

# TOWN OF BASSENDEAN

## NOTICE OF BRIEFING SESSION

A Briefing Session of the Council of the Town of Bassendean will be held on Tuesday, 8 December 2020 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 6.00pm.

The Mayor will preside at the Briefing Session. In the absence of the Mayor, the session will be presided over by the Deputy Mayor. The Briefing Session is designed as a Question and Answer session only. No decisions by Council are made at this forum.

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community.

Participants are required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others. By attending this meeting, you agree to abide by these conditions.

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## A G E N D A

### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### *Acknowledgement of Traditional Owners*

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

### 2.0 ATTENDANCES AND APOLOGIES

#### Apologies

Peta Mabbs, CEO - Annual Leave

### **3.0                      DECLARATIONS**

### **4.0                      ANNOUNCEMENTS**

*It should be noted that this meeting is 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.*

### **5.0                      PUBLIC QUESTION TIME/STATEMENTS**

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

Questions and statements can be submitted prior to the Briefing Session to:

<https://www.bassendean.wa.gov.au/council/town-council/council-meetings/about-council-meetings.aspx>

If a member of the public is not present at the meeting, a response will be provided in writing outside of the meeting.

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

### **6.0                      DEPUTATIONS**

## **7.0 REPORTS**

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

<b>Item No. 7.1</b>	<b>Amendment to Development Application – Place of Worship</b>
<b>Property Address (if applicable)</b>	Lot 1 (Unit A, No. 105) Broadway, Bassendean
<b>Landowner/Applicant (if applicable)</b>	Perth Chin Baptist Church Inc. / Dynamic Planning & Developments PTY LTD
<b>File Ref</b>	DABC/BDVAPPS/2020-135
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 1</b>	<ul style="list-style-type: none"> <li>• Location Plan</li> <li>• Development Application Plans</li> <li>• Written Agreement for reciprocal parking arrangement</li> <li>• Parking Management Plan</li> </ul>

### **Purpose**

The purpose of this report is for Council to consider an application to amend a development approval for a Place of Worship at Lot 1 (Unit A, No. 105) Broadway, Bassendean. The matter is referred to Council for determination as the original development application was determined by Council.

### **Background**

On 22 August 2017, Council resolved to grant conditional development approval for a proposed Change of Use to a 'Place of Worship' at Lot 1 (Unit A, No. 105) Broadway, Bassendean (Chin Baptist Church).

Condition 3 of the development approval required the following:

- “3. *The proposed Place of Worship is limited to a maximum capacity of 110 people at any given time. Any future proposed increase in total capacity will require lodgement of a new application for development approval and consideration by the Town.*”

The basis for the condition was the site provides 22 car parking bays and the car parking requirements of Local Planning Scheme No. 10 (LPS 10) requires 1 car bay per 5 seats. Therefore, a maximum capacity of a 110 people was imposed.

## Proposal

The applicant seeks to amend Condition No. 3 to increase the maximum capacity, at any given time, from 110 people to 200 people. The applicant also seeks to reduce the number of Sunday services from two to one, being an afternoon service at 2:30pm (that is, to not have a 10am session, as was originally approved). All other services and activities will remain unchanged.

The applicant has provided a Parking Management Plan and Traffic Impact Statement in support of the proposal, which is further discussed in this report.

## Communication and Engagement

The application was advertised to nearby landowners/residents via a letter for a period of 14 days, being from 12 November 2020 to 26 November 2020, as shown below.



At the close of the submission period, no responses were received.

## Strategic Implications

### Priority Area 6: Providing Visionary Leadership and Making Great Decisions

Direction	Potential Strategies	What Success Looks Like
Ensure major decision making is informed by community feedback	<ul style="list-style-type: none"> <li>Ensure community engagement processes are implemented in major strategic projects</li> </ul>	<ul style="list-style-type: none"> <li>Ensure community engagement processes are implemented in major strategic projects</li> </ul>

### Comment

The following table details LPS 10 car parking requirements.

Use	LPS 10 Car Parking Standards	LPS 10 Car Parking Requirements	Car Parking Bays Provided
Place of Worship	1 bay per 5 seats	200 people = 40 bays	22 bays
<b>Total</b>		<b>40 bays</b>	<b>22 bays</b>

The proposal results in a shortfall of 18 car parking bays.

To address the shortfall, the applicant has obtained written agreement from the Morley Baptist Church at Lot 20 (No. 33) Hanwell Way, Bassendean (83m to the south of the subject site) for the use of 30 car parking bays on this site during the Sunday service.

The hours of the Sunday service will not conflict with the service hours of the Morley Baptist Church. Access to the bays is via a footpath that runs through the Broadway Arboretum.

To support the agreement, the applicant has prepared a Parking Management Plan (PMP) to be made available to patrons attending the Place of Worship. A copy of the PMP is attached.

The proposed parking arrangements are supported for the following reasons:

- The bays are within reasonably close proximity to the subject site and access to them can be secured by requiring the parties to enter into a legal agreement;
- Additional street parking is available which is permitted under the Town's *Parking Local Law 2019*; and
- The Traffic Impact Statement has demonstrated that the existing road network is capable of accommodating the projected additional traffic movements.

## Conclusion

The Town is satisfied that appropriate car parking will be made available to service the development and additional traffic movements associated with the increase in patrons can be accommodated. As such, it is recommended that the application be conditionally approved.

## **Statutory Requirements**

*Planning and Development (Local Planning Schemes) Regulations 2015*

## **Financial Considerations**

Nil.

## **Risk Management Implications**

Low, however, should Council refuse the application, the applicant may appeal to the State Administrative Tribunal.

## **Officer Recommendation – Item 7.1**

That Council approves the application dated 21 October 2020 to amend the existing development approval dated 22 August 2017 for a Place of Worship at Lot 143 (No. 105A) Broadway, Bassendean as follows:

1. Amending Condition No. 2 to read as follows:
  - “2. *Operation of the Place of Worship is to be in accordance with details provided in correspondence from the applicant date stamped received 20 July 2017 and which form part of this approval, but excludes any services on Sunday mornings.*”
2. Amending Condition No. 3 to read as follows:
  - “3. *The proposed Place of Worship is limited to a maximum capacity of 200 people at any given time.*”
3. Inserting a new Condition No. 10 to read as follows:
  - “10. *Prior to the occupation of the Place of Worship, a legal agreement is to be prepared and executed at the cost of the landowner/applicant, to the satisfaction of the Town of Bassendean, confirming the reciprocal access and car parking arrangements for the use of 30 vehicle parking bays at Lot 20 (No. 33) Hanwell Way, Bassendean.*”
4. All other conditions and advice notes on the previous approval dated the 22 August 2017 shall remain.

**Voting requirements: Simple majority**

<b>Item No. 7.2</b>	<b>Proposed Tree Preservation Order</b>
<b>Property Address</b>	199 (Lot 800) West Road, Bassendean
<b>Landowner/Applicant</b>	Lea Bawden
<b>File Ref</b>	ENVM/NOTIF/1
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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<b>Attachment No. 2</b>	Photographs of Tree - 199 (Lot 800) West Road, Bassendean

## Purpose

The purpose of this report is for Council to consider making Tree Preservation Orders (TPO) for a tree located at 199 (Lot 800) West Road, Bassendean.

## Background

On 5 November 2020, the Town received a Tree Preservation Order nomination for a river gum tree (*Eucalyptus Rudi*) at 199 (Lot 800) West Road, Bassendean, based on the tree's aesthetic, scientific/environmental and historic/cultural qualities, specifically:

- The tree displaying outstanding qualities such as shade, colour, texture, fragrance, and/or seasonality.
- The tree is a significant habitat element for rare, threatened, priority or locally uncommon or common native species. The applicant and landowner expresses that the tree provides as a breeding hollow for birds and other fauna.
- The tree has local significance and that are important to the local community and are recognized features of the immediate landscape.

Photographs of the tree are attached.

## Communication and Engagement

As the landowner has nominated the tree, the notification requirements in accordance with Clause 4.7.7.3 of LPS 10 are not applicable. No further consultation was undertaken as the location of the tree is such that it does not overhang or impact any buildings or adjacent properties.

## Strategic Implications

Priority Area 2: Leading Environmental Sustainability

Direction	Potential Strategies	What Success Looks Like
Conserve, protect and enhance our natural environment and biodiversity	<ul style="list-style-type: none"> <li>Conserve, enhance and repair natural and urban areas</li> <li>Facilitate management of reserves by Friends groups</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Increased number and rate of participation of environmental volunteers</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Restoration and revegetation measures improve</li> </ul>
Support the creation of a more green and shaded Town	<ul style="list-style-type: none"> <li>Create an urban forest throughout reserves, gardens and streets</li> <li>Protect existing trees and green spaces</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Fewer trees lost during development</li> </ul> <p>LONG TERM</p> <ul style="list-style-type: none"> <li>Increased proportion of tree cover</li> <li>Reduced heat island effect</li> </ul>

## Comment

Where a local government makes an order for the preservation and maintenance of a tree, LPS 10 requires the local government to have regard to:

- aesthetic quality;
- historical association;
- rarity; and
- any other characteristics which make the tree worthy of preservation.

The Town has undertaken a site inspection and assessment of the tree, and has determined that the tree has a positive aesthetic contribution to the streetscape given its size and maturity. The tree provides habitat for many birds, it is also noted that there is currently an established beehive located in one of the hollows.

No urgent remedial pruning or other arboricultural works are required at present.

The Town supports the tree being protected via a TPO.

## Statutory Requirements

In accordance with clause 4.7.7.6 of LPS 10, the local government is to record, in a Registry of Tree Preservation Orders, a list of the trees subject to orders under this section.

## **Financial Considerations**

Nil.

## **Risk Management Implications**

Whilst the Town can request trees be retained at the development stage, in the absence of a Tree Preservation Order, trees on private property can be removed without the need for prior approval.

## **Officer Recommendation – Item 7.2**

That Council, pursuant to Clause 4.7.7.2 of Local Planning Scheme No. 10, makes a Tree Preservation Order for the river gum tree (*Eucalyptus Rudii*), located at 199 (Lot 800) West Road, Bassendean.

**Voting requirements: Simple majority**

<b>Item No. 7.3</b>	<b>Draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	LUAP/POLCY/3
<b>Previous Council Reports (if applicable)</b>	N/A
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
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<b>Attachment No. 3</b>	<ul style="list-style-type: none"> <li>• Local Planning Policy No. 19 – Parking of Commercial Vehicles</li> <li>• Draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles</li> </ul>

### Purpose

The purpose of this report is for Council to consider a draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles, for the purposes of advertising.

### Background

The current policy was last reviewed in April 2014.

### Proposal

A copy of the draft policy is attached. Details of the draft policy are discussed in the following sections.

## Communication and Engagement

Should Council proceed with the draft policy, the *Planning and Development (Local Planning Schemes) Regulations 2015* require public advertising of the proposal.

### Strategic Implications

#### Priority Area 1: Strengthening and Connecting our Community

Direction	Potential Strategies	What Success Looks Like
Fostering a culture of collaboration and trust between the organisation and community	<ul style="list-style-type: none"> <li>Provide opportunity to listen and involve our community in decisions that affect them</li> </ul>	<ul style="list-style-type: none"> <li>Greater community support for decision making</li> </ul>

#### Priority Area 4: Driving Financial Suitability

Direction	Potential Strategies	What Success Looks Like
Support the local economy	<ul style="list-style-type: none"> <li>Prioritise infrastructure projects that generate local employment and support a circular economy</li> <li>Ensure the local economy is positioned to recover from crises</li> </ul>	<p>SHORT TERM</p> <ul style="list-style-type: none"> <li>Increased local employment, relative to nonlocal employment</li> <li>Increased local supply-chain use, relative to non-local supply</li> </ul>

### Comment

#### Draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles

The draft policy prescribes requirements relating to on-site parking and access, the use and maintenance of commercial vehicles and conditions which may be applied to a development approval for Commercial Vehicle Parking. The following outlines key changes to the draft policy:

- The incorporation of relevant definitions.
- Clarification as to the assessment parameters which would be used to assess an application for development approval.
- Information regarding public consultation, which is not contained within the current policy.
- The removal of the assessment procedure, as this is administrative in nature and can be appropriately replaced by an information sheet.

### Conclusion

The draft policy rectifies anomalies between the existing policy and LPS 10, and updates land use definitions and clearly outlines what is considered acceptable in relation to applications for the parking of commercial vehicles.

It is therefore recommended that Council advertise the draft policy.

## **Statutory Requirements**

If the local government resolves to amend a local planning policy the local government must, unless the Western Australian Planning Commission otherwise agrees, advertise the proposed policy as follows:

- “(a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of –*
- (i) the subject and nature of the proposed policy; and*
  - (ii) the objectives of the proposed policy; and*
  - (iii) where the proposed policy may be inspected; and*
  - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
- (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
- (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.”*

Notwithstanding the above, the State Government has released proposed amendments to the Planning and Development (Local Planning Scheme) Regulations 2015 (the Regulations), which include modifying the consultation requirements for local planning policies. The changes acknowledge the preference for online and digital engagement, with more traditional methods to be used at the discretion of the local government.

Given advertising of the proposed amendments has occurred, the amendments are considered a seriously entertained planning proposal and are therefore afforded statutory weight. As such, a formal notice in the newspaper is not required in accordance with the proposed changes to the Regulations.

## **Financial Considerations**

Nil.

## **Risk Management Implications**

Low.

## **Officer Recommendation – Item 7.3**

That Council, pursuant to Clause 5(1) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises the draft amended Local Planning Policy No. 19 – Parking of Commercial Vehicles.

**Voting requirements: Simple majority**

<b>Item No. 7.4</b>	<b>Review of Various Parking Restrictions</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>Ref</b>	LAWE/REPRTNG/3
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>
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<input type="checkbox"/> Information	For the Council/Committee to note.
<b>Attachment No. 4</b>	<ul style="list-style-type: none"> <li>• Parker Street image</li> <li>• Kenny Street image</li> <li>• Old Perth Road image</li> <li>• Yellow edge lines images</li> <li>• McKinlay Lane mapping</li> <li>• Pirani Lane, Pryde Way and Dobson Lane mapping</li> <li>• Schedule of Submissions for McKinlay Lane Survey</li> <li>• Schedule of Submissions for Pirani Lane, Pryde Way and Dobson Lane Survey</li> <li>• Concept Plan provided by submitter</li> <li>• Letter from landowner regarding Kenny Street</li> </ul>

## Purpose

The purpose of this report is for Council to consider the removal or modification of existing parking restrictions and installation of new parking restrictions in six different locations.

## Background

The Town has undertaken an audit of the district with particular focus on existing parking signage and restrictions. The audit has identified that in some locations, existing parking restrictions are either no longer meeting the needs of the community or should be amended.

Information taken into account during the audit included anecdotal history from Ranger Services, site inspections and complaints, comments and requests received from the community.

The background to each of the six parking restrictions reviewed is further discussed below.

#### No Parking/No Stopping - Fire Station 10-14 Parker Street, Bassendean

The Bassendean Fire Station was closed in 2013, however, No Parking and No Stopping restrictions continue to be in place at this location.

It is proposed to remove the No Parking and No Stopping restrictions from the road.

#### No Standing Zone - 119 Kenny Street, Bassendean

On 28 June 2015, Council resolved that parking restrictions were not required at 117-120 Kenny Street on the basis that sight line distances were within Australian Standards and there was no restriction to vehicle movements with vehicles parked in this location.

Notwithstanding, in February 2016, Council considered a notice of motion and resolved that 'No Standing' signs were to be installed adjacent to 119 Kenny Street only, to prevent the obstruction of vision of the resident exiting their driveway that slopes steeply down on that side of the street.

It is proposed to remove the No Standing restrictions from the road.

#### No Verge Parking – opposite 105 Old Perth Road, Bassendean

Verge parking restrictions were installed to protect the verge from overflow parking when continual water logging issues were occurring. The source of the waterlogging has since been rectified.

It is proposed to remove the No Verge Parking Restrictions from the verge.

#### Yellow Edge Lines

The Town has installed yellow edge lines in locations that have been the subject of numerous complaints regarding alleged illegal parking on corners:

- First Avenue at the intersections of Walter Road and Anzac Terrace
- the intersection of Old Perth Road and Brook Street
- the intersection of Haig Street and Colstoun Road
- the intersection of Guildford Road and Fisher Street; and
- intersections surrounding Jubilee Reserve along Robinson Road, May Road and Jubilee Avenue.

The lines were installed as a visual guide as to where the “within 10m of a corner” restriction applied. The *Parking Local Law 2019* includes a provision that makes it an offence to stop a vehicle on a continuous yellow edge line.

It is proposed that the existing yellow edge lines be formally endorsed as 'No Stopping' yellow edge line restrictions rather than just a visual guidance.

#### McKinlay Lane, Bassendean

The Town has received numerous complaints regarding blockages and alleged illegal parking in McKinlay Lane. Requests received range from blocking or partially obstructing gates/driveways, parking on either side of the lane restricting vehicle movements through the lane and leaving vehicles in excess of the permitted 24 hour period.

It is proposed to install 'No Stopping' yellow edge line restrictions on the southern side of the laneway.

#### Pirani Lane, Pryde Way and Dobson Lane, Eden Hill

The Town has received numerous complaints regarding blockages and alleged illegal parking in Pirani Lane, Pryde Way and Dobson Lane. Requests received range from blocking or partially obstructing driveways, parking in the lane which restricts vehicle movements and also parking on the footpath or against the flow of traffic.

It is proposed to install 'No Stopping' yellow edge line restrictions on both sides of Pirani Lane and Dobson Lane, and the southern side of Pryde Way.

### **Communication and Engagement**

#### No Parking/No Stopping - Fire Station 10-14 Parker Street, Bassendean

As no residents will be affected by this proposal, consultation was not required.

#### No Standing Zone - 119 Kenny Street, Bassendean

In October 2020, the Town discussed this proposal with the affected resident. The resident advised that whilst they no longer drive, if possible they would like to keep the restrictions to maintain sightlines for visitors. In November 2020, the resident wrote to the Town requesting retention of the parking restriction. A copy of that letter is included as an attachment.

#### No Verge Parking – opposite 105 Old Perth Road, Bassendean

As no residents will be affected by this proposal, consultation was not required.

#### Yellow Edge Lines

As this proposal is an administrative amendment, consultation was not required.

McKinlay Lane, Bassendean

In October 2020 the Town conducted a survey of 28 affected residents and landowners in relation to the potential installation of yellow edge lines on the southern side of McKinlay Lane.

Six submissions were received; five supporting the proposal and one objecting.

Pirani Lane, Pryde Way and Dobson Lane, Eden Hill

In October 2020, the Town conducted a survey of 46 affected residents and landowners in relation to the installation of yellow edge lines; on both sides of Pirani Lane and Dobson Lane, and the southern side of Pryde Way. In response, 14 submissions were received, with the breakdown of responses as follows.

Proposal	Supported	Objected	No Response
Pirani Lane	5	7	2
Pryde Way	6	6	2
Dobson Lane	5	8	1

**Strategic Implications**

**Priority Area 1: Strengthening and Connecting our Community**

Direction	Potential Strategies	What Success Looks Like
Fostering a culture of collaboration and trust between the organisation and community	<ul style="list-style-type: none"> <li>Provide opportunity to listen and involve our community in decisions that affect them</li> </ul>	<ul style="list-style-type: none"> <li>Greater community support for decision making</li> </ul>

**Comment**

No Parking/No Stopping - Fire Station 10-14 Parker Street, Bassendean

Parking restrictions were installed to ensure that the street and verge in front of the Fire Station were clear for emergency vehicles entering and exiting the station. The station is no longer operational and the restrictions are therefore no longer required.

No Standing Zone - 119 Kenny Street, Bassendean

Whilst it is noted that sightlines are cited as an issue in this location, the sightlines do comply with the Australian Standards and removal of the restriction will bring uniformity to the parking along Kenny Street. More broadly, the proposed change will remove the potential justification for individual parking restrictions based on the requests of the resident of the abutting property.

It is open to Council to acquiesce to the resident's request to retain the parking restriction.

### No Verge Parking – opposite 105 Old Perth Road, Bassendean

Parking restrictions in this location were installed in February 2015 after kerbing works and parking bays were completed. Vehicle parking is available on the verge surrounding the Bassendean Oval except the north side adjacent to Guildford Road and the brick paved entrance on Old Perth Road.

Removing these parking restrictions will bring uniformity to parking on the verge on the southern side of the oval and will increase available parking on the verge which will help to alleviate the pressure on the parking in nearby streets on heavy use days.

### Yellow Edge Lines

The yellow edge lines that were installed on various corners within the Town have proven effective in informing drivers as to where parking is not permitted.

Changing the yellow line from a visual guidance to a formal No Stopping yellow edge restriction will reduce the applicable penalty under the Parking Local Law 2019 from \$80 to \$75. Whilst the penalty will be slightly reduced, this modification will be administratively simpler to enforce as it makes it a penalty to park on the yellow line as opposed to within 10m of a corner. This amendment will not impact on any of the residents in the area as the locations are already no parking areas.

### McKinlay Lane, Bassendean

The Town occasionally receives complaints regarding vehicles parking in this laneway and drivers either blocking access or partially obstructing vehicle flow. In recent months, the situation has escalated and numerous complaints have been received regarding obstruction, blocking, over staying and other illegal parking issues.

By restricting parking on one side of the lane it allows access to those properties fronting Guildford Road while still allowing a safe location for guests to park their vehicles. Restricting parking on one side of the road will also provide that vehicles, both residential and emergency, can have safe and clear access and will also allow for clearer and better defined enforcement by Rangers.

The southern side of the lane was identified as the more appropriate side to restrict as these properties generally have front access from Cyril Street and their guests are able to park safely on that road.

### Pirani Lane, Pryde Way and Dobson Lane, Eden Hill

Since the completion of the subdivision, the Town has received numerous complaints in regards to vehicles blocking garage access, and illegal parking on footpaths, corners and against the flow of traffic. This requires the Town to regularly attend this location to monitor and manage the parking to both deal with complaints and pro-actively patrol to ensure compliance and reduce the impact of the parking issues on the residents and road users.

Whilst the survey responses show no clear view on each proposal, due to the regular staff resourcing in attendance to this location, complaint handling and enforcement action required, it is considered that the proposed restrictions are required.

The proposals for Pirani and Dobson Lanes are appropriate to manage the issues experienced as vehicles parking in the laneways prevent easy access and egress to properties and on occasion completely obstruct access to some properties.

The proposal for Pryde Way is appropriate as vehicles parked on both sides of the road impact vehicle manoeuvrability and access to the general area. Vehicles parked here are often in contravention of the Parking Local Law as they regularly obstruct vehicle flow or are parked on the footpath in an attempt to provide clear access for other vehicles travelling the street.

The southern side of Pryde Way was identified as being the more appropriate side to restrict, as vehicles would be permitted to park on the side of the road against the footpath, thereby allowing passengers of the vehicles to alight onto the footpath rather than verges. This would leave the verges on the southern side of Pryde Way to be available for visitor parking use, as available and permitted by the relevant resident. If the Town were to restrict parking on the northern side of Pryde Way instead, vehicles may be actively encouraged to drive over and along the footpath in order to park on the verges of these houses.

Whilst the Town acknowledges that there is limited parking in this area, the parking requires further management than is currently available as there are consistent and regular parking issues experienced in this location. This proposal will reduce the availability of on-street parking to one side of Pryde Way, however, verge parking on the southern side of Pryde Way will still be available, along with verge parking on Morley Drive and on-street parking on Christie Way and Gallagher Street.

### Conclusion

The Town has reviewed parking restrictions in various locations to ensure the restrictions meet the needs of the community, and to ensure parking issues can be appropriately addressed. It is recommended that Council make the amendments to the parking restrictions for the reasons outlined in this report.

In any event, the Town will advise affected residents, by letter, of any changes to parking restrictions within the district.

### **Statutory Requirements**

Clause 1.9 of the Parking Local Law 2019 states that Council is able to prohibit or regulate the stopping or parking of any vehicle within the district.

### **Financial Considerations**

The cost of installing or removing signage is as follows:

- Removal of restrictions at 10-14 Parker Street - \$200
- Removal of restrictions at 119 Kenny Street - \$100
- Removal of restrictions at 105 Old Perth Road - \$100
- Yellow edge lines at First Avenue and Jubilee Reserve – Nil
- Installation of restrictions at McKinlay Lane - \$730
- Installation of restrictions at Pirani Lane, Dobson Lane and Pryde Way - \$2,500

These costs can be met through the Town's 2020/21 Operational Budget.

### **Risk Management Implications**

If the proposed amendments are not implemented, there is a risk that parking issues will occur which may affect residents.

### **Officer Recommendation – Item 7.4**

That Council, pursuant to Clause 1.9 of the *Parking Local Law 2019*, makes the following modifications to parking restrictions:

1. Removal of the 'No Parking' and 'No Stopping' restrictions from the road in front of the Fire Station at 10-14 Parker Street, Bassendean;
2. Removal of the 'No Standing' restrictions at 119 Kenny Street, Bassendean;
3. Removal of the 'No Verge Parking' restrictions from the verge opposite 105 Old Perth Road, Bassendean;
4. Changing the yellow edge line markings on First Avenue, Bassendean at the intersections of Walter Road and Anzac Terrace, the intersection of Old Perth Road and Brook Street, Bassendean, the intersection of Haig Street and Colstoun Road, Ashfield, the intersection of Guildford Road and Fisher Street, Ashfield and intersections surrounding Jubilee Reserve, Eden Hill along Robinson Road, May Road and Jubilee Avenue, from a visual guidance for parking within 10m of a corner to 'No Stopping' yellow edge lines restrictions;
5. Installing 'No Stopping' yellow edge lines on the southern side of McKinlay Lane; and
6. Installing 'No Stopping' yellow edge lines on both sides of Pirani Lane and Dobson Lane and on the southern side of Pryde Way, Eden Hill.

**Voting requirements: Absolute majority**

<b>Item No. 7.5</b>	<b>Revocation of Council Policies 4.1 – Local Studies Collection Photographic Reproduction and 5.15 – Services to Young People</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>File Ref/ROC</b>	GOVN/CCLMEET/12
<b>Previous Council Reports (if applicable)</b>	Nil.
<b>Directorate</b>	Community Planning
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 5</b>	<ul style="list-style-type: none"> <li>• Policy 4.1 – Local Studies Collection Photographic Reproduction.</li> <li>• Policy 5.15 – Services to Young People.</li> </ul>

## Purpose

The purpose of this report is for Council to consider revoking Council Policies 4.1 – Local Studies Collection Photographic Reproduction (CP 4.1) and 5.15 – Services to Young People (CP 5.15).

## Background

The purpose of CP 4.1 is to “*enable private and commercial access to and reproduction of images held within the Bassendean Local Studies Collection*”. It was last reviewed in March 2014.

The purpose of CP 5.15 is not stated but would appear to outline the Town’s role in advocating, facilitating/resourcing and coordinating the development and delivery of services and facilities for young people.

It was last reviewed in March 2014. Since that that time, Council (in June 2018) adopted a Youth Statement, which “details a framework to guide the Town’s planning and operations in supporting all young people”. That document makes no reference to CP 5.15.

**Communication and Engagement**

Nil.

**Strategic Implications**

Priority Area 6: Providing visionary leadership and making great decisions

Direction	Potential Strategies	What Success Looks Like
Ensure operational activities reflect the strategic focus of Council	<ul style="list-style-type: none"> <li>• Ensure clear communication and flow of information from decision makers to operational staff</li> <li>• Implement a framework on decision making that identifies delegated authority for different levels of decision</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Efficient and effective Council meetings</li> <li>• Outcomes-focused decision making (not process-focused)</li> <li>• More delegated authority to CEO on appropriate items to enable Council to focus on strategy</li> </ul>

**Comment**

Council Policy 4.1 – Local Studies Collection Photographic Reproduction Policy

CP 4.1 sets out that, provided copyright is not infringed, private and commercial reproduction of images is allowed and that images will be provided in electronic form. Such provision is subject to the payment of a fee, with that fee included in the Council-adopted Schedule of Fees and Charges.

For a number of years, the Council-adopted Schedule of Fees and Charges stated that the fee was to be as per the Policy, meaning that there was no actual prescribed fee. That issue was resolved in November 2020 by way of Council’s adoption of a specific fee within the Schedule and as such, the Policy has little value.

It is therefore recommended that Council revoke CP 4.1.

Council Policy 5.15 – Services to Young People

A policy should exist to assist with decision making, whereas, the subject policy provides a broad overview of the Town’s service offering in relation to young people. That overview has subsequently been superseded by Council’s adoption of the more contemporary Youth Statement: [Youth Statement 2018 \(08/10/2018\) \(bassendean.wa.gov.au\)](http://bassendean.wa.gov.au).

It is therefore recommended that Council revoke CP 5.15.

### **Statutory Requirements**

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

### **Financial Considerations**

Nil.

### **Risk Management Implications**

Low.

### **Officer Recommendation – Item 7.5**

That Council revokes Council Policies 4.1 – Local Studies Collection Photographic Reproduction and 5.15 – Services to Young People.

**Voting requirements: Simple majority**

<b>Item No. 7.6</b>	<b>Attendance at Events Policy – CEO and Councillors</b>
<b>Property Address (if applicable)</b>	N/A
<b>Landowner/Applicant (if applicable)</b>	N/A
<b>File Ref/ROC</b>	GOVR/POLCY/1
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Chief Executive
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input checked="" type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person’s right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 5</b>	Attendance at Events Policy – CEO and Councillors

**Purpose**

The purpose of this report is for Council to consider the adoption of the proposed Attendance at Events Policy by the CEO and Councillors.

**Background**

The Town is currently reviewing its policy manual to ensure that all Council policies are relevant, useful and up to date. Council policies are required to assist with the efficient running of the local government and to address and provide guidance on matters within the district. In June 2019, the *Local Government Legislation Amendment Act* was passed by Parliament which introduced a number of new legislative requirements for local governments. One of these new provisions was section 5.90A which required local governments adopt a policy regarding attendance at events by Councillors and the CEO. A new policy has been drafted to deal with the specific requirements.

## Proposal

It is proposed that Council consider and adopt the draft Attendance at Events Policy.

## Communication and Engagement

The policy was presented at the Corporate Management Committee meeting of 2 December 2020 for consideration and feedback.

## Strategic Implications

### Priority Area 6: Providing Visionary Leadership and Making Great Decisions

Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as-usual services and operations</li> <li>• Create an organisational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the community</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>
Foster an environment of innovation and leadership	<ul style="list-style-type: none"> <li>• Foster an environment of innovation, where people are encouraged to contribute</li> <li>• Foster leadership: harness the talent of individuals</li> <li>• Recognise and reward innovation and leadership</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Councillors and staff feel empowered to make appropriate decisions</li> <li>• Professional development for staff and councillors</li> <li>• Inductions to professional networks</li> </ul> LONG TERM <ul style="list-style-type: none"> <li>• Recognition of excellence by other organisations</li> </ul>

## Comment

Under the *Local Government Act 1995* section 5.90A states –

*5.90A. Policy for attendance at events*

*(1) In this section —*

**event** includes the following —

- (a) a concert;*
- (b) a conference;*
- (c) a function;*
- (d) a sporting event;*

*(e) an occasion of a kind prescribed for the purposes of this definition.*

*(2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including—*

*(a) the provision of tickets to events; and*

*(b) payments in respect of attendance; and*

*(c) approval of attendance by the local government and criteria for approval; and*

*(d) any prescribed matter.*

*\* Absolute majority required.*

*(3) A local government may amend\* the policy.*

*\* Absolute majority required.*

*(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

*(5) The CEO must publish an up-to-date version of the policy on the local government's official website.*

The Town has drafted a new policy to provide a framework for Council to actively consider the purpose and benefit to the community of Councillors and the CEO in attendance at events.

The policy addresses attendance at events; any payments or expenses associated with the attendance at the event; and the consideration that should be taken into account when deciding whether an event should be attended.

Attendance at events that are in accordance with the policy (pre-approved events) will exclude the attendee from the requirement to disclose the interest where the donor has a matter before the Council. Where Council has pre-approved the event in the policy or at a meeting, section 5.62(1B) of the *Local Government Act 1995* excludes the creation of a closely associated personal relationship between the donor and the relevant Councillor (or CEO) that otherwise would have occurred on acceptance of the ticket. Notwithstanding, the policy makes provision for the requirement of an attendance register whereby a Councillor and the CEO are to declare attendance at an event thereby ensuring transparency.

The Town is committed to meeting the legislative requirements of the Act and accountability to the community. The policy aims to establish a means to ensure appropriate disclosure on the acceptance of invitations to events by Councillors and the CEO.

## **Statutory Requirements**

*Local Government Act 1995* section 5.90A. The policy is required to be published on the Town's website.

An invitation to an event may be considered a gift and the Disclosure of Financial Interests and Gifts provisions of Division 6 of the *Local Government Act 1995* and Part 6 of the *Local Government (Administration) Regulations 1996* should be taken into consideration.

## **Financial Considerations**

Attendance at events and associated expenses align with Councillors' training and development. There is existing allocation in the budget that deal with these expenses. The new policy, if adopted, will not alter the existing allocation.

## **Risk Management Implications**

There is no current policy that addresses the issue of attendance at events by Councillors and the CEO that meets the requirements of section 5.90A of the *Local Government Act 1995*. Should Council not adopt an adequate policy there is a risk that there will not be sufficient transparency in decision-making and consideration of advice on matters before Council. Further, the Town will be in contravention of the statutory requirement.

## **Officer Recommendation – Item 7.6**

That Council adopts the proposed Attendance at Events Policy – CEO and Councillors, as contained in the attachment to this report.

**Voting requirements: Absolute majority**

<b>Item No. 7.7</b>	<b>Town of Bassendean Purchasing Policy</b>
<b>Property Address (if applicable)</b>	NA
<b>Landowner/Applicant (if applicable)</b>	NA
<b>File Ref/ROC</b>	FINM/PROCED/1
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
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<b>Attachment No. 7</b>	<ul style="list-style-type: none"> <li>• Council Purchasing Policy (Current)</li> <li>• Draft Council Purchasing Policy (Proposed)</li> </ul>

## Purpose

The purpose of this report is to present a draft Council Purchasing Policy to Council for adoption.

## Background

Council adopted the current Purchasing Policy in April 2014. It was last reviewed in June 2019, to comply with quotation and record keeping requirements of the Local Government (Functions and General) Regulations 1996.

The Town's former internal auditor Moore Stephens made recommendations regarding the Town's procurement processes in reports arising from two audits:

- Audit of Internal Controls, pursuant to Regulation 17 of the Local Government (Audit) Regulations 1996, in July 2019; and
- Accounts Payable and Purchasing Audit, in April 2020.

Moore Stephens identified, as part of the Accounts Payable and Purchasing Audit, that the Town's Purchasing Policy with respect to purchasing thresholds could be improved to align the 'purchasing method required' with the level of risk commensurate with the purchasing activity.

The findings and recommendations of the two audits are included in the Town's Audit and Risk Register for quarterly reporting to the Audit and Governance Committee.

There is also a need to review the Purchasing Policy to comply with the recent (April 2020) change of tender threshold from \$150,000 to \$250,000 in the Local Government (Functions and General) Regulations 1996.

The Town has completed a review of its procurement activities and introduced systems, documents and processes to minimise procurement risk and improve procurement practice. A summary of the changes was presented to the Audit and Governance Committee at its June meeting.

Officers have prepared a draft Purchasing Policy, supported by a Procurement Manual to provide a best practice resource for officers involved in the procurement of goods and services for the Town.

### **Proposal**

For Council to revoke the current Council Purchasing Policy and adopt the draft Council Purchasing Policy.

### **Communication and Engagement**

A report detailing procurement process improvements was tabled at the June meeting of the Audit and Governance Committee.

A draft Purchasing Policy was provided to Councillors via the CEO Bulletin on 27 November 2020. The draft Purchasing Policy attached to this report differs from the earlier draft in the following respects:

- An increase in the threshold before which a formal RFQ is required, from \$75,000 to \$100,000;
- Alignment of the RFT and RFQ processes; and
- Removal of the following condition in clause 4.5: "the purchasing requirement cannot be met through a tender exempt arrangement", so that the Town may choose to invite a public tender, although not required to do so.

Councillors and members of the Audit and Governance Committee are invited to attend a procurement presentation on 9 December 2020.

The draft Purchasing Policy has been submitted directly to Council, and not via the Audit and Governance Committee, due to continued delays in the Town receiving the audited financial statements resulting in uncertainty as to whether a further meeting of the Audit and Governance Committee will be held in 2020.

## Strategic Implications

### Priority Area 6: Providing Visionary Leadership and Making Great Decisions

Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as usual services and operations</li> <li>• Create an organisational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the community</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>
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### Comment

The draft Purchasing Policy is sufficiently different to the current policy to warrant a new policy, rather than amendments to the current policy. The key changes are:

- Inclusion of key principles of Value for Money, Ethics and Integrity, and Risk;
- Definition of Purchasing Value to determine the sourcing requirement;
- Reduction of the Purchasing Threshold from six to five categories, with a combined threshold of \$5,001 to \$100,000, strengthening the requirements for purchases valued at between \$5,001 and \$19,999 and increasing purchasing flexibility for business units;
- Increasing the lower threshold for a formal RFQ from \$60,000 to \$100,001;
- Increasing the upper threshold for a formal RFQ from \$149,999 to \$250,000;
- Increasing the lower threshold for a Tender from \$150,000 to over \$250,000, to align with recent changes to the Local Government (Functions and General) Regulations 1996;
- Including provision for Sole Supply arrangements, Expressions of Interest and Emergency Purchases;
- Strengthening procurement governance;
- Providing a formal link to the Procurement Manual, making compliance compulsory, rather than voluntary under the current Procurement Guidelines; and
- Enhancing provision for sustainable procurement, including wherever appropriate, the design of quotations and tenders that incorporate a qualitative criterion for sustainable procurement with a percentage allocation.

The draft Purchasing Policy is reflective of a centralised procurement model at the Town, with the Procurement team responsible for managing all formal RFQ and RFT procurement processes. Business units manage procurement processes for procurement below the formal RFQ threshold, with review by the Procurement team on a sample basis.

### **Statutory Requirements**

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
  - (a) the form of quotations acceptable; and
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
  - (b) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received; and
    - (ii) all purchases made.

### **Financial Considerations**

Adoption of the draft Purchasing Policy does not have any financial impact, although it does, in conjunction with the Procurement Manual and the Town's Evaluation Handbook, embed value for money principles into all procurement activity.

Councillors will continue to be notified of any proposed procurement valued at greater than \$20,000 via the CEO Bulletin and procurement activity will continue to be conducted in accordance with approved budgets.

### **Risk Management Implications**

The draft Purchasing Policy provides a balance between managing procurement risk in the context of a low risk appetite by the Town with efficient achievement of operational objectives.

The draft Purchasing Policy facilitates efficient business activity at the lower levels, with oversight by the Procurement team. The current implementation of VendorPanel at the Town will make it easier for business units to manage procurement activity where a formal RFQ is not required and its reporting functionality will assist the procurement team to oversight that procurement activity.

The procurement team will manage all formal RFQ and RFT procurement processes. The draft Purchasing Policy provides for a formal RFQ for procurement within \$100,001 and \$250,000, although that is not a requirement of the Local Government (Functions and General) Regulations 1996. The draft Purchasing Policy provides for a RFT for procurement over \$250,000 via the WALGA panel or a WA Disability Enterprise or an Aboriginal owned business, although these are tender exempt arrangements under the Local Government (Functions and General) Regulations 1996.

The Purchasing Policy will be reviewed periodically to ensure it continues to meet the Town's risk considerations and business objectives.

**Officer Recommendation – Item 7.7**

That Council revokes Council Purchasing Policy 6.14 and adopts Council Purchasing Policy, as attached to this report.

**Voting requirements: Absolute majority**

<b>Item No. 7.8</b>	<b>Information and Communications Technology Strategy for 2020 to 2025</b>
<b>Property Address (if applicable)</b>	n/a
<b>Landowner/Applicant (if applicable)</b>	n/a
<b>File Ref/ROC</b>	INFT/IMPLTN/1
<b>Previous Council Reports (if applicable)</b>	
<b>Directorate</b>	Corporate Services
<b>Authority/Discretion</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<input type="checkbox"/> Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input checked="" type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting local laws, town planning schemes and policies.
<input type="checkbox"/> Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
<input type="checkbox"/> Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under <i>Health Act, Dog Act</i> or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
<b>Attachment No. 8</b>	Information and Communications Technology Strategy for 2020 to 2025

## Purpose

The purpose of this report is to present to Council the Town of Bassendean's proposed Information and Communications Technology (ICT) Strategy for 2020 to 2025.

## Background

In late 2019, the Town engaged BroadReach Consulting (BroadReach) to conduct a Strategic Information Systems Review. BroadReach assessed the current state, identified key ICT priorities for the Town, and proposed a roadmap to help guide future investment in ICT.

General observations regarding the current state included:

- Reliability and performance of communications paths and the lengthy upgrade process for the remote desktop configuration significantly impacts the effectiveness of the central ICT system in every business unit;

- Desktop and telephony devices are aged, inconsistent and constrain functionality;
- Mobility is poorly enabled and not integrated with core systems workflow;
- Employees using their own devices are poorly supported;
- Outsourcing of key functionality has been effective for several business units but is not integrated with the core system; and
- ICT operating costs are very low (<1% of business expenses, compared to the industry average of 3.8% according to a survey by Deloitte) (Source: BroadReach Consulting report: Information Technology (IT) Strategy and Roadmap, 2019).

BroadReach identified the need for greater investment to stabilise the ICT environment, and to improve the efficiency and quality of service delivery.

In mid-2020, the Town commissioned a network audit, completed by Stott and Hoare, to identify the root cause(s) of the network performance issues identified in the Information Services Review. The network audit identified a number of critical security and network performance issues and recommended remedial action as a priority.

Around the same time, the Auditor-General appointed new auditors for the Town, RSM Australia (RSM), and instructed RSM to include an ICT audit as part of its interim audit of the Town. RSM made similar recommendations to those made by Stott and Hoare.

This ICT Strategy builds on the work undertaken by BroadReach, Stott and Hoare and RSM to deliver a strategy tailored to the Town’s operations, in the context of the Town’s priorities, budget and capacity for change.

**Proposal**

For Council to accept the ICT Strategy.

**Communication and Engagement**

In addition to liaison with BroadReach, Stott and Hoare and RSM, the Town has engaged with its enterprise system provider.

**Strategic Implications**

Priority Area 1: Strengthening and Connecting our Community

<p>Treating people equitably with access to programs and services, regardless of advantage or ability</p>	<ul style="list-style-type: none"> <li>• Ensure access and inclusion to spaces and places throughout our Town for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people</li> </ul>	<ul style="list-style-type: none"> <li>• Alignment between services delivered and community needs</li> <li>• Diversity (in terms of demographic, ability, culture, background) of community members accessing spaces, places, programs and services is</li> </ul>
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	<ul style="list-style-type: none"> <li>• Enable programs and services that cater for all, including community members with disabilities, youth, seniors, Indigenous people, and culturally and linguistically diverse people</li> </ul>	reflective of community structure
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### Priority Area 5: Facilitating People-Centred Services

Ensure community members know where and how to access services	<ul style="list-style-type: none"> <li>• Improve communication regarding where community members can receive services, advice and provide feedback</li> <li>• Ensure transparent and open discussions with community members</li> </ul>	<p><b>SHORT TERM</b></p> <ul style="list-style-type: none"> <li>• Clarity within the community and local government regarding who deals with different types of decision</li> <li>• Clarity and consistency around complaints procedure</li> </ul>
Deliver efficient and well-connected internet and computer technology systems	<ul style="list-style-type: none"> <li>• Improve efficiency of internet and computer technology systems for community-facing services</li> <li>• Explore online options for services that currently require physical presence</li> </ul>	<p><b>SHORT TERM</b></p> <ul style="list-style-type: none"> <li>• Improved efficiency of online services for community</li> <li>• Improved efficiency of online services for administration</li> <li>• Increased customer base for online services</li> <li>• Ability to deliver core work and services via non-contact methods</li> </ul>

### Priority Area 6: Providing Visionary Leadership and Making Great Decisions

<b>Direction</b>	<b>Potential Strategies</b>	<b>What Success Looks Like</b>
Make brave decisions in line with a risk appetite	<ul style="list-style-type: none"> <li>• Early identification of potential risks / issues/opportunities</li> <li>• Embed opportunity cost considerations</li> </ul>	<p><b>SHORT TERM</b></p> <ul style="list-style-type: none"> <li>• Efficient and effective Council meetings</li> <li>• Defensible decision making that is based on the identification of opportunities and benefits as well as negative impacts</li> </ul> <p><b>LONG TERM</b></p> <ul style="list-style-type: none"> <li>• Examples of being first adopters</li> </ul>
Ensure operational activities reflect the strategic focus of Council	<ul style="list-style-type: none"> <li>• Ensure clear communication and flow of information from decision makers to operational staff</li> <li>• Implement a framework on decision making that identifies delegated authority for different levels of decision</li> </ul>	<p><b>SHORT TERM</b></p> <ul style="list-style-type: none"> <li>• Efficient and effective Council meetings</li> <li>• Outcomes-focused decision making (not process-focused)</li> <li>• More delegated authority to CEO on appropriate items to enable Council to focus on strategy</li> </ul>

Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community	<ul style="list-style-type: none"> <li>• Build understanding and support for the vision and Strategic Community Plan</li> <li>• Demonstrate clear connections between the Strategic Community Plan, project and business as usual services and operations</li> <li>• Create an organisational culture of performance, innovation and excellence</li> <li>• Develop shared values between Council, administration and the community</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Openness and transparency of decision making</li> <li>• Enhanced staff morale</li> <li>• Staff have appropriate strategic direction</li> <li>• Agreement on the link between projects and Strategic Community Plan</li> <li>• General alignment regarding values</li> </ul>
Foster an environment of innovation and leadership	<ul style="list-style-type: none"> <li>• Foster an environment of innovation, where people are encouraged to contribute</li> <li>• Foster leadership: harness the talent of individuals</li> <li>• Recognise and reward innovation and leadership</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Councillors and staff feel empowered to make appropriate decisions</li> <li>• Professional development for staff and councillors</li> <li>• Inductions to professional networks</li> </ul> LONG TERM <ul style="list-style-type: none"> <li>• Recognition of excellence by other organisations</li> </ul>
Respond effectively and efficiently to crises	<ul style="list-style-type: none"> <li>• Implement crisis management framework</li> <li>• Communicate the impacts to business continuity</li> </ul>	SHORT TERM <ul style="list-style-type: none"> <li>• Clarity of impacts to business continuity among elected members and staff prior to crisis situations</li> <li>• Clarity amongst the community of local government, organisation and community responses</li> </ul>

**Comment**

Lack of investment in ICT by the Town over many years has resulted in aged infrastructure, systems and equipment. This is having a significant impact on the efficiency of operations, and inhibiting the adoption of contemporary technologies and practices such as online services, mobile computing, electronic work flows, automation of business processes, reporting dashboards and analytical capability.

The ICT Strategy provides a vision for how the Town would like to utilise technology to deliver ICT services and improve business performance over the next five years.

This is the first formal ICT Strategy developed by the Town. The ICT Strategy will guide the Towns future investment in Information and Communication Technology to provide a stable, robust and secure ICT platform that will adequately support the unique operational requirements of the Town into the future.

The ICT Strategy is supported by the ICT Strategic Plan, which outlines key projects and actions for each of the five years of the ICT Strategy.

The ICT Strategy outlines the key projects and outcomes under the following six priority areas:

- Modern and Secure ICT Architecture
  - Implement a robust, secure and contemporary ICT architecture that improves productivity and service delivery, and ensures the integrity, availability and confidentiality of information.
- Access Anywhere, Anytime
  - Improve infrastructure to make it easy for customers to transact with us online and provide for an enhanced digital experience for Council and staff
- Transform and Simplify
  - Transform the way we work and deliver our services. Simplify access to information and systems
- Mobility
  - Equip our staff with mobile computing devices, enabling access to information and systems in the field to enhance productivity and efficiency
- Information Management
  - Improve strategic and operational and decision-making capability by unifying information, establishing information management standards, and improving our reporting and data analytical capability
- Sustainable IT
  - Implement sustainable technology initiatives that reduce the impact of technology use on the environment.

Appropriate investment in ICT infrastructure and the adoption of contemporary software systems and technologies over the next five years, is critical to ensure the Town has a reliable and secure platform that enables the efficient and effective delivery of its services, and is able to support the priority areas and strategies as outlined in the Strategic Community Plan.

The ICT Strategy will be reviewed as required and at least every two years.

### **Statutory Requirements**

The Local Government Act 1995, session 5.41, specifies the functions of the CEO.

#### **5.41. Functions of CEO**

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and

- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

### **Financial Considerations**

Council made provision in the 2020/21 Annual Budget for capital expenditure of \$60,000 for IT equipment and \$140,000 for initial actions following the Information Systems Review. The focus of the ICT Strategy in 2020/21 is network infrastructure and security and \$60,000 of capital funds was repurposed in the November budget review for implementation of the operational aspects of the ICT Strategy. This budget is expected to be sufficient for 2020/21.

Costs associated with implementation of the IT Strategy will be presented to Council as part of annual budget submissions and incorporated into the long-term financial plan.

### **Risk Management Implications**

BroadReach, Stott and Hoare and RSM have detailed significant risks relating to the Town's network and infrastructure, security, governance and processes.

The findings and recommendations of the two audits are included in the Town's Audit Risk Register for quarterly reporting to the Audit and Governance Committee.

The key projects and actions outlined in the ICT Strategy will be assessed for risk, sustainability, business outcomes and value for money.

### **Officer Recommendation – Item 7.8**

That Council receives the Town of Bassendean ICT Strategy 2020 – 2025, as attached to this report.

**Voting requirements: Simple majority**

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

**9.0 CONFIDENTIAL BUSINESS**

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

**10.0 CLOSURE**

The next Briefings Session will be held on Tuesday 16 February 2021, commencing at 6.00pm.