



ORDINARY MEETING OF COUNCIL

Tuesday 15 October 2019

Agenda



Local Government Elections 19 October 2019

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

11 October 2019

INTRODUCING OUR COUNCILLORS



Mayor
Renee McLennan
crmclennan@bassendean.wa.gov.au



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
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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.

2.0 PRESENTATIONS

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

4.0 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.

4.1 Public Question Time

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

4.2 Address by Members of the Public

5.0 CONFIRMATION OF MINUTES

5.1 Special Council Meeting held on 24 September 2019 **Attachment No. 1:**

OFFICER RECOMMENDATION – ITEM 5.1(a)

That the minutes of the Special Council meeting held on 24 September 2019, be received.

OFFICER RECOMMENDATION – ITEM 5.1(b)

That the minutes of the Special Council meeting held on 24 September 2019, be confirmed as a true record.

5.2 Ordinary Council Meeting held on 24 September 2019 **Attachment No. 2:**

OFFICER RECOMMENDATION – ITEM 5.2(a)

That the minutes of the Ordinary Council meeting held on 24 September 2019, be received.

OFFICER RECOMMENDATION – ITEM 5.2(b)

That the minutes of the Ordinary Council meeting held on 24 September 2019, be confirmed as a true record.

6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

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 15 October 2019:

Item	Report
10.2	Joint Metropolitan Central Development Assessment Panel Application – Form 1 – Application for a Proposed Childcare Centre – Lot 54 (No. 72) Railway Parade, Bassendean
10.6	Chief Executive Officer's 12 Month Highlights Report
10.7	Determinations Made by the Principal Building Surveyor
10.8	Determinations Made by Development Services
10.9	Use of the Common Seal
10.10	Calendar for October/November 2019

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

Item	Report
10.3	Community Benefit Sponsorship and Grants Applications: Carols at Steel Blue Oval
10.5	Community Benefit Sponsorship and Grants Applications: Swans Camp Out
10.5	Consideration of Ordinary Council Meetings and Briefings Sessions Dates and Citizenship Ceremonies for 2020
13.1	Sports Achievement Award
13.2	Engagement of Supplier to Facilitate Annual Performance Review of CEO

10.2 Joint Metropolitan Central Development Assessment Panel Application – Form 1 – Application for a Proposed Childcare Centre – Lot 54 (No. 72) Railway Parade, Bassendean, Owner: Mark Francis Hammond and Sandra Lee Hammond, Applicant: Dynamic Planning and Development (Ref: DABC/BDVAPPS/2019-106 - Brian Reed, Manager Development Services)

APPLICATION

The application seeks approval to build a childcare centre intended to accommodate 92 children and 16 staff at Lot 54 (No. 72) Railway Parade, Bassendean.

ATTACHMENTS

Attachment No. 3:

- Development Plans Revision 2
- Planning Assessment Report Revision 2
- Waste Management Plan dated October 2019
- Environmental Acoustic Assessment Revision1
- State Planning Policy Acoustic Assessment
- Transport Impact Assessment Revision D
- Schedule of Submissions an Applicant's response.

BACKGROUND

At its Ordinary Council meeting held in May 2011, Council resolved to require that all Joint Development Assessment Panel (JDAP) applications be the subject of a report to Council in order that Council can make an alternative recommendation to the Metropolitan Central JDAP, should it see fit.

Council's options in terms of its earlier resolution are to either endorse the recommendation contained in the report below, or to make an alternative recommendation.

COMMENT

The Metro Central Joint Development Assessment Panel meeting date to determine the application is set for Monday, 28 October 2019, which is post the upcoming election.

Council's current members for the JDAP are Mayor McLennan and Councillor Hamilton. An alternate member, should the need arise, is Councillor Wilson.

The Development Assessment Panel Training notes make the following comments in terms of Local Government representatives as DAP members:

"The role of a local government representative is made difficult by their dual roles of local government Councillor and DAP member.

The Code of Conduct acknowledges this difficulty in clause 2.1.2. A local government may make a decision in relation to a DAP application as a basis for providing a DAP with a recommendation, as it is required to do in accordance with regulation 12.

Clause 2.1.2 provides that a local government DAP member is not precluded from voting in relation to a DAP application where it has also been involved with the decision or recommendation made by the local government.

Clause 2.1.2 requires only that local government DAP member exercise independent judgment, and consider the application on its planning merits.

The remainder of this report contains the Manager Development Services' Responsible Authority Report, together with an officer recommendation at the end.



Form 1 – Responsible Authority Report
(Regulation 12)

Property Location:	Lot 54 (No. 72) Railway Parade Bassendean
Development Description:	Proposed Childcare Premises
DAP Name:	Metro Central JDAP
Applicant:	Regan Cake – Dynamic Planning and Developments
Owner:	Mark Hammond and Sandra Hammond
Value of Development:	\$2.15 million
LG Reference:	DABC/BDVAPPS 2019-106
Responsible Authority:	Town of Bassendean
Authorising Officer:	Brian Reed, Manager Development Services
DAP File No:	DAP/19/01641
Report Due Date:	18 October 2019
Application Received Date:	2 August 2019
Application Process Days:	90 Days
Attachment(s):	1 Development Plans Revision 2 2 Planning Assessment Report Revision 2 3 Waste Management Plan dated October 2019 4 Environmental Acoustic Assessment Revision1 5 State Planning Policy Acoustic Assessment 6..Transport Impact Assessment Revision D 7..Schedule of Submissions an Applicant's response

Officer Recommendation:

That the Metro Central JDAP resolves to:

Approve DAP Application reference DAP/19/01641 and accompanying plans at **Attachment 1** in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the Local Planning Scheme No 10, and pursuant to Clause 30 of the Metropolitan Region Scheme subject to the following conditions:

1. The number of children and staff attending the Child Care Premises is limited to a maximum of 92 children and 16 staff at any one time.

2. The Child Care Premises is restricted in its hours of operation to the following:
 - Monday – Friday: Between 7:00am and 6:00pm; and
 - Saturday - Between 8:00am and 1:00pm.
3. Prior to the occupation or use of the development, all car parking spaces together with their access aisles to be clearly paved, sealed, marked and drained in accordance with AS2890.1 and thereafter maintained to the satisfaction of the Town.
4. Vehicle parking spaces identified on the approved site plan being clearly marked for “Visitors Only” or “Staff only” and used only as such.
5. A detailed and professionally prepared landscape plan being submitted prior to or with the application for a Building Permit for the Town's approval which provides full detail of the scope of works to be undertaken in both the private and public realms adjoining the development site, including, but not limited to:
 - a) the location, type and size of proposed trees, shrubs and ground cover to be planted; and
 - b) reticulation methods, including arrangements incorporated into the design to minimise water use.
6. Landscaping design and species selection shall pay particular attention to provisions contained within the Town of Bassendean Local Planning Policy No. 18 - Landscaping with Local Plants, and shall not include the use of artificial turf.
7. The site shall be landscaped in accordance with the approved landscaping plan and shall be maintained thereafter.
8. Service vehicles shall not enter the site during morning drop offs and afternoon pick- ups as no provision has been made on site for service vehicles to access the site.
9. Prior to the issue of a Building Permit for this development, a 1.0m strip of land shall be excised from the rear of the lot for the purposes of widening the adjoining right-of-way, or the owner shall enter into a legal agreement with the Town prepared by the Town's Solicitors at the owner's cost requiring excision of this land to be completed within twelve months of the issue of a Building Permit, or prior to the completion of the development, whichever occurs earlier.
10. The strip of land to the rear of the site which is excised for right-of-way purposes shall be paved, drained and kerbed to the specifications of the Town prior to occupation of the centre.

11. All storm water being contained and disposed of on site. Details of the method of storm water containment and disposal being included with the drawings submitted for a Building Permit.
12. The street number being prominently displayed at the front of the development.
13. The provision of side and rear fences, behind the street setback line, of 1.8 metres in height, unless higher fencing is shown on the approved drawings. Where the ground levels vary on either side of the fence, the required height shall be measured above the higher ground level.
14. Any fencing which is situated between a building and the Railway Parade or right-of-way frontages of the development site demonstrating compliance with the following requirements:
 - a) The overall height of fencing not exceeding 1.8 metres above natural ground levels as viewed from outside of the development site; and
 - b) Infill panels above base level solid components which are shown on the approved drawings being visually permeable.
15. External clothes drying is prohibited unless screened from view of the street or other public place.
16. A Waste Management Plan (WMP) is to be submitted for the Town's approval prior to or in conjunction with the application for a Building Permit. The WMP shall address matters including, but not necessarily limited to, the following:
 - a) Measures to be implemented for the purpose of minimising the delivery of waste to landfill during occupation, including: the onsite separation of materials for recycling.
 - b) Site Plan showing the location and size of the on-site rubbish disposal area(s), including the number of general rubbish, recycling bins, and food and organic waste bins to be provided for the development,;
 - c) An estimation of the volume of waste to be generated by the proposed development and the capacity of this volume of waste to be accommodated by on site bin storage capacity;
 - d) Details of intended method of collection; and
 - e) Details of where the bins would be located when waiting collection.
17. The bin storage areas are:
 - a) To be surrounded by a 1.8 metre high minimum wall with a self-closing gate;

- b) To be provided with 75mm min thickness concrete floors grading to a 100mm industrial floor waste, connected to sewer, with a hose cock to enable both the bins and bin storage area to be washed out; and
 - c) To be provided with internal walls that are cement rendered (solid and impervious) to enable easy cleaning.
18. External fixtures, including but not restricted to air-conditioning units, satellite dishes and non-standard television aerials, but excluding solar collectors, are to be located such that they are not visible from the street. Prior to the issue of a building permit, details being submitted of all proposed ventilation systems, including the location of plant equipment, vents and air conditioning units for the Town's approval. All equipment must be adequately screened to the satisfaction of the Town.
19. Bins shall be stored only in an approved, designated location, and shall not be stored within any of the approved car parking bays or associated access aisles.
20. The surface finish of boundary walls on the common boundaries with adjoining properties to be the same finish as the external wall finish for the remainder of the building, unless otherwise approved by the Town.
21. The incorporation of public art into the proposed development or a cash-in-lieu payment of one percent of the construction cost of the proposed development in accordance with the Town's adopted Local Planning Policy No. 15 "Percent for Art Policy". Detailed arrangements and agreement with respect to art to be provided on site or alternatively payment of the required fee shall be made prior to or in conjunction with the application for a Building Permit.
22. Prior to the issue of a building permit, a development bond for the sum of \$43,000 being lodged with Council to ensure the satisfactory completion of all works associated with landscaping, car parking, access ways, screen walls, and other associated works.
23. Prior to the issue of a building permit, an acoustic report shall be submitted to the Town for approval which shall implement a Noise Management Plan which incorporates management measures in relation to:
- a) Number of children playing simultaneously in the outdoor play areas and duration of play;
 - b) Restrictions on amplified music or musical instruments in outdoor areas;
 - c) Type of outdoor activities to ensure compliance with permitted noise levels;
 - d) Managing loud voices and distressed/crying children when outdoors;

- e) Noise minimisation strategies for parents/guardians at drop off and pick up times
 - f) Deliveries to site i.e. noise from refrigerated food vehicles,
 - g) Noise from mechanical services;
24. Measures recommended within the acoustic report shall be implemented to the satisfaction of the Town, and any costs associated with such implementation shall be the responsibility of the owner/applicant.
25. Prior to the issue of a building permit, revised plans shall be submitted for the approval of the Town, showing the provision of facilities shall include provision for storage and parking of bicycles and change rooms/ showers for cyclists.
26. Existing street trees within the street verge adjacent to the development site being protected with barricades during construction in accordance with the Town's Policy for street tree protection.
27. The proposed crossover from Railway Parade shall be constructed of heavy duty trafficable brick pavers, the material and colour of which shall match the adjoining footpath. The crossover shall have a cream coloured header course which delineates the crossover from the adjoining footpath.
28. The redundant crossover shall be removed and the verge/footpath shall be reinstated to the satisfaction of the Town.
29. Prior to lodging an application for a building permit, all plant equipment, air conditioning units, hot water systems, water storage tanks, service metres, bin storage areas and clothes drying facilities must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Town.

Advice Notes

1. With respect to the condition relating to public art, the applicant is advised that in relation to the requirement for a 1% Public Art contribution to be made that the Town can consider on site art works subject to Council approval and demonstration of equivalent value and public access.
3. With respect to the condition relating to the widening of the right-of- way, please liaise with the Town's Infrastructure Services Directorate in relation to obtaining detailed specifications for works associated with widening of the right-of-way to the rear of the site, prior to undertaking any works on site.
3. The issue of a Building Permit is required prior to the commencement of any works on site.

4. The following works shall be completed within the Railway Parade road reserve to facilitate the proposed development:
 - a) Existing 1m wide concrete apron associated with redundant crossover forward of No. 74 Railway Parade shall be removed and replaced with barrier kerb and brick paving to match the remainder of the footpath;
 - b) Existing Paved crossover forward of No. 74 Railway Parade shall be removed and replaced with paving to match the remainder of the footpath (both in material and paving pattern). This includes the removal of the white header course of paving (which defines the alignment of the existing crossover) and replacement to match the remainder of the footpath; and
 - c) The proposed crossover from Railway Parade shall be constructed of heavy duty trafficable brick pavers, the material and colour of which shall match the adjoining footpath. The crossover shall have a cream coloured header course which delineates the crossover from the adjoining footpath.
5. The food preparation area shall comply with the requirements of the *Food Act 2008* and the *Food Safety Standards 3.2.3 – Food Premises and Equipment*. Detailed fit-out plans to be provided to Health Services in order to ensure all requirements can be met
6. The food preparation area may be undersized for the proposed number of children. It is recommended that additional bench space is provided for the safe preparation of food, cooling of food and plating up of food for the children. It is also noted that allowance for a single bowl sink has been made. As such, please ensure that adequate space for a commercial dishwasher that can accommodate large pots etc., is allowed for. Alternatively, a double bowl sink with draining boards should be provided.
7. Ensure compliance with the Education and Care Services National Regulations 2012 and Education and Care Services National Law (WA) Act 2012.
8. A grease arrestor may be required for the food business. The applicant is required to contact the Water Corporation for advice in this regard.
9. Dial Before You Dig:

Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please telephone 1100 before excavating or erecting structures. If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets.

It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via Dial Before You Dig "1100" number in advance of any construction activities.

10. Telecommunications Act 1997 (Commonwealth):

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, please contact Telstra's Network Integrity Team on 1800810443.

11. If the planning approval lapses, no development shall be carried out without further approval having first been sought and obtained.

12. Where an approval has so lapsed, no development shall be carried out without further approval having first been sought and obtained, unless the applicant has applied and obtained Development Assessment Panel approval to extend the approval term under regulation 17(1)(a) of the Development Assessment Panel Regulations 2011

Details: outline of development application

Insert Zoning MRS:	Urban
TPS:	Residential with a split density code of R20/40.
Insert Use Class:	Child Care Premises – An 'A' use within the Residential zone.
Insert Lot Size:	2561.00m ²
Insert Existing Land Use:	Vacant land

The application proposes the erection of a single storey Child Care Premises with the following features:

- The facility is intended to accommodate 92 children and 16 staff;
- There will be a total building area of 818m² with approximately 648m² of outdoor play area;
- A total of 32 car bays will be provided which includes one accessible bay; and
- Operating hours will be from 7.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm on Saturday.

The 'Child Care Premises' land use under the Scheme is defined as having the same meaning as in the Community Services (Child Care) Regulations 1988. Those Regulations which have since been repealed defined a Child Care Premises as meaning premises specified in a licence or permit as premises in which a child care service may be provided

The zoning of the land is 'Residential' with a split residential density coding of 'R20/40' pursuant to the Town of Bassendean Local Planning Scheme No.10 (LPS10). A Child Care Premises is listed as an "A" (discretionary) land use, and in particular means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.

Background:

Development approval for 22 Multiple Dwellings was granted by the Metro Central JDAP at its meeting held 23 June 2015. An amended development approval for the proposed 22 Multiple Dwellings was subsequently granted by the Metro Central JDAP at its meeting held 29 May 2017 to:

- (a) *Extend the period of validity within which the proposed development must be substantially commenced; and*
- (b) *Delete certain conditions that had been imposed on the original approval.*

A subsequent application to amend the approval so as to extend the period within which the development must be substantially commenced by a further two years, was refused by the JDAP meeting on 15 August 2019

Context of the proposal

The application site lies within an area that is zoned residential with a split density code of R20/40, however, there are a number of non-residential uses in close proximity to the site. The site is within close proximity of the Bassendean Railway Station and to the Town Centre beyond, as shown on the image below, which is reproduced from the applicant's report below



The adopted Local Planning Strategy recommends the establishment of commercial and home based business land uses immediately north of the railway line adjacent to the intersection of Broadway with Railway Parade, as a longer term option together with higher density residential development of R60/100 to the 400m walkable catchment from the Train Station.

The idea of obtaining more intense development of the site, in the future has been discussed with the applicant, who has advised that the childcare development is only intended to be an interim use noting current economic conditions. The applicant further advised that when economic conditions are more favourable, they would be more than willing to explore a more intensive use of the site. They stressed that this is not an uncommon approach as they have another development, which is following this same methodology in other local government areas.

Legislation and Policy:

Legislation

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Clause 67;*
- Local Planning Scheme No. 10 (LPS 10); and
- Metropolitan Region Scheme Text Clause 30.

State Government Policies

Planning Bulletin 72/2009 Child Care Centres.

State Planning Policy No. 5.4 Road and Rail Noise (SPP 5.4).

Local Policies

Local Planning Policy No 08 - Parking Specifications
Local Planning Policy No 14 - Onsite Stormwater Retention Policy
Local Planning Policy No 15 - Percent for Art Policy
Local Planning Policy No 18 - Landscaping With Local Plants.

Consultation:

Public Consultation

The application was advertised for a period of 21 days commencing on 14 August 2019 and concluding on 4 September 2019.

The application was advertised by the following means:

- By direct mail- out to landowners and occupiers who abut the development site or share the ROW with the development site (refer image below);
- A sign was erected on site to further advertise the proposal for a period of 21 days; and
- The application documentation was also put on the Town's website and made available for inspection at the Town's Customer Services Centre.

In response, two submissions were received objecting to the development.



Issues raised in submissions and officer's comments

Issue Raised	Officer's comments
<p>Increase in traffic and congestion in the area, and the potential to block access to property.</p>	<p>Not Supported Railway Parade is classified as a local distributor road that can cater for 3000-6000 vehicles per day (vpd)</p> <p>Traffic classifiers were placed in Railway Parade between Fourth and Fifth Avenue in 2018. Average Daily Traffic (ADT) (7 days) = 2787 vpd Average Weekday Traffic (AWT) (5 days) = 2987 vpd</p> <p>The above vehicle numbers are below the criteria and therefore an increase in traffic will still be within the road hierarchy classification.</p> <p>Adequate provision has been made for on-site parking.</p> <p>The submitted Traffic Impact Assessment, also indicates that the site the amount of additional traffic generated by the development is acceptable.</p>
<p>Noise associated with the drop of children and play areas and air conditioning equipment</p>	<p>Noted This element can be addressed through a Noise Management Plan which is recommended as a condition of development approval.</p>
<p>Concern over waste management and pollution caused by number of nappies and food production.</p>	<p>Noted This element can be addressed through the Waste Management Plan which is recommended as a condition of development approval</p>
<p>Impact of antisocial behaviour that exists in the area on the safety of children.</p>	<p>Noted The development of the site is likely to reduce anti-social behaviour in the area through increased passive surveillance and activation of the site.</p>
<p>There is a need for construction management plan to control construction activities</p>	<p>Supported A Construction Management Plan is recommended as a condition of development approval.</p>
<p>There is a need for a noise management plan to control noise associated with the operation of the centre.</p>	<p>Supported A Noise Management Plan is recommended as a condition of development approval.</p>
<p>Access should not be allowed to the site from the right of way at the rear of the property.</p>	<p>Supported The landowner has legal access from the right-of-way. It should be noted, however, that there is no access to the development site from the right-of-way with the exception of the bin collection area.</p>
<p>The bollards that were formerly located in the right of way should be reinstated</p>	<p>Not Supported The right of way is designed to provide through access.</p>

Consultation with other Agencies or Consultants

The application was not required to be referred to any external agencies.

Planning Assessment:

Local Planning Scheme

The tables below detail compliance with key development requirements and/or those non-compliant items. Where a specific item is not mentioned, than the proposal is compliant with that element.

Item	Requirement	Proposal	Compliance	
Land Use	Not applicable	Child Care premises are an "A" use in the residential Zone	Discretionary	
Car Parking	1 space per employee and 1 space per 6 children, which requires the provision of 32 car bays	The proposal provides 32 car bays, and the layout of the bays and access aisles complies with AS 2890.1	Complies	
Landscaping for off-street parking	Boundary landscaping shall be provided for parking areas with more than 5 parking spaces and interior landscaping shall be provided for open parking areas with 21 or more parking spaces. Landscaping shall comply with the following requirements:		Discretion required	
	(i) all areas between parking areas and adjoining streets shall have a minimum of 2.0 metres wide permanent landscape area, except in the instance of corner lots, where minimum width of 1.0 m shall apply. In addition, the local government may also require permanent landscaping between the parking area and all other side and rear property lines; and	The average width of the landscaping strip is approximately 1.5m, caused in part by the introduction of the blind aisle reversing area. A landscaping strip is included on the eastern lot boundary with a width of 400mm		
	(ii) for open parking areas, with 21 or more parking spaces, there shall be provided a minimum of 1 square metre of permanent landscaping for every 10 Square metres of parking bay area. Such landscaping shall not be in addition to any other landscaping required by this Scheme.	The area of the car park is 988.3m ² .while the area devoted to landscaping is 76.9m ² .		

4.7.6 Bicycle Facilities	The local government may require the provision of facilities that provide for and encourage cycling as part of any private development. Such facilities shall provide for storage and parking of bicycles and change rooms/showers for cyclists.	The Traffic Impact Assessment makes the point that bicycle racks can be provided on site to provide sufficient parking, and that staff toilet/ change rooms are provided within the development. The proposal does not include shower facilities.	Discretion required.
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State and Local Planning Policies

Item	Requirement	Proposal	Compliance
State Planning Policy No. 5.4 Road and Rail Noise (SPP 5.4)	Ensures that sensitive land uses are not adversely affected by transport noise.	Addressed through State Planning Policy 5.4 Acoustic Assessment	Complies
Local Planning Policy No 14 - Onsite Stormwater Retention Policy	Requires stormwater to be contained on site	The applicant has advised that a condition can be placed on the approval addressing this issue.	Complies
Local Planning Policy No 15 - Percent for Art Policy	Requires public art to be provided in commercial development with a value above \$1,000,000	The applicant has advised that a condition can be placed on the approval addressing this issue.	Complies
Local Planning Policy No 18 - Landscaping With Local Plants	This policy is to assist the Town of Bassendean to promote the protection and enhancement of natural resources within the region by prescribing minimum standards for landscaping with local native plants.	The applicant has advised that a condition can be placed on the approval addressing this issue.	The applicant has advised that a condition can be placed on the approval addressing this issue.
Development Bonds Policy - Compliance With Conditions of Planning Consent Policy	The policy requires that refundable bonds are paid by the applicant to ensure that the development is constructed in accordance with the condition imposed on the approval.		Condition included

Planning bulletin 72/2009 Child Care Centres

Planning bulletin 72/2009 Child Care Centres is intended to provide a guidance document for decision-makers, developers and the community for use when planning for child care centres. Inasmuch as the Scheme only contains minimal controls for Child Care Centres, the following table assesses the application against this policy.

Item	Response
3.2 Objectives	
Distributed strategically to provide the maximum benefit to the community it serves;	The site is well located with good access to public transport facilities. There are five other long day child care centres distributed throughout the Town, with one located in the suburb of Ashfield , one in Eden Hill and the other three within the suburb of Bassendean. The closest child care centre (MercyCare)is located approximately 425m walking distance away, via the train station overpass.
Within easy walking distance or part of appropriate commercial, recreation or community nodes and education facilities;	The site has sufficient access to the Town Centre, through train station infrastructure as well as pedestrian linkages underneath and over Guildford Road.
Located in areas where adjoining uses are compatible with a child care centre (includes considering all permissible uses under the zoning of adjoining properties); and	The general area is zoned for residential purposes and the uses of the surrounding properties and the zoning of the area will not have a detrimental effect on a child care centre. It is acknowledged that the development abuts a site with an additional use for the purposes of a liquor store/ shop (76 Railway Parade). However, there is nothing to prohibit a child care premises next to an approved liquor store. In saying this, If there was an intension to locate a liquor store next to an established child care centre, this may prove problematic, through the (former) department of racing gaming and liquor.
Serviced by public transport (where available).	The site has good access to train and bus services adjacent the site.
3.3 Location of child care centres	
Considered suitable from a traffic engineering/safety point of view	The proposal is supported by a Traffic Impact Assessment.
The service provided by the centre will have a demonstrable, adverse impact on the existing or planned level of child care centre services enjoyed by the local community	There are five other long day care centres in the Town of Bassendean, with only two of those centres having limited vacancies. There are no other child care centres currently proposed in the Town.
Access is from a major road or in close proximity to a major intersection where there may be safety concerns	The proposal is supported by a Traffic Impact Assessment.
Access is from a local access street which may impact on the amenity of the area due to traffic and parking;	Access is proposed via a Local Distributor, rather than a local access road.

<p>The current use or any permissible use under the zoning of the adjoining premises produces unacceptable levels of noise, fumes or emissions or poses a potential hazard by reason of activities or materials stored on-site;</p>	<p>There are no activities either existing or allowed for under the Scheme that would allow adjoining premises to produce unacceptable levels of noise, fumes or emissions or poses a potential hazard by reason of activities or materials stored on-site.</p>
<p>Noise produced by roads, railways and aircraft are likely to have an adverse impact on the site; and/or</p>	<p>The proposal has been assessed against State Planning Policy 5.4 Road and Rail Noise and the proposal is deemed acceptable.</p>
<p>The site is in a heavy industry area or in the buffer area of a heavy industry area.</p>	<p>The site is not within a Heavy Industrial Area, nor a buffer to an Industrial area.</p>
<p>3.4 Site characteristics</p>	
<p>Sites selected for child care centres should be of sufficient size and suitable shape to accommodate the development, including all buildings and structures, parking for staff and parents, outdoor play areas and landscaping, as determined by the relevant local planning scheme or local policy and applicable regulations. As a general rule sites in a residential area should be of regular shape and greater than 1000 sqm.</p>	<p>Whilst the site is not regular in shape, it has an area of 2561m², and generally offers suitable space to accommodate the proposal.</p>
<p>The topography of the site and surrounds should also be considered as steep slopes may affect access to the facility, noise transfer and methods of noise mitigation.</p>	<p>The site and its surrounds do not contain steep slopes.</p>
<p>Sites selected for child care centres should also be assessed to determine their potential for soil and groundwater contamination</p>	<p>The site has not been reported to the Department of Water and Environmental Regulation as a potentially contaminated site. Prior to the site being vacant it was occupied by substantially two dwellings and there is nothing to suggest that this former development would have been a cause of contamination. The closest recorded contaminated site is located some 220m to the west of the site, and this site is used for residential purposes and has a classification of <i>Remediated for restricted use</i></p>

<p>3.5 Design of centres</p>	
<p>The visual appearance of the child care centre, including any signage, building design, colour, scale, shape and form, should be in accordance with the local government local planning scheme or relevant local policy and applicable regulations. In the absence of any specific provisions, the visual appearance of the development should reflect the character of the area, enhance its amenity and be considered appropriate for regular use by children.</p>	<p>Whilst the visual appearance of the proposed development is not controlled by the Scheme, the building is single storey in height, and the setbacks to lot boundaries are greater than would be required for residential buildings, with the exception of three portions of wall with a zero setback against the adjoining liquor store/carpark.</p>
<p>Parking areas should be located in front of the building. If this is not possible they should be clearly visible and easily accessible from the entry to the site.</p>	<p>Parking is provided in front of the building. A separate pedestrian path is provided from Railway Parade to the entrance of the building.</p>
<p>Outdoor play areas should be in a safe location on the site, and away from any adjoining noise-sensitive premises, such as dwellings and nursing homes</p>	<p>The outdoor play area is adjoined by residential dwellings to the west and east. It is considered that this element can be dealt with through conditions imposed on any approval requiring a noise management plan.</p>
<p>Landscaping should be provided in accordance with the relevant local planning scheme or relevant local policy or applicable regulations. In the absence of any such provisions, landscaping will be required along the street frontage of the development to a standard equal to that required or provided for on adjacent properties. Landscaping should not include potentially hazardous heights, landscape fittings, and potentially toxic plants.</p>	<p>Landscaping is proposed along the frontage of the site, however the Town is asked to exercise discretion in this regard.</p>
<p>3.6 Traffic impacts</p>	
<p>A traffic impact statement/ assessment should be required for the development of a child care centre.</p>	<p>A Traffic Impact Assessment has been provided by the applicant which concludes.</p> <p>The site will generate approximately 74 vehicle trips during the AM peak and 64 vehicle trips in the PM peak period.</p> <p>The car parking provision complies with the Local Planning Scheme No 10.</p> <p>The site benefits from excellent public transport facilities The site benefits from excellent pedestrian and cycling facilities.</p> <p>Vehicular sightlines for the proposed access satisfy the minimum sightline required as described within AS2890.1.</p>

<p>A child care centre should be approved only if it can be demonstrated that it will have a minimal impact on the functionality and amenity of an area and will not create or exacerbate any unsafe conditions for children and families using the centre, or for pedestrians or road users.</p>	<p>It is considered that approval of the proposed child care centre will have a minimal impact on the functionality and amenity of the area, and will not create or exacerbate any unsafe conditions for children and families using the centre, or for pedestrians or road users.</p>
<p>3.7 Noise impacts</p>	
<p>Where a child care centre is located adjacent to a noise-sensitive use, such as houses, retirement villages and nursing homes, the noise-generating activities of the child care centre, such as the outdoor play areas, parking areas and any plant and equipment, are to be located away from the noise-sensitive use.</p>	<p>While the child care centre is adjoined by noise sensitive uses in the form of dwellings to the south and east, it is considered that noise can appropriately be managed by conditions imposed on any approval.</p>
<p>Where, due to design limitations or safety considerations, noise-generating activities such as outdoor play areas are located close to noise-sensitive uses, appropriate noise mitigation is to be undertaken.</p>	<p>This element will be managed through conditions imposed on any approval.</p>
<p>As there is now a considerable body of research that demonstrates the negative impact of inappropriate noise on child development, the design and construction of buildings may include noise-mitigation measures to reduce impact from external sources and to achieve accepted indoor noise limits.</p>	<p>The only known source of external noise is associated with the Perth to Midland railway line. The acoustic report prepared by the applicant indicates the interior of the building and the outdoor play areas will not be affected by noise and would comply with the requirements of State Planning Policy 5.4.</p>

Officer Comments

Land Use

The relevant objectives for the residential zone are to:

- b) *to continue and increase the attraction for young families to reside and raise their families in the Bassendean community;*
- e) *to limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity; and*

- g) to ensure that subdivision and development comply with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council.*

The proposal is assessed as broadly meeting the objectives of the residential zone.

With the imposition of conditions including the preparation of noise and waste management plans, the proposal is considered not to have a detrimental effect on the amenity of the surrounding residential zone.

Landscaping

The application requires discretion in terms of the extent of landscaping provided in association with the car park. The Local Planning Scheme requirement equates to the provision of 10% of the area of the car park being provided with landscaping, where the proposal includes 8%. The proposal does include 13 trees being provided within the car park area, which represents better than 1 tree for every 3 car spaces, and the 2% reduction in the area provided for landscaping is supported.

Bicycle facilities

Clause 4.7.6 of the Scheme states that the local government may require the provision of facilities that provide for and encouraging cycling as part of any private development. Such facilities shall include provision for storage and parking of bicycles and change rooms/ showers for cyclists. The application does not contain sufficient information in this regard and a condition has been recommended addressing this matter. In particular, it is considered that cycle storage should be provided and showers made available for staff.

Planning Discretion

Clause 4.5 of the Local Planning Scheme No 10 gives the local government the power to approve and application that does not comply with a standard or requirement of the Scheme. This power can only be exercised where:

- a) approval of the proposed development would be appropriate having regard to the criteria set out in clause 67 of the deemed provisions; and
- b) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

Relevant considerations under Clause 67 of the Deemed Provisions

In considering an application for development approval, the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application:

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;*
- (c) *any approved State planning policy;*
- (m) *the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following:*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development;*
- (p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;*
- (s) *the adequacy of —*
 - (i) *the proposed means of access to and egress from the site; and*
 - (ii) *arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (u) *the availability and adequacy for the development of the following:*
 - *public transport services;*
 - *public utility services;*
 - *storage, management and collection of waste;*
 - *access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);*
 - *access by older people and people with disability;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*

(y) any submissions received on the application; and

(zb) any other planning consideration the local government considers appropriate.

The application is considered to satisfactorily address the matters that the local government is required to consider.

The recommendation includes a number of conditions to safeguard the amenity of the area, and to ensure that the development functions appropriately

Council Recommendation

To be inserted following the Council resolution.

Conclusion

The application for development approval proposes a single storey building comprising a Child Care Premises land use at No. 72 Railway Parade, Bassendean.

It is acknowledged that the proposed land use is discretionary under the Town of Bassendean Local Planning Scheme No. 10 and that the application requires the exercise of discretion on a number of development standards, as discussed earlier within this report.

During the consultation period two submissions provided comments relating to the perceived negative impact that the proposal may have on the immediate surrounding area.

It is anticipated that any perceived negative impacts regarding the development can be overcome with appropriate conditions including requiring compliance with the Acoustic Report.

In this context, and given the need to consider the merits of the development on a performance based approach, Council Officers are satisfied that the proposed development satisfies those relevant conditions outlined in the scheme.

On balance, the Officers of the Town recommend that discretion is exercised and this application for development approval for a Childcare premises at Lot 54 (No.72) Railway Parade Bassendean is approved, subject to recommended conditions and advice notes.

OFFICER RECOMMENDATION – ITEM 10.2

That Council endorse the Form 1 – Responsible Authority Report of the Manager Development Services for the proposed child care centre intended to accommodate 92 children and 16 staff at Lot 54 (No. 72) Railway Parade, Bassendean.

Voting requirements: Simple Majority

10.3 Community Benefit Sponsorship and Grants Applications: Carols at Steel Blue Oval (Ref: GRSU/PROGM/26 – Mona Soliman, Acting Director Community Planning)

APPLICATION

This report provides for the assessment of an application for sponsorship from the Bassendean Church of Christ to stage the 2019 Carols at the Oval event.

ATTACHMENTS

Attachment No. 6:

- Community Benefit Sponsorship and Grants Sponsorship Application Form – Carols at the Oval;
- Grants Assessment Panel Report; and
- Community Benefit Sponsorship and Grants Guidelines 2019-2020.

BACKGROUND

On 27 August 2019, Council endorsed a new policy and governance framework for Sponsorship and Grants, including guidelines for the specific category of Community Benefit Sponsorship and Grants to support community projects or one-off initiatives.

The Bassendean Church of Christ has applied for funding to stage the 2020 Carols at the Oval event at Steel Blue Oval scheduled for Sunday 15 December 2019.

The Bassendean Church of Christ has been staging the Carols event within the Town of Bassendean since 1989. The Carols event was originally staged at Success Hill Reserve but due to increasing attendances the event was re-located to Steel Blue Oval in 2016. The Town has been a longtime supporter of the Carols event and has funded the event through the (former) Community Events Sponsorship Program, in addition to the Town's budget line items covering waste management, toilet hire and staging infrastructure to value of approximately \$2,000 per annum.

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	

Arts and Cultural Plan 2019-2023:

The application for funding from the Bassendean Church of Christ aligns with the newly adopted Arts and Cultural Plan 2019-2023 in developing partnerships to deliver culturally enriching experiences for Town residents and aligns with the Cultural Development Outcomes of:

- Sense of belonging to a shared cultural heritage;
- Bridging of social difference;
- Positive sense of place; and
- Appreciation of diversity of cultural expression.

COMMUNICATION AND ENGAGEMENT

Community development officers provided support and guidance to The Bassendean Church of Christ regarding the application process.

The event will be subject to a well-developed promotional campaign by the respective organisations.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

The total cost of the Carols at Steel Blue Oval is proposed to be \$22,300 with \$2,000 sought from the Town as a contribution.

Funding is available as per the 2019/2020 adopted budget.

Council approved \$300,000 in the 2019/20 Budget for the staging of other events.

The impact on internal Town resources will be approximately 6 hours for the event, based on the events staged in 2018. This year's event will consume approximately 11 hours of the Town involving staff from across the areas of Recreation & Culture, Environmental Health Officers, Building Maintenance, Parks and Garden, Rangers and Youth Services

OFFICER RECOMMENDATION – ITEM 10.3

That:

1. Council receives the Community Benefit Sponsorship and Grants application lodged by the Bassendean Church of Christ to stage the 2020 Carols at Steel Blue Oval; and
2. Council approves funding in the amount of \$2,000 to Bassendean Church of Christ to stage the 2020 Carols at the Oval event, conditional upon agreement that glow sticks will not be used; and
3. The event be opened with a Welcome to Country acknowledgement.

Voting requirements: Simple majority

10.4 Community Benefit Sponsorship and Grants Applications: Swans Camp Out (Ref: GRSU/PROGM/26 – Mona Soliman Acting Director Community Planning)

APPLICATION

This report provides for the assessment of an application for sponsorship from the Swan Districts Football Club to stage the Swans Camp Out event.

ATTACHMENTS

Attachment No. 4:

- Community Benefit Sponsorship and Grants Sponsorship Guidelines
- Community Benefit Sponsorship and Grants Sponsorship Application Form – Swans Camp Out event; and
- Grant Assessment Panel Report.

BACKGROUND

On 27 August 2019, Council endorsed a new policy and governance framework for Sponsorship and Grants including guidelines for the specific category of Community Benefit Sponsorship and Grants to support community projects or one-off initiatives.

Swan Districts Football Club has applied for funding to stage the Swans Camp Out at Steel Blue Oval scheduled for Saturday 23 and Sunday 24 November 2019.

The Swans Camp Out was first staged in 2018 in partnership with the Fathering Project and provided the opportunity for Fathers and their children to camp out on Steel Blue Oval and enjoy quality time together. In 2019, the Club is proposing to expand the scope of the event to allow both parents/guardians (Mother and/or Father) to also attend as a family camp out. In 2018, the Town funded the event through a budget line item to the value of \$3,000. Funding was used to provide a discount for Town of Bassendean residents attending as well as families holding a Health Care/Pensioner Concession Card.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027:

This application for funding aligns with the following strategic objectives:

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	

Arts and Cultural Plan 2019-2023:

The application for funding from the Swan Districts Football Club aligns with the newly adopted Arts and Cultural Plan 2019-2023 in developing partnerships to deliver culturally enriching experiences for Town residents and aligns with the Cultural Development Outcomes of:

- Sense of belonging to a shared cultural heritage;
- Bridging of social difference;
- Positive sense of place; and
- Appreciation of diversity of cultural expression.

COMMUNICATION AND ENGAGEMENT

Community development officers provided support and guidance to the Swan Districts Football Club regarding the application process.

The event will be subject to a well-developed promotional campaign by the club.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

The total cost of the Swan's Camp Out event is proposed to be \$5,200 with \$2,000 sought from the Town as a contribution.

Funding is available as per the 2019/2020 adopted budget.

Council approved \$300,000 in the 2019/20 Budget for the staging of other events.

The impact on internal Town resources will be approximately 6 hours in total including staff from the Recreation and Culture and Infrastructure Teams. This estimate is based on the same event staged in 2018.

OFFICER RECOMMENDATION – ITEM 10.4

That:

1. Council receives the Community Benefit Sponsorship and Grants applications lodged by the Swan Districts Football Club to stage the Swans Camp Out event;
2. Council approves funding in the amount of \$2,000 to Swan Districts Football Club to stage the Swans Camp Out event;
3. The Swan Districts Football Club offers a 50% rebate to concession card holders;
4. The Risk Management Plan is revised by the Swan Districts Football Club to ensure risks associated with the 'fire pit' are managed appropriately; and
5. The event is free of single-use plastics (including balloons) in line with the Town's commitment to Council's resolution (OCM-13/3/18).

Voting requirements: Simple majority

10.5 Consideration of Ordinary Council Meetings and Briefings Sessions Dates and Citizenship Ceremonies for 2020 (Ref: GOVN/CCLMEET/1 – Yvonne Zaffino, Council Support Officer)

APPLICATION

Council is requested to endorse its Ordinary Council and Briefings Sessions meeting dates and also Citizenship Ceremonies for 2020.

BACKGROUND

At the August 2019 Ordinary Council Meeting, Council agreed to host its Briefings Sessions in the community, rather than in the Council Chambers, as part of a 12 month trial, commencing November 2019.

At that same meeting, Council disbanded its Committees for the 2017-2019 term, except for the Audit and Governance Committee, Bassendean Local Emergency Management Committee and Town Assets Committee which will disband at the end of this year.

Council also endorsed that it would consider a new engagement structure, including the requirement for committees, which will be considered at a future Councillors' Workshop post appointment of the new Council.

STRATEGIC IMPLICATIONS

Section 5 - Good Governance

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service
	5.2.2 Engage and communicate with the community
	5.2.3 Advocate and develop strong partnerships to benefit community

COMMENT

Council Policy 6.2 – Council Meeting Schedule, states that Agenda Briefings Sessions are to be held one week prior to the monthly Ordinary Council Meeting, generally on the third Tuesday of the month, commencing at 7.00pm, effective from the commencement of 2018.

Briefings Sessions are designed to brief Council one week prior to the more formal Council meetings, where decisions are made. Councillors and staff also meet at Concept workshops which are scheduled on alternative Tuesdays of each month.

As in the past, no meetings have been scheduled for January noting a number of Councillors and Officers take extended leave during this time.

STATUTORY REQUIREMENTS

Local Government Act 1995, Section 5.25(1)(g) and Local Government (Administration) Regulation 12.

A local government is required at least once each year to give local public notice of all Ordinary Council meetings and Committee meeting dates, times and places that are open to the public and are to be held in the next twelve months.

FINANCIAL CONSIDERATIONS

Additional funds will be required to hold Briefing Sessions in the community, such as staff resources, equipment hire, venue hire (where required) etc, which will need to be costed from the Governance Functions area in the 2019/20 and 2020/21 Budgets. (This will be monitored and considered as part of the evaluation of the 12 month trial).

OFFICER RECOMMENDATION — ITEM 10.4

That Council endorses the following:

1. Briefings Sessions and Council meeting dates for 2020:

MONTH	Briefings Sessions	Ordinary Council Meetings
February	18	25
March	17	24
April	21	28
May	19	26
June	16	23
July	21	28
August	18	25
September	22	29
October	20	27
November	17	24
December	8	15

2. Citizenship Ceremonies for 2020 be held on:

Sunday, 26 January;

Wednesday, 25 March;

Wednesday, 17 June; and

Wednesday, 9 September.

Voting requirement: Absolute majority

10.6 Chief Executive Officer's 12 Month Highlights Report (Peta Mabbs, Chief Executive Officer)

APPLICATION

This is a 12 month Highlights Report, following the appointment of the Chief Executive Officer on 22 October 2018.

The purpose of this report is to outline progress towards improving organisational performance thereby enabling greater value for community. The report is provided in the interests of transparency for Council and the community.

ATTACHMENT

Attachment No. 5:

CEO's 6 month highlights report

COMMENT

This report does not intend to duplicate what was presented in the 6 month Highlights Report (attached) but rather provide an update since that time.

New Organisational Structure

The most significant change that has occurred within the past 6 months has been the **design and delivery of a new organisational structure**. This follows Council's requirement for the CEO, as part of her Performance Agreement (April 2019), to deliver an organisational structure and workforce to reflect future needs.

With the above context in mind, the CEO examined the rationale for **organisational structural change at the Town of Bassendean as part of a broader transformational change program designed to build the leadership, culture, strategy and enabling capabilities** necessary to achieve the above objectives and in doing so, deliver greater value to the community.

The rationale of a new organisational structure is significant including:

- Making the top team more effective;
- Creating a more unified organisation;
- Transforming service quality and efficiency;
- Promoting a citizen focus;

- Driving performance and outcomes;
- Developing staff; and
- Creating effective channels of communication.

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

The rationale and the design of a new organisational structure was approved by Council in June 2019. The **new structure is cost neutral and strategically positions the organisation for future challenges and expectations.**

The impact of implementing a new structure in an organisation which has remained relatively stable for an extended period cannot be underestimated. Managing the 'hearts and minds' of staff to ensure the vision, rationale and benefits of the new structure are well understood, in addition to managing business continuity, whilst designing new roles, selecting and recruiting new staff and managing the changeover has been a key focus internally. Ensuring our community is well informed of the changes and what this means has also been an important focus.

On 21 October 2019, the new Executive team for the Town of Bassendean will be fully established. This will comprise:

- Peta Mabbs - Chief Executive Officer
- Paul White - Director Corporate Services
- Luke Gibson - Director Community Planning
- Phil Adams - Executive Manager Infrastructure

The top team are well qualified and experienced and collectively bring a blend of skills and expertise inclusive of corporate governance, public administration, town planning, financial and asset management, construction and community engagement.

New Approach to Budgeting and Key Priorities

The 2019/20 budget positions the Town well for the future, in addition to recognising the Town's capacity to deliver day-to-day services, new projects and activities whilst evolving its traditional delivery model and staffing structure. This multi-pronged approach will enable the Town to better serve the community into the future.

The 2019/20 Budget has been developed around a 1% increase in rates for residents, reflecting an understanding of the current economic climate and the cost of living.

There has been provision for **two new reserve funds**: a “Future Projects Reserve Fund”, sets aside funding of \$1M to seed and invest in future projects; whilst an “Information Technology Reserve Fund” is designed to facilitate the automation and streamlining of the Town’s services to improve customer response times and quality of services. (IT is an area that is recognised as being able to harness significant benefits, based upon the development of a planned strategy and appropriate investment.)

The 2019/20 Budget also recognises the Town is on the “cusp of change”. Recently the Town has driven the **most comprehensive community engagement strategy** it has ever undertaken (i.e. “BassenDream Our Future”), in order to genuinely understand community aspirations to shape the future planning, development and amenity of our community.

These efforts lay a strong foundation to inform the **development of a new Strategic Community Plan to be developed in 2019/20 and a new Local Planning Strategy and Scheme**. These key documents will provide a forward-looking roadmap and masterplan for the Town for future decades. This approach will provide focus and clarity for future investment purposes thereby avoiding the risk of a “scatter-gun” approach in future spend.

Investing in technology aligns well to the new organisational structure which forms part of a broader reform agenda and new way of working for the Town’s Administration. An **information systems review** has recently commenced and is designed to streamline the collection, management, storage and sharing of information to optimise efficiencies within the Town and improve customer response times.

The Town also seeks to work closer with community and has harnessed the opportunity to create a **new policy framework for sponsorships and grants**. The new approach recognises the desire for our community to be more engaged and empowered.

As a result, the budgeting practice around funding community groups and community events has evolved to reflect this shift - from primarily Town-driven events and activities, to an increased focus on shared leadership. The Town’s role has evolved as it seeks to partner and sponsor community groups and members.

Community Engagement

Recognising the importance of engaging our community early in decisions that impact them underpins the decision to **invest in building internal capability in the design and delivery of community engagement strategies that are fit for purpose.**

The issue for most organisations is that while engagement is an important part of business goals, it is not the core function of their business. This means there can be gaps in the systems and processes that would support the consistent delivery of quality engagement. The Town has taken steps to deliver training to key staff involved in delivering projects and events, in addition to appointing a full time Communications Coordinator. Over time, this investment will render great value particularly noting the rise in citizen participation within local communities.

Furthermore, the Town will be **hosting future Briefing Sessions in the community** (currently conducted monthly in Council Chambers) as a means of increasing access and involvement of the community in matters that directly affect them. As part of a 12 month trial, the Town will host sessions across the community in various sports clubs, community groups, schools etc, to increase the representation of young people, culturally and linguistically diverse, indigenous, families and other groups. Prior to the briefing sessions, there will be the opportunity for the community to meet and discuss matters with staff and Councillors.

A new **Customer Service Charter** has also been created and will be launched shortly to set out our commitment to our customers.

The Town has progressively been making changes to its web presence to ensure a **more intuitive website** from a user perspective. A **new look bi-monthly publication, named Thrive**, is now circulated to all residents and businesses to ensure our community is in touch with the latest news and events within the Town.

Culture

A suite of employee professional development initiatives have been implemented in 2019 to support and drive the transformational organisational change necessary to deliver a high performing culture that fosters professionalism and excellence in customer service. One of the early and important initiatives to be conducted were **Transformational**

Contribution Opportunity Forums. Delivered at a whole-of-agency level, the forums provided important opportunities for staff to exchange views, ideas and proposals for the new organisational structure.

The Town has also undertaken an **Employee Culture Survey** to baseline perceptions and inform planning and development of initiatives that will further support and develop staff now and into the future. Importantly, and in keeping with the aim to drive cultural change, a Staff Representative Group will create and drive an action plan to address key findings from the culture survey.

A new **Employee Rewards and Recognition Policy** articulates the cultural expectations of the organisation, and provides an aspirational roadmap for staff to model behaviour against and provide the important recognition for desired behaviours.

Governance

An **organisational risk assessment and audit of controls** was undertaken by an independent auditor to baseline the Town's organisational maturity and capability.

Management is actively addressing areas of risk and control gaps identified through the audit and review process. A strategic approach to risk management is being taken at the systemic level, with a **program of business improvement projects** and initiatives being planned and/or underway for 2019/2020. This program is aligned with the Strategic Community Plan and (recently developed) Corporate Business Plan and includes:

- Review of information management and technology;
- Development of a costing and pricing framework;
- Review of procurement and contract management framework;
- Analysis of rates debt;
- Review of assets, leases and management arrangements;
- Review of financial processes and controls;
- Development of a Councillor Induction Program;
- Creation of an Audit register;
- Creation of a Risk Management Framework;
- Review of Delegations;
- Building of project management capability;

- Improving Corporate Performance Reporting Framework (including Quarterly Reporting);
- Developing a new Customer Service Charter;
- Development of a new Strategic Community Plan; and
- Development of an evaluation framework.

The **Corporate Management Committee** comprising the CEO and Executive team, has been established to oversight organisational performance and integrity.

Policy and Procedures

A **review of the Town’s Administration and Council policies**, and other governance instruments has contributed to the development of a significant number of new Council and Administration policies in 2019. With focused objectives including to ensure statutory compliance and reflect contemporary best practice in the Town’s administrative and Council policies, these include Annual Performance Review - Chief Executive Officer; Employee Reward and Recognition; Electoral Caretaker Period; and Sponsorship and Grants.

Standing Orders and Delegations

A **review of the Town’s Meeting Procedures Standing Orders**, pursuant to sections 3.16 and 3.12 of the *Local Government Act 1995* (Act) is also underway, with a consultation period on the draft Meeting Procedures 2019 currently open. The Town is also in the process of a “ground-up” **review of the Delegations Register** (register), in accordance with section 5.46(2) of the Act. The principal aim of the review will be to ensure that the delegations set out in the register comply with the legislation and are set out in accordance with requisite standards of compliance and accountability.

STATUTORY REQUIREMENTS

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

	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked. Asset Ratio Benchmarked
5.2 Proactively partner with the community and 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	
5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks Percentage uptake of the community of Ecommerce applications

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 10.6

That Council notes the CEO's 12 month Highlights Report.

Voting requirement: Simple majority

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

Building Applications Determined in the Month of September 2019		
Application No	Property Address	Description
201900177	40 PENZANCE STREET, BASSENDEAN	PATIO
201900172	9 BASSENDEAN PARADE, BASSENDEAN	DECK & PATIO
201900178	320 COLLIER ROAD, BASSENDEAN	PARTIAL DEMOLITION OF WAREHOUSE
201900190	16 ATKINS WAY, EDEN HIL	SHED
201900196	6 PURSER LOOP, BASSENDEAN	GYM FIT OUT
201900182	84 WHITFIELD STREET, BASSENDEAN	CARPORT
201900184	18 BRIGGS STREET, BASSENDEAN	SHED
201900188	46 CYRIL STREET, BASSENDEAN	SINGLEY STOREY DWELLING
201900180	23 WALKINGTON WAY, EDEN HIL	SINGLE DWELLING
201900187	184 RAILWAY PARADE, BASSENDEAN	RETAINING WALL
201900183	24 MAIDOS STREET, ASHFIELD	DWELLING
201900189	1A MAY HOLMAN DRIVE, BASSENDEAN	ASSEMBLY BUILDING (MENS SHED)
201900181	130 FIRST AVENUE, BASSENDEAN	RETAINING WALL & SCREEN WALL
201900185	60 EILEEN STREET, BASSENDEAN	SHED
201900145	88 SECOND AVENUE, BASSENDEAN	SINGLE STOREY DWELLING WITH GARAGE AND ALFRESCO
201900169	19 CHESTERTON ROAD, BASSENDEAN	PATIO

OFFICER RECOMMENDATION – ITEM 10.7

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

Voting requirement: Simple majority

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

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

Planning and Subdivision Applications Determined to 27 September 2019			
Applic No	Property Address	Description	Determination
2018-118	70 Reid Street Bassendean	Additions and alterations to Single House	Delegate Approved
2019-035	12/1 Anzac Terrace Bassendean	Grouped Dwelling	Delegate Approved
2019-072	22 Fifth Avenue Bassendean	Single House	Delegate Approved
2019-075	1 Surrey Street Bassendean	1. Additions and alterations to Pensioner Guard Cottage; 2. Additions and alterations to dwelling adjoining Pensioner Guard Cottage and change of use to community purpose; and 3. Construction of new building to rear of site for Community Purpose And Consulting Rooms.	Delegate Approved
2019-081	14 Fourth Avenue Bassendean	Four Grouped Dwellings	Delegate Approved
2019-085	5A Fifth Avenue Bassendean	Grouped Dwelling	Delegate Approved
2019-091	21 Ashfield Parade Ashfield	Single House	Delegate Approved
2019-096	7 Broun Way Bassendean	Additions and alterations To Single House	Delegate Approved
2019-101	6 Purser Loop Bassendean	Retrospective application for amendments to warehouse development	Delegate Approved
2019-103	5 Broun Way Bassendean	Retaining walls and patios	Delegate Approved
2019-109	5 Barton Parade Bassendean	Additions and alterations and outbuilding to single house	Delegate Approved
2019-111	4 French Street Ashfield	Single house	Delegate Approved
2019-112	19B James Street Bassendean	Retaining wall	Delegate Approved
2019-118	140 Old Perth Road Bassendean	Addition of women's change room to club premises	Statutory Advice Recommend approval
2019-123	17 Carman Way Bassendean	Outbuilding	Delegate Approved
2019-131	16 Atkins Way Eden Hill	Outbuilding	Delegate Approved

	Subdivision applications		
158488	14 Clarke Way Bassendean	Two lot subdivision	Statutory Advice Recommend refusal

OFFICER RECOMMENDATION – ITEM 10.8

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

Voting requirement: Simple majority

10.9 Use of the Common Seal (Ref: INFM/INTPROP/1 – Peta Mabbs, CEO)

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 attached to the following during the reporting period:

- Restrictive Covenant as part of subdivision approval - S129BA. Required as previously signed covenant for same site required very slight modifications to wording on applicant's request - SJW Investments WA Pty Ltd.

OFFICER RECOMMENDATION – ITEM 10.9

That Council notes the affixing of the Common Seal during the reporting period.

Voting Requirements: Simple majority

10.10 Calendar for October/November 2019 (Ref: Peta Mabbs, CEO)

Date	Time	Meeting
Sat 19 Oct		Council Election (Caretaker period ceases at closing of polls)
Tue 22 Oct	6.45pm	Photo of new Council for Eastern Reporter
Tue 22 Oct	7:00pm	Special Council (swearing in new Councillors) – Council Chamber -Drawing of lots for seating of Councillors -Appointment of delegates and representatives to Council Committees and external organisations
Thurs 24 Oct	9:00am to 4:00pm	Internal Briefing for New Councillors (all Councillors welcome)
Sat 26 Oct (TBC)		Council – Team building event and photographs
Mon 28 Oct	9:00am	Metro Central JDAP Meeting (Cr Hamilton, Cr Wilson) – Council Chamber
Tues 29 Oct	6:00pm	Concept Workshop – Council Chamber
Tues 5 Nov	6.00pm	Concept Workshop – Council Chamber
Wed 6 Nov	3.30pm	Bassendean Local Emergency Management Committee (Council members to be confirmed at SCM 22/10/19) – Council Chamber
Tus 12 Nov	6.00pm	Concept Workshop – Council Chamber
Wed 13 Nov	5.30pm	Audit and Governance Committee (Council members to be confirmed at SCM 22/10/19) – Council Chamber
Tue 19 Nov	7.00pm	Briefings Session – Council Chamber
Tue 26 Nov	7.00pm	Ordinary Council Meeting – Council Chamber

OFFICER RECOMMENDATION - ITEM 10.10

That the Calendar for October/November 2019 be adopted.

Voting Requirements: Simple majority

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

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.

13.1 **Sports Achievement Award**

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

13.2 **Engagement of Supplier to Facilitate Annual Performance Review of the CEO (Ref: HR/PER-FIL/2424 - Renae Maher, Manager Human Resources)**

This matter is to be considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.

14.0 **CLOSURE**

The next Briefings Session will be held on Tuesday 19 November 2019 commencing at 7.00pm at the Ashfield Community Centre, 2 Colstoun Road, Ashfield.

The next Ordinary Council meeting will be held on Tuesday 26 November 2019 commencing at 7.00pm.