

TOWN OF BASSENDEAN AGENDA BRIEFINGS SESSION 21 AUGUST 2018

TABLE OF CONTENTS

		Page No.
1.0	Declaration of Opening/Announcement of Visitors	1
2.0	Attendances and Apologies	2
3.0	Deputations	2
4.0	Declarations of Interest	2
5.0	Address by Members of the Public	2
6.0	Reports	2
6.1	Red Post Box Group, inclusive of VR 1876 Post Box, Bassendean located at the corner of Surrey Street and North Road, be listed on the State Register of Heritage Places	2
6.2	Anzac Terrace Cul-De-Sac Parking	6
6.3	Vandalism of Street Verge Tree – Adjacent to 146 West Road, Bassendean	8
6.4	Modernising Western Australia's Planning System (Green Paper Concepts for a Strategically-led System)	13
6.5	Waiver of Fees/Donation – Bassendean for Free Christmas Swap Meet Event	21
6.6	Sandy Beach Reserve Nature Based Regional Playground	24
6.7	Bassendean Men's Shed	32
6.8	Local Studies Collection Working Group Draft Term of Reference	40
6.9	Festive Season Office (Administration) Closure - 24 December 2018	42

6.10	Audit & Governance Committee Meeting held on 8 August 2018	45
	AGC-1/08/18 - Purchasing Policy	
	AGC-2/08/18 - Notice of Motion – Cr Hamilton: Contractors	
6.11	Determinations Made by the Principal Building Surveyor	47
6.12	Determinations Made by Development Services	48
7.0	Motions of Which Previous Notice has Been Given	50
8.0	Confidential Business	50
8.1	Confidential Report - Joint Metropolitan Central Development Assessment Panel Application – Form 2 – Application for Amendment or Cancellation of a Development Assessment Panel Determination for Mixed Development Comprising Additions and Alterations to Nursing Home, Shops and 18 Multiple Dwellings – Lot 54 (Nos. 25-27) Hamilton Street; Lot 84 (No. 68) Old Perth Road and Lot 85 (No. 70) Old Perth Road, Bassendean	50
9.0	Closure	50

TOWN OF BASSENDEAN

NOTICE OF BRIEFINGS SESSION

A Briefings Session of the Council of the Town of Bassendean will be held on Tuesday, 21 August 2018 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

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.

Live Streaming – Audio and Video

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

Live Streaming 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.

Meetings closed for consideration of matters under Section 5.23 of the Local Government Act or by resolution of Council will not be streamed.

Members of the public are requested to sign the attendance sheet located on the table at the rear of the Council Chamber.

2.0 ATTENDANCES AND APOLOGIES

Apologies

Cr Gangell – Leave of Absence

3.0 DEPUTATIONS

4.0 DECLARATIONS OF INTEREST

5.0 ADDRESSES BY MEMBERS OF THE PUBLIC

15 minutes will be allocated for addresses by members of the public on matters contained in the agenda only.

It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

6.0 REPORTS

- 6.1 **Red Post Box Group, inclusive of VR 1876 Post Box, Bassendean located at the corner of Surrey Street and North Road, be listed on the State Register of Heritage Places, Correspondent: Heritage Council of Western Australia (Ref: LUAP/REGSTN/1 Timothy Roberts, Planning Officer)**

APPLICATION

The purpose of this report is to consider whether Council wishes to support the permanent entry of the Red Post Boxes Group, inclusive of VR 1876, located at the corner of Surrey Street and North Road, on the Register of Heritage Places. Council is also invited to nominate a person to attend the meeting at which the proposed registration of a place will be considered.

ATTACHMENTS

Attachment No. 1: Assessment documentation

BACKGROUND

The Heritage Council's Register Committee resolved that the Red Post Boxes Group inclusive of VR 1876 Post Box, Bassendean is of cultural heritage significance in terms of the Heritage of Western Australia Act 1990, and on the 20 July 2018 was entered into the Register of Heritage Places on an interim basis. A copy of the assessment documentation has been included as attached to this report.

The Heritage of Western Australia Act requires that a local government be invited to nominate a person to attend the meeting at which permanent entry in the Register will be considered. If Council chooses to send a representative, they become a voting member for discussion and decision making purposes. Any recommendations of the meeting are confidential until such time as a decision has been made public on the matters discussed and Council officially notified.

COMMUNICATION & ENGAGEMENT

The proposed permanent entry of the place in the Register has been advertised pursuant to section 49(1) of the Heritage Places of Western Australia Act with the Heritage Council inviting written submissions by no later than 31 August 2018.

STRATEGIC IMPLICATIONS

Strategic Priority 1: Social

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
	1.1.3 Ensure our unique culture and history are shared and celebrated	
	1.1.4 Continue to support and facilitate participation in the arts, community festivals and events	
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)
	3.3.2 Strengthen and promote Bassendean's unique character and heritage	
	3.3.3 Implement design policies and provisions of buildings and places	

COMMENT

The Town Pillar Box (VR 1876) is included within the adopted Town of Bassendean Municipal Heritage Inventory. The Town Pillar Box (VR 1876) was assigned a management category one meaning that it is considered to hold exceptional significance to the Bassendean community. The Town Pillar Box (VR 1876) is essential to the heritage of Bassendean and is a rare and outstanding example of its type. All category one-listed places within the Municipal Heritage Inventory are either included within or have previously been nominated for inclusion within the Register of Heritage Places.

Whilst documentary evidence is hard to come across from that period, it is considered that VR 1876 Post Box, Bassendean, is the oldest cast iron post box in Western Australia and is one of four still operational. These four red post boxes collectively form the proposed listing within the Register of Heritage Places. The majority of post boxes of this age and type are no longer used by postal services and are generally located within heritage precincts, museums or personal collections.

It is therefore necessary that Council form a decision on the proposed permanent entry of the Red Post Boxes Group within the Register of Heritage Places in conjunction with nominating a representative to attend the Heritage Council meeting. Council can either choose to support the proposed registration, have no comment to make on the proposal or not support the proposed registration.

Considering, its rarity and the high level of cultural significance to the Town of Bassendean and Western Australia in general, it is the officer's recommendation that the Red Post Boxes Group be afforded the highest statutory protection available and that permanent entry within the Register of heritage Places be supported.

STATUTORY REQUIREMENTS

The Heritage of Western Australia Act 1990 requires that the relevant local government be invited to nominate a person to attend the meeting at which the proposed permanent registration of a place will be considered. It is entirely at Council's discretion whether someone is nominated to attend.

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 6.1

That Council:

1. Supports the permanent entry of the Red Post Boxes Group inclusive of VR 1876 Post Box located at the corner of Surrey Street and North Road, Bassendean within the Register of Heritage Places;
2. Does wish to attend the Heritage Council meeting during which the registration of the above place will be considered; and
3. Appoints Councillor _____ as Council's representative to attend the Heritage Council meeting during which the registration of the above place will be considered.

Voting requirements: Simple Majority

6.2 Anzac Terrace Cul-De-Sac Parking (Ref: LAWE/REPRTNG/3 – Sharna Merritt, Senior Ranger)

APPLICATION

The purpose of this report is to request Council approve the installation of signage for the existing parking restrictions in the cul-de-sac located at the eastern end of Anzac Terrace, Bassendean.

ATTACHMENTS

Attachment No. 2

Line marking drawing for the Anzac Terrace cul-de-sac.

BACKGROUND

Rangers have received complaints in relation to vehicles parking in the hammerhead cul-de-sac at the eastern end of Anzac Terrace, Bassendean. The complaints relate to the inability to use the cul-de-sac to turn around when vehicles are parked within the cul-de-sac area.

The *Parking and Parking Facilities Local Law 2010* provides that it is an offence to park in the head of a cul-de-sac.

Officer investigation and the issuing of infringements does not eliminate the problem, as it is often different cars which may be parked there all day.

As this end of Anzac Terrace is narrow, the waste contractor trucks servicing the street are finding it difficult to navigate without access to the cul-de-sac to turn around.

COMMUNICATION & ENGAGEMENT

As the restrictions are already in place under the parking local law and there are no houses using the cul-de-sac for access or egress, there should be little to no impact on the nearby residents by this installation of signage.

Should Council approve the installation of signs, neighbouring residents will be sent a notification letter for the installation of signage.

STRATEGIC IMPLICATIONS

As this is not installing new restrictions, only signs for existing restrictions, there are no strategic implications.

COMMENT

This section of Anzac Terrace and the hammerhead cul-de-sac are narrow enough that some vehicles are forced to reverse up the street to leave the area, which creates potential conflict and safety hazards with other road users.

Whilst it is not a standard practice to install signage for cul-de-sac parking restrictions, this location has been raised as a regular issue for users of the street.

Installation of signage in this area will provide a visual deterrent to people parking in this location. It will also assist with enforcement, as with clear signage advising the restrictions there can be no confusion relating to the offence.

Rangers attend to and action complaints received about vehicles parking in the cul-de-sac, but this also does not seem to be alleviating the issue.

Installation of 'No Parking in the cul-de-sac' signage, as per the attached line marking drawing, will help to reduce the number of incidents and also assist with enforcement of the Local Law restrictions.

STATUTORY REQUIREMENTS

Parking and Parking Facilities Local Law 2010.

FINANCIAL CONSIDERATIONS

The installation of signage in this location can be covered within the current Operational Budget.

OFFICER RECOMMENDATIONS – ITEM 6.2

That Council approves the installation of 'No Parking in the cul-de-sac' signage at the cul-de-sac located at the eastern end of Anzac Terrace, Bassendean.

Voting Requirements: - Simple majority

6.3 Vandalism of Street Verge Tree – Adjacent to 146 West Road, Bassendean (Ref: COUP/MAINT/1 – Ken Cardy, Manager Asset Services)

APPLICATION

The purpose of this report is to advise Council that a street verge tree adjacent to 146 West Road Bassendean, has been interfered with, possibly through poisoning, which has caused the tree to suddenly decline in health.

ATTACHMENT

Attachment No. 3:

- Arboricultural Assessment Report
- Tree Investigation Report

BACKGROUND

In February 2018 Ranger Services commenced an investigation process into a street tree, mature flooded gum tree (*Eucalyptus rudis*), that was declining in condition adjacent to 146 West Road, Bassendean. Ranger Services did note that no-one was living in the house at the time of the investigation.

Prior to the recent declining of this street tree, Ranger Services had received a number of calls regarding a possible line of sight issue with the tree. Asset Services completed an investigation into the line of site matter, and found there was no line of sight issue.

The Parks Supervisor found that the tree was structurally sound but drill holes were identified at the bottom of the tree, and the tree had possibly been poisoned, causing areas of the tree to decline in health.

As a result of the alleged poisoning, a formal investigation was undertaken and a consulting Arborist report on the street tree was received.

Since receiving the Arborist report, Asset Services staff have continued to monitor the street tree and can confirm that there is some evidence of new vegetative growth and that the tree is structurally sound and the health of the tree is improving. In order to protect and manage street trees, Council has in place the following policies:

- 1.5 Crossover Policy;
- 1.8 Significant Tree Policy;
- 1.10 Street Tree Protection Policy;

- 1.11 Street tree Pruning, Removal and Replacement Policy;
and
- 1.12 Amenity Tree Evaluation Policy

Should someone illegally remove, damage, prune or poison a street tree, the Town has in place a Tree Investigation form which requires Rangers to speak to all adjacent neighbours and Asset Services to assess the amenity value and tree health.

Since 2015, officers have presented to Council the following five reports regarding vandalised street trees. At the completion of each resolution a brief update has been provided:

- April 2015, Council (OCM – 15/04/15) Council approved the usage of a vandalism awareness sign, for 20 Wicks Street, Bassendean (*Tree Condition as July 2018-Tree has returned to a healthy condition and sign has been removed*);
- October 2015, Council (OCM – 5/10/15) endorsed the Officer Recommendation relating to seven street trees that had been pruned or removed without permission (*Recommendations are being followed as per resolution*);
- March 2017, Council (OCM – 8/03/17) approved installation of a vandalism awareness sign on the First Avenue verge, adjacent to the vandalised street tree located adjacent to 89 Anzac Terrace (*Tree Condition as July 2018-Tree has died and pruned to a safe condition, new tree planted is sound in condition. Vandalism sign is still on location*);
- July 2017 Council (OCM – 26/07/17) approved the installation of a vandalism awareness sign adjacent to No. 1 Garnsworthy Place, Bassendean Terrace (*Tree Condition as July 2018-Tree has died and pruned to a safe condition, two new trees planted are sound in condition. Vandalism sign is still on location*);
- June 2018 Council (OCM – 6/06/18) authorises removal of the damaged street tree, adjacent to 4 Clarke Way, Bassendean and replace with a tree approved by Council after construction has been completed (*Tree Condition as July 2018-Tree has new foliage at the top of the 1.5m trunk, construction work is continuing*).

Under Council's Street Tree Protection Policy, in the event that a person has illegally removed, damaged, pruned or poisoned a street tree, Council may prosecute the offender under the Local Government Act 1995 Schedule 9.1 - clause 2: Disturbing local government land or anything on it, and the Uniform Local Provisions Regulation 1996, Regulation 5 Clause 1 interfering with, or taking from, local government land or other relevant provisions under the Act.

STRATEGIC IMPLICATIONS

Strategic Priority 2. Natural Environment

Strategies <i>How we're going to do it</i>	Identified Project / Program	Strategic Measures of Success
2.2.1 Protect and restore our biodiversity and ecosystems 2.2.2 Sustainably manage significant natural areas	Review strategy and plan for the protection and rehabilitation of natural areas Increase purchase, planting & maintenance of street trees: <ul style="list-style-type: none"> • 412 to 600 trees –Eden Hill area and Ashfield (Underground Power area) • Street Tree Master Plan 	Community / Stakeholder Satisfaction Survey (Rivers, Bushland and Reserves)

COMMENT

The valuation of the tree, using the Town's Policy "Burnley Method of Tree Valuation", is as follows:

The tree is 10.8 metres in height, diameter at breast height (DBH) 81cm with a crown spread of 10 metres, the structure is rated as fair and tree is of average health. Estimated value of \$14,000.

Should the street tree decline in health and need to be removed in the future (currently not the case), the estimated cost to remove this tree, including stump grinding, is \$1,250.

An arboricultural assessment of the tree was undertaken and below is the summary of the Arborist's findings:

"Assessment has revealed necrosis for a significant proportion of the tree crown however the tree health condition was not assessed as moribund, and an improvement in tree health condition is possible. The rapid decline in health condition for mature healthy trees is generally attributable to two main causal agents – aggressive soil borne fungal pathogens such as the Australian honey fungus or the application of herbicide 1.5. With no fungal mycelium or sporophores observed at the trunk basal area, and several drill holes into the trunk basal area identified, the intentional application of herbicide to give rise to tree decline/ mortality is deduced as the causal agent for the necrosis of the crown. With live foliage revealed within the crown however, consideration could be given to monitoring of the tree over the next three months to observe any improvements in the tree health and the subsequent growth of new foliage.

The Arborists recommendation - Monitor tree health condition over the next three months for signs of new foliage growth indicative of tree recovery. The pruning of live branches should be postponed for the short term as the removal of large (live) branches and the subsequent creation of pruning wounds has the potential to deplete stored carbohydrates and set back tree recovery.

It therefore appears that someone has deliberately drilled holes into the base of the tree, and gauging from the type and condition of the drill holes and the depth, there appears to have been some sort of substance injected into the drilled holes. The substance seems to have caused some areas of the tree to rapidly decline in health.

In accordance with the consulting Arborist's assessment, it was recommended to retain the tree for the three month monitoring period and no remedial arboricultural work is to be undertaken. Recently the tree has produced new foliage and is returning to its previous condition prior to being poisoned.

Considering that the person who vandalised this street tree cannot truly be identified, the house was vacant at the time of the investigation and new tenants have occupied the house, and in line with Council's previous resolutions, it is recommended that a vandalism awareness sign be installed, for a three year period, adjacent to the tree on the verge at 146 West Road, Bassendean. This is to further educate residents, that street trees are an asset, they are valued by the entire community, have environmental benefits and, that vandalising or damaging street trees will not be tolerated. Installing a vandalism awareness sign may assist in stopping others in the future from performing a similar 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.

COMMUNICATION & ENGAGEMENT

In the past Elected Members have inspected street trees that have been reported vandalised prior to a report being presented to Council, but as this is similar to a very recent street tree vandalism issue it may not be necessary for Elected Members to view the vandalised street tree before resolving this matter.

After receiving the consulting Arborist's report, which identified the street tree had been vandalised, the Town's Ranger Services conducted investigations in an effort to identify if someone had observed any unusual behaviour or potentially identify a perpetrator.

The outcome of the investigation was that there is no legal proof of any person vandalising the street tree and the tree is now returning to a healthy condition.

FINANCIAL CONSIDERATIONS

If Council approves the erection of the vandalism awareness sign, the estimated cost is \$1,200 for the manufacture of the sign. Installation of the sign can be achieved from the Street Tree Operating Budget. The cost to remove the tree is \$1,250. If Council resolves to remove the tree, this can be achieved by using funds from the Street Tree Operating Budget.

OFFICER RECOMMENDATION – ITEM 6.3

That Council:

1. Continues to implement the recommendation of the consulting Arborist Assessment Report and request officers to continue to monitor the tree adjacent to 146 West Road, Bassendean, and to observe any improvements in the health and condition of the tree and growth of new foliage;
2. Approves the installation of a vandalism awareness sign on the verge adjacent to 146 West Road Bassendean and the vandalised street tree, until an arborist report confirms the tree has fully recovered or until newly planted street trees are sufficiently established in approximately 3 year;
3. Notes that should the vandalised tree not recover, then some tree branch reduction will be undertaken to reduce any public risk issues and to allow sufficient space for new street trees to be planted:

Voting requirement: Simple majority

6.4 Modernising Western Australia’s Planning System (Green Paper Concepts for a Strategically-led System) (Ref: GOVR/STLIAS/3 – by Anthony Dowling, Director Strategic Planning)

APPLICATION

Council is requested to endorse the draft submission provided to this report in response to the State Government’s invitation to comment and provide feedback on its ‘Green Paper’ entitled *Modernising Western Australia’s Planning System* (May 2018).

ATTACHMENTS

Attachment No. 4

- Draft Town of Bassendean submission
- ‘Green Paper’ Summary
- Draft WALGA Response Template

A copy of the complete ‘Green Paper is for public viewing and downloading by clicking on the following link:

www.planning.wa.gov.au/dop_pub_pdf/Green_Paper_May2018.pdf

BACKGROUND

In late 2017, the Minister for Transport; Planning; Lands commissioned an independent review of Western Australia’s existing land use planning system to identify ways to make the system more efficient as well as making it more open and accountable to everyone.

As a consequence of that review, a ‘Green Paper’ was produced setting out four reform principles and five key reform proposals to make the system “... *fairer, more open and understandable, less complicated, and able to reach effective decisions quicker.*”

The four reform principles are:

Fairness The views and interests of all stakeholders are considered and balanced	Transparency Users are able to understand the planning system
Integrity The community is meaningfully involved in strategic planning	Efficiency The planning system is well organised to deliver timely outcomes

The five key reform proposals are summarised as follows:



These proposals are further outlined in the attachment to this report with more details available in the complete 'Green Paper', a copy of which is still available on the website of the Department of Planning, Lands and Heritage (see the link under Attachments of this report to access).

Further, under each key reform proposal a number of specific proposals pertaining to the key reform area are listed and described. These are also listed in a schedule provided in Part 5 of the full 'Green Paper'.

The 'Green Paper' was released for public comment in May 2018 with feedback requested by 20 July 2018.

In view of the short timeframe allowed for feedback, and having regard to the Town's reporting processes where Council approval/endorsement of any formal submission is required prior to it being issued, the Director Strategic Planning sought from and was granted by the Planning Reform team an extension of time up to 27 July 2018 to provide feedback.

Upon becoming aware that other local governments had also sought and been granted longer extension times up to the end of August 2018, the Director Strategic Planning sought and was granted a further extension to 30 August 2018.

However, the Planning Reform team has advised that it cannot guarantee that any submission received after 27 July 2018 will be taken into account if it is required to report on its findings between the period 28 July – August 30 2018.

But, if it is required to report during the aforementioned period, the Town would be contacted to provide an informal response in the interim. To date, the Reform Team has not notified the Town that it is required to report on its findings prior to 30 August 2018.

It should be noted that the 'Green Paper' reform proposals do not reflect current State Government policy. However, it is understood that upon completion of the review of all submissions received to the 'Green Paper', a 'White Paper' will be subsequently drafted. It is anticipated that this 'White Paper' will reflect and publically canvas proposed changes to existing planning policies and statutory planning instruments. This has yet to be confirmed.

To assist local governments in considering and preparing responses to the reform proposals, the Western Australian Local Government Association (WALGA) prepared a draft response template (see attached). The template provides responses to each proposal listed in the schedule of proposals in Part 5 of the full 'Green Paper'.

COMMUNICATION AND ENGAGEMENT

Councillors and Senior staff were informed about the release of the 'Green Paper' on 1 June 2018 through the *Councillors Information Bulletin* and were invited to provide comment and feedback on it. To date, no comments or feedback on the 'Green Paper' have been received.

STRATEGIC IMPLICATIONS

The 'Green Paper' reform proposals have the potential to assist or lead the Town in achieving the following specific *Community Strategic Plan 2017-2027* objectives and strategies:

Strategic Priority 1: Social

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)

Strategic Priority 5: Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.4 Improve efficiency and effectiveness of planning and services	
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	

COMMENT

The major thrust of the 'Green Paper' is about improving and enhancing WA's planning system with a major aim of making it more accessible and easy to understand (see Key Reform Proposal 2). At present, unless one is familiar with how the system works and is a 'player' within it, it is a difficult and complex system to navigate and understand.

It is part of to date what has been a long process of planning reform that began back in 2009.

Any review that seeks to improve and enhance the State's system of land use planning and development ought to be welcomed and supported.

Given its thrust within the context of its key reform principles and its five key reform proposals, this review ought to be supported.

In particular, the proposal for a community engagement charter (Key Reform Area 3) ought to be especially welcomed and supported by Council given its current thrust and focus for greater and improved community engagement and consultation.

Key reform area 5 (Delivering Smart Growth) should also be of particular interest to Council given that it is presently addressing approaches to urban infill within the Town.

However, and except for the listing of the 'Smart Growth' principles in Part 5 of the 'Green Paper' (reproduced in the box below), more detail or explanatory material about the notion of 'Smart Growth' would have been helpful, especially if this reform proposal advocates its application to Western Australia. It is a concept that is still in its infancy in Western Australia and probably not well understood as yet.

List of Smart Growth Principles

(Reproduced from the 'Green Paper' *Modernising Western Australia's Planning System*, May 2018)

Case study 3: Smart growth principles

1. **Mix land uses.**
2. **Take advantage of compact design.**
3. **Create a range of housing opportunities and choices.**
4. **Create walkable neighbourhoods.**
5. **Foster distinctive, attractive communities with a strong sense of place.**
6. **Preserve open space, farmland, natural beauty, and critical environmental areas.**
7. **Direct development towards existing communities.**
8. **Provide a variety of transportation choices.**
9. **Make development decisions predictable, fair, and cost effective.**
10. **Encourage community and stakeholder collaboration in development decisions.**

<https://smarigrowthamerica.org/>

It should be noted that the Smart Growth Principles are predicated on the application of 'form-based coding'.

This system of coding facilitates the design, form and shaping of urban environments through building typologies and streetscapes as opposed to the allocation and distribution of land use.

It is anticipated that this current reform process is likely to lead to greater application and utilisation of form-based coding and smart-growth principles, possibly in lieu of applying the *Residential Design Codes of WA* (which in themselves contain elements of form-based coding). This has already occurred in respect to the development of the coastal locality of Jindee in the City of Wanneroo (in 2013).

The City's current District Planning Scheme was amended to set aside the application of the R codes to the planning and design of this locality, and to apply form-based coding predicated on smart-growth principles.

Council's Design Bassendean Advisory Group has already expressed a desire to learn more about form-based coding. This will be the subject of a separate meeting of the Advisory Group in the near future.

Under each key reform proposal there is a list of individual proposals specific to the key reform area. As previously mentioned, these are listed in Schedule 5 to the 'Green Paper'.

Generally, these individual proposals ought to be supported although, as indicated by WALGA in its Draft Response Template, most of these have not been clearly or fully explained, with their implications and responsibility for their implementation largely unknown.

To this end, it is recommended that in responding to the reform proposals, Council advocate that for any of the proposals to advance, further detail of the proposals be provided, including any likely implications and responsibility for implementation.

Additionally, the nature, level and extent of any capacity-building required by local governments to assist in implementing the planning reforms (and as part of its planning role and function) ought to be clearly identified and articulated as this will assist in local government's corporate and long term financial planning.

Notwithstanding that the reform proposals seek to introduce efficiencies to the planning system, there are invariably costs incurred in implementing reforms.

From a local government perspective, some of these costs may be incurred where there is a need to procure additional resources to satisfactorily implement actions that will be a local government responsibility.

For example, further investment in planning staff training might be required where new planning tools or practices are to be introduced and applied.

Further investment in the wider utilization of community engagement and consultation tools and practices may also be required, which in turn, might lead to the need to employ or contract experts and practitioners in this field.

It is anticipated that any likely costs will become more evident once the proposed follow-up 'White Paper' is published.

One particular proposal that will be of interest to Council (and which pertains to capacity-building) is the proposal for local government accreditation (Proposal 4.1.2).

This proposal will require a local government to be suitably accredited if it was to undertake additional WAPC delegations for local planning matters. Conditions of accreditation are likely to require up-to-date local planning strategies and schemes, and have appropriately qualified planning officers and appropriate delegations to those officers.

Some of the additional delegations proposed from the WAPC are the determination of small infill subdivision applications within the Perth metropolitan area and regional centres, and subdivision applications in accordance with an approved local structure plan.

Consideration is also being given to removing the 'Optional Development Assessment Panel (DAP) Applications' category specified within the DAP Regulations for accredited local governments, handing back determination of these applications to the local government.

As the Town is likely to have the capability for accreditation this proposal ought to be supported.

In light of the aforementioned comments, a draft response (attached) to the Green Paper has been prepared for Council's consideration and endorsement. If, however, there are any proposals identified by Council about which it has significant reservations or concerns about, these should be identified, listed and reasoned in the draft response.

STATUTORY REQUIREMENTS

The proposed reforms may result in modification and changes to the following statutory instruments:

Planning and Development Act 2005
Planning and Development Regulations 2009
Planning and Development (Local Planning Scheme) Regulations 2015

FINANCIAL CONSIDERATIONS

Nil

OFFICER RECOMMENDATION — ITEM 6.4

That Council:

1. Thanks the Minister for Planning's Planning Reform Team for granting extensions of time to lodge a submission on its 'Green Paper' entitled *Modernising Western Australia's Planning System*; and
2. Endorses the draft submission provided as an attachment to this report and submits it to the Minister for Planning's Planning Reform Team.

Voting requirements: Simple Majority

6.5 Waiver of Fees/Donation – Bassendean for Free Christmas Swap Meet Event (Ref: COUP/USAGE/6 – Salvatore Siciliano, Manager Recreation and Culture)

APPLICATION

For Council to consider a request from the Bassendean for Free community group (the Group) to waive hire fees for utilising the Bassendean Seniors Citizen's Community Hall on Sunday 18 November 2018 to stage the Christmas Swap Meet Event.

ATTACHMENT

Attachment No. 5:

Letter of request from the Bassendean for Free Group.

BACKGROUND

Council previously resolved (OCM – 8/06/18) to donate an amount of \$97.50 to the group for the staging of its inaugural swap meet event held on Sunday 10 June 2018 at the Bassendean Seniors Citizens Community Hall.

Due to the success of the first event held on 10 June 2018, members of the group have requested for additional similar events to be held.

The group has once again lodged a request for Council to consider waiving the hire fee for the staging of the Christmas Swap Meet Event to be held on Sunday 18 November 2018, 10am to 5pm.

The group is a non-incorporated community group established in April 2018 through Facebook (closed group) and currently has 700 members. The purpose of the group is to facilitate the exchange of unwanted items at no cost to the community, as well as providing a vehicle to develop community connectedness and to reduce isolation amongst community members.

COMMUNICATION & ENGAGEMENT

Town Staff have been in regular communication with the group regarding the tentative booking of the Bassendean Senior Citizen's Community Hall and the request to Council to waive the hire fees for the Christmas Swap Meet Event to be held on Sunday 18 November 2018.

COMMENT

The inaugural “swap meet” event held on Sunday 10 June 2018 proved to be a success with over 100 people participating.

The current request would normally incur a hire fee of \$113.40 which includes a 10% discount, given that the group is community based. Additional bonds of \$300 and a key bond of \$50 would also apply.

The Manager Recreation and Culture recommends that the hire fee of \$113.50 be waived by Council with no bond to be charged other than the key bond of \$50. The group would also be advised in writing that they would be liable for any costs incurred as a result of any damage to the facility or if any additional cleaning is required.

If Council did resolve to make a donation of the hire fee, the Manager Recreation and Culture would like to recommend that requests for donations in the future be considered as part of a community support package that is available to community groups in the similar manner that eligible organisations are able to apply to the Community Events Sponsorship Program.

Council also have the option not to approve a donation to the group and mandate that the applicable hire fee of \$113.50 together with bonds of \$350 be paid.

STATUTORY REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
	1.1.4 Continue to support and facilitate participation in the arts, community festivals and events	
1.2 Ensure all community members have the opportunity to be active, socialise and be connected	1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Community / Stakeholder Satisfaction Survey (Activity and connectivity)
	1.2.2 Provide life-long learning opportunities	

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 6.5

That:

1. Council waives an amount \$113.50 for the Bassendean for Free group for the staging of its Christmas Swap Meet Event to be held on Sunday 18 November 2018, but that the prescribed key bond of \$50 be charged; and
2. A community support package be developed for Council's consideration along similar lines to the Town's Community Events Sponsorship Program to support future requests for donations by community groups.

Voting requirements: Absolute Majority

**6.6 Sandy Beach Reserve Nature Based Regional Playground
(Ref: PARE/DESCONT/10 – Graeme Haggart, Director
Community Development)**

APPLICATION

The purpose of this report is for Council to receive advice on the facility and to determine how to proceed with the project.

ATTACHMENTS

Attachment No. 6:

- Meeting Notes with Department of Biodiversity, Conservation and Attractions.
- Email exchange with Department of Lands.
- Contract of Sale for Chapman and Lord Street properties.

BACKGROUND

The project was last considered at the Ordinary Council meeting held in May 2018 at which time the Officers sought approval to progress planning to detailed design.

Council resolved (OCM – 21/05/18) that:

- “1. *Council delays proceeding to the detailed design phase of the Sandy Beach regional playground project until funding sources have been confirmed including:*
 - a) *The sale price of Lot 7557 Lord Street and 48 Chapman Street;*
 - b) *An updated indicative grant allocation expected for the project from Lotterywest;*
 - c) *The project budget has been agreed to by Council; and*
 - d) *An outline of the proposal inclusive of the latest plans is forwarded to the Department of Biodiversity, Conservation and Attractions for comment.*
2. *In the event that a reduced project budget is supported by Council, Council requests Nature Play Solutions prepare a proportionally scaled down, Version 2 Concept Design retaining the core elements endorsed by the community through the consultation process and incorporating the following direction from Council:*

- a) *Emphasis on nature play with minimisation of plastic and concrete with central pathways retaining their 2.0m width but more peripheral routes narrowed and consideration given to alternative materials to provide a sensory experience;*
 - b) *Retention of the separation of dogs and children through design;*
 - c) *Incorporation of opportunities for local and aboriginal art into the design; and*
 - d) *Deletion of the go-kart track and additional car parking.*
3. *In the event that Council supports a Version 2 Concept Design, Council will request staff prepare a business case incorporating the whole of life costs for the proposed playground to be presented in conjunction with the Version 2 Concept Plan."*

Funding

Proceeds from the sale of land

An Officer report was presented to the Ordinary Council meeting held in June 2018 on the outcome of the tender process for the sale of 93 Lord Street, Bassendean, and 48 Chapman Street, Bassendean.

The two properties were purchased by the Town from the Department for Lands at 5% their notional value to sell them at market value for the expressed intentions that the proceeds will be used to construct a Nature-based Regional Playground at Sandy Beach Reserve.

The tender was conducted through the WALGA preferred providers' portal. No tender responses were received and it was resolved (OCM – 5/06/18), that Council sells the land located at 93 Lord Street, Bassendean and 48 Chapman Street, Bassendean, by private treaty, in accordance with the Local Government Act 1995.

The last valuations for the two properties were obtained in March 2018 and valued the properties at a combined \$850,000. The overall Perth property market has retracted further since that time. It is noted that in the June Officers Report that Mr Bruno Giorgi had advised he believes the valuation for Lord Street was overly optimistic and should be revalued.

Mr Giorgi has offered that given the current market conditions, Council should consider listing the two properties for a combined \$805,000 and realistically should consider any near offers for sale by private treaty.

Cash in lieu

Approval has been granted by the Minister to access \$238,700 from Cash in Lieu Reserves for design and construction of the Sandy Beach Reserve Playground.

Lotterywest

Lotterywest has confirmed it would welcome an application for funding from the Town for "add value" components of the playground, but is not in a position to be more definitive about the quantum or likelihood of success.

When pressed for a definition of "add value", Lotterywest advised: *"As a guide, you can think of the very basics that are needed for a park or playground (maybe the earth works and basic infrastructure). Anything beyond that will be add value to make the park better (more comfortable, educational, innovative) than you would have otherwise. I would be happy to go through plans with you to help identify these bits when you are ready."*

The responsible Officer is currently on leave. Assessing the endorsed concept plan against this criteria will occur on her return.

As we are aware, Lotterywest funding capacity has declined in recent years and while officer recommendations are generally supported by the Board, there is no guarantee an application for funding will be successful. Application submission to determination is generally a four-month process.

Department of Biodiversity, Conservation and Attractions (DBCA)

The Town met with the DBCA on the project on 17 July 2018. The notes from the meeting (prepared by the DBCA) are included as an attachment.

As the project exceeds \$500,000, the Town will be required to submit a Part 5 Application to the DBCA for Ministerial approval for the development of the playground. The approval process can take in the order of 6 months.

Noting that the proposal is to build in the 1%AEP floodway, matters of interest to the DBCA include the extent of fill; that plantings are endemic species; the extent of retaining walls and rock revetments; universal access arrangements; and management of stormwater.

Nature Play Solutions is confident all matters of interest raised by the DBCA with the existing concept plan can be readily addressed: Including the extent of fill. Officers from the DBCA have indicated preparedness to contribute during any redesign process.

The Flood Impact Assessment Report was acknowledged.

COMMUNICATION & ENGAGEMENT

Subsequent to the Ordinary Council meeting in May, officers have had meetings with a number of State Government agencies and organisations in the preparation of this report.

COMMENT

Included as an attachment is the Contract of Sale document for Chapman and Lord Street properties. Explicitly stated in the Contract of Sale is that proceeds from the sale of Reserve 26529 & Reserve 31420 will be used to develop a Regional Playground at Sandy Beach Reserve.

The Department of Lands was consulted in relation to expending the funds from the sale of the properties to construct the playground elsewhere in the Town.

The advice of the Department of Lands (see attached) is that the playground is required to be built at Sandy Beach Reserve and that a least 75% of the proceeds from the sale is to go to the playground: with no more than 25% for ancillary facilities that support the playground.

The options available to Council are to proceed with the playground at the existing site or to revoke the decision to locate the playground within Lot 646 Kitchener Road and determine an alternate site within Sandy Beach Reserve.

Should Council determine to relocate the playground to the alternate site considered by the Regional Playground Working Party, being on the western aspect of Sandy Beach Reserve, it will result in the playground requiring redesigning. It is noted that in the resolution in May, that Council is considering a redesign to reduce the scale of the facility.

Nature Play Solutions has advised the Town that redesigning the playground, if relocated onto the existing Sandy Beach Reserve, will cost in the order of \$18,000.

Council allocated \$25,000 for design works for the Sandy Beach Reserve playground in the 2018/19 Budget. A feature survey and arborists report, along with the design costs will exhaust the allocation.

While still in the 1%AEP floodway, this area is further removed from the Rivers edge, is located on more elevated ground and is better protected by trees. At this location the playground is therefore likely to be less susceptible to being damaged by moving water.

Further arguments for relocating the playground include that the area provides greater separation from any off leash dog exercise area. The River Parks Committee are currently investigating Lot 646 Kitchener Road as an off leash dog exercise area.

The scale of the facility if relocated could be smaller to take account of area being heavily wooded with mature trees and in being sympathetic to nearby residences.

A smaller scale facility will have correspondingly less ongoing maintenance costs. (It is worth noting that nearly half (41%) the previously quoted operating cost for the facility is asset depreciation and not actual expenditure.)

Relocating the playground onto Sandy Beach Reserve will resolve expressed concerns of some residents related to the project.

In doing so Council will require to revoke part 1 of OCM-12/12/16 that reads:

"That Council:

- 1. Agrees to the nature-based regional playground being located on part lot 646 Kitchener Road;"*

Determination as to part 2 of the resolution that reads:

- "2. Accepts the responsibility for the ongoing maintenance (i.e., management order) for that part of lot 646 Kitchener Road that is required for the facility",*

need not be revoked at this time.

A redesign at a new location will require a further period of community consultation.

Alternately, Council may determine to retain the facility in the agreed location and proceed with planning processes at that site.

The matter was briefly discussed at the People Services Committee meeting held on 14 August and while the majority of members expressed limited understanding of the factors influencing the decision, most expressed support for proceeding at the current site.

STATUTORY REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Strategic Community Plan

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.2 Activate neighbourhood spaces to facilitate community gathering	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
1.2 Ensure all community members have the opportunity to be active, socialise and be connected	1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Community / Stakeholder Satisfaction Survey (Activity and connectivity)
2.3 Ensure the Town's open space is attractive and inviting.	2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.	Community / Stakeholder Satisfaction Survey (Open Space and use of Open Space)
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)

FINANCIAL CONSIDERATIONS

The project is principally funded from external sources. Over time the value of the land holdings and quantum of potential grant funding from Lotterywest have diminished. Unless Council amends its position on making a contribution to the project, the project funding requires re-evaluating and the scope of the project reduced.

Funding to construct the playground is proposed to be considered in the 2019/20 Budget.

Funds exist in the current budget for redesign works, and should Council resolve to relocate the playground onto Sandy Beach Reserve, for survey and arborist reports.

Nature Play Solutions advise they are adept at designing playgrounds to a budget. Should Council resolve to reduce the scale of the facility to say \$1m, Officers recommend accessing the approved cash in lieu reserves and an application to Lotterywest for \$200,000 with the remainder from the proceeds from the sale of Chapman and Lord Street properties. The residual of the proceeds from the sale of the two properties being invested in ancillary facilities (for instance lighting, shelters/BBQs or reticulating and improving Lot 646 Kitchener Road or additional toilets).

All of life costs will be proportionally reduced with the scale of the project. This will be further detailed in a business case should a revised concept plan be required.

The sale of the two properties by private treaty will yield offers that exceed the limits of authority for the CEO to accept. Referring offers to a meeting of Council is considered inappropriate given the inherent time delays. Council is requested to approve a one time delegation to the CEO to accept any reasonable offer. Council can set limits on what is considered reasonable.

OFFICER RECOMMENDATION — ITEM 6.6

That Council

1. Endorses the relocation of the playground to the western aspect of Sandy Beach Reserve, being the alternate site considered by the Regional Playground Working Party; and in so doing -
 - a) Revokes OCM-12/12/16, Point 1, which reads:

“That Council agrees to the nature-based regional playground being located on part lot 646 Kitchener Road”;
2. Sets the project budget for the 2019/20 Budget at \$1,000,000 comprised of Cash in Lieu Reserves, proceeds from the sale of 93 Lord Street and 48 Chapman Road and grant funding from Lotterywest;

3. Requests Nature Play Solutions prepare a proportionally scaled down, Version 2 Concept Design retaining the core elements endorsed by the community through the consultation process and incorporating the direction from Council as detailed in OCM – 21/05/18 part 2 a) – d).
4. Provides a one-time delegation to the CEO to accept any reasonable offer to purchase 93 Lord Street Bassendean and 48 Chapman Street Bassendean.

Or

1. Reconfirms its intention to construct the Nature Based Regional Playground at the preferred site within Lot 646 Kitchener Road;
2. Sets the project budget for the 2019/2020 Budget at \$1,000,000 comprised of Cash in Lieu Reserves, proceeds from the sale of 93 Lord Street and 48 Chapman Road, Bassendean and grant funding from Lotterywest;
3. Requests Nature Play Solutions prepare a proportionally scaled down, Version 2 Concept Design retaining the core elements endorsed by the community through the consultation process and incorporating the direction from Council as detailed in OCM – 21/05/18 part 2 a) – d); and
4. Provides a one-time delegation to the CEO to accept any reasonable offer to purchase 93 Lord Street Bassendean and 48 Chapman Street Bassendean.

Voting requirements:

Option 1

Absolute majority: Points 1 & 4

Simple Majority: Points 2 & 3

Option 2

Absolute majority: Point 4

Simple majority: Points 1 to 3

6.7 Bassendean Men's Shed (Ref: COMR/LIAS/3 – Greg Neri, Manager Youth Services & Graeme Haggart, Director Community Development)

PURPOSE

The purpose of this report is for Council to receive information regarding the cost estimates of construction of a Men's Shed at Lot 590 May Holman Drive, and resolve to request transfer of the land from the Department of Planning, Lands and Heritage.

ATTACHMENTS

Attachment No. 7:

- Densford Civil quotes Option 1 (dated 16/08/18)
- Densford Civil quotes Options 2 and 3 (dated 13/08/18)
- ComPlumb plumbing quote
- Men's Shed Proposed Design rev1
- Men's Shed Proposed Design rev2
- Bassendean Men's Shed draft Business Plan

BACKGROUND

Officers met with Lotterywest in December 2017 to progress the application lodged in June 2017.

Lotterywest had previously indicated that a grant of \$500,000 was being earmarked for the construction of the Bassendean Men's Shed. Lotterywest indicated to Officers in December 2017 that the current landscape had changed with regards to a diminishing funding pool and a change of direction with a new State Government and executive leadership of Lotterywest.

Lotterywest indicated to Officers that it was less likely that a grant of \$500,000 would be approved for the construction of a shed. Despite this, Officers continued to provide additional information to Lotterywest to give the application every chance of success.

A Councillors' Workshop was conducted on 21 March 2018 to consider how to progress given that Lotterywest had approved a reduced grant of \$200,000. It was agreed to reconsider May Holman Reserve and the Fire Station as alternative sites to the Depot site such that the funds allocated for renovating the Depot could be reallocated as contribution to constructing the Men's Shed. A report on the final preferred site and facility funding model was requested for the May 2018 OCM.

At the May 2018 OCM, Council resolved to:

- “1. *Select the May Holman Reserve as the preferred site for the proposed Men’s Shed.*
2. *Assist the Bassendean Men’s Shed to develop a Business Plan to be submitted to Council for review.*
3. *Undertake formal quote processes to confirm the findings of officers’ preliminary cost analysis for the May Holman Reserve site, starting with a cost comparison of the proposed retaining wall/fill compared to realignment of the Town of Bassendean stormwater drain.*
4. *Refer any potential additional funding of the Bassendean Men’s Shed to the draft 2018/19 Budget.*
5. *Liaise with the Department of Planning, Lands and Heritage to advance advice recently received by the Town of Bassendean “That the Department of Planning, Lands and Heritage can facilitate the repurposing of Reserve 45364 from ‘Public Recreation’ to ‘Community Purpose’ with a change to the Management Order to allow sub-leasing to facilitate a Men’s Shed.”*

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Objectives <i>What we need to achieve</i>	Strategies <i>How we’re going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
1.2 Ensure all community members have the opportunity to be active, socialise and be connected	1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages.	Community / Stakeholder Satisfaction Survey (Activity and connectivity) Volunteer Rate
5.2 Proactively partner with the community and our stakeholders	5.2.3 Advocate and develop strong partnerships to benefit community	Community / Stakeholder Satisfaction Survey (Community engagement and participation)

COMMENT

In response to a resolution of the May 2018 OCM, Officers have undertaken a cost comparison of relocating the stormwater pipe which cuts across the reserve with the option of clearing/retaining/filling the site.

In order to correctly determine the retaining wall underpinning requirements of the land parcel, a site classification certificate was sought, and a 3D feature survey conducted.

A civil engineering company was engaged to provide a quote to relocate of the large stormwater drain. This figure came to \$53,000.

Another company was invited to formally quote; clearing the site, erecting retaining walls, providing compacted clean fill, and design/build the car park to various configurations.

Officers also reengaged electrical and plumbing contractors to provide more definitive quotes.

Revised quotes received at the time of this report are shown in the tables below:

Option 1: Storm Water pipe relocated. Carpark and shed configured as close to the road verge as permissible.

Element	Quote/Estimate	Notes
Relocation of storm water pipe.	\$53,000	Relocation to verge. Replacement of footpath.
Detailed design, site clearing, retaining walls, clean fill, compaction, carpark (rear) and crossover/driveway	\$97,947	Site preparations based on shed built at front of site and car park to the rear.
Fencing	\$24,750	Fencing entire block: 153 linear metres@ \$150/mlm 6 metre gate@ \$1800
Prefabricated Shed Kit	\$57,200	30m x 15m Including concrete pad and construction by a registered builder.
Concrete pad	\$30,000	Suitable for 'bolt down' style sheds

Shed installation	\$25,000	Utilising a registered builder
Car Park Lighting	\$5,000	
Plumbing/Sewage	\$15,000	Connection to sewage system. Connections to ablutions and kitchen area.
Electrical	\$26,000 (preliminary)	3 phase power connection based on spec provided by Men's Shed
Ablutions	\$15,000	1 x Unisex, 1 x Unisex Accessible
Kitchen	\$15,000	
Landscaping and reticulation	\$5,000	78 square metres of landscaping and plantings, with reticulation
Building Permits	\$400	
TOTAL ESTIMATED COSTS	\$369,297	

Option 2: Water pipe retained. Retained 6m from rear of shed

Element	Quote/Estimate	Notes
Detailed design, site clearing, retaining walls, clean fill, compaction, carpark (rear) and crossover/driveway	\$108,500	Site preparations based on shed built at front of site and car park to the rear.
Fencing	\$27,450	Fencing entire block: 171 linear metres@ \$150/mlm 6 metre gate@ \$1800
Prefabricated Shed Kit	\$57,200	30m x 15m Including concrete pad and construction by a registered builder.
Concrete pad	\$30,000	Suitable for 'bolt down' style sheds
Shed installation	\$25,000	Utilising a registered builder
Car Park Lighting	\$5,000	
Plumbing/Sewage	\$15,000	Connection to sewage system. Connections to ablutions and kitchen area.
Electrical	\$26,000 (preliminary)	3 phase power connection based on spec provided by Men's Shed

Ablutions	\$15,000	1 x Unisex, 1 x Unisex Accessible
Kitchen	\$15,000	
Landscaping and reticulation	\$5,000	78 square metres of landscaping and plantings, with reticulation
Building Permits	\$400	
TOTAL ESTIMATED COSTS	\$329,550	

Option 3: Water pipe retained. Retained to rear of property

Element	Quote/Estimate	Notes
Detailed design, site clearing, retaining walls, clean fill, compaction, carpark (rear) and crossover/driveway	\$118,100	Site preparations based on shed built at front of site and car park to the rear.
Fencing	\$29,500	Fencing entire block: 185 linear metres@ \$150/mlm 6 metre gate@ \$1800
Prefabricated Shed Kit	\$57,200	30m x 15m Including concrete pad and construction by a registered builder.
Concrete pad	\$30,000	Suitable for 'bolt down' style sheds
Shed installation	\$25,000	Utilising a registered builder
Car Park Lighting	\$5,000	
Plumbing/Sewage	\$15,000	Connection to sewage system. Connections to ablutions and kitchen area.
Electrical	\$26,000 (preliminary)	3 phase power connection based on spec provided by Men's Shed
Ablutions	\$15,000	1 x Unisex, 1 x Unisex Accessible
Kitchen	\$15,000	
Landscaping and reticulation	\$5,000	78 square metres of landscaping and plantings, with reticulation
Building Permits	\$400	
TOTAL ESTIMATED COSTS	\$341,200	

Officers were tasked with reviewing the most significant costs associated with constructing a shed at the May Holman Drive site to ensure the project was viable. Major civil works, such as retaining walls, earthmoving and carpark, have progressed from estimates to formal quotes.

It was resolved by Council at the May OCM that an evaluation be undertaken of the costs associated with relocating the drainpipe running across the site to the verge, allowing for the building to be constructed closer to the front of the block.

The three options provided offer clear advantages and disadvantages. Quotes for the major elements are provided as attachments.

Option 1 involves the relocation of the stormwater drain closer to the road verge rather than bisecting the block. This would allow the car park and Shed to be moved closer to May Holman Drive, therefore reducing the retaining, fill and fencing requirements by around \$10,500 in comparison to Option 2. Six metres of land would be retained at the rear of the block for storage and outdoor activities. This benefit of this configuration is mitigated by the \$53,000 expense involved in the drain's relocation. The remainder of the land parcel would be relatively unusable for the purposes of the Men's Shed

Option 2 moves the shed the required 2 metres to the rear of the storm water pipe, and provides 6 metres of land to the rear of the building for storage and outdoor activities. This option is the least expensive but does render the remainder of the land parcel relatively unusable for the purposes of the Men's Shed.

Option 3 seeks to retain the entire block , requiring additional clearing, fill, retaining and fencing. For this comparatively small increase in expenditure, the Men's Shed would benefit from an additional 358sqm of useable land in comparison to Option #1 and 224sqm compared to Option #2. These benefits are offset by the removal of extra existing trees, however these could be replaced on the newly retained block. This is the configuration preferred by representatives of the Bassendean Men's Shed

Discussions undertaken with representatives from the Bassendean Men's Shed point to a preference of Option 3 whereby the entire block is retained. This option is seen as the best value for money as it offers the most utility from the available land parcel.

Bassendean Men's Shed have provided Council with a copy of its draft Business Plan which has been reviewed and revised by staff and is attached for further comment. This document will be informed by a revised Lease Agreement which will be based on similar arrangements with community groups within the Town. This will ensure equitable terms to those enjoyed by other groups. It is proposed that a draft will be presented to Council at a future meeting and any changes negotiated with the Bassendean Men's Shed.

Staff have undertaken preliminary discussions with the Department of Planning, Lands and Heritage regarding the reclassification of the May Holman Drive reserve to 'Community Use'. Advice received suggested that:

"There would not be a need for community consultation. The land is staying in the Crown estate and would still be used for a community purpose and managed by the Town directly.

Should the Town agree to move ahead with this proposal we can have the tenure amended quite quickly as it is only a change to the Crown documents and this is undertaken by the Department. I would think we could progress something like this in a couple of weeks."

The options available to Council include:

1. To select its desired site configuration based on the information provided;
2. To accept the iteration of the attached Bassendean Men's Shed Business Plan, or provide direction for revisions;
3. To instruct officers to commence processes requesting the Department of Planning, Lands and Heritage reclassify Lot 590 May Holman Drive from 'Public Recreation' to 'Community Purpose'; and/or
4. Request Officers undertake further enquiries or examine other options.

STATUTORY REQUIREMENTS

Local Govt Act 1995

The Land Administration Act permits the vesting of Crown land for the care and use of organisations where there is a public benefit.

FINANCIAL CONSIDERATIONS

Should Council agree to the Town undertaking the project at May Holman Drive, its financial contribution to the project would include:

1. Expending the budgeted \$370,000 (that includes the \$200,000 offered by Lotterywest) allocated for the project; and
2. In-kind project management and supervision opportunity costs.

OFFICER RECOMMENDATION — ITEM 6.7

That Council:

1. Selects the Option 3 site configuration as outlined in this report, based on the information provided and the preferences of the Men's Shed group;
2. Receives the draft iteration of the Bassendean Men's Shed Business Plan provided and attached to the Ordinary Council Agenda of 28 August 2018;
3. Instructs the CEO to commence processes requesting the Department of Planning, Lands and Heritage reclassify Lot 590 May Holman Drive from 'Public Recreation' to 'Community Purpose', and that the vesting order be amended;
4. Agrees the project is financially viable at the May Holman Drive site based on the quotes received, and approves progressing to the next phases of planning, and construction, including the development of a revised lease to inform the business plan; and
5. Notifies the Bassendean Men's Shed Association (Inc.) and Lotterywest of any decisions made.

Voting requirements: Simple Majority

6.8 Local Studies Collection Working Group Draft Term of Reference (COMDEV/LPIAC/2 - Renata Pietracatella, Manager Library and Information Services)

APPLICATION

The purpose of this report is for Council to consider the Draft Term of Reference for Local Studies Collection Working Group.

ATTACHMENTS

Attachment No. 8

Draft Term of Reference Local Studies Working Group

BACKGROUND

At the Ordinary Council Meeting held on 24 April 2018, it was resolved (OCM - 37/04/18):

“That the Town of Bassendean establish a Local Studied Collection Working Group. The working group will:

- 1. Consult with community and stakeholders to build the local studies collection within the Town of Bassendean Memorial Library and support the librarian in developing the collection*
- 2. Promote that history through projects and events*
- 3. Report those finding to the People Services Committee.”*

COMMUNICATION AND ENGAGEMENT

The Director Community Development was consulted in the preparation of the attached draft Terms of Reference.

The draft Terms of Reference was introduced to the People Services Committee at its meeting on Tuesday 14 August 2018. The draft has been forwarded to members of the Committee for feedback.

COMMENT

The draft Terms of Reference has been constructed from a standard template for Working Group Terms of Reference. It proposes the Working Group be comprised of not more than 8 people appointed by Council and have objectives in line with the adopted resolution of Council.

Advertising for nominations to the Working Group will follow adoption of the Terms of Reference and result in a subsequent report seeking members be appointed.

STATUTORY REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Strategic Priority 1 : Social

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.3 Ensure our unique culture and history are shared and celebrated	Community / Stakeholder Satisfaction Survey (Engagement and Participation)

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 6.8

That the Council adopts the draft Term of Reference for Local Studies Collection Working Group as attached to the Ordinary Council Meeting Agenda of 28 August 2018.

Voting requirements: Absolute majority

6.9 Festive Season Office (Administration) Closure - 24 December 2018 (Ref: GOVR/LREGLIA/1 – Bob Jarvis, CEO)

APPLICATION

The purpose of this report is to seek Council's agreement to close the Administration Centre and Library on Monday 24 December 2018 and request Staff to use an annual leave day for the closure.

ATTACHMENTS

Attachment No. 9:

Policy 6.12 - Festive Season Office (Administration) Closure

BACKGROUND

Council Policy 6.12 provides that the Administration Office is closed to the public for the Festive Season (Christmas and New Year.) Christmas Eve this year falls on a Monday and generally there is little or no customer interaction. There is always emergency contacts, as well as Ranger Services and a skeleton Staff in some services. This is an opportune time for Staff to take an annual leave day at this time, as it is beneficial for Staff and Council.

COMMUNICATION & ENGAGEMENT

Managers have discussed this with their Staff and they would appreciate Council's consideration for an annual leave day to be taken by staff for the Christmas Eve day on Monday, 24 December 2018.

Councils from the Eastern Metropolitan Region, have advised the following:

- **City of Bayswater** - *not yet decided.*
- **City of Belmont** *Yes, we normally have a Xmas shutdown from the last working day closest to Xmas Day and opening on the next working day after New Year's Day.*
- **Shire of Kalamunda** - *We have our Xmas party on 14 December. We remain open over the Xmas period due to community expectations (public holidays excepted). Most teams run a skeleton crew so that customer enquiries can be responded to. We will close normal time of 24 Dec, but once again, teams just have to someone there for last minute queries.*

- **Shire of Mundaring** - *In the past we have closed down most services between Christmas and New Year and usually advertise details on our website, including emergency contact details. No decision has been made as yet on 24 December.*
- **City of Swan** - *Yes, the Administration Office & Place Offices will be closing. Operations Depot reduce to a skeleton crew; Libraries and Leisure Centres are open as normal. There is no confirmation at this stage whether the Office will be open on Monday 24 December*

STRATEGIC IMPLICATIONS

Objective 5.1 Enhance organisational accountability

5.1.1 Enhance the capability of our people
5.1.2 Ensure financial sustainability
5.1.3 Strengthen governance, risk management and compliance
5.1.4 Improve efficiency and effectiveness of planning and services

COMMENT

The Christmas Eve day that falls on a Monday is outside the scope of the Policy and there is an opportunity for Staff to take an Annual Leave day. This also reduces the Leave Liability to the Town, and enables Staff to enjoy a day with their families as part of the festive season.

The following are details of external business units during the festive season:

Youth Services	Last day Fri 21 Dec, reopening Tues 8 Jan.
Wind in the Willows	Last day for children Thu 20 Dec, Fri 21 Dec is clean-up day for staff; re-open Mon 7 Jan 19.
Disability Services	Last day Fri 21 Dec and re-open on 2 Jan 19. Skeleton staff working in the Community and 1 Coordinator on call to cover clients during the closure period.
Library	Last day Fri 21 Dec (closing 4pm) Saturday 22 nd December- 9am-1pm Mon 24 Dec - proposed closure in line with Admin Offices. Re-open on 2 Jan 19.

STATUTORY REQUIREMENTS

Nil.

FINANCIAL CONSIDERATIONS

This will reduce the Leave Liability for the Town.

OFFICER RECOMMENDATION — ITEM 6.9

That in addition to Policy 6.12 - Festive Season Office (Administration) Closure, Council:

1. Approves the closing of the Customer Services Centre, Administration Building, Library and Council Depot on Monday 24 December 2018;
2. Requests that the CEO provides emergency contact details to the public for the Festive Period in accordance with Policy 6.12; and
3. Requests the CEO to provide a skeleton staff during the Festive Season in accordance with Policy 6.12.

Voting requirements: Simple Majority

6.10 Audit & Governance Committee Meeting held on 8 August 2018 (Ref: GOVNCCL/MEET/3 – Mike Costarella, Director Corporate Governance)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Audit & Governance Committee held on 8 August 2018, and adopt the following recommendations from the Committee:

AGC-1/08/18 - Purchasing Policy

AGC-2/08/18 - Notice of Motion – Cr Hamilton: Contractors

ATTACHMENTS

Attachment No. 10:

- Minutes of the Audit & Governance Committee held on 8 August 2018.
- 6.14 - Purchasing Policy.

COMMUNICATION & ENGAGEMENT

To ensure openness, accountability and integrity, Council has appointed two community representatives to be members of the Audit & Governance Committee.

COMMENT

The following items were discussed:

- Review of Purchasing Policy 6.14
- Notice of Motion – Cr Hamilton: Contractors

COMMITTEE RECOMMENDATION – ITEM 6.10

That Council:

1. Adopts Policy 6.14 – Purchasing Policy as attached to the Ordinary Council Agenda of 28 August 2018;
2. Request staff to present the scope of works and deliverables for new projects or consultancies in excess of \$20,000 to the appropriate Committee and/or Council for consideration and approval prior to release to the market; and

3. Receives the report on a meeting of the Audit and Governance Committee of 8 August 2018.

Voting requirement:

Point 1 – Absolute majority

Point 2 - Simple majority

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

Building Applications Determined in the Month of July 2018		
Application No	Property Address	Description
201800019	59 MICKLETON TERRACE, BASSENDEAN	PATIO AND CARPORT
201800073	13 HAMILTON STREET, BASSENDEAN	PATIO
201800140	88 WHITFIELD STREET, BASSENDEAN	PATIO
201800144	3 MONS STREET, ASHFIELD	SINGLE DWELLING
201800142	10 JACKSON STREET, BASSENDEAN	PARTIAL DEMOLITION
201800145	21 DEVON ROAD, BASSENDEAN	INTERNAL ALTERATIONS TO DWELLING
201800149	33 EILEEN STREET, BASSENDEAN	DEMOLISHING EXISTING HOUSE
201800141	3 MONS STREET, ASHFIELD	FULL DEMOLITION
201800147	64 IOLANTHE STREET, BASSENDEAN	REMOVAL OF INTERNAL WALL
201800136	30 BRIDSON STREET, BASSENDEAN	GARAGE
201800134	107 OLD PERTH ROAD, BASSENDEAN	SECOND STOREY ADDITIONS TO DWELLING
201800130	67 HARDY ROAD, ASHFIELD	SINGLE DWELLING
201800138	1 ASHFIELD PARADE, ASHFIELD	DWELLING
201800137	27 ROSETTA STREET, BASSENDEAN	CARPORT
201800133	54 HARDY ROAD, ASHFIELD	FENCE APPROVAL
201800131	67 WILSON STREET, BASSENDEAN	DEMOLITION SINGLE DWELLING
201800139	19A JAMES STREET, BASSENDEAN	DOUBLE STOREY DWELLING
201800135	53 HAMILTON STREET, BASSENDEAN	DWELLING
201800118	7 FIFTH AVENUE, BASSENDEAN	CARPORT / SHED

OFFICER RECOMMENDATION – ITEM 6.11

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

Voting requirement: Simple majority

6.12 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 10 August 2018			
Applic No.	Property Address	Description	Determination
2015-031	17 MCDONALD CRESCENT BASSENDEAN 6054	CHANGE OF USE TO LIGHT INDUSTRY	DELEGATE APPROVED
2018-022	59 SCADDAN STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO COMMUNAL AMENITY BUILDING	DELEGATE APPROVED
2018-023	64 BROADWAY BASSENDEAN 6054	RETROSPECTIVE APPLICATION FOR ADDITIONS AND ALTERATIONS TO OUTBUILDING AND PATIO	DELEGATE APPROVED
2018-045	100 HAMILTON STREET BASSENDEAN 6054	RETAINING WALL	DELEGATE APPROVED
2018-047	UNIT B 133 WALTER ROAD EAST BASSENDEAN 6054	CARPORT AND PATIO	DELEGATE APPROVED
2018-051	26 CHEDWORTH WAY EDEN HILL 6054	OUTBUILDING	DELEGATE APPROVED
2018-052	59 MICKLETON TERRACE BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2018-056	20 KENMURE AVENUE ASHFIELD 6054	AMENDMENT TO DEVELOPMENT APPROVAL FOR SINGLE HOUSE (MINOR DESIGN MODIFICATIONS AND EXTEND PERIOD OF VALIDITY OF APPROVAL)	DELEGATE APPROVED
2018-057	11 HARDAKER STREET EDEN HILL 6054	HOME OCCUPATION (MAKE UP / PHOTOGRAPHY STUDIO)	DELEGATE APPROVED
2018-059	6 PURSER LOOP BASSENDEAN 6054	AMENDED APPLICATION FOR WAREHOUSES X 4 (CAR PARKING CONFIGURATION AND ACCESS ARRANGEMENTS)	DELEGATE APPROVED
2018-061	UNIT A 24 DEVON ROAD BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2018-066	UNIT B 7 FIFTH AVENUE BASSENDEAN 6054	GARAGE & STORE	DELEGATE APPROVED
2018-067	87 HAMILTON STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED

2018-072	33 HARDY ROAD ASHFIELD 6054	CARPORT	DELEGATE APPROVED
2018-076	13 CLARKE WAY BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO GROUPED DWELLING	DELEGATE APPROVED
2018-081	UNIT 2 22 WHITFIELD STREET BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2018-084	33 MARGARET STREET ASHFIELD 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2018-087	17 BROADWAY BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2018-099	UNIT 13 106 BROADWAY BASSENDEAN 6054	PATIO	DELEGATE APPROVED
	Subdivision Applications		
500-18	15 IDA STREET BASSENDEAN 6054	THREE LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE
695-18	55 FIFTH AVENUE BASSENDEAN 6054	THREE LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE
697-18	108 ANZAC TERRACE BASSENDEAN 6054	THREE LOT SURVEY STRATA	STATUTORY ADVICE
701-18	56 CYRIL STREET BASSENDEAN 6054	THREE LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE
712-18	30 HAMILTON STREET BASSENDEAN 6054	TWO LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE
724-18	58 CYRIL STREET BASSENDEAN 6054	THREE LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE
742-18	11 BARTON PARADE BASSENDEAN 6054	TWO LOT SURVEY STRATA	STATUTORY ADVICE
790-18	64 IOLANTHE STREET BASSENDEAN 6054	TWO LOT SURVEY STRATA	STATUTORY ADVICE
156816	22 FIFTH AVENUE BASSENDEAN 6054	TWO LOT SUBDIVISION	STATUTORY ADVICE
156855	33 EILEEN STREET BASSENDEAN 6054	AMALGAMATION	STATUTORY ADVICE
156882	184 RAILWAY PARADE BASSENDEAN 6054	THREE LOT SUBDIVISION	STATUTORY ADVICE
156930	77 KATHLEEN STREET BASSENDEAN 6054	TWO LOT SUBDIVISION	STATUTORY ADVICE

OFFICER RECOMMENDATION – ITEM 6.12

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

Voting requirement: Simple majority

7.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

8.0 CONFIDENTIAL BUSINESS

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

- 8.1 Confidential Report - Joint Metropolitan Central Development Assessment Panel Application – Form 2 – Application for Amendment or Cancellation of a Development Assessment Panel Determination for Mixed Development Comprising Additions and Alterations to Nursing Home, Shops and 18 Multiple Dwellings – Lot 54 (Nos. 25-27) Hamilton Street; Lot 84 (No. 68) Old Perth Road and Lot 85 (No. 70) Old Perth Road, Bassendean, Owner: T & T Management Services Pty Ltd, Applicant: Peter Webb & Associates (Ref: DABC/BDVAPPS/2018 – 090 : Christian Buttle, Senior Planning Officer)**

The report will be provided separately in advance of the Briefings Session or to be incorporated directly into Council agenda, depending upon timing of receipt of advice from Council's solicitors in relation to this matter.

9.0 CLOSURE

The next Briefing Session will be held on Tuesday 18 September 2018 commencing at 7.00pm.