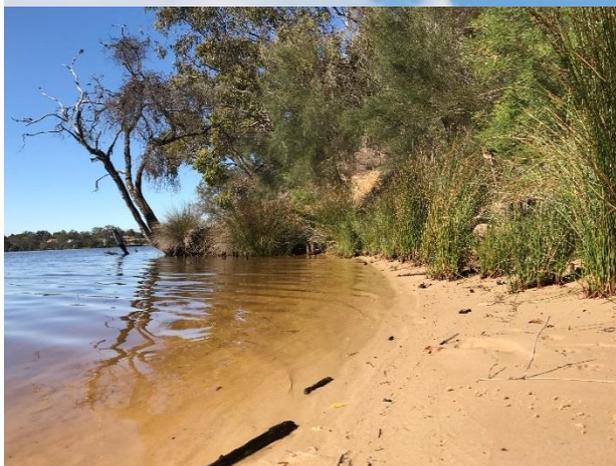




ORDINARY MEETING OF COUNCIL

Tuesday 25 June 2019

Agenda



Notice is hereby given of the Ordinary Council Meeting to be held in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

Peta Mabbs
CHIEF EXECUTIVE OFFICER

21 June 2019

INTRODUCING OUR COUNCILLORS



Mayor
Renee McLennan
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Deputy Mayor
Bob Brown
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Cr John Gangell
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Cr Melissa Mykytiuk
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Cr Jai Wilson
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Cr Sarah Quinton
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Cr Kathryn Hamilton
crhamilton@bassendean.wa.gov.au

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.

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

Sports Achievement Awards

The Mayor will present two Sports Achievement Awards to recipients.

2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

It should be noted that public questions and 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.

2.1 Public Question Time

Members of the public who wish to do so may ask questions at this point in the agenda.

2.2 Address by Members of the Public

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 28 May 2019

Attachment No. 1:

Confidential Attachment No. 1– Confidential Minutes

OFFICER RECOMMENDATION – ITEM 5.1(a)

That the minutes of the Ordinary Council meeting held on 28 May 2019, be received.

OFFICER RECOMMENDATION – ITEM 5.1(b)

That the minutes of the Ordinary Council meeting held on 28 May 2019, be confirmed as a true record.

5.2 Special Council Meeting held on 10 June 2019

Attachment No. 2:

OFFICER RECOMMENDATION – ITEM 5.2(a)

That the minutes of the Special Council meeting held on 10 June 2019, be received.

OFFICER RECOMMENDATION – ITEM 5.2(b)

That the minutes of the Special Council meeting held on 10 June 2019, be confirmed as a true record.

5.3 Special Council Meeting held on 18 June 2019

Attachment No. 3:

OFFICER RECOMMENDATION – ITEM 5.3(a)

That the minutes of the Special Council meeting held on 18 June 2019, be received.

OFFICER RECOMMENDATION – ITEM 5.3(b)

That the minutes of the Special Council meeting held on 18 June 2019, be confirmed as a true record.

6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

6.1 New Organisation Structure

7.0 PETITIONS

8.0 DECLARATIONS OF INTEREST

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

10.0 REPORTS

10.1 Adoption of Recommendations En Bloc

The following information is provided to Councillors for guidance on the use of en bloc voting as is permissible under the Town's Standing Orders Local Law 2011.

Standing Orders Local Law 2011, Clause 5.4 states:

- (1) In this clause adoption by en bloc voting means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting may not be used for a matter –
 - (a) that requires a 75% majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the Officer recommendation.

Councillors should be aware that should they wish to declare an interest in any of the items listed in the en bloc voting table, and have not done so under Item 8.0, Declarations of Interest, they should do so at this point of the agenda.

OFFICER RECOMMENDATION – ITEM 10.1

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda of 25 June 2019:

Item	Report
10.2	Request for Endorsement – Public Advertising of the draft Local Integrated Transport Plan
10.4	Install manually retractable bollards on the intersections of Old Perth Road from Guildford Road to James Street
10.5	Bus Shelter Installation - Penzance Street, James Street and Devon Road
10.6	Proposed Public Works – Car Parking Facility - Ashfield Train Station
10.7	Community of Interest Groups – Update to Council
10.8	Methods of Community Engagement for the Community Concept Plans of Palmerston Square Reserve and Padbury Way Reserve
10.9	One Planet Living: A Holistic, Integrated and Impactful Approach to Social, Environmental and Economic Sustainability
10.11	River Parks Committee Meeting held on 4 June 2019
10.12	Bassendean Local Emergency Management Committee Meeting held on 5 June 2019
10.13	Design Bassendean Reference Group Meeting Held on 5 June 2019
10.15	Sustainability Committee Meeting held on 12 June 2019
10.16	Determinations Made by the Principal Building Surveyor
10.17	Determinations Made by Development Services
10.18	Implementation of Council Resolutions
10.19	Accounts for Payment – May 2019
10.20	Financial Statements – May 2019
10.21	Use of the Common Seal
10.22	Calendar for July 2019

Council is now requested to consider the balance of the Officer recommendations independently.

Item	Report
10.3	Adoption of Town of Bassendean Dogs Local Law 2019
10.10	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
10.14	Audit & Governance Committee Meeting held on 5 June 2019
11.1	Notice of Motion – Cr Brown: Lot 821 on Plan 40943, 52 Villiers Street, Bassendean
11.2	Deferred - Notice of Motion, Cr Wilson: FOGO Waste System

10.2 Request for Endorsement – Public Advertising of the draft Local Integrated Transport Plan (LITP) (Ref: TRAF/PLANNING/5 - Anthony Dowling, Director Strategic Planning)

APPLICATION

Council is requested to endorse the draft Local Integrated Transport Plan (LITP) for the purpose of public advertising only.

The purpose of public advertising is to seek feedback on the draft plan from the community and key stakeholders prior to finalising the plan and re-presenting it to Council for adoption as a plan to guide the development of the Town's movement network into the future.

The LITP is a key informing document in the Town's new Local Planning Strategy under development.

ATTACHMENTS

Attachment No. 4:

Draft Local Integrated Transport Plan (LITP)

BACKGROUND

At its Ordinary meeting held in February 2017 Council resolved (OCM-20/2/17) to undertake a Traffic and Transport Needs Assessment ('Transport Study'), principally as part of the preparation of a new Local Planning Strategy (OCM-20/2/17).

Additional purposes of the study included:

- (i) Informing the planning of transit-oriented development (TOD) around the Ashfield, Bassendean and Success Hill train stations; and
- (ii) Informing and providing a platform for the development of subsequent and future transport strategies, policies and plans for the Bassendean Local Government Area (LGA).

Through a subsequent competitive Request for Quotation (RfQ) process the Perth Office of global transport planning firm ARUP was awarded a contract by the Town to undertake the Transport Study.

The study was structured into two phases as follows:

Phase 1 – Transport Assessment

Phase 2 – Transport Strategies

The carrying out of each of these phases was to follow or accord with, where relevant and/or applicable, the Western Australian Planning Commission's (WAPC) *Guidelines for the preparation of Integrated Transport Plans* (2012).

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

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

- The Town's street hierarchy;
- Strategic connections to the regional movement network;
- Freight traffic network;
- Cycling network;
- Public transport network;
- Pedestrian network;
- Private vehicle network; and
- Parking provision (on-street and off-street).

A draft LITP has now been prepared and presented to Council to consider endorsing for public advertising and feedback prior to the draft plan being finalised and being re-presented to Council for adoption.

STRATEGIC IMPLICATIONS

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

STRATEGIC PRIORITY 1: SOCIAL

Objective 1.2: Ensure all community members have the opportunity to be active, socialise, and be connected

Strategies (<i>How we're going to do it</i>)
1.2.1 Provide accessible facilities that support leisure, learning and recreation for people of all ages

Objective 1.4: Improve lifestyle choices for the aged, families and youth

Strategies (<i>How we're going to do it</i>)

1.4.2 Partner with service providers to improve/expand access to services and facilities
--

Strategic Priority 3: Built Environment

Objective 3.1: Plan for an increased population and changing demographics

Strategies (<i>How we're going to do it</i>)

3.1.4 Ensure infrastructure is appropriate for service delivery

Objective 3.2 Enhance connectivity between places and people

3.2.1 Connect the Town through a safe and inviting walking and cycling network
3.2.2 Advocate for improved and innovative transport access and solutions
3.2.3 Enhance the liveability of local neighbourhoods
3.2.4 Enhance road safety through design

COMMUNICATION AND ENGAGEMENT

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

ARUP also briefed Council on three occasions as follows:

- (1) April 2018 - the outcomes of a SWOT (Strengths, Weaknesses, Opportunities and Constraints) analysis of the Town's existing movement network and emerging transport trends, and community engagement via the Town's Your Say Bassendean platform (Phase 1);
- (2) August 2018 - 21 suggested 'Big Moves' (or 'Long List') of transport actions pertaining to parking, public transport, active transport, road network, land development options; and
- (3) May 2019 - an overview of the draft LITP incorporating feedback from Councillors and members of the Design Bassendean Advisory Group (some of who attended the second briefing).

The finalised draft LITP also incorporates feedback from Councillors following the aforementioned third briefing. Should Council consent to the draft LITP being publically advertised it is intended to publically advertise the draft LITP for at least a 21 day period.

Allowing for typical lead-up times for the commencement of advertising, this period could commence by 2 July 2019 and conclude 19 July 2019.

Intended advertising means including a notice in the *Eastern Reporter* newspaper, notice on the Town's website linking to the study's project page on the Town's *Your Say Bassendean* platform, and via social media (eg. Town's Facebook page).

Additionally, ARUP plan to conduct a two-day community information display, where community members can drop in to view the draft LITP and provide feedback. At this stage it is intended to hold the display over a Friday and a Saturday at the Hawaiian Bassendean Shopping Centre.

The draft LITP is intended to be available for viewing at the Town's Ideas Hub at 31 Old Perth Road Bassendean during the advertising period.

COMMENT

The draft LITP essentially provides a broad framework and recommended strategies as to how the Town's existing movement network could desirably evolve and be enhanced over time.

The draft LITP is also integral to informing the development of the new Local Planning Strategy (LPS) particularly given the important nexus between land use and transportation. Should any of the recommended strategies ultimately be adopted by Council (with or without modifications), it is envisaged that these will be incorporated or reflected in the new LPS.

The draft LITP has been developed in a way that seeks to:

- (i) Maintain and enhance the Town's identity and character;
and
- (ii) Provide sustainable and resilient multimodality (including greater walkability) within the Town, in order to avoid ingraining the primacy of motor vehicle traffic within the town as well as integrating flexibility into the movement network given ongoing change within the transport sector.

Therefore, publically advertising the LITP provides an opportunity to 'test' or gauge support for the recommendations therein and the thrust of the draft LITP with the wider community and other stakeholders (eg. the East Metropolitan Regional Council), prior to finalising and adopting the LITP.

Feedback received from the community and stakeholders can also inform the *BassenDream Our Future* outcomes report to be prepared by Creating Communities Australia (CCA) for Council's consideration at the conclusion of the *BassenDream Our Future* community consultation program.

To this end, the SWOT assessment carried out in Phase 1 of the transport study will help frame a number of survey questions around the theme of Access and Transport in the forthcoming community survey currently being developed by CCA as part of the *BassenDream Our Future* community consultation program.

It should be noted that as the draft LITP is principally a recommended framework (or direction) for the Town's future movement network, the recommended strategies (if adopted) will require further detailed planning and design and/or policy development by the Town as part of their implementation. This is in line with the previously stated purpose of the draft LITP to provide a platform for the development of subsequent and future transport strategies, policies and plans for the Bassendean Local Government Area (LGA).

STATUTORY REQUIREMENTS

Nil

FINANCIAL CONSIDERATIONS

The current budget (FY 2018-19) contains an allowance for advertising the draft LITP in the *Eastern Reporter* newspaper; for ARUP to conduct the proposed two-day community information display on a weekday and a Saturday, (in conjunction with the Town's Director Strategic Planning and to review and analyse submissions received and subsequently finalise the LITP.

Given that the end of the current financial year is drawing to a close, an allowance has been provided in the draft FY 2019-20 Town budget to carry over this allowance in anticipation of the advertising taking place and the study being completed by ARUP in FY 2019-20.

ADDITIONAL COMMENT

At the Briefings Session held on Tuesday 18 June 2019, Cr Gangell queried whether proposal RN 10 listed in Table 2 of the draft LITP will accord with current relevant laws governing motor vehicle speed limits and parameters.

RN 10 recommends that consideration be given to reducing the speed limit in the Town Centre and on local roads to maximum 40 km/h.

The Town's Acting Manager Asset Services has advised that in the past, other local governments have also advocated for reduced speed limits to 40 km/h on local roads and through town centres, but were rejected by Main Roads WA. However, it appears that Main Roads WA may now be softening its stance on this matter. The Director Strategic Planning also notes that the City of Vincent is currently trialling a 40km/h speed limit through parts of North Perth and Leederville, including along Vincent Street where it abuts Hyde Park. Further research/investigation is required to provide a more conclusive response. This can be carried out during the course of advertising the draft LITP.

Additionally, Cr Brown wanted it to be noted that consideration of road safety be paramount when planning/designing future Town roads (cf Strategy 3.2.4 under Objective 3.2 in the section Strategic Implications of this report).

OFFICER RECOMMENDATION — ITEM 10.2

That Council:

1. Receives the draft Bassendean Local Integrated Transport Plan (LITP); and
2. Endorses the draft LITP only for the purpose of advertising and receiving community and stakeholder feedback.

Voting requirements: Simple Majority

10.3 Adoption of Town of Bassendean Dogs Local Law 2019
(Ref: LAWE/LOCLWS/2 – Sharna Merritt, Senior Ranger)

APPLICATION

The purpose of this report is for Council to finalise the *Town of Bassendean Dogs Local Law 2019*.

ATTACHMENTS

Attachment No. 5:

- Report of submissions from the public;
- Summary of the suggested amendments from the Department of Local Government, Sport and Cultural Industries; and
- Town of Bassendean Dogs Local Law 2019.

BACKGROUND

The Dogs Local Law was last considered by Council at its meeting held in November 2018, when it was resolved by OCM-5/11/18, that Council 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 Town of Bassendean Dogs Local Law, as attached to the Ordinary Council Agenda of 27 November 2018.

COMMUNICATION & ENGAGEMENT

The proposed Local Law was advertised in accordance with the provisions of section 3.12 of the Local Government Act 1995. An advert was placed in the *West Australian* on 13 February 2019, which included the purpose and effect of the Local Law, inviting any submissions to be made by 5 April 2019.

The proposed Local Law was also advertised on the *Your Say Bassendean* website and on Facebook, with hard copies of the proposed local law available at the Customer Service Centre and the Memorial Library.

The draft Local Law was also provided to the Department of Local Government, Sport and Cultural Industries (the Department) for its review.

The Dogs Local Law received three submissions from members of the public and comments were received from the Department. Please see attached reports for the submissions received.

STRATEGIC IMPLICATIONS

Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.2 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 following represents the process outlined under section 3.12 of the Act that remains outstanding.

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

** Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law;
 - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

Making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Under section 3.13 of the Act, if the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

FINANCIAL CONSIDERATIONS

The cost of advertising the Local Law in the Government Gazette and giving local Public Notice will be met from account 401333.

COMMENT

The contents of the submissions from the public were considered, but as none of them related to the content, purpose or effect of the Local Law, they did not result in any amendments to the final Local Law.

The comments provided by the Department included a number of recommendations, mostly related to referencing, formatting and terminology definition. One suggested amendment related to the insertion of a subclause regarding the standard penalties for clause 2.3 (new subclause 2.3(4) - penalty for dog excrement offence).

A commencement clause (clause 1.2) has also been added in, to ensure consistency with other Town of Bassendean Local Laws.

The title of the Dogs Local Law was amended from *Town of Bassendean Dogs Local Law 2018* to *Town of Bassendean Dogs Local Law 2019*, as this is the year in which the Local Law would be adopted and gazetted.

The suggested edits and insertion of clause 1.2 and subclause 2.3(4) are only minor amendments and do not change the purpose, effect or intent of the Local Law that was originally approved for advertising.

As such, the amendments have been incorporated into the attached final version of the Local Law for consideration and adoption by Council.

OFFICER RECOMMENDATION - ITEM 10.3

That Council:

1. Makes the *Town of Bassendean Dogs Local Law 2019* as attached to the Ordinary Council Agenda of 25 June 2019; and
2. Instructs officers to continue with the process leading to the implementation of the Local Law, as set out in section 3.12 of the *Local Government Act 1995*.

Voting requirement –

Item 1: Absolute majority Item 1

Item 2: Simple majority Item 2

10.4 Install manually retractable bollards on the intersections of Old Perth Road from Guildford Road to James Street (Ref: OCM-25/10/18 David Dwyer, Engineering Technical Coordinator)

APPLICATION

The purpose of this report is to inform Council of the cost to install manually retractable bollards on the intersections of Old Perth Road from Guildford Road to James Street and advise of the implication on traffic management for events.

ATTACHMENTS

Attachment No. 6:

- Old Perth Road Bollard -Guildford Rd to Wilson St- Location Plan
- Old Perth Road Bollard-Guildford Rd to James St- Location Plan
- Traffic Management Plan Old Perth Road Markets; and
- Traffic Management Plan Wonder Realm .

BACKGROUND

In October 2018, Council (OCM-25/10/18) requested a report on the cost of installing below ground bollards on the intersections of Old Perth Rd from Guildford Road to James Street.

COMMUNICATION & ENGAGEMENT

N/A

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
	1.1.2 Activate neighbourhood spaces to facilitate community gathering	
	1.1.3 Ensure our unique culture and history are shared and celebrated	
	1.1.4 Continue to support and facilitate participation in the arts, community festivals and events	

COMMENT

Updated Comment from Briefings Session (shown in Italics)

As per Council (OCM-25/10/18) "requested a report on the cost of installing below ground bollards on the intersections of Old Perth Rd from Guildford Road to James Street" Town staff have investigated the number and location of bollards required for road closures associated with community events that are currently held on Old Perth Road between Guildford Rd and James St.

Note the bollards investigated are manually retractable light duty designed as a visual deterrent for vehicles whilst allowing pedestrians through. The bollards investigated are not designed as asset protection, to stop hostile vehicles or as a crash barrier.

The Town currently holds events such as Old Perth Road Markets 11 times per year and the Wonder Realm Fringe a three day event on this section of Old Perth Road.

The Old Perth Road Markets are held between Guildford Rd and Wilson St with road closures implemented on Old Perth Rd at the intersection of Guildford Rd, Parker St and Wilson St as shown on attached Traffic Management Plan Old Perth Road Markets.

The Wonder Realm Fringe event is held between Wilson Street and James Street with road closures implemented on Old Perth Road at the intersection of Wilson Street and James Street, as shown on attached Traffic Management Plan Wonder Realm.

The number of bollards required at the road closure points for events such as the Old Perth Road Markets is 13 and estimated to cost \$16,250. The bollard locations are shown on the attached Old Perth Road – Guildford Road to Wilson Street Bollard Location Plan.

The number of bollards required at the road closure points to encompass events such as Wonder Realm and Old Perth Road Markets is 30 and estimated to cost \$37,500 as shown on the attached Old Perth Road – Guildford Road to James Street Bollard Location Plan.

With initiatives like the Town Vibrancy project and other projects, there are likely to be more events requiring road closures in coming years.

The Bassendean Men's Shed currently implement the approved traffic management plan for the Old Perth Road Markets. All signs are provided and implemented by the Bassendean Men's Shed where the Town donates \$500 per event to the Men's Shed. Members of the Men's Shed provide personnel to be present at road closures to advise vehicles and pedestrians as required. *There is a one yearly cost of \$1,000 to have the Traffic Management plane reviewed and approved for a 12 month period.*

All Traffic Management Plans (TMP) shall only be prepared by a person who has completed the Advanced Worksite Traffic Management training and has a current accreditation and are based on the requirements of the current Main Roads WA Traffic Management for Events Code of Practice. The Code of Practice supplements the Australian Standard AS 1742.3, however, it also outlines additional requirements and variations from AS1742.3 applicable to WA.

The installation of manually retractable bollards will not remove the requirement to implement an approved TMP. Bollards may remove the need for "Road Closed" signs subject to approval of a traffic management plan by accredited Advanced Worksite Traffic Management. All other signage shown on the attached approved TMP for the Old Perth Road Markets and Wonder Realm, will still be required. These signs include "Road Closed Ahead", "Local Traffic Only", "Detour", "No Right Turn", etc.

There will not be a reduction in traffic management costs associated with installing manually retractable bollards as an approved TMP will still be required and implemented for events. However there are aesthetic benefits to providing retractable bollards at the immediate location of the event.

Installation of bollards could be considered within future street scaping projects in the Old Perth Road, such as the creation of pedestrian friendly zone planned for 2020/21.

Implementing a pedestrian friendly zone along Old Perth Road is likely to involve adjusting the road height to create a uniform level across the road/footpath. If bollards are installed prior to the design and construction of pedestrian friendly zone along Old Perth Road they are likely to become redundant and will need to be removed.

Additionally, there is a requirement to provide access for emergency services such as Ambulance, Fire and Police, that need to be considered when installing a fixed obstruction into the roadway. If bollards are installed there will need to be personnel on site that has the required equipment and training to lower bollards and control traffic as required.

STATUTORY REQUIREMENTS

When designing and implementing traffic management for events the following documents provide statutory requirements:

Road Traffic Code 2000
Road Traffic Act 1974
Road Traffic Regulations 1991
Main Roads Western Australia – Traffic Management for Events Code of Practice
AS 1742.3 –Manual of uniform traffic control devices Traffic Control for works on roads

FINANCIAL CONSIDERATIONS

The total cost of \$53,750 to install 13 manually retractable bollards is as follows:

- *Intersection of Old Perth Road from Guildford Road to Wilson Street, is estimated to be \$16,250.*
- *Intersections of Old Perth Road from Guildford Road to James Street, is estimated to be \$37,500.*

The cost to implement traffic management will not be reduced directly by the installation of bollards, as there will still be the requirement for all additional signs and trained and qualified personnel to implement the approved traffic management plan.

Please note: an additional Point 3 has been added to the Officer Recommendation, as shown below.

OFFICER RECOMMENDATION — ITEM 10.4

That:

1. Council receives the cost estimation for the installation of manually retractable bollards on the intersections of Old Perth Rd from Guildford Road to James Street; and
2. It be noted that Officers recommend that bollards not be installed in Old Perth Road from Guildford Road to James Street, as there is no effective cost reduction for the implementation of traffic management for events.
3. *The installation of bollards be reconsidered in future place making/streetscaping projects along Old Perth Road.*

Voting requirements: Simple Majority

10.5 Bus Shelter Installation - Penzance Street, James Street and Devon Road (TRAF/MAINT/3 – Phillip Adams, A/Manager Assets and Nicole Baxter, Engineering Design Officer)

APPLICATION

The purpose of this report is to seek Council's consideration for:

1. PTA funding opportunity for shelters at Penzance Street prior to Walter Road East bus stop number 15805 and James Street, adjacent to Hyde Retirement Village (HRV) bus stop number 15550; and
2. The reinstatement of a shelter at Devon Road after the West Road bus stop 15551.

ATTACHMENTS

Attachment No. 7:

- Site plan James Street;
- Site plan Penzance Street;
- Site Plan Devon Road,
- Draft letter to residents;
- Minister for Transport, Planning, and Lands letter;
- JSG Mini shelter,
- PTA Provision of Bus Shelter letter; and.
- PTA Bus Stop and Shelter Works Program.

BACKGROUND

In 2016 the Public Transport Authority (PTA) removed shelters at bus stop 15550 located on James Street adjacent to Hyde Retirement Village (refer to site plan James Street attached) and bus stop 15805 located on Penzance Street (refer to site plan Penzance Street attachment). Both bus stops were removed by PTA in 2016 as they did not meet the PTA Disability Standards for Accessible Public Transport (DSAPT) and patronage numbers were below the 10 passenger per day threshold as outlined in DSAPT document and the Town's "Provision of Bus Shelters Procedure".

Additional Comment

In addition to the shelters mentioned above PTA conducted works and shelter removals as indicated on attached PTA Bus Stop and Shelter Works Program. Note PTA Bus Stop and Shelter Works Program was developed in 2014 and works conducted in 2016).

The Town removed the shelter at bus stop 15551 Devon Rd after being significantly damaged by an errant vehicle that rendered the structure unserviceable.

COMMUNICATION & ENGAGEMENT

If the Town decides to proceed with reinstating the bus shelters, community consultation gauging the support of the surrounding property owners and community, will be required.

The engagement will be conducted via letter drop requesting residents’ support for/against the proposed bus shelter (refer to attached draft survey letter to residents).

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

COMMENT

Bus Stop 15550 James St

The bus shelter at bus stop 15550 James Street was removed in 2016 as it did not comply with PTA Disability Standards for Accessible Public Transport (DSAPT) requirements to allow safe wheelchair access. The bus stop boarding area was upgraded at this time to comply with the DSAPT requirements. Additionally there was a lack of patronage to warrant installing and maintaining a new bus shelter at this location.

Since the removal of the James Street bus stop, residents of (HRV) have lobbied and advocated for the reinstatement of a shelter at bus stop 15550. (refer to attached Minister for Transport, Planning, Lands letter)

As of 2018, PTA broadened its panel contract of suppliers for shelters, and is now able to provide bus shelters that can be installed at this location that meets the DSAPT requirements.

The proposed bus shelter is JSG Mini shelter with perforated metal back and sides protection from the weather and allow passive surveillance , (refer to attached JSG Mini Shelter image). PTA has agreed to fund 50% of the supply and installation cost if the Town funds the remaining 50%. The total cost for supply and installation of shelter is \$7,810, with the cost to the Town will being \$3,905.

Updated Comment from Briefings Session (shown in Italics)

The PTA offer to fund 50% of the shelter at bus stop 15550 James St has been made only for this location.

PTA advised that in its most recent usage survey data at Stop 15550 James Street for on/off passengers is on average two passengers per day.

Bus Stop 15805 Penzance St

The shelter at bus stop 15805 Penzance Street also did not comply with DSAPT requirements or patronage criteria determined by the PTA and was removed in 2016. At this time, the boarding area was upgraded to comply with DSAPT requirements.

PTA offered to co-fund a replacement bus shelter, even though passenger boarding did not comply with the required criteria. At that time, the Town did not wish to replace the shelter due to reported anti-social behaviour by adjacent residents.

Since the removal of this shelter, PTA has received a request from the Local Member, the Hon. Dave Kelly, MP, requesting for a shelter to be provided. PTA is now seeking feedback from the Town regarding the reinstatement of a bus shelter. The PTA has agreed to 100% funding for reinstatement of the bus shelter in this location.

Updated Comment from Briefings Session (shown in Italics)

The PTA offer to fund 100% of THE shelter at bus stop 15805 Penzance St has been made only for this location.

PTA advised that in its most recent usage survey data for Stop 15805 Penzance Street for on/off passengers, is an average of three passengers per day.

Bus Stop 15551 Devon Road

The shelter at bus stop 15551 Devon Road was removed in November 2018 after being significantly damaged by an errant vehicle. The Town has made an Insurance claim against the cost to reinstate the bus shelter which has been approved. The Town can relocate the replacement bus shelter claimed through insurance at its discretion should it not be desired at bus stop 15551, Devon Rd. Officers will investigate suitable locations to place this shelter.

There has been reported antisocial behaviour at this location and the adjacent residents at 46 and 48 Devon Rd have requested that the bus shelter not be reinstated.

PTA advised that in its most recent usage survey data for Stop 15551 Devon Road for on/off passengers is an average of one passenger per day.

Life cycle cost

If the Town accepts the offer and proceeds with the installation, the shelters will need to be maintained by the Town at a cost of approximately \$400 each per year. This includes regular cleaning/graffiti removal which will become the responsibility of the Town.

STATUTORY REQUIREMENTS

N/A

FINANCIAL CONSIDERATIONS

Should Council decide to approve the installation of a bus shelter at bus stop 15550 James Street Bus Shelter and accept PTA funding offer of 50% the Town will require \$3905 for budget consideration in 2019/20 financial year.

Updated Comment from Briefings Session (shown in Italics)

PTA funding offer only extends to providing a shelter at bus stop 15550 James Street.

PTA funding offer is 100% funding for the shelter at bus stop 15805 Penzance Street. *PTA funding offer only extends to providing a shelter at bus stop 15805 Penzance Street.*

Insurance funded 100% of the cost to reinstate the shelter at bus stop 15551 Devon Road. *The Town can relocate the replacement bus shelter claimed through insurance at its discretion, should it not be desired at bus stop 15551, Devon Road.*

Maintenance of the shelters shall be incorporated into the operational budget being \$400 per year for each bus shelter

OFFICER RECOMMENDATION — ITEM 10.5

That Council:

1. Approves the installation of the shelter at Bus Stop 15550, James Street;
2. Instructs officers to commence engagement with the local community on the installation of a shelter at bus stop 15805, Penzance street and 15551, Devon Road;
3. Requests a future report on the results of the survey carried out regarding shelter at bus stop 15805, Penzance street and 15551, Devon Road;
4. Includes \$3,905 in the 2019/20 Budget for the supply and installation of bus shelter at bus stop 15550, James Street;
5. Notes that at all locations, patronage criteria is not met or in accordance with the Town's Provision of Bus Shelters Procedure; and
6. Notes an additional maintenance fund of \$400 will be required each year for each approved bus shelter.

Voting requirements: Simple Majority

10.6 Proposed Public Works – Car Parking Facility - Ashfield Train Station (Ref: DABC/BDVAPPS/2019-065 – Alex Snadden – Planning Officer)

APPLICATION

The purpose of this report is for Council to consider the Town's recommendation to the Western Australian Planning Commission (WAPC) with respect to an application for development approval for a proposed public work for the development of a new public car park for the Public Transport Authority (PTA) at the Ashfield Train Station.

ATTACHMENTS

Attachment No. 8:

- Planning Report – Proposed Development – Car Park Ashfield Station;
- Public Transport Authority – Specification – Stations and Buildings Landscape Architecture;
- Town of Bassendean Revised Drawing with increased landscaping; and
- Town of Bassendean Alternative Design.

BACKGROUND

The Public Transport Authority (PTA) made initial contact with the Town in early February requesting a meeting to seek early feedback and discuss their intention to lodge a development application for a new 'park 'n' ride' facility at the Ashfield station.

A meeting was subsequently held on 15 February 2019 between representatives from PTA and Town Staff. The meeting provided the PTA an opportunity to present an initial concept plan for a car park design incorporating eighty-eight (88) vehicle parking bays on the northern side of the Ashfield Train Station, abutting Railway Parade. At this meeting PTA staff were invited to present the proposal to Council for their feedback, at a Council workshop on 5 March 2019.

This workshop provided Councillors an opportunity to raise any queries or concerns with the design directly with the PTA and express its strong environmental values, advocating that the final design was reflective of this, through increased tree planting to improve the level of tree canopy cover within the proposal.

Following the Councillors workshop and prior to the lodgement of this application, Town staff further advocated for an

increased level of canopy cover within the design of the car park.

COMMUNICATION & ENGAGEMENT

No communication or engagement has been undertaken by the Town in relation to this application for development approval as the Town is not the determining authority for the application.

STRATEGIC IMPLICATIONS

The following objectives from the Strategic Community Plan 2017-2027 is of relevance.

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>
3.2 Enhance connectivity between places and people	3.2.2 Advocate for improved and innovative transport access and solutions.	Community / Stakeholder Satisfaction Survey (roads, footpaths and cycle paths)
	3.2.3 Enhance the livability of local neighbourhoods.	Community/ Stakeholder Satisfaction Survey (access to public transport both access to Town and within.)
	3.2.4 Enhance road safety through design	
3.3 Enhance the Town's appearance	3.3.1 Improve amenity and the public realm	Community / Stakeholder Satisfaction Survey (heritage, amenity and appearance)

COMMENT

The project has come about due to the METRONET public transport program, in which the Bayswater Station is receiving a significant upgrade. The two existing PTA car parks on Whately Crescent at this station will be removed to accommodate the new rail alignment and the redevelopment of the Bayswater Station.

A further car park to the north-east of the Bayswater Station will be retained, however, it will be modified and reduced in size.

Due to the lack of available land around the Bayswater station precinct it is not possible to readily introduce replacement car parking in close proximity to the Bayswater Station without acquiring additional land. Therefore, to offset the loss of the existing PTA parking bays at Bayswater, it was determined that replacement parking bays would be introduced at the nearby Meltham and Ashfield Stations, where land is available.

The Ashfield proposal incorporates a car park for (88) car parking bays immediately to the north of the Ashfield Station.

The car park design incorporates bays in a 90-degree arrangement with a two-way vehicle access driveway through the carpark. The application also includes the provision of 15 trees to be planted, primarily within the Railway Parade road reserve. This remains reflective of the design which was presented to Council at the workshop, and equates to a planting ratio of 1 tree for every 6 car parking bays. The PTA has invited the Town to make comment on its preferred tree species from an approved species list provided by the PTA. This is discussed further within the report.

The PTA has advised the Town through their application that whilst they acknowledge Councils environmental values and endeavour to improve canopy in the area, they have concerns with respect to the impacts of increased vegetation due to the 132Kv Power Lines; proximity to the rail line; the potential impacts on rail safety (with rail safety and operation being paramount); and that increased canopy coverage may compromise CCTV camera operations and lighting levels within the carpark, consequently affecting public safety. Therefore, the proposed design does not incorporate vegetation within the carpark, with the majority of the landscaping to be provided within the Railway Parade road reserve.

Whilst the Town acknowledges the PTA's concerns for increasing canopy cover, Town staff have thoroughly reviewed the design and have concluded that the current design provided by the PTA can be modified to significantly increase canopy cover without implication on the rail operations, public safety and/or the 132 Kv powerlines.

In this respect, increased landscaping and tree planting can be facilitated within the railway reserve (in addition to the road reserve), resulting in increased canopy; improved shade and amenity to the carpark and station; and without implications on infrastructure (rail and/or the 132Kv power lines) or public safety. The following design modifications could be made to the existing design to achieve the Town's desire for increased canopy coverage without adversely affecting the PTA's objectives:

- Planting rate of trees to be increased to a rate of 1 tree for every 4 car parking bays (Council's desired tree parking rate for the surrounding area). Essentially this can be achieved by converting every fifth car parking bay to a 'landscaping bay'. This improved design is described below and shown within the attachments to the report:

- (a) For the south-eastern (railway line) side of the car park, smaller trees can be planted towards the aisle to mitigate conflict with rail infrastructure. It is recommended one of the following species be selected: Eucalyptus Todtiana (Coastal Blackbutt) or Eucalyptus Sideroxylon Rosea (Red Flowering Ironbark);
 - (b) For the north-western (Railway Parade) side of the carpark it is recommended that trees are planted within the middle of bays, thus having a practical setback from the existing footpath infrastructure;
 - (c) There is an opportunity to provide four larger statement trees at the entry points to the car park. These larger trees will improve the level of canopy cover provided by the development. The Town's Assets Services has recommended that either Jacaranda Mimosifolia (Jacaranda), Brachychiton Acerifolius (Illawara flame trees), or Eucalyptus Leucoxylon (red flowered yellow gum) be considered for these larger statement trees. Whilst these trees are not listed within the PTA's recommended list, the Town believes that these trees, located away from the rail infrastructure can be accommodated within the reserve without impeding on the rail infrastructure. The most appropriate tree is the Jacaranda, given it will not drop limbs, does not have an invasive root system and is considered an appropriate tree under power lines being a medium sized tree; and
 - (d) The remaining trees provided on the north-western side are recommended to be one of the following trees; Eucalyptus Todtiana (Coastal Blackbutt) or Eucalyptus Sideroxylon Rosea (Red Flowering Ironbark).
- Adequate root directors/root barriers could also be installed (parallel with the kerb/fence line approximately 3.0m offset from trees) which will allow trees to be located in the car park and ensure roots do not penetrate the nearby rail infrastructure.
 - The design currently over caters for motorbikes. This could be reduced with additional bays and or the incorporation of additional vegetation.

- The electric car charging station infrastructure which is included in the design, must not conflict with the existing footpath width/dimensions.

An amended car park design which accommodates the design treatments described above has been drawn by Town staff and provided as an attachment to this report. Whilst the design treatments will require the car park to be elongated further along the rail corridor, this can be accommodated.

Town staff are conscious that achieving 70 percent canopy cover desired by Council when trees have matured within the car park will be difficult to achieve in this instance. As highlighted above, however, Town staff believe there is significant opportunity for the PTA to modify the design to ensure it achieves a level of canopy cover that is more reflective of the Town's environmental values without compromising infrastructure or safety.

In addition to improving the current design to facilitate increased significant vegetation and canopy there are other alternative car parking arrangements that the PTA could investigate to improve the vegetation provided onsite. For example, the PTA could completely re-design the car park from 90-degree parking with two-way access to a 45-degree (angled parking) parking arrangement with one-way access. Angled car parking significantly reduces the required width of the carpark from 17m to 14.3m (the width of 14.3m being comprised of 2 rows of bays and an aisle width that satisfies the relevant Australian Standard. This change will allow for a more efficient use of space, reduces required pavement whilst allowing for good traffic flow and pedestrian movement. Such a design also enables an additional 2.21sq.m of space in a 'saw-tooth' manner at the end of each vehicle bay that is adequate to enable the planting of trees on the north-western (Railway Parade) side of the carpark.

The Town's engineers have provided a draft design of what this alternative car park design may look like. As seen in the Town of Bassendean Alternative Design attachment, the result is the car park having a greater offset to the existing path (this separation will allow for the more trees/shrubs, reticulation, CCTV, electrical conduits) and caters for a larger tree at every bay on the north-western side and improves the separation from the vehicle parking from the rail corridor.

STATUTORY REQUIREMENTS

The Town of Bassendean is obliged to forward its recommendation to the Western Australian Planning Commission (WAPC) by 27 June 2019.

The WAPC will be the determining authority with respect the application.

FINANCIAL CONSIDERATIONS

Nil.

ADDITIONAL INFORMATION

After consideration of the item at the Briefings Session, the following amendments to the report have been made/additional information is provided:

Tree Species:

References to Callistemon Kings Park Special (Kings Park Bottlebrush) have been removed.

Disability Access:

As mentioned at the Briefings Session, this matter has been discussed with the PTA during the application process, and the advice from the PTA is that the project budget does not allow for any works beyond the car park itself to be undertaken.

OFFICER RECOMMENDATION — ITEM 10.6

That Council:

1. Recommends to the Western Australian Planning Commission (WAPC) that the current car park design which is shown on PTA Drawing No. 12-A-114-AR0097 Rev C not be approved, and that the Public Transport Authority be requested to liaise further with the Town in relation to preparing a modified car park design which increases the level of tree planting to a rate of no less than 1 tree per 4 car parking bays, generally in accordance with details described within this report and attached modified drawings;

2. Advises the Western Australian Planning Commission that once a mutually agreed alternative car park design has been prepared and endorsed by both the Town and the Public Transport Authority, that the Town recommends that the following conditions and advice notes be imposed on any subsequent approval granted for the development:
 - (a) A landscaping plan detailing the size, location and type of planting within all landscaped areas being provided for the approval of the Town, with such landscaping plan including tree planting a minimum rate of 1 tree per 4 car parking bays.
 - (b) Landscaping is to be completed prior to the operation of the car park commencing, and shall be maintained thereafter to the satisfaction of the Town.
 - (c) Adequate root directors/barriers are installed adjacent to all tree plantings.
 - (d) Crossovers shall be constructed to the Town of Bassendean Industrial Crossover specifications with a min R5.0m radius wings.
 - (e) Accessible parking bays shall comply with AS2890.6 and have a ramp to access the footpath.
 - (f) All car parking bays and associated access aisles shall be clearly paved, sealed, marked and drained and maintained thereafter to in accordance with relevant Australian Standards and the Town's specifications.
 - (g) All storm water shall be retained onsite.
 - (h) A Construction Management Plan being lodged for approval of the Town of Bassendean. The Construction Management Plan shall include, construction times; dust management; noise management; vibration management; transport management; communication procedures and compliant resolution.
 - (i) Wheel stops shall be provided for all bays adjacent to the pedestrian footpath on Railway Parade.

Advice Notes:

1. It is recommended hardstand areas are constructed from warm/recycled asphalt/pavements (reconophalt or similar) that uses recycled materials to reduce the urban heat island affect.
2. The Town encourages Water Sensitive Urban Design.

3. The revised design shall ensure the entry and exit crossovers are in accordance with AS/NZS2890.1 Parking Facilities Part 1: Off-street car parking, 3.2.3 Access driveway location figure 3.1 and not directly opposite Jackson Street/Wood Street.

Voting requirements: Simple Majority

10.7 Community of Interest Groups – Update to Council (Ref: COMDEV/MEET/4 & GOVN/CCLMEET/6; Graeme Haggart, Director, Community Development)

APPLICATION

The purpose of this report is provide an update to Council with respect to the status and progress of the:

1. Community of Interest – Age Friendly for Older Persons;
2. Community of Interest – Suicide Prevention;
3. Community of Interest – Community Safety and Crime Prevention; and
4. Asset Mapping Workshop.

BACKGROUND

The Town is progressing twenty-one priority projects, which includes priority projects (projects) that underpin and provide the rationale for the establishment of the following community of interest groups:

1. Mental Health/Suicide Prevention; and
2. Community Safety and Crime Prevention.

A third project: Developing an Age Friendly Community Plan, is emerging as a further near term priority project of the Corporate Business Plan.

Community of Interest – Age Friendly for Older Persons
Strategic Priority 1, Objective 1.4.2 of the Town of Bassendean (Town) Corporate Business Plan 2018 – 2022 (Business Plan) provides that the Town will develop a new Age Friendly Community Plan. Earlier this year, the President of the Bassendean 55+ group requested the Town host a forum on enhancing sustainability of groups delivering services to seniors in the Town. The Town established a community of interest, comprising representatives of organisations delivering services to seniors from across the community. The group, comprising 25 members, has met on two occasions on 12 February 2019 and 14 May 2019 and is exploring establishing a Seniors Hub in the Town.

Community of Interest – Suicide Prevention

The Town is progressing the Mental Health/Suicide Prevention priority project.

At the Ordinary Council Meeting of 23 October 2018, Council resolved to establish a Suicide Prevention Working Group that reports to the People Services Committee. A decision was later reached to establish the group as a community of interest, rather than a working group. The group has 18 members representing a diverse range of experience or interest in mental health and suicide prevention, including community members who work in mental health service delivery, academia or who have personal and professional experience in mental health and suicide prevention.

Community of Interest – Community Safety and Crime Prevention

To support the implementation of Strategic Priority 1, Objective 1.3 of the Business Plan to plan for a healthy and safety community, a key milestone of the Community Safety and Crime Prevention (CSCP) includes to establish a Community Safety and Crime Prevention Taskforce. The CSCP Taskforce held its Inaugural Meeting on 8 April 2019 and has met again on 22 May 2019. At the second meeting of the Taskforce, Dr Paul Cozens, who is an Advanced CPTED Practitioner with the School of Design and Built Environment at Curtin University, presented on the principles of Crime Prevention Through Environmental Design (CPTED). Dr Cozens advised Taskforce members about how a multi-disciplinary CPTED urban and environmental design and management approach and use of built environment can be applied to reduce crime and promote community safety.

The community of interest – community safety and crime prevention was established to support certain activities that may be implemented for planning and developing the CSCP Plan. The group has eleven members.

Connecting Community of Interest Groups

Principles of social inclusion underpin and link the three priority project community of interest groups. The objectives of each priority project aims to improve community connectedness and participation and foster a healthy, safe and strong community. Therefore, the community of interest groups reflect the Town's commitment to engage members of the community as 'co-producers' in promoting and advancing individual and community wellbeing. Working with community of interest groups fosters an approach that will enable many voices to be heard, contribute and influence planning and decision making in relation to the many social, cultural, civic or recreational services the Town provides.

Asset mapping draws the community of interest groups together to help facilitate these objectives.

Asset Mapping Workshops

Broadly, asset mapping involves bringing interested community members together in a shared, contributory and participatory placed-based process to uncover existing services and connections in the community the contributions they can make to the community. The asset mapping process draws together these elements to identify what individuals care about and in turn, how this can be utilised as motivation for individual or collective community action. The two-part asset mapping workshop to bring together all members of the community of interest groups, as well as other existing community of interest groups (for example, Design Basso, Old Perth Road Collective, Ashfield CAN, Eden Hill CAN and Men's Shed). The two-part asset mapping workshop will be facilitated by an experienced asset based community development facilitator, Mr Peter Kenyon. Mr Kenyon is the Director of the Bank of I.D.E.A.S (Initiative for the Development of Enterprising Action and Strategies) and is a self-described social capitalist and community enthusiast.

Community of interest members and others will be invited to participate in the two-part asset mapping workshop over two dates. Part one is scheduled for 11 July 2019 and will involve a structured program from 9 am to 3 pm. Part two, a consolidation workshop, will be held on 29 July from 1 pm to 4.30 pm.

COMMUNICATION & ENGAGEMENT

The opportunity to submit an expression of interest to join a community of interest group was promoted on the Town's website. Other community groups have been established over time, either through local community action or by invitation from the Town.

In addition to representatives of the Town, the CSCP Taskforce comprises representatives with specialist skills, experience or roles in community safety and crime prevention from Western Australia Police; State Government Agencies; Universities; and Town of Bassendean community.

STRATEGIC IMPLICATIONS

Strategic Priority 1 : Social

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.2 Ensure all community members have the opportunity to be active, socialise and be connected	1.2.4 Ensure people with disability and those from diverse backgrounds are valued and supported to participate in community life	Community / Stakeholder Satisfaction Survey (Activity and connectivity) Volunteer rate
1.3 Plan for a healthy and safe community	1.3.2 Promote and advocate community health and well-being	Community / Stakeholder Satisfaction Survey (Safety, Health and Well-being)
1.4 Improved lifestyle choices for the aged, families and youth	1.4.2 Partner with service providers to improve/expand access to services and facilities	Community / Stakeholder Satisfaction Survey (Aged, Families and Youth)

COMMENT

The work program of the three Community of Interest groups will be informed by the outcome of the Asset Mapping.

Given the three Community of Interest groups have met at least on one occasion, and that planning for the Asset Mapping process is well advanced, it was deemed appropriate a progress report be prepared to inform Council of progress.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

Funding for the asset mapping exercise has been costed at \$10,000 and has been referred for consideration in the draft 2019/20 Budget.

OFFICER RECOMMENDATION — ITEM 10.7

That Council:

1. Notes the progress made with the Community of Interest for each of the:
 - Mental Health/Suicide Prevention Priority Project;
 - Community Safety and Crime Prevention Priority Project;
 - Age Friendly Community Strategy; and
2. Conducts an asset mapping exercise that includes the three community of interest groups on 11 July and 29 July 2019.

Voting requirements: Simple majority

10.8 Methods of Community Engagement for the Community Concept Plans of Palmerston Square Reserve and Padbury Way Reserve (Ref: PARE/PLANNG/3, Tim Dayman – Recreation Development Officer)

APPLICATION

The purpose of this report is to provide Council with the methods of local community engagement on the future use of Padbury Way Reserve and Palmerston Square Reserve.

BACKGROUND

Further to the Town Assets Committee meeting held on 6 February 2019, Council resolved (OCM-21/02/19) in part that:

- “3. Requests Town Officers prepare a report for Council on engaging with local community stakeholders on the future use of Padbury Way Reserve; and*
- 9. Requests Town Officers prepare a report for Council on engaging with local community stakeholders on the future use of Palmerston Square Reserve.”*

In recent years, the community has demonstrated capacity and interest to design concept plan reserves and then to assist with implementation of the plan: Possibly the best example being the Ashfield CAN concept plan for Gary Blanch Reserve.

Gary Blanch Reserve has been converted from an inhospitable and largely unusable open space to being a highly valued and functional local park.

Gary Blanch Reserve is now in constant use for a range of activities. Many of the Ashfield CAN events are conducted in Gary Blanch Reserve.

Gary Blanch Reserve Concept Plan resulted from a multifaceted community engagement process that commenced with a visioning process that lead to an options process. Through an iterative process, concept plans were prepared and amended through the community being engaged. Throughout the process, the Town was consulted to ensure the Concept Plan elements were both deemed suitable and practical in terms of construction and for ongoing maintenance.

In February 2014, Council endorsed the Community Concept Plan and approved funding over a three-year period to implement the Plan. Implementation was completed in 2016 at a cost of approximately \$170,000 to the Town.

The community fundraised and achieved donations of \$20,000 that contributed to the project. Volunteer input through planting days and with the installation of feature elements like customised bench seats and a container unit paid for by the Ashfield CAN, also added value to the project.

Another successful example of participatory planning processes by the community for a Reserve has been with Abell Reserve. Previously known as Clarke Way Reserve, the nearby residents prepared a development Concept Plan for the Reserve with assistance from the Town. The Concept Plan was more modest in scale to Gary Blanch Reserve, but never the less was initiated and driven by the local residents to meet their needs of the reserve.

Both Eden Hill CAN and Old Perth Road Collective will be encouraged to play an active role in the community engagement process for Padbury Way Reserve and Palmerston Square Reserve, and for their role to be as integral as they believe they are capable to contribute to the planning process. Officers will then collate the community feedback and design a simple communities' concept plan which highlights the installation of the communities preferred assets.

Reserve Classification

Padbury Way Reserve is classified as a local open space as assessed in the Community Facility Audits/Needs Assessment conducted in 2017/18. Local open spaces service a catchment of the immediate residential population, which is typically up to 400m. Much like a smaller neighbourhood open space, it provides access to areas such as open space, playgroups, meeting spaces and supports the local networks and community cohesion.

Palmerston Square is classified as a neighbourhood open space, as assessed in the Community Facility Audits/Needs Assessment conducted in 2017/18. Neighbourhood open spaces service a catchment of a small locality (area) of up to 4,000 people.

It provides access to open space, sessional delivery of early years' services, preschool education, meeting space, etc; though on smaller scale; plays local role; supports local networks and community cohesion. A neighbourhood open space typically has a catchment of 800m.

Open Space Development Framework

A priority project for the Town is to develop an Open Space Development Framework (OSDF). The OSDF Project Plan articulates the project to be considered following the development of the Local Planning Strategy (LPS) that is scheduled to be completed by December 2019. Work on the OSDF is scheduled from January 2020.

Together the LPS and OSDF will map land use in the Town to what activities/usage, facility development will occur on the identified public open spaces including play spaces and ovals/reserves.

The community engagement and planning processes for development plans for Padbury Way Reserve and Palmerston Square Reserve, will be achieved in advance of the OSDF and will provide input to the OSDF development.

COMMUNICATION AND ENGAGEMENT

At this time, it is anticipated that both the Eden Hill CAN and the Old Perth Road Collective will play a significant role in the community concept planning process but it is not presumed they will have capacity to undertake the process as did Ashfield CAN. *It is therefore proposed that TOB Officers will drive the engagement process and design a simple concept plan.*

It is envisioned that the Town will define the scope and take it to the community stakeholders to have their input on the design of each space. The scope is likely to read as below:

“Identify a vision for a multifunctional social space to service the current and future needs of the local community on Padbury Way /Palmerston Square Reserves”.

This scoping statement should be delivered to all residents within 400m of Padbury Way Reserve and 800m of Palmerston Square Reserve and to match the hierarchy of each space as defined in the Community Facility Audit/Needs Assessment.

A number of community workshops and/or barbeques should be held in each space by the relevant community group and TOB officers, which should be advertised to local residents by letterbox drops along with the scope. Signs and feedback stations at each reserve will also be used to advertise the project and collect some feedback. Larger scale advertising through mediums such as Facebook and the Town’s website and Your Say should be relied on to a lesser extent, given the local nature of both spaces.

With particular reference to Palmerston Square, a feedback station should be installed in the foyer the *residential complex* at 85 Old Perth Road, where a lot of residents use Palmerston Square as their backyard.

In addition to residents, other stakeholders that need to be engaged include the local primary schools - Eden Hill Primary School for Padbury Way Reserve and Bassendean, St. Michael's and Casa Mia for Palmerston Square. External stakeholders such as disability sectors, traditional owners, mothers' groups and other government agencies will also need to be engaged.

Officers should collate all of the ideas to create a concept plan complete with scale design and opinion of probable costings. Relevant Officers within the Town will be engaged to ensure the Plan is compliant and implementable.

The community will be encouraged to contribute to the implementation.

STATUTORY REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>
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
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 1.2.5 Support our volunteers and community groups to remain empowered, dynamic and inclusive
1.3 Plan for a healthy and safe community	1.3.1 Facilitate safer neighbourhood environments

COMMENT

Both of these reserve concept plans provide a great opportunity for community action groups to work with the Town in their local communities, ensuring that the spaces are tailored to suit local residents.

Padbury Way Reserve is completely encircled by homes, making it the perfect location for local community gatherings. Eden Hill Community Action Network is a great conduit for the Town to work with, providing local knowledge *and insights into demographics* in the area. Eden Hill CAN's marketing and networking skills can also be utilised to set up the community engagement sessions.

Palmerston Square Reserve also offers the newly created Old Perth Road Collective to provide the Town with similar assistance during the *community engagement sessions and demographic insights*. Both of these community networks, along with others, will be consulted when the Open Space Development Framework is being designed, so this is a great opportunity to demonstrate how the Town and community groups can work together effectively.

In terms of establishing a level of governance in managing the Community Concept planning process for both Reserves, it is proposed that a Project Control Group (PCG) be formed for each reserve with membership to consist of the key community organisations, selected Town Staff and other key stakeholders that are identified.

FINANCIAL CONSIDERATIONS

\$10,000 has been sought in the draft 2019/20 Budget for each reserve and includes the cost of installation of assets.

ADDITIONAL INFORMATION

- *Since the Briefings Session, this report has been updated to reflect the change of language from "master plan" to "communities' concept plan".*
- *The engagement of the community is to be reflective of the reserve usage and local demographics. This means that only a small scale engagement of community stakeholders within the reserve catchments will be necessary. The corresponding community action networks will be involved with the planning of these engagements also.*
- *This also removes the need for an external consultant to be engaged. Relevant skilled Town Officers such as engineers, community development, communications and planners will collate community input to design a simple concept plan.*
- *The \$10,000 per reserve is to be allocated to the installation of assets rather than the engagement of a consultant.*

OFFICER RECOMMENDATION – ITEM 10.8

That Council supports the proposed methods of community engagement for Padbury Way Reserve and Palmerston Square Reserve.

Voting requirements: Simple Majority

10.9 One Planet Living: A Holistic, Integrated and Impactful Approach to Social, Environmental and Economic Sustainability (Ref: - Peta Mabbs, Chief Executive Officer)

APPLICATION

The adoption of the principles, goals and guidance of the One Planet Living Framework to enable a more integrated, holistic and impactful approach towards achieving sustainable outcomes.

ATTACHMENTS

Attachment No. 9:

Sustainability Frameworks: A Review and Comparative Analysis Comparative Matrix (WALGA/City of Perth)

BACKGROUND

One Planet Living is one of a number of sustainability frameworks that can be adopted at an organisational or community level for the purposes of planning, setting goals and developing actions. Whilst other frameworks exist, One Planet Living aligns well to the needs of local governments as outlined in the attached comparative analysis of sustainability frameworks.

City of Fremantle Case Study

One Planet Living has been adopted by only one other local government in Western Australia. In 2014, the City of Fremantle achieved national recognition against [the One Planet Living framework](#), joining an international network of 'One Planet' communities addressing the sustainability challenges faced on a daily basis.

The City was awarded international certification as a One Planet Council in October 2015.

Through the One Planet Living holistic framework, the City of Fremantle supports staff, local business, industry, and residents to strive towards a one-planet lifestyle by 2025. The City has committed to a suite of corporate and community targets and has developed a detailed action plan to guide progress towards meeting these targets.

One Planet Living is a straightforward framework that comprises ten simple principles and detailed goals and guidance. Backed by science and many years of hands-on experience, it's a highly flexible framework that is helping organisations around the world to achieve their vision.

How does it work?

The One Planet Living framework is designed to support the development of a plan that acts as a route map towards a more sustainable future. It comprises:

1. **Ten simple principles** that cover all aspects of social, environmental and economic sustainability; and
2. Detailed **goals and guidance documents** – these provide advice and ideas on the goals, actions, targets and indicators that can be set for a 'One Planet Action Plan'.

Figure 1: The Ten Principles



Why use One Planet Living?

One Planet Living is different from other sustainability frameworks because:

- * It puts people first – it's grounded in the reality of how people live their lives rather than box ticking for compliance purposes.

- * It's holistic – the 10 principles provide a balanced approach to planning and efforts.
- * It's about true sustainability – it provides an authentic approach to achieving sustainability (rather than 'greenwashing').
- * It reaches hearts as well as minds – the framework is globally recognised and is used to raise the level of consciousness and inspire people across communities to get involved in sustainable change.

STRATEGIC IMPLICATIONS

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	2.1.1 Strengthen environmental sustainability practices and climate change mitigation	Waste reduction ratio to population Carbon emissions ("Planet Footprint")
	2.1.2 Reduce waste through sustainable waste management practices	
	2.1.3 Initiate and drive innovative Renewable Energy practices	

FINANCIAL CONSIDERATIONS

The full day training for 16 people is \$12,400 (incl. GST). The cost for the Bioregional Australia membership is \$4,000. These costs have been included in the draft 2019/20 Budget.

COMMENT

Each of the sustainability frameworks (attached) has particular characteristics which may be beneficial to local governments. The One Planet Living framework provides flexibility to customise the approach taken in order to tailor the framework to the needs of the Town of Bassendean at a strategic level or at a strategy level. Regardless of the approach, it is clear there are substantial benefits and opportunities to drive successful sustainability programmes and demonstrate leadership and advocacy by centralising work under a robust framework.

The recommended process for implementing One Planet Living is:

- * to offer an awareness session to Councillors and key staff early in the new financial year to better understand the opportunities, including how to embrace sustainability concepts at a strategic level;
- * following the development of a new community-driven vision (due September/October 2019), prepare for the development of a new Strategic Community Plan adopting the principles of One Planet Living;
- * engage the new Council (post October 2019) to work in partnership with staff to embed One Planet Living principles in the new Strategic Community Plan and Corporate Business Plan; and
- * establish performance measures to track and communicate progress towards outcomes to the community.

Community engagement will be a priority throughout this process.

OFFICER RECOMMENDATION – ITEM 10.9

That Council:

1. Adopts the One Planet Living framework as part of the next strategic and corporate planning cycle in 2019/2020; and
2. Considers further the process of accreditation against the One Planet Living framework as part of the planning process.

Voting requirement: Simple majority

10.10 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 – Peta Mabbs, Chief Executive Officer)

APPLICATION

The purpose of this report is to seek Council approval to appoint the successful contractor from the tenders 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

Attachment No. 10:

- (a) Building over feature survey; and
- (b) Bowden Tree Consultancy - Arboricultural Report and Landscape Plan.

Confidential Attachment No. 2:

Pricing Schedule.

BACKGROUND

On the basis of Council's decision to construct a 'Men's Shed', Council is to 'assess the viability, within existing resources, of a minimum specification shed design'. This assessment revealed that purchase and construction of a 'kit' style 'bolt down' shed was the most viable approach.

Representatives of the Bassendean Men's Shed Association were engaged to develop a concept plan, underpinned by an analysis of specifications and future use and requirements. Approved by Council at the Ordinary Council Meeting of 28 August 2018 (OCM 12/08/18), the concept plan was relied on to obtain design approval.

From this and in consultation with the Strategic Sourcing Manager - Business Solutions, Western Australia Local Government Association (WALGA) and an external consultant, a tender specification document was prepared.

The tender specified the basis on which submissions would be assessed, including that proposals offering alternative designs with similar utility and layout to the concept drawings, that also retained the block's existing trees, would be considered favourably.

Four submissions were received prior to the nominated closing date of 11 April 2019. Each reflected the specifications outlined in the Request for Tender and aligned with the original concept drawings.

On 13 March 2019 and in accordance with the Town's procurement policy, a Request for Tender was published in the West Australian Newspaper, and on the Town's Website and Facebook platforms.

A key element of the tender process, and included in the Request for Tender, was for a mandatory site inspection. The site inspection was conducted by the Town with 9 interested providers on 21 March 2019.

COMMUNICATION AND ENGAGEMENT

Consultation with WALGA, and an external consultant was undertaken to review the draft tender document. To foster support and maintain a collaborative relationship, officers met regularly with members of the Men's Shed Association (Association) to brief them on progress.

STRATEGIC IMPLICATIONS

Constructing a Men's Shed is a Priority Project for Council and reflects the intention and objectives under the 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

In accordance with the Town's Procurement Policy, an Evaluation Panel (Panel) was established. The Panel included the Town's Principal Building Surveyor, Acting Manager Asset Services, Manager Youth Services, Workplace Health and Safety Officer and the Acting Director Corporate Services.

The aforementioned specifications were weighted and on 29 April 2019, panel members met to assess and rate each proposal on this basis. The weightings applied to each specification were:

Specification	Weighting
1. Shed Design	35%
2. Methodology/Timeframe	40%
3. Skills/Experience	10%
4. OSH/Financial Risk	15%

The Evaluation Panel conducted a preliminary assessment of all proposals and identified certain gaps in the information provided against the specifications. Each provider was contacted and provided the opportunity to submit further information attesting that providers had engaged an Independent Building Surveyor to obtain advice with respect to compliance matters under the National Construction Code (NCC). This included identifying the NCC classification for this type of project and nominating a consultant to assist with compliance matters, if the provider was awarded the Tender. Providers were also required to submit confirmation that the costings outlined in proposals were the final costings and included costs for meeting NCC compliance requirements once constructed.

The Evaluation Panel reconvened on 3 May 2019 to review the additional evidence submitted by providers, and to finalise the evaluation and assessment process. The outcome of the Evaluation Panel's assessment is outlined below in Table 1.

Table 1: Evaluation Panel Assessment Outcomes						
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.						
Evaluation Assessment Matrix						
	Shed Design 35%	Methodology Timeframe 40%	Skills Experience 10%	Risk OSH 7.5%	Risk Finance 7.5%	Total
Provider A	18/30	18/30	18/30	8.5/10	14/15	
	21.0%	24.0%	6.0%	6.4%	7%	64.38%
Provider B	19/30	21/30	19/30	7.1/10	14/15	
	22.2%	28.0%	6.3%	5.3%	7%	68.83%
Provider C	20/30	20/30	20/30	7.9/10	14/15	
	23.3%	26.7%	6.7%	5.9%	7%	69.59%
Provider D	15/30	16/30	14/30	7.0/10	13/15	
	17.5%	21.3%	4.7%	5.3%	6.5%	55.25%

Trees on the Site

A key priority of the design/construction process is to maximise the land footprint and ensure the most suitable location of the shed on the site. At the August 2018 Ordinary Council Meeting, following consideration of an Officers report canvassing options for the shed's location on the site, Council resolved to support the option most preferred by the Association. This option involved the removal of the majority of trees from the site (refer to attachment a). Council resolved to accept this proposal on the basis that replacement trees would be planted on the site once construction was finalised.

A Landscape Plan (plan) was commissioned by the Town from Bowden Tree Consultancy (see attachment b). The Town has obtained an in-principle commitment from the Men's Shed Association to assist with the implementation of the plan. The Town will continue to collaborate with the Association to monitor and provide oversight of the implementation of the plan, including with respect to tree selection.

Fencing on the site will allow for secure areas for the workshop and rear of building as well as accessible car parking and community access.

STATUTORY REQUIREMENTS

- *The Local Government Act 1995.*
- *The Land Administration Act 1997* 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

The Evaluation Panel's assessment awarded Provider C the highest ratings against specifications. Provider B received second highest ratings against specifications and Provider A and D were third and fourth highest rated respectively.

The financial correlation between the Evaluation Panel's ratings against providers is as follows:

1. Provider A – second highest costings submitted; third highest against specifications.
2. Provider B – third highest costings submitted; second highest against specifications.
3. Provider C – first highest costings submitted; first highest rating against specifications.
4. Provider D – fourth highest costings submitted; fourth highest rating against specifications.

The margin between the Evaluation Panel's assessment of Provider C's proposal and Provider B's proposal against specifications, is 0.76%. Provider C's costings exceeds the specified budget. Provider B is within the specified budget.

On this basis, it is proposed that Provider B's proposal represents the best value for money for reasons including that it complies with all specifications within a margin of 0.76% of the highest rated proposals, and is within the stipulated budget parameters. A confidential Pricing Schedule is provided as an attachment.

Ongoing Maintenance Costs

It is proposed that the Lease Agreement with the Association will stipulate that the Association will be responsible for all expenses associated with the building, including maintenance, and execution and cost of the landscaping plan with oversight provided by Council Officers. This has been agreed to in principal by the Association. The Association has agreed to further develop the at no further cost to the Town.

Rights and obligations of the Association will be defined in the Lease Agreement established by the Town. The principles on which the lease is to be established will be the subject of a separate report to Council.

OFFICER RECOMMENDATION – ITEM 10.10

That Council:

1. Awards the tender to Provider B, as shown in the Confidential Attachment to the Ordinary Council Agenda, for the Design and Construction of the Men's Shed and Associated Works;
2. Notes the landscape plan contained in the attachment to the Ordinary Council Agenda of 26 June 2019; and
3. Notes that a Lease Agreement with the Men's Shed Association will be developed and presented to Council for approval, prior to the completion of the Men's Shed construction. The Lease Agreement will incorporate provisions for the Association to fund the full costs of the landscape plan, outgoings and other operating and maintenance costs.

Voting Requirement: Absolute majority

10.11 River Parks Committee Meeting held on 4 June 2019 (Ref: GOVNCCL/MEET/33 – Simon Stewert-Dawkins, Director Operational Services)

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the River Parks Committee held on 4 June 2019, and consider the recommendations from the Committee:

RPC – 1/06/19 Success Hill Reserve management
RPC – 2/06/19 Bushcare Volunteer Action Plans 2019-2020
RPC – 3/06/19 Bindaring Park concept designs

ATTACHMENTS

Attachment No. 11:

Minutes of the River Parks Committee meeting of 4 June 2019

COMMENT

The following items were discussed:

- Declining condition of the Success Hill Reserve and river embankment and collapsed spillway;
- Bushcare Volunteer Action Plans 2019-2020 received from Bassendean Preservation Group, Friends of Bindaring Wetland, Friends of Success Hill;
- Informal meeting of River Parks Committee with Community Representatives on 29 May 2019 to discuss issues of interest;
- Recommendations to Council regarding funding to advance the concept designs for the Bindaring Wetland Plan;
- Use of glyphosate and media regarding banning its use in other states; and
- Town's weed management programme.

COMMITTEE RECOMMENDATION – ITEM 10.11

That Council:

1. Receives the report on a meeting of the River Parks Committee held on 4 June 2019;
2. Notes the information on the Success Hill spillway;
3. Notes that Action Plans have been received from the Bassendean Preservation Group, Friends of Bindaring Wetland and Friends of Success Hill Reserve;

4. Requests Officers extend thanks to the Bassendean Preservation Group, Friends of Bindaring Wetland and Friends of Success Hill Reserve for their efforts in caring for the Town's river parks;
5. Considers a funding allocation be considered in the 2019/2020 Budget sufficient to allow preparation of a detailed design for at least the northern precinct of Bindaring Park and allow some prioritised implementation of the Bindaring Wetland Plan to commence in 2020;
6. Explores grant funding options for the detailed design and implementation of the Bindaring Wetland Plan in conjunction with Friends of Bindaring Wetland Bassendean.

Voting requirement: Simple majority

10.12 Bassendean Local Emergency Management Committee Meeting held on 5 June 2019 (Ref: GOVN/CCLMEET/18 – Graeme Haggart, Director Community Development)

APPLICATION

The purpose of the report is for Council to receive the report on a meeting of the Bassendean Local Emergency Management Committee held on 5 June 2019.

ATTACHMENTS

Attachment No. 12:

Minutes of the Bassendean Local Emergency Management Committee meeting held 5 June 2019.

COMMENT

At the meeting, the Committee considered the following:

1. Completing the Flood Mitigation Project by 30 June;
2. Treatment options relative to the Heat Wave hazard. Details of the discussion are to be added to the risk register for future reference during the treatment phase;
3. Adoption of the draft Business Plan for the Committee for 2019/20;
4. Emergency Management Agencies Reports;
5. Post incident and post exercise reports;
6. Committee contact and key holder details updated; and
7. Other preparedness, prevention, response and recovery issues including: Evacuation Centre training provided by Department of Communities.

Updated Comment from Briefings Session (shown in Italics)

At the Briefings Session held on 18 June 2019, a question was taken on notice with regard to the installation of flood height markers.

Officers have sought clarification on the installation of the flood height markers, which is currently being investigated for installation by staff of the Town, rather than an external contractor. However, due to the timing and current resourcing, it is unlikely this will occur prior to 30 June 2019.

OFFICER RECOMMENDATION – ITEM 10.12

That Council receives the report on the meeting of the Bassendean Local Emergency Management Committee held on 5 June 2019.

Voting requirements: Simple majority.

10.13 Design Bassendean Reference Group Meeting Held on 5 June 2019 (Ref: GOVN/CCLMEET/39 – Alex Snadden – Planning Officer)

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Design Bassendean Reference Group on 5 June 2019.

ATTACHMENTS

Attachment No. 13:

Minutes of Design Bassendean Meeting on 5 June 2019.

COMMENT

The Town has recently identified developing a new Local Planning Strategy, reviewing and developing its Local Planning Policies, and a potential consolidation of the Local Planning Scheme as priority projects. Given the renewed attention to these priority projects it was seen as timely by the Town to facilitate the re-ignition of the Design Bassendean Reference Group.

Being approximately 10 months since the group last met, the Town recognises the value of the shared expertise contained within the reference group and has a desire for the group to share ideas to provide valuable input into the Town's planning framework. The meeting was a re-orientation meeting that was relatively informal, with the group presented with the state and local planning context for the Town, and expected and foreshadowed changes to the Town policy as well as an overview of major development proposed within the Town.

The State Planning context was provided through a special guest speaker Kathy Bonus, the Chief Planning Advisor at the Department of Planning Lands and Heritage, whilst the Local context was provided through Town staff.

Following the presentations from the Department and Town staff, a few housekeeping matters were discussed relating to the purpose of the group, meeting frequency and how the group will provide recommendations to the Town.

- It was determined that a monthly meeting of the group will be facilitated; and

- The Reference Group was advised that minutes will be taken at meetings by Town staff in attendance, and a report to Council outlining what was discussed and any recommendations of the group from the meeting being presented to Council at the next available Council meeting.

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 10.13

That Council receives the report on a meeting of the Design Bassendean Reference Group held on the 5 June 2019.

Voting requirements: Simple Majority

10.14 Audit & Governance Committee Meeting held on 5 June 2019 (Ref: GOVNCCL/MEET/3 – Ken Lapham, Acting Director Corporate Governance)

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Audit and Governance Committee held on 5 June 2019, and adopt the recommendations from the Committee.

ATTACHMENTS

Attachment No. 14:

Minutes of the Audit & Governance Committee held on 5 June 2019.

Confidential Attachments No. 3:

Auditor's Report and Interim Audit Report

COMMUNICATION & ENGAGEMENT

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

COMMENT

The following items were discussed:

Update on Audit Activity from Moore Stephens (Internal Auditor)

The report presented an overview of the Audit Plan 2019/20, and the progress of risk workshops.

2018/19 Interim Audit – Macri Partners (External Auditor)

The purpose of this report is to provide Council with details of the 2018/19 Interim External Audit report and provide management comments and remedial action taken.

Policy 6.14 Review of Purchasing Policy

This report covered 3 matters:

- 1) Amendment of 6.14 Purchasing Policy- to comply with the Local Government Functions & General Regulations
- 2) Scope of works for projects and consultancies
- 3) A status update on the progress in reviewing the procurement processes & Controls

The Audit and Governance Committee suggested a number of changes to the proposed policy.

Role of Internal Audit & Audit Focus for 2018/19 Moore Stephens - Proposal for the Provision of Audit Regulation 17: Risk Management Review.

The report presents an update on the Moore Stephens task to undertake an organisational risk assessment, and review of internal controls and legislative compliance. The objectives of the risk workshops were to provide training using ISO 31000:18 and facilitate building organisational awareness of risk management.

COMMITTEE RECOMMENDATION – ITEM 10.14

That Council:

1. Receives the report on the Audit and Governance Committee meeting held on 5 June 2019;
2. Receives the Interim Audit Report for the period 1 July 2018 to 30 June 2019 (with amendments), as attached to the Ordinary Council Agenda of 28 June 2019;
3. Endorses the proposed updates to the Purchasing Policy 6.14; and
4. Notes the progress of Moore Stephens in undertaking the Audit Regulation 17: Risk Management Review and Regulation (5) (2) (c) of the Local Government Financial Management Regulations 1996.

Voting requirement:

Simple majority – Points 1,2 and 4

Absolute majority – Point 3

10.15 Sustainability Committee Meeting held on 12 June 2019
(Ref: GOVN/CCL/MEET/33 – Jeremy Walker, Senior Environmental Officer)

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Sustainability Committee held on 12 June 2019, and adopt the following recommendations from the Committee:

SC – 1/06/19: Sustainability Initiatives Updates

ATTACHMENTS

Attachment No. 15:

Sustainability Committee Minutes of 12 June 2019

COMMENT

The following items were discussed and updates provided where relevant:

- Sustainability Community Grants & Projects draft application Form & criteria and Guidelines;
- Home composting workshop and subsidy;
- Town of Bassendean Emission Reduction Plan;
- One Planet Living Frame work; and
- Town of Bassendean Climate action discussion paper.

COMMITTEE RECOMMENDATION – ITEM 10.15

That:

1. Council receives the update on the Free Home Composting workshop and that:
 - a) The Town run two composting workshops early in the new financial year;
 - b) Additional funds be considered for further workshops at the mid-year budget review in January/February, if required.
2. Council receives the information provided on Community Grant options provided from other Local Government Authorities;

3. The Environmental Grants criteria is aligned with the One Planet Living – Ten Principles;
4. The Environmental Grants be made available to community groups, local schools and non-profit organisations located within the Town's boundary, with a maximum of \$2,000 per project/or initiative and that further funds be considered at the mid-year budget review, if required;
5. Council receives the draft Grant Application Form and Criteria and Guidelines, as amended;
6. Council receives the Town of Bassendean Climate Action Discussion Paper; and
7. Council notes that Officers will amend the emission reduction plan to achieve net-zero emissions by 2030.

Voting requirement: Simple majority

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

Building Applications Determined in the Month of May 2019		
Application No	Property Address	Description
201800037	130 SECOND AVENUE, BASSENDEAN	PATIO
201800274	20 BRADSHAW STREET, EDEN HILL	FULL DEMOLITION
201900057	8 IRELAND WAY, BASSENDEAN	DWELLING
201900053	32 HAIG STREET, ASHFIELD	DWELLING & RETAINING WALL
201900093	33 CLARKE WAY, BASSENDEAN	EXTENSION OF RESIDENTIAL ADDITIONS
201900095	33 DEVON ROAD, BASSENDEAN	PATIO ADDITION
201900099	10 FRENCH STREET, ASHFIELD	PATIO
201900091	6 WATKINS STREET, EDEN HILL	FULL DEMOLITION
201900090	4 LUKIN WAY, BASSENDEAN	DWELLING & GARAGE
201900094	39 HAIG STREET, ASHFIELD	REMOVAL OF EXISTING HOUSE INTACT WITH TRUCK
201900078	66 IVANHOE STREET, BASSENDEAN	SHED
201900073	143 FIRST AVENUE, BASSENDEAN	SINGLE DWELLING
201900077	10 JACKSON STREET, BASSENDEAN	WAREHOUSE ROOF RAISING
201900028	4 PROWSE STREET, BASSENDEAN	SHED
201900089	87 GUILDFORD ROAD, BASSENDEAN	REMOVAL OF INTERNAL WALL AND INSTALLATION OF STRUTTING BEAM
201900086	10 JUBILEE PLACE, EDEN HILL	REMOVAL OF INTERNAL BRICK PIER AND INSTALLATION OF SUPPORTING BEAM
201900080	4A PROWSE STREET, BASSENDEAN	DWELLING
201900088	31 PARMELIA WAY, BASSENDEAN	ADDITION / ALTERATION TO EXSITING DWELLING (LOUNGE ROOM)
201900102	64 IOLANTHE STREET, BASSENDEAN	DEMOLISH CARPORT/GARAGE AT PROPERTY REAR
201900104	14 KENNY STREET, BASSENDEAN	RETROSPECTIVE RETAINING WALL
201900100	11 FRENCH STREET, ASHFIELD	DOUBLE CARPORT
201900101	50 FAULKNER WAY, EDEN HILL	PATIO

OFFICER RECOMMENDATION – ITEM 10.16

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

Voting requirement: Simple majority

10.17 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, A/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 31 May 2019			
Applic No.	Property Address	Description	Determination
ALF-8	22-24 OLD PERTH ROAD BASSENDEAN 6054	ALFRESCO DINING FACILITY - 'O2 CAFE'	DELEGATE APPROVED
2018-088	320 COLLIER ROAD BASSENDEAN 6054	SHOWROOM ADDITION TO EXISTING INDUSTRIAL BUILDING	DELEGATE APPROVED
2018-145	46 ANZAC TERRACE BASSENDEAN 6054	THREE GROUPED DWELLINGS	DELEGATE APPROVED
2019-015	176 WALTER ROAD EAST BASSENDEAN 6054	THREE GROUPED DWELLINGS	DELEGATE APPROVED
2019-024	UNIT 2/335 COLLIER ROAD BASSENDEAN 6054	SIGNS	DELEGATE APPROVED
2019-027	112 HAMILTON STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE REFUSED
2019-029	113 HAMILTON STREET BASSENDEAN 6054	RETROSPECTIVE APPLICATION FOR WATER TANKS & CARPORT	DELEGATE APPROVED
2019-033	35 BROADWAY BASSENDEAN 6054	AMENDED APPLICATION FOR 8 MULTIPLE DWELLINGS (TO EXTEND PERIOD OF VALIDITY OF APPROVAL)	DELEGATE APPROVED
2019-034	9 BASSENDEAN PARADE BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE (RAISED DECK)	DELEGATE APPROVED
2019-038	110 HAMILTON STREET BASSENDEAN 6054	RETAINING WALLS	DELEGATE APPROVED
2019-043	11 FRENCH STREET ASHFIELD 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2019-046	139 WHITFIELD STREET BASSENDEAN 6054	CARPORT	DELEGATE APPROVED
2019-047	33 DEVON ROAD BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2019-051	9 BLOCKLEY WAY BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2019-053	23 IDA STREET BASSENDEAN 6054	AMENDED APPLICATION FOR 14 MULTIPLE DWELLINGS (TO EXTEND PERIOD OF VALIDITY OF APPROVAL)	DELEGATE APPROVED

2019-055	38 SCADDAN STREET BASSENDEAN 6054	AMENDED APPLICATION FOR 8 MULTIPLE DWELLINGS (TO EXTEND PERIOD OF VALIDITY OF APPROVAL)	DELEGATE APPROVED
2019-059	1 OLD PERTH ROAD BASSENDEAN 6054	ALTERATIONS TO ENTRY DOORS AND SECURITY GRILLS	DELEGATE APPROVED
2019-060	19 CHESTERTON ROAD BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2019-067	40 PENZANCE STREET BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2019-071	62 MARGARET STREET ASHFIELD 6054	PATIO	DELEGATE APPROVED
	Subdivision Applications		
79779	90 ANZAC TERRACE BASSENDEAN 6054	FORM 24 & 26 - CERTIFICATE OF APPROVAL - STRATA PLAN FOR 8 MULTIPLE DWELLINGS	DELEGATE APPROVED
158011	188 ANZAC TERRACE BASSENDEAN 6054	TWO LOT SUBDIVISION	STATUTORY ADVICE - RECOMMEND APPROVAL
158040	99 FIRST AVENUE BASSENDEAN 6054	TWO LOT SUBDIVISION	STATUTORY ADVICE - RECOMMEND REFUSAL

OFFICER RECOMMENDATION – ITEM 10.17

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

Voting requirement: Simple majority

10.18 Implementation of Council Resolutions (Ref: GOVN/CCLMEET/1 – Sue Perkins, Executive Assistant to the CEO)

At the Ordinary Council meeting held on 14 December 2010, it was resolved that only those items that are to be deleted from the implementation of Council resolutions be referred to Council, and all other items in progress be included in the Councillors' Bulletin on the last Friday of the month.

STRATEGIC IMPLICATIONS

Strengthen Council governance and compliance.

COMMENT

The following table detail those resolutions of the Council that are recommended for deletion:

REC NO.	OFFICER	COUNCIL RESOLUTION	ACTION TAKEN
ROC19/67066	PETA MABBS	OCM-5/05/19 - THE ESTABLISHMENT OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DEPARTMENT OF COMMUNITIES (SPECIFICALLY THE HOUSING AUTHORITY) AND THE TOWN OF BASSENDEAN MOVED CR WILSON SECONDED CR HAMILTON THAT COUNCIL SUPPORTS THE CEO ENTERING INTO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF COMMUNITIES (HOUSING AUTHORITY) AND THE TOWN OF BASSENDEAN AS ATTACHED TO THE ORDINARY COUNCIL MEETING AGENDA OF 28 MAY 2019.	TWO COPIES OF THE MOU WERE SENT TO THE DEPARTMENT OF COMMUNITIES FOR SIGNING AND DATING ON 6/06/19 WITH A REQUEST FOR ONE COPY TO BE RETURNED TO THE TOWN FOR FILING. RECOMMEND DELETION.
ROC17/56644	7BRIAN REED	OCM-12/04/18 – ADOPTION OF TOWN OF BASSENDEAN REPEAL LOCAL LAW 2018	THE LOCAL LAW WAS GAZETTED ON 30 APRIL 2019 AND CAME INTO EFFECT ON 14 MAY 2019. RECOMMEND DELETION.

<p>ROC18/64874</p>	<p>DAVID DWYER</p>	<p>OCM-7/12/18 - STATION ACCESS CYCLE & PEDESTRIAN UPGRADE – BROADWAY BASSENDEAN MOVED CR MCLENNAN SECONDED CR MYKYTIUK THAT COUNCIL: 1.RECEIVES FEEDBACK FROM THE COMMUNITY AND NOTES THE OUTCOME OF COMMUNITY CONSULTATION PERIOD AND 2.REQUESTS THAT THE TOWN LIAISE FURTHER WITH THE PUBLIC TRANSPORT AUTHORITY BEFORE FINALISATION OF THE PLANS FOR THE STATION ACCESS CYCLE & PEDESTRIAN UPGRADE (BROADWAY BASSENDEAN) PARTICULARLY IN RELATION TO OPPORTUNITIES FOR IMPROVING AMENITY AND THE PLANTING OF TREES ALONG THE CYCLE ROUTE INCLUDING THE POSSIBILITY OF MEDIAN PLANTING.</p>	<p>DEED OF AGREEMENT SIGNED RECOMMEND DELETION AS THIS IS COVERED ROC 19/65998 RECOMMEND DELETION.</p>
<p>ROC19/65998</p>	<p>DAVID DWYER</p>	<p>OCM-5/2/19 - STATION ACCESS CYCLE & PEDESTRIAN UPGRADE – BROADWAY BASSENDEAN MOVED CR HAMILTON SECONDED CR MYKYTIUK THAT COUNCIL: 1.NOTES THE PERTH TRANSPORT AUTHORITY ADVICE THAT THE TOWN'S \$100000 CONTRIBUTION TOWARDS THE STATION ACCESS CYCLE & PEDESTRIAN UPGRADE – BROADWAY PROJECT CAN BE UTILISED FOR LANDSCAPING/STREET SCAPING BASED UPON COUNCIL REQUIREMENTS AND THE PUBLIC TRANSPORT AUTHORITY WILL COVER THE COST OF CYCLING PEDESTRIAN AND INTERSECTION UPGRADES; 2.NOTES THE FEEDBACK FROM THE PERTH TRANSPORT AUTHORITY REGARDING OPPORTUNITIES FOR IMPROVING AMENITY AND THE PLANTING OF TREES ALONG THE CYCLE ROUTE INCLUDING THE POSSIBILITY OF MEDIAN PLANTING AND THAT ADDITIONAL TREE PLANTING WILL NEED TO BE CONDUCTED BY THE TOWN AT THE TOWN'S COST; AND 3.ENDORSES THE FINAL PUBLIC TRANSPORT AUTHORITY DETAILED DESIGN FOR THE STATION ACCESS CYCLE & PEDESTRIAN UPGRADE –</p>	<p>DEED OF AGREEMENT SIGNED AND TENDER PROGRESSING ITEM 1: NOTED ITEM 2: NOTED ITEM 2: ALL EXISTING TREES ARE BEING PROTECTED AND PERMEABLE PAVING AROUND THE TREE TRUNK ZONES IS INCORPORATED INTO THE DESIGN. ANTICIPATED CONSTRUCTION COMPLETING 30/10/19. RECOMMEND DELETION</p>

		BROADWAY BASSENDEAN AND APPROVES THE PUBLIC TRANSPORT AUTHORITY PROCEEDING TO THE CONSTRUCTION PHASE SUBJECT TO: A)ALL EXISTING TREES BEING RETAINED AND PROTECTED THROUGHOUT THE PROJECT AND IF DAMAGED REPLACED PER THE TOWN'S POLICIES AT PTA'S EXPENSE; B)PTA TO USE PERMEABLE PAVING IN AND AROUND TREE TRUNK ZONES INSTALLED AT ADEQUATE DISTANCES AND IN THE REQUIRED MANNER TO ENHANCE TREE HEALTH.	
ROC19/66660	SALVATORE SICILIANO	OCM-12/04/19 - BASSENDEAN OVAL FOOTBALL FACILITIES PROJECT CONTROL GROUP MEETINGS HELD ON 21 FEBRUARY 2018 22 AUGUST 2018 & 22 FEBRUARY 2019 MOVED CR WILSON SECONDED CR BROWN THAT COUNCIL RECEIVES THE REPORT OF THE MINUTES OF THE BASSENDEAN OVAL FOOTBALL FACILITIES PROJECT CONTROL GROUP MEETINGS HELD ON 21 FEBRUARY 2018 22 AUGUST 2018 AND 22 FEBRUARY 2019.	MINUTES OF THE GROUP IN APRIL 2019. AN OPTIONS SESSION ANALYSIS WAS CONDUCTED ON THURSDAY 6 JUNE 2019. A FUTURE PROJECT CONTROL GROUP MEETING WILL BE HELD TO CONSIDER THE REPORT FROM THE OPTIONS SESSION ANALYSIS. RECOMMEND DELETION.
ROC19/66665	KEN CARDY	OCM-28/04/19 - COUNCIL STREET TREES – 118 WHITFIELD STREET BASSENDEAN MOVED CR HAMILTON SECONDED CR MYKYTIUK THAT COUNCIL REQUESTS THE CHIEF EXECUTIVE OFFICER TO WRITE TO LOCAL GOVERNMENT INSURANCE SERVICES REQUESTING THAT IT LIAISES WITH THE PROPERTY OWNERS OF 118 WHITFIELD STREET BASSENDEAN REGARDING THE ALLEGED DAMAGE CAUSED BY THE TREES ADJACENT TO THEIR PROPERTY.	COMPLETED IN ACCORDANCE WITH OCM 28/04/19 THE TOWN PRESENTED A FURTHER REPORT FOR COUNCIL TO CONSIDER. OCM-24/05/19 RESOLVED TO REMOVE 2 STREET TREES LOCATED AT 118 WHITFIELD STREET AND COMMUNICATE WITH ADJACENT PROPERTY OWNERS REGARDING THE PLANTING OF REPLACEMENT STREET TREES DURING THE 2019 PLANTING SEASON. RECOMMEND DELETION

ROC19/67065	TIM DAYMAN	OCM-25/05/19 - SPORTS ACHIEVEMENT AWARDS MOVED CR MYKYTIUK SECONDED CR BROWN THAT: 1. COUNCIL AWARDS THE TOWN OF BASSENDEAN SPORTS ACHIEVEMENT AWARD TO THOSE RECIPIENTS SHOWN IN THE CONFIDENTIAL REPORT. 2. COUNCIL PRESENTS THE SPORTS ACHIEVEMENT AWARDS AT THE 25 JUNE 2019 ORDINARY COUNCIL MEETING; AND 3. THE REPORT AND NAMES OF THE RECIPIENTS OF THE AWARD REMAIN CONFIDENTIAL UNTIL AFTER THE AWARDS ARE PRESENTED.	AWARDS TO BE PRESENTED AT JUNE OCM. RECOMMEND DELETION.
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OFFICER RECOMMENDATION – ITEM 10.18

That the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 25 June 2019 be deleted from the Implementation of Council Resolutions list.

Voting Requirements: Simple majority

10.19 Accounts for Payment – May 2019 (Ref: FINM/CREDTS/4 – Ken Lapham, Manager Corporate Services)

APPLICATION

The purpose of this report is for Council to receive the Accounts for Payment in accordance with Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996.

ATTACHMENTS

Attachment No. 16:

List of payments made under delegated authority for the period May 2019

BACKGROUND

The monthly payments made for the period May 2019 are presented to Council, with details of payments made by the Town in relation to goods & services received.

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>
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

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

FINANCIAL CONSIDERATIONS

All payments are authorised prior to disbursement in accordance with their allocated budget.

OFFICER RECOMMENDATION – ITEM 10.19

That in accordance with Regulation 13(3) Local Government (Financial Management Regulations 1996), the List of Accounts paid for May 2019, be received.

Voting Requirements: Simple majority

10.20 Financial Statements – May 2019 (Ref: FINM/AUD/1 – Ken Lapham, Manager Corporate Services)

APPLICATION

The Local Government Financial Management Regulations, Clause 34(1) requires that a monthly financial report be presented to Council. A Local Government is to prepare each month a statement of financial activity that clearly shows a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date.

ATTACHMENTS:

Attachment No. 17:

Financial Reports for May 2019

BACKGROUND

Regulations require a local government to prepare a monthly statement of financial activity, reporting on the revenue and expenditure as set out in the Annual Budget. In accordance Regulation 34(3), the reports can be presented by nature & type classification, statutory program or Business Unit.

A statement of financial activity and accompanying documents are required to be presented to Council within 2 months after the end of the month to which the statement relates.

In addition to this and in accordance with Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996 each year Council is required to adopt a percentage or value to be used in the reporting of material variances. For the 2018/19 financial year the variance amount is \$5,000 or 5% whichever is the greater.

STRATEGIC IMPLICATIONS

Good Governance

Strategic Priority 5: Good Governance

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

COMMENT

The attached monthly financial statements as presented represent the adopted 2018/19 Budget estimates & actual income and expenditure amounts for the period ending 31 May 2019.

The April Summary of Financial Activity (Income by Nature & type) is indicating that income for the year to date is on target 1.6% ahead of budget.

Expenditure by nature & type is 5% lower than budget forecasts. Materials & contracts is well under budget estimates, Depreciation & Insurance costs are marginally over budget, with utilities; Interest expenses and other expenditure are all under budget expectations in the current reporting period.

Capital Expenditure Summary:

Expenditure on Infrastructure Capital projects is well under budget estimates.

The Statements provide a comparison between actual and budget income and expenditure on year to date basis. The Notes accompanying the statements provide a detailed breakdown of the amounts.

Budget Amendments

There are no budget amendments identified in these statements for May 2019.

STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996.

FINANCIAL CONSIDERATIONS

The Financial Statements provide an overview of the income and expenditure for the appropriate period. There are no direct financial implications arising from this report.

OFFICER RECOMMENDATION – ITEM 10.20

That the Financial Reports for the period ending May 2019, be received.

Voting requirements: Simple majority

10.21 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue Perkins, Executive Assistant)

The Chief Executive Officer and the Mayor have been delegated the responsibility for affixing the Common Seal to documents requiring signing and sealing, and for reporting the exercise of that delegation to the next available Ordinary Meeting of the Council.

The Common Seal was not attached to any documents during the reporting period:

OFFICER RECOMMENDATION – ITEM 10.21

That Council notes that the Common Seal was not attached to any documents during the reporting period.

Voting Requirements: Simple majority

10.22 Calendar for July 2019 (Ref: Sue Perkins, Executive Assistant)

Thu	4 Jul	5.00pm	EMRC Waste Advisory Committee Meeting – EMRC - If required (Cr Mykytiuk)
Thu	4 Jul	6.30pm	EMRC Audit Committee Meeting – EMRC – If required (Cr Mykytiuk)
Wed	10 Jul	10.00am	Town Assets Committee Meeting – Council Chamber (Crs McLennan, Wilson & Hamilton). <i>Meeting to be confirmed.</i>
Tue	16 Jul	7.00pm	Briefings Session – Council Chamber
Thu	18 Jul	6.00pm	EMRC Council Meeting – EMRC – If required (Crs Mykytiuk & Wilson)
Tue	23 Jul	7.00pm	Ordinary Council Meeting – Council Chamber
Fri	26 Jul	5.00pm	Youth Advisory Council – Bassendean Youth Services

OFFICER RECOMMENDATION - ITEM 10.22

That the Calendar for July 2019 be adopted.

Voting Requirements: Simple majority

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion – Cr Brown: Lot 821 on Plan 40943, 52 Villiers Street, Bassendean

Cr Brown has advised that he wished to move the following motion at this meeting:

“That the Town of Bassendean agrees, in principal, to provide maintenance services to a ‘pocket’ park to be developed on Former Lot 663 Hardy Road Ashfield, now known as Lot 821 on Plan 40943, 52 Villiers Street Bassendean. The ‘in principal’ support that forms part of the motion is urgently needed to facilitate access to grant funding, which may be forfeited if approval is not forthcoming.”

At the Ordinary Council meeting in May 2019, this Notice of Motion was deferred to the June 2019 Ordinary Council meeting.

Background – Cr Brown

Our local community is aware that several years ago Ashfield Community Action Network (AshfieldCAN) ‘discovered’ a vacant, degraded piece of land hidden away on the escarpment overlooking the Ashfield Flats wetland.

The land, situated on Hardy Road adjacent to the intersection with Villiers Street, provides a unique outlook over the Wetlands and its environs, and a wonderful uninterrupted view to the Darling Ranges to the East.

AshfieldCAN recognised the land, currently vested in the WA Planning Commission, would make an ideal location for a small, tranquil park to which people could walk and sit, appreciate the peaceful outlook, observe the wildlife and wonder at the ever changing vista as the day and seasons unfold.

On behalf of AshfieldCAN ‘*Urban-Landscapeplaces-Botanic*’ has now completed conceptual plans for the park, a copy of which is attached (see Attachment No. 18).

Taking people along with the ‘vision’ and overcoming concerns was important. To this end, AshfieldCAN engaged at the political and local level holding a series of on-site and community information sessions at which the proposal and concept plan were endorsed.

Importantly AshfieldCAN obtained the enthusiastic support of the WA Planning Commission, and our Local Member of Parliament, Mr Dave Kelly. Mr Kelly's support included providing a grant to help fund the park's establishment, which is crucial and the reason for seeking 'in principal' agreement prior to detailed plans being presented and approved.

Overcoming the inevitable regulatory issues and environmental concerns has now largely been achieved (see attached letter from the Department of Water, Environment and Regulation). A main concern was the site's previous classification as being contaminated. Even though remediation had taken place many years previously there were still lingering concerns. Fortunately this problem was overcome by the concept design which involves little or no subsurface disruption. All agreed that next steps could be achieved.

Subsequent on-site meetings with WA Planning Commission representatives confirmed their approval to commence the project whilst they remained the land 'owners' with the ultimate idea of transferring the land to the Town of Bassendean. The Town of Bassendean's River Parks Committee have made a series of recommendations to the Town including the provision of provide regular park maintenance. These detailed proposals require sanction by a full meeting of Council with approval expected to be achieved in the coming months.

Maintenance costs will be minimal considering the park will not be reticulated and be planted exclusively with a variety of native, bird attractant and drought tolerant low maintenance vegetation, generally not exceeding 600mm in height. It is envisaged that AshfieldCAN and community volunteers will undertake revegetation work and regular maintenance with the support of the WAPC, who have agreed to provide a simple limestone pedestrian pathway. It should be noted AshfieldCAN has a history of creating parklands as demonstrated by the establishment of the successful Gary Branch Reserve.

AshfieldCAN believe this lookout will harmoniously dovetail with the work currently being undertaken via a comprehensive hydrological study of the Ashfield Flats Wetland, the largest remaining salt-marsh wetland on the Swan River estuary. The park will provide a unique opportunity to engage with and observe this work in progress, work that will result in the wetland once again contributing to the health of the entire Swan estuarine system rather than detracting from it.

AshfieldCAN are now in a position to progress to the next stage, which will involve accessing the grant funding, once Town of Bassendean agrees 'in principal' to the proposal. A prerequisite is approval by the Town and then WAPC, in this sequence.

OFFICER COMMENT

In November 2018, Council (OCM-21/11/18) resolved, in part the following:

- “5. *Council endorse the AshfieldCAN Lookout Concept Plan for Lot 821/52 Villiers Street Ashfield, prepared by Urban Botanic, attached to the 13 November 2018 River Parks Committee agenda;*
6. *Council notes the Department of Water & Environmental Regulation letter regarding contaminated Lot 821/52 Villiers Street, Ashfield, attached to the 13 November 2018 River Parks Committee agenda;*
7. *Council requests Officers provide a report on a management order or lease agreement for the high ground depicted in the AshfieldCAN Lookout Concept Plan for Lot 821/52 Villiers Street, Ashfield subject to the WAPC/Department of Planning Lands & Heritage preparing a site management plan including specific health and safety management and an estimate of annual maintenance costs, including mowing and weeding.”*

Updated Comment from Briefings Session (shown in Italics)

On 5 November 2018, the DPL&H's Manager Acquisition, Management & Disposals advised:

“In principle the WAPC supports the Ashcan plan, as we believe that what is intended is sympathetic with the overarching works program for Ashfield and it is our understanding that this was the concurrence of all attendees including the ToB. We also discussed the opportunity to adopt a signage standard e.g.. Interpretive signage etc, so that this can flow through the Ashfield Flats.

- *What Statutory Planning processes do you have to undertake before AshfieldCAN can commence works onsite?*

In terms of statutory approval process, we would only require a DA in respect to the proposed works and depending on the final budget cost, you will need to determine if a building permit is required.

- *Does WAPC/DPL&H have any estimate for the proposed Contemplative Park and Lookout? – No I understand that AshfieldCAN will be looking at doing this as a next step.*
- *Will DPL&H contribute financially to the construction costs of the proposed Contemplative Park and Lookout?*

The WAPC is happy to assist with some aspects of the project. We discussed at the meeting that the WAPC would be prepared to construct the crushed gravel path, with the addition of a spur to be added to the adjoining ToB land where we understand that the ToB is proposing to construct a living stream, this was felt by all to be a sensible addition, as it would allow this area to provide a link to the Flats below as well as the linking the Villiers Street lookout.

Clearly AshfieldCAN would like the Villiers Street lookout incorporated into the ToB holdings and the WAPC support this as a good for the local community outcome. As noted in our email to you of 31 October we would like to add this area to our lease discussions and would note that all parties attending the meeting agreed that this would be a worthwhile outcome.”

In discussions with DPL&H’s Manager Acquisition, Management & Disposals on 20 June 2019, the Town was advised that DPL&H “absolutely support the proposed lookout” and is keen to meet onsite to determine how the parties can work together to achieve the proposed outcome. DPL&H also advised that it is prepared to pay for the Management Plan. DPL&H further advised that it has capped the land in order to remediate. An offer was also made to discuss the opportunity further with Councillors.

A further officer’s update will be provided at the July Ordinary Council Meeting regarding further detail on Item 7 (OCM-21/11/18).

11.2 Notice of Motion - Cr Wilson: FOGO Waste System

This item has been deferred for consideration and will be listed for discussion at a future Councillors' workshop.

12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

13.0 CONFIDENTIAL BUSINESS

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

14.0 CLOSURE

The next Briefings Session will be held on Tuesday 16 July 2019 commencing at 7.00pm.

The next Ordinary Council meeting will be held on Tuesday 23 July 2019 commencing at 7.00pm.