

# TOWN OF BASSENDEAN

## NOTICE OF BRIEFINGS SESSION

A Briefings Session of the Council of the Town of Bassendean will be held on Tuesday, 18 September 2018 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

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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.

#### **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 Brown – 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 Retrospective application for Front Fencing at Lot 5 (No. 101) West Road, Bassendean, Owner/Applicant: Helen Morgan (Ref: DABC/BDVAPPS/2018/096 – Cameron Hartley, Planning Officer)**

#### **APPLICATION**

Council is requested to consider an application for retrospective development approval for an existing front fence at Lot 5 (No.101) West Road, Bassendean.

The application includes elements of fencing within the primary street setback area that is not visually permeable above 1.2m from ground level and fencing which is neither truncated nor reduced in height within 1.5m of the vehicle access point of the property.

The application is referred to Council for consideration against the relevant design principles of the R-Codes, as per current standing delegation.

## ATTACHMENTS

### **Attachment No. 1:**

- Site and Elevation Plan
- Applicant justification letter
- Site photos

## BACKGROUND

The Town received a request for a clearance of subdivision conditions on 15 January 2018, relating to an application for a two lot subdivision on the site (WAPC Ref: 151121). One such condition of the subdivision was with respect to Residential Design Codes of Western Australia (R-Codes) compliance of the existing dwelling. Upon reviewing the plans and undertaking a site visit, the assessing officer noted fencing had been installed within the street setback area without approval. As time was limited on the subdivisional approval, the landowner sought to pay the Town a bond for the outstanding R-Code non-compliance with a view of seeking Town approval at a later date for the works. The subdivision clearance was issued on 6 February 2018.

An application for retrospective approval of the structure at No. 101 West Road was submitted to the Town on 2 August 2018. Consultation was done to the adjoining landowner to the North for a period of 21 days. No comment was received by the Town during this period.

## COMMUNICATION & ENGAGEMENT

The application was referred to the adjoining landowner to the north of the site with respect to the proposed non-visually permeable fencing elements which exist on the adjoining landowner's boundary, from 6 August to 27 August 2018. During this period, no comments were received from the neighbour.

## STRATEGIC IMPLICATIONS

The following section of the Town's Strategic Community Plan is of relevance:

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

	3.3.3 Implement design policies and provisions of buildings and places	(heritage, amenity and appearance)
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COMMENT

**Residential Design Codes: Part 5.2.4 Street Walls and Fences**

The deemed to comply principles of the R-Codes states that front fences within the street setback area are to be visually permeable above 1.2m in height. By providing solid fencing for the entire height of the approximately 1.9m high fence along the northern and southern property boundaries, and rendered masonry piers above 1.2m in height facing the street, the applicant seeks a variation to this provision of the R-Codes.

The design principle associated with this provision of the R-Codes notes that front fences are to be low or restricted in height to permit surveillance and enhance the streetscape with consideration to the need of attenuation of traffic impacts where the street is a primary or district distributor or an integrator arterial within the road hierarchy. The Town may also accept that, where site constraints restrict areas of outdoor living to near or within the privacy street setback area of a property, a fencing form of solid piers and infill panelling may be appropriate. The applicant's property has neither of these qualities.

The applicant has justified the increased wall in the attached letter to support this report to Council.

It is the staff position that whilst the street facing elements of fencing technically constitute a departure from what is permitted as of right, and the extent of the changes along the southern property boundary are further variations to the R-Codes, the installation of the infill panelling both proposed and existing are acceptable in providing views onto the street for passive surveillance and to enhance the streetscape.

However, as the applicant is unwilling to provide similar modifications along the Northern boundary, it is the staff recommendation that this is an unacceptable design outcome for the streetscape and surveillance to and from the street. This cannot be adequately justified under the relevant design principle, noting the site's location and existing built form. Therefore it is up to council to determine whether the applicant's current and proposed fencing modifications can be deemed sufficient and be considered acceptable.

### **Residential Design Codes: Part 5.2.5 Sight lines**

As provided under the R-Codes, fences are to be truncated or reduced to no higher than 0.75m within 1.5m of where fences adjoining vehicles access points.

The design principle associated with this provision of the R-Codes seeks to have unobstructed sight lines provided at vehicle access points to ensure safety and visibility along vehicle access ways, streets, rights of way, communal streets, crossovers, and footpaths.

The applicant has constructed their fence at a height of approximately 1.9m within the 1.5m of the vehicle access point for the lot. Town staff are willing to accept a variation to the deemed to comply provisions, noting the lack of fencing truncation, as the works may allow for unobstructed sight lines for vehicle and pedestrian safety by virtue of the visually permeable infill panels both proposed and existing.

#### **OPTIONS**

Council has the following options in regard to the retrospective fence at Lot 5 (No. 101) West Road, Bassendean:

1. Approve the application in its current form, without visually permeable infill panelling above 1.2m from natural ground level to the northern property boundary. The applicant will then proceed with the modifications to the southern fence only.

Or

2. Approve the application, subject to the fence being modified to include visually permeable infill panelling to match what is already existing on site along the northern property boundary, within the street setback area. The applicant will then be required to modify both northern and southern fencing. (Staff recommendation)

#### **STATUTORY REQUIREMENTS**

State Planning Policy 3.1 – Residential Design Codes of Western Australia

## FINANCIAL CONSIDERATIONS

The Town is in receipt of a subdivision works bond for the front fence to the value of \$4,000. Should the Town seek to approve the development in its current form, once works have been satisfactorily completed on site, these funds will be returned to the applicant.

Should Council endorse the staff recommendation, the subdivision works bond alluded to above can be returned to the applicant as soon as practicable.

## OFFICER RECOMMENDATION — ITEM 6.1

That Council grants development approval for the retrospective fence at Lot 5 (No.101) West Road, Bassendean, subject to the following conditions.

1. Within 90 days of the date of this approval, the landowner is required to modify the existing fencing by:
  - a. Removing the extent of solid fencing above 1.2m in height and installing visually permeable infill panelling, of the same form as the existing street facing fencing, to the fencing along the northern boundary within the front setback area; and
  - b. Modifying the existing solid fence along the southern boundary, to include visually permeable infill panelling of the same form as the existing street facing fencing as per the proposed plans;

to the satisfaction of the Town.

2. All building works, including footings, are to be located within the subject lots boundaries.

**Voting requirements: Simple Majority**

**6.2 Metropolitan Region Scheme Amendment 1341/57- Central Districts Omnibus 5 Western Australian Planning Commission (Ref: LUAP/ZNNG/1 - Brian Reed, Manager Development Services)**

APPLICATION

The purpose of this report is for Council to make a submission on two proposals contained within the above amendment.

ATTACHMENTS

**Attachment No. 2:**

Figures 1 and 2 from the Amendment Report.

BACKGROUND

The Western Australian Planning Commission (WAPC) has recently resolved to amend the Metropolitan Region Scheme (MRS) and is seeking public comment

The proposed amendment contains 27 separate proposals which propose to update various zones and reservations in the Central Districts of the MRS, including two proposal in the Town of Bassendean, being:

**Proposal 1**

**Bassendean: To transfer the Urban zoned portion of Lot 340 West Road to the Parks and Recreation reservation (Figure 1).**

Lot 340 is owned by the Western Australian Planning Commission (WAPC) as part of the Swan River foreshore reserve, the Urban zoned portion of Lot 340 is to be transferred to the Parks and Recreation reservation to reflect this.

**Proposal 2**

**Bassendean: To transfer portions of Lot 50 Railway Parade and adjacent portions of Reserve 12520 from the Urban zone to the Railways reservation (Figure 2).**

A portion of Lot 50 Railway Parade, Bassendean, and adjacent portions of Reserve 12520 form part of the Bassendean Railway Station Park and Ride facility and the Midland Railway Line. The subject land is to be transferred from the Urban zone to the Railways reservation to reflect its use for railway purposes.

The proposals are discussed further in the comment section below.

### COMMUNICATION & ENGAGEMENT

The proposed amendment is being advertised by the WAPC and submissions are required to be lodged by 12 October 2018,

### STRATEGIC IMPLICATIONS

#### **Strategic Priority 2: Built Environment**

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
2.2 Protect our River, Bushland Reserves, and Biodiversity	2.2.1 Protect and restore our biodiversity and ecosystems	Community / Stakeholder satisfaction Survey (River, Bushland and Reserves)  Biodiversity and Bush Condition ("Keighery" Scale of bush condition) measurement
	2.2.2 Sustainably manage significant natural areas	
	2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river	
3.1 Plan for an increased population and changing demographics	3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050)  The level of community engagement and participation into Local Area Planning (Input into plans and policy development.)

### COMMENT

#### **Proposal 1**

**Bassendean: To transfer the Urban zoned portion of Lot 340 West Road to the Parks and Recreation reservation (Figure 1).**

This proposal is designed to ensure that the Parks and Recreation Reserve under the MRs is consistent with the land owned by the WAPC. The proposal is supported.

## **Proposal 2**

**Bassendean: To transfer portions of Lot 50 Railway Parade and adjacent portions of Reserve 12520 from the Urban zone to the Railways reservation (Figure 2).**

The purpose of this particular amendment is to reflect the current use of this site as a park and ride facility for the Bassendean Railway Station.

The land the subject of this amendment was previously zoned Urban under the Metropolitan Region Scheme by virtue of Amendment No 1154/57 to the MRS, which dealt with the Guildford and Bassendean Station Precincts. The Amendment was gazetted in 2009.

In terms of the Bassendean proposal, at that time, the proposal involved transferring the land from the Railway Reservation to the Urban Zone, with the eventual use of the site being proposed to be residential, subject to more detailed structure planning by the proponents, in accordance with the requirements under the Town of Bassendean's Local Planning Scheme No 10.

Again, at the time of the 2008 amendment, the Public Transport Authority (PTA) considered that the park and ride demand could be accommodated in other areas of the Railway Reserve and the land was identified as being surplus to railway requirements.

However, the proposal to apply a zoning to the land under to the Local Planning Scheme No 10 No 10 never eventuated, and the land was developed as part of the park and ride facility between 2013 and 2014, with the support of the Council.

The Manager Development Services is aware that some Councillors have expressed an interest for the subject land, together with the balance of Reserve 12520, to be considered for future mixed use/medium-high density housing given that the site offers opportunities for future transit-oriented development (TOD) with its close proximity to the Bassendean train station and Town centre.

Development of this site as such will assist the Town in achieving its aspirational infill dwelling target set-down in the Perth and Peel @ 3.5 Million planning framework.

It would also accord with the current State Government's METRONET framework which supports TOD in and around many of Perth's train stations.

Retaining the present MRS classification to Railways reservation imposes a further impediment to this site being readily available for future transit-oriented development.

The continuing use of this site, particularly in the medium to longer term, for parking of vehicles by patrons of the Perth – Midland railway is questioned. Council will be aware that planning for the proposed Morley – Ellenbrook railway is underway, and once operable, is likely to be patronised by many of the motorists who currently park at the subject land to travel on the Perth – Midland railway. This potentially may result in a substantial decline in the use of the subject site as a car park.

Notwithstanding that the PTA wishes to retain the site as a carpark, development for mixed use/medium-high density housing can still occur over the site on upper floor levels.

If Council considers that the land should be retained in the Urban Zone it should not support this reclassification proposal (Proposal 2).

### STATUTORY REQUIREMENTS

The procedure for amending the Metropolitan Region Scheme is governed by the Planning and Development Act 2005

### FINANCIAL CONSIDERATIONS

Nit to Council

### OFFICER RECOMMENDATION — ITEM 6.2

That Council advises the Western Australian Planning Commission that:

- 1 Council supports proposal 1 to transfer the Urban zoned portion of Lot 340 West Road to the Parks and Recreation reservation; and
2. Council does not support the reclassification of Lot 50 Railway Parade and adjacent portions of Reserve 12520 from the Urban zone to the Railways reservation under the Metropolitan Region Scheme (MRS), as it considers that reclassification of the land as proposed will impede the opportunity to redevelop the land for transit-oriented development (TOD) and to accord with various State Planning Policies that support such development.

**Voting requirements: Simple Majority**

**6.3 Success Road Resurface and Footpath Upgrade (Ref: ROAD/STMNGT/1– David Dwyer, Engineering Technical Coordinator & Ken Cardy, Manager Asset Services)**

APPLICATION

The Purpose of the report is for Council to consider using “Roads to Recovery” (RTR) funding (Australian Government Department of Infrastructure, Regional Development and Cities) to resurface Success Road asphalt and to aligned / upgrade the existing footpath from Lord St to Third Ave to the current Australian Standards.

ATTACHMENTS

**Attachment No. 3:**

- Pictures of obstructing powerpoles

BACKGROUND

The Town of Bassendean received \$940,412 in the 2014 to 2019 allocation of Roads to Recovery funds (Australian Government Department of Infrastructure, Regional Development and Cities).

The Town has \$90,254 of Roads to Recovery funds that have to be allocated to an eligible project this financial year, If the funds are not allocated, this may be forfeited to the Department of Infrastructure, Regional Development and Cities as the current funding period expires this financial year.

COMMUNICATION & ENGAGEMENT

As part of the Councillor Inspection program on Tuesday 18<sup>th</sup> September 2018, Elected Members inspected Success Road, Bassendean.

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>
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.	
	3.2.3 Enhance the liveability of local neighbourhoods.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)
	3.2.4 Enhance road safety through design	

## COMMENT

### Road Resurfacing

In accordance with the Town's Asset Management program, Success Road asphalt surface is requiring resurfacing in 2020/21 financial year.

This section of Success Road was last resurfaced in 1982. Recent condition ratings show the road surface has come to the end of its useful life with a condition rating of 4 (poor). It is suffering from severe ravelling and cracking.

The proposed resurfacing works would involve removing some of the existing surface and overlaying with 30mm of black asphalt from Lord Street to Third Avenue.

It should be noted that Council allocated funds in the 2018/2019 budget to resurface Success Rd between Lord Street and Seventh Avenue and these works are scheduled to be completed by early December 2018. To minimise disruption to residents the section from Lord Street and Third Avenue could be completed at the same time.

### Success Road Footpath

The Town does not have accurate data on the age of the footpath and pram ramps but antidotal information suggests it was installed circa 1998. The footpath and pram ramps do not meet the current Australian Standards for accessibility with powerpoles in the centre of the path restricting the ability for wheelchair and mobility scooter assisted pedestrians and pram ramps from safely passing. (see attached photos)

The Town has received complaints that pedestrians with prams, people in wheelchair and mobility scooter are not able to easily use the path due to the location of the Western Power poles restricting accessibility.

To address these issues, it is recommended that the resurfacing program be brought forward using RTR funding.

The proposed footpath works would involve:

1. Upgrading pram ramps to the current Australian Standards at Success Rd intersections with Fifth Ave, Fourth Ave and Third Ave.
2. Redirect footpath to pass behind power poles maintaining a minimum width of 1.5m there by removing trip hazards and pinch point around the power poles.

3. Concrete infill around power poles with flux red brick stencil to create distinction between the path and infill, directing pedestrians towards the footpath.

Note: It will not be viable to redirect the footpath behind the first power pole east of Third Ave due to the proximate melaleuca tree (see attached photo). In this instance, there is 1.1 metre clearance between the pole and the kerb which is acceptable for short sections of low demand path. (AustRoads Guide to Road Design “Part 6A: Pedestrian and Cyclist Path”).

**STATUTORY REQUIREMENTS**

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>
3.3 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	

**FINANCIAL CONSIDERATIONS**

There are currently no funds listed in the 2018/19 Budget for this project. Currently Roads to Recovery funds has \$90,254 available for eligible projects and The Town can submit a request to the Australian Government Department of Infrastructure, Regional Development and Cities for the funds to be allocated to Success Road from Lord St to Third Avenue for road resurface and footpath upgrade.

The cost of resurfacing the road and upgrading the footpath based on currently contracted prices is estimated to be \$90,136.

The funds available in the Roads to Recovery grant are for eligible projects only and would cover the cost of this project with no additional funds from The Town.

OFFICER RECOMMENDATION — ITEM 6.3

That:

1. Officers to submits a request to Roads to Recovery for grant funding of \$90,254 for Success Road resurfacing and footpath upgrade from Lord Street and Third Avenue, Bassendean;
2. Council amends the 2018/19 Budget to approve the use of \$90,254 Roads to Recovery grant funding;
3. The 2018/2019 Budget be amended to include the Success Road resurfacing and footpath upgrade between Lord Street and third Avenue, Bassendean; and
3. The expenditure be authorized in accordance with under Section 6.8 of the Local Government Act.

**Voting requirements: Absolute Majority**

**6.4 Safe Active Street for Whitfield Street, Bassendean (Ref: ROAD/DESCONT/7 – David Dwyer, Engineering Technical Coordinator and Ken Cardy, Manager Asset Services)**

**APPLICATION**

The purpose of this report is to inform Council of the progress made to prepare the Whitfield Street Safe Active Street detailed designs between Old Perth Road and Palmerston Street, Bassendean and to seek Council approval for alternative “Slow Point Treatment” option between Old Perth Road and Palmerston Street.

**ATTACHMENTS**

**Attachment No. 4 :**

- Cul-de-sac Design Drawing No. W1517200-SK01
- Cul-de-sac Turning Movement for Service Vehicles - Drawing No. W151720-SK08
- Slow Point Treatment Concept Design - Drawing No. W1517200-SK01

**BACKGROUND**

In 2013, Council (OCM10/4/13) adopted the Bassendean Bike Plan. The Bassendean Bike Plan outlined proposals to improve the cycle network including a proposal to provide a “Greenway” or what in Whitfield Street, Bassendean. Since the plan was adopted by Council, the Department of Transport has amended the terminology from “Greenway” to “Bicycle Boulevard” and more recently “Safe Active Street”.

During the 2016/2017 financial year, the Town received funding from the Department of Transport (DoT) to develop a concept design for a Safe Active Street in Whitfield Street.

The Town engaged FLYT Consultancy to undertake the concept design works. The scope of the design incorporated the Town of Bassendean’s Urban Forest Strategy, identified opportunities for Water Sensitive Design and included traffic calming devices that would change the priority user of the road to cyclist.

In January 2018, FLYT Consultancy was commissioned by the Town to be involved in the community engagement for the Whitfield Safe Active Street project.

In 2018, Council (OCM 27/3/18) resolved to:

1. *Receives the FLYT Consultant report and the Community consultation responses attached to the Ordinary Council Agenda of 28 March 2018 for the Whitfield Safe Active Street project; and*
2. *Approves the third phase of the Whitfield Safe Active Street project, and supports the Town engaging a private consultant to provide a detailed design for the Whitfield Safe Active Street project, incorporating the results of the community consultation and the peer review of the concept design.*

### Communication & Engagement

Public consultation has previously been undertaken and the feedback received has been incorporated into the detailed design process. No further consultation is required at this stage.

Councillors undertook a site visit of Whitfield Street and Hamilton Street on the 23 January 2018..

### STRATEGIC IMPLICATIONS

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	3.2.1 Connect the Town through a safe and inviting walking and cycling network.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)  Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)
	3.2.2 Advocate for improved and innovative transport access and solutions.	
	3.2.3 Enhance the liveability of local neighbourhoods.	
	3.2.4 Enhance road safety through design	

## COMMENT

During the public consultation process, the community raised concerns relating to the through traffic, service vehicle access, parking demand and as part of the detailed design process, the consultant reviewed these concerns and where required amended the plans to assure the communities needs are achieved for the Safe Active Street project.

The following is the recommendation from the FLYT Consultation Report:

*“The Town of Bassendean will make a final decision on the outcome and design of the project. However, the following recommendations are suggested for consideration:*

- *Further detailed design should be undertaken considering inputs from residents and stakeholders who have raised issues to achieve a suitable outcome that meets project objectives and addresses community needs. In particular, some sections of the planned route attracted the most comments and will require further consideration by the Town. These were:*
  - *The location of the proposed cul-de-sac treatment on Whitfield Street between Old Perth Road and Palmerston Street – impact on service/delivery vehicle movements*
  - *Continuation of red asphalt treatment through raised intersections where the safe active street has priority (Palmerston Street, Deakin Place, Reid Street)*
  - *The introduction of slow points or raised plateaus on other streets that intersect the safe active street route (Bridson Street and Watson Street)*
  - *Review of the location and form of crossing of Old Perth Road*
  - *Review of the safe active street route between Guildford Rd and Old Perth Road*
  - *Consideration of slow point design treatments either side of Bassendean Primary School*
- *The above issue areas should also form a key component of the peer review process which will be led by DoT and will enable input from design professionals external to the Town of Bassendean and DoT.*
- *Wayfinding options should be looked at to highlight the destinations linked by the safe active street.*
- *Additional and improved linkages and end of trip infrastructure should be incorporated into the further planning of the project to ensure people have a secure place*

*to lock their bike at key destinations along the safe active street route.*

- *An ongoing community engagement program developed by Dot and the Town of Bassendean should be implemented to maximise the communities understanding the usage of the safe active street.”*

### Community Feedback

A review of the comments made directly about the proposed cul-de-sac between Old Perth Road and Palmerston Street, received during the community consultation period, has been undertaken with the results shown below.

Address	Support in General	Support of Cul-De-Sac
Hamilton St	Yes	Yes
North Rd	Yes	Yes
Whitfield St	Yes	No
Whitfield St	Yes	Yes
Whitfield St	Not Clear	No
Whitfield St	Yes	No
Whitfield St	Yes	Yes
Whitfield St	Yes	Yes
Whitfield St	Yes	No

Although there were 96 comments received for the project, only nine made direct mention of the proposed cul-de-sac. The majority of feedback regarding the cul-de-sac was from Whitfield Street residents.

From Whitfield Street, three supported and four opposed the cul-de-sac. From all comments, five supported and four opposed the cul-de-sac.

### Traffic counts

Traffic count data for Whitfield Street has been recorded over a two week period from 18/04/2018 to 2/05/2018 between Old Perth Road and Palmerston, results are shown below.

Whitfield Street –Old Perth Road to Palmerston Street	
Average Daily Traffic (7day)	758 vpd*
Average Daily Traffic (5day)	788 vpd
85 <sup>th</sup> Percentile Speed	32.5 km/h
Class 3 or Higher (Truck) Traffic	3.6% =28 vpd

\*vpd – Vehicles Per Day

*Note: these traffic counts were performed over a school holiday period.*

Whitfield Street is classified as an access road under the Main Roads WA hierarchy criteria. Access roads in built up areas have a maximum desirable volume of 3000vpd. the most recent traffic data shows Whitfield St is currently operating at 26% of this criteria

For comparison, the adjacent access road (Hamilton Street between Old Perth Road and Palmerston Street) for the same period, recorded the following:

Hamilton Street –Old Perth Road to Palmerston Street	
Average Daily Traffic (7day)	685 vpd
Average Daily Traffic (5day)	732 vpd
85 <sup>th</sup> Percentile Speed	49.4 km/h
Class 3 or Higher (Truck) Traffic	4.8% = 35 vpd

The traffic data for both sites shows Whitfield Street operates at similar volumes as Hamilton Street with an increase of 56 vpd and a decrease in class three and above vehicles of seven.

The current traffic count data does not indicate there is excessive passenger or commercial vehicle use of Whitfield Street.

Reviewing the drivers for traffic generation in the area indicates there are multiple contributors with demands at altering times. These being restaurants, cafes, bars, small shops, bank, physiotherapy, mulita story accommodation, Bassendean Hawaiian’s shopping centre and other commercial business within close proximity of Whitfield Street and Palmerston Street intersection. All these business create the need for people to travel to their location. This indicates that the traffic using Whitfield St is not through traffic “Rat Run” but is assessing services and businesses in the area.

As these drivers for traffic generation are not likely to reduce, the design should not unduly force traffic on to adjacent streets that are currently operating at similar traffic volumes.

### **Parking**

A parking survey has been conducted at three randomly chosen times to determine the current demand for parking on Whitfield Street between Old Perth Road and Palmerston Street.

The surveys were conducted at the following times:

7:00pm - Friday 24 of August  
8:45am - Thursday 30 of August  
1:20pm - Wednesday 5 of September

There are currently 19 marked parking bays between Old Perth Road and Palmerston St. The following observations were made regarding the occupancy of the parking bays.

	<b>Time</b>	<b>Occupied Bays</b>	<b>Un-Occupied Bays</b>	<b>Occupancy rate</b>
<b>Friday</b>	7:00pm	18	1	95%
<b>Thursday</b>	8:45am	19	0	100%
<b>Wednesday</b>	1:00pm	15	4	79%

Parking survey results show there is a high demand for parking along Whitfield Street.

Reviewing the parking demand generation in the area indicates there are multiple contributors. These being restraints, cafes, bars, small shops, bank, physiotherapy, mulita story accommodation and other commercial business with in 1 min walk of Whitfield Street and Palmerston Street intersection.

As these drivers for parking demand are not likely to reduce, retention of parking should be considered in the design of Whitfield Safe Active Street.

### **Cul-de-sac Design (Drawing No. W151720-SK08)**

During detailed design the following issues have been identified for the proposed cul-de-sac.

- Main Roads WA recommended cul-de-sac diameter of 15m will not be achievable in the road reserve considering footpath and clearance requirements to property boundaries. A reduced 14m diameter would be achievable.
  - The result of this would be service vehicles (rubbish trucks) having to perform 3 point turns in the cul-de-sac heads (see attachment
- A tree in front of 31 Whitfield Street will need to be removed to accommodate the cul-de-sac head.
- 7 parking bays will be lost
- As there are established traffic and parking generators in close proximity to the proposed location, there is likely to be increased conflicts between through traveling bicycles and turning vehicles.

- Some of the traffic and parking generators operate at night as such there is likely to be light spill from turning vehicles into adjacent houses.

### **Slow Point Alternative Design (Drawing No. W1517200-SK01)**

In light of the pre mentioned traffic, parking and design issues an alternative design has been investigated with the intention of meeting the safe active street objectives and the community's feedback.

A slow point treatment would not physically prohibit vehicles from traveling from Old Perth Road to Palmerston Street along Whitfield St but would discourage that could use other routes from using it. The slow point would be difficult for service vehicles to negotiate and the raised intersection would be incentive for service vehicles to only access the commercial businesses from Old Perth Road and delivery vehicles from travelling through from the north side of Whitfield Street.

No trees would need to be removed in implementing the slow point and would retain verge area for future tree planting

Two additional parking bays could be retained compared to Cul-de-sac design.

### **Other Considerations**

The design has incorporated other recommendations made in the FLYT Consultation Report. Intersecting roads that will have priority changes (Palmerston Street and Reid Street) are currently with Main Roads WA and the Department of Transport for review and in-principal approval.

### **STATUTORY REQUIREMENTS**

Local Government Act 1995.

### **FINANCIAL CONSIDERATIONS**

As the detailed design has not yet been completed, exact costings cannot be provided.

The implementation of a slow point treatment as detailed in drawing no W1517200-SK01 will be considerably less expensive as the clearing and construction of road pavement will not be required.

OFFICER RECOMMENDATION — ITEM 6.4

That:

1. Council approves the Whitfield Safe Active Street Concept Design Drawing No. W1517200-SK01 attached to the Ordinary Council Agenda of 25 September 2018 for a Slow Point to be constructed between Old Perth Road and Palmerston Street, Bassendean; and
2. Officers continue to progress the detailed designs for the Whitfield Safe Active Street project, incorporating the results of the community consultation and the peer review of the concept design.

**Voting requirements: Simple Majority**

**6.5 Sandy Beach Reserve (18092) – Toilet Facilities (Ref: COUP/DESCONT/1 – David Dwyer, Engineering Technical Coordinator & Ken Cardy, Manager Asset Services)**

**APPLICATION**

The purpose of this report is to provide Information to Council for a preferred type of public toilet facilities and the options available for a sewer connection.

**ATTACHMENTS**

**Attachment No. 5:**

- Sandy Beach Reserve Site Plan
- Sample Architectural Plan of Structure
- AES Information Sheet

**Confidential Attachment No. 1:**

Sandy Beach Toilet Quotes

**BACKGROUND**

In April 2007, Council resolved (OCM-8/04/07) to endorse the Town's Public Toilet Management Program which included Sandy Beach Reserve Public Toilet.

At that time Griffiths Architects carried out an assessment of this toilet with the recommendation to renovate and improve the current facilities.

In August 2008 Council resolved (OCM-22/08/08) to endorse the Public Toilet Management Program which stated that within Sandy Beach Reserve Internal and External Refurbishment toilet facility improvements be implemented in the 2013/14 Financial Year.

Council has approved this project in the 2018/19 Capital Works Budget.

**COMMUNICATION & ENGAGEMENT**

Not required at this stage

## STRATEGIC IMPLICATIONS

### Strategic Priority 2 Natural Environment

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we're going to do it</i>	<b>Measures of Success</b> <i>How we will be judged</i>
2.3 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)
	2.3.2 Sustainably manage ground water, facilitate the conversion of drains to living streams	Increase in Public Open Space Tree Canopy Area monitoring (Private and Public realms)  Water Quality (entering the Swan River analysed in accordance with the Australian Government National Health and Medical Research Council Guidelines)

### 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>
3.3 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

Sandy Beach Reserve is a well utilised Regional District Public Open Space adjacent to the Swan River located at the south end of West Road in Bassendean. The site is frequented by numerous community and family groups and as a stopover for people paddling along the river. It is also considered a main destination for people wanting to walk their dogs. It contains the following facilities:

- Playground
- Parking
- BBQ Facilities
- Toilet Facilities

In August 2018, Council (OCM – 11/08/18) resolved (in part) to the relocation of the playground to the western aspect of Sandy Beach Reserve, and requested that staff continue to explore potential locations for the ablutions block, toilet construction type and indicative costings, noting Council's preference for the playground and toilets to be located on the same side of the street.

In addition, Council requested staff prepare some schematic site layouts identifying the proposed playground footprint and the location of ancillary infrastructure as a basis for the discussion with the DBCA and Council.

The existing ablution block was designed and built in 1966. The current facility contains 3 female cubicles, 1 male cubicle and urinal, 1 disabled cubicle, 1 change/washroom and 1 service duct.

The building has been renovated at various times in the past, primarily for aesthetic reasons.

A high ground water level within close proximity of the foundations of the building, and location is within the 10 Year Average Recurrence Interval (ARI) flood area which has impacted on the building and current status.

The existing structure is not compliant with current building standards for the provision of Access and Mobility (AS 1428.1).

### **Proposed new toilet building and accessories**

Supply of toilet facilities similar to attached photo consisting of:

- (4) Unisex cubicle,
- (1) Unisex disabled cubicle,
- (1) Unisex ambulant cubicle,

The design of the toilet building will be sympathetic to the surroundings and located suitably to provide convenient access to all user groups and the proposed Nature Based Regional Playground with consideration of flood levels.

### **Sewer connection options**

**Option 1** - A direct connection from the proposed toilet building to the existing Water Corporation sewer mains running along West Road

Water Corporation Building Services Department will not allow a direct connection from any proposed location within the reserve and have it pump all the way to the current termination of the sewer main pipe at West Road, as there are properties between the current termination of sewer main pipe and the start of the reserve.

Breakdown of the direct sewer connection to toilet block;

- A 90m sewer main extension would be required to get up to the start of the park/reserve.
- The sewer is approx. 2.8mtrs deep, the suggested water table is at 1.0mtrs – according to Dept. of Water Groundwater chart.
- This means the ground requires extensive dewatering prior to works commencing.
- The price rate for sewer main extension at that depth is approximately \$1600 per metre.
- Set up costs and daily running of around 5 days to dry an area is approx. \$12,500+ per 20 metre section.
- Costing as per above is approximately \$177,000
- Additionally there is one road crossing that would cost approximately \$15,000.
- An estimated \$190,000 is to extend the sewer mains to the edge of the park/reserve.
- Additionally there will be the cost connecting the toilet block to the extended sewer main by underground pipe, at 0.5m depth.

**Option 2** - Sewer connection from the toilet building to an approved system by the Department of Health WA as an onsite wastewater treatment unit.

Since a direct connection to the Mains Sewer may prove to be cost prohibited, a secondary option was explored.

Recommendation of the installation of a standalone government approved specialised secondary sewer treatment system be installed adjacent to the proposed toilet building.

The system under consideration is an Environment Septic system similar to the specifications attached.

The initial installation cost is around \$51,000, there are no ongoing scheduled maintenance cost involved as there are no chemicals or mechanical components.

This system has been installed, in the Eastern States and Western Australia with the approval of the Health Department and under the Swan and Canning Rivers Management Act 2006.

One of the considerations when using this system is the footprint size needed to accommodate the irrigation treatment area which is smaller in comparison to the traditional leach system.

For the expected allowance of 2000ltrs per day, with a hydraulic loading of 10/L person for public building infrequent use, the size of a 10m x 6m or 60m<sup>2</sup> should be sufficient.

Final footprint size will be ascertained by an engineer's report as part of the construction process.

The system irrigation footprint area can be safely used as a lawned, non-eating or seating, restricted grassed area and no playground to be constructed above.

The installation of warning signs is not needed and it's allowed to be used as general play area. Irrigation area can be constructed adjacent to proposed toilet blocks.

### **Approvals**

Approval by the government departments that is required prior to construction for both options are:

1. Department of Biodiversity, Conservation and Attraction (DBCA)- *Sandy Beach Reserve lies within the Development Control Area of the Swan River Trust.*
2. Department of Health, this is required for the installation of a secondary system. The Department also requires us to show the irrigation area, as part of the project (work in progress). The Western Australian Department of Health have already approved the use of the AES system in Western Australia.
3. Department of Planning, Lands and Heritage (DPLH) Section 18.- *The suggested location is more than 30m from the Swan River and therefore is exempt from the need for a Section 18 clearance.*

4. The toilet block will require a Building Permit and as the land is controlled by the Town of Bassendean, the certificate of design compliance will need to be prepared external to the Town.

#### STATUTORY REQUIREMENTS

Local Government Act 1995

#### FINANCIAL CONSIDERATION

The construction of the ablution at Sandy Beach Reserve has been included in the 2018/19 Budget totalling \$250,000.

#### OFFICER RECOMMENDATION – ITEM 6.5

That Council:

1. Endorses the usage of a chemical free specialised secondary sewer treatment standalone system for the Sandy Beach Toilets and seeks the required Statutory Planning approvals;
2. Approves the toilet block's final location as shown in plan, pending further locational changes to the Sandy Beach Nature Based Regional Playground; and
3. Approves the type of toilets facilities similar to photograph attached to the Ordinary Council Agenda of 25 September 2018.

**Voting requirements: Simple Majority**

## 6.6 Water Fountain Audit (Ref: WATR/MAINT/2 – Nicole Baxter, Engineering Design Officer)

### APPLICATION

The purpose of this report is to provide Council, as per (OCM-27/03/18) the options and cost for an Australian made water fountain and provide the installation cost for such water fountain within Mary Crescent Reserve.

### ATTACHMENTS

#### Attachment No. 6:

- Photos - Option 1 and Option 2
- Site Map (Fountain location)

### BACKGROUND

At the March 2018 Ordinary Council Meeting, the following Notice of Motion was presented and Council resolved (OCM-27/03/18) as follows,

*“This motion seeks to improve access to water fountains in our Town’s shared open spaces that makes it easier for people to refill water bottles, provide drinking water to children, and also to enable dog owners to provide water for their dogs.”*

*“MOVED Cr Wilson, Seconded Cr Gangell, that:*

1. *“Council resolves that Town staff prepare a report to Council on all of the options and costs for Australian made water fountains suitable for installation in parks that provide a facility for easy refill of water bottles; for water bubblers at a height suitable for children to use; and a facility for a fillable and tippable water dish for dogs to drink from.*
2. *Council resolves that Town staff prepare a report for possible locations for the installation, and for the cost of installation for such a water fountain in the Mary Crescent Reserve.*
3. *Council requests the Town Assets Committee to conduct an audit on the location and condition of Council maintained water fountains in the Town of Bassendean and provide a report to Council on recommendations for improving access to water fountains in our shared open spaces”*

This report provides a response to part 1 & 2 of the motion. A response for Part 3 will be provided, to the Town Assets Committee, once a full audit of water fountains within the Town has been completed.

**COMMUNICATION & ENGAGEMENT**

No Community engagement required at this stage.

**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>
3.3 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**

Drinking fountains have many options from the basic bubbler to incorporating /combining the optional extras being:

- Universal bubblers- that is installed at a lower height suitable for children or wheelchair bound people.
- A bottle refill station
- Dog tap and bowl.

These can be combined into one universal fountain to suit the required needs and locations of each individual site.

Mary Crescent is a passive reserve. Currently there is an existing decommissioned water fountain located in close proximity to the circulating red asphalt walking path (opposite house number 51 Mary Crescent), it is capped and the water meter has been removed.

The location of the decommissioned water fountain is a suitable location for the new installation, as it is close to existing path, carpark and water main. Additionally this location is shaded by established trees.

Installation of a new water meter and the water fountain is \$900. in addition there will be a cost for the provision of a path leading to the fountain and construction of a hard stand surrounding the fountain.

It should be noted that in accordance with RFT 082 2018-19 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve, it is planned to provide a drinking fountain within the playground area.

### STATUTORY REQUIREMENTS

Australian Standards and sources: AS1428.2 Design for access and mobility Enhanced and additional requirements- Buildings and facilities

### FINANCIAL CONSIDERATIONS

A budget of \$7,000 in the 2018/19 budget (AP1815) has been allocated for the install of an Australian made drink fountain, universal bubbler, bottle refill station and a dog bowl within Mary Crescent Reserve.

Officers have obtained two quotes for an Australian made water fountain that complies with the Disability Discrimination Act (1992), that is suitable for the installation in parks; that provide a facility to easy refill of water bottles; for water bubbles at a height suitable for children to use; and a facility for a fillable and tippable water dish for dogs to drink from.

Option 1 - \$6,674. This unit incorporates universal bubbler, bottle refill station and a dog bowl. cost includes installation and upgraded of path to fountain that meets accessibility standards. This cost is within the allocated 2018/19 budget.

Option 2- \$8,281. This unit incorporates universal bubbler, bottle refill station (restricted bottle size) and a dog bubbler. cost includes installation and upgraded of path to fountain that meets accessibility standards. This cost is above the allocated 2018/19 budget.

### OFFICER RECOMMENDATION — ITEM 6.6

That Council:

1. Endorses the installation of Option 1 (universal bubbler, bottle refill station, dog bowl and at a height suitable for children) at the current location of the decommissioned water fountain at Mary Crescent Reserve; and

2. Notes the Town's Asset Committee will be provided with a further report (Motion Part 3) once an audit of the current water fountains condition/location and access path has been completed.

**Voting requirements: Simple Majority**

**6.7 1 Surrey Street, Bassendean 2C Design – (Ref: COMDEV/TENDNG/10 - Director Operational Services, Simon Stewart-Dawkins)**

**APPLICATION**

The purpose of this report is for Council to adopt the revised 2C Schematic Plan for No. 1 Surrey Street, Bassendean and to request that SIA Architects Pty Ltd and associated sub-contractors amend the existing detailed drawings / specifications to incorporate the child health clinic requirements, in order for the Town to invite tenders from suitable Heritage Builders.

**ATTACHMENTS**

**Attachment No. 7:**

- Culture & Context - 1 Surrey St. Stakeholder Workshop Report
- SIA Architects Pty Ltd revised 2C Schematic Plan
- Lotterywest – 10 September 2018 letter of extension
- Child & Adolescent Community Health Services – 13 September 2018 letter of support

**BACKGROUND**

In November 2015, Council (OCM-6/11/15) approved SIA Architect option 2C schematic design for 1 Surrey Street. As a result, SIA Architects Pty Ltd and the Town's officers held regular meetings with Dr Fiona Bush, Heritage & Archaeology consultant who researched historical images of the Pensioner Guard Cottage and Residence, all of which have been used to guide the detailed designs. As part of this process the Surrey Street Steering Group, and other relevant representatives to provide progressive feedback on the detailed designs.

After receiving the required conditional approvals from State Heritage Office and Development Services, Council (OCM-14/11/16) noted that in accordance with the 2016/2017 Capital budget provisions, that a Lotterywest grant application would be submitted.

In April 2017, a Notice of Motion (OCM – 3/04/17) was supported by Council to rescind resolution OCM-6/11/15 and to prepare plans consistent with the SIA Architect Option 1 design.

November 2017, Council (OCM – 14/11/17) considered the tender submissions to prepare the Option 1 design and in part resolved not to accept any of RFQ 351 2017-18 Heritage Architect proposals submitted because of insufficient funding, the Lotterywest Grant Variation requirements; stakeholder feedback received that did not support Option 1 and the risks of possibly forfeiting the grant funding. This resolution also requested in part, that the Town prepare a Whole of Life Costs for Options 1 and 2C and Business Case for 1 Surrey Street, Bassendean.

A Councillors' workshop was held on 31 January 2018 where Mr Paul Bridges made a presentation to Elected Members, and the Director Operational Services provided the year to date expenditure, the Whole of Life Costs for option 1 and option 2 based from a 2014 SIA Architects report previously presented to Council. In addition, the Town used the UK National Trust adopted Chorley Formula to ensure that any heritage building being managed, calculates the endowment required, taking in to account expected high-level maintenance and repairs, likely revenues, workers wages and any other factors.

In April 2018, Council (OCM – 17/04/18) resolved to conduct a workshop and on the 4 July 2018 Culture & Context Dr Felicity Morel-Ednie Brown facilitated the workshop with representatives from Council, the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc, together with SIA Architects Pty Ltd and Department of Health, Child & Adolescent Community Health Services to discuss the repurposing the 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility.

The Culture & Context report was presented to Council (OCM - 21/07/18) and the following was resolved:

1. *Receive Culture & Context report attached to the Ordinary Council Agenda of 24 July 2018;*
2. *Accepts the 4 July 2018 support of the State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA) and Royal Western Australian Historical Society Inc representatives for their endorsed support of the change of use on the following basis:*

*“The Residence: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes”*

3. *Acknowledges that compromise by the Representative Organisations has been made to allow the Town to move forward to secure the future of these heritage buildings;*
4. *Requests SIA Architects Pty Ltd to revise the 1 Surrey Street 2C design to:*
  - a) *Achieve a waiting room, child health clinic and community office within the proposed new Community Space, as outline in Appendix 4 "Indicative changes" section of the Culture & Context report attached to the 24 July 2018 Ordinary Council meeting agenda;*
  - b) *Investigate the opportunity to provide a suitable sized storage area adjacent to the kitchen or other suitable area, for the storage of tables/chairs and other incidentals, so that the useable floor area of the community meeting space can be maximised;*
5. *Writes to Lotterywest regarding Grant 421010236 to advise that:*
  - a) *State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA) and Royal Western Australian Historical Society Inc representatives endorsed supporting the change of use for the revised 2C design for the Residency conditional that its primacy of use is for interpretation, including passive use of the spaces for compatible purposes;*
  - b) *Council requests an extension from April 2019 to October 2019 for the initial claim to be submitted to provide additional time to undertake the required planning, statutory approvals and tendering process to appoint the heritage builder;*
6. *Subsequent to receipt of Lotterywest funding approval, review the "Creative Spaces" Pensioner Guard Cottage Site Interpretation Plan – exhibition layout plan for the Residence — to assess passive use of the space for purposes compatible with interpretation.*

### COMMUNICATION & ENGAGEMENT

Council (OCM -21/07/18) resolution accepted the State Heritage Office, Bassendean Historical Society Inc, National Trust of Australia (WA) and Royal Western Australian Historical Society Inc representatives endorsed support for the 2C design and the change of use, on the following basis:

*“The Residency: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes”.*

SIA Architects Pty Ltd has conducted a number of meetings with Town of Bassendean staff and Child & Adolescent Community Health Services Facilities Manager, Regional Nurse Manager and Bassendean Nurse to discuss the layout of the clinic rooms, as outline in Appendix 4 “Indicative changes” section of the Culture & Context report attached to the 24 July 2018 Ordinary Council meeting agenda.

The Department of Health’s Child & Adolescent Community Health Services representatives requested minor amendments to the office space and waiting area all of which have been accommodated in the attached revised 2C Schematic Plan.

Please see attached the Lotterywest letter approving an extension in the timing for commencing the project and the Child & Adolescent Community Health Services letter of support and advise that the department will meet the cost of the window treatments to the two clinics and loose furniture for the waiting room and two clinics.

**STRATEGIC IMPLICATIONS**

The Community Strategic Plan 2017-2027, contains the following under the 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>
3.3 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**

To accommodate the two clinics, the floor area of Community Meeting Space has been extended under the verandah area and in doing so a ceil bulk head has been provided. In order to maximise the Community Meeting Space, large openable sliding doors have been provided to a verandah which will provide good connectivity to the outdoor area and provide all weather coverage for various activities.

A suitable sized storage area has incorporated and designed in such a way that when the tables/chairs are in use, the entire floor area will be available. In addition the Community Meeting Space is connected via the verandah to the Multifunctional Space and Community Office.

In regards to the residence, to achieve its “*primacy of use for interpretation, including passive use of the spaces for compatible purposes*”, the existing door from the foyer to room 2 and the existing double doors between room 3 and 4 are planned to be restored, which will increase the flexibility of these rooms.

For the April 2018 Ordinary Council Meeting agenda, a timeline was provided to indicate the critical dates required to achieve the Lotterywest funding variation requirement, and in particular, the requirement that the first claim be submitted by 30 April 2019.

In accordance with OCM -21/07/18 resolution, the Town wrote to Lotterywest, providing a copy of the Culture & Context report and request for a grant extension. On the 10 September 2018 Lotterywest provided the attached letter approving an extension for payment to the 31 December 2019.

Based on the current status, below is an updated draft timeline is provided for Council consideration:

Activity	Required date
Report to Council – revised SIA Architect 2C schematic plan presented for final approval <i>NB. Any significant design changes will take addition time and resources and will jeopardise the Council achieving the 31 December 2019 Lotterywest grant approval</i>	25 September 2018
SIA Architect and subcontractors modified 2C detailed design/specification documentation.	October 2018
1 Surrey Street Development Application submitted in accordance with Council approved 2C schematic design to Town of Bassendean & State Heritage for change of use	November 2018 <i>Refer to above comments</i>
Planning approval <i>Nb Generally advertising and assessment a 90 day process</i>	February 2019 Any delays will result in not achieving required submission date and will impact all the remaining tasks
Town of Bassendean to invite tenders for the 1 Surrey Street Restoration works – 3 month process for inviting tender, evaluating submissions and report to Council	March 2019 <i>Refer to above comments</i>

Council to approve the Heritage Builder	June 2019 <i>Refer to above comments</i>
Heritage Builder appointed	July 2019 <i>Refer to above comments</i>
Heritage Builder commences works – approximately 32 weeks to complete construction works	August 2019 <i>Refer to above comments</i>
Town of Bassendean submits 1 <sup>st</sup> claim to Lotterywest extension for payment to the 31 December 2019	October 2019 <i>If any milestone delays occur, this will delay the Town being able to submit the initial Lotterywest claim</i>

In accordance with the latest Lotterywest variation letter, initial drawdown of this grant must be received by 31 December 2019.

### STATUTORY REQUIREMENTS

Local Government Act 1995  
Local Government (Functions and General) Regulations 1996  
Heritage of Western Australia Act 1990

### FINANCIAL CONSIDERATIONS

The draft 2018/2019 Budget has listed for Council consideration the following:

#### Capital Budget

- AB1811 \$150,000 Surrey St Redevelopment Gen

#### Operational:

- BM 008 \$29,000 - Building Maintenance
- 151359 \$52,000 - Architect/sub-consultants
- 151384 \$8,000 - Review “Creative Spaces” exhibition layout plan – *Funding withdrawn as a result of 11/06/18 at Budget Workshop*

In regards to the 2018/2019 Capital Works budget, funding has been allocated to permit the Town to invite tenders, which will enable Council to appoint a heritage builder to commence the 1 Surrey Street restoration and construction works.

As Council is aware, in March 2017, Lotterywest advised that the Town of Bassendean had been awarded a \$375,000 grant, which was \$100,000 more than anticipated or allocated in the 2016/2017 Budget.

Since this grant was provided, Lotterywest staff have advised that there has been a significant decline in Lotterywest revenue and that should the current grant lapse, it would be highly unlikely Council would receive the same level of financial support.

The Lotterywest Grant (variation) is contingent on payment to be made on the provision of written approvals and/or endorsements for Council's final adopted plans for the conservation and redevelopment of the Pensioners Guard Cottage, from the following organisations:

- State Heritage Office
- Bassendean Historical Society Inc
- National Trust of Australia (WA)
- Royal Western Australian Historical Society Inc

Lotterywest conditions that once the overall conditions have been met, initial drawdown of this grant funding can commence, with payment made IN ARREARS on provision of receipts or original Builders'/Architects' certificates or certified copies for progress payments and a written request for payment before the 31 December 2019.

#### OFFICER RECOMMENDATION – ITEM 6.7

That Council:

1. Adopts the SIA Architects Pty Ltd revised 2C Schematic Plan attached to the 25 September 2018 Ordinary Council meeting agenda for the Pensioner Guard Cottage, Residence and Community Space located at No. 1 Surrey Street, Bassendean;
2. Requests SIA Architects Pty Ltd and subcontractors amend the current detailed designs/ specifications and pretender estimates to reflect the 25<sup>th</sup> September 2018 Council revised adopted 2C Schematic Plan for the Pensioner Guard Cottage, Residence and Community Space located at No. 1 Surrey Street Bassendean, in order for the Town to obtain Statutory Planning approval and to invite tenders;
3. Notes that the tender to appoint the Heritage Builder will be provided to Council for consideration.

**Voting Requirements: Simple Majority**

**6.8 Bassendean Junior Cricket Club Storage Container Proposal for Jubilee Reserve (Ref: PARE/MAINT/76 – Tim Dayman – Recreation Development Officer)**

APPLICATION

Council is requested to consider approving the Bassendean Junior Cricket Club's request to install a storage container in Jubilee Reserve.

ATTACHMENTS

**Attachment No. 8:**

Canteen and Change Room Proposal  
Change Room and Storage Plans – Cricket Plan

BACKGROUND

Correspondence from Bassendean Junior Cricket Club (BJCC) dated 7 August 2018 was received by the Town seeking approval to install a storage container to Jubilee Reserve, so the current store room inside the kiosk can be converted into a female change room.

The Bassendean Junior Cricket Club was awarded a \$10,000 grant in 2017 and has been working with Officers to upgrade the canteen facilities in the kiosk. Half of the allocated grant funds was allocated to the kitchen upgrade, which includes new cabinetry and benchtops. It was made apparent, with the increasing numbers of female players at the club, that the change rooms are inadequate and the remaining funds be used for the upgrade.

The Bassendean Junior Cricket Club is suggesting that the funding for this project be the responsibility of the Bassendean Junior Cricket Club with only an in-kind contribution, by the Town of Bassendean. These include the following:

- Providing concrete footings for the container to sit on. Four footings would be required.
- Security system upgrade to include the container,
- Skip bins to be provided,
- Sign off to allow BJCC tradesmen to complete work, assuming all relevant documentation is provided prior to commencement of work.

The Bassendean Junior Cricket Club has also been proactive in applying for further grants that are available, namely the Holden Home Ground Advantage grant, where they have applied for funds to convert the current kiosk store room.

### COMMUNICATION AND ENGAGEMENT

The Bassendean Junior Cricket Club have been in regular contact with the Town's Recreation Development Officer with regards to redeveloping the Jubilee Kiosk.

Multiple site meetings have been held with BJCC President Justin Murray to discuss possible options. This resolution was proposed as a short term solution. The AECOM Facility Audit/Needs Assessment report recommended that a full master plan of Jubilee Reserve be conducted in 2018-19, so communications with the Bassendean Junior Cricket Club were influenced by this. As such the club was informed not to over-capitalize on this building. In the event of the Jubilee Master Plan materialising, Council will request the removal of the container at the cost of the Bassendean Junior Cricket Club.

### COMMENT

The Bassendean Junior Cricket Club had been a very small club, based at Jubilee Reserve, since its inception in 1982. Due to targeted Cricket Australia and Western Australian Cricket Association programs and promotions, as well as BJCC efforts in the local community, the club has experienced rapid growth, especially in female cricket. In the space of four years, registrations have gone from 24 to 150. Unfortunately, the female teams train and play at an oval in another local council area, as BJCC don't have suitable facilities for them at the Jubilee kiosk.

The recommendations of the AECOM Facility Audit/Needs Assessment indicated that Jubilee Reserve facilities and services are not meeting the needs of the changing demographic, which are flexibility and multi-purpose.

With BJCC purchasing a storage container, the current store room can be cleared out and renovated to accommodate a basic change room for females. This change room will primarily benefit female junior players and their supportive families. The club would benefit from having the female teams train and play at their home ground with the 'blasters' and other junior teams, increasing parent interaction, which could potentially lead to them becoming volunteers for the club.

The Bassendean community benefits from ensuring their young female residents have great local opportunities to participate in team sport within the Town.

The scope of works is outlined in the club's proposal for the upgrade which is attached. The initial proposal was to attach a shipping container to either end of the kiosk. The northern container is the proposed store room and the southern container was envisaged to be a male change room. The plan was discussed with the club and it was decided that one container on the northern end of the kiosk was more achievable and realistic in the short time frame.

To address the concern that a storage container will be unsightly, the BJCC intends to commission a local artist, with the help of the Town's Cultural Development Officer. The design would reflect the surrounding natural environment. Officers have suggested that the club looks to Gary Blanch Reserve as an example of how to incorporate such a structure into the environment.

The ownership of the storage cube will not transfer to the Town, so it is proposed that the Town exempts Bassendean Junior Cricket Club from compliance with Clause 3.13(1) of the Local Law Property 2001 to not require a permit.

A container of this size would require a building permit under normal circumstances and as the Town cannot self-certify structures on Council owned/operated land under the Building Act, the Bassendean Junior Cricket Club will need to obtain certification from an Independent Building Surveying Contractor.

The BJCC's current use agreement will also need to be amended to include the building alterations. As the container would be installed on the Town's reserve, the footprint of the club's lease agreement will need to be extended.

There is a risk that this installation could set a precedence for other clubs who require further storage. As stated previously, a recommendation of the AECOM Facility Audit/Needs Assessment is to master plan Jubilee Reserve and this will encompass all club function areas, storage spaces and change rooms. The progress of this master plan should be taken into account when reviewing any future requests.

### STATUTORY REQUIREMENTS

Local Government Act 1995  
Local Planning Scheme No 10

Jubilee Reserve is reserved for Parks and Recreation under the Local Planning Scheme No. 10 (LPS No. 10).

The installation of the storage cube would be classified as “development” under the Planning and Development Act 2005. By virtue of Clause 3.4 of the of the LPS No. 10, a person, must not use a Local Reserve or commence or carry out development on a Local Reserve, without first having obtained Development approval under Part 9 of the Scheme.

**Local Law Property 2001**

Clause 3.13(1)(l) states: A person without permit shall not erect a building .... on local government property. Clause 3.13(2) states: The local government may exempt a person from compliance with subclause (1) on the application of that person.

**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>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Increases in club activity and membership.
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.	Increases in club activity and membership.
	1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive	

**FINANCIAL CONSIDERATIONS**

There are limited financial implications to the Town. The majority of the project cost is being met by Bassendean Junior Cricket Club from within its own resources.

Any site preparation costs, including footings and making good any footpath repairs, could possibly be sourced from existing operational park maintenance budgets at a cost of approximately \$600. The cost of a Development Application is \$147. It is proposed that the Development Application fee be waived.

Any maintenance and insurance of the container will remain a club responsibility, the contents of the container, being property of Bassendean Junior Cricket Club and the Eden Hill Dog Fellowship, is also required to be covered by their insurance, as is the agreement within the kiosk currently.

**OFFICER RECOMMENDATION - ITEM 6.8**

That, subject to there being an application and the issuing of a Development Approval:

1. Council approves the Bassendean Junior Cricket Club to install a storage container on Jubilee Reserve to house the club's equipment and be decorated as proposed so as to not resemble a shipping container;
2. The Chief Executive Officer be authorised to sign the Application for Development Approval for the proposal;
3. The cost of the installation, maintenance and insurance be met by the Bassendean Junior Cricket Club;
4. In accordance with Clause 3.13(2) of the Local Law Property 2001, that Council exempts Bassendean Junior Cricket Club from requiring a permit to erect a building on Council property; and
5. Officers of the Town liaise with the Bassendean Junior Cricket Club to achieve site preparation requirements.

**Voting requirements: Simple majority**

**6.9 Waiver of Fees – Under 22 Ultimate Championships – Western Australian Flying Disc Association (Ref: COMR/LIAIS/1 – Tim Dayman Recreation Development Officer)**

**APPLICATION**

For Council to consider a request from the Western Australian Flying Disc Association for the Under 22 Ultimate Championships, to be held at Ashfield Reserve on the weekend of 22-25 November 2018.

**ATTACHMENTS**

**Attachment No. 9:**

- Letter requesting a waiver of hire fees
- Reserve Hire Form and Certificate of Currency
- Event Application Form

**BACKGROUND**

Local resident Ellen Shackles has been appointed Tournament Director of the upcoming Australian Under 22 Ultimate (Frisbee) Championships (AU22UC). The tournament runs from the 23<sup>rd</sup> -25<sup>th</sup> November 2018 and would need access to the venue from the 22<sup>nd</sup> for set up.

Ultimate is a unique sport as it is self-refereed. It also has points awarded to teams for Spirit of the Game – a measure of fair mindedness, rules knowledge, communication and sportsmanship. It promotes and develops good personal attributes such as conflict resolution, fair play and acknowledging the successes of others. AU22UC will host between 12 and 16 teams - around 300 competitors- and is likely to attract between 100 - 200 spectators daily.

Ms Shackles contacted the Town sponsoring the event in some form. Options included are below:

- Waiving the hire fees for Ashfield Reserve or providing a discounted hire rate
- providing extra recycling bins for the event
- providing semi-permanent shelters
- promoting the event on social media, banners
- supplying a PA system for the Opening and Closing Ceremonies
- financial sponsorship

This report is to determine whether Council would be willing to waive the hire fees and bonds of Ashfield Reserve for the tournament.

### COMMUNICATION & ENGAGEMENT

The Tournament Director of this event, Ellen Shackles, is a local resident and first contacted the Town on 10 May 2018 regarding the Town's support for the Under 22 Ultimate Championships. Officers agreed that Ashfield Reserve would be a great location for the event but requested further information on how the Town could support the event.

A request was made to use the Ashfield Sports Club's rooms for storage and Officers recommended that Ms Shackles contact the club directly to organise the logistics as it is a leased venue.

On 7 August 2018, Ms. Shackles submitted a formal request for the waiving of the ground hire fees to the Recreation Development Officer.

### COMMENT

Ms Shackles has prior experience in running large scale events and was Assistant Tournament Director for the World Under 24s tournament held at UWA Sports Park in January this year, which was a week-long event for over 1000 competitors. As this event was international, they were able to secure significant support from Tourism WA, however, this is not likely for the national events that are hosted in WA. As Assistant Tournament Director, Ms Shackles was responsible for risk management, working with the City of Nedlands, implementing sustainability practices, social events and entertainment, organising the Opening Ceremony with Welcome to Country by Richard Walley and a dance performance by local Aboriginal dancer, Michael Smith, and partnering with local business.

Ms Shackles appreciates the Town of Bassendean's stance on sustainability and measures the council has recently taken to reduce waste and promote sustainable practices. This is something she is passionate about and at AU22UC she will be:

- banning plastic straws and bags
- purchasing toilet paper that is sustainably produced
- partnering with local businesses where possible, who use ethically sourced resources
- providing recycling bins
- providing bins for compostable items
- using BioCups that are biodegradable and promoting use of reusable cups/bottles

- encouraging teams and spectators to use public transport to travel to and from the venue

Ms Shackles indicated that the event will have several food trucks on site as well as extra portable toilets. This meant the event moved from a simple reserve hire to requiring an event application needing to be submitted to the Town’s Senior Environmental Health Officer.

Officers also recommended that Ms Shackles make contact with Ashfield Sports Club to work out access to the club rooms and if the club can work with event organisers in any way. This meeting took place on 6 September 2018 but no feedback has been received as yet.

As a result, Officers believe that waiving the reserve hire fee is a simple way to offer support to a national event, run by a local resident who shares the values of the Town. This event is projected to have an attendance of close to 500 people.

Council also have the option not to approve the waiver of fees for the event and mandate that the applicable hire fee of \$450 together with bonds of \$1550 be paid.

**STATUTORY REQUIREMENTS**

Local Government Act 1995

**STRATEGIC IMPLICATIONS**

The waiver of hire fees such as this presents an example of the Town’s commitment to developing our community and is highlighted in the Town’s strategic plan as listed below:

**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>
1.1 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)
	1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive.	Volunteer Rate

**FINANCIAL CONSIDERATIONS**

The cost of the reserve hire would equate to \$450. This is for the casual hire of Ashfield Reserve for 3 consecutive days at \$150 per day. No fee would be charged for the line marking on the Thursday.

Bonds applicable to this event equate to a total of \$1550, \$1500.00 for the Special/Public Events bond and the \$50 Casual Key bond. These remain payable.

An event application was submitted to the Town’s Senior Environmental Health Officer and the event was categorised to be “medium risk with no attendance fee”. This means no further fee is applicable.

Full waiver of fees equates \$450.

**OFFICER RECOMMENDATION – ITEM 6.9**

That Council waives the hire fee of \$450 for the Western Australian Flying Disc Association as support for the event held from the 22 November to the 25 of November 2018.

**Voting requirements: Absolute Majority**

**6.10 RFT 081W 2018-19 Provision of Asset Management Services for the Town of Bassendean (COUP/TENDNG/75) Ken Cardy, Manager Asset Services**

**APPLICATION**

The purpose of this report is to appoint a successful contractor from those tender offers received for RFT 081W 2018-19 Provision of Asset Management Services for the Town of Bassendean.

**ATTACHMENTS**

**Confidential Attachment No. 2:** Tenderers pricing

**BACKGROUND**

Nineteen consultants were invited to submit an offer for RFT 081W Provision of Asset Management for the Town of Bassendean. The request was uploaded to the WALGA Panel of Preferred Suppliers for Asset Management Services.

The Town received three responses, prior to the closing time 11:00am on Wednesday 29 August 2018.

The current contractor, Asset Infrastructure Management, has provided a high quality of work.

**COMMUNICATION AND ENGAGEMENT**

The Request was sent to nineteen consultants on the WALGA Panel of Asset Management Services on the 15 August 2018.

**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>
3.1 Plan for an increased population and changing demographics	3.1.3 Plan for Local Neighbourhoods and their centres	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)
3.3 Enhance the Town's appearance	3.1.4 Ensure infrastructure is appropriate for service delivery	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)
	3.3.1 Improve amenity and the public realm	

	3.3.2 Strengthen and promote Bassendean's unique character and heritage	
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### COMMENT

An Evaluation Panel was formed to assess each submission against the selection criteria. The panel included the Manager Asset Services, Manager Corporate Services, Engineering Technical Coordinator and the Director Corporate Services.

Tenderers' pricing details, regarded as commercial in confidence, and the selection criteria weightings are included in the confidential attachment.

### STATUTORY REQUIREMENTS

Local Government Act 1995  
Local Government (Functions and General) Regulations 1996

### FINANCIAL CONSIDERATIONS

The costs associated with this contract are included in the operational budget for each year (4) of the contract.

### OFFICER RECOMMENDATION – ITEM 6.10

That Council appoints Asset Infrastructure Management to undertake the work as required in RFT 081W 2018-19 Provision of Asset Management Services for the Town of Bassendean in accordance with its offer and the specification and terms and conditions for works for a period of four years commencing 1 October 2018.

**Voting Requirement: Absolute majority**

**6.11 RFT 082 2018-19 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve (Ref: PARE/TENDNG/68) – Tim Dayman, Recreation Development Officer**

APPLICATION

The purpose of this report is to appoint a successful contractor from those tender offers received for RFT 082 2018-19 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve.

ATTACHMENTS

**Confidential Attachment No. 3:** Tenderers pricing

BACKGROUND

Potential tenderers were invited to submit a tender offer for “RFT 082 2018-19 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve” through The West Australian Newspaper advertisement, Town of Bassendean Webpage and Facebook article on Saturday 28 July 2018.

The Town received seven responses, prior to the closing time 11:00am on Monday 27 August 2018.

COMMUNICATION AND ENGAGEMENT

The “Request for Tender” was advertised in the West Australian Newspaper on Saturday, 28 July 2018 and through the Town’s website and Facebook page.

STRATEGIC IMPLICATIONS

<b>Objectives</b> <i>What we need to achieve</i>	<b>Strategies</b> <i>How we’re going to do it</i>
1.1 Build a sense of place and belonging	1.1.2 Activate neighbourhood spaces to facilitate community gathering.
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.
5.1 Enhance organisational accountability	5.1.5 Ensure optimal management of assets

## COMMENT

The contract is for the supply, installation and construction of the nature based playground, with the following timeframes:

**Works:** Works are proposed/expected to commence within two (2) weeks of acceptance, and to be completed and finalised within the timeframe proposed by Phase3 Landscape Construction Pty Ltd. The eight (8) week timeframe specified in the tender was deemed to be unachievable due to the unavailability of some materials, eg. The play equipment requires twelve (12) week's lead time.

**Maintenance periods:** Please refer to Appendix C Section 1424 – Landscape Maintenance for all maintenance specifications and schedules.

- Landscape Maintenance:  
13 weeks after practical completion
- Irrigation:  
52 weeks after practical completion
- Hardscape Equipment:  
52 weeks after practical completion.

An Evaluation Panel was formed to assess each submission against the selection criteria. The Panel included the Director Community Development, Manager Recreation and Culture, Recreation Development Officer, Environmental Officer and the Director of Corporate Services.

Tenderers pricing details, regarded as commercial in confidence, and the selection criteria weightings are included in the attached Confidential Report.

## STATUTORY REQUIREMENTS

Local Government Act 1995  
Local Government (Functions and General) Regulations  
1996

## FINANCIAL CONSIDERATIONS

The 2018/19 budget included an amount of \$250,000 in the Capital Works Program.

As the project costs exceed that amount, Officers are suggesting that additional funds can be obtained from the Community Facility Reserve.

OFFICER RECOMMENDATION – ITEM 6.11

That Council:

1. Appoints Phase3 Landscape Construction Pty Ltd to undertake the work as required in RFT 082 2018-19 Supply, Installation and Construction of Nature Based Playground at Mary Crescent Reserve in accordance with its offer and the specification and terms and conditions and works are to be completed according to the proposed methodology provided by Phase3 Landscape Construction Pty Ltd; and
2. Transfers additional funding for the project from the Community Facilities Reserve Fund.

**Voting Requirement: Absolute majority**

**6.12 Financial Contribution to Implement the ‘Your Move’ Project within the Town of Bassendean (Ref: COMDEV/PROGM/9 - Graeme Haggart - Director Community Development)**

APPLICATION

The purpose of this report is for Council to determine what funds the Town will commit to the delivery of the ‘Your Move’ project.

ATTACHMENTS

**Attachment No. 10**

Summary of Contributions table following the 14 August 2018 Councillors’ Information Workshop

BACKGROUND

At the Ordinary Council Meeting in June 2018, it was resolved (OCM – 12/06/18) that Council:

1. *Enters into an agreement to partner the Department of Transport in the delivery of the ‘Your Move’ project within the Town of Bassendean;*
2. *Conducts a workshop on Tuesday 14 August 2018 at 5.30pm to explore the projects to be the basis of the ‘Your Move’ Bassendean Program; and*
3. *Authorises officers to negotiate an agreement with the Department of Transport for the delivery of the ‘Your Move’ project in the Town of Bassendean.*

An Agreement has been executed and the project gearing processes are well underway.

The Department of Transport (DoT) is in the process of designing the delivery of the \$600,000+ targeted travel behaviour change project that engages local households, primary schools and workplaces in the Town of Bassendean. The project will be delivered in the first half of 2019 and will include the provision of a DoT funded ‘Your Move’ Officer to work on community activation projects throughout the project.

The ‘Your Move’ project aims to encourage and support participants to:

- increase rail and bus patronage at Bassendean station,

- improve rail patronage at neighbouring train stations where catchment may overlap (e.g. Success Hill Station, Ashfield Station),
- increase walking and cycling trips to help activate PSP infrastructure, Safe Active Streets and shared pathways in the Town; and;
- reduce car-driving trips amongst residents.

It is anticipated that this in turn would:

- normalise public and active travel, and active lifestyles,
- alleviate local congestion, reduce car emissions and improve local air quality, and;
- create healthier, safer, more connected and informed communities.

The 'Your Move' project methodology will include a series of projects that will be administered by DoT with a specialist service provider bespoke to the Town. Programs that have been conducted in other Local Governments that have proved successful and that may be considered for the Town include:

Households receive a personalised behaviour change service including:

- a six month community-wide behaviour change intervention that includes; one-on-one phone coaching for selected households, personalised information materials with tailored localised content, feedback letters, emails, online communication components and print and social media presence;
- a focus on technologies including a digital service via the 'Your Move' interactive website, SMS, how-to videos, links to Smartphone applications and improved information resources (including digital active travel maps);
- a variety of recruitment methodologies (phone, door knocking, community events and online opt-in options), providing recruitment opportunities for a wider variety of household types and demographics;
- a more sophisticated approach to telephone coaching through application of social psychology and motivational interviewing techniques;

- a focus on community capacity building through community development approaches and integration with existing community services including formation of a local partnership group (involving DoT officers, Town of Bassendean representatives, local service/project deliverers and other project stakeholders);
- a comprehensive, precinct-approach offering a bespoke service design of 'Your Move' to schools and selected workplaces targeting the project at other trip generators and attractors in the local area;
- linking the project to current DoT active transport infrastructure programs that seek to improve connection to and promotion of existing infrastructure;
- targeted small-scale infrastructure investments that provide an enabling environment for travel change, and a legacy for the community (items such as bus modules, bike racks, bike fix it stations and wayfinding signage); and
- a new 'Make Your Move' map as a resource for the current public and active transport services and path networks in the Town of Bassendean.

**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>
1.3 Plan for a healthy and safe community	1.3.2 Promote and advocate community health and well-being	Community/Stakeholder Satisfaction Survey (Safety, Health and Well-being)
3.2 Enhance connectivity between places and people	3.2.1 Connect the Town through a safe and inviting walking and cycling network 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)
5.2 Proactively partner with the community and our stakeholders	5.2.2 Engage and communicate with the community 5.2.3 Advocate and develop strong partnerships to benefit the community	Community/Stakeholder Satisfaction Survey (Community engagement and participation)

## COMMENT

A workshop was conducted with Councillors on 14 August 2018 to consider supporting projects that could be incorporated to within the Your Move Bassendean project where funding is available from the Town.

Shared funded activities include Wayfinding signage and Bike Safety signage.

Department of Transport is proposing to install 150 Wayfinding signs around the Town at an all up cost of \$13,950. Wayfinding signs are fixed to footpaths and denote the time to walk or ride to various locations from that site. The Department has budgeted \$9,000 to the activity and requests a contribution from the Town of \$4,950.

Bike Safety signs are on-ground signs within cycle paths at key locations (such as PSP - Road intersections) promoting bike safety messages. The Department of Transport is proposing to install 50 Bike Safety signs at a total activity cost of \$4,650. The Department has budgeted \$3,000 to the activity and is requesting a contribution of \$1,650 from the Town.

The Director Community Development recommends the Town commit to the Wayfinding Signs and Bike Safety Signs programs as additional expenditure.

Other *Your Move* activities that have been successfully conducted elsewhere and are considered likely to be successful in Bassendean include:

- E-Bikes for Town staff to commute to work from home. There are various models that could be considered including a subsidy or salary sacrifice. The purchase price of each e-bike is \$2,500. The cost to the Town can be limited to \$2,500 and be to subsidize the bike purchases by \$500 each for up to 5 staff.
- E-Bikes for Town staff to commute between workplaces while at work. Options include Spinway bike share or purchase. With the Spinway bike share option, the Town can either lease x4 bikes at \$700/month (total commitment \$16,800) or install an automated public kiosk for x4 bikes at \$900/month (total commitment \$21,600). The minimum length of lease is 24months. Alternately the Town can purchase bikes at \$2,500 each. It is proposed his project be referred for consideration at the Budget Review in February;

- Community Bike Racks (at \$1,820 each) and Fix It Stations (at \$5,500 each). Funding for this project is proposed to be sourced from accumulated Development Contributions Public Infrastructure funds. In so doing the infrastructure installation will be confined to the Town Centre. It should be noted that a bike fix it station is proposed to be installed in the Whitfield St Safe Active Street.
- support for Active Travel Events. It is proposed the Town commit to providing up to \$250 for each participating school to assist them with a cycle instead event. The total allocation being \$1,250 for x 5 schools to participate. The funds for this project are proposed to be sourced from within the existing Events budgets.
- A Ride2Markets promotional campaign. Proposed cost to be \$1,000 and include vouchers for cyclists and valet service. This project is supported by the Markets organizers and will be funded from within the Markets budget.
- Trishaws. Options include Cycling Without Age (at a cost of \$15,000 per trishaw) or modified Community Adult Freedom Wheels Trikes (at \$6,824 per trishaw). The former is an imported product and motorised, the latter is a TADWA product and pedal power. It is proposed this project be referred for consideration at the budget review in February.
- Subsidising D-Locks and UV Bike Engraving is another project proposed that if funded, would be a new initiative for Your Move. The cost of D-Locks is \$85 each. If the Town agreed to provide a 50% subsidy to residents, for 50 D-Locks, the project would cost \$2,125. It is proposed this project be referred for consideration at the budget review in February. The Town provides an engraving facility at the Library. It is therefore proposed the UV Bike Engraving is not a priority project.

Council is asked to determine the activities for which it will commit funds to add to the breadth of the Your Move Bassendean project.

#### STATUTORY REQUIREMENTS

Nil.

#### FINANCIAL CONSIDERATIONS

Much of the Town's contribution to the project will be in-kind.

No provision has been made in the 2018/19 Budget for a Town contribution to the 'Your Move' initiative.

Contributions from the Town are proposed to be funded from within existing budgets where possible or referred for consideration to the budget review in February.

The Town is requested to contribute to the cost of the Wayfinding and Bike Safety sign projects. The requested contribution \$6,600 cannot be funded from within existing budgets and cannot wait until the February budget review for determination. For these projects, it is proposed the Town's contribution will be new commitments and so affect the anticipated closing surplus.

#### OFFICER RECOMMENDATION — ITEM 6.12

That Council:

1. Allocates \$6,600 in the 2018/19 from its surplus as contribution to the Your Move Bassendean Wayfinding Signs and Bike Safety Signs projects;
2. Supports the installation of a Fix It Station in the Town Centre at a cost of \$5,500 with funds sourced from Developer Contribution funds;
3. Supports an Active Travel Event project in local Primary Schools and a Ride2Markets promotion event will be conducted and can be funded from within existing budgets;
4. Refers for consideration the purchase of four E-Bikes at a total cost of \$10,000 to the budget review in February 2019;
5. Refers for consideration subsidizing the purchase of fifty bicycle D-Locks at a cost of \$2,175 to the budget review in February;
6. Refers for consideration the sum of \$15,000 to the budget review in February 2019 to commence a Cycle Without Age cycle project in the Town; and
7. The expenditure be authorised in accordance with Section 6.8 of the Local Government Act.

**Voting requirements: Absolute Majority**

**6.13 Review of Donations Policy (Ref: GOVR/POLCY/1 - Graeme Haggart, Director Community Development)**

APPLICATION

Council is requested to endorse the revised Donations Policy, renamed Donations, Sponsorship and Grants Policy for a period of public comment.

ATTACHMENT

**Attachment No. 11:**

- Revised draft Policy
- Funding Guidelines – Community Group Funding & Old Perth Road Markets Equipment and Minor Capital Works Projects

BACKGROUND

Amendments to Policy 6.11 – Donations – Financial Assistance was last adopted (OCM – 11/09/17) in September 2017 when Council adopted the new suite of Leadership and Governance Policies.

Council adopted a new Community Grants Fund in the 2018/19 Budget.

For nine years, Council has allocated \$10,000 to Ashfield CAN for the group's activities each year. 2017/18 saw the last year of the latest triennial approved funding.

Annually Council has allocated \$5,000 to Community Event Sponsorship.

In the 2018/19 budget, these funding sources, along with an additional \$5,000 were grouped into a single fund titled Community Group Funds to allow for more community groups to receive funds and to facilitate them providing valuable contributions to life in the Town for residents.

In 2017-18 the operations and management of the Old Perth Road Markets were restructured. This included the implementation of an Online Application System automating stallholder bookings and the collections of stallholder fees. The outcome of this is the Markets Community Fund (generated from 35% of net stallholder fees) previously held by the Swan Valley Rotary Club is now managed directly by the Town and is added to the suite of grants offered by the Town.

## COMMUNITY ENGAGEMENT

Several community groups have lobbied for access to funding from the Town to assist them with their projects and events, noting the support previously provided to Ashfield CAN.

Similarly, community groups have lobbied for an increased limit for events sponsorship for significant community events.

If endorsed, it is intended to seek community feedback on the revised policy and to represent the policy thereafter for adoption taking into account the comment received.

## 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>
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)
	1.1.4 Continue to support and facilitate participation on the arts, community festivals and events	
1.2 Ensure all community members have the opportunity to be active, socialise and be connected	1.2.5 Support our volunteers and community groups to remain empowered , dynamic and inclusive	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

A funding and donation program assists the Council support our community groups to enhance their outcome in the community. Donations, grants and sponsorships provide a resource for a range of issues and activities which are otherwise beyond the capacity of the Town and provide a direct and positive way to encourage our community in being active, and self-reliant.

Grants enable not for profit groups to start something new, pay for important equipment or training. Few of the groups in the Town have the “extra” money available for example to pay the incidentals to run events, or when unexpected events require immediate action.

The provision of funds insensitises far greater value and outcomes than the actual funds expended. They boost goodwill which ripples out to the whole community.

Attached to this report the revised Policy reflecting the changes in the scope of funding available for individuals and groups in the Town. Also attached is the draft funding guidelines and application forms.

Of note,

- Donations to individuals remain unamended.
- Donations to Community Groups is proposed to be considered in the Community Groups Fund category.
- Community Groups Fund also incorporates the Community Event Sponsorship category.
- Limitations on funding for Community Groups has been raised to a maximum \$5,000 per group per year, with recurrent event grants raised to a maximum \$3,000. Eligible activities for funding includes: events, pilot projects, workshops, activities, brochures/pamphlets, artwork and publicity.
- Costs of incorporation can be sought to a maximum \$1,000.
- Details of the Old Perth Road Markets Equipment and Minor Capital Works Projects Fund has been added – proposing grants of up to \$3,000 can be made for equipment purchases and up to \$15,000 for approved minor capital works projects in public accessible sites.
- Groups seeking to access funds for equipment and minor capital works projects need to demonstrate financial or in-kind contributions.
- It is proposed that funding is open throughout the year and there are no specific “rounds”. However, applications will be treated on a first in basis. This means in the case of the Community Groups Fund no further grants will be available in that financial year, and in the case of the Old Perth Road Markets Community Funds no further grants will be available until the fund has been replenished from the stallholder fees revenue.
- There is delegated authority to the CEO to approve donations to individuals to a maximum \$200 and funding to Community Groups to a maximum \$500 is retained. Council will be informed of all instances where the delegation has been exercised. All other applications will be referred to Council for determination.
- The Community Groups Fund applications will be referred for recommendation to Council by the People Services Committee and the Old Perth Road Markets Community Funds to the Markets Group.

Once adopted, it is proposed a marketing campaign will be conducted to alert Community and Sporting Groups in the Town to the funding opportunities.

### STATUTORY REQUIREMENTS

Local Government Act 1995  
Policy 6.11 – draft Donations, Sponsorship & Grants Policy

### FINANCIAL CONSIDERATIONS

An allocation of \$20,000 has been budgeted in this the inaugural year of the funds. Council will be aware of the demand as each application exceeding \$500 will be referred to Council for determination.

### OFFICER RECOMMENDATION - ITEM 6.13

That Council endorses the revised draft Donations – Financial Assistance Policy and funding guidelines for public comment.

**Voting requirements: Simple Majority**

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

<b>Building Applications Determined in the Month of August 2018</b>		
<b>Application No</b>	<b>Property Address</b>	<b>Description</b>
201800127	14 KENNY STREET, BASSENDEAN	RESIDENTIAL ADDITIONS & ENCLOSE VERANDAH
201800164	26 PENZANCE STREET, BASSENDEAN	STEEL FRAMED PATIO
201800160	51 HAMILTON STREET, BASSENDEAN	SWIMMING POOL
201800168	19A JAMES STREET, BASSENDEAN	SWIMMING POOL & CONSTRUCTION BARRIER
201800162	133 WALTER ROAD EAST, BASSENDEAN	PATIO
201800161	5 SEVENTH AVENUE, BASSENDEAN	ADDITIONS/ALTERATIONS TO DWELLING
201800169	87 HAMILTON STREET, BASSENDEAN	LIMESTONE BLOCK BOUNDARY RETAINING WALL
201800163	19 SCADDAN STREET, BASSENDEAN	FENCE
201800167	328 COLLIER ROAD, BASSENDEAN	SOLAR PANELS
201800148	41 KATHLEEN STREET, BASSENDEAN	PATIO REPLACEMENT
201800143	23 TROY STREET, BASSENDEAN	PATIO
201800181	10 JACKSON STREET, BASSENDEAN	FORWARD WORKS
201800189	184 RAILWAY PARADE, BASSENDEAN	FULL DEMOLITION (COMMERCIAL)
201800180	3 Broun Way, BASSENDEAN	PREPARATION FOR LIFT INSTALLATION
201800184	23 PURSER LOOP, BASSENDEAN	INSTALLATION OF COOL ROOM FREEZER ROOM MEZZANINE FLOOR AND HYDRAULICS FOR FUTURE KITCHEN
201800186	17 BROADWAY, BASSENDEAN	OUTBUILDING
201800172	19A JAMES STREET, BASSENDEAN	POOL BARRIER FENCE LIMESTONE RETAINING WALL
201800174	324 COLLIER ROAD, BASSENDEAN	SOLAR PANELS
201800178	48 BROADWAY, BASSENDEAN	FLAT ROOF CARPORT
201800170	14 IOLANTHE STREET, BASSENDEAN	SHED
201800173	24 CHESTERTON ROAD, BASSENDEAN	FIBREGLASS POOL
201800171	19 IOLANTHE STREET, BASSENDEAN	ROOM CUBE
201800175	70-74 MCDONALD CRESCENT, BASSENDEAN	SOLAR PANELS
201800114	46 NORTH ROAD, BASSENDEAN	ADDITIONS/ALTERATIONS TO DWELLING
201800191	30 BROADWAY, BASSENDEAN	FENCE APPLICATION
201800156	47-71 OLD PERTH ROAD, BASSENDEAN	INTERNAL STRUCTURAL WORKS
201800158	106 BROADWAY, BASSENDEAN	PATIO
201800150	24 DEVON ROAD, BASSENDEAN	SINGLE STOREY HOUSE
201800154	14 SURREY STREET, BASSENDEAN	DWELLING
201800153	20 KENMURE AVENUE, ASHFIELD	2 STOREY DWELLING
201800157	51 HAMILTON STREET, BASSENDEAN	SWIMMING POOL FENCE
201800155	33 HARDY ROAD, ASHFIELD	PATIO/CARPORT
201800151	16 PRYDE WAY, EDEN HILL	SINGLE DWELLING

OFFICER RECOMMENDATION – ITEM 6.14

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

**Voting requirement: Simple majority**

**6.15 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:

<b>Planning and Subdivision Applications Determined to 10 August 2018</b>			
<b>Applic No.</b>	<b>Property Address</b>	<b>Description</b>	<b>Determination</b>
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
	<b>Subdivision Applications</b>		
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 6.15**

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

**Voting requirement: Simple majority**

**6.16 Bassendean Local Emergency Management Committee Meeting held on 5 September 2018 (Ref: GOVN/CCLMEET/18 – Graeme Haggart, Director Community Development)**

APPLICATION

The purpose of the report is for Council to receive the report on a meeting of the Bassendean Local Emergency Management Committee held on 5 September 2018.

ATTACHMENTS

**Attachment No. 12**

Minutes of the Bassendean Local Emergency Management Committee meeting held 5 September 2018.

COMMENT

At the meeting Committee considered the following:

1. The Annual Capability Assessment Survey Report submitted to the Office of Emergency Management;
2. An update report on the Australian Government-State Natural Disaster Relief and Recovery Arrangements (NDRRA);
3. An update report on the Flood Mitigation Project;
4. Advice that the Flood Height Markers have been installed on Town jetties;
5. The Town is to enter into an annual subscription with John Lane Emergency Management Services to provide support services to the Town;
6. The Town will commence the Local Risk Management review at the next meeting;
7. Spontaneous volunteering clinic;
8. Emergency Management Agencies Reports;
9. Post incident and post exercise reports;
10. Committee contact and key holder details updated; and
11. Any other preparedness, prevention, response and recovery issues.

**OFFICER RECOMMENDATION – ITEM 6.16**

That Council receives the report on the meeting of the Bassendean Local Emergency Management Committee held on 5 September 2018.

**Voting requirements: Simple majority.**

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

### **7.1 Notice of Motion – Cr McLennan: Climathon**

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

*“That Council:*

- 1. Accepts the offer from the Curtin University Sustainability Policy (CUSP) Institute to host the 2018 Perth Climathon in Bassendean;*
- 2. Tasks the Sustainability Committee with defining a waste related Climathon “challenge” relevant to Bassendean;*
- 3. Requests officers liaise with Mr. Greg Morrison from CUSP regarding the event & secure a suitable venue within the Town for it to be held;*
- 4. Agrees to waive any associated venue hire fees for the event; &*
- 5. Expresses its thanks to CUSP for the ongoing opportunity to be involved in Climathon.”*

### **7.2 Notice of Motion – Cr McLennan: Food Organics & Garden Organics**

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

*That Council:*

- 1. Commits to introducing FOGO (Food Organics & Garden Organics) at the same time as the introduction of the third bin through the Better Bins Program rollout;*
- 2. Writes to the EMRC requesting immediate initiation of an amendment to the current greenwaste windrow licence to permit the processing and management of FOGO waste at the Red Hill Waste Management Facility, operational by the 1st of July 2019; and requests the EMRC to continue to investigate a scalable anaerobic digestion facility for the long term management of FOGO waste; &*

3. *The third bin program roll out date to be determined once the EMRC notifies the Town confirming the application to modify the existing licencing requirements has been submitted to the Department of Water and Environmental Regulation to permit FOGO to be processed and managed at Red Hill Waste Management Facility.*

## **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 Sports Achievement Award (Ref: COMR/AWADP/4 – Tim Dayman, Recreation Development Officer)**

*In order to maintain the confidentiality of the names of the nominees, this report is to be discussed with members of the public excluded under Section 5.23 (2) (b) of the Local Government Act.*

## **9.0 CLOSURE**

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