

# TOWN OF BASSENDEAN

## NOTICE OF BRIEFINGS SESSION

A Briefings Session of the Council of the Town of Bassendean will be held on Tuesday, 19 November 2019 at the Ashfield Community Hall, 2 Colstoun Road, Ashfield, commencing at 7.00pm.

Meet with the Town of Bassendean's Mayor, Councillors, CEO and other Officers and enjoy a free barbecue at 5.30pm, prior to the meeting.

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## A G E N D A

**The Mayor will preside at Briefing Sessions. In the absence of the Mayor, the session will be presided over by the Deputy Mayor.**

### 1.0                    DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### *Acknowledgement of Traditional Owners*

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

#### *Audio Recording*

*The Town is committed to engaging with its community and recognises that providing opportunities for the community to attend Council Briefings will result in more informed and engaged residents.*

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

**Members of the public are requested to sign the attendance sheet located on the table at the rear of the meeting room.**



**Mayor**  
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## **2.0 ATTENDANCES AND APOLOGIES**

## **3.0 DEPUTATIONS**

## **4.0 ANNOUNCEMENTS**

### **4.1 Announcements by the Mayor**

### **4.2 Questions Received from Members of the Public**

The Town is committed to providing improved opportunities for our community to engage, understand and participate in decision-making by Council on matters that are important to them. It is hoped that all parties will benefit from hosting Briefing Sessions in less-formal, community venues, through improved collaboration, greater shared participation and enhanced understanding of the process leading up to decision making.

Members of the public are invited to complete a postcard, which will be available at the meeting, and is to include your name, address and if applicable, the relevant agenda item (listed under Item 7.0 on this agenda).

Members of the public are also invited to complete a postcard on any other items that they wish to raise which are not listed on this agenda.

The Mayor will read out firstly those questions which do not relate to agenda items, and responses will be provided to those questions, should they be able to be answered on the evening. Any other questions that cannot be answered will be taken on notice and a response provided at a later date.

Any questions received that relate to items on this Briefings Session Agenda, will be raised when the item is discussed.

Members of the public are encouraged to provide feedback at the end of the Briefings Session, as part of a 12-month trial of delivering Council Briefing Sessions in community venues.

## **5.0                      ADDRESSES BY MEMBERS OF THE PUBLIC**

The Mayor will call for questions that have not been previously submitted and addressed under Item 4.2 above. All questions, information and discussion is directed through the Mayor.

15 minutes is allocated to the agenda item for addresses by the members of the public.

Each member of the public making an address is entitled to address the meeting for a maximum of three minutes only, unless otherwise approved by the Presiding Member.

## **6.0                      DEPUTATIONS**

## **7.0                      REPORTS**

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

The Mayor will announce questions previously received from the community via postcard submissions.

## **7.1 Point Reserve Jetties Update (Ref: PARE/MAINT/52 Peta Mabbs, CEO)**

### APPLICATION

The purpose of this report is to provide:

- an update on the current state of the Point Reserve jetties;
- an understanding of associated risks and mitigating actions undertaken by the Administration to date; and
- advice on subsequent steps to address the issue and explore future considerations.

### BACKGROUND

Regular inspections of the jetties have been undertaken by Town staff and contractors.

In mid-2019, following the identification of termite infestation on both North and South Jetties at Point Reserve, termite controls were implemented, with the use of bait stations (to be inspected quarterly). Public access to North Jetty was restricted for safety reasons.

In September 2019, a contractor's inspection report highlighted structural issues at both North and South Jetties. It identified that structural components such as headstocks and stringers had been compromised by termite infestation, which rendered both structures at risk of localised failure within the areas of damage if works were not undertaken.

Acting on this report, Town Administration engaged a marine maintenance contractor to undertake remedial works which commenced in early November 2019. During the initial stages of these works, on 8 November 2019, it was discovered that the termite damage to both jetties was more extensive than originally observed.

### COMMUNICATION & ENGAGEMENT

In November 2019, the Town informed the community about the deteriorating state of the two jetties via the Town website and Facebook. The primary focus of communications at this stage has been on public safety risks and the unsafe state of the jetties.

**STRATEGIC IMPLICATIONS**

The management of the Point Reserve Jetties aligns with the following Strategic Priorities under the current *Community Strategic Plan 2017-2027*.

**Strategic Priority 1: Social**

<b>Objectives</b>	<b>Strategies</b>
1.3 Plan for a healthy and safe community	1.3.1 Facilitate safer neighbourhood environments 1.3.2 Promote and advocate community health and well-being

**Strategic Priority 3: Built Environment**

<b>Objectives</b>	<b>Strategies</b>
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm 3.3.2 Strengthen and promote Bassendean's unique character and heritage

**Strategic Priority 5: Built Environment**

<b>Objectives</b>	<b>Strategies</b>
5.1 Enhance organisational accountability	5.1.2 Ensure financial sustainability 5.1.5 Ensure optimal management of assets

**COMMENT**

**Public Safety and Liability**

The Town has a duty of care to ensure safe community infrastructure and act expeditiously to mitigate risk to public safety at all times.

From a public liability and safety perspective, the Town has a duty to take all reasonable care and reasonable measures to prevent injury from dangers that the Town is aware of. The hazards identified at the jetties present the Town with a significant public liability exposure.

The Town has acted quickly and decisively to put in place all necessary measures to protect the community from harm.

**Town Administration Actions since 8 November 2019**

Guidance was sought from the Town's insurer, LGIS, who advised the Town to implement the following management actions in relation to both Point Reserve Jetties, in order to manage the critical risk to public safety:

- Installation of signage (on land and on the jetty itself).

- Installation of barricades (on land and on the jetty itself).
- Regular monitoring and inspection to ensure the public are not accessing the jetty and the control measures remain in place.
- Taking action in response to issues arising from monitoring and inspection.
- Liaison with relevant authorities with regards to removal in a timely manner.

The Town has acted to mitigate the immediate and critical risk to public safety, following recommendations from both the Town's marine maintenance contractor and insurer.

Pursuant to Regulation 11 - Emergency Works of the Swan and Canning Rivers Management Regulations 2007, the Town has applied for, and received a permit (P12517) from the Department of Biodiversity, Conservation and Attractions (DBCA) to authorise requested works to remove the decking on both jetties to prevent public access, to address public safety risks caused by termite damage.

The DBCA permit is conditional upon the following:

- The Town now has to take appropriate preventative measures to ensure that no debris, rubbish or any other deleterious matter enters the river as a result of the works.
- North Jetty has steel (sleeved) piles that are structurally sound, and therefore the decking on this jetty is to be replaced as soon as is practicable so it can be reopened to the public. The use of timber-look composite decking is supported. The Town needs to confirm with DBCA by 14 December 2019 the details of the replacement decking material and timing for the reinstatement works.

The DBCA has not indicated actions for South Jetty (as it has wooden piles), noting future options will be explored by the Town. The wooden piles will be left in-situ pending further council direction.

The Town has also secured approval to proceed with emergency works to restore North Jetty from the Department of Transport (DoT), which issues the jetty licence (No.1249) to the Town to maintain and operate the jetties. DoT has stipulated the following:

- Removing and replacing jetty decking, with the decking to follow the existing footprint of the current structure. Any variation to the size and shape of the current jetty will require an application to modify the jetty licence.

- The Town must ensure that the work site is kept in a safe condition and the 'Notice to Mariners' is in place.

The Town has sought quotes and awarded the work to remove the decking and associated timber components on both jetties, with works planned to commence on 19 November 2019. The cost of this work is \$28,000 and is able to be funded from the Town's emergency contingency fund.

## STATUTORY REQUIREMENTS

### **Relevant Legislation**

Jetties Act 1926

Swan and Canning Rivers Management Act 2006

Canning Rivers Management Regulations 2007

Town of Bassendean Local Government Property Local Law

### **Statutory Context**

The Department of Biodiversity, Conservation and Attractions (DBCA) through the Swan River Trust, is the regulatory body for the Swan and Canning Rivers Management Act 2006. The Trust is charged with the protection of the Swan and Canning Rivers and associated land, pursuant to the SCRM Act. The Act vests the River reserve in the Trust as well as establishing the Riverpark that the Trust manages. The Riverpark and the Development Control Area (DCA) are land and waters as defined in sections 9 and 10 of the Act. The Department has overall planning, protection and management responsibility for the Swan-Canning River system. The Department provides advice, makes recommendations to and comes under the jurisdiction of the Minister for Environment. Among the Trust's various functions and powers (section 23) is the control of activities and development within the DCA. Accordingly, Part 5 of the SCRM Act outlines the role of the Trust in approving all development within the DCA.

The Department of Transport (DoT) has authority under the Jetties Act 1926 (WA). The Act defines a jetty as any structure connected to a body of water that, wholly or in part, may be used for the purpose of launching or landing a vessel.

All jetties require a licence. This is to ensure that the jetty meets all safety and maintenance standards, and does not interfere with navigation. Jetty licences are issued pursuant to sections 7 and 8 of the Jetties Act 1926. The terms of the Town's jetty licence state that the licensee is not to modify the approved jetty structure in any way unless permission in writing is obtained from the Department of Transport and that the jetty must be maintained in a good, proper and safe condition.

### OFFICER RECOMMENDATION — ITEM 7.1

That Council note:

1. The actions taken to date by the Town Administration to address the safety hazards related to both jetties, including actions to remove the decking and associated timber components from both jetties as authorised by both DBCA and DoT, with works commencing on 19 November 2019;
2. The DBCA response regarding the permit for emergency works which includes the condition to reinstate North Jetty so it can be reopened to the public.
3. That a further report to Council will be provided at the December 2019 Ordinary Council Meeting to update Council on future considerations for the jetties, and to seek Council approval of expenditure to undertake physical works to reinstate the North Jetty to meet the conditions of the DBCA permit.

**Voting requirements: Simple Majority**

**7.2 Local Integrated Transport Plan (LITP) (Ref: TRAF/PLANNING/5 – Luke Gibson, Director Community Planning)**

**APPLICATION**

The purpose of this report is for Council to consider adopting the Local Integrated Transport Plan (LITP).

**ATTACHMENTS**

**Attachment No. 1:**

Local Integrated Transport Plan (LITP)

**BACKGROUND**

At its meeting of 20 February 2017, Council resolved to undertake a Traffic and Transport Needs Assessment ('Transport Study'), to support the preparation of a new Local Planning Strategy for the district as well as informing the planning of transit-oriented development (TOD) around the Ashfield, Bassendean and Success Hill train stations. It was also intended to be used as an important document to advocate for strategic priorities.

Following a Request for Quotation process, the Town awarded the contract to transport planning firm ARUP.

The study is structured into two phases; the first being a Transport Assessment and the second being Transport Strategies. Where relevant and/or applicable, the plan was to be prepared in accordance with the Western Australian Planning Commission's (WAPC) *Guidelines for the preparation of Integrated Transport Plans* (2012).

Phase 1 comprised an assessment and overview of the current state and status of the Town's movement network through a Strengths, Weakness, Opportunities, and Threats (SWOT) analysis and was to inform Phase 2.

Phase 2 comprised the formulation of a draft Local Integrated Transport Plan (LITP) for the next 10 to 15 years, having regard to the following:

- The Town's street hierarchy;
- Strategic connections to the regional movement network;
- Freight traffic network;
- Cycling network;
- Public transport network;
- Pedestrian network;

- Private vehicle network; and
- Parking provision (on-street and off-street).

At its meeting of 25 June 2019, Council resolved to undertake public consultation and seek community feedback on the draft plan.

### COMMUNICATION & ENGAGEMENT

In accordance with Council's resolution, the Town sought public feedback on the draft LITP from 8 July 2019 to 5 August 2019.

The consultation included:

- An opportunity to discuss the draft plan with ARUP's engineer at the Ideas Hub, at 31 Old Perth Road;
- Project webpage in Your Say Bassendean, The Town's online engagement platform, containing all relevant information including copies of the draft plan etc;
- Survey and quick polls on certain topics;
- Facebook posts;
- Option to send an email to [yoursay@bassendean.wa.gov.au](mailto:yoursay@bassendean.wa.gov.au);
- Option to phone a Town Planner and leave comments/ask questions;
- Documents made available for viewing at the Library, Customer Service Centre and Ideas Hub at 31 Old Perth Road Bassendean during the advertising period; and
- Advertisement via a notice in the *Eastern Reporter* newspaper.

In response, there were 858 visits to the Your Say LITP webpage. It should be noted that LITP consultation overlapped with consultation undertaken as part of the *BassenDream Our Future*, an in-depth community engagement exercise to inform the Town's future Local Planning Strategy. A total of 113 transport-land use integration and transport comments were raised as part of the *BassenDream* engagement process.

During the course of the study and in the preparation of the draft LITP, ARUP consulted with Main Roads WA, METRONET, Public Transport Authority (PTA)/Transperth, and the Cities of Bayswater and Swan.

ARUP also briefed Council on four occasions, as follows:

- April 2018 - the outcomes of a SWOT (Strengths, Weaknesses, Opportunities and Constraints) analysis of the Town’s existing movement network and emerging transport trends, and community engagement via the Town’s Your Say Bassendean platform (Phase 1);
- August 2018 - 21 suggested ‘Big Moves’ (or ‘Long List’) of transport actions pertaining to parking, public transport, active transport, road network, land development options;
- May 2019 - an overview of the draft LITP incorporating feedback from Councillors and members of the Design Bassendean Advisory Group (some of who attended the second briefing); and
- September 2019 – an overview of the community engagement phase and guidance sought on a number of the proposals which have been incorporated into the final document.

Following the most recent briefing, the LITP was modified to incorporate feedback from Councillors.

### STRATEGIC IMPLICATIONS

The proposed LITP accords with the following priorities and objectives of the current *Community Strategic Plan 2017-2027*:

#### STRATEGIC PRIORITY 3: Built Environment

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we’re going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
3.2 Enhance connectivity between places and people	<p>3.2.1 Connect the Town through a safe and inviting walking and cycling network</p> <p>3.2.2 Advocate for improved and innovative transport access and solutions</p> <p>3.2.3 Enhance the liveability of local neighbourhoods</p> <p>3.2.4 Enhance road safety through design</p>	<p>Community / Stakeholder Satisfaction Survey (Roads, footpaths and cycle paths)</p> <p>Community / Stakeholder Satisfaction Survey (Access to public transport both access to Town and within)</p>

## COMMENT

The LITP essentially provides a broad framework and recommended strategies as to how the Town's existing movement network could desirably evolve and be enhanced over time, with the recommended actions as follows:

	<b>Proposal</b>		<b>Responsibility</b>	<b>Priority</b>
<b>Parking</b>	<b>P1</b>	Preparation of town-wide parking strategy to replace 2011 plan	Town of Bassendean	Short
	<b>P2</b>	Supply pilot electric vehicle recharging infrastructure	Town of Bassendean/Public Transport Authority	Short
<b>Public Transport</b>	<b>PT1</b>	Improve pedestrian and cyclist access to Success Hill train station	Town of Bassendean/Public Transport Authority/Main Roads WA	Medium
	<b>PT2</b>	Plan for extended platforms at Bassendean train station and potential active transport link aligned with Park Lane	Public Transport Authority/ Transperth	Medium
	<b>PT6</b>	Channelise Ivanhoe Street on approach to Morley Drive to mitigate delays for buses	Town of Bassendean	Medium
	<b>PT7</b>	Advocate for sinking of Midland line to facilitate at-grade connectivity and new development opportunities in the vicinity of Bassendean station	METRONET/Public Transport Authority/Town of Bassendean	Short (ongoing)
<b>Active Transport</b>	<b>AT1</b>	Design and deliver improved active transport link along Second Avenue between Railway Parade and Walter Road East, according with Town Bike Plan and Station Access Strategy intent	Town of Bassendean/Department of Transport	Short
	<b>AT2</b>	Advocate/support redesign of Ashfield and Success Hill pedestrian bridges to achieve DDA compliance	Public Transport Authority/Town of Bassendean	Medium
	<b>AT4</b>	Assess opportunity to improve current design of Wilson Street subway as a key north-south access for pedestrians and cyclists of all abilities	Public Transport Authority/ Department of Transport/ Town of Bassendean	Short
	<b>AT8</b>	Create Town of Bassendean micro-funding account for small active transport improvements	Town of Bassendean	Short

Road network	<b>RN1</b>	<p>Advocate for an alternative treatment to MRWA’s proposal for Guildford Road corridor (<u>western Town boundary to West Road</u>) to one which :</p> <ul style="list-style-type: none"> <li>• Balances local access needs and amenity, transit-oriented development, multimodal safety and comfort, and strategic network objectives</li> <li>• Achieves signalisation of Colstoun Road/ Guildford Road intersection</li> <li>• Retains key local street links under suitable traffic management</li> </ul>	WAPC/ Main Roads WA/Town of Bassendean	Short (ongoing advocacy)
	<b>RN2</b>	<p>Advocate for an alternative treatment for Guildford Road corridor (<u>West Road to Swan River</u>) to one which:</p> <ul style="list-style-type: none"> <li>• Balances local access needs (both in the Town and adjoining Guildford centre) and amenity, transit-oriented development, multimodal safety and comfort, and strategic network objectives</li> <li>• Achieves reasonable signal phasing at intersection of Guildford Road/West Road associated with Lord Street/ West Road bridge widening and anticipated intersection upgrade</li> <li>• Retains key local street links under suitable traffic management (in particular Guildford Road/North Road/Earlsferry Court)</li> </ul>	WAPC/ Main Roads WA/Town of Bassendean	Short
	<b>RN3</b>	Convert Walter Road East from four travel lanes to two with median division	Town of Bassendean/Department of Planning, Lands and Heritage	Medium
	<b>RN5</b>	Advocate for traffic signal and boom gate synchronisation at Collier Road/Guildford Road	Main Roads WA/Public Transport Authority	Short– interim measure ahead of more suitable grade-separation treatment as part of METRONET programme

<b>RN6</b>	Assess potential to signalise intersection of Railway Parade/Lord Street	Town of Bassendean/Main Roads WA	Short – engineering feasibility and modelling required to ascertain impacts with a view to deciding whether this proposal should be adopted
<b>RN8</b>	Design and consult to further refine proposed conversion of Walter Road East/Lord Street/Seventh Avenue to four-way signalised intersection (and conversion of Success Road access to left-in/left-out)	Town of Bassendean/Main Roads WA	Short – engineering feasibility and modelling required to ascertain impacts with a view to deciding whether this proposal should be adopted
<b>RN9</b>	Undertake further investigation to support alternative design concept (boulevard with central median) for Lord Street south of Morley Drive	Town of Bassendean/Department of Planning, Lands and Heritage	Short: planning studies and analysis Medium/ Long: implementation/works
<b>RN10</b>	Create a pedestrian friendly town centre and community centres through implementing self explaining streets design and management principles to encourage slowing of vehicular traffic	Town of Bassendean	Short
<b>RN11</b>	Review and update Town LATM and Bike Plans	Town of Bassendean	Short
<b>LD1</b>	Focus development/ uplift around main transit assets including Ashfield, Bassendean and Success Hill train stations, and major bus routes including Ivanhoe Street and Walter Road East	Town of Bassendean/State Government	Short

<b>Land Development</b>	<b>LD2</b>	Investigate mixed-use redevelopment of the Bassendean park-and-ride site contingent on agreement with Public Transport Authority regarding possible reduction in park-and-ride demand associated with Morley-Ellenbrook	Public Transport Authority/Town of Bassendean	Medium
<b>Governance</b>	<b>GP1</b>	Establish new fleet procurement protocols in line with transport vision for Bassendean	Town of Bassendean	Short

Of the above actions, it is intended that the following be promoted as key strategic advocacy priorities:

- Opposing any widening of Guildford Road due to environmental and safety concerns. The Town's preference is for road network design and management to encourage the use of corridors such as Tonkin Highway and Great Eastern Highway for regional travel.
- The sinking of the Midland railway line which could facilitate at grade connectivity for all modes and unlock new development opportunities within the Town.
- The Town will work with agencies in the interim to improve overpass amenity and universal access (including disability access ramps) at stations to also help realise transit-orientated development opportunities.
- The Town to promote increasing accessibility in the Town by walking, cycling and public transport and reducing car dependency.

The LITP is also integral to informing the development of the new Local Planning Strategy, particularly given the important nexus between land use and transport. It is envisaged that the recommended strategies will be incorporated or reflected in the new Local Planning Strategy.

It should be noted that as the LITP is principally a recommended framework (or direction) for the Town's future movement network and the recommended strategies will require further detailed planning and design and/or policy development by the Town as part of the future implementation. In addition, a number of actions in the plan will either need the support of other agencies, or will be implemented by other agencies.

The Town intends to work in partnership the relevant agencies to achieve the community's vision and priorities as expressed through the plan.

Should Council consent to adopting the plan, it is intended to be publicly released via a news item on the Town's website, the Town's Facebook page, an email letter to survey respondents and added to the *Your Say Bassendean* page.

### STATUTORY REQUIREMENTS

Nil.

### FINANCIAL CONSIDERATIONS

There are no major financial implications for Council in adopting the LITP, with all proposed communication on the matter being able to be met within existing staff resources.

There are a number of strategic actions in the Plan that require funding. These strategic actions will be funded through separate budget allocations via Council and advocating to State and Federal Government.

### OFFICER RECOMMENDATION – ITEM 7.2

That Council:

1. Adopts the Local Integrated Transport Plan, as attached to the Ordinary Council Agenda of 26 November 2019; and
2. Uses the Local Integrated Transport Plan as a key strategic advisory tool to achieve those outcomes which rely on other agencies as stakeholders.

**Voting requirement: Simple Majority**

**7.3 BassenDream Our Future Preliminary Engagement Report (Ref: LUAP/PLANNG/22 - Brian Reed, Manager Development Services)**

APPLICATION

The purpose of this report is for Council to consider adopting the *BassenDream Our Future Preliminary Engagement Report* dated October 2019, as prepared by Creating Communities

ATTACHMENTS

**Attachment No. 2:**

BassenDream Our Future Preliminary Engagement Report  
(Creating Communities, October 2019)

BACKGROUND

At its meeting in December 2018, Council resolved to endorse a draft scope of works, expected deliverables and indicative project timeline for inclusion in a Request for Quotation (RfQ 374 2018-19) to design and deliver the proposed community and stakeholder engagement strategy.

As a result of the Request for Quotation process, Creating Communities Australia was awarded a contract to design and deliver the Strategy.

In March 2019, the Town supported by consultants from Creating Communities and Collaborative Place Design, launched *BassenDream Our Future*; a community engagement project to develop a vision for the future of Ashfield, Bassendean and Eden Hill.

The main aim of the project was to inform the development of a new Local Planning Strategy, as well as a new Strategic Community Plan.

The objectives of BassenDream Our Future were to:

- Maximise the number of Town of Bassendean residents who have the opportunity to get involved in the process;
- Engage a range of demographic and interest groups and reflect the diverse views of these groups;
- Inform and educate the community about strategic town planning and visioning for a local government;
- Continue to build a mutually respectful relationship between the Town of Bassendean and the community;

- Develop an agreed future vision for Ashfield, Bassendean and Eden Hill, informed by community feedback, particularly with reference to strategic land use planning;
- Inform the development of a new Local Planning Strategy, which is one key way that the future vision will be reflected and implemented; and
- Garner feedback that will help the Town of Bassendean link together disparate strategies and policies so that all reflect the vision.

## COMMUNICATION & ENGAGEMENT

Engagement with the community occurred between March and September 2019 and involved more than 3,000 interactions with community members and other stakeholders, and 1,281 feedback materials received (feedback materials include postcards, poll and survey responses and feedback forms). These were gathered through a total of 21 engagement initiatives, including:

- Seven meetings with Town of Bassendean representatives, including regular updates with Councillors and key officers;
- Six meetings with key government organisations and stakeholders directly involved in strategic planning;
- An engagement activity (involving the Minister for Children Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services) at the "Celebrating Community Voices" event on 11 March 2019 to celebrate International Women's Day and launch *BassenDream Our Future* (attended by over 90 participants; 30 feedback forms completed);
- Three stakeholder forums, attended by 34 representatives of 15 organisations;
- The Ideas Hub at the old Post Office, open during all weekdays, Saturday mornings and monthly on Sundays (during the Old Perth Road Markets) from 15 April to 14 September (open a total of 152 days). Over 700 people attended during this period;
- Four "Mobile Ideas Hub" sessions, where the project team visited Hawaiian's Bassendean Shopping Centre, Ashfield Sports Club, Eden Hill Primary School and Mary Crescent Reserve in Eden Hill (attended by over 150 participants);
- 674 online poll responses;
- 113 online survey responses;
- 190 completed feedback postcards;
- 185 anecdotal feedback forms; and
- Three Design Workshops (45 participants).

These engagement initiatives were supported by the following communications and promotional materials:

- Regular emails to stakeholders and community members who registered interest;
- 500 copies of the frequently asked questions booklet collected by community members from the Ideas Hub or during engagement initiatives (Appendix 2; Section 6.1);
- 14,000 flyers delivered to every residential letterbox in the Town of Bassendean (two different flyers, each delivered to 7,000 letterboxes) (Appendix 2; Section 6.2);
- A newspaper advertisement in the *Eastern Reporter* (delivered directly to residential properties in Bassendean; and available from local businesses in Ashfield, Bassendean and Eden Hill) (Appendix 2; Section 6.3); and
- 1,500 visits to the project page on the Town's "Your Say" website.

### STRATEGIC IMPLICATIONS

The *BassenDream our Future* community engagement process represents the high level community vision and input contemplated by the State Government's Integrated Planning and Reporting Framework, and will inform a future Strategic Community Plan and Local Planning Strategy.

### COMMENT

The *BassenDream our Future* community engagement process represents the most exhaustive consultation process that the Town has ever undertaken.

Whilst the aspirations of agencies such as the Western Australian Planning Commission, as to the future growth of the Town are well known, the *Bassendream our Future* report provides a valuable insight into the aspirations of the local community as to how the Town should develop into the future. It will be recommended that Council adopt the report for future use in association with a new Local Planning Strategy and Strategic Community Plan.

Should Council consent to adopting the plan, it is intended to be publicly released via a news item on the Town's website, the Town's Facebook page and added to the *Your Say Bassendean* page.

### STATUTORY REQUIREMENTS

Nil.

### FINANCIAL CONSIDERATIONS

There are no financial implications associated with Council adopting the Preliminary Engagement Report. In terms of the project more broadly, it has been delivered in accordance with the approved budget for the project.

### OFFICER RECOMMENDATION — ITEM 7.3

That Council adopts the *BassenDream Our Future* Preliminary Engagement Report (Creating Communities, October 2019), attached to the Ordinary Council Agenda of 26 November 2019, as an essential input in the preparation of a new Local Planning Strategy and Strategic Community Plan.

**Voting requirements: Simple Majority**

**7.4 Finalisation of Town Planning Scheme No. 4A (Ref: LUAP/PLANNING/16 – Luke Gibson, Director Community Planning and Brian Reed, Manager Development Services)**

*This item has been withdrawn and will be considered at a future meeting of Council.*

**7.5 Community Safety and Crime Prevention Plan (Ref: COMPLA/PRJCTS/1 - Luke Gibson, Director Community Planning)**

**APPLICATION**

The purpose of this report is to update Council on progress on the Community Safety and Crime Prevention Plan.

**BACKGROUND**

At the Council meeting of 20 May 2008, Council adopted a Community Safety and Crime Prevention (CSCP) Plan. This plan was premised on a more deficit based approach, reinforcing safety with vigilance and risk management practice.

**COMMUNICATION & ENGAGEMENT**

Earlier this year, a CSCP Taskforce was established to guide the development of the CSCP Plan; comprising Town staff, WA Police, Department of Communities (Housing Authority) and community representatives with crime prevention experience. The Taskforce met in April and May 2019 and discussed, amongst other things, how a multi-disciplinary urban and environmental design and management approach and use of built environment can be used to reduce crime and promote community safety.

A call for expressions of interest was posted on the Town’s Facebook page and website on 28 April 2019, to develop a Community of Interest, representative of the diversity in the community. The Community of Interest was subsequently established, comprising 11 members.

To gain a better understanding of the community’s current strengths, Asset Mapping workshops were conducted in July and August 2019 and involved members of the Community of Interest. (Asset mapping is a tool that highlights and encourages a strengths-based approach to building a stronger community).

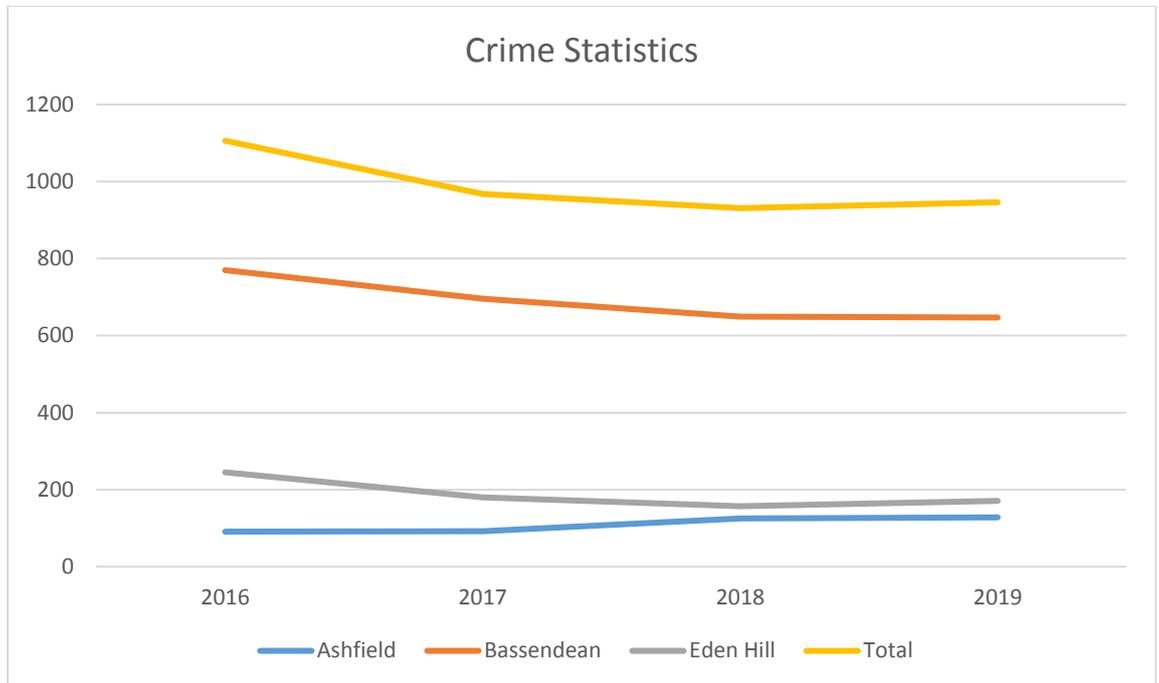
**STRATEGIC IMPLICATIONS**

Strategic Priority 1: Social

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we’re going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
1.3 Plan for a healthy and safe community	1.3.1 Facilitate safer neighbourhood environments	Community/Stakeholder Satisfaction Survey (Safety, Health and Wellbeing)

### COMMENT

It is understood the issues of Community Safety and Crime Prevention are of critical importance to the local community and that there may be a perception amongst community members that the instances of crime are increasing. Analysis of the available data suggests that across the district, instances of crime have fallen since 2016, although Ashfield has experienced a minor increase, as below.



In addition, the crime rate within the Town compares favourably to both the Midland District (which the Town of Bassendean sits within) and the broader Perth Metropolitan Region, on a per capita basis, with the Town having approximately 8,975 instances of crime per 100,000 people per year with the Midland District having approximately 9,650 instances of crime per 100,000 people per year.

Notwithstanding the above, it is acknowledged that the public perception on the issue may be different. In that regard, the Town is currently undertaking a community satisfaction survey, which will provide a valuable insight into the community's view about the current state of matters affecting the Town.

Once the current state is understood, the relevant issues will be able to be identified and analysed; allowing a multi-pronged response that will potentially involve partnerships with state government authorities, the application of crime prevention through environmental design (CPTED) principles, and ongoing communication and information sharing.

STATUTORY REQUIREMENTS

Nil.

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 7.5

That Council notes:

1. The update and the outcomes of the current community survey and further analysis of crime data, will inform the preparation of a new Community Safety and Crime Prevention Plan; and
2. In the interim, the Town continues to work closely with Police to share intelligence and discuss strategies. The Town has also actively promoted a collective responsibility to community safety and provided information to the community about being diligent and ways in which to increase personal, property and community safety.

**Voting requirements: Simple Majority**

## 7.6 **Waste Local Law (Ref: WSTMNG/SVPROVN/5 Ariadne Macleod, Recycling & Waste Officer)**

### APPLICATION

The purpose of this report is for Council to introduce a new Waste Local Law.

The proposed Town of Bassendean Waste Local Law 2019 is to provide for the regulation, control and management of waste and recycling collection services within the Town.

The effect of this local law is the efficient and orderly separation and removal of general, recycling and organic (FOGO) waste from households within the Town to minimise the impact on landfill and make the best use of these resources.

### ATTACHMENTS

#### **Attachment No. 4:**

- Draft Town of Bassendean Waste Local Law 2019 (amended 05/11/2019)
- Draft (version 1) document identifying amendments made to the waste local law based on feedback from the Director General (with tracked changes)
- Letter outlining feedback from the Director General
- Responses from Town of Bassendean 'Have Your Say'

### BACKGROUND

Since the introduction of the *Waste Avoidance and Resource Recovery (WARR) Act 2007*, the management of household refuse has come under this Act, rather than the *Health (Miscellaneous Provisions) Act 1911*.

Transition arrangements are in place allowing local governments to continue to use the refuse provisions in their Health Local Laws, however, this will no longer be the case as the new *Public Health Act 2016* is progressively adopted and enforced (the Act received Royal Assent on 25/7/2016).

Container Deposit Scheme (CDS) legislation has been enacted in WA with CDS starting 2 June 2020. CDS places a 10 cent value on eligible containers and will result in lower numbers of bottles and cans being collected in the recycling bin. The 10 cent value may also encourage unintended negative behaviour, including removal of eligible containers from recycling bins by unauthorised persons often from inside private property, in a manner which may detract from local aesthetics or damage the environment.

The State Government has mandated a transition to a three bin FOGO collection system by local governments. This is a significant shift and requires updating significant aspects of the waste management landscape, including collection systems, processing capacity and legislation.

The attached draft Town of Bassendean Waste Local Law 2019 is based upon the WALGA Waste Local Law template with only minor changes to reflect the waste management services provided by the Town, and specific requirements relating to the storage of bins in the Town.

In part, Part 4, Division 2 of the Town of Bassendean Health Local Law 2001 (Disposal of Refuse) will be repealed as part of the process of adopting this new local law.

### COMMUNICATION & ENGAGEMENT

Under Section 3.12 of the Local Government Act 1995, Council is to give Statewide public notice for not less than 6 weeks, stating its intention to introduce a new local law and invite public submissions to be made during this time.

A copy of the draft Waste Local Law was sent to the Minister for Local Government and Communities and the Minister for the Environment for comment.

Feedback was received on 5 July 2019 from the Director General. The suggested amendments have been made to the draft Waste Local Law 2019. Strong advice was given to reverse initial amendments to ensure the Waste Local Law aligns closely with the WALGA template.

Council resolved in February 2019 (OCM-8/02/2019) to commence advertising and consultation processes for the Draft Waste Local Law 2019. Feedback received was generally related to the transition to the third FOGO bin and other services provided.

Comments were provided regarding public place recycling (Container Deposit Scheme (CDS) and littering during the verge collection. These comments were considered and it was determined that the items were already covered by other legislation such as planning schemes, the *Environmental Protection Act 1986* and the *Litter Act 1979*.

Following public consultation, the Draft Local Law was referred to the Chief Executive Officer (CEO) of the Department of Water and Environmental Regulation (DWER) for consideration. Feedback from the DWER’s CEO advised that departures from the WALGA template would not be considered favourably.

With the Town implementing a 3-bin project in July 2020 and the start of CDS in June 2020, it is important to have the Waste Local Law approved and adopted by Council before this date. Advice received is that deviations from the template would make it very difficult and unlikely for the document to be accepted and approved by the CEO of DWER or the Joint Standing Committee.

**STRATEGIC IMPLICATIONS**

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

**COMMENT**

Following the disallowance of a number of waste local laws by the Joint Standing Committee on Delegated Legislation, WALGA developed a template Waste Local Law that addresses the Committee’s concerns and ensures consistency with the WARR Act.

The Draft Town of Bassendean Waste Local Law 2019 is a key tool to improve the Town’s management and enforcement of waste related activities and support the goals of the Town’s draft Waste Strategy.

These draft laws cover all aspects of the Town’s waste management services with provisions relating to the planned three bin service, verge collection, public bins and waste management facilities.

The draft laws will form an integral component of the Town’s future approach to waste management and in particular, provide a mechanism to reinforce educational campaigns aimed at changing behavior and increasing the diversion of materials from landfill.

## STATUTORY REQUIREMENTS

*Waste Avoidance and Resources Recovery Act 2007, Section 64(2)*

- *Local Government Functions and General Regulations – Regulation 3*
- *Local Government Act 1995, Section 3.12*
- This local law repeals part 4, division 2 of the *Town of Bassendean Health Local Law 2001*, as published in the Government Gazette on 24 August 2001, except for the following clause that will be considered for repeal as part of the proposed Town of Bassendean Animals, Nuisance, Environment and Pests Local Laws 2019 currently being drafted.

The process of making a local law is governed by section 3.12 of the Local Government Act 1995.

## FINANCIAL CONSIDERATIONS

An appropriate budget line exists for the cost of giving public notice and advertising.

## OFFICER RECOMMENDATION — ITEM 7.6

That Council:

1. Notes the draft Town of Bassendean Waste Local Law 2019 as attached to the Ordinary Council Agenda of 26 November 2019; and
2. Approves the submission of the draft Town of Bassendean Waste Local Law 2019 to the relevant authorities for consideration.

**Voting requirements: Absolute Majority**

**7.7 Bassendean Oval Football Facilities - Business Case Development (Ref: COMDEV/PLANNING/4 – Salvatore Siciliano, Manager Recreation and Culture)**

APPLICATION

The purpose of the report is to provide an update to Council on the development of a Business Case for Bassendean Oval and for Council to consider amendments to the scope of services and membership composition of the Project Control Group overseeing the project.

ATTACHMENTS

**Attachment No. 5:**

Minutes of the Bassendean Oval Football Facilities Project Control Group meetings held on Friday 22 March, Friday 3 May and 5 August 2019.

**Confidential Attachment No. 2:**

Block design options 1 and 2 of the Bassendean Oval football facilities presented at the Project Control Group meeting on 22 March 2019.

BACKGROUND

Council first resolved to participate in the Bassendean Oval Football Facilities business case project in July 2017. Specifically, on 13 July 2017, Council resolved that it:

- “1. Agrees to participate in the Bassendean Oval Football Facilities business case project;*
- 2. Appoints the Cr Gangell, Cr Lewis, Cr Pule and the Director Community Development to the Project Control Group;*
- 3. Agrees to taking a chairing role on the Project Control Group;*
- 4. Agrees to manage the project’s finances; and*
- 5. Communicates to the project partners that the Town requires an open and transparent process and discussion about how this may best be achieved be undertaken at the first meeting.”*

A Project Control Group (PCG) was established by the Department for Local Government, Sport and Cultural Industries (the Department) to oversee the development of the business case. Under the current terms of reference, membership of the PCG is comprised of the following:

- four Town representatives (three Councillors and the previous role of Director Community Development);
- The Chief Executive Officer (CEO) of the Swan Districts Football Club (SDFC);
- the Senior Projects Manager of the Department; and
- the Manager State Facilities of the West Australian Football Commission (WAFC).

In early 2018, the Town, on the advice of the PCG, appointed a consultant (Dave Lanfear Consulting) to prepare the business case. The PCG oversees the role of the consultant.

In April 2019, Council received minutes from the PCG held on 21 February and 22 August 2018 and 22 February 2019. Since that time, further PCG meetings were held on 22 March, 3 May and 15 August 2019, with minutes of those meetings attached for Council's noting.

To date, the consultant has completed two block design options which includes, at the request of SDFC, the provision of commercial space on the site, which would be able to be leased out by the SDFC to increase the financial sustainability of the Club.

On 6 June 2019, an options analysis was undertaken to gain alignment of sustainability principles between the primary stakeholders; agreement that the vision for financial and operational sustainability of the SDFC, the community and the Town is much broader than a built form outcome, and alignment of understanding that the future development of Bassendean Oval should provide benefits to both the sporting industry and the broader community. The session was facilitated by an independent consultant engaged by the Department.

Subsequent to the options analysis, at the last PCG meeting held on 15 August 2019, it was agreed that the scope of services for the development of the business case should be reviewed to accommodate the proposed commercial aspirations of the SDFC.

Whilst the provision of commercial floor space would likely benefit the SDFC, the ultimate acceptability of such an approach would need to be considered in the context of the planning of the broader area and what impacts such floor space may have on the Town Centre more generally.

In order to effectively complete this work, economic modelling analysis would be required, which would include a commercial analysis of the current site; business opportunities; and potential impact on surrounding commercial premises.

On 28 October 2019, Officers met with the SDFC's CEO and senior officers of the Department to discuss the future direction of the business case development. At that meeting, it was agreed that a report would be presented to the next available Council meeting to provide an update on the project and to consider the function and composition of the PCG and changes to the scope of works, taking into account the economic modelling required for additional commercial floor space to support the sustainability of the SDFC.

### STRATEGIC IMPLICATIONS

The Town's Strategic Community Plan 2017-2027 includes a strategy to: Provide accessible facilities that support leisure, learning and recreation for people of all ages.

### COMMUNICATION AND ENGAGEMENT

To date, communication and engagement has been restricted to PCG meetings.

In terms of community engagement going forward, it will be prudent to develop a communications plan in collaboration with members of the PCG, to raise awareness with the community and other key stakeholders on the proposed direction of the business case and the engagement opportunities available.

### COMMENT

#### Amended Scope of Services

Ultimately, any redevelopment of Bassendean Oval should involve some broader community benefit, beyond the needs of one user group.

In addition, it is appropriate to broaden the scope of the business case so as to consider the option of a multi-purpose/co-location of community facilities, as well as the SDFC. The potential development of a multi-purpose facility may also provide the Town with an opportunity to consider rationalising existing, ageing assets that are reaching the end of their economic life.

In any event, it will be necessary to undertake economic modelling to determine the impact of each of the options, including the appropriateness of providing additional commercial floor space as part of the SDFC facilities, given the amount of commercial zoned land that already exists within close proximity to the site. It would also be appropriate to review existing, comparative business cases / planning studies to better understand the landscape of community facility development within the context of West Australian Football League (WAFL) grounds and associated clubs.

#### Recalibrating the terms of reference of the PCG

To provide a suitable level of oversight of the project, whilst retaining Council's decision-making role, it is considered appropriate to amend the composition of the PCG to ensure a greater technical focus, as follows:

##### Town of Bassendean

- CEO (Co-Chair)
- Director Community Planning
- Manager Recreation and Culture (Executive Officer to PCG)

##### Swan Districts Football Club

- CEO

##### Department of Local Government, Sport and Cultural Industries

- Executive Director (Co-Chair)
- Director Sport and Recreation Infrastructure

##### West Australian Football Commission

- Executive Manager Facilities

It is important to note that Council will retain access to relevant information as well as its decision making role in considering proposed options.

## STATUTORY REQUIREMENTS

Local Government Act 1995

## FINANCIAL CONSIDERATIONS

The development of the business case is being funded through external (state and WAFC) funding with an initial budget of \$55,000 approved in the 2017/18 year by Council. At the end of the 2018/19 year, a balance of \$45,000 remained unspent and was carried forward to the 2019/20 budget. To date, the Town has not expended any of that amount, although, the consultant has undertaken some work.

If Council was to agree to an expanded scope of services to complete the business case, consideration would need to be given to how the increased costs of the consultancy will be funded.

To complete additional work with an expanded scope of services for the business case, the Consultant has quoted an additional \$11,000 (approximately) to undertake a further study regarding the addition of community facilities and an additional \$12,000 to undertake an economic modelling assessment regarding the commercial space in association with the SDFC football facilities.

It will be recommended that the Town fund some of the additional work, subject to funding also being sourced from the state government and the Western Australian Football Commission. A further report will be presented to Council on this matter, in due course.

## OFFICER RECOMMENDATION – ITEM 7.7

That Council:

1. Receives the report of the minutes of the Bassendean Oval Football Facilities Project Control Group meetings held on 22 March, 3 May and 15 August 2019;
2. Endorses an amended scope of services to include:
  - (a) investigating the potential for any redevelopment of Bassendean Oval to also incorporate community facilities, in addition to accommodating the Swan Districts Football Club;
  - (b) undertaking economic modelling to assess the impact of each re-development option; and

- (c) a review of existing, comparative business cases/planning studies;
- 3. Seeks funding from the State Government and the Western Australian Football Commission to undertake the work associated with the amended scope;
- 4. Notes that a subsequent report will be presented to Council to advise of the outcome of the funding requests; and
- 5. Approves the change in composition of the Project Control Group, as outlined in the report.

**Voting requirements: Simple majority**

**7.8 Policy 6.19 - Communication between Elected Members and the Administration (Ref: Peta Mabbs, Chief Executive Officer; Council)**

APPLICATION

This report provides a new Council Policy 6.19 - Communication between Elected Members and the Administration (policy) to repeal and replace Council Policy 6.19 of 8 November 2009: Councillor Contact with Administration Policy (existing policy).

ATTACHMENTS

**Attachment No. 6:**

- Draft Council Policy 6.19 - Communication between Elected Members and the Administration.
- Council Policy 6.19 - Councillor Contact with Administration Policy.

BACKGROUND

To support strategic business priorities of the Town of Bassendean (Town), a review of certain policies and governance instruments was conducted in the first half of 2019. The review uncovered policy gaps, including issues with respect to the robustness of some policy in the context of contemporary best practice policy standards, and statutory imperatives.

The existing policy on Councillor contact with the Administration was identified as containing significant deficits and gaps for articulating the current requirements and direction for lawful, effective and appropriate communication between Elected Members and the Administration. Adding to this were issues identified through the employee survey about a lack of clear direction for employees in relation to these matters.

Therefore, the revised policy clarifies the legal imperatives for Elected Members and employees under the *Local Government Act 1995* (Act) and the *Local Government (Rules of Conduct) Regulations 2007* (Regulations), in relation to communication between Elected Members and employees. The policy aims to ensure that employees and Council are aware of and understand the lawful obligations and expectations in this regard. The policy complements the Code of Conduct for Councillors, Committee Members and Employees and supports the effective administration of the Town.

## CONSULTATION

The development of the policy involved consultation with a broad cross section of employees. The Western Australia Local Government Association was also consulted. The policy was also tabled and discussed at a Councillor Workshop held on 12 November 2019 and provided in a previous CEO Bulletin for Councillors' feedback.

### Benefits

The policy repeals and replaces the existing policy to provide a more contemporary policy in accordance with lawful requirements and reflect the cultural and organisational change within the Town due to the recent restructure.

The policy does not detract from or impede the application of sound judgement or common sense in circumstances where Elected Members and employees may engage in social interactions within the community or at the Town. Instead, and most importantly, the policy supports employees and Council more effectively in communication, in business or social settings, through a shared understanding of the requirements and obligations, under the *Act* and Regulations, for communication between Elected Members and the Administration.

## SUMMARY

The policy will benefit existing and incoming Elected Members to understand their obligations and comply with the lawful requirements of communication between Elected Members and the Administration. For these reasons and based on the issues canvassed in this report, the implementation of this policy is timely and appropriate.

## STATUTORY REQUIREMENTS

*Local Government Act 1995.*

- *Division 2, Local Governments and Councils of Local Governments*
- *Section 2.7 Role of Council*
- *Section 2.8 Role of Mayor or President*
- *Section 2.9 Role of Deputy Mayor or Deputy President*
- *Section 2.10 Role of Councillors*
- (Link to Legislation:  
[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_551\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html))

*Local Government (Rules of Conduct) Regulations 1996.*

- *Regulation 9 Prohibition Against Involvement in Administration*
- *Regulation 10 Relations with Local Government Employees*
- (Link to Regulations:  
[https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_s34895.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s34895.html))

**OFFICER RECOMMENDATION – ITEM 7.8**

That Council:

1. Repeals Council Policy 6.19 - Councillor Contact with Administration Policy; and
2. Endorses Council Policy 6.19 - Communication between Elected Members and the Administration, as attached to the Ordinary Council Agenda of 26 November 2019.

**Voting requirement: Simple majority**

**7.9 Green Trail and Success Hill Principal Shared Path (Ref: TRAF/PLANNG/3ROAD/ DESCONT/5 – David Dwyer, Engineering Technical Coordinator)**

**APPLICATION**

The purpose of this report is to:

- provide feedback from a community engagement event (i.e. Family Fun Day); and
- recommend the implementation of a Green Trail to coincide with the construction of the Principal Shared Path (PSP) on Railway Parade, Success Hill.

**ATTACHMENTS**

**Attachment No. 3:**

- Consultation Report - Green Trail November 2019;
- Success Hill Principal Shared Path Option 3 Design; and
- Department of Transport response to Option 4.

**BACKGROUND**

As part of the commitment by the Department of Transport, the Town of Bassendean has been selected for a Green Transport Route (aka a 'Green Trail') demonstration project. These paths are designed to be visually appealing by increasing natural landscaping, shade, shelter and amenity. A similar path from Perth to Cottesloe to Fremantle is currently being implemented. The Green Trail enables our community to build upon the Town's existing plantings in public open space along transportation routes. The funding for the Green Trail in the Town of Bassendean is conditional on the remaining 230 metre of PSP being constructed.

In May 2019, the Department of Transport, Main Roads WA and the Town of Bassendean sought feedback on three alignment options for the Success Hill to Railway Parade PSP. These options were:

- Option 1 – the verge alignment developed to detail design in 2018:
- Option 2 – a mixed verge/road space alignment that narrows the road outside the railway station:
- Option 3 – a mixed verge/road alignment that narrows the road along the majority of the missing link.

Consultation on the Success Hill to Railway Parade PSP occurred from 1 May 2019 until 20 May 2019. During this consultation, participants were provided with an information brochure, details of each option and a survey requesting feedback. Each option contained a description along with an artist's impression of how the option may look if constructed.

The survey asked respondents to rank the three alignment options by order of preference and comment boxes were made available for comments and questions.

At the conclusion of the consultation period, 76 surveys had been returned. Survey results showed that 48% of responses preferred option 3 – a mixed verge/road alignment that narrows the road along the majority of the missing link.

Subsequent to the Success Hill Principal Shared Path Report presented at the Ordinary Council Meeting in July 2019 (OCM – 17/07/19), the following actions have been taken:

- The Town has provided feedback to the community on the preferred alignment option (i.e. Option 3) and Council's decision to support the design of this Option.
- The Department of Transport has now completed the detailed design of Option 3 (see attached design)
- The Town has received advised from the Department of Transport stating that it does not support Option 4 (see attached letter).
- A community engagement event (i.e. Family Fun Day) was held on Sunday 17 November to provide feedback on the creation of a Green Trail and to present the project design of the remaining section of the PSP so that the community could see the two projects in parallel and context.
- The Department of Transport has agreed to the Town's request to extend the scope of the Green Trail Route to include Kelly Park.

### COMMUNICATION & ENGAGEMENT

A community engagement event (i.e. a Family Fun Day) was held between 10am to 12noon from Bassendean Train Station to Kelly Park on Sunday 17 November 2019. The aim was to raise awareness in the community about creating a Green Trail along the PSP from Ashfield train station to Success Hill and the design of the remaining 230 metre of PSP between Success Hill train station and Kelly Park.

The event was advertised on Facebook, by email newsletter and on the Town's websites.

The Town of Bassendean sought feedback on its proposal to create a green trail from Ashfield train station to Bassendean train station to Success Hill train station as the second “green trail” to be funded by the Department of Transport in WA.

See the attached Consultation Report Green Trail November 2019

**STRATEGIC IMPLICATIONS**

Strategic Priority 3 Built Environment:

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
3.2 Enhance connectivity between places and people	3.2.1 Connect the Town through a safe and inviting walking and cycling network.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)
	3.2.2 Advocate for improved and innovative transport access and solutions.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)
	3.2.3 Enhance the liveability of local neighbourhoods.	
	3.2.4 Enhance road safety through design	

**COMMENT**

**Green Trail**

The Department of Transport has set aside up to \$50,000 to contribute to the Town’s Green Trail project, with the funding offer conditional on the remaining 230 metre of PSP being constructed. Following community engagement undertaken in November 2019, the Town will create a vision for what the community is seeking and present back to Council

**PSP Design**

The Department of Transport, Main Roads WA and Town of Bassendean have progressed the detailed design of Option 3 (see attached design), in accordance with Councils in principle support from the July Ordinary Council Meeting.

Option 3 is designed to minimise the impact on existing verge trees by using a mixture of space from the road and verge, and has required narrowing of the Railway Parade carriageway between Seventh Avenue and Kelly Park.

The alignment of Option 3 retains all but two existing verge trees. The existing verge trees to be removed in Option 3 are a medium sized Blue Mallet and a small Flooded Gum opposite 4 Railway Parade. Canopy lifting of some existing verge trees will be required to maintain adequate vertical clearance for the PSP. The width of the PSP will also reduce from 3.0 metres to 2.5 metres at some locations to retain existing large verge trees.

In response to community feedback and following further investigations as part of the design, balustrades have been removed from the entire road edge of the path and will only be installed to protect pedestrians and cyclists conflicting with trees within 0.3m of the path. The path will also be constructed from reinforced red concrete to reduce the impact on tree roots as this method requires less excavation and compacting than asphalt construction.

Due to the incline of Railway Parade and the proposed path, rest spots have been designed into the project to allow path users to come off the path if they need to rest temporarily.

Community members and the Council have previously raised concerns regarding potential conflicts between path users at Success Hill Railway Station footbridge. The PSP design includes measures to mitigate potential conflict by replacing balustrading at the end of the footbridge and installing tactile ground surface indicators to guide pedestrians to deviate from the direct path of oncoming users and be aware of their surroundings before crossing the PSP.

Green surfacing treatments will be applied to the PSP to emphasise that the space adjacent to the footbridge is a shared space. Rumble strips and pavement markings on the PSP will inform users of the approaching shared zone and encourage them to slow down and be aware of other users. The alignment will also support better sight lines for all users and create more space for people moving on and off the footbridge.

These safety measures are consistent with the independent Road Safety Audit presented at the July Ordinary Council Meeting, and have been used successfully in other locations of the PSP network that experience high volumes of pedestrian and cyclists flow.

## STATUTORY REQUIREMENTS

N/A

## FINANCIAL CONSIDERATIONS

N/A

## OFFICER RECOMMENDATION — ITEM 7.9

That Council:

1. Notes the Department of Transport's agreement to contribute up to \$50,000 towards the Town's Green Trail project conditional on the remaining 230 metre length of PSP being constructed;
2. Notes the Department of Transport agreement to extend the scope of the Green Trail Route to include Kelly Park;
3. Notes community support for a Green Trail as outlined in Consultation Report November 2019;
4. Notes that the Green Trail Route will be designed and maintained by the Town with funding and support being provided from the Department of Transport, and that further consultation be carried out in 2020, to ensure it complements and adds to the area's biodiversity and character;
5. Notes previous in principle support for the PSP Option 3, as attached to the Ordinary Council Agenda of 26 November 2019;
6. Authorises the Department of Transport and Main Roads WA to construct the PSP Option 3; and
7. Notes the Department of Transport's formal response on Option 4.

**Voting requirements: Simple Majority**

**7.10 Quarterly Report for Period Ended 30 September 2019 (Ref: FINM/AUD/1 – Peta Mabbs, Chief Executive Officer)**

APPLICATION

The purpose of this report is for Council to receive the Quarterly Report for the period ended 30 September 2019.

ATTACHMENTS

**Attachment No. 7:**

Quarterly Report P/E 30 September 2019.

BACKGROUND

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

STRATEGIC IMPLICATIONS

Strategic Priority 5: Good Governance

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

OFFICER RECOMMENDATION – ITEM 7.10

That Council receives the Quarterly Report for the quarter ended 30 September 2019.

**Voting requirements: Simple majority**

**7.11 Town Assets Committee Meeting held on 9 October 2019  
(Ref: GOVNCCL/MEET/37 – Phillip Adams, Executive  
Manager Infrastructure)**

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Town's Asset Committee held on 9 October 2019, and supports the following recommendation from the Committee:

TAC - 1/10/19 Tree Planting Program in the Town

ATTACHMENTS

**Attachment No. 8:**

Town Assets Committee Minutes of 9 October 2019

COMMENT

The Committee discussed the tree planting program, including proposed species and locations which includes verges, medians, parks and reserves, playgrounds, carparks, industrial area and roundabouts. These items were discussed in the context of the priority areas set by Council where overhead power lines have been undergrounded and other particular areas nominated within the body of the report.

The Committee discussed our communication and engagement approach which may require an additional approach where the uptake is not achieved by the residence.

The tree planting program methodology was discussed noting that the program will be developed over the following months and within the program development the limitations of large species and the reluctance of some residence to have them planted in certain areas was debated.

Procurement of the range of species to make up the 600 trees for the 2020 Winter planting season was agreed, being the procurement of the tree species make up 30% large, 50% medium and 20% small.

**OFFICER RECOMMENDATION – ITEM 7.11**

That Council:

1. Supports the procurement of the tree species being 30% large, 50% medium and 20% small for the 2020 Winter tree planting program; and
2. Receives the report on the Town Assets Committee meeting held on 9 October 2019, be received.

**Voting requirement: Simple majority**

**7.12 Bassendean Youth Advisory Council Meeting (Ref: GOVN/MEETCCL20 – Ayden Mackenzie – Youth Development Officer)**

**APPLICATION**

The purpose of the report is for Council to receive the minutes of the Youth Advisory Council (YAC) meeting held in July 2019.

It should be noted, that Council disbanded this group in August 2019, and therefore, these are the remaining minutes to be received.

**ATTACHMENTS**

**Attachment No. 9:**

Minutes of the Youth Advisory Council meeting held on 26 July 2019

**BACKGROUND**

The Bassendean Youth Advisory Council meets monthly to consider issues of relevance to young people of the Town.

The Bassendean Youth Advisory Council (BYAC) is comprised of up to 6 young people who live, work or recreate in the Town. The BYAC meets monthly at Bassendean Youth Services.

**STRATEGIC IMPLICATIONS**

Issues discussed at the YAC are in line with the Bassendean 2023 Strategic Community Plan 2013-2023 and the key actions are of inclusiveness, lifelong learning, health and social wellbeing, and the following:

Objective: Build a sense of belonging and connectivity in community.

Strategies: Encourage people of all ages, abilities and backgrounds to actively participate in community life and democratic processes, and support community members to actively volunteer and make a positive contribution to the overall health and well-being of the community.

**COMMENT**

At the July 2019 meeting, the Bassendean Youth Advisory Council focused its discussions on the NAIDOC Day Youth Zone.

STATUTORY REQUIREMENTS

Nil

FINANCIAL CONSIDERATIONS

Nil

OFFICER RECOMMENDATION — ITEM 7.12

That Council receives the report on a meeting of the Youth Advisory Council meeting held on the 26 July 2019.

**Voting requirements: Simple Majority**

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

<b>BUILDING APPLICATIONS DETERMINED IN THE MONTH OF OCTOBER 2019</b>			
<b>APPLICATION NO</b>	<b>PROPERTY ADDRESS</b>	<b>DESCRIPTION</b>	<b>DETERMINATION</b>
201900200	39 BASSENDEAN PARADE, BASSENDEAN	GARAGE	DELEGATE APPROVED
201900204	65 KATHLEEN STREET, BASSENDEAN	DWELLING	DELEGATE APPROVED
201900206	10 CHAPMAN STREET, BASSENDEAN	FULL DEMOLITION - RESIDENTIAL DWELLING AND INCIDENTAL STRUCTURES	DELEGATE APPROVED
201900205	21 FAULKNER WAY, EDEN HILL	FIBREGLASS SWIMMING POOL & POOL FENCING	DELEGATE APPROVED
201900201	48 OLD PERTH ROAD, BASSENDEAN	OFFICE DIVIDING WALL	DELEGATE APPROVED
201900209	35 CLARKE WAY, BASSENDEAN	SHED	DELEGATE APPROVED
201900207	49 EILEEN STREET, BASSENDEAN	RESIDENTIAL DWELLING & DOUBLE GARAGE	DELEGATE APPROVED
201900203	93 OLD PERTH ROAD, BASSENDEAN	INTERNAL FIT OUT	DELEGATE APPROVED
201900216	13 CUMBERLAND WAY, BASSENDEAN	OUTBUILDING	DELEGATE APPROVED
201900212	51 HARCOURT STREET, BASSENDEAN	RESIDENTIAL DWELLING GARAGE & SCREEN WALL	DELEGATE APPROVED
201900210	232 MORLEY DRIVE, EDEN HILL	DECK	DELEGATE APPROVED
201900218	60 RUGBY STREET, BASSENDEAN	FENCE APPLICATION	DELEGATE APPROVED
201900213	117 OLD PERTH ROAD, BASSENDEAN	PROPOSED RAISED AND FLAT PATIO	DELEGATE APPROVED
201900215	42 WILSON STREET, BASSENDEAN	SWIMMING POOL	DELEGATE APPROVED
201900219	16 NURSTEAD AVENUE, BASSENDEAN	DWELLING	DELEGATE APPROVED
201900211	46 FREELAND SQUARE, EDEN HILL	PATIO	DELEGATE APPROVED
201900174	110 IOLANTHE STREET, EDEN HILL	SHED	DELEGATE APPROVED
201900198	190 MORLEY DRIVE, EDEN HILL	NEW SWIMMING POOL AND FENCE	DELEGATE APPROVED
201900194	33 CLARKE WAY, BASSENDEAN	DECKING	DELEGATE APPROVED
201900192	6 DAYLESFORD ROAD, BASSENDEAN	HABITABLE STUDIO	DELEGATE APPROVED
201900195	73 IOLANTHE STREET, BASSENDEAN	PATIO	DELEGATE APPROVED
201900191	17 CARMAN WAY, BASSENDEAN	SHED AND CONCRETE SLAB	DELEGATE APPROVED

201900197	176 WALTER ROAD EAST, BASSENDEAN	2 STOREY DWELLING	DELEGATE APPROVED
201900193	5A FIFTH AVENUE, BASSENDEAN	DWELLING	DELEGATE APPROVED
201900186	4 LITTLEMORE WAY, EDEN HILL	PATIO	DELEGATE APPROVED

**OFFICER RECOMMENDATION – ITEM 7.13**

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

**Voting requirement: Simple majority**

**7.14 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Brian Reed, Manager Development Services)**

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

<b>PLANNING AND SUBDIVISION APPLICATIONS DETERMINED TO 7 NOVEMBER 2019</b>			
<b>APPLIC NO</b>	<b>PROPERTY ADDRESS</b>	<b>DESCRIPTION</b>	<b>DETERMINATION</b>
2019-074	22A FIFTH AVENUE BASSENDEAN	SINGLE HOUSE	DELEGATE APPROVED
2019-78	51 IVANHOE STREET BASSENDEAN	AMENDED APPLICATION FOR FIVE ADDITIONAL DWELLINGS TO EXISTING TO FORM SIX GROUPED DWELLINGS	DELEGATE APPROVED
2019-087	23 HANWELL WAY BASSENDEAN	FACTORY / WORKSHOP	DELEGATE APPROVED
2019-094	72 MARGARET STREET ASHFIELD	SINGLE HOUSE	DELEGATE APPROVED
2019-097	140 FIRST AVENUE EDEN HILL	SINGLE HOUSE	DELEGATE APPROVED
2019-104	5 PENZANCE STREET BASSENDEAN	SINGLE HOUSE	DELEGATE APPROVED
2019-107	25 BASSENDEAN PARADE BASSENDEAN	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2019-108	2 FIRST AVENUE BASSENDEAN	SINGLE HOUSE	DELEGATE APPROVED
2019-114	147 WEST ROAD BASSENDEAN	PATIO & EXISTING RETAINING WALL	DELEGATE APPROVED
2019-117	50A LORD STREET EDEN HILL	AMENDED APPLICATION FOR A GROUPED DWELLING	DELEGATE APPROVED
2019-119	6 DEVON ROAD BASSENDEAN	CARPORT	DELEGATE APPROVED
2019-120	25 PARKER STREET BASSENDEAN	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2019-125	80 GREY STREET BASSENDEAN	CHANGE OF USE - CARAVAN SALES AND SHOWROOM	DELEGATE APPROVED
2019-126	UNIT 10/117 OLD PERTH ROAD BASSENDEAN	PATIO	DELEGATE APPROVED
2019-127	28 DOROTHY STREET ASHFIELD	CARPORT	DELEGATE APPROVED
2019-128	2 SHACKLETON STREET BASSENDEAN	SINGLE HOUSE	DELEGATE APPROVED
2019-129	UNIT A 57 HARDY ROAD ASHFIELD	SINGLE HOUSE	DELEGATE APPROVED

2019-130	1 MARY CRESCENT EDEN HILL	SINGLE HOUSE	DELEGATE APPROVED
2019-134	20 KENNY STREET BASSENDEAN	PATIO	DELEGATE APPROVED
2019-135	13 HAMILTON STREET BASSENDEAN	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2019-137	4 LITTLEMORE WAY EDEN HILL	CARPORT	DELEGATE APPROVED
2019-139	110 IOLANTHE STREET EDEN HILL	OUTBUILDING	DELEGATE APPROVED
2019-141	35 CLARKE WAY BASSENDEAN	OUTBUILDING (SHED)	DELEGATE APPROVED
2019-149	32 NORTH ROAD BASSENDEAN	VERANDA RESTORATION, AWNING AND ALTERATIONS	DELEGATE APPROVED
<b>SUBDIVISION APPLICATIONS</b>			
884-19	6 MCGLEW STREET EDEN HILL	TWO LOT SUBDIVISION	STATUTORY ADVICE RECOMMEND APPROVAL

**OFFICER RECOMMENDATION – ITEM 7.14**

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

**Voting requirement: Simple majority**

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

### **8.1 Notice of Motion – Cr Gangell: Weed Infestation**

Cr Gangell has advised that he wishes to move the following motion:

*“That Council receives a report to the 2019 December Ordinary Council Meeting on options and costs to the Town of Bassendean to undertake urgent action to address the weed infestation that has occurred on the Guildford Road median strips.”*

#### **BACKGROUND – CR GANGELL**

The Town of Bassendean changed its method of weed control on hard surfaces which has resulted in the Town expending in excess of \$218,000.00 since July 2017 on steam weed control. An additional \$30,000.00 was allocated to conduct a weeds forum and for associated reports to be produced.

The Town engaged with Main Roads WA to advise them of the change of method that Council adopted and requested that Main Roads WA take the same approach with weed control for land that is their responsibility within the Town.

As the adopted method of Council is contrary to that used by Main Roads WA for weed control, Main Roads WA have subsequently ceased conducting weed control within the Town, leaving the median strips on Guildford Road to become overtaken by weeds to an unacceptable level.

As a result weed control on Guildford Road, outside of the methods conducted by Main Roads WA, have become the responsibility of the Town of Bassendean and therefore costs associated with weed control on Guildford Road need to be borne by the Town.

This motion is seeking to urgently address the resulting weed infestation on the Guildford Road median strips.

#### **OFFICER COMMENT**

A Weeds Community Workshop is to be held Wednesday, 20 November 2019 at Steel Blue Oval, Bassendean. The discussion will draw on diverse community, local government and expert perspectives to build a shared understanding and inform the development of an Integrated Weed Management Strategy for the Town of Bassendean.

We are aiming for:

- A clearer understanding of the context for weed management in the Town of Bassendean and globally;
- Consideration of existing and emerging methods and technologies for weed management;
- Discussion about community preferences;
- Consideration about the next steps for developing a weed management strategy.

On hand will be independent facilitator Will Bessen of Tuna Blue Facilitation, with technical information provided by Andrew Fry and David Kaesehagen of Ecoscape, and quest speakers.

We are aiming for a higher level of awareness and understanding of the evidence and community preferences for weed management in the Town of Bassendean, with Ecoscape to draft a discussion paper afterwards on the preferences and strategies for weed management.

In the interim, Officers have already contacted the contractor responsible for the steam weeding treatment to request a quotation to treat the median islands in Guildford Road, which Main Roads WA is no longer treating.

The matter raised in the Notice of Motion will be addressed in the short term by the above action. In the future, an integrated weed management strategy will be developed.

## **9.0** **CONFIDENTIAL BUSINESS**

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

### **9.1** **Community Benefit Sponsorship and Grants Applications Assessment Panel Report – Transitional Round and Round Two (Ref: GRSU/PROGM/26 – Salvatore Siciliano, Manager Recreation and Culture)**

*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.*

**9.2 Major and Significant Events Sponsorship and Grants Application for WonderRealm Bassendean 2020 (Ref: GRSU/PROGM/26 – Salvatore Siciliano, Manager Recreation and Culture)**

*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.*

**10.0 CLOSURE**

The next Briefings Session will be held on Tuesday 10 December 2019 commencing at 7.00pm at the Bassendean Youth Service, corner West and Guildford Roads, Bassendean.