the Thompson Road and Guildford Road intersection analysis and assessment. The SIDRA outputs (Table 11 and 12) provided suggest the analysis was undertaken using the existing Thompson Road volumes (60vpd) instead of the predicted volumes (AM - 146 and PM - 124). Therefore, the statement that the modelling indicates that the intersection is predicted to operate satisfactorily with estimated delays and queue lengths within the acceptable range is unsupported.

The SIDRA outputs (Table 11 and 12) reflect 0% heavy vehicles, however 2% should be adopted for Thompson Road to account for current and potential heavy vehicle movements with 6% for Guildford Road westbound and 7% eastbound based on recorded traffic data.

The SIDRA analysis does not consider the downstream intersection of Guildford Road, Lord Street and West Road which is known to affect the function of Thompson Road. It is highly likely that this analysis has been completed with an assumption of free flowing traffic on Guildford Road, a situation which does not exist during peak periods.

The option of using 'Keep Clear' pavement markings at the intersection of Guildford Road/Thompson Road as reflected in Section 8.4 and Figure 13 (Recommended Pavement Markings) will not be supported by Main Roads as it does not meet the warrants for use. (This matter has previously been assessed by Main Roads in response to similar queuing issues).

The WAPC guidelines reflect that a traffic statement is only required for a proposed development if it is predicted to generate between 10 and 100 vpd.

A slight increase in the mode share and/or staff numbers is highly likely to push traffic generation to over 100 vpd and warrant a full traffic assessment instead of just a traffic statement - refer *italic example* below. It should be noted that WAPC Transport Assessment Guidelines for Developments - Volume 4 -Individual Developments - Section 6.4 advice from approving authority states that '*While the level of assessment should generally be in accordance with these guidelines, it is recommended that the level required be confirmed by the approving authority.*' Given the proposed development will be accessing Guildford Road via Thompson Road intersection (the only access available to the school), it is reasonable that Main Roads should have been approached for this advice.

Example: Adopting a 75% mode share and including 6 staff trips to school will result in a traffic generation in the AMP of 106vpd. A mode share of this magnitude or slightly higher is envisaged to be appropriate in the absence of substantiated proof of a lesser percentage.

Some details pertaining to parking and set down/pick up arrangements are provided. Main Roads is not in a position to comment on these matters and entrusts the Town will assess determine the necessary requirements.

Whilst the transport statement suggests pedestrian numbers are expected to be low, there are concerns that there is the potential risk for pedestrians/school children to cross Guildford Road within close proximity of the proposed school.

Given the nature of Guildford Road versus the nature of school children, this is an undesirable outcome should it occur. It is difficult to see the warrants being met to support any formal pedestrian crossing facility to address this situation.

Of equal concern is the potential for parents to elect to drop off/pick up students from Guildford Road, instead of the designated school drop off zone within the school grounds. Some parents may view this arrangement more convenient as the school is abutting Guildford Road and may be perceived to be some distance from the Thompson Road intersection.

This introduces a number of safety concerns relating to students crossing Guildford Road, verge parking and exiting/entering manoeuvres on Guildford Road. Both are significant concerns from a Main Roads perspective in that the safety, integrity and efficiencies of the network are not compromised in any manner for all road users.

It is noted that the Town of Bassendean has informed Main Roads that they have received complaints from motorists using Thompson Road regarding difficulties in exiting Thompson Road, particularly during peak periods. A development of this nature will only increase the number of vehicles exiting this intersection and most likely exacerbate this issue.

Given the location of the proposed school, all school traffic will need to pass the majority of the residential properties in this area which may generate amenity issues for the existing residents.

As you may be aware, Main Roads is currently reviewing the current planning design concept for Guildford Road, Lord Street and West Road intersection which may result in a revised intersection layout with implications downstream for the existing access arrangements at Thompson Road. Given the observations above, Main Roads has insufficient information to support the application.

Nevertheless, Main Roads does not consider Lot 1 Earlsferry Court to be an appropriate location for a school of any form even if the traffic analysis is revised to use the correct figures, as it expects the outcome will demonstrate Thompson Road is unable to adequately service demands.

Furthermore, this noise sensitive development adjacent to an existing major transport corridor must implement measures to ameliorate the impact of transport noise.

The applicant would be required to undertake a transport noise assessment in accordance with the guidelines of the WAPC State Planning Policy 5.4 *"Road and Rail Transport Noise and Freight Considerations in Land Use Planning"*.

The noise report shall pay special consideration in addressing noise amelioration measures for two-storey buildings.

The applicant shall be responsible for all costs in implementing all the recommendations in the report.

No development or car parking, other than landscaping shall be permitted on the land as shown required for future road purposes on the enclosed WAPC Plan 0.0248. The attached print with the Metropolitan Scheme Region overlay depicts that a portion of the turnaround area of the property's driveway is currently affected by our future road widening requirements.”

Planning Assessment

The siting of the Montessori School in this location is considered to be unacceptable on a number of grounds, as laid out in the recommendation below. In brief, it is considered that:

The amount of traffic likely to be generated by the proposal is beyond the capacity of the local road system which would lead to further congestion and have a negative effect on traffic safety.

Approval of the proposal would be contrary with the objectives of the residential zone which seeks to limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood, and only where such activities would not have a detrimental effect on residential amenity.

The proposal means of access to and egress from the site at Earlsferry is of insufficient width to accommodate the proposal.

In addition to determining the current application, it is considered that Council should develop a policy dealing with non-residential uses in residential areas and this component is included in part 2 for the recommendation

STATUTORY REQUIREMENTS

In considering an application for development approval, the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application –

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;

- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;
- (c) any approved State planning policy;
- (d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);
- (e) any policy of the Commission;
- (f) any policy of the State;
- (g) any local planning policy for the Scheme area;
- (h) any structure plan, activity centre plan or local development plan that relates to the development;
- (i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (k) the built heritage conservation of any place that is of cultural significance;
- (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;
- (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
- (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety;

- (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (vi) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.

As Main Roads WA has objected to the proposal on the impacts on a regional road, Council may not approve the application and if the submission by Main Roads WA is unacceptable to Council, then the application needs to be referred immediately to the WA Planning Commission for determination.

In the event that Council was to refuse the application, and the applicant or landowner was aggrieved, they would be entitled to a right of review under Part 14 of the Planning and Development Act 2005.

FINANCIAL CONSIDERATIONS

Nil to Council.

OFFICER RECOMMENDATION — ITEM 10.2

That Council refuses the application for development approval for the proposed change of use and additions to Existing building to form a Primary School at Lot 6 (No. 1) Earlsferry Court Bassendean for the following reasons:

1. Council considers that the amount of traffic likely to be generated by the proposal is beyond the capacity of the road system in the locality of the site, and will have an adverse effect on traffic flow and safety:
2. Council considers that approval of the proposed development would not comply with objective 4.2.1(e) of the Local Planning Scheme No 10 which aims to limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity;
3. Council considers that approval of the proposed development would have an adverse effect on the general amenity of the area by virtue of the additional traffic generated by the proposal, and the likely impact on local streets; and
4. The proposed means of access to and egress from the site at Earlsferry, which is approximately 4.0m wide, is of insufficient width to allow an unobstructed two way traffic flow and as such, is considered to be unacceptable.

Voting requirements: Simple Majority

10.3 Proposed Amendment to the Local Planning Scheme No. 10 dealing with Multiple Dwellings on Land with a Density Code of R40 and below (Ref: LUAP/PLANNG/1 Brian Reed, Manager Development Services)

APPLICATION

The purpose of this report is for Council to consider a proposed amendment to the Local Planning Scheme No. 10 dealing with siting of Multiple Dwellings and associated issues.

ATTACHMENTS

Attachment No. 3:

Draft Scheme Amendment Documents
Planning Bulletin - 113/2015

BACKGROUND

There have been numerous concerns expressed by many people in our community about the impacts of multiple dwelling developments on land coded R40 and below.

The majority of these concerns have been expressed in land to the north of the railway line and Town Centre where the community's expectation has been for the areas to be redeveloped primarily with grouped dwellings and single houses, as laid out in the Local Planning Strategy that was adopted and formed part of the Local Planning Scheme No. 10 when it was originally adopted in 2008.

However, there has been an increasing tendency for applications to be submitted for multiple dwelling proposals in these areas where the community's expectation is for a less intense form of development at this time. When the current scheme was adopted, which involved extensive community consultation, the expectation was that areas coded R40 and below, would be typically developed with a maximum of 4 dwellings on standard 1,012m² block. Proposals are now being submitted for 8-10 multiple dwellings on properties of this size, which represents an effective density code of R80.

The change in the intensity of development can be directly attributable to changes made to the Residential Design Codes (R-Codes) in 2010, removing the site area per dwelling requirement for multiple dwellings in areas coded R30 and above in favour of plot ratio control.

While the Town of Bassendean did make a submission on the codes requesting that the site area per dwelling be reintroduced for multiple dwellings in areas coded R40, this submission was not successful.

The current situation of allowing multiple dwellings on individual lots without additional controls, is considered to be affecting considerable areas of the Town through inappropriate multiple dwelling densification, adversely affecting the amenity of predominantly single dwelling existing neighbourhoods. The situation is also causing a reaction against the principles of urban consolidation, as contained in Perth and Peel@3.5 million through the inappropriate location of multiple dwellings.

The ad-hoc provision of multiple dwellings is also seen as undermining the Town's current strategy of promoting apartment style living in the Town Centre, where there is a level of amenity and infrastructure to support this form of accommodation.

While the Town's LPS does promote higher density development in the mid-term for areas around the Town's railway stations and two activity centres, this higher density would be subject to additional actions such as redevelopment implementation plans to stipulate development requirements, and upgrades to amenities and infrastructure requirements, that would go hand in hand with higher density development. Such a plan may include upgrading requirements such as: footpath networks; street trees; rubbish bins; public benches; street lighting improvements; pedestrian crossing/ramps; railway station upgrades; public open space improvements; the nomination of additional open space; and new strategic pedestrian links. The redevelopment implementation plans should also detail how works can be funded and implemented via conditions of planning approval, use of a contribution scheme mechanism, and or publically funded project initiatives.

The strategy also requires the preparation of a movement and access strategy prior to increasing densities.

In terms of previous Council resolutions, the following resolutions are relevant:

OCM-23/4/15

The Chief Executive Officer arrange for a report to be brought back to Council with draft Scheme Amendment documents that seeks to:

- a) prohibit Multiple Dwellings in areas coded R40 and less;
- b) make Multiple Dwellings in areas coded R40 and less an "A" use under the Scheme, and modify Clause 5.3 of the Scheme to introduce absolute minimum frontages for Multiple Dwellings;

OCM-31/4/15 -

MOVED Cr Bridges, Seconded Cr Pule, that Council planning staff, as a priority, investigate mechanisms through amendments to the Local Planning Scheme No. 10 to place additional planning controls for multiple dwellings in areas targeted primarily for family accommodation that have split codings, so as to ensure the site area per dwelling of the R Code applies and if no satisfactory mechanisms are achievable to avoid SAT approvals at plot ratio over-site area, then staff prepare amendments that remove split codings and revert to the lower R Code.

STRATEGIC IMPLICATIONS

The following is reproduced from the current Corporate Plan under the heading of *Town Planning and Built Environment*:

Objectives

- Ensure Town provides choice in housing types.
- Plan for the highest densities to be centred on railway stations, the Town Centre, and major transport routes.
- Strive to ensure that higher density housing will have excellent design to ensure that development is people friendly and attractive.
- Strive to ensure that new housing, and particular high density housing has high environmental standards.
- Plan for the availability of a broad range of housing types and affordability.

Outcomes

- New housing incorporates passive solar design, water sensitive design and designing out crime principles.
- Increase in housing affordability and dwellings designed for single person occupancy or to provide dwellings for smaller families.
- High density developments have convenient access to local parks.

Measures of success

- Number of dwellings built that meet defined environmental standards.
- The number of smaller dwellings and affordable housing in the Town that includes designs for smaller families.
- The adoption of amendments to the Local Planning Scheme that prevents the incidence of Multiple Dwellings in areas intended for Family accommodation by November 2015.

COMMENT

It is evident that the Town will not be able to be effective in preventing Multiple Dwellings being built within 800m of the Bassendean Train Station from Planning bulletin 113/2015.

The proposed amendment has the following features:

- The use multiple dwelling becomes a 'A' use in on land zoned Residential with a density code of R40 or less:

Currently multiple dwellings are a permitted use on all land zoned for residential purposes by the scheme. Impact of the change will mean that all multiple dwelling proposals will be subject to mandatory advertising/ community consultation prior to determination.

- Multiple dwellings on land coded R40 and below will require a street frontage of 25m.

This clause will reduce the incidence of multiple dwelling applications on standard blocks throughout the Town, and is intended to reduce the number of applications that are made primarily in the areas to the north of the Town Centre and within 800m of the Bassendean Train Station.

The 25m frontage requirement is an arbitrary distance and will still allow corner blocks to be developed with multiple dwellings. Similarly where two or more lots are amalgamated multiple dwelling will be acceptable.

It should also be noted that the amendment will allow grouped dwellings to be approved on lots without the current requirement for at least two dwelling to face the street, at the higher density code in the spit coded areas. This is expected to increase the incidence of this form of development throughout the Scheme Area.

It is likely to have a fair impact throughout the avenues and to Eden Hill to the east of Ivanhoe Street, where there is currently no planning incentive to redevelop areas containing “older” housing stock.

It should be noted that this approach is consistent with the approach advocated for Bassendean North Precinct 2 within the Local Planning Strategy. Council officers will also suggest changes to Council’s Energy Efficient Design Policy, so that they no longer are subject to the policy, which is again consistent with the Strategy.

- Areas to the north of the Town Centre beyond 800m from the Bassendean Train Station will have their development potential reduced for multiple dwellings to the same potential as grouped dwelling or single houses.

This change is expected to reduce the incidence of multiple dwelling developments remote from the Train Station. Whilst a plan will need to be inserted into the into the scheme amendment documents showing which areas are to be affected by the above provision, the current thinking is to show all properties that are within 800m, measured in a straight line to the northern entrance to the Train Station. This area could be modified as a result of submissions lodged as a result of advertising the proposal, which could include taking the boundaries to logical street block boundaries.

STATUTORY REQUIREMENTS

The process for amending a local planning scheme is governed by the Planning and Development (Local Planning Schemes) Regulations 2015.

Under the new Regulations, which became operational on 19 October 2015, Council is now required to:

- (a) specify whether, in the opinion of the local government, the amendment is a complex amendment, a standard amendment or a basic amendment; and
- (b) include an explanation of the reason for the local government forming that opinion.

The definition of the 3 forms of amendment are included below, and is covered by part of the recommendation:

basic amendment means any of the following amendments to a local planning scheme —

- (a) an amendment to correct an administrative error;

- (b) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;
- (c) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;
- (d) an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;
- (e) an amendment to the scheme so that it is consistent with a State planning policy;
- (f) an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;
- (g) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;
- (h) an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;
- (i) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area;

Complex amendment means any of the following amendments to a local planning scheme —

- (a) an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (b) an amendment that is not addressed by any local planning strategy;
- (c) an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;
- (d) an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;
- (e) an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;

Standard amendment means any of the following amendments to a local planning scheme —

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;

- (c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- (d) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;
- (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (g) any other amendment that is not a complex or basic amendment.

FINANCIAL CONSIDERATIONS

Nil to Council. The costs of advertising the amendment can be borne out of the Town Planning operational accounts, and the amendment will be administered by in- house staff.

OFFICER RECOMMENDATION — ITEM 10.3

1. That the Town of Bassendean, under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005, hereby amends the above Local Planning Scheme No. 10 by:
 - a) Amending the zoning table as follows:

Use class	Zones
	Residential Zone
Multiple Dwelling	P/A*

- b) Deleting Clause 5.3.1.2 (a) and replace it with the following
 - In the case of multiple dwellings on land coded R40 and below the development site has a continuous street frontage of not less than 25m to a public street or streets
 - Insert a new Cause 5.3.2- Multiple Dwellings on land coded R40 and less:

5.3.2.1 Notwithstanding the provisions of the Residential Design Codes, where land with a residential density code of R40 is located outside the area of a walkable catchment of 800 metres around an activity centre, specialised centre or railway station on a high frequency rail route as shown on the Scheme Maps or as shown on a map contained in a schedule of the Scheme, the development of multiple dwellings on the land:

- (a) shall be subject to the average site area per grouped dwelling requirement specified by the Residential Design Codes for grouped dwellings on land with an R40 residential density code; and
- (b) shall not be subject to any maximum plot ratio requirements specified by the Residential Design Codes

5.3.2.2 The use multiple dwelling is an 'A' use in accordance with clause 4.3.2 of the Scheme, on land Zoned Residential with a density code of R40 or less.

2. That Council considers the above proposed amendment to be a standard amendment as defined by Clause 34 of the Planning and Development (Local Planning Schemes) Regulations 2015, as the amendment is:

- (a) consistent with the objectives of the Residential Zone as laid out in cluses 4.2.1 of the Local Planning Scheme No. 10;
- (b) consistent with the Town of Bassendean Local Planning Strategy which has been endorsed by the Commission;
- (c) is consistent with a region planning scheme that applies to the scheme area;
- (d) is not inconsistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;

- (e) has no impact on land in the scheme area that is not the subject of the amendment;
- (f) it does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (g) is not a complex or basic amendment.

Voting requirements: Simple Majority

10.4 1 Surrey Street – Heritage Architects Detailed Design Options (Ref: COUP/PROGM/1 – Fiona Bush, Contract Curator Pensioner Guard Museum, Simon Stewart-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report is for Council to receive a progress report regarding SIA Architects Pty Ltd design options for the restoration, reconstruction and refurbishment of No. 1 Surrey Street project and to seek Council's direction.

ATTACHMENT

Attachment No. 4:

- SIA Architects Pty Ltd - Phase 1 Pre-design and Phase 2 Schematic Design report
- Schematic Design Options 1, 2B and 2C
- Bassendean Historical Society Inc. – Re: Architect's designs for 1 Surrey Street - received 24/3/2015
- Bassendean Arts Council Inc. correspondence - 17/4/15
- McDowall Affleck – Property Condition Inspection and Report : 24/4/15
- United Scanning – Concrete Roof Scanning – 26/5/15
- Tamram Pty Ltd, Property Consultants, Quantity Surveyor – 27/7/2015
- McDowall Affleck Structural Investigation Report – 6/8/15
- State Heritage Office Re: Pensioner Guard Cottage – Schematic Design - 27/8/15
- Museums Australia – Museums Australia Response to refurbishment of 1 Surrey Street, Bassendean - 28/8/15
- 1 Surrey Street - Meeting Notes December 2014 and October 2015 including Paul Bridges alternative design
- SIA Architects Pty Ltd Power point presentation to elected members 03/11/2015.
- Dr Brian Sheppard author of the Pensioner Guard Cottage Site Interpretation Plan forwarded comments to Elected Members – 12/11/2015.

BACKGROUND

In 1988, the Town of Bassendean purchased what is now known as 1 Surrey Street which includes the Pensioner Guard Cottage (1856-1857) and Residence (c.1893, c.1952 – rear extension under concrete roof and the standalone ablution/laundry building).

Council at the time recognised that the Pensioner Guard Cottage was a rare remaining example of its type in the State which therefore prompted the decision to acquire and restore the Pensioner Guard Cottage.

In 1994, the Heritage Council of WA entered 1 Surrey Street, Bassendean onto the permanent register of Heritage Places.

It was not until 2005 that Council (OCM - 16/06/05) adopted a Conservation Policy and Development Guidelines and then in 2008, Council (OCM – 5/03/08) adopted the 1 Surrey Street, Bassendean Conservation Management Plan.

The adopted Conservation Management Plan provides a number of guidelines to assist the Town to manage the place and the proposed conservation works.

The specific key recommendations in the Conservation Management Plan, as it relates to this agenda item, are as follows:

Guide 2.13 Any new work to the building should be sympathetic with the remaining fabric of Some, Considerable or Exceptional Significance, or able to be reversed without damage to the surrounding fabric at a later date.

Guide 2.15 Any future compatible uses and users must not compromise the significance of the place as described in the Statement of Significance.

Guide 4.2 The Town of Bassendean must refer any development proposal to the Heritage Council for approval prior to endorsing any proposals, and cannot act contrary to the Heritage Council recommendation.

Guide 5.5 Future compatible uses for *1 Surrey Street, Bassendean* must:

- Take opportunities to retain or reinstate its integrity by using the place as originally designed and intended where practicable in a contemporary society.
- Take the opportunities presented for the restoration of fabric.
- Not compromise the significance of the place as described in the Statements of Significance.

- Not require alteration to any fabric described as being of Some, Considerable or Exceptional Significance in the Statements of Significance.
- Require only adaptations, partitioning or fixtures that can be easily removed or reversed in the future without causing damage to fabric of Some, Considerable or Exceptional Significance.

Guide 6.2 Do not consider any future use or development that would diminish the significance of the place.

To guide the function of the museum, visitor centre and the long term use of these community assets, Council adopted (OCM – 12/11/12) the Interpretation Plan.

To progress the restoration, reconstruction and refurbishment works, the Town appointed SIA Architects Pty Ltd (November 2013), pending funding approval, to prepare the detailed drawings and specifications in accordance to the above documents. Lotterywest provided \$15,975 grant funding and in September 2014 SIA Architects Pty Ltd were advised in writing that the design works could commence.

During the course of the schematic design process, consultation has been undertaken with the 1 Surrey Street Steering Group which included representatives from the Bassendean Heritage Council Inc, the Bassendean Arts Council Inc and SIA Architects Pty Ltd liaised with the State Heritage Office and provided a presentation to Elected Members.

In February 2015, a report was presented to Council outlining SIA Architects Pty Ltd schematic design option 1, 2B and 2C for the restoration, reconstruction and refurbishment with recommendations in order to proceed with the detailed design process.

Council (OCM – 18/02/15) resolved to defer a decision on the schematic design option in order to allow for consultation with the key stakeholders.

As a result, the Town has consulted with Bassendean Heritage Council Inc, Bassendean Arts Council Inc, State Heritage Office Museums Australia and SIA Heritage Architects has obtained additional structural engineering reports.

On 3 November 2015, Elected Members inspected the 1 Surrey Street property along with SIA Heritage Architects, Pensioner Guard Museum Curator, the CEO and Officers.

STATUTORY REQUIREMENTS

Heritage Act 1990;
Local Government Act 1995;

The cultural heritage significance of the Pensioner Guard Cottage has been recognised through the following listings:

Heritage Council of Western Australia (No. 0131)

- Interim Listing 09/11/1993
- Permanent Listing 03/09/1994

The National Trust (Bassendean File No 2)

- Classified category 'C' 03/08/1970
- Revised to full Classification 03/03/1987

Register of the National Estate (Database No 10235)

- Registered 14/05/1991

Municipal Heritage Inventory (Adopted 1996; Revised 2005)

- Category 1: Conservation Essential

Local Planning Scheme No. 10 - Planning Code

- Zoned Residential with a density code of R 20

STRATEGIC IMPLICATIONS

Bassendean Strategic Community Plan 2013-2023

Town Planning & Built Environment:

Objective: Preserve our heritage for future generations.

Strategies: Strive to ensure heritage buildings will be preserved and showcased.

Economic wellbeing and prosperity:

Objective: Strengthen the Town's profile as a tourist destination.

Strategies: Support the Bassendean Railway Museum as well as other potential tourism facilities in developing the visitor profile.

Arts, heritage and culture:

Objective: Protect local history and heritage.

Strategies: Support the protection and maintenance of buildings on the state Register of Heritage Places and key buildings on the Municipal Heritage Inventory but at the same time encourage that they are well utilised and functional buildings

COMMENT

In 2008 Council (OCM – 5/03/08) adopted the 1 Surrey Street, Bassendean Conservation Management Plan. The plan advises that any new work to the building should be sympathetic with the remaining fabric of some, considerable or exceptional significance, or able to be reversed without damage to the surrounding fabric at a later date.

In 2012 Council (OCM – 12/11/12) adopted the Pensioner Guard Cottage and 1 Surrey Street, Bassendean Interpretation Plan which states in part in clause 3.6 the following Limitations:

“The interpretation and design plan for 1 Surrey St Bassendean has been prepared on the basis of available documentary resources...”

“Recommended the “lay-out of the complex and suggested modifications to the fabric of the residence will need to be subject to approval or change by a heritage architect. Where significant change may be made it will be desirable to preserve the functional spaces and relationships as much as possible”.

“Recommendations will also need to be examined for their compliance with town planning zoning and requirements for vehicle parking”.

Twelve major objectives are outlined in Clause 5.2 of the Interpretation Plan including that the Town ensure the various stakeholder interests can function independently at the complex with adequate security and without impinging on each other and to develop the complex so that the various functions can be integrated to mutual benefit.

The SIA Heritage Architects consultancy commission included but has not been limited to the following:

Phase 1: Pre- Design

- Review of existing reports, recommendations and supporting documentation;
- Site investigation of existing facilities;
- Authority requirements, planning, State Heritage Office;
- Development of Environmentally Sustainable Design objectives;
- Take into account the museum exhibition display furniture and exhibition fit out requirements in consultation with the Contract Museum Curator;
- Development of Functional & Technical Brief (FTB) for each of the 'separable portions' listed in the project;
- Pre-Design Summary Report & Program;
- Presentations to the Project Reference Group.

Phase 2: Schematic Design

- Development of concept design options (A) for the each of the 'separable portions' listed in the project;
- Development of Cost Plan (A) for each of the 'separable portions' listed in the project;
- Design Development Report & updated Program;
- Presentations to the Project Reference Group.

Attached to this agenda is SIA Architects Pty Ltd Phase 1 Pre-design and Phase 2 Schematic Design report.

The Heritage Architects prepared three schematic drawings for consideration:

Option 1: Follows the proposals set down in the Interpretation Plan (2012).

The Heritage Architect advised in the attached Phase 1 Pre-design and Phase 2 Schematic Design report that there are a number of unknowns from a structural point of view that could lead to increased costs – damage to existing walls.

In addition, the layout suggested in the Interpretation Plan for the toilets does not comply with the current standards and will require the demolition of the laundry to rectify this.

Option 2B: Demolish the 1950's additions on the southern side of the Residence and the addition on the western side of the Residence. The Heritage Architect proposed the construction of a separate building (Community Meeting Place) on the southern side of the Residence as well as a separate toilet block on the western side of the Residence. The new building would be connected to the Residence by a lightwell/verandah and also have verandahs on the southern and eastern sides. A café area (tearoom) is proposed to be located in this area as it would be adjacent to the location of a new kitchen. Three rooms would be placed on the western side of the new building: 2 store rooms and a community office.

The location of the new toilet block in option 2B is proposed adjacent to the residence and in close proximity to the Pensioner Guard Cottage. It would comprise 1 disabilities toilet, and separate male and female toilets would comply with new disability access requirements.

The studio space in this option is proposed to be rotated

Option 2C: Demolish the 1950's additions on the southern side of the Residence and the addition on the western side of the Residence. SIA Architects propose the construction of a separate building (Community Meeting Place) on the southern side of the Residence as well as a separate toilet block on the western side of the Residence. The new building would be connected to the Residence by a lightwell/verandah and also have verandahs on the southern and eastern sides. The café area (tearoom) is proposed to be located in this area as it would be adjacent to the location of a new kitchen. Three rooms would be placed on the western side of the new building: 2 store rooms and a community office.

In this option the toilet block is moved to a north south axis with a parapet wall on the adjoining western property boundary.

Moving the toilet block to this location will maximize the outdoor space behind the Pensioner Guard Cottage and at the same time the facility would comprise 1 disabilities toilet, and separate male and female toilets would comply with new disability access requirements.

The studio space in this option is proposed to be rotated

The option 2C location for the toilet block was suggested to reduce the visual impact of the structure on the Pensioner Guard Cottage and the Residence. However, the rotation of the studio in the back yard in Option 2b and 2c is not supported by officers, due to the impact on the usable outdoor space and that an existing mature tree would have to be removed.

Council adopted Conservation Management Plan outlines the following with regards to the levels of significance:

Section 8 (page 57) Levels of Significance

Residence Additions (c.1952):

1. The General massing is considered to be of little significance
2. The flat roof is considered to be intrusive
3. The externally rendered walls, windows, internal walls, ceilings and bathrooms in the Residence are considered to be of little significance.
4. The laundry is considered to be of little significance.
5. The interior layout, floors and kitchen fit-out were considered to be of some significance.

Page 59 of the Conservation Management Plan illustrates the zones of significance. All the additions made after c.1952 are considered to be of little significance.

The State Heritage Office provides the following criteria for the assessment of Local heritage Places and areas:

Little Significance:

“Zones of little or no significance: The fabric of such spaces or elements may be retained or removed depending on the future use requirements. However, care should be taken to ensure that any such works do not detract from the significance of adjoining spaces or elements. Before removal ensure that comprehensive photographic and graphic recording is completed”.

Some/Moderate Significance:

“Conservation of the place is desirable. Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible”.

The Town’s contracted Pensioner Guard Museum Curator has advised that the removal of the kitchen and laundry block would not be inappropriate, provided that these spaces/structures are documented prior to removal.

In accordance with the Council resolution OCM – 18/02/15, the Town consulted with the following key stakeholder:

- Bassendean Historical Society Inc.
- Bassendean Arts Council Inc.
- 1 Surrey Street Steering Group members

Attached to the agenda is the feedback received.

On 24 March 2015 the Bassendean Historical Society letter expressed a number of concerns and requested:

- *Council assess the structural integrity of the concrete roof before the process is advanced further;*
- *Copies of the architects brief and structural engineer’s report(s) be made available to all stakeholders;*
- *That due consideration be given to reinstating the gable eave overhanging (aka verge overhang) as per the original fabric of the Pensioner Guard Cottage.*

The motions put by the Bassendean Historical Society Inc have been taken into consideration. As a consequence, additional structural engineering investigation was coordinated by SIA Architects Pty Ltd and the respective reports presented to the 1 Surrey Street Steering Group members, which includes the President of the Bassendean Historical Society.

On 17 April 2014 the Bassendean Arts Council Inc letter stated the members of BAC that were present, overwhelmingly supported the 2nd option presented. That is, the separate building to house the community groups and requested Council consider the following:

- *The building of the shed is definitely included in the development as the meeting area room is considered too small to store any equipment that may be acquired and used for public workshops.*

- *That multi-use undercover outdoor areas are available for workshops and groups using the facility are shelters from rain and sun.*

SIA Architects Pty Ltd schematic designs 1, .2B and 2C all include the provision of the studio – shed in the back yard of the property. Should Council resolve to peruse a particular design option, SIA Architects Pty Ltd will implement the detailed design, development & documentation process to include the provision of the studio – shed.

In regard to the Bassendean Arts Council request for multi-use undercover outdoor areas for workshops, this specific request was not considered as part of the original project brief. However SIA Architects Pty Ltd schematic design 1, 2B and 2C do provide veranda areas around the renovated and proposed new building.

On the 30 October 2015 the 1 Surrey Street Steering Group members held a meeting to discuss the McDowall Affleck Property Condition Report, the Structural Investigation Report; United Scanning – Concrete Roof Scanning Report, the Tamram Pty Ltd, Quantity Surveyor report, the State Heritage Office letter concerning the Schematic Designs and Museums Australia letter concerning the refurbishment of 1 Surrey Street

Attached are the December 2014 and October 2015 1 Surrey Street Steering Group members meeting notes.

At the October 2015 Steering Group meeting the President of the Bassendean Historical Society and a member of the Bassendean Arts Council presented an alternative Option 1 schematic design. The following statements are an attempt by officers to summarise the comments provided at the meeting:

- The rear community space will function better for the Arts Council and Historical Society
- Retaining the concrete roof will minimize the risk of damaging the walls of the existing building
- The concrete roof is not sufficiently poor enough that it warrants removal.
- Curators Office closer to the museum and can watch out for visitors
- The option 1 design is aligned to the 'Pensioner Guard Museum Project – a vision for a community museum' by P Bridges & VA Humphrey April 2002
- The option 1 is more aligned with the Interpretation Plan

In regards to the Option 2 SIA Architects Pty Ltd schematic designs, following statements are an attempt by officers to summarise the comments of the President of the Bassendean Historical Society and a member of the Bassendean Arts Council:

- Potentially a conflict of activities between visitors to the museum and community groups using the meeting space.
- Higher risk of damaging the walls of the existing building when removing the concrete roof
- Kitchen / Café area not well located and the Bassendean Arts Council are of the opinion the kitchen will be disruptive
- Higher level of disruption during construction works - clean up requirements
- The museum will need a higher number of people in order to provide the level of building security required – Therefore a Business Plan would need to be undertaken to ensure this option was viable

Please refer to the meeting notes to read the comments.

On 3 November 2015 SIA Architects Pty Ltd presented to Elected Members the attached power point presentation at 1 Surrey Street to address the above concerns and outlined attached structural engineering report finding, potential issues and why is was recommending option 2 schematic design

SIA Architects Pty Ltd recommended option 2 schematic design over option 1 for the following reasons:

- Extra Meeting Space will cost more than Verandah Space;
- More underpinning required as more of existing structure retained;
- Toilets have large passageway for wheel chairs etc;
- Assumed same cost for removing roof and concrete slab over;
- Assumed existing Cottage alterations the same;
- West sun on Community space may cause heat problems; and
- No external access to Toilets.

SIA Architects Pty Ltd have advised that the internal layout of Option 2 schematic design can be modified during the Phase 3 Detailed Design, Development & Documentation process to provide acoustic separation (shutters, walls & doors) to ensure the dual use of the kitchen area can be achieved for the Museum and / or Community/arts activities.

On 12 November 2015, Dr Brian Sheppard the author of the Pensioner Guard Cottage Site Interpretation Plan forwarded to Elected Members his comments concerning the design options. These comments were then forward to the CEO. An extract from the comments (*shown in italic*) have been included into the report. The full version of the comments is attached to the agenda.

To address the comments provided, SIA Heritage Architect provided feedback for each of the following areas:

- *All visitors and users of the facility should enter by the front door. In planned option 2 users of the community meeting space enter via the side driveway and do not pass through the initial display area envisaged as profiling arresting heritage material. A strength of the original plan is that everyone will gain some exposure to the town's heritage, albeit superficially, no matter what reason they have as their main purpose for using the centre. The plan also made it possible to secure the rest of the museum presentation when the community areas were being used when the museum was not open or staffed".*

SIA Architect feedback:

I understand the point of "everyone gaining some exposure to the town's heritage..." in the current situation directing people through the museum area /single door in the current layout (Interpretation Plan) I believe would continue to be tortious access to the place.. The Design option 2C ensures that visitors to the museum and community groups who may wish to use the building facility at the same time will not interfere with each other's activity. The museum interpretation space is more secure

- *A modification to option 1 suggested extending the community area further at the rear of the building and making a separate meeting room where the present kitchen is situated. Whatever results from considering these spaces it seems to me that flexible community space is desirable and that the use of bi-valve doors or sliding partitions could be considered so as to create the largest possible space for large gatherings such as concerts, public meetings or temporary exhibitions."*

SIA Architect feedback:

The comments above appear to agree with our option 2 designs presented.

- *This is why the whole development should be envisaged as an integrated facility, not as two distinct functioning entities”*

SIA Architect feedback:

Our drawings show only distinction in building form (to preserve architectural heritage integrity of the Residency. It still works as an integrated facility. One should not confuse physical appearance with how the building will be used. Once at the place there will be no sense of separation.

- *Option 2 threatens the visual integrity of the complex when seen from the street which was carefully preserved on option 1.*

SIA Architect feedback:

Visual integrity is compromised by the awkward attachment of the 50's addition. As part of the design consideration we prepared the attached East Elevation for Option 2, the attached Front perspective view from the opposite 1 street verge which includes a Three quarter perspective view from the opposite street verge.

The option 2C design proposal for the required new toilet facility visually will not intrude on the Pensioner Guard Cottage. There will be an increased area of separation.

The second building would be in the background with the sight lines are such that from as far as across the street the new building and roof will hardly be seen from the street.

- It detracts from the functional utility of the whole and, if visible from the street, would seriously compromise the heritage buildings and their visual appeal. It should also allow for outside work space in good weather

SIA Architect feedback:

We challenge this comment as the functionality and flow of the building will be improved. The option 2 designs submitted illustrated the elevations of the roof from the east and front of the street, opposite 1 Surry Street. These drawings demonstrate the façade of the buildings will not be visually compromised.

The outdoor workspace has been covered in our proposal.

- *In summary I believe that the major layout in option 1 captures the potential for successful fulfilment of the goal of a true cultural centre using Bassendean's heritage as its integrating force.*

SIA Architect comments:

I am sorry to read that the author of the Pensioner Guard Cottage Site Interpretation Plan cannot conceive the various advantages achieved by our proposal. As previously mentioned, the architectural heritage integrity is being protected. It still works as an integrated facility.

SIA Architects Pty Ltd powerpoint presentation to elected members on 3 November 2015 illustrated some options that could be considered to address the feedback provided at the Steering Group meeting.

It is recommended Council take heed of the advice provided by SIA Heritage Architects in the attached structural engineering reports and quantity surveyor report.

As a result of receiving SIA Heritage Architects' 2C schematic drawings, the Manager Development Services provided the following preliminary feedback:

"From a planning perspective, the property is zoned residential with a Density Code of R20. The Residential Design Codes allows a boundary wall to be built on one side boundary with a maximum length of 9.0m or a third of the length of the boundary. Should the chosen design have boundary walls on two different boundaries, this will require consultation with both adjoining owners and Development Services would need to undertake an assessment against the design principles of the Codes".

"In regards to the recommendation from the Surrey Street Interpretation Plan recommendation to examined Town Planning requirements for vehicle parking, it is evident that it is not possible to accommodate the required car parking on site to achieve compliance with the scheme in terms of car parking requirements. Therefore the proposal will need to rely substantially on street parking".

To accommodate visitors the street parking options are limited, however one option is to provide a bus "drop off & pick up" zone. At this zone the bus will deliver and collect visitors, but while the visitors are viewing the museum, the bus will be required to be parked in the nearby Point Reserve carpark.

In regards to visitors who may drive to view the museum or use the community space, these vehicle will need to be accommodated on the road and any the drivers of vehicles advised of overspill parking at Point Reserve.

The Pensioner Guard Museum Curator has advised that the option 2C design proposal submitted by SIA Architects Pty Ltd does not go against the recommendations made in the Conservation Management Plan and the design of the rooms will be function well as a museum space.

Based on the Heritage Architects advice, the structural engineering reports, the quantity surveyor reports and feedback from the Heritage Council and Museum Australia; the Town's contracted Pensioner Guard Museum Curator's, the Director Community Development, the Director Operational Services and Manager Asset Services, are all of the opinion that the 2C schematic design provides a better design outcome and that some amendments can be undertaken to address the community needs.

Therefore, should Council wish to do so, and with the approval of the State Heritage Office, it would be possible to implement Option 2C design proposal to demolish the c.1952 rear extension under concrete roof and the standalone ablution/laundry building and to construct the proposed separate building (Community Meeting Place) on the southern side of the Residence, as well as separate toilet block on the western side of the proposed community meeting place.

Future Governance Model

The executive summary of the 2012 Council (OCM – 12/11/12) adopted the Pensioner Guard Cottage and 1 Surrey Street, Bassendean Interpretation Plan, states in part that:

“On its own, because of its small scale, the need for adequate supervision and the inevitable heavy reliance on voluntary service, it is difficult to see how the profile of the Enrolled Pensioner Guard Cottage can be significantly raised to become a viable and sustainable visitor venue for the long term. However, because it is only part of what could become a vibrant community cultural hub, there is an exciting opportunity to interpret it within the functioning whole so as to make it a popular symbol of the Town's origins and identity and enable it to enhance a sense of community and pride.”

With over 300 small museums spread around the state, many of them operating under severe challenges, the Town of Bassendean has a rare opportunity at 1 Surrey Street to take an innovative and sustainable approach to valuing its heritage and enriching the community”.

The Director Community Development has provided the following comment concerning the proposed future management of the facility once it is renovated and the building is “fit for purpose” public use:

The governance model for the ongoing management of the facility once in place has yet to be determined by Council. Officers will prepare a report in due course for Council consideration. Officers have discussed the matter and the various options explored.

With respect to governance models, Council may consider establishing a Management Committee or identifying another like body and to lease the facility; or to decide to manage the facility in house.

Externalising management has advantages of community capacity building and enhanced participative citizenry. However, officer time will be required to build and maintain Management Committee capacity ongoing, and there remains the disadvantage resulting from remoteness of decision making and lines of authority. Given the facility requires establishment and as there are already multiple groups vying to influence use and management outcomes, Officers consider it prudent for impartial professional management and are currently recommending in-house management as the better model. There is expectation that employed on-site management will be required for the facility and will at the least include the role of museum curator, facility manager and volunteer manager. If these functions can be rolled into one position it is anticipated to be a new full time position and requiring to be included in the Work Force Plan. The new officer is proposed to report to the Manager Recreation and Culture given that Business Unit is responsible for facilities management of community Facilities and Reserves.

The overall governance model and staffing compliment remains a work in progress. Regardless of layout, it is for instance likely that a volunteer “Friends of the Museum” group will require to be established, volunteers recruited and trained, and be rostered to be on site whenever the Museum is open to the public.

Bookings for the users of the community spaces require managing to ensure competing needs for booking times, storage space, facility presentation after use, and so on are effective

FINANCIAL CONSIDERATIONS

The original budget (\$54,000) was approved by Council in the 2013-14 Capital budget and has been carried over to the 2015/2016 Budget for the detailed design process.

In 2014, SIA Architects Pty Ltd were appointed as the Contractor to undertake the design work.

The SIA Architects original offer to undertake the project in accordance to the project brief was approximately 38% less than budgeted to prepared the detailed drawings and specifications

Expenditure Year to Date is as follows:

RFQ CO 245 2013-14 Appointment of a Heritage Architect	YTD \$	YTD \$
Phase 1- Pre-Design	7,500	
Phase 2 - Schematic Design	6,250	
Phase 3 - Design Development & Doc.	2,900	
Phase 4 –Documentation submitted to Heritage Council and Museums Australia for Consideration.	0	
<i>Sub Total (Ex GST)</i>		<i>16,650</i>
Variation 1 (MAPL \$5313 & SIA \$250)	9,413	
Variation 2 (Survey \$1,100)	1,100	
<i>Sub Total (Ex GST)</i>		<i>10,513</i>
<i>Total (Ex GST)</i>		<i>27,163</i>

In December 2014 SIA Architects Pty Ltd advised in the attached, Phase 1 Pre-design and Phase 2 Schematic Design Report (page 10), the following order of magnitude costs:

Option 1 (as per RFQ brief) including:

Underpinning	\$110,095
Residence	\$341,560
Cottage	\$89,600
Studio	\$30,000
Furniture	\$50,000

Fees, Consultants, Contingency	\$137,350
TOTAL	\$758,605

Option 2 (part demolish, new community area) including:

Underpinning	\$43,130
Residence	\$458,818
Cottage	\$89,600
Studio	\$30,000
Furniture	\$50,000
Fees, Consultants, Contingency	\$137,350
TOTAL	\$808,898

For SIA Architects to complete Option 2, an additional cost of \$24,120 (Ext GST) is required. As the budget was originally set at \$54,000, an additional \$2,161 (Ext GST) is required.

Please note that the above figures provided are approximately 12 months old and therefore once Council resolves which of the design options it will pursue, these figures will be refined as part of Phase 3: Design Development & Documentation process.

It is intended that after the detailed designs and pre-tender estimates have been completed, that the Town will initially submit the documentation to Heritage Council and Museums Australia for consideration.

In preparing the draft 2015/2016 budget, the Town was cognisant of the detailed design delays and as a consequence it had not been possible to submit a grant application to Lotterywest for the construction phase. As a result Council allocated funding to projects that were prioritised in a "ready to go" status.

Once the SIA Architects completed the detailed drawings, specifications and updated the pre-tender estimates are available, the Town will be in a position to submit the final documents to Lotterywest for a Heritage & Conservation grant to assist with the construction works and to list the project on the draft 2016/2017 budget for Council consideration.

OFFICER RECOMMENDATION – ITEM 10.4

That Council:

1. Receives the SIA Architects Pty Ltd progress report regarding the design options for the restoration, reconstruction and refurbishment of 1 Surrey Street project;
2. Notes the feedback received from Bassendean Historical Society Inc Bassendean Arts Council Inc. the 1 Surrey Steering Group members, the State Heritage Office and Museums Australia concerning the various schematic design options
3. Endorses SIA Architects Pty Ltd Option 2C draft design proposal, as included as an attachment to the Ordinary Council Agenda of 24 November 2015, to demolish the c.1952 rear extension under concrete roof and the standalone ablution/laundry building and the proposal to construct a separate building (Community Meeting Place) on the southern side of the Residence, as well as a separate toilet block on the western boundary;
4. Requests SIA Architects Pty Ltd re-align the proposed studio in Option 2C designs to achieve a North /South access in order to preserve the existing mature tree and increase the backyard usable space;
5. Requests SIA Architects Pty Ltd give due consideration in Phase 3 of the Detailed Design, Development & Documentation process to provide acoustic separation (shutters, walls & doors) in the 2C design to ensure the dual use of the kitchen area can be achieved for the Museum and / or Community/arts activities;
6. Requests SIA Architects Pty Ltd give due consideration in Phase 3 of the Detailed Design, Development & Documentation process to reinstating the gable eave overhang as per the original fabric of the Pensioner Guard Cottage, and;
7. Notes that the Community Development Directorate intends to provide a Governance Model report in the future for the 1 Surrey Street to guide the ongoing management of the facility.

Voting requirement: Simple Majority

10.5 Special Meeting of Electors Minutes held on 22 October 2015 (Ref GOVN/CCLMEET/6 - Ken Cardy Manager Asset Services Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report is to consider the motions passed at the Special Meeting of Electors held on 22 October 2015 in accordance with the Local Government Act 1995.

ATTACHMENTS

Attachment No. 5:

- Special Meeting of Electors Minutes held on 20 October 2015
- TravelSmart School Travel Plan information list Parking and Traffic issues around Schools - Proactive Schools Checklist

BACKGROUND

A petition was presented to the Ordinary Council Meeting in September 2015, requesting that Council hold a special meeting of electors to discuss the following matters:

- Parking and transport planning and infrastructure at the Bassendean Primary School;
- Alternative options for parking along Whitfield Street and West Road adjacent to the Bassendean Primary School; and
- Traffic management and safe transport options for students at the Bassendean Primary School.

STRATEGIC IMPLICATIONS

Bassendean Strategic Community Plan 2013-2023
Town Planning & Built Environment:

Objective:
Provide safe access for all road users.

Strategies:
Plan for bicycle paths and bicycle lanes to be provided, where possible, to reduce traffic.

Continue to monitor traffic flows and intervene where necessary to ensure safety.

COMMENT

A Special Meeting of Electors was held on 22 October 2015. All Councillors and the Corporate Management Team were present at the meeting. Approximately 23 members of the public were in attendance.

The following motions were passed at the meeting with an Officer Comment included under each motion:

MOTION 1

MOVED Jai Wilson, Seconded Lachlan Foley, that the staff of the Town of Bassendean, as a matter of priority, undertake all that is necessary to develop and produce a detailed design for angled parking options on Whitfield Street adjacent to the school in the vicinity between Harcourt Street and the southern boundary of the school, so as to replace the existing parallel parking. Such works shall provide design options on all angles available given the relevant Australian Standards and Town policies and retain the path between the school fence and road. Such designs shall also be incorporated into any plans arising from the greenway plan for the street and shall be made publically available.

OFFICER COMMENT

Prior to the Special Meeting of Electors, the Town of Bassendean submitted a grant application on 13 October 2015, to the Department of Transport for a proposed Bicycle Boulevard (sometimes called "greenway") to be provided in Whitfield Street, between Old Perth Road and Ashfield Flats Reserve, in accordance with the Town of Bassendean's Local Bike Plan.

Should the Bicycle Boulevard application to the Department of Transport be successful, Council will consider allocating funding to commence a design and consultation process in 2016/17 and, pending the outcome of the first phase, consider allocating funding in 2017/18 to commence construction works.

In regards to Motion 1, the Australian Standard 2890 Parking Facilities outlines the design criteria for on street parking and states in part, that angle parking can accommodate more vehicles per unit length of kerb than parallel parking. Small angles (30 degrees or less) give little advantage over parallel parking. The maximum advantage occurs at 90 degree parking, however all forms of angle kerbside parking present a greater hazard to road users than parallel parking.

In response to the Motion 1, a preliminary assessment of the above request has been investigated, and the available space in the Whitfield Street verge will not adequately accommodate 90 or 60 degree angled parking. It is possible for 30 degree angled parking bays to be provided and the preliminary estimate to construct would be approximately \$30,000, which would potentially provide three additional bays in the road reserve in Whitfield Street adjacent to the school in the vicinity of Harcourt Street and the southern boundary of the school.

On Monday 9 November 2015, the Town of Bassendean coordinated a meeting with Main Roads Western Australia Traffic Services Coordinator for the North-East Region and the Bassendean Primary School Principal. At this meeting the Traffic Services Coordinator advised that MRWA does not support angled parking due to road safety sight line issues that are experienced when a driver is reversing out of an angled parking bay and the increased hazards that are generated.

Considering the proposal for the Whitfield Street Bicycle Boulevard, the Australian Standard 2890 Parking Facilities design criteria, and comments provided by Main Roads WA, it would not be prudent to construct angled parking in Whitfield Street adjacent to the school in the vicinity of Harcourt Street and the southern boundary of the school.

MOTION 2

MOVED Jeannette Maddison, Seconded Edwina Ryan, that the Council look at alternatives to the current calming devices on West Road and as previously discussed, the issues involving the exit and entry to the carpark of the school and the inadequate sized parking bay outside the deli, and that Council liaise with Main Roads in relation to the issues of traffic congestion all the way up to the Bassendean Village Shopping Centre.

OFFICER COMMENT

Town of Bassendean officers are currently investigating the usage of the West Road raised plateau, the parking bay space outside the deli and safety aspects surrounding the site, including congestion issues along West Road up to the Bassendean Shopping Village.

On Monday 9 November 2015, the Town of Bassendean coordinated a meeting with Main Roads Western Australia Traffic Services Coordinator for the North-East Region and the Bassendean Primary School Principal to discuss the above issues.

At the 9 November meeting, the Bassendean Primary School Principal confirmed that the Parents & Citizens' Association, in conjunction with the school, had prepared a WA Police Type A, Children's Crossing application for West Road, Bassendean.

In accordance with the WA Police application process, the application has to be initially submitted to the relevant local government. The Town's Asset Service Officers are currently preparing supporting information, undertaking preliminary design work and cost estimates for the application.

The traffic survey undertaken by the Bassendean Primary School suggests that a "Type A" Children Crossing is warranted on West Road.

The WA Police Children Crossing website states that Type 'A' or a Type 'B' crossing both have similar legal significance but differ as follows:

- Type 'A' may be provided where a minimum of 20 students and 200 vehicle movements occur within the hour immediately before and immediately after school, for a primary school, or a combined primary/high school.
- Type 'A' may be provided where a minimum of 20 students and 700 vehicle movements occur within the hour immediately before and immediately after school, for a high school.
- Type 'B' may be provided where a minimum of 10 students and 100 vehicle movements occur within the hour immediately before and immediately after school, for a primary school or a combined primary/high school.
- Type 'B' may be provided where a minimum of 10 students and 350 vehicle movements occur within the hour immediately before and immediately after school, for a high school.

To support the Bassendean Primary School's Type "A" application, the Town has existing West Road traffic data and will arrange for the traffic counters to be placed out so that current data can be collected for comparison to further support the application.

It is envisaged the traffic reports, from this data collected, will be compiled by the end of November 2015.

In discussions with Main Roads WA, it was identified that if the application is successful, there will be a need to improve pedestrian sight lines for the type "A" children crossing, which may involve the removal of 3 parallel parking bays on approach side of the crossing.

In addition, the Town discussed with Main Roads WA the opportunity for a "Zebra Crossing" or similar along Old Perth Road. The Town has been advised that the volume of traffic currently along this road does not warrant the installation and as a result, Main Roads WA will not support an application. Officers have programmed, on an annual basis, to collect vehicle volume data within this area so as to review the volumes of vehicles and the warrants of a Zebra or similar cross walk.

MOTION 3

MOVED Carol Seidel, Seconded Kylie Turner, that the Council contact Main Roads to consider providing a traffic warden for Bassendean Primary School.

OFFICER COMMENT

The WA Police Traffic Warden State Management Unit manages all traffic warden-controlled children's crossing facilities in Western Australia. This unit is responsible for recruiting, training and assessing traffic wardens (crossing guards) as well as monitoring activities and the operation of children's crossings.

The Principal of the Bassendean Primary School confirmed that on 2 November 2015, the President of the Bassendean Primary School Parents & Citizens' Association prepared a Type "A", Children's Crossing application for West Road, Bassendean.

In accordance with the WA Police application process, the application was submitted to the Town. Officers are currently preparing support information, undertaken preliminary design work and cost estimates for the application. The preliminary investigation to implement the required works for a Type "A" Children's Crossing is estimated to be \$10,000.

Should the Children's Crossing application be successful, the Bassendean Primary School Parents & Citizens Association will then need to submit an application to the WA Police to train a traffic warden for the crossing.

Prior to receiving this documentation, the Principal of the Bassendean Primary School advised that the school was keen to investigate with Bassendean Parents & Citizens' Association options to improve outcomes for students.

To assist schools within the Town manage parking and traffic issues at pick-up and drop-off times, the Town prepared a checklist that identifies a number of steps all schools can take to help manage and reduce traffic, and to encourage more healthy active forms of travel. On 13 November 2015, a copy of the attached TravelSmart School Travel Plan information list and Proactive School's Checklist was provided to Bassendean Primary School.

Principals at each of the Town's schools will be forwarded the information to enable them to gain a greater understanding of the options to manage parent/guardian parking and traffic issues; and a writable pdf checklist to assist in the collection of data on how students currently travel as an essential first step in preparing a Travel Plan.

In regards to the Bassendean Primary School, it has been suggested that the Principal, in conjunction with the President of the Bassendean Parents & Citizens Association, complete the checklist and return it to the Town's Manager Asset Services.

The Town will then evaluate the feedback received and contact the Principal to discuss options which may involve teachers, parents and students working together to address the identified issues.

MOTION 4

MOVED Carolyn Warr, Seconded Kristy Chester, that the Council work with Bassendean Primary School to get the existing park and ride working effectively.

OFFICER COMMENT

As explained above, to help in the above matters and motions, Town of Bassendean Officers designed a *“Parking and Traffic issues around Schools – The Proactive School's checklist”* and on 13 November 2015, this document was provided to the Bassendean Primary School for completion returning to the Town's Manager Asset Services so further possibilities or opportunities can be reviewed.

In addition to the checklist, Officers of the Town provided supporting information to assist the school in the appreciation of what additional resources were available.

The checklist and resources information will be forwarded to all schools within the Town so that they too can consider the Proactive School's checklist options.

The checklist includes a variety of alternative travel options including the option for the Bassendean Primary School Parents & Citizens Association to develop a managed “Kiss & Ride” system located away from the main school entrance, most likely manned by a volunteer parent/guardian.

A “Kiss & Ride” zone needs to be separated from West Road or Whitfield Street or the newly constructed carpark. At present, this is not the case and parents/guardians are inclined to park their vehicles in the streets adjacent to the school for longer periods, therefore creating hazards and congestion on the road. Generally, it is recommended that the “Kiss & Ride” zone is a physical separation of the road; however there are limited opportunities adjacent to the Bassendean Primary School.

As explained above, on 13 November 2015, the Town provided the Bassendean Primary School a Proactive School's Checklist to assist the Bassendean Parents & Citizens' Association and the school consider options to improve parking and traffic issues around schools. At the time of preparing this report, feedback had not been received.

Once feedback is received, the Town will evaluate comments and contact the Principal to discuss options which may involve a combination of the Town of Bassendean, teachers, parents and students working together to address and resolve the identified issues.

MOTION 5

MOVED Stacey Molloy, Seconded Jai Wilson, that the Council help to facilitate a full range of local schools by way of a workshop or other forum to investigate alternative travel options for students including a walking bus and other suitable alternatives to driving.

OFFICER COMMENT

On 13 November 2015, the Town of Bassendean provided to the Bassendean Primary School a "Parking and Traffic issues around Schools - The Proactive School's Checklist" for the school to complete and return to the Town.

Principals at each of the Town's schools will be forwarded a pdf of the information to enable them to gain a greater understanding of the options to manage parent/guardian parking and traffic issues; and a writable pdf checklist to assist in the collection of data on how students currently travel as an essential first step in preparing a Travel Plan.

The checklist includes a range of alternative travel options at the Bassendean Primary School and the Parents and Citizens Association can consider, including but not limited to the following:

- Parking arrangements;
- Infrastructure - around school;
- Infrastructure - at school;
- Programs and resources to address road safety issues;
- School policies;
- Information collection;
- Curriculum resources available for use in the classroom;
- Promotions and events;
- Programs to help encourage walking;
- Programs to encourage car-pooling / driving less;
- Programs to encourage cycling; and
- Creating a culture of healthy, active travel to school.

In addition, Officers of the Town have provided further supporting information to assist the school in the appreciation of what resources are available.

It has been suggested that the Principal of the Bassendean Primary School, in conjunction with the President of the Bassendean Parents & Citizens' Association, complete the check list and return it to the Town's Manager Asset Services.

The Town will then evaluate the feedback received and contact the Principal to discuss options which may involve a combination of the Town of Bassendean, teachers, parents and students working together to address the identified issues.

MOTION 6

MOVED Joyce Tasma, Seconded Margaret McCulley, that the Town of Bassendean gets in contact with Main Roads WA and request it undertakes an assessment of the traffic flow along West Road and surrounding roads.

OFFICER COMMENT

In assessing traffic flow, the Town's traffic management process provides a two year rolling schedule of vehicle speed assessments using road data collection classifiers for all local distributor roads, which includes West Road, Whitfield Street and other access roads throughout the Town. As previously stated, the Town will be installing traffic counters in the near future to collect latest traffic data to support the Bassendean Primary School's application to the WA Police for a Type "A" children's crossing. This information will be used in discussions with Main Roads WA when assessing traffic flow along West Road.

It should be noted that the traffic data collected is further assessed against the Council's Traffic Management Treatment Policy & Guidelines, which will determine if the criteria for further investigation, traffic treatment options, if driver education or traffic policing is required.

As part of education program, the Town frequently uses the vehicle visual speed display trailer to encourage drivers of vehicles to slow down to the posted speed limit. In addition, the Town's Rangers have a program of visiting all schools within the Town of Bassendean to monitor parent/guardian driver behaviour. Where breaches of the parking restrictions have occurred, the drivers have been issued with warning notices and if deemed necessary, infringements.

The vehicle "visual speed display trailer" collects data on driver speed and, should this not have an impact on driver behaviour, the Town will inform the WA Police Traffic Intelligence Services to target speeding.

It should be noted that MRWA has advised that the streets surrounding Bassendean Primary School are scheduled to have the 40km/h electronic signs installed during the 2015/16 financial year.

MRWA prioritised the installation of the 40km/h electronic signs in accordance with the number of students attending a school.

MOTION 7

MOVED Kylie Turner, Seconded Stacey Molloy, that the Town of Bassendean liaise with the Hawaiian property company about allocating a parking area at the Bassendean Village Shopping Centre for parents to park and walk their children to school.

OFFICER COMMENT

Bassendean Shopping Village has 3 hour parking restrictions and visitors to the shopping centre are currently able to park their vehicle in the carpark.

Contact has been made with Hawaiian Property Group, who manages the Bassendean Shopping Village, asking if they would be prepared to work with the Bassendean Primary School/Parents & Citizens' Association to allow for parents to drop off and pick up their children.

At the time of writing this report, the Hawaiian Property Group had not provided a response. Once a response is provided, the information will be forwarded to the Bassendean Primary School.

STATUTORY REQUIREMENTS

The Local Government Act at Section 5.32 requires the CEO to ensure that minutes of the Special Meeting of Electors are available for public inspection and that any decisions made at the meeting are considered at the next Ordinary Council meeting.

FINANCIAL CONSIDERATIONS

Should the application to the WA Police for a Children's Crossing be successful, Council will need to consider allocating approximately \$10,000 in the 2016/17 draft budget to alter West Road parking bays and construct the crossing

OFFICER RECOMMENDATION – ITEM 10.5

That:

1. Council receives the Special Meeting of Electors Minutes held on 22 October 2015;
2. Council notes that in relation to:
 - a) SME Motion 1, that a grant application has been submitted to the Department of Transport for a proposed Bicycle Boulevard in Whitfield Street and considering the Australian Standard 2890 Parking Facilities design criteria, and comments provided by Main Roads WA, it would not be prudent to construct angled parking in Whitfield Street adjacent to the school;
 - b) SME Motion 2, Officers are currently investigating the usage of the raised plateau, the parking bay outside the deli and safety aspects surrounding the site;
 - c) SME Motion 3, that the President of the Bassendean Primary School Parents and Citizens Association has prepared a Type “A” - Children's Crossing application for West Road and Whitfield Street, Bassendean;
 - d) SME Motion 4 and Motion 5, that the Bassendean Primary School has been provided a “Parking and Traffic issues around Schools - the Proactive School's Checklist” for the school to complete and return to the Town;
 - e) SME Motion 6, that the Town will commence an Educational program through the frequent use of the Town's vehicle visual speed display trailer and should this not have an impact on driver behaviour the Town will inform the WA Police Traffic Intelligence Services to target speeding. Officers will furthermore communicate with MRWA on the installation of the 40km/h electronic signs in accordance with the number of students attending a school; and

- f) SME Motion 7, that an Officer of the Town has liaised with Hawaiian Property Group asking if the Bassendean Shopping Village would be prepared to work with the Bassendean Primary School / Parents & Citizens Association to allow for parents to drop off and pick up their children.

Voting requirements: Simple majority

10.6 Vandalism of Street Verge Tree Within the Town of Bassendean (Ref: COUP/MAINT/1 – Ken Cardy, Manager Asset Services)

APPLICATION

The purpose of this report is to advise Council that an additional street verge tree has been removed without permission from the Town of Bassendean.

ATTACHMENT

Confidential Attachment No. 2:

Street Tree Investigation Report and historical photograph of tree and evaluation and Officer's Recommendation

BACKGROUND

In the April 2015 Council (OCM – 15/04/15) approved the installation of vandalism awareness signs due to street trees being destroyed by a selfish act of vandalism, approved the retention of the vandalised street trees until newly planted trees are sufficiently established; and noted that vandalised trees may require some minor pruning while in place to reduce any public risk issues.

In August 2015 Council (OCM – 11/08/15), deferred a decision concerning unauthorised pruning to 8 street trees and 2 unauthorised removals of street trees, pending a site inspection.

On Tuesday 15 September 2015, Elected Members inspected the 8 street trees that have been pruned without Town of Bassendean approval.

Then on 27 October 2015 (OCM-5/10/15) Council endorsed the Officer Recommendation shown in the Confidential Report attached to the Ordinary Council Agenda of 27 October 2015 relating to street trees that have been pruned or removed without permission.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2013-2023:
Environmental sustainability and adaption to climate change:

Objectives: *Maintain a healthy environment which supports a diverse range of flora and fauna.*

Strategies: *Continue to develop and maintain biodiversity corridors to provide breeding places and food sources for native flora and fauna.*

In April 2014, Council (OCM-22/04/14) revised the following policies to bring into line with Council's 2013-2013 Strategic Community Plan:

- Significant Tree;
- Verge Treatment and Maintenance;
- Street Tree Protection;
- Street Tree Pruning, Removal and Replacement; and
- Amenity Tree Evaluation.

These policies are in place to clearly articulate the value trees have to our community and the contribution they bring to the amenity, aesthetics and sense of place for the residents of the Town.

COMMENTS

Council Officers have undertaken an investigation into the unauthorised street tree removal in accordance with the Town's tree investigation form which can be viewed under confidential attachments.

The tree investigation form provides a checklist for investigating breaches of a local law or Council policy and provides the estimated value of the street trees using the Amenity Tree Evaluation Policy.

Council's Amenity Tree Evaluation Policy provides a framework for a structured, consistent and effective method to determine the amenity value of trees and, as part of the evaluation; staff have referred to a 2009 Street Tree Audit and to historic photographs.

As part of the investigation, Rangers have communicated with the owner of the property and the resident advised they were the persons responsible for the removal of the tree adjacent to their property, as it was in an awkward spot and was too close to the electricity cable servicing the house.

The outcome of the investigation indicates that the street tree was illegally removed and therefore, in line with the October 2015 report, it is suggested that the appropriate response be taken to send a clear message to residents, contractors and developers that street trees are protected.

Whenever possible, the Town has an educational approach when dealing with breaches of local laws or Council policies. In the future, the Bassendean Briefings and the 2016 greenwaste information brochure will reiterate that residents and contractors are not permitted to prune or remove street trees.

In addition, the Town of Bassendean's website at www.bassendean.wa.gov.au - Information & Feedback / General Information Sheets, provides residents with information on a variety of matters including, but not limited to; Adopt-A-Street Tree, Street Tree Protection, Street Tree Planting, and advice that pruning and removal of street trees is not permitted.

As a result of the promotional material published and available on the Town's website, residents have in the past contacted the Town of Bassendean should they require assistance with the street tree adjacent to their property.

Under Council Policy, the removal of street trees shall not be permitted for any of the following reasons:

- The tree obscures or has the potential to obscure views other than traffic/pedestrian line of sight;
- The tree species is disliked;
- The tree species causes nuisance by way of leaf, fruit, and/or bark shedding or the like;
- The tree causes allergy and or health problems;
- The tree is in the way of a non-essential crossover or verge paving option;
- The tree shades a private garden, solar hot water systems, or the like.

Considering all street trees contribute to environmental benefits, the amenity, aesthetics and sense of place for the residents of the Town, the following options may be considered appropriate:

1. Write to the property owner or person(s) who pruned the street tree and advise them of Council policy and the implications under the Local Government Act 1995 should the tree be pruned again without the authority of the Town of Bassendean;

2. In accordance with Council's (OCM – 15/04/15) previous resolution, approve the installation of vandalism awareness signs should a street tree be destroyed by a selfish act of vandalism, approve the retention of the vandalised street trees until newly planted trees are sufficiently established; and note that vandalised trees may require some minor pruning while in place to reduce any public risk issues, and that these trees will be monitored for their safety;
3. Issue infringement letters to the property owner or person (s) that have been identified as having breached the Local Government Act 1995 - Schedule 9.1, clause 2 Disturbing local government land or anything on it and the Uniform Local Provisions Regulations 1996, Regulation 5 Clause 1, Interfering with, or taking from, local government land or other relevant provisions under the Act.

STATUTORY REQUIREMENTS

In the event of a person illegally removing, damaging, pruning or poisoning a street tree, Council may prosecute the offender under the following:

- Local Government Act 1995 - Schedule 9.1, clause 2. Disturbing local government land or anything on it; and
- Local Government Act 1995 - Uniform Local Provisions Regulations 1996, Regulation 5 Clause 1 - Interfering with, or taking from, local government land or other relevant provisions under the Act. In addition to the value of the tree, a penalty of \$5,000 may be imposed.

FINANCIAL CONSIDERATIONS

Should Council resolve to prosecute an offender, it is recommended that all income received be allocated to the following account – Contributions to Work - GL 212161.

As the tree has been removed, there is no additional cost required for an Arborist Report,

OFFICER RECOMMENDATION – ITEM 10.6

That Council endorses the Officer Recommendation shown in the Confidential Attachment to the Ordinary Council Agenda of 24 November 2015, relating to the street tree that has been removed without permission.

Voting requirement: Simple majority

10.7 Security Upgrades - Bassendean Child Health Clinic (Ref: A46928 - Graeme Haggart, Director Community Development)

APPLICATION

The report seeks Council consider approving security around the Bassendean Child Health Clinic with the installation of fencing and improved lighting.

BACKGROUND

The Bassendean Child Health Clinic has operated in the same location in James Street for more than 50 years under an unwritten agreement that the Town provides the facility while the Health Department provides the staff.

In recent times, the Child Health Nurse has expressed a sense of vulnerability associated with isolation at that site and in operating on her own. Loud and aggressive behaviours by some park patrons and vagrants who have taken to using the facilities as a place to sleep and for anti-social behaviour have exacerbated her concerns.

The Clinic has lost one Nurse who has resigned over her sense of the venue being an unsafe workplace and another, the current Nurse has expressed similar concerns.

The Regional Manager for the Adolescent and Child Health Service within the Department of Health has indicated there may be a need to close the venue as the safety of their employees is paramount.

The Children and Family Services Committee considered the issue. The Committee proposed the Child Health Clinic be relocated to become a tenant within an existing facility. This was an intended outcome of the Integrated Children and Family Services Centre facility. The Bassendean Community Hall was viewed as a possible venue. An alternate venue considered was the Bassendean Seniors and Community Centre.

A third and less costly alternate strategy is to dissuade after hours use of the facility and its surrounds and to provide a greater sense of security by fencing the Clinic.

STRATEGIC IMPLICATIONS

The Inclusiveness, lifelong learning, health and social wellbeing key result area in the Corporate Business Plan includes an objective to: “Build a sense of belonging and connectivity in community” with strategies to “Nurture community resilience and self-reliance toward a sense of belonging with residents to a highly connected (close knit) community” and “Support community members to actively volunteer and make a positive contribution to overall community health and wellbeing.” The outcome of these strategies include: “The standards of provision of services addressing children, young people, seniors in the community meet the community’s needs.”

COMMENT

Bassendean continues to experience high rates of live births with 180 new babies attending the Clinic in the current calendar year. This equates to more than one new playgroup per month, each month.

In acknowledgement of the high work demand, the Health Department has increased the Clinic’s operating hours to being full time, 5 days per week.

Two years ago the Department reviewed the business model for service delivery and conducted a tender for all Child Health Services in Western Australia. Few tender responses were received and none were received for the services delivered by the Bassendean Clinic. No appetite exists to conduct a further round of tenders for the services any time soon.

The facility is aging and beyond the 50 years public building life expectancy. It has been well maintained and is therefore expected to remain functional for some years to come.

Generations of Bassendean residents have known of the service at the current site. Any relocation will require consideration to a marketing campaign – albeit the alternate sites are in sight and walking distance of the existing venue.

There remains sustainability questions on all three nominated sites given they are all ageing infrastructure.

Options available to Council include approving a budget variation and authorising the Child Health Clinic to be fenced; or not approving the fence but to look for alternate solutions to the sense of isolation and vulnerability of the Clinic staff.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

One quote has been sourced to fence the Child Health Clinic with garrison style fencing at \$8,250. Additional two quotes will be required if the Officer recommendation is supported.

It is proposed to achieve a list of other minor works including the removal of the “redundant” lean to carport on the northern face of the building and the installation of sensor lighting.

The overall project cost is anticipated to be \$10,000 and is to be sourced from the carry forward surplus from the last financial year.

OFFICER RECOMMENDATION — ITEM 10.7

That Council:

1. Reaffirms that the Town values the services delivered to neonates and parents within the Bassendean Child Health Clinic;
2. Approves expenditure of up to \$10,000 to improve security at the Bassendean Child Health Clinic including to fence the facility and improve lighting around the building;
3. Allocates funds for the purpose in the closing surplus of the 2014/15 Budget;
4. The expenditure be authorised under Section 6.8 of the Local Government Act; and
5. Amends the 2015/16 Budget to reflect the work program.

Voting requirements: Absolute Majority

10.8 Esperance Fire Disaster – Council Donation (Ref: COMR/SPONSHP/1 – Mike Costarella, Director Corporate Services)

APPLICATION

The purpose of this report is to consider a donation to the Shire of Esperance who is collecting funds for the Natural disaster that occurred in its Shire in November 2015.

BACKGROUND

On Sunday 15 November 2015, (it is has been determined) that a lightning strike started a fire that has spread over 1,000s of hectares of land and destroyed crops and buildings. It has also claimed the lives of 4 people who were caught in the fire and this has devastated the community and the people of Esperance.

There have been many volunteer fire fighters from the surrounding areas and the metropolitan area sent to assist in the extinguishment of the fire and provide support to the local community.

Some of the news articles include:

A BUSHFIRE is just kilometres away from the Town of Salmon Gums as an emergency warning remains in place for people in North Cascade in the Shire of Esperance with a threat to homes and lives.

As of 8pm on Tuesday night homes in Scaddan, Grass Patch, Red Lake and Salmon Gums were under threat by fire now.

People in Scaddan and Grass Patch have been asked to relocate north to Salmon Gums Recreation Centre.

A relocation centre has also been set up at the Esperance Civic Centre.

People north of Fleming Grove Road, Plowman's Road, west of Backman's Road and Burdett Road, south of Salmon Gums Road and west of Coolgardie-Norseman Highway in North Cascade are being warned to act immediately to survive.

At least three bushfires are burning near Esperance — with the area facing a “catastrophic” fire danger rating as temperatures soar towards 40C.

Whilst the fire remains uncontrolled (at the time of writing this report), news information suggested that the fires are likely to be contained by 6pm on Friday 20 November 2015.

STRATEGIC IMPLICATIONS

This item is not listed in any of Council's strategic plans.

COMMENT

Staff contacted the Shire of Esperance Council who advised that donations could be either be sent to the Shire or the Lord Mayor Disaster Relief Appeal, The Lord Mayor Disaster Relief Fund has been setup to provide funds for the Esperance communities

STATUTORY REQUIREMENTS

Nil.

FINANCIAL CONSIDERATIONS

Council has included an amount of \$8,000 in the 2015/16 Budget (A/c 391392) and to date has expended \$560. The year to date budget has been set at \$2,000. Staff are suggesting that a Council donation of \$2,000 to the Lord Mayor Disaster Relief Fund.

The remaining balance of \$5,440 will remain in the account for future donations.

OFFICER RECOMMENDATION – ITEM 10.8

That Council:

1. Approves a donation of \$2,000 to be forwarded to the Lord Mayor Disaster Appeal for the relief efforts in the Esperance Fire Disaster; and
2. Extends its heartfelt sympathy to the families and friends of the deceased and thoughts and prays to the community of the Shire of Esperance, as they try to rebuild their community after this disaster.

Voting requirements: Simple Majority

10.9 Hyde Retirement Village - Annual General Meeting held on 12 October 2015 (Ref: COMS/MEETS/2 - Mona Soliman, Manager, Seniors and Disability Services)

APPLICATION

Council is requested to receive the report on the Hyde Retirement Village Annual General meeting held on 12 October 2015.

ATTACHMENTS

Attachment No. 6:

Minutes of the Hyde Retirement Village – Annual General Meeting held on 12 October 2015.

BACKGROUND

The meeting was chaired by the Mayor, Cr Gangell. Officers in attendance were the Director Community Development, Director Corporate Services, Manager Seniors and Disability Services and Team Leader, Seniors and Disability Services. The meeting was also attended by 21 residents from Hyde Retirement Village.

STRATEGIC IMPLICATIONS

The involvement of Hyde Retirement Village residents in the governance of the complex is in line with the Town's goal of Building a sense of belonging and connectivity in the community.

COMMENT

The attached minutes provide full details of proceedings, however, of major significance is the election of the new Committee members – Lorraine Colton, Lorraine Philips, Brenda Rogers, John Roland, Joy Clarke, Robyn Jefferson, Rosa Zonata.

STATUTORY REQUIREMENTS

Local Government Act 1995
Retirement Villages Act 1992

FINANCIAL CONSIDERATIONS

The 2014-2015 financial statements were tabled at the meeting by the Director Corporate Services and residents were provided with the opportunity to ask questions.

OFFICER RECOMMENDATION – ITEM 10.9

That Council receives the report on a meeting of the Hyde Retirement Village Annual General held on 12 October 2015.

Voting requirements: Simple Majority

10.10 Town of Bassendean Youth Statement (Ref: COMS/POLCY/2 - Greg Neri, Manager Youth Services)

APPLICATION

For Council to adopt the draft 'Town of Bassendean Youth Statement' prepared by a consultant through funding from the Department of Local Government and Communities.

ATTACHMENTS

Attachment No. 7:

Draft Town of Bassendean Youth Statement

BACKGROUND

In 2014/15, Youth Services received funding from the Department of Local Government and Communities to update its 'Youth Statement' document which involved consultation with over 100 Young People about issues such as; accommodation and housing, participation and positive promotion, employment education and training, funding and coordination, health, legal, leisure issues, public space, culture and the arts, volunteering and civic participation.

The 'Youth Statement' seeks to update the existing 'Youth Policy and Strategy' which was adopted in 1998, and is an informing document to the proposed review of the Bassendean Community Strategic Plan.

The following methodology was used to create the Youth Statement:

1. Options for Youth – Youth Policy and Strategy:

The existing Town of Bassendean Youth Policy and Strategy value statements were reviewed and updated to reflect current issues facing the Town of Bassendean's young people.

2. Youth Consultation:

Through the Town of Bassendean's Youth Service, a youth consultation process was conducted with young people that live, work, study or recreate in the Town of Bassendean. The Town's Youth Advisory Council provided guidance on the consultation process and local young people were engaged to interview the Town's youth.

3. Literature Review:

A literature review was undertaken to examine the role Local Government authorities have within the Youth Sector, Youth Development theories and the benefits of youth participation in local government authorities.

4. Demographic Data

Statistical Information pertaining to the profile of Town of Bassendean's young people was obtained from the 2011 ABS Census Data and 2011 EMRC Social Atlas profile.

The document was developed through a comprehensive consultation process with over 100 young people undertaken by a Consultant and members of the Town of Bassendean's Youth Advisory Council. A variety of youth engagement strategies were used in this consultation. The 'Survey Monkey' document was designed by an external consultant, and was thoroughly reviewed by young people within the Town's Youth Advisory Council. Feedback from this process halved the number of questions, and changed the language to a more colloquial style as it was felt that some survey participants may balk at the time involved to complete the survey, or may have difficulty interpreting its language.

Another change was the use of young people to conduct the survey, as it was felt by YAC members that survey participants may be more comfortable discussing issues with peers rather than adults. A team of 4 young people were contracted to work with the consultant to conduct the survey, and these were chosen based on their backgrounds and social connections in order to reach a diverse audience.

The YAC suggested that the survey be delivered verbally in order to mitigate against literacy barriers, and to clarify the purpose of each question if required. The consultations were conducted in a variety of environments dependent on each 'collector's' target cohort. Participants were rewarded for their time and application to the process with a gift voucher. Young people involved in collecting survey results also stated that it would have been a very difficult process if respondents were not offered a reward or incentive for participating. They stated that they believed respondents had a far greater investment in offering quality feedback because they were effectively being 'paid' for their time.

STRATEGIC IMPLICATIONS

The Youth Statement is seen as a useful input into the Community Strategic Plan review.

The Inclusiveness, lifelong learning, health and social wellbeing key result area in the Corporate Business Plan includes an objective to: "Build a sense of belonging and connectivity in community" with strategies to:

- Encourage people of all ages, abilities and backgrounds to actively participate in community life and democratic processes;
- Nurture community resilience and self-reliance toward a sense of belonging with residents to a highly connected (close knit) community; and
- Support community members to actively volunteer and make a positive contribution to overall community health and wellbeing.

COMMENT

The Town of Bassendean Youth Statement seeks to inform the development of other Council policies, and has been completed in time for the review of the Bassendean Community Strategic Plan.

The Youth Statement profiles Census data regarding local residents aged 12 to 18 years, and reviews literature examining the role Local Government authorities have within the Youth Sector, Youth Development theories and the benefits of youth participation in local government authorities.

The document seeks to propose broad 'Value Statements' which serve to represent Council's position in relation to future decisions which directly or indirectly impact local Young People. The Youth Statement follows the style of the original 'Youth Policy and Strategy' from 1998 in that it attempts to offer philosophical positions based on Council's vision and aspirations rather than discrete policy objectives. It may therefore function as a filter for decision making processes into the future when endeavouring to accommodate the needs of local Young People.

Council can chose to adopt the draft Town of Bassendean Youth Statement as presented or as amended; refer it back to Officers for amending or refuse to accept it.

STATUTORY REQUIREMENTS

Local Govt Act 1995

FINANCIAL CONSIDERATIONS

The grant approved by the Department of Local Government and Communities fully met the cost of the project and no ratepayer funds were required.

OFFICER RECOMMENDATION – ITEM 10.10

That Council adopts the draft Town of Bassendean Youth Statement, as attached to the Ordinary Council Agenda of 24 November 2015.

Voting requirements: Simple Majority

10.11 Integrated Planning and Reporting Framework Strategy (Ref: CORM/POLCY/1- Bob Jarvis, CEO and the Executive Management Team)

APPLICATION

The purpose of this workshop is for Council to adopt a strategy to undertake the activities required by the Integrated Planning and Reporting Framework. This will include the development of a new or revised Community Strategic Plan, Corporate Business Plan and Informing Strategies for the 2015/16 and 2016/17 financial years.

BACKGROUND

At the October 2015, OCM Council resolved that it holds a workshop on Tuesday 17 November 2015 to consider a strategy for the development of a 2017-2027 Community Strategic Plan.

At this workshop, Councillors provided feedback on the strategy and the method of community consultation.

STRATEGIC IMPLICATIONS

The review of the Community Strategic Plan and development of the Corporate Business Plan and informing strategies will provide long term plans that must be taken in to consideration in the future development of the Town of Bassendean.

The Town is required to develop the following:

- Community Strategic Plan - (review every 4 years);
- Corporate Business Plan - (reviewed annually); and
- Informing Strategies - Asset Management Plans, Workforce Plans and Long Term Financial Plans.

COMMENT

Officers have prepared a strategy for the next 18 months that will ensure that Council meets its statutory requirements in the development of the community, corporate and long term plans for the Town of Bassendean in the 2016/17 financial year.

The strategy provides a proposed timetable and provides details of the various tasks to be undertaken for the 2015/16 and 2016/17 financial years.

The Town of Bassendean has until the 30 June 2017 to complete the review and adoption of a new Community Strategic Plan, and this will require consultation with the community and interested stakeholders. This will also include the gathering of community visions and aspirations, adopting a Corporate Business Plan and developing the informing strategies required to complete the required plans.

CRITICAL DATES

The Integrated Planning and Reporting Framework is designed to make Councils think long term in the development of the district and should change the way local governments develop the annual budget.

The budget will be premised on the Corporate Business Plan which will incorporate the Asset Management Plan, Workforce Plan and the Long Term Financial Plan which will be used in the preparation of the draft budget.

STATUTORY REQUIREMENTS

Section 5.56 of the Local Government Act
Regulation 19D, 19DA & 19DB of the Local Government (Administration) Regulations.

FINANCIAL CONSIDERATIONS

The 2015/16 Budget provides funding for the review of the Community Strategic Plan and Corporate Business Plan to take place. An external consultant is proposed to be appointed to facilitate the community consultation. Further funding will be required in the 2016/17 financial year to complete the development of the various plans.

OFFICER RECOMMENDATION – ITEM 10.11

That:

1. Council adopts the Integrated Planning and Reporting Strategy and timetable for the Town of Bassendean;
2. Council defines the method of community consultation by submissions in the review of the Community Strategic Plan, by including the following:
 - a) Community Presentation;
 - b) Focus Groups;
 - c) Council Committees;

- d) Targeted Surveys (either verbal or on-line);
 - e) Workshops and meetings;
3. Staff prepare a report for Council's endorsement on the proposed community consultation by a questionnaire based on the following:
- a) What has been achieved since 2013?
 - b) What has not been achieved since 2013?
 - c) What has changed since the adoption of the 2013-2023 Community Plan? and
 - d) What needs to be in place in the future?

Voting requirement: Simple majority

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

The Principal Building Surveyor made the following building decisions under Delegated Authority:

Building Applications Determined in the Month of October 2015		
Application No	Property Address	Description
201500022	13 MALEY STREET, ASHFIELD	GARAGE INTO BEDROOM & STORE ROOM INTO ENSUITE
201500028	10 BROOK STREET, BASSENDEAN	2 X DWELLINGS
201500164	5 BROUN WAY, BASSENDEAN	SHED/WORKSHOP
201500265	13 HARDY ROAD, BASSENDEAN	FREE STANDING GAZEBO STRUCTURE
201500267	91 WHITFIELD STREET, BASSENDEAN	2 X GROUPED DWELLINGS
201500302	69 SCADDAN STREET, BASSENDEAN	OFFICE ADDITION
201500300	4 BURFORD STREET, EDEN HILL	FIBREGLASS POOL
201500308	2 CLARKE WAY, BASSENDEAN	DEMOLITION
201500307	22 PARMELIA WAY, BASSENDEAN	PATIO
201500301	38 HAMILTON STREET, BASSENDEAN	3 X 2 STOREY DWELLINGS
201500284	3 COTHILL COURT, EDEN HILL	PATIO
201500288	46 BROADWA, BASSENDEAN	SWIMMING POOL
201500282	46 BROADWAY, BASSENDEAN	NEW POOL FENCE
201500281	76 GREY STREET, BASSENDEAN	AWNINGS OFF WORKSHOP
201500249	260 MORLEY DRIVE, EDEN HILL	DWELLING
201500248	100 WHITFIELD STREET, BASSENDEAN	SHED
201500328	57 ESTHER STREET, EDEN HILL	NEW DWELLING
201500325	107 OLD PERTH ROAD, BASSENDEAN	SWIMMING POOL
201500232	20 BLACKTHORN ROAD, EDEN HILL	CARPORT & PATIO
201500276	46 BROADWAY, BASSENDEAN	ANCILLARY ACCOMODATION
201500275	11 BROADWAY, BASSENDEAN	MOFIFIED ROOF PITCH
201500331	WEST ROAD, BASSENDEAN	SHADE SAILS
201500296	19 WATKINS STREET, EDEN HILL	BRICK & COL'B DWELLING
201500290	60 SECOND AVENUE, BASSENDEAN	RE-ROOFING
201500297	88 SECOND AVENUE, BASSENDEAN	DEMOLITION
201500299	67 PARKER STREET, BASSENDEAN	ALTERATIONS & WALK IN ROBE

OFFICER RECOMMENDATION – ITEM 10.12

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

Voting requirement: Simple majority

10.13 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, Development Services)

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

Planning and Subdivision Applications Determined to 13 Nov 2015			
Applic No	Property Address	Type of Development	DETERMINATION
	Applications for Planning Approval		
2015-066	UNIT B 11 FOURTH AVENUE BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2015-104	1 CARNEGIE ROAD BASSENDEAN 6054	DECK & SWIMMING POOL	DELEGATE APPROVED
2015-118	5 BROUN WAY BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2015-121	13 NURSTEAD AVENUE BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2015-129	13 NURSTEAD AVENUE BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2015-131	55 ESTHER STREET ESTHEREDEN HILL 6054	SINGLE HOUSE	DELEGATE APPROVED
2015-132	UNIT A 27 JAMES STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2015-154	24 JACKSON STREET BASSENDEAN 6054	WASH BAY TO EXISTING INDUSTRIAL PREMISES	DELEGATE APPROVED
2015-160	100 WHITFIELD STREET BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2015-167	90 WEST ROAD BASSENDEAN 6054	TWO GROUPED DWELLINGS	DELEGATE APPROVED
2015-172	40 WILSON STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2015-177	12 SURREY STREET BASSENDEAN 6054	HOME BUSINESS - FAMILY DAY CARE	DELEGATE APPROVED
2015-184	UNIT 7 13 HARDY ROAD BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2015-185	3 IVANHOE STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2015-187	29 JACQUELINE STREET ASHFIELD 6054	PATIO	DELEGATE APPROVED
2015-193	51 WILSON STREET BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2015-194	31 EILEEN STREET BASSENDEAN 6054	ANCILLARY DWELLING	DELEGATE APPROVED
2015-198	8 ELDER PARADE BASSENDEAN 6054	PATIOS X 2	DELEGATE APPROVED
2015-200	76 GREY STREET BASSENDEAN 6054	AWNING	DELEGATE APPROVED
2015-202	UNIT 1 85 OLD PERTH ROAD BASSENDEAN 6054	SIGNS	DELEGATE APPROVED
2015-205	107 OLD PERTH ROAD BASSENDEAN 6054	PATIO & FENCE	DELEGATE APPROVED

2015-209	8 THIRD AVENUE BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2015-220	65 WEST ROAD BASSENDEAN 6054	ADDITION OF CROSSOVER & FENCING TO EDUCATIONAL ESTABLISHMENT	STATUTORY ADVICE
	Subdivision Applications		
1118-15	81 LORD STREET EDEN HILL 6054	TWO LOT SURVEY STRATA	STATUTORY ADVICE
1174-15	14 WALTER ROAD EAST BASSENDEAN 6054	FOUR LOT PLUS List COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE

OFFICER RECOMMENDATION – ITEM 10.13

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

Voting requirement: Simple majority

10.14 Accounts for Payment – October 2015 (Ref: FINM/CREDTS/4 – Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report is for Council to receive the Accounts for Payment in accordance with Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996.

ATTACHMENTS:

Attachment No. 8: List of Accounts

BACKGROUND

The Monthly payments made for the period 1st October 2015 to 31st October 2015 are presented to Council, with details of payments made by the Town in relation to goods & services received.

The list of accounts will be recorded in the Minutes of this meeting.

STRATEGIC IMPLICATIONS

Leadership and Governance

Improve capability and capacity

- *Ensure Financial sustainability*
- *Monitor and enhance organisational performance and service delivery*

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

FINANCIAL CONSIDERATIONS

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

OFFICER RECOMMENDATION - ITEM 10.14

That Council receives the List of Accounts paid for October 2015, as attached to the Ordinary Council Agenda of 24 November 2015.

Voting Requirements: Simple majority

10.15 Financial Statements – October 2015 (Ref: FINM/AUD/1 - Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report is to present to Council various Financial reports in accordance with Local Government Financial Management Regulations.

ATTACHMENTS:

Attachment No: 9: Financial Statements for October 2015.

BACKGROUND

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare a monthly statement of financial activity, reporting on the revenue and expenditure as set out in the Annual Budget.

A statement of financial activity and accompanying documents are required to be presented to Council within 2 months after the end of the month to which the statement relates.

In addition to this and in accordance with Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, each year Council is required to adopt a percentage or value to be used in the reporting of material variances. For the 2015/16 financial year the amount is \$5,000 or 10% whichever is the greater.

STRATEGIC IMPLICATIONS

Leadership and Governance

Improve capability and capacity

- *Ensure Financial sustainability*
- *Monitor and enhance organisational performance and service delivery*

COMMENT

Income

The Summary of Financial Activity (Nature & type) is indicating that the total income for the year to date is \$5.67 million, which is on budget estimates.

Individually, Grants, Subsidies and Contributions are 8% behind budget estimates, with Interest Earnings & other revenue being slightly ahead of budget forecasts.

Expenditure

The total operating expenses at the end of July were \$6.9 million, which is 19% less than budget estimates.

Materials and contracts is 19% behind budget estimates. Employee costs are 10% less than budget estimates. Utilities charges are 13% less than budget estimates. A significant variation exists with Materials and Contracts being 40% of original budgets.

Capital Expenditure

Expenditure on Infrastructure Capital projects has not commenced, as project planning (including initial procurement) by Asset Services is being undertaken. Some items of Property Plant & equipment have been purchased

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

FINANCIAL CONSIDERATIONS

The Financial Statements provide a comparison between actual and budget income and expenditure estimates for the period ended the 31st October 2015. The notes accompanying the statements provide a detailed breakdown to the Financial Statements.

OFFICER RECOMMENDATION – ITEM 10.15

That the:

1. Financial Reports for the period ended 31 October 2015, as attached to the Ordinary Council Agenda of 24 November 2015, be accepted; and
2. Additional budget amendments listed for adoption in the Financial Statements as attached to the Ordinary Council Agenda of 24 November 2015, be approved.

Voting Requirements:

Simple majority- Item 1

Absolute majority - Item 2

10.16 Bassendean Local Studies Collection Management Committee Meeting held on 5 November 2015 (Ref: GOVNCCL/MEET/3, Allan Caddy - Manager Library and Information Services)

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Local Studies Collection management Committee held on 5 November 2015.

ATTACHMENTS

Attachment No. Local Studies Collection Management Committee Minutes of 5 November 2015

COMMENT

At its meeting held on 5 November 2015, the BLSCMC moved the following motion:

The Committee recommended (LSCMC 1/11/15) that Council amends the Instrument of Delegation to increase the membership from five to six to include a community representative. This recommendation is listed for consideration in an earlier report on this agenda as part of the endorsement of members to Committees.

The Committee moved LSCMC 3/11/15 that the Committee accepts and supports that it is not Council policy to pay for Oral History interviews.

The Committee requested that staff commence preparation of the 2016/2017 budget for consideration at its March meeting.

OFFICER RECOMMENDATION – ITEM 10.16

That the report on a meeting of the Bassendean Local Studies Collection Management Committee held on 5 November 2015, be received.

Voting requirement: Simple majority

10.17 Implementation of Council Resolutions (Ref: Sue Perkins, Executive Assistant)

At the Ordinary Council meeting held on 14 December 2010, it was resolved that only those items that are to be deleted from the implementation of Council resolutions be referred to Council, and all other items in progress be included in the Councillors' Bulletin on the last Friday of the month.

STRATEGIC IMPLICATIONS

Strengthen Council governance and compliance.

COMMENT

The following table details those resolutions of the Council that are recommended for deletion:

Issue ID	Assigned To	Brief Description	Action Taken
86773	Bob Jarvis	OCM-14/10/15 - Integrated Planning and Reporting Framework Strategy	Council workshop held 17 November 2015. Report to November OCM. Recommend deletion.
71251	Graeme Haggart	OCM- 15/12/13 - Request for Assistance - Provision of Land, Applicant: Lions Club of Bassendean	Resolution completed. Lease and Deed of Agreement adopted by Council in October. See CR86770. Recommend deletion.
82812	Brian Reed	OCM-23/4/15 - Notes of a Councillors' Information Workshop held on 21 April 2015	Subject to a report to the November Council meeting. Recommend deletion.
82813	Brian Reed	OCM-31/4/15 - Notice of Motion – Cr Bridges: Local Planning Scheme No. 10 - R Codes	Subject to a report to the November Council meeting. Recommend deletion.
83382	Brian Reed	OCM-24/5/15 - Notice of Motion: Cr Bridges – Commencement of Local Area Plans	To be considered in the context of the scope of works covered under Serial no 86057. Recommend deletion.
83383	Brian Reed	OCM-25/5/15 - Notice of Motion: Cr Bridges – Streetscape Policies	To be considered in the context of the scope of works covered under Serial no 86057. Recommend deletion.

86766	Brian Reed	OCM Oct 15 - Public Question Time : Mrs Phelan	<p>Mrs Phelan has been advised in writing that: the Town does not conduct any adulticiding of adult mosquitoes (spraying / fogging). The Town's Mosquito Management and Control Program monitors and treats (with larvicides) known breeding sites within the Town, including road gullies. The main breeding site within the Town is Ashfield Flats, and to a lesser degree, Bindaring Park. The Town also sets mosquito traps upon request and adjacent to the Town's breeding sites to catch and identify species prevalent in the area. With regards to the Town conducting any treatment North of the Railway line, all wet road drains around Success Hill and Jubilee Reserve have been treated with a residual larvicide. The breeding sites affecting dwellings in Success Hill are located in the adjacent local authority, who do treat those sites. Should residents in the area be experiencing high number of mosquitoes they are required to call the Town's Health Officer to advise and a mosquito trap can be set at the property to determine numbers and species, and also to be able to advise the adjoining local authority that additional treatment may be required. To date, the Town has not received any complaints from properties north of the railway line, one complaint in Bassendean and two complaints in Ashfield.</p> <p>Recommend deletion.</p>
85665	Ken Cardy	OCM-5/10/15, OCM-11/8/15 - Vandalism of Various Street Verge Trees Within the Town of Bassendean	<p>Report forwarded to Council at October OCM.</p> <p>Recommend deletion.</p>
86049	Ken Cardy	PQT Sep 2015 - Mr Yates - 10 Thompson Road, Bassendean	<p>PTA have installed new light at top of Thompson Road. I have contacted Mr Yates and light has improved within the street. Quote to place bollards in the street, power of the main as not enough sunlight for solar, is estimated at \$25,000.</p> <p>Recommend deletion.</p>
86767	Ken Cardy	OCM-7/10/15 - Significant Trees – Resident Nominates Street Trees for inclusion in the Town of Bassendean Significant Tree Register	<p>Both trees registered on Significant Tree register and placards ordered. No further action.</p> <p>Recommend deletion.</p>

84161	Salvatore Siciliano	OCM-33/6/15 - Cultural Development Advisory Committee Meeting held on 27 May 2015	Acquittal of \$1,000 sponsorship contribution received by the Town on 18 November 2015 from the Bassendean Arts Council Inc. Acquittal was satisfactorily completed. Recommend deletion.
86053	Salvatore Siciliano	OCM-8/9/15 - 2015 Seniors' Week Celebrations Budget Amendment	Seniors Week celebrations were completed on Friday 13 November 2016. Acquittal to be completed for \$1,000 received from Council on the Ageing. Recommend deletion.
86779	Sue Perkins	OCM-21/10/15 - Review of Delegation to a Committee	Delegation Register updated in accordance with Council's resolution. Recommend deletion.
86780	Sue Perkins	OCM-22/10/15 - Review of Delegations to the Chief Executive Officer & Other Officers	Delegation Register updated in accordance with Council's resolution. Recommend deletion.
86771	Tim Clark	OCM-12/10/15 - Waiver of Fees – Scouts Association of Australia – WA Branch	Letter sent to Scouts advising of Council's decision. Recommend deletion.
86775	Yvonne Zaffino	OCM-16/10/15 - Annual Report for the Year Ended 30 June 2015	Venue booked, sound and recording equipment organised. Agenda will be circulated on 20 November 2015. Recommend deletion.
86777	Yvonne Zaffino	OCM-17/10/15 - Setting of Ordinary Council and Committee Meeting Dates and Citizenship Ceremonies for 2016	Instruments updated and 2016 meeting advertised. Recommend deletion.
86778	Yvonne Zaffino	OCM-20/11/15 - Appointment of Delegates & Representatives to Council Committees & External Organisations	Delegates and Representatives updated and external groups advised of representatives. Recommend deletion.

OFFICER RECOMMENDATION – ITEM 10.17

That the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 24 November 2015 be deleted from the Implementation of Council Resolutions list.

Voting Requirements: Simple majority

10.18 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue Perkins, Executive Assistant)

- | | |
|------------|---|
| 22/10/2015 | Hyde Retirement Village Residence Deed between Blazenka Vukinovac and the Town of Bassendean. |
| 26/10/2015 | Hyde Retirement Village Residence Deed between Inez Joan Louise Minc and the Town of Bassendean. |
| 18/11/2015 | Agreement to Lease portion of Town of Bassendean Depot, No. 69 Scaddan Street, Bassendean, between the Bassendean Men's Shed Inc. and the Town of Bassendean. |
| 19/11/2015 | Extension of Lease – 11 Hamilton Street, Bassendean, between the Casa Mia Montessori Community School Inc. and the Town of Bassendean. |

OFFICER RECOMMENDATION – ITEM 10.18

That Council authorises the affixing of the Common Seal to the documents listed in the Ordinary Council Meeting Agenda of 24 November 2015.

Voting Requirements: Simple majority

10.19 Calendar for December 2015 (Ref: Sue Perkins, Executive Assistant)

Tue	1 Dec	4.30pm	EMRC Briefing – Resource Recovery Program – Council Chamber
Wed	2 Dec	10.00am	Disability Access & Inclusion Committee Meeting – Council Chamber (Cr McLennan)
Thu	3 Dec	6.00pm	EMRC Council Meeting – EMRC (Crs Lewis & Pule)
Tue	8 Dec	6.00pm	Municipal Heritage Inventory Committee Meeting – Council Chamber (Crs Pule, Bridges & Brown)
Wed	9 Dec	9.30am	Audit & Risk Management Committee Meeting – Council Chamber (Crs Pule, Bridges & Brown)
Wed	9 Dec	10.00am	Visit to the Town by the Hon Minister for Local Government, Mr Tony Simpson MLA
Wed	9 Dec	3.00pm	Local Emergency Management Committee Meeting – Council Chamber (Crs Pule & Brown)
Thu	10 Dec	5.00pm	Perth Airports Municipalities Group Committee Meeting – City of Canning (Cr Brown)
Tue	15 Dec	7.00pm	Ordinary Council Meeting – Council Chamber

OFFICER RECOMMENDATION - ITEM 10.19

That the Calendar for December 2015 be adopted.

Voting Requirements: Simple majority

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion – Cr Pule: Protecting Ficus Trees on Guildford Road

Cr Pule has advised in writing that he wishes to move the following motion at this meeting:

“That Council notes the works being progressed on Guildford Road in the vicinity of the Tonkin Underpass and Traffic Lights and writes to Main Roads to enquire whether the works will continue into the Bassendean Section of Guildford Road.”

BACKGROUND INFORMATION – CR PULE

The Town has previously contacted Main Roads to notify them that the Ficus trees on the Bassendean section of Guildford Road are of very high Significance to the People of Bassendean and asked that these trees remain and are protected in any future works of Main Roads.

In the light of the destruction of the trees in the current works on the Bayswater side, the Town of Bassendean now must write again to obtain guarantees that the Ficus trees remain protected and that assurances are given by Main Roads that they are not to be removed.

As part of this widening of Guildford Road, all the mature trees on the railway side have been cut down and removed. These trees were Eucalyptus trees with beautiful Red Gums and Jarrah trees. All of these have been cut down. There should be real attempts to see if those trees could have been transplanted.

If these trees were so thoughtlessly cut down, there is a very real danger that the Bassendean Ficus could have the same fate. The people of Bassendean highly value these beautiful Ficus and they have been a landmark of Bassendean for decades. The Town must act now as these trees are on Main Roads land and subject to their decisions.

Quite rightly, the people of Bassendean would be furious if these beautiful Ficus trees were thoughtlessly destroyed. These Ficus make a great contribution to the climate, to reducing the urban heat island effect and to beautifying Bassendean.

This is part of the long term Strategic Plan ... *"to improve and preserve the quality of life in Bassendean and part of the Bassendean Climate Change Adaptation Plan."*

OFFICER COMMENT

Officers have contacted Main Roads WA regarding this issue and have received the following reply:

"Thank you for your interest and the Town of Bassendean Councillors' interest in the civil works project at the Guildford Road interchange with Tonkin Highway.

Please note that the extent of the civil works at this location will extend east of Tonkin Highway on Guildford Road to Katanning Street and no further. Pearson Street is further east of Katanning Street on Guildford Road.

In this case, Main Roads civil works will have no impact on the Town of Bassendean's Ficus trees near Pearson Street.

I hope this addresses the Councillors' concerns, however we are more than happy to liaise further if required".

12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

13.0 CONFIDENTIAL BUSINESS

13.1 Appointment of Members to Committees – 2015 to 2017 (Ref: GOVN/CCLMEET - Yvonne Zaffino, Council Support Officer)

This matter is to be considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.

14.0 CLOSURE

The next Ordinary Council meeting will be held on Tuesday 15 December 2015.