

TOWN OF BASSENDEAN

NOTICE OF BRIEFINGS SESSION

A Briefings Session of the Council of the Town of Bassendean will be held on Tuesday, 21 May 2019 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

A G E N D A

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

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

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

Live Streaming – Audio and Video

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

Live Streaming will commence at the times that the meetings are due to commence and finish when the Presiding Member closes or adjourns the meeting for any reason.

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

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

2.0 ATTENDANCES AND APOLOGIES

3.0 DEPUTATIONS

Mr Nigel Hindmarsh, Director Business Development from the Department of Communities (Housing Authority) will be in attendance to answer any questions Councillors may have relating to Item 6.1

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 The Establishment of a Memorandum of Understanding (MOU) between the Department of Communities (specifically, the Housing Authority) and the Town of Bassendean (Ref: LEGL/AGMT/209 – Peta Mabbs, Chief Executive Officer)

APPLICATION

Council is requested to support the establishment of a MOU between the Department of Communities (specifically, the Housing Authority) and the Town of Bassendean to explore opportunities for the increased supply of affordable housing near the Town centre and the Town's three train stations, consistent with Perth and Peel @ 3.5 Million (PP3.5M) planning framework.

ATTACHMENTS

Attachment No. 1:

- Draft Memorandum of Understanding between the Department of Communities (specifically, the Housing Authority) and the Town of Bassendean; and

BACKGROUND

The Perth and Peel @ 3.5Million planning framework seeks to define the urban form for the next 30 years, limit unsustainable urban sprawl and encourage greater housing diversity to meet changing community needs. It provides guidance and certainty to State Government agencies, local government and the development sector.

The plans for the Central, North-West, North-East and South Metropolitan Peel sub-regions determine where new homes and jobs will be located; make best use of existing and proposed infrastructure; and protect important environmental assets.

In particular they:

- set the groundwork for the development of vibrant new communities, particularly around key transport links, and activity centres, within a compact and connected city;
- underline the need to explore and plan for new urban growth opportunities and to redress the balance between infill and greenfield development – currently at 47% and 53% respectively; and
- encourage significantly greater infill development with almost half of the required 800,000 new homes – 380,000 at a minimum - to be built through infill development. The majority of these – around 214,000 – will be built in existing suburbs within the Central sub-region and particularly through alignment with Stage 1 of the METRONET initiative.

For the purposes of the Town of Bassendean, a 60% increase in dwellings is anticipated over the next 30 years. More specifically, a target of 4,150 new dwellings has been set by State Government.

The Town of Bassendean Council in December 2018, endorsed a strategy to engage the community in a conversation around the future vision for the Town of Bassendean. “BassenDream Our Future”, which is now underway is seeking the ideas, expectations and thoughts from the community on how the Town can be even better in the future.

This vision will not only inform the Town’s new Local Planning Strategy and Local Planning Scheme, it will also shape a new Strategic Community Plan and assist the Town in advocating its vision and position with strategic partners, including State Government.

The timeframe for the visioning process is estimated to conclude in September/October 2019 with a draft Local Planning Strategy to be developed by late 2019.

Feedback from the local community and communities more broadly indicate strong themes around the need for greater diversity in housing options in order to accommodate the various stages of people's lives; the need for greater access to transport networks; the need for access to amenities such as shops, medical services, parks and reserves etc; and the need for more affordable housing options.

Presently, the Town of Bassendean has a number of strategic sites or land parcels that are not fully capitalised in terms of their potential. These are sites that are largely in and around the Town centre, that could be explored as to their development potential. One example is the Wilson Street carpark also known as Lot 9644 Park Lane. The benefits of developing such sites include the provision of increased dwellings in line with State government infill targets; the opportunity to demonstrate good design outcomes set the standard for the Town; stimulating the local economy through increased density and foot traffic around the Town centre; providing affordable housing options to current community members; and attracting new members to the community.

The opportunity of exploring and potentially developing such sites would also realise a new revenue stream for the Town and an increase to its rates base. Currently, the Town does not have the capacity or capability internally to explore such opportunities on its own. The Housing Authority however is a major provider of affordable land and housing in Western Australia making a substantial contribution to the State's economic and social wellbeing by:

- delivering quality housing that people can afford;
- providing people with opportunities to prosper through home ownership.

A number of local governments have in place MOU's with the Department of Communities (Housing Authority) for this purpose. These are administrative arrangements signed off by the Chief Executive Officer of the respective local government. Prior to endorsing such a document, the CEO is seeking the support of Council to enter into such an arrangement and importantly provide transparency to the community of the understanding.

The attached draft MOU is not legally binding and has assurances built in to ensure any proposals are subject to the discussion and approval of Council. The MOU merely provides clarity and understanding that the two agencies are exploring opportunities, which will involve the exchange of information and documents.

STRATEGIC IMPLICATIONS

Strategic Priority 3: Built Environment

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
3.1 Plan for an increased population and changing demographics	3.1.1 Facilitate diverse housing and facility choices	The number of new dwelling approvals granted by the Town against the <i>Perth Peel @ 3.5 Million</i> planning framework target for Bassendean (4,200 new dwellings by 2050) The level of community engagement and participation into Local Area Planning (Input into plans and policy development.)
	3.1.2 Implement sustainable design and development principles	
	3.1.3 Plan for local neighbourhoods and their centres	
	3.1.4 Ensure infrastructure is appropriate for service delivery	

STATUTORY REQUIREMENTS

Nil

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 6.

That Council supports the CEO entering into the MOU between the Department of Communities (Housing Authority) and the Town of Bassendean, as attached to the Ordinary Council Agenda of 28 May 2019.

Voting requirements: Simple Majority

6.2 Smart Resource Waste Tracking System Project (Ref: WSTMNGT/TENDNG/10 - Ken Cardy, Manager Asset Services).

APPLICATION

The purpose of this report is to provide Council with information regarding the joint funding submission to the Federal Government's Cooperative Research Centres Projects (CRC-P) Grants Program "Round 2 Smart Cities" for waste management themed projects.

The Smart Resource Waste Tracking System Project is designed to establish an integrated system, using smart sensors, tracking and weighting technology, to monitor resource and waste flows. This is a research project which the Town of Bassendean has submitted to be a part of. Advice will be provided to the Town of Bassendean on whether it has been successful, by 17 June 2019.

ATTACHMENT

Attachment No. 2:

- Cooperative Research Centres Projects (CRC-P) funding submission (including roles).
- Support letter from Waste Authority.

BACKGROUND

In May 2018, Council (OCM-14/05/18) resolved that Council:

- "1. *In developing the Town's new waste management strategy (OCM-38/11/17),*
 - a. *Prioritises scheduling a weekend workshop for Councillors as soon as practicable with invitations extended to the Sustainability Committee members, Suez (the Town's waste provider), the Waste Authority, WALGA's Waste Manager and the EMRC's Director of Waste Services to contribute;*
 - b. *Further investigates future waste options including but not limited to:*
 - i. *Weekly FOGO for possible implementation in 2020/21 financial year;*
 - ii. *The introduction of an On-Demand Three Cubic Metre Skip Bin Request System;*
 - iii. *Expanding residential recycling mornings;*
 - iv. *Expansion of the current facilitated on-call booking system to include additional white goods, timber and mattresses;*

The Smart Resource Waste Tracking System project is designed to establish an integrated system, using smart sensors, tracking and weighing technology, to monitor resource and waste flows.

The project will reduce contamination and optimise efficiency of the residual fraction through an integration of whole system thinking from product design to safe disposal.

COMMUNICATION & ENGAGEMENT

The Smart Resource Waste Tracking project group contains seven partners, Town of Bassendean, Suez, WALGA, Climate-KIC, Tradr (SME), Matter (SME) and Curtin University. The project group met a number of times in February to March this year to develop the proposed project, a “Smart Tracking System to clean-up the Australian Waste Industry.

In March 2019, officers sought and received written support for this project from the Waste Authority. The support letter was included in the funding application.

If the project receives funding the scope of the study will focus on 1,500 households within the Town of Bassendean. The area, to undertake the project, will be identified if funding is approved and the study will build upon the Town’s roll-out of a three-bin program through the wider municipality.

STRATEGIC IMPLICATIONS

Town of Bassendean Strategic Community Plan:

Strategic Priority 2: Natural Environment

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

COMMENT

This Smart Resource Waste Tracking System project is for 36 months, the outcome is to establish an integrated system, using smart sensors, tracking and weighing technology, to monitor resource, and waste flows.

The project will reduce contamination and optimise efficiency of the residual fraction through an integration of whole system thinking from product design to safe disposal.

This industry-led research project will apply innovative resource and waste tracking technologies to provide detailed information on product packing, household consumption, recycling behaviour and the overall waste management practices. The project will develop a mobile application equipped with bar-code technology to collect data on packaging and to explore resource flow in Australian households. Understanding product design and consumption is very important as this is often ignored in traditional waste management.

Integrating innovative sensors, audio frequency identification digital data, weighing, smart imaging, technologies in the household waste bins and collection trucks will open up a new era of accurately measuring and effectively managing our waste. This will be a state-of-the-art model, which is not implemented widely at the local government scale in Australia. The project provides an opportunity to collaborate amongst industry, researchers and the community to improve resource productivity by reducing the level of contamination and to inform manufacturing industry about their problematic packaging.

The key focuses of the project are to educate local community and inform them about their consumption and recycling behaviour through the digital application and to motivate them for better decision making while purchasing products and managing their waste/recycling in order to reduce contamination.

The project will deliver an improvement in waste productivity by building on Circular Economy principles, by reducing the contamination, increasing the material circularity in the supply chain, resulting in a significant reduction in the environmental impact of waste.

Staff from Curtin University will identify key performance targets for the success of this project, including a 5%-10% reduction of waste contamination and a 10% improvement in the recycling efficiency. 1,500 of the Town's households will participate in the Smart Resource Waste Tracking System, and the whole Town will participate in the new three-bin recycling system. In addition, the project group will use 80% of stakeholder satisfaction (gathered from surveys during and after the project) as a means of measuring the overall community success of the project.

The project also aligns with the Town of Bassendean's commitment to improve waste management services to residents.

The project will endorse the National Waste Policy, which sets Australia's waste management and resource recovery direction to 2020 by addressing all six key areas including taking responsibility, improving market, pursuing sustainability, reducing hazard and risk, tailoring solution and providing evidence to the decision makers.

Apart from the Town of Bassendean, the project will be collaborated and supported by Suez, WALGA, Climate-KIC, Tradr (SME), Matter (SME) and Curtin University.

STATUTORY REQUIREMENTS

The Waste Avoidance and Resource Recovery (WARR) Strategy 2030 and associated Action Plan provide clear targets and actions for Community, Industry and Government to reduce waste and increase material recovery.

The strategic direction of the WA Government has been set towards a circular economy, with targets set for a 20% reduction in per capita waste generation and an increase in material recovery to 75% by 2030. The Waste Hierarchy, along with the principles of the Circular Economy are the tools used to determine best practice waste management approaches in Western Australia.

FINANCIAL CONSIDERATIONS

The Town is not required to provide financial support for this project but will be providing in-kind staff support, comprising 10% of 3 FTE (within the Operations Directorate) over three years.

OFFICER RECOMMENDATION - ITEM 6.2

That Council notes that the Town of Bassendean, in partnership with Suez, WALGA, Climate-KIC, Tradr (SME), Matter (SME) and Curtin University, has submitted a research grant application titled *"Developing a Smart Resource Tracking System to clean up the Australian Waste Industry"* to the CRC-P (Round 7) on 28 March 2019.

Voting requirements: Simple Majority

6.3 RFT 089 2018-19 - Provision to Design and Construct a Men's Shed and Associated Works (Including Site Construction Works) for the Town of Bassendean (Ref: COMDEV/TENDNG/12 - Graeme Haggart Director Community Development.

APPLICATION

The purpose of this report is to appoint a successful contractor from the tender offers received for RFT 089 2018-19 - Provision to design and construct a Men's Shed and Associated Works (including site construction works) for the Town of Bassendean.

ATTACHMENTS

Confidential Attachment No. 1:
Confidential Maxtrix and Pricing

BACKGROUND

Council resolved to assess the viability of a basic specification shed design which could be accommodated within reduced resources. This assessment pointed to the likely viability of the project based on presumptions about the purchase and installation of a 'kit' style 'bolt down' shed.

Officers worked with the Building Committee of the Bassendean Men's Shed Association to develop a concept plan based around basic specifications and the future usage requirements of the Association. These concept drawings were used for the building's design approval.

A tender specification based around a 'design and build' scope was produced and reviewed by WALGA and an external consultant. This tender was then advertised through a Western Australian Newspaper advertisement, Town of Bassendean Webpage and Facebook article on Wednesday 13 March 2019, seeking responses from qualified and experienced parties. Due to the fixed resources allocated to the project, contractors were informed that the total, all-inclusive costs, could not exceed a hard ceiling of \$335,000 to be considered.

The tender documents stated that alternative designs offering similar utility and layout to the concept drawings, but able to retain the block's existing trees would be considered favourably, however, all responses adhered to the original concept drawings.

A mandatory site Inspection was held on Thursday 21 March 2019, with nine interested parties attending.

The Town received four responses, prior to the closing time 11:00am on Thursday 11 April 2019.

COMMUNICATION AND ENGAGEMENT

The “Request for Tender” was advertised in the West Australian Newspaper on Wednesday, 13 March 2019 and through the Town’s website and Facebook page.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

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

An Evaluation Panel was formed to assess each submission against the selection criteria. The Panel included the Town’s Principal Building Surveyor, Acting Manager Asset Services, Manager Youth Services, WHS Officer and the Acting Director of Corporate Services.

This panel met on 29 April 2019 to discuss the tender responses. All four responses received were assessed.

During the assessment, the Principal Building Surveyor required further information on the classification of the building, in the tenders received. The panel has contacted all four respondents and received clarification on the following:

1. Has preliminary advice from an Independent Building Surveyor be received to determine the relevant compliance requirements of the National Construction Code (NCC) for this project?
2. What classification under the NCC has been assigned to this project?
3. A summary of the relative compliance requirements of the NCC is required.
4. Which consultant do you envisage engaging to assist in finalising the compliance requirements?
5. Confirmation that the costings provided in the submission account for all costs associated with both confirming compliance and constructing the building so as to comply with the relevant building standards?

At the follow up assessment meeting held on the 3 May, panel members felt that these matters had been clarified sufficiently, and that the tenderers had all provided evidence of seeking independent advice on building classification. The classification of 9A was not assessed to be outside initial project estimates or the draft concept plans.

The OH&S representative identified compliant, though not necessarily comprehensive documents relating to Health and Safety risks, though it was thought that any deficiencies could be clarified/rectified upon engagement of the successful tenderer.

Both Cambercentric Pty Ltd (Hyde Family Trust) and Andantino Pty Ltd (Outdoor World) were deemed as conforming offers, and they were both within the Town's advertised budget.

The panel concluded that Andantino Pty Ltd (Outdoor World) provided the best proposal as they exceeded the score of the other conforming offer from Cambercentric Pty Ltd (Hyde Family Trust) as well as the non-conforming submissions.

All proposals made the assumption that they would commence in late April/early May, though to accommodate Council processes, the decision and therefore advice to the successful vendor occurring in late May, this will require a revision of their Gantt chart (ie timeline).

The options available to Council include:

1. To select the proposal submitted by Andantino Pty Ltd (Outdoor World) based on the assessment panel's recommendation;
2. To award the contract to the other conforming proposal from Cambercentric Pty Ltd (Hyde Family Trust);
3. Request Officers undertake further enquiries or examine other options.

Tendered pricing details are regarded as commercial in confidence. The selection criteria weightings are included in the Confidential Attachment.

Replacement of Trees

As part of the tender process, the need to mitigate community concerns relating to the loss of trees due to the need for retaining walls to level the site, was discussed. The Bassendean Community Men's Shed Association has committed to replacing the lost trees through new plantings at the rear of the retained block, as well as on the substantial verge at the front of the site envelope.

STATUTORY REQUIREMENTS

Local Government Act 1995. The Land Administration Act permits the vesting of Crown land for the care and use of organisations where there is a public benefit.

Local Government (Functions and General) Regulations 1996

FINANCIAL CONSIDERATIONS

Should Council agree to the Town engaging the successful contractor for the project, its financial contribution would include:

1. \$170,000 within the existing budget in addition to the \$200,000 committed by Lotterywest to undertake the project; and
2. In kind costs incurred by staff to oversee the project during construction and commissioning.

Officers will confirm with the proposed successful tenderer to seek clarification on the project timeframe.

OFFICER RECOMMENDATION – ITEM 6.3

That Council:

1. Accepts the tender from Andanino Pty Ltd, included in the Confidential Maxtrix and Pricing Schedule attached to the Ordinary Council Agenda of 28 May 2019;
2. Requests the CEO to engage Andantino Pty Ltd, trading as Outdoor World Wangara, to undertake the Men's Shed works in accordance with the tender document; and
3. Notifies the Bassendean Men's Shed Association (Inc.) and Lotterywest of any decisions made.

Voting Requirement: Absolute majority

6.4 Bindaring Park Wetland Concept Plan (Ref: GOVNCCL/MEET/33 – Jeremy Walker, Senior Environmental Officer and Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report is for Council to consider the Bindaring Park Wetland Concept Plan, correspondences received and consider the Coterra Environment information presented at the 9 April 2019 Council Concept Workshop, in order to endorse a draft concept plan to commence the community consultation process.

ATTACHMENTS

Attachment No. 3:

- Department of Biodiversity, Conservation and Attractions letter of response on alternative concept design
- Department of Biodiversity, Conservation and Attractions letter declining to attend Council Concept Workshop
- RPMC 02/02/18 - Summary of feedback and response.
- Coterra Environmental – 9 April 2019 Powerpoint presentation

BACKGROUND

In November 2016, the Bassendean River Parks Management Committee considered a project brief to develop concept options that address the agreed design objectives, the following was resolved:

RPMC – 1/11/16: MOVED Cr Bridges, Seconded Stephen Lloyd, that the Committee notes:

1. The GHD Final desktop report and findings from Stage 1; and
2. Specifications for Stage 2 of Bindaring Park project.

At the August 2017, Bassendean River Parks Management Committee meeting (RPMC – 2/08/17) CoTerra Environment representatives presented three Draft Bindaring Wetland Concept Plans, along with an Officer report summarising each concept with key outcomes and estimated costs associated with the designs.

The Committee received the three Bindaring Park Concept Plans and Concept Development Report prepared by CoTerra Environment, and resolved to seek comment from the Bassendean River Parks Management Committee members by Friday 6 October 2017, to enable a report to be presented to the next Committee meeting.

Officers received feedback from two representatives from the Committee, the Friends of Bindaring Park and the Department of Biodiversity, Conservation & Attractions; Rivers & Estuaries Division (DBCA). DBCA provided feedback on 13 November 2017 and Friends of Bindaring Park provided feedback on 12 January 2018.

At the RPMC-02/02/18, Officers presented the attached summary of feedback received and provided statements of response outlining actions that would be taken and the below Officer Recommendation reiterated the proposed amendments:

OFFICER RECOMMENDATION – RIVER PARKS AGENDA

1. *The feedback received by Friends of Bindaring Park & Department of Biodiversity, Conservation & attractions, be received;*
2. *Officers request CoTerra to update Option One to incorporate the following feedback comments:*
 - *recommend that specifications ensure that space, access & fall to construct bio filters to the adoption Guidelines for Stormwater Bio filtration Systems is sufficient and depth below the floating wetlands is sufficient to prevent plant root growth into the base of the wetland;*
 - *further information regarding inputs used by Coterra in the UNDO model be obtained to verify estimated treatment reduction;*
 - *Coterra update pathways as per feedback and replace with boardwalk only as far as Watercorp sewer inspection. Officer seek clarification on which paths exactly friends group would like removed including pathway proposed off Watson St before sending request to Coterra; and*
 - *can seek more detail from Coterra on how suggested treatment options will increase conservation values and habitat capacity.*

3. *Officers present the updated Option 1 concept to the Committee at next meeting prior to presenting to Council for endorsement.*

At the Committee meeting, a community representative tabled an alternative motion that had not previously considered and involved a change in the scope to original project brief.

The alternative motion to the Officer Recommendation, read as follows:

“RPMC – 2/02/18: MOVED Paul Bridges, Seconded Nonie Jekabsons, that:

1. *The feedback received by Friends of Bindaring Park Bassendean and the Department of Biodiversity, Conservation & Attractions, be received;*
2. *Officers request CoTerra amend Option One to incorporate the following feedback comments:*
 - a) *That specifications ensure that space, access & fall to construct bio filters satisfy the Guidelines for Stormwater Bio filtration Systems and delete the floating wetland.*
 - b) *Further information regarding inputs used by CoTerra in the UNDO model be obtained to verify estimated treatment reduction.*
 - c) *CoTerra to update pathways as per feedback and replace with a boardwalk as far as the first Watercorp sewer inspection. Officers to seek clarification on which paths exactly the friends group would like removed including pathways proposed off Watson St before sending this request to CoTerra;*
 - d) *CoTerra to detail how suggested treatment options will increase conservation values and habitat capacity;*
 - e) *That consideration be given to including an inspection window in the gross pollutant trap;*
3. *That CoTerra provide an amended Option Three plan and feedback that incorporates:*
 - a) *Include consideration of islands to increase the wetlands habitat capacity and nutrient stripping potential;*

- b) *Consideration of a settling pond for silt removal at the Harcourt St west outlet;*
 - c) *Incorporate as an option the reconnection of the wetland at Hyland Street and the removal of the causeway as outlined in the Option Three callout;*
 - d) *Provide a design with modified wetland levels enabling all portions of the freshwater wetland to be inter linked to a shaded pool of sufficient size and depth to be a year round expression of the underlying ground water capable of supporting an ongoing population of endemic mosquito predators;*
 - e) *Provide options for the inclusion of an adjustable weir either at the current weir site, under the first boardwalk or elsewhere to maintain the wetlands freshwater ecological character by preventing the intrusion of salt due to rising river levels associated with climate change; and*
4. *Officers present the updated concepts and project estimates of the time and cost to complete these hydrological and environmental assessments of these variations to the Committee.*

Officers presented the above minutes of the RPMC 02/02/18 along with additional feedback from Coterra Environment and Council (OCM-17/3/18) subsequently resolved the following:

- 1. *Receives the additional information provided to the March 2018 Ordinary Council meeting from Coterra Environmental in regards to RPMC–2/02/18 recommendations;*
- 2. *Holds a Councillor workshop with representatives from Department of Biodiversity, Conservation and Attractions, Department of Water and Environmental Regulation to discuss point 2a, 3a, 3b, 3c, 3d and 3e of the RPMC–2/02/18 recommendation;*
- 3. *Defers a decision on point 2a of the RPMC–2/02/18 recommendation to delete the floating wetland. Lists an estimated cost of \$1,300 to modify the concept design and report and lists funds for Council consideration in the draft 2018/2019 Budget;*

4. *Supports point 2c of the rpmc–2/02/18 recommendation to remove a series of paths and provision of a boardwalk from Hyland street to the first Water Corporation sewer inspection pit, and awaits the outcome of the workshop prior to engaging Coterra Environment to incorporate changes, at an estimated cost of \$4,200 to modify the concept design and report; and*

5. *Receives the River Parks Committee minutes of 6 February 2018.*

The Town has pursued the above direction and in April 2019, a Council Concept Workshop was held to provide an update.

COMMUNITY & ENGAGEMENT

As outlined above, in February 2018 the River Parks Management Committee viewed the draft Bindaring Park Wetland Concept Plans and Friends of Bindaring Park and the Department of Biodiversity Conservation & Attractions feedback, along with a presentation from Consultants (CoTerra Environment and EPCAD) that produced the Plan.

In April 2018, Officers contacted the relevant State Government agencies inviting them to a Council workshop and in July 2018 Officers met with DBCA officials to discuss RPMC – 2/02/18 proposals and Council resolution.

On 9 April 2019, Coterra Environment attended a Concept Workshop to provide comment on the alternative proposal put forward.

This report is recommending that Council endorse an updated Option 1 Bindaring Park Concept Plan to incorporate the changes in path network and removal of floating wetland as per feedback received from River Parks Management Committee. The updated Option 1 Bindaring Park Concept Plan will then be advertised for public comment and a report provided back for Council consideration.

STRATEGIC IMPLICATIONS

The Town of Bassendean's Strategic Community Plan 2017-2027 states, in part, under Natural Environment, the following:

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
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)

COMMENT

Officers contacted both DBCA Rivers & Estuaries Division and Department of Water and Environmental Regulation (DWER) on the 12 April 2018 asking if each department would attend a Councillor workshop to discuss the alternative proposals put forward from the River Parks Management Committee to Council and to discuss how these may be achieved and to discuss potential impacts said variations could have on the wetland function. Officers received an email from DWER advising they decline to comment and would not attend a Councillor workshop. DBCA provided a letter on 20 April 2018 declining to attend a Councillor workshop, however, the Department did advise that it would review and provide comment on the alternative concept design outside of a workshop setting. Officers were provided with contact details for the Manager Drainage and Nutrient Intervention Program as his team focus on water quality. Officers met with members of the Drainage & Nutrient Intervention Programs team on 5 July 2018 to discuss the proposed alternative concept design and to provide background on studies undertaken leading up to this point that fed into the Coterra Concept Plan design. Concluding the meeting, DBCA provided a letter to the Town on 02 November 2018 with their feedback on the alternative design.

DBCA has advised the Town that without the additional data required and more onsite investigations, DBCA is unable to provide statutory planning advice on the proposed future inclusions such as creation of habitat islands, adjustment of bed levels and installation of weir structures. DBCA advised that the alternative design amendments are unlikely to improve water quality and could potentially worsen the quality of the water and function of the wetland, DBCA has advised against exploring this option further and it reiterated its support as per feedback provided to the RPMC that Concept option 1 was their preferred solution, as it offers the greatest nutrient treatment for least amount of cost. It should be noted that DBCA recommend the Town verify the estimated treatment reduction determined by Coterra using the UNDO tool and that the depth below the floating wetlands and space, access and fall to construct biofilters to the appropriate specifications is sufficient.

Officers have recommended the floating wetland be removed from the option 1 concept design after taking in feedback from both Friends of Bindaring Park and DBCA. The biofilters specifications will be determined in the detailed design stage.

On 9 April 2019, Coterra Environment attended a Concept Workshop to provide comment on the alternative proposal put forward by the River Parks Committee. Coterra Environmental explained that the alternative proposal would require extensive environmental and hydrological assessments, approvals and management plans with no evidence of improved water quality or wetland function. Officers, Coterra Environmental and DBCA all recommend not to proceed with the alternative proposal due to the potential detrimental impacts to the wetland hydrology and ecosystem. Concept option 1 is the preferred option by both DBCA and Officers with the amendments to the pathway network and removal of floating wetland.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

The cost to amend Option 1 Bindaring Park Concept Plan and report is \$5,500 to incorporate the changes in the path network and removal of the floating wetland, as per feedback received from River Parks Management Committee.

The amended concept plan will be advertised for public comment and once Council adopts the final Bindaring Park Concept Plan, funding can be allocated in the budget and a consultant engaged to prepare the detailed drawings, specifications and pre-tender estimates. The pretender estimates would then be used for inclusion into the Capital Works program.

OFFICER RECOMMENDATION – ITEM 6.4

That Council:

1. Receives the letter attached to the 28 May 2019 Ordinary Council Meeting Agenda from the Department of Biodiversity Conservation & Attractions supporting the Option 1 Bindaring Park Wetland Concept design and feedback regarding the alternative RPMC – 2/02/18 concept design;

2. Notes the OCM-17/3/18 resolution and requests Coterra Environmental amend Option 1 Bindaring Park Wetland Concept design to achieve the following:
 - 2a - That specifications ensure that space, access & fall to construct bio filters satisfy the Guidelines for Stormwater Bio Filtration Systems and delete the floating wetland;
 - 2c CoTerra to update pathways, as per feedback, and replace with a boardwalk as far as the first Water Corporation's sewer inspection, including pathways proposed off Watson Street;
3. Support the amended Option 1 Bindaring Park Wetland Concept Plan to be advertised for public comment; and
4. Notes that a further report will be provided on the outcomes of the community consultation feedback received.

Voting requirement: Simple majority

6.5 Draft Verge Treatment Policy and Draft Verge Maintenance Policy (Ref: PARE/MAINT/1 – Phillip Adams (Acting Manager Asset Services) and Andreea Balica (Engineering Technical Assistant / Compliance Officer))

APPLICATION

The purpose of this report is for Council to endorse for Public consultation the draft Verge Treatment Policy to allow residents to install permissible verge treatments without the requirement of a formal application and a draft Verge Maintenance Policy that guides the level of service provided to verges.

ATTACHMENTS

Attachment No. 4:

- Current Verge Treatment and Maintenance Policy;
- Current Permissible Verge Treatment Information Sheet;
- Activities on Thoroughfares and Trading in Thoroughfares and Public Place Local Law 2010;
- Proposed new Verge Maintenance Policy;
- Proposed new Verge Treatment Policy; and
- Email from the co-ordinator of the Bassendean Verge Transformation Project.

BACKGROUND

In December 2012, Council adopted the Verge Treatment and Maintenance Policy. This policy was last reviewed in December 2016. The objectives of the policy are to:

- Encourage adjacent owners and occupiers to install and maintain permissible verge treatments that are waterwise, aesthetically pleasing, and that reflect our natural heritage; and
- Provide guidelines as an adjunct to the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law for the installation and management of verges in the Town.

At the Ordinary Council meeting held in July 2017, Council resolved that officers provide a report on the Verge Treatment and Maintenance Policy.

The report was to explore the option of allowing residents to install plant verge gardens, including edible plants, within guidelines that maintain safe pedestrian flow, vehicle sight lines and the access to utility infrastructure without the requirement of a formal application.

Draft versions of the Permissible Verge Treatment Policy and Verge Maintenance Policy were presented to Council in January 2018. These draft versions only required an application to be submitted prior to the landscaping of the verge, if the proposed treatment was not a permissible verge treatment. If the proposed landscaping was a permissible verge treatment, then an application was not required.

At the January 2018 OCM, Council resolved that the draft policies do not fully achieve Council’s intended purpose. Council requested officers to prepare new draft policies, in line with City of Bayswater “Street Verge Policy” and “Verge Greening Guidelines”, and incorporate feedback from the Verge Transformation Group (OCM – 10/01/18).

COMMUNICATION & ENGAGEMENT

The Town’s Compliance Officer contacted the Bassendean Verge Transformation Project Group (community group) through their co-ordinator in September 2017 to advise the Town is looking at reviewing the Verge Treatment and Maintenance Policy and requested the group to provide input regarding this matter.

An email was received in October 2017 with recommendations from the Verge Transformation Project Group regarding the review of the Verge Treatment and Maintenance Policy and the application process for obtaining a verge treatment permit / approval letter.

Recently officers provided the Bassendean Verge Transformation Project Group with an update on progress, and representatives have advised that they will attend the Council meeting.

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we’re going to do it</i>	Measures of Success <i>How we will be judged</i>
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)
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COMMENT

The current Verge Treatment and Maintenance Policy (Appendix 1 – Permissible Verge Treatments) states that “A permissible verge treatment is one that is approved by Council and subject to stringent conditions”.

The Verge Treatment Application Form is part of the Permissible Verge Treatment Information Sheet. This ensures that residents who want to install a verge treatment are familiar with the Town’s permissible verge treatment specifications, materials that can be use, etc.

The verge treatment applications are assessed within 10 working days (with an average turnaround of 3-4 working days), and once the application is approved / conditionally approved, the resident can implement the verge treatment.

The current formal application process has two main advantages:

- It ensures that the residents (applicants) are aware of the Town’s requirements in regards to verge treatments; and
- The Town can ensure that any future verge treatments meet the Verge Treatment and Maintenance Policy by addressing any non-compliant issues at the application stage, before the verge treatment is installed. This reduces the number of non-compliance notices, which will require removing any non-compliant verge treatment from the verge.

Some local government areas within the Perth Metropolitan Area have changed their policies and guidelines in regards to verge treatments, allowing residents to install deem-to-comply verge treatments without a formal application being submitted.

Attached to this agenda is the current Verge Treatment and Maintenance Policy. The officer recommendation is to divide the current policy in two different policies, a Verge Maintenance Policy and a Verge Treatment Policy.

When developing the proposed new Verge Treatment Policy, the Town requested input from representatives of the Bassendean Verge Transformation Project. They suggested:

- the policy and guidelines be updated and to be in line with the City of Bayswater's Policy and Guidelines (i.e. allow garden beds, edible plants and fruit trees on the verge);
- remove the application process. To be eligible for a waterwise grant, an application process will need to be followed to demonstrate how any proposed treatment will meet the waterwise criteria; and
- eliminate the 750mm plant height restriction, and only stipulate that sight lines have to be maintained.

The first two comments are addressed in the proposed Verge Treatment Policy attached to this report. However, the 750mm plant height restriction will remain in place, as residents might judge the sight lines differently, depending on the type of car they are driving, driving experience and abilities, etc.

Restrictions on the materials used on the verge still exist; tangible objects, stakes, star pickets, barriers, gravel and similar are not acceptable on the verge for pedestrian safety purposes. Artificial turf, bitumen and concrete (except for crossovers) are not permitted due to the fact they can reduce soil health and contribute to the urban heat island effect. No more than one third of the verge can be paved, due to poor water permeability and effect on the Town's stormwater drainage system.

The proposed draft Verge Treatment Policy stipulates that it is the owners' responsibility to maintain the verge treatment (which can include raised garden beds, fruit trees). In the case of change of ownership of a property, the responsibility is transferred to the new owner.

It should be noted that when a street tree is planted on the verge, it automatically becomes the Town's asset. As the owner of the asset, the person who installs it, will be liable for any claims regarding damage to infrastructure, including powerlines and private property, due to root growth, fallen limbs, etc.

In addition, to be taken into consideration fruit trees must be monitored and controlled to prevent pest and diseases from spreading.

The Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law has to be amended in order to accommodate the new Verge Treatment Policy.

A separate report is presented in this agenda regarding the proposed changes to the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

STATUTORY REQUIREMENTS

Local Government Act 1995.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010.
Verge Treatment Policy.

Attached to this agenda is a report regarding the draft Thoroughfares & Public Places Local Law 2019.

FINANCIAL CONSIDERATIONS

Currently, the Water Corporation offers waterwise verge treatment funding of \$10,000 in total per Local Government which is a 50/50 matched contribution by the Town.

OFFICER RECOMMENDATION – ITEM 6.5

That Council:

1. Requests the draft Verge Treatment Policy and Verge Maintenance Policy attached to the Ordinary Council Meeting Agenda of 28 May 2019, be advertised for public comment; and
2. Notes that a further report will be provided on the outcomes of the community consultation feedback received prior to the draft Verge Treatment Policy and Verge Maintenance Policy being adopted.

Voting Requirement – simple majority

6.6 Review of Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010 (Ref: LAWE/LOCLWS/10 – Phillip Adams (Acting Manager Asset Services), Andreea Balica (Engineering Technical Assistant / Compliance Officer))

APPLICATION

The purpose of this report is for Council to consider the preparation of a new Thoroughfares and Public Places Local Law 2019.

Section 3.12 (2) of the Act requires the person presiding at the Council meeting to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

PURPOSE AND EFFECT

THOROUGHFARES LOCAL LAW

The **purpose** of the proposed Thoroughfares and Public Places Local Law is to provide Council with the mechanism to control activities in thoroughfares, to protect the natural environment and to have the ability to ensure that crossovers and verge treatments are properly maintained.

The **effect** of the proposed Thoroughfares and Public Places Local Law will enable the Town of Bassendean to issue permits or notices for the Local Law to be effective.

ATTACHMENTS

Attachment No. 5:

- Proposed Town of Bassendean Thoroughfares and Public Places Local Law 2019;
- Current Town of Bassendean Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010; and
- LGIS Risk Assessment.

BACKGROUND

Section 3.16 of the Local Government Act requires that all adopted Local Laws be reviewed within a period of 8 years to determine whether or not it considers that it should be repealed or amended.

The Town's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010* was gazetted in 2011 and is therefore overdue for a review (previous version of this local law gazetted in 2001 was repealed).

The existing Local Law needs to be repealed and a new Local Law created, rather than amending it, to reflect changes in the relevant legislation and standard practices and to incorporate the proposed changes to the Town's Verge Treatment Policy (separate report to be presented to Council for consideration), as per OCM-10/01/18.

Officers have reviewed the current *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010* and a draft *Thoroughfares and Public Places Local Law 2019* has now been prepared.

It is therefore proposed that Council commences the advertising and consultation processes required towards the adoption of a new Local Law.

COMMUNICATION & ENGAGEMENT

Communication and engagement will be undertaken as the next step in the required process, as described in the comment section.

STRATEGIC IMPLICATIONS

The Community Strategic Plan 2017-2027 under Priority 5 - Good Governance, directs staff to proactively partner with the Community and Stakeholders.

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

STATUTORY REQUIREMENTS

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

FINANCIAL CONSIDERATIONS

The costs of advertising the Local Laws will be covered in the 2018/19 Operational Budget. The costs of advertising are likely to be approximately \$1000.

COMMENT

Clause (2) of Section 3.12, described above, requires that the purpose and effect of a proposed Local Law be noted. This clause is satisfied if the purpose and effect are recorded in the officer's report and the official minutes of the meeting. The purpose and effect of *Thoroughfares and Public Places Local Law 2019* are outlined below, along with other relevant considerations.

The proposed new local law has been reviewed to incorporate the changes to the proposed new Verge Treatment Policy and Verge Maintenance Policy (separate report to be present to Council regarding these policies).

Major amendments to this Local Law include the removal of verge treatment applications, the inclusion of amended permissible verge treatments, updating of terminology, further clarification of existing clauses and reviewed modified penalties.

Due to these suggested amendments, it is not appropriate to prepare an amended Local Law, which would simply delete and insert the appropriate modifications.

This proposed *Thoroughfares & Public Places Local Law 2019* replaces the existing *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*.

Risk Assessment

Officers engaged with LGIS who undertook a risk assessment of the proposed changes in the Policy and Local Law and the identifiable risks were addressed.

OFFICER RECOMMENDATION – ITEM 6.6

That Council:

1. Commences the advertising and consultation processes outlined in clauses (3) and (3a) of section 3.12 of the Local Government Act 1995 for the proposed Thoroughfares & Public Places Local Law 2019; and
2. Receives the LGIS Risk Assessment undertaken.

Voting requirement: Simple majority

6.7 Ashfield Parade Notice of Motion Response (ref: ROC17/53277) – Jeremy Walker, Senior Environmental Officer.

APPLICATION

The purpose of this report, as per Notice of Motion (OCM 23/2/17), is to provide Council feedback on the Ashfield Parade Foreshore Restoration Project.

ATTACHMENTS

Attachment No. 6:

Syrinx Environmental feedback

BACKGROUND

In May 2005 (OCM – 17/05/05), Council endorsed the Brief for Strategic Management and Associated works at Ashfield Flats Reserve, Ashfield Parade and Sandy Beach Reserve.

At the December 2005 (OCM - 20/12/05) Ordinary Council Meeting, a tender from Syrix Environmental P/L was accepted to provide:

1. Ashfield Parade Reserve Concept Plan; and
2. Ashfield Parade Reserve detailed drawings and specifications suitable for tendering out the required works.

The Town, in consultation with the then Swan River Trust and Department of Environment and Conservation, Local community members and Syrix Environment P/L developed a draft Concept Plan with pre-tender cost estimates for Council consideration.

At the June 2006 Ordinary Council Meeting (OCM – 9/06/06) the Ashfield Parade Reserve Concept Plan and estimates were endorsed for public exhibition and funds allocated in the 2006/07 Operational Budget to resolve ongoing issues relating to foreshore erosion, drainage and public access.

In June 2010, based on photo monitoring of the site, which showed priority species which were under control, weed eradication and plant establishment being successful, the project was deemed a success.

At OCM 23/02/17 the following motion was moved:

“OCM - 23/02/17 - MOVED Cr Brown, Seconded Cr Pule that the Town of Bassendean write to the Principal of the consulting company Syrinx Environmental Pty Ltd seeking a written explanation as to why the Ashfield Parade Foreshore Restoration Project did not adhere to the parameters of the project as presented to residents during the project consultation phase.”

COMMUNITY CONSULTATION & ENGAGEMENT

In 2005, the Town of Bassendean established a project control group with representation from the Town of Bassendean, Swan River Trust and the Department of Environment, to allow agencies and relevant staff to provide environmental and civil engineering input to the planning process.

On 25 February 2006, an on-site community briefing session was held, followed by a community workshop to discuss issues of concern and identify possible civic facilities within the reserve.

During the three week public consultation period, five responses were received, as well as feedback from the City of Bayswater regarding areas within its locality.

Key stakeholder meetings were convened in March 2006, with the Bassendean Preservation Group, Foreshore Environmental Action Group and the North Metropolitan Catchment Group. Outcomes of these meetings and additional appropriate community comments received through the community consultation process, were incorporated into the draft Concept Plan.

STRATEGIC IMPLICATIONS

The Bassendean Strategic Community Plan 2017-2027 states, in part, under Natural Environment, the following:

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
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)

COMMENT

Officers contacted Syrinx Environmental seeking a written explanation as to why the Ashfield Parade Foreshore Restoration Project did not adhere to the parameters of the project as presented to residents during the project consultation phase.

Syrinx provided an email response noting that three species of large shrubs/trees were included in the upper embankment planting mix, notably Acacia Saligna. Acacia Saligna are short-lived pioneering species that were introduced in the early rehabilitation to assist with improving soils and supporting the establishment of other species.

Revegetation works that have commenced, since the project completion date, have followed the original Syrinx planting mix. However, as Syrinx mentioned in its response, with continued weed management, large tree species such as Eucalyptus Rudis, could have self-seeded, particularly in areas near swales and higher up on the embankment.

Syrinx recommended that select removal of some Acacia Saligna could be undertaken to maintain views, without compromising embankment stability, and to follow this up with planting of lower shrub species such as Hypocalymma angustiolium.

Syrinx advised it was unable to comment on erosion control works, as maintenance work and minor erosion control measures for Ashfield Parade were contracted to another organisation. Natural Area Management, the maintenance contractor, advised the erosion control measures which were installed, have been successful in mitigating erosion, however, some measures are beginning to deteriorate, as several areas along the foreshore now require new erosion control works.

In 2010 Syrinx advised the Town that it had completed the project as per the agreed concept. Recently, some members of the community have expressed concern that the project was not completed in line with the concept plan. Officers can confirm the works were completed in line with the concept plan, and the area has improved to where it is now rated, using the "Keighery" method of bushland condition, as in a very good condition.

The concerns were around river views as some vegetation (i.e Acacia Saligna) were naturally self-seeding, as the ongoing maintenance was helping in the bushland regeneration. Some select removal of some Acacia Saligna can be undertaken to maintain views, without compromising embankment stability.

Acacia Saligna is endemic to Western Australia and grows naturally in a variety of habitats, and is generally restricted to areas near watercourses. It is most commonly found growing in sandy soils, but is also present in clay soils and around granite outcrops or on rocky hills.

In regards to the temporary fence, Syrinx advised that informal access from the public is the reason why the fence was erected. The reason the fence remains is a safety/liability issue, whilst erosion measures have mitigated further erosion, the cliffs are still in place and therefore pose a risk to the community if the fences are removed.

The Town is required to liaise with the Department of Biodiversity Conservation & Attractions and seek a permit approval in regards to the selective removal of vegetation. In the past, when the Town has requested a permit to remove foreshore vegetation, that permit has been denied.

STATUTORY REQUIREMENTS

Local Government Act 1995
Swan & Canning Rivers Act 2006

FINANCIAL CONSIDERATIONS

N/A

OFFICER RECOMMENDATION – ITEM 6.7

That Council:

1. Receives the Syrinx Environmental written response on the Ashfield Parade Reserve foreshore works; and
2. Notes that Officers will liaise with the Department of Biodiversity Conservation & Attractions in regards to a permit to request the selective removal of the Acacia saligna trees within the higher embankment

Voting requirement: Simple majority

6.8 Chief Executive Officer's 6 Month Highlights Report (Peta Mabbs, Chief Executive Officer)

APPLICATION

This is an update of progress following the appointment of a new Chief Executive Officer on 22 October 2019.

The purpose of this report is to highlight key progress made to improve organisational performance and deliver greater value for the community. This report is provided in the interests of transparency for Council and the community.

COMMENT

To meet contemporary community expectations, local governments need to ensure they have the right strategy, leadership, culture, structure and operating capabilities (i.e. policies, processes and systems) to ensure they are delivering value for their community. The Town of Bassendean (ToB) is no different.

With this in mind, the CEO has commenced a process of organisational transformation. The following components represent some of the key foundational elements. This report is not intended to provide an update on all the key projects being undertaken by the Town – these are captured in the Quarterly Reports to Council.

Identifying and Focussing on What's Important

Shortly after commencing, an environmental scan of the internal and external environment was undertaken in addition to consultation with staff, community members, councillors and other stakeholders (other local governments, state government, WALGA, LGIS, LGPro etc) to better understand the key drivers influencing the ToB. A "stock-take" of all the ToB's projects was undertaken in order to gain visibility of the work and the resources attributed to these and their strategic alignment to the goals and outcomes of the ToB. All projects were then prioritised by staff and then Councillors. The priority projects were subsequently translated into project management plans and are now subject to regular project status reporting and a new quarterly dashboard report in order to monitor progress. The priority projects will provide a substantial contribution towards a revised Corporate Business Plan for 2019/2020 and onwards. The development of a revised Corporate Business Plan is currently in progress in conjunction with the development of a proposed budget for 2019/2020.

These efforts have enabled greater visibility and alignment of effort and resources for the short to medium term.

The Importance of Communication and Engagement in Shaping Vision

Understanding the expectations of residents, the business community, the broader community and stakeholders is a critical input in shaping the future vision for the ToB. *BassenDream Our Future* is a new community engagement project launched in March 2019 at a community event with the Hon Simone McGurk MLA; Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services.

BassenDream Our Future will culminate in the ToB preparing a new Local Planning Strategy, Scheme and related planning policies. A new "Ideas Hub" in Old Perth Road has been established and is designed as a key component of the project, enabling the community to provide their thoughts, ideas and expectations. In September/October 2019, there will be a very clear and focused vision and a strong narrative for the future of Ashfield, Bassendean and Eden Hill.

At a tactical level, a review of internal and external communications has been undertaken which has revealed a number of opportunities for the ToB to improve the way in which it engages with, and communicates with the community.

As a start, "communication champions" have been identified within the organisation to invest in and build capability in community engagement. A new role of Corporate Communications Coordinator has been developed (utilising a recently vacated role) and following an extensive advertising and selection process, the successful candidate has now commenced.

The importance of communication and engagement cannot be under-estimated and research indicates a strong correlation with:

- making better decisions by testing assumptions, proposed solutions and minimising risks;
- developing community ownership of decisions by sharing information, having open dialogue and building trust; and
- driving cultural change by improving organisational transparency and responsiveness.

The foundations for a different and more authentic relationship with our community are being established and this work must continue if we are to be attuned to the needs of our community and delivering value.

Right Organisational Structure and Leadership

Good leadership is an important factor for making the ToB successful. Leadership transforms the potential into reality. The organisational structure provides clarity as to how the business is organised to achieve specific outcomes. Following a decision by Council in April 2019, an organisational restructure has commenced.

Based upon extensive consultation over the past six months, the CEO is confident that staff, Council and the community will benefit from the changes of a new organisational structure and other associated reforms. Such benefits will include:

- Making the top team more effective;
- Creating a more unified organisation;
- Transforming service quality and efficiency;
- Promoting a more citizen-centric focus;
- Driving performance;
- Developing staff;
- Creating effective channels of communication; and

These changes will effectively translate to greater value for the community.

Promoting a Performance Driven Culture

In May 2019, all staff were invited to participate in an organisational culture survey. Understanding the culture of the organisation is a key driver to understanding the capacity of the organisation to change and to deliver against the requirements of its authorising environment (i.e. Council, the community and other stakeholders). Importantly the culture survey provides a valuable baseline upon which to identify areas for further attention and improvement. Successive surveys (ideally every 2 years) will capture “shifts” in organisational culture.

Alongside the culture survey will be an organisational risk assessment. More specifically, one of the drivers for an organisational risk assessment is to further extend the organisations understanding of risk management beyond traditional areas of public liability and workplace health and safety, into areas such as internal governance, fraud risk and broader regulatory risk.

The organisational risk assessment will be undertaken by the ToB's Internal Auditors but importantly involve the staff in workshops so that risk management capability within the organisation further matures.

This work will be undertaken before the end of the financial year and will identify areas of risk in addition to the adequacy of the organisation's controls to manage and mitigate risk. This process will provide a "risk-driven" approach to addressing many of the ToB's policies, processes and systems in an order of priority. It will also provide a useful baseline as to the health of the organisation which can be used as a reference point for future measurement. Finally, the risk assessment will inform and drive the ToB's audit program, to enable a more targeted focus on areas of significance. (The combination of the employee culture survey and the organisational risk assessment will provide an evidence-based approach to improving organisational performance.)

Independent Oversight and Assurance

In February 2019, the Audit and Governance Committee considered a report from the CEO which addressed:

- the inclusion of Internal Audit (currently performed by Moore Stephens) on the Audit and Governance Committee; and
- the realignment of Internal Audit's reporting relationship to the Committee (previously to the Director Corporate Services) and the proposal for an extensive organisational risk assessment.

These initiatives are designed to further strengthen the oversight and independent assurance of the ToB and assist in further promoting a culture of continuous improvement.

New Council – New Direction

The formation of a new Council in 2017, has brought about a significant change and shift in focus and direction. By way of example, this is particularly evident in a drive to empower the community, working with them rather than for them; and a greater focus on sustainability in terms of preserving and regenerating the natural environment.

The recent work to identify Council's top priorities has aided in identifying and agreeing on the strategic priorities for the organisation in the next 12 months and beyond. This should assist in a "mini-review" of the Corporate Business Plan ahead of the next budget to be developed for 2019/20.

At a strategic level, the ToB has embarked upon a community engagement process to shape the future planning, land use, development, access and amenity for Ashfield, Eden Hill and Bassendean. The output from this exercise will be a community-driven vision. The timing of this will coincide with the appointment of a new Council in October 2019 and will enable the consideration of a new Strategic Community Plan (SCP). This provides an opportunity to:

- improve the focus, alignment and performance of the ToB by translating the vision into a new SCP;
- develop a new set of Key Performance Indicators that genuinely reflect the outcomes and change the community is seeking; and
- ensure the essence of the SCP is cascaded through the ToB via the Corporate Business Plan (CBP), individual performance plans and budgets.

As an aside, consistent with internal culture of the ToB, the community should also be surveyed on a regular basis – at least once every 2 years. This will provide a realistic assessment of satisfaction with services and leadership. This is proposed to occur in 2019.

Conclusion

This report is not intended to be comprehensive i.e. a report on all matters addressed over the past 6 months but rather highlights indicative of the more fundamental “building blocks” or foundations upon which the ToB can re-orientate itself in line with Council and community expectations for the future.

STATUTORY REQUIREMENTS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	Compliance Audit
	5.1.4 Improve efficiency and effectiveness of planning and services	Risk Management Profile
	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked. Asset Ratio Benchmarked
5.2 Proactively partner with the community and	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	

our stakeholders	5.2.3 Advocate and develop strong partnerships to benefit community	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks Percentage uptake of the community of Ecommerce applications

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 6.8

That Council notes the CEO's 6 month progress report.

Voting requirement: Simple majority

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

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

Building Applications Determined in the Month of April 2019		
Application No	Property Address	Description
201800238	31 CLARKE WAY, BASSENDEAN	SHED CONSTRUCTION
201900058	10 BRIGGS STREET, BASSENDEAN	SWIMMING POOL
201900056	4 WOOLCOCK COURT, ASHFIELD	ADDITIONS/ALTERATIONS - GARAGE
201900076	31 OLD PERTH ROAD, BASSENDEAN	FIT-OUT
201900072	35 CLARKE WAY, BASSENDEAN	LIMESTONE RETAINING WALL
201900079	4 PALMERSTON STREET, BASSENDEAN	ADDITIONS / ALTERATIONS
201900071	4-10 VINCENT STREET, BASSENDEAN	CONSTRUCTION OF NEW OFFICE & WAREHOUSE
201900066	15 WATKINS STREET, EDEN HILL	PATIO
201900062	33 PARKER STREET, BASSENDEAN	FENCE APPLICATION
201900068	10 JACKSON STREET, BASSENDEAN	TOILETS AND OFFICE/LAB
201900064	16 ROSETTA STREET, BASSENDEAN	DOUBLE STOREY HOUSE GARAGE AND RETAINING WALL
201900063	95 GUILDFORD ROAD, BASSENDEAN	SINGLE STOREY DWELLING
201900067	10 SCADDAN STREET, BASSENDEAN	SHED
201900065	62 MARGARET STREET, ASHFIELD	SHED
201900069	119 HAMILTON STREET, BASSENDEAN	PATIO
201900061	16 NAUNTON CRESCENT, EDEN HILL	PATIO
201900040	115 WALTER ROAD EAST, BASSENDEAN	PATIO
201900085	22 BRADSHAW STREET, EDEN HILL	CARPORT
201900082	21 BARTON PARADE, BASSENDEAN	SHED
201900084	5 PARNELL PARADE, BASSENDEAN	SHED UPGRADES SLEEPOUT & PATIO

OFFICER RECOMMENDATION – ITEM 6.9

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

Voting requirement: Simple majority

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

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

Planning and Subdivision Applications Determined to 3 May 2019			
Applic No.	Property Address	Description	Determination
2019-012	147 WHITFIELD STREET BASSENDEAN 6054	SINGLE HOUSE	Delegate Approved
2019-013	39 BASSENDEAN PARADE BASSENDEAN 6054	ADDITIONS & ALTERATIONS TO SINGLE HOUSE AND ANCILLARY DWELLING	Delegate Approved
2019-016	52 HAMILTON STREET BASSENDEAN 6054	SINGLE HOUSE	Delegate Approved
2019-022	4 PROWSE STREET BASSENDEAN 6054	OUTBUILDING	Delegate Approved
2019-030	16 RAILWAY PARADE BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	Delegate Approved
2019-031	10 FRENCH STREET ASHFIELD 6054	PATIO	Delegate Approved
2019-036	66A IVANHOE STREET BASSENDEAN 6054	OUTBUILDING	Delegate Approved
2019-039	31 CLARKE WAY BASSENDEAN 6054	AMENDED APPLICATION FOR OUTBUILDING	Delegate Approved
2019-044	22 BRADSHAW STREET EDEN HILL 6054	CARPORT	Delegate Approved
2019-048	21 BARTON PARADE BASSENDEAN 6054	OUTBUILDING	Delegate Approved
2019-049	21 DOROTHY STREET ASHFIELD 6054	DEMOLITION OF SINGLE HOUSE (HOUSING AUTHORITY)	Statutory Advice (Recommend Approval)
2019-052	8 IRELAND WAY BASSENDEAN 6054	SINGLE HOUSE	Delegate Approved

OFFICER RECOMMENDATION – ITEM 6.10

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

Voting requirement: Simple majority

7.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

8.0 CONFIDENTIAL BUSINESS

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

8.1 Sports Achievement Awards (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 Briefings Session will be held on Tuesday 18 June 2019 commencing at 7.00pm.