

# TOWN OF BASSENDEAN

## NOTICE OF ORDINARY COUNCIL MEETING

Dear Council Members

An Ordinary Meeting of the Council of the Town of Bassendean will be held on Tuesday, 23 August 2016 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

BOB JARVIS  
CHIEF EXECUTIVE OFFICER

19 August 2016

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## A G E N D A

### 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

#### Acknowledgement of Traditional Owners

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

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

### 2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

#### 2.1 Questions Taken on Notice

Mr Bill Dreyer – 31 Naunton Crescent, Eden Hill

At the Ordinary Council meeting in July 2016, Mr Dreyer queried how the Town will repay its share of the cost of the redevelopment of Bassendean Oval.

The CEO responded to Mr Dreyer on 16 August 2016, as follows:

*“I refer to your question taken on notice at the Ordinary Meeting of Council in July 2016.*

*The Town is not required to pay any of the costs of development of the land, and LandCorp will provide considerable improvements to open space as part of the development process, estimated to be worth around \$2 million.*

*I trust that this answers your question, but if you require further information please respond with your questions.”*

Mr Warren Wright, 58 Margaret Street, Ashfield

At the Ordinary Council meeting in July 2016, Mr Wright asked for the Town’s business case on the disposal of land at the BIC in relation to section 3.59 of the Local Government Act.

The CEO advised that at this stage there is no proposal to dispose of any land at the BIC and as such no business plan is required and advised that he would take the question on notice and will clarify with the Department of Local Government.

The CEO responded to Mr Wright on 19 August 2016, as follows:

*“Further to my e-mail of 8<sup>th</sup> August 2016, I can advise that, although the Department of Local Government has contacted me regarding a complaint lodged with them, they were unable to provide a direction at that time as to the need for a Section 3.59 process if an when a Development Plan is considered by Council.*

*The Department is hoping to provide a definitive response in the near future. What is very clear from the advice the Town has received is that it has not breached any part of the Local Government Act or the Regulations in its dealings to this point.*

*I will keep you informed as to any progress on this matter.”*

**2.2 Public Question Time**

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

## **2.3 Address by Members of the Public**

*Members of the public who wish to do so may address Council at this point in the agenda.*

*It should be noted that Public Statements are not recorded in the minutes. Statements raised by members of the public must be regarding items on the agenda.*

## **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 26 July 2016 (Attachment No. 1 )**

#### **OFFICER RECOMMENDATION – ITEM 5.1(a)**

That the minutes of the Ordinary Council meeting held on 26 July 2016, be received.

#### **OFFICER RECOMMENDATION – ITEM 5.1(b)**

That the minutes of the Ordinary Council meeting held 26 July 2016, 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 23 August 2016:

<b>Item</b>	<b>Report</b>
10.2	Review of the Town of Bassendean Local Government Heritage Inventory for Community Consultation
10.3	Request for Restricted Parking – Fifth Avenue, Eden Hill
10.4	Community Sporting and Recreation Facilities Fund Application - Town of Bassendean Facilities Needs Assessment Project
10.5	Ashfield CAN Storage Container Proposal for Gary Blanch Reserve
10.6	Determinations Made by the Principal Building Surveyor
10.7	Determinations Made by Development Services
10.8	Accounts for Payment – July 2016
10.9	Financial Statements – June 2016
10.10	Use of the Common Seal
10.11	Calendar for September 2016
10.12	Implementation of Council Resolutions
10.13	Municipal Heritage Inventory Review Committee Meeting held on 12 July 2016
10.14	Bassendean Local Emergency Management Committee Meeting held on 3 August 2016
10.15	Bassendean Local Studies Collection Management Committee Meeting held on 4 August 2016
10.16	Liveable Town Advisory Committee Meeting held on 9 August 2016

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

<b>Item</b>	<b>Report</b>
10.17	Audit & Risk Management Committee Meeting held on 10 August 2016

**10.2 Review of the Town of Bassendean Local Government Heritage Inventory for Community Consultation (Ref: DABC/LIAIS/2 Timothy Roberts, Planning Officer)**

**APPLICATION**

This report requests Council's approval to commence public advertising of the draft Municipal Heritage Inventory and to request a commitment of intent that category 3 heritage places that choose to 'opt-in' to the Heritage List are able to retain the existing heritage building without loss to their current development potential.

**ATTACHMENTS**

**Attachment No. 2:**

Places recommended for inclusion within the Municipal Heritage Inventory listed by proposed management category.

**BACKGROUND**

Local Government Inventories can best be described as 'local heritage surveys'. As such, they are common practice in Western Australian as the foundation of sound local heritage planning. They identify heritage assets in a systematic fashion, and provide the base information needed for local heritage planning to achieve consistency, strategic direction and community support.

Periodic review of each Local Government Inventory (commonly referred to as a Municipal Heritage Inventory or 'MHI') is a requirement of Section 45 of the Heritage of Western Australia Act 1990. The Local Government Inventory is required under this Act to be updated annually and reviewed every four years. The Town of Bassendean's MHI was last adopted in 2005 and has 273 entries. At the 2014 October Ordinary Council meeting, Council endorsed the review of the Town of Bassendean Municipal Heritage Inventory.

Hocking Heritage Studio was employed to conduct this review with the specific aims of the project being to:

- Ensure that the MHI is comprehensive, up to date, and represents community views and values;
- Ensure that the MHI is consistent with the common standards for inventories recommended by the State Heritage Office;
- Create policies and processes for creating a Heritage List under LPS No. 10;

- Create heritage planning policies to provide guidance for Councillors and staff in exercising their town planning functions; and
- Assist the Council in considering public submissions relating to proposals to list places in the MHI and or Heritage List.

The adopted MHI contains a number of inaccuracies that require updating. Over time, the requirements for inclusion have changed and many of the sites contained within the Town of Bassendean MHI no longer meet the criteria for inclusion. Additionally, there are many places within the Town that are considered to hold cultural heritage significance that have not been listed.

In comparison to what is now expected of Local Government Inventories, the Town of Bassendean MHI is outdated and lacks important information. Hocking Heritage Studio has reviewed current Town of Bassendean documentation and relevant planning framework in its commitment to undertake the following:

- Review and update the documentation for places already in the MHI;
- Review the management categories used in the MHI and, if necessary, make recommendations on changes required to bring the MHI up to current standards;
- Provide the project manager with advice on identifying places not currently listed in the MHI;
- Undertake an assessment of each new place nominated for the MHI and make a recommendation on whether it should be adopted and in which management category;
- Prepare a database of all places currently in the MHI as well as any new places;
- Make a recommendation on whether any places should be removed from the MHI as a result of demolition or adverse development; and
- Review and update the thematic framework and chronological framework to bring the documentation in line with current standards

The 'Basic principles for Local Government Inventories' by the State Heritage Office recommends that the Inventory should involve public consultation, including as a minimum:

- Giving each affected owner the opportunity to comment on the heritage significance of any place proposed for inclusion; and
- Public advertising of the Inventory to give the opportunity for public comment.

The MHI Review Committee has reviewed the draft MHI and recommended changes where necessary. The document is now at a stage where it is ready to be advertised for public consultation. The Committee expressed concerns that the notion of a 'heritage listing' may be perceived as negative and it is anticipated that opposition to listing a property may be prevalent. At its July 2016 meeting, the Committee recommended that a report be presented to Council seeking a commitment of intent to protect the current development potential of heritage listed properties, prior to advertising the draft MHI.

### STRATEGIC IMPLICATIONS

Strategic Community Plan: 2013 – 2023

Town Planning & Built Environment

Objective: Preserve our heritage for future generations.

Strategies: Strive to ensure heritage buildings will be preserved and showcased.

Arts, Heritage & Culture

Objective: Maintain the rich culture of heritage of the community.

Strategies: Support a sense of place and belonging with residents through protection and retention of the rich history and heritage including pre-European history and culture.

Objective: Protect local history and heritage.

Strategies: Support the protection and maintenance of buildings on the State Register of Heritage Places and key buildings on the Municipal Heritage Inventory but at the same time, encourage that they are well utilised and functional buildings.

### COMMENT

The revised draft MHI is considered satisfactory for the purposes of advertising, as it meets the fundamental requirements under the Heritage Act of Western Australia. For this reason, it is recommended that it be adopted for community consultation purposes.

The intention is that the draft Local Government Inventory be advertised for a period of 42 days in which time the public and landowners can make comment on the document. The advertising period will also be an opportunity for the community to nominate any new places for consideration. New places considered for inclusion in the reviewed Local Government Inventory (both before and after advertising) will be required to be referred to the landowners for comment before a decision is made on a place's inclusion within the final document.



After community consultation, the following additions will be undertaken:

- Update the document in line with any requested modifications from the review committee, including the provision of a thematic history;
- Review submissions impacting on heritage significance and, where indicated, update the heritage assessment;
- In consultation with the Town of Bassendean designate places for inclusion in the Heritage List;
- Create and maintain records of all relevant actions, including photographs, meeting notes, heritage assessments and others;
- Revise the thematic framework and chronology of development as required in response to submissions;
- Make recommendations on any changes to management category or inclusion in the MHI as a result of the revised assessment;
- Respond to queries from the community and stakeholders;
- Any further amendments as necessary.

When the updated Municipal Heritage Inventory is adopted by Council, the next step is to establish and maintain a Heritage List within the Town of Bassendean Local Planning Scheme No. 10. The Heritage List is directed by the assessment and management category of places listed within the MHI. The objectives of a heritage list are to ensure that development occurs with due regard to identified heritage values in the interest of the community. Currently, the Town of Bassendean does not have a heritage list affording places of community interest the necessary statutory protection to facilitate the conservation of places of heritage value. Each local government should determine the threshold of significance that will be applied when considering whether a place should be included in the heritage list.

As a minimum, the State Heritage Officer recommends that all places included in the State Heritage Register are added to the heritage list, plus those places assessed as having 'exceptional' or 'considerable' significance to the local area. These are usually categorised as 'category 1' and 'category 2' places within an adopted MHI. There are currently 12 category 1 places and 41 category 2 places proposed for inclusion within the draft MHI.

A local government may alternatively choose to include all category 3 places in the heritage list, or determine that category 3 is below the threshold. This decision should be informed by the number and type of places that have been included as category 3 listed places. There are currently 205 category 3 places proposed for inclusion within the draft MHI.

Most MHI's include places of little significance that are worthy of noting for reference, or for community interest, but which do not need to be monitored and controlled through the planning framework. These may be sites of earlier buildings, places of some local interest, but have low authenticity or integrity, or places that are otherwise useful to note but not retain. These places are generally included within the draft MHI as category 4 places and should be considered to be below the threshold and not included in the heritage list.

There are currently 28 category 4 places proposed for inclusion within the draft MHI. There is an option for places assessed as category 3 to be included in the heritage list, however, conservation of these places may be considered to be a lower priority than category 1 and category 2 listed places. This has led to some local governments to consider an opt-in model for the inclusion of category 3 places within the heritage list. Opting-in to a heritage list means that the default position is for category 3 listed places not to be included in the heritage list, with a provision for the owner to request inclusion. This is normally associated with access to development or other incentives that require a heritage status.

There are currently 205 category 3 places proposed for inclusion within the draft MHI. This significant number would garner the opt-in model more appropriately, rather than the inclusion of all category 3 listed places.

All category 1 and category 2 places will be afforded statutory protection under the heritage list. As mentioned these places are considered to hold exceptional or considerable significance to the local area. It is therefore not appropriate that these places are afforded the same incentives as category 3 listed places which may be perceived to encourage development.

Whilst this will not preclude category 1 or category 2 places from realising their current development potential, the significance of the properties will designate a heritage assessment necessary and any development will be assessed on a case by case basis as development should be avoided wherever possible. Owners of category 1 and category 2 places will need to be able to demonstrate that existing heritage values will not be compromised.

There are also a number of heritage precincts proposed for inclusion within the MHI. All heritage precincts are proposed to be listed with a management category 2 and will be afforded the associated statutory protection under the scheme. Some of the properties that fall within these heritage precincts may also have an individually listing as either a category 3 or category 4 place. It should be noted that the category 2 precinct listing will take precedence and any individual listings will not qualify for the opt-in model/incentives and will therefore be subject to the associated category 2 development processes.

The creation of a heritage list will be most effective when integrated with a broader policy on incentives and assistance. This recognises that retention and conservation of heritage places provides a community benefit, and that local government acts on behalf of the community to assist private owners in delivering this benefit. The Review Committee is mindful that 'heritage' can often have misinformed connotations and that it may be appropriate for Council to make a commitment of intent to protect the current development potential of category 3 listed places.

It is anticipated that when owners are invited to comment on their proposed management category that such a listing may be seen as a barrier to realising the full development potential of the site. Hocking Heritage Studio has committed to one public forum with owners and community representatives, where they will act as a facilitator for discussion and information sharing during the community consultation stage. Owners will be invited to attend this forum to ensure open and transparent communication with respect to any proposed listings.

Access to incentives is a practical and accessible way for local governments to recognise the contribution of owners to the conservation of heritage places, and can also encourage participation in an optional listing if used. Information on incentives should be contained in a heritage strategy or other summary document. A local planning policy on heritage can provide information on incentives that are available within the planning framework and criteria for eligibility for incentives.

Some local governments have added specific bonuses that can be accessed through conservation outcomes, or provisions, such as the capacity to transfer development potential from a heritage to a non-heritage site. These incentives may also involve related processes that are not strictly planning conditions, such as the waiving of fees, access to specialist planning advice and other assistance that may be offered (eg. heritage grants).

There is currently no adopted policy detailing these notional incentives and potential assistance available to owners of properties under the heritage list. This gap in policy could prove problematic during the public consultation stage, with owners of proposed category 3 listed places wanting to protect any development potential of their property.

Creation of a heritage strategy/policy at this stage of the process would setback completion of the MHI review by approximately 9 months. It is currently anticipated that the Municipal Heritage Inventory and Heritage List review will be completed by early 2017.

To assist with appeasing anticipated public concern, it is considered appropriate that Council provide a commitment of intent that all category 3 listed places that choose to opt-in to the heritage list, will have access to heritage incentives and assistance under a yet to be adopted heritage policy.

## STATUTORY REQUIREMENTS

### **Heritage Act of Western Australian 1990**

Under section 45 of the Heritage Act of Western Australia, there is a requirement for local governments to compile and maintain an inventory of buildings within its district which in its opinion are, or may become, of cultural heritage significance. The inventory required under the Act shall be updated annually and reviewed every four years after compilation.

Local Government is obliged to provide the State Heritage Council with a copy of this Inventory and ensure that the Inventory is compiled with proper public consultation.

### **State Planning Policy 3.5 Historic Heritage Conservation**

Local governments should identify places of local significance through the compilation and review of local government inventories, in accordance with the assessment criteria and other relevant guidelines published by the Heritage Council. The local government inventory is a survey that may be used to identify places for inclusion in heritage areas and a heritage list under the local planning scheme. The inventory does not have statutory force and effect in terms of planning controls.

A heritage list is established pursuant to a local planning scheme and should be compiled having regard to the places identified in the inventory. A local government may elect to include all of those places in its heritage list, or may include a smaller sub-set of places. The inclusion or exclusion of places from a heritage list should be based on their degree of historic heritage significance, supported by the findings in the inventory, irrespective of whether they are privately or publicly owned.

### **Town of Bassendean Local Planning Scheme No. 10**

The local government is to establish and maintain a Heritage List to identify those places within the Scheme area which are of cultural heritage significance and worthy of conservation under the provisions of the Scheme. In the preparation of the Heritage List, the local government is to have regard to the Municipal Heritage Inventory prepared by the local government under section 45 of the Heritage of Western Australia Act 1990 and include on the Heritage List the entries on the Municipal Heritage Inventory it considers to be appropriate.

In considering a proposal to include a place on the Municipal Heritage Inventory and Heritage List the local government is to notify the owner and occupier of the place and provide them with a copy of the place record form and the reasons for the proposed entry.

### **FINANCIAL CONSIDERATIONS**

This report recommends allocating funds within the 2016/17 Budget review to employ consultants to prepare a heritage strategy, heritage incentives and design guidelines for the proposed heritage precincts.

Officers will develop an appropriate draft budget for Council's consideration prior to the budget review.

## OFFICER RECOMMENDATION — ITEM 10.2

That:

1. Council acknowledges the proposed places recommended for inclusion within the draft Municipal Heritage Inventory as provided;
2. The reviewed draft Municipal Heritage Inventory is adopted for community consultation purposes and during the consultation period, each landowner included in the Municipal Heritage Inventory is to be advised in writing of the proposed management category of their property and the advantages and possible concessions that may be available to the landowners under a future heritage policy;
3. The draft Municipal Heritage Inventory is advertised and a minimum period of 42 days be allowed for the receipt of submissions. On completion of the consultation period the outcomes be referred back to the Council for consideration and final adoption;
4. Council considers allocating funds in the 2016/17 Budget Review to employ consultants to prepare a heritage strategy, inclusive of heritage incentives and design guidelines for heritage precincts identified in the draft MHI; and
5. Council supports, in principle, all category 3 places that choose to opt-in to the Heritage List under Local Planning Scheme No. 10 will suffer no loss of current development potential and have access to heritage incentives and assistance.

**Voting requirements: Simple Majority**

**10.3 Request for Restricted Parking – Fifth Avenue, Eden Hill  
(Ref: LAWE/REPRNG/3 – Sharna Merritt, Senior Ranger)**

**APPLICATION**

The Town has received requests, from local residents, to review the current Fifth Avenue, Eden Hill, parking arrangements (between Walter Road East and Esther Street). Their concerns are in regard to driveway access, line of sight and road blockages within the avenue.

**BACKGROUND**

Since late 2015, Rangers have received some complaints regarding the parking of vehicles within Fifth Avenue, Eden Hill (between Walter Road East and Esther Street). Rangers have and continue to attend to these reports and action any breaches of the Parking Local Law.

The complaints being received include restricted driveway access, sight line issues for traversing the hill, near miss incidents of vehicles travelling around parked vehicles and also road blockages when vehicles are parked on both sides of the street.

Ranger Services and Asset Services have investigated the reported issues which included several site visits with different occupants and the survey of affected residents and owners of the houses in this section of Fifth Avenue, to determine the level of support for installing parking restrictions in this location.

**COMMENT**

A survey was delivered to all residences and a survey document posted to owners of the properties, that were tenanted, whom may be affected by possible introduction of parking restrictions.

Some of the units within the survey area were vacant but survey documents were delivered to all letterboxes to ensure that if new tenants came in during the survey period, they would have the opportunity to respond.

Thirteen surveys were hand delivered to residences in the survey area and four further surveys were provided to the listed ratepayer that did not reside at the properties. Of the surveys distributed, 10 responses were received; the breakdown is as follows:

Yes – 6 responses  
No – 4 responses

The 'Yes' responses received were from tenants and ratepayers for the surveyed properties, with one response received per household i.e. either the tenant or the ratepayer responded.

The 'No' responses received were from tenants and ratepayers for the surveyed properties, however, one property with an unoccupied unit provided three 'No' responses i.e one from the tenant and one each from the two owners of the property (one owner responded on behalf of the unoccupied unit).

Consideration was given to the fact that properties could potentially submit multiple responses, as happened for one unit complex. In this situation, it was decided that as all responses received were 'No' for that particular property, the two responses from the owners could be considered one response for the vacant unit. This would result in a total of three 'No' responses.

However, since the 'Yes' responses were greater than the 'No' responses, it was considered that the extra responses from one property had no bearing on the final result. Further analysis was deemed unnecessary as a clear majority had been received.

Most of the issues witnessed by Rangers involved reduced line of sight when navigating around vehicles parked on the incline of this section of Fifth Avenue and also blockages created by vehicles parking on both sides of the street.

To alleviate these issues, it is suggested that 'No Parking' restrictions be installed on both sides of the street from the top of the crest to the southern most border of 52 & 53 Fifth Avenue, as described by pink lines in Image 1.





Image 1. Length of suggested restrictions.

Asset Services have undertaken an assessment of the area and the sight distance calculations have been checked. The Engineering Design Officer's initial assessment was for Stopping Sight Distance (SSD), this demonstrates there is a sufficient sight line distance as per the standards set in the Austroads Guide to Road Design. The area has been assessed against these standards, of which the requirement for a 50km/hr zone is 55 metres. The stopping sight distance at this location was measured to be 59.3 metres.

However, the Intermediate Sight Distance (ISD) has both vehicles moving presumably at design speed. For an overtaking issue (i.e. around a parked car) there was the potential for two cars travelling towards one another to fail to see each other and collide (ISD is twice the SSD by default, as SSD assumes one car is stationary, ISD has both vehicles moving presumably at design speed).

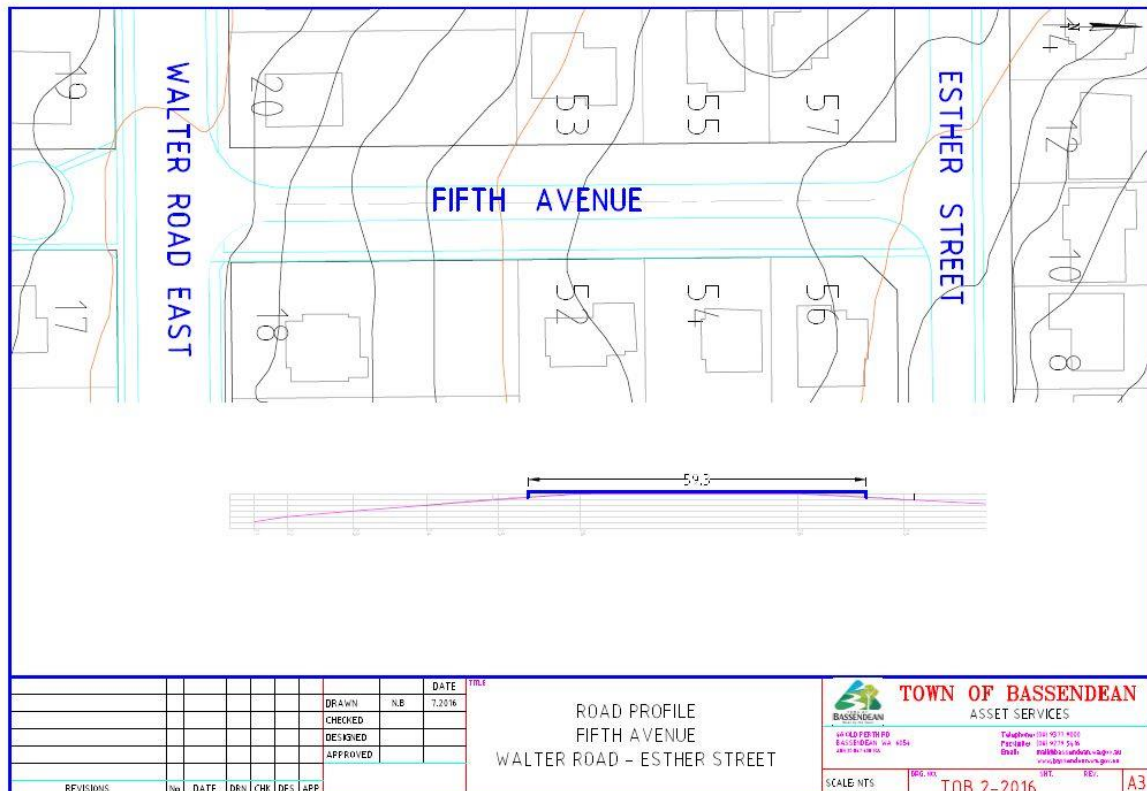


Image 2. Profile of Fifth Avenue, Eden Hill

The intermediate stopping sight distance for a 50km/hr requirement is 110m and the stopping sight distance was checked for head on type accidents, to ensure two vehicles approaching one another had sufficient time to react and stop (see Profile shown in Image 2 above). This check has identified 59.3m is the achievable distance, not the required 110m. Due to this result, Asset Services supports the Fifth Avenue 'No Parking' restrictions on the crest of the hill.

As Rangers, Asset Services and over 50% of the survey responses show support for the installation of parking restrictions in this section of Fifth Avenue, Eden Hill, it is requested that Council approve the installation of 'No Parking' restrictions between the top of the crest of the hill outside 56 Fifth Avenue and 9 Esther Street continuing to 52 & 53 Fifth Avenue, Eden Hill.

**STATUTORY REQUIREMENTS**

- Local Government Act 1995
- Parking and Parking Facilities Local Law 2010
- Austrroads Guide to Road Design

**FINANCIAL CONSIDERATIONS**

If restriction signs are to be installed, the total cost can be met from the 2016/17 Operational Budget for street signage.

**OFFICER RECOMMENDATIONS – ITEM 10.3**

That Council approves the installation of 'No Parking' restrictions between the top of the crest of the hill outside 56 Fifth Avenue and 9 Esther Street continuing to 52 & 53 Fifth Avenue, Eden Hill.

**Voting Requirements: Simple Majority**

**10.4 Community Sporting and Recreation Facilities Fund (CSRFF) Application - Town of Bassendean Facilities Needs Assessment Project (Ref: GRSU/APPS-D/15 - Salvatore Siciliano, Manager Recreation and Culture and Tim Dayman, Recreation Development Officer)**

APPLICATION

The purpose of this report is to request approval from Council to apply for a Small Grant under the Community Sporting and Recreation Facilities Fund (CSRFF) to contribute to funds already approved by Council for the Facilities Needs Assessment Project and to rank the project in accordance with the CSRFF guidelines for Local Government Authorities.

ATTACHMENTS

**Attachment No. 3:** CSRFF Small Grant Application.

BACKGROUND

Initial research by Officers as to the cost of conducting a Facilities Needs Assessment was estimated to be \$60,000.

Given that the Facilities Needs Assessment would largely be focused on facilities, ovals/reserves that are used for sport and recreation activities, an opportunity exists for Council to lodge an application for a Small Grant under the Community Sporting and Recreation Facilities Fund (CSRFF) facilitated by the Department of Sport and Recreation (DSR).

The purpose of the CSRFF program is to provide financial assistance to community groups and Local Government Authorities to develop basic infrastructure for sport and recreation.

Planning studies such as the Facilities Needs Assessment is an eligible project under the CSRFF Small Grants with a maximum grant available of \$25,000.

Through CSRFF, the Western Australian Government is proposing to invest \$12 million in the 2017-2018 financial year towards the development of quality physical environments. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million.

The CSRFF program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well designed and well-utilised facilities.

The Department of Sport and Recreation (DSR) run two rounds of the CSRFF Small Grants Program in February and July of each year. Applications are required to be lodged with Local Government Authorities by the end of February and July and in turn LGA authorities are required to assess and rank applications and lodge with DSR by the end of March and August.

CSRFF Small Grants will be awarded to projects involving a basic level of planning. The total project cost for Small Grants must not exceed \$200,000. Grants given in this category must be claimed by 15 June in the relevant financial year.

Council's contribution of \$40,000 (GL 121359) has already been approved by Council in the 2016/2017 financial year and Officers are recommending that a CSRFF Small Grant application be made to the CSRFF program to increase the level of funding available for the consultancy.

Given that the estimated cost of the consultancy is \$60,000 with Council contributing 2/3 thirds to the project (\$40,000), Officers are recommending that the remaining 1/3 third of the cost of the project (\$20,000) be sourced through the lodgement of a CSRFF Small Grant.

Under the CSRFF Small Grants program, applicants can receive an upfront payment of their grant. Upon completion of a project the applicant will be required to acquit the grant by providing CSRFF claim forms and sufficient evidence of expenditure.

The aim of the consultancy is to develop a "Community Facilities and Ovals/Reserves Audit and Needs Assessment" that defines the current usage, condition and needs of the Town's facilities and boating infrastructure. The consultancy is very much an "audit and needs assessment" and will not take into account the feasibility of developing new facilities.

Officers are proposing that the scope of the consultancy to focus on producing the following outputs from the study:

- A report on the current and predicted future utilisation levels of the Town's recreational (sporting and social) and cultural facilities, ovals/reserves and boating infrastructure.

- A report on industry best practice policies, procedures and guidelines that should be considered for implementation to optimize recreational (sporting and social) and cultural participation of the Town's community facilities, ovals/reserves and boating infrastructure.
- A report on the existing facility agreements in place for the Town's recreational (sporting and social) and cultural facilities, ovals/reserves and boating infrastructure, be it hired, lease, licence or management agreement, and make recommendations to improvement.
- A report on the "Standards of Provision" for recreational (sporting and social) and cultural facilities, ovals/reserves and boating infrastructure that are in place at the Town and make recommended changes, if any, in "Standards of Provision".
- A report on marketing strategies that can be considered for implementation to optimize recreational (sporting and social) and cultural participation of the Town's community facilities, ovals/reserves and boating infrastructure.
- A report detailing recommendations on recreational (sporting and social) & cultural facilities likely to be required in the Town in the future. The report should include a decision-making framework to guide Council, including:
  - The rationale for the facility;
  - The factors that should be considered in the provision of the facility (purpose, size, location, ownership, management etc);
  - Consideration of alternative facilities, ovals/reserves not owned by the Town that could be the subject of future negotiations for use;
  - The recommended timeline (i.e. short, medium or long-term); and
  - The likely funding sources available to assist the Town.

Included in the scope of the consultancy is an audit of current boating infrastructure within the Town. Officers are also considering funding sources through the Department of Transport to assist with completing this component of the consultancy.

Officers are in the process of obtaining three (3) quotes from planning consultants to comply with the Town's Procurement Policy and as part of lodging the CSRFF Small Grant application. Once having obtained 3 quotes, if the cost is in excess of \$60,000, Officers propose to amend the scope of the consultancy to fit within budget.

### COMMENT

In 2006, the Town commissioned a consultancy that focused on optimising sporting & cultural participation using the Town's facilities (i.e. Facilities Plan). The Facilities Plan was completed by Jill Powell and Associates.

The Facilities Plan identified key considerations over the next ten years (2006 to 2016) such as:

- Change in participation trends;
- Community expectations in terms of standard of facility;
- Current standard of facilities;
- The need for access and inclusion;
- The emphasis on increasing physical activity;
- The need to have a Council position on provision of facilities and services; and
- The need to market and promote facilities and services to the community.

The Facilities Plan identified that in terms of volume of facilities, the Town is well serviced, in that all sports and community groups wishing to participate have a facility.

The Facilities Plan also made reference that the Town has a clear direction in terms of culture within its Cultural Plan in that the Town will look to work in partnerships with existing facilities, organisations and individuals to build community capacity.

As part of a literature review and maintaining linkages to key Council planning documents, the Facilities Plan provides the foundation from which to develop the "Community Facilities, Ovals/Reserves Audit and Needs Assessment" consultancy.

It is also a timely opportunity to conduct this consultancy given the current review of the Community Strategic Plan, recent community consultation on the possibility of establishing a State Football (Soccer) Centre at Ashfield Reserve and the ongoing community consultation by LandCorp on the possible development of the Bassendean Activity Centre.

## STATUTORY REQUIREMENTS

Local Government Act 1995

## STRATEGIC IMPLICATIONS

The "Community Facilities, Ovals/Reserves Audit and Needs Assessment" will inform Council on the future requirements of the Town and may align with the following key themes and strategic objectives of the Corporate Business Plan 2016-2020:

### **Town planning and built environment**

- Foster enhanced public space and street appearance.

### **Economic wellbeing and prosperity**

- Redevelop and revitalise local centres;
- Strengthen the Town profile as a tourist destination.

### **Arts, heritage and culture**

- Encourage and support community connections.

### **Inclusiveness, lifelong learning, health and social wellbeing**

- Build a sense of belonging and connectivity in community; and,
- Provide a safe environment.

### **Leadership and governance**

- Strengthen and formalise partnerships.

## FINANCIAL CONSIDERATIONS

Council has already approved \$40,000 (GL 121359) towards the consultancy of a Facility Needs Assessment. The lodgement of a CSRFF Small Grant Application of \$20,000, if successful, will increase the level of funding available to conduct the consultancy to \$60,000.

The lodgement of the CSRFF Small Grant application will require a Council resolution to access the funds if the grant application is successful.

Officers will also make a recommendation to Council to amend the current budget from \$40,000 to \$60,000 (GL 121359) if the CSRFF Small Grant is successful.



#### OFFICER RECOMMENDATION – ITEM 10.4

That Council endorses the lodgement of a CSRFF Small Grant application for the Community Facilities and Ovals/Reserves Audit and Needs Assessment with the Department of Sport and Recreation by 31 August 2016 and that the project be ranked 1 as part of Council's assessment and that the consultancy is well planned and much needed by the municipality.

**Voting requirement: Simple majority**

**10.5 Ashfield CAN Storage Container Proposal for Gary Blanch Reserve (Ref: PARE/MAINT/76 - Graeme Haggart, Director Community Development)**

**APPLICATION**

For Council to consider approving the Ashfield Community Action Network Inc. (Ashfield CAN) install a storage container in Gary Blanch Reserve.

**ATTACHMENTS**

**Attachment No. 4:** Ashfield CAN Correspondence

**BACKGROUND**

Correspondence from Ashfield CAN dated 21 July 2016 was received by the Town seeking approval to relocate a storage container to Gary Blanch Reserve from its current location in Ashfield Reserve.

The correspondence (attached under separate cover) states:

*“The Ashfield CAN currently has a storage cube (in good condition) located within the Ashfield Reserve facilities. The cube is 2300 (L) x 2300 (H) in size and currently stores items owned by the Ashfield CAN such as its BBQ, trestle tables, etc that are used for community activities throughout the year (presently 4-5 events per year).*

*Ashfield CAN would like to relocate the cube to Gary Blanch Reserve so that it is easier for members to access and use for community events.*

*Being mindful that it is a “container” structure, the Ashfield CAN invited public artist Paul Caporn (also an Ashfield resident) to design a structure that can “house” the cube, ensure it is pleasing to the eye (ie and not unsightly for residents and park users); and can provide additional functions for Ashfield CAN. As well, there has been discussion that the cube and proposed structure to house it could be utilized for occasional events such as outdoor movie screenings for the community.*

*To make this happen, the Ashfield CAN has allocated \$7,000 towards the project. It is anticipated this will go towards costs such as:*

- *Relocation of the cube from Ashfield Sports Club to Gary Blanch Reserve;*
- *Labour to support installation (Note that Paul Caporn and other Ashfield CAN members are likely to donate time and labour)*
- *Materials (paint, steel, etc) to “house” the cube and help it blend into the environment*
- *Tools and equipment rentals to install the cube*
- *Construction of limestone or gabion walls to be located nearby and act as additional seating for community events.*

*It is anticipated we would require assistance from Council for:*

- *Planning approval to place the cube in the Reserve; and*
- *Soil relocation, leveling, and compacting of the ground where we would like to place the storage cube (opposite approximately 46 Pearson Street) and adjacent low wall (Ground to ideally match the pathway running through the park that the Council did for the Reserve upgrades.)*

*We have included information about this project in the forthcoming August Ashfield CAN newsletter, and are dropping a letter to residents surrounding the proposed location, so that residents can see what we are proposing, and have an opportunity to ask questions.*

*To further assist Council make a decision attached are:*

- *Estimated budget to relocate the cube and ensure it blends into the park;*
- *Technical details of the storage cube; and*
- *DRAFT proposed design for the placement, design and installation of the cube at Gary Blanch Reserve – please note that final design may change depending on the available materials.”*

### STRATEGIC IMPLICATIONS

The Council adopted Strategic Community Plan 2013-2023 provides that the Town will build a sense of belonging and connectivity in community through the following strategies:

- Encourage people of all ages, abilities and backgrounds to actively participate in community life and democratic processes;
- Nurture community resilience and self-reliance toward a sense of belonging with residents to a highly connected (close-knit) community; and

- Support community members to actively volunteer and make a positive contribution to the overall health and well-being of the community.

### COMMENT

Ashfield CAN has a well established record for conducting quality and well attended local community events. In doing so, the group has acquired an array of equipment that was being stored in various members' garages.

Acquisition of the storage cube has permitted the group to bring their assets to one site for the first time.

Many of the group's events are conducted in Gary Blanch Reserve. It is therefore logical to store their equipment in that Reserve.

Being mindful of the need to address the appearance of the cube to being other than a container, the Group has engaged internationally renowned artist and Ashfield resident, Paul Caporn, to design external cladding to screen the cube and present it as an installation in the park. It is designed such that creepers can be grown on it and can also be used to drape a screen for local movie nights.

All activities of the Ashfield CAN over the years have added amenity for the community in Ashfield and the Director Community Development is confident that this project that would likewise enhance amenity.

Once installed the storage cube becomes a fixture and hence the Town will take ownership of it and list it as an insurable asset. There will be no measurable impact on the cost of insurance as a result. Given the ownership of the storage cube will transfer to the Town, it is proposed that the Town exempts Ashfield CAN from compliance with Clause 3.13(1) of the Local Law Property 2001 and so not require a permit be sought to erect the structure.

Asset Services have viewed the plans and have no objection to the proposal and will work with the Group to achieve their objective if supported by Council.

## STATUTORY REQUIREMENTS

Local Government Act 1995  
Local Planning Scheme No 10

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

Local Law Property 2001

Clause 3.13(1)(l) states: A person without permit shall not erect a building .... on local government property.

Clause 3.13(2) states: The local government may exempt a person from compliance with subclause (1) on the application of that person.

## FINANCIAL CONSIDERATIONS

There are limited financial implications to the Town. The majority of the project cost is being met by Ashfield CAN from within its own resources.

Any site preparation costs can be sourced from existing operational park maintenance budgets.

The cost of a Development Application is \$147. It is proposed this fee be levied.

While any maintenance and insurance will become a Town responsibility, contents of the container, being property of Ashfield CAN, is required to be covered by their insurance.

## OFFICER RECOMMENDATION - ITEM 10.5

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

1. Council approves the Ashfield CAN to install a Storage Cube in Gary Blanch Reserve to house the Groups equipment and be decorated and clad as proposed so as to not resemble a shipping container;
2. The cost of the installation be met be the Ashfield CAN;

3. In accordance with Clause 3.13(2) of the Local Law Property 2001, that Council exempts Ashfield CAN from requiring a permit to erect a building on Council property; and
4. Officers of the Town liaise with the Ashfield CAN to achieve site preparation requirements.

**Voting requirements: Simple majority**

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

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

<b>Building Applications Determined in the Month of July 2016</b>		
<b>Application No</b>	<b>Property Address</b>	<b>Description</b>
201600059	15 NURSTEAD AVENUE, BASSENDEAN	SINGLE DWELLING
201600214	80 IOLANTHE STREET, BASSENDEAN	FULL DEMOLITION
201600217	31 PARKER STREET, BASSENDEAN	RETROSPECTIVE APPROVAL OF LIMESTONE RETAINING WALLS
201600215	7 CARNEGIE ROAD, BASSENDEAN	SWIMMING POOL
201600204	95 IDA STREET, BASSENDEAN	ANCILLARY ACCOMODATION
201600208	1 KENMURE AVENUE, ASHFIELD	PATIO
201600200	33 IVANHOE STREET, BASSENDEAN	SINGLE DWELLING
201600206	27 FIFTH AVENUE, BASSENDEAN	BRICK AND COLOURBOND DWELLING
201600202	74 WALKINGTON WAY, EDEN HILL	PATIO
201600205	13 GALLAGHER STREET, EDEN HILL	FULL DEMOLITION OF SITE
201600203	12 CENTENARY COURT, BASSENDEAN	6 GROUPED DWELLINGS - RECORD ONLY - PERMIT ISSUED BY DEPARTMENT OF HOUSING
201600207	64 KATHLEEN STREET, BASSENDEAN	SHED ROOF EXTENSION
201600178	17 ASHFIELD PARADE, ASHFIELD	SHED
201600134	7 CLARKE WAY, BASSENDEAN	ALTERATIONS TO EXISTING DWELLING AND ANCILLARY ACCOMMODATION
201600136	27 CHESTERTON ROAD, BASSENDEAN	ADDITION OF BEDROOM ENSUITE ALFRESCO
201600197	25 BASSENDEAN PARADE, BASSENDEAN	CARPORT
201600199	7/1 ANZAC TERRACE, BASSENDEAN	MODIFICATION OF EXTERNAL WALL DESIGN (SEE BUILDING PERMIT 201500386)
201600191	10 SCHOFIELD STREET, BASSENDEAN	TILE RE-ROOF TO ZINCALUME
201600198	19 CHAPMAN STREET, BASSENDEAN	FENCE
201600151	21 HAMILTON STREET, BASSENDEAN	DWELLING
201600148	3 COLSTOUN ROAD, ASHFIELD	ALTERATIONS - 1 MULTIPLE DWELLING TO FORM 3 MULTIPLE DWELLINGS
201600181	137 ANZAC TERRACE, BASSENDEAN	FENCE APPROVAL
201600185	22 JAMES STREET, BASSENDEAN	TIMBER FRAMED HIPPED PATIO AND DECK
201600182	70 ANZAC TERRACE, BASSENDEAN	ADDITIONS/ALTERATIONS
201600188	46 WALKINGTON WAY, EDEN HILL	FULL DEMOLITION
201600166	60 VILLIERS STREET WEST, BASSENDEAN	NEW TWO STOREY RESIDENCE - BRICK & COLORBOND
201600168	17 DEAKIN STREET, BASSENDEAN	NEW BRICK AND COLORBOND SINGLE STOREY DWELLING
201600161	280 MORLEY DRIVE, EDEN HILL	PATIO
201600124	23 DEVON ROAD, BASSENDEAN	STORAGE SHED

OFFICER RECOMMENDATION – ITEM 10.6

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

**Voting requirement: Simple majority**



**10.7 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, Development Services)**

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

<b>PLANNING AND SUBDIVISION APPLICATIONS DETERMINED TO 5 AUGUST 2016</b>			
<b>APPLIC NO.</b>	<b>PROPERTY ADDRESS</b>	<b>TYPE OF DEVELOPMENT</b>	<b>DETERMINATION</b>
2015-090	14 CLUNE STREET BASSENDEAN 6054	CHANGE OF USE (WRECKING YARD)	DELEGATE APPROVED
2015-183	21 GALLAGHER STREET EDEN HILL 6054	TWO GROUPED DWELLINGS	DELEGATE APPROVED
2016-041	45 BLOCKLEY WAY BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2016-058	32 IRELAND WAY BASSENDEAN 6054	CARPORT AND PATIO	DELEGATE APPROVED
2016-067	87 VILLIERS STREET WEST BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2016-090	11 HAMILTON STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO EDUCATIONAL ESTABLISHMENT	DELEGATE APPROVED
2016-092	20 HAMILTON STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS (BELL TOWER) TO PLACE OF WORSHIP	DELEGATE APPROVED
2016-093	11 IVANHOE STREET BASSENDEAN 6054	CARPORT	DELEGATE APPROVED
2016-096	UNIT A 28 IOLANTHE STREET BASSENDEAN 6054	GROUPED DWELLING	DELEGATE APPROVED
2016-097	23 DEVON ROAD BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2016-099	24 JAMES STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2016-102	6 DEVON ROAD BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2016-104	60 RUGBY STREET BASSENDEAN 6054	OUTBUILDING	DELEGATE APPROVED
2016-107	8 RAILWAY PARADE BASSENDEAN 6054	FILLING AND RETAINING WITHIN STREET SETBACK AREA	DELEGATE APPROVED
2016-110	20 PARNELL PARADE BASSENDEAN	SINGLE HOUSE	DELEGATE APPROVED
2016-114	19 WENDLEBURY WAY EDEN HILL 6054	PATIO	DELEGATE APPROVED
2016-115	17 ASHFIELD PARADE ASHFIELD 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2016-116	UNIT A 80 SCADDAN STREET BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2016-118	2 PURSER LOOP BASSENDEAN 6054	SIGNS	DELEGATE APPROVED
2016-122	UNIT A 25 BASSENDEAN PARADE BASSENDEAN 6054	PATIO	DELEGATE APPROVED

2016-125	34 RAILWAY PARADE BASSENDEAN 6054	OUTBUILDING (RELOCATION)	DELEGATE APPROVED
2016-128	LOT 2 WEST ROAD BASSENDEAN WA 6054	CHANGE OF USE TO MEDICAL CENTRE (DENTIST) (TENANCY NO. 30)	DELEGATE APPROVED
2016-134	19 LORD STREET BASSENDEAN 6054	AMENDMENT TO APPROVAL FOR 8 MULTIPLE DWELLINGS	DELEGATE APPROVED
<b>SUBDIVISION APPLICATIONS</b>			
153973	271LOT HAMILTON STREET BASSENDEAN 6054	TWO LOT SUBDIVISION	STATUTORY ADVICE
752-16	50 LORD STREET BASSENDEAN 6054	TWO LOT PLUS COMMON PROPERTY SURVEY STRATA	STATUTORY ADVICE

**OFFICER RECOMMENDATION – ITEM 10.7**

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

**Voting requirement: Simple majority**

**10.8 Accounts for Payment – July 2016 (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. 5:** List of Accounts

**BACKGROUND**

The monthly payments made for the period July 2016 are presented to Council, with details of payments made by the Town in relation to goods & services received.

**STRATEGIC IMPLICATIONS**

*Leadership and Governance*

**Improve capability and capacity**

- *Ensure Financial sustainability*
- *Monitor and enhance organisational performance and service delivery*

**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 10.8**

That Council receives the List of Accounts paid for July 2016, as attached to the Ordinary Council Agenda of 23 August 2016.

**Voting Requirements: Simple majority**

**10.9 Financial Statements – June 2016 (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. 6:** Interim Financial Reports for June 2016

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.

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 2015/16 financial year the amount was \$5,000 or 10% whichever is the greater.

STRATEGIC IMPLICATIONS

*Leadership and Governance*

**Improve capability and capacity**

- *Ensure Financial sustainability*
- *Monitor and enhance organisational performance and service delivery*

## COMMENT

The Monthly Financial Statements for June 2016 are attached to the agenda. The attached statements as presented do not represent the final closing position for the period ended 30 June 2016.

Closing entries & adjustments to the Financial Statements are yet to be concluded & are subject to Audit confirmation by Macri Partners. Once all financial transactions are completed, a closing position can be finalised.

Once the audit is completed, the final statements will be presented to the Audit & Risk Management Committee in September for consideration.

The Summary of Financial Activity (Income by Nature & type) is indicating that income for the Year to date is 4.96% ahead of revised Budget Year to date estimates. Interest on investments is 14.62% ahead of estimates. Grants, Subsidies and Contributions, Fees & charges, Service charges are on target.

Total expenditure by nature & type for YTD is 3.1% below revised Budget YTD expectations. Employee costs were 4% over budget, Utilities were 3% under budget. Materials & contracts are well under expended at 15%. Insurance Premiums are also under revised budget expectations in the current reporting period. Infrastructure Capital expenditure was well under budgeted levels.

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.

## STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996.

## FINANCIAL CONSIDERATIONS

The Interim Financial Statements provide an overview of the income and expenditure for the period ended the 30 June 2016. As previously mentioned, the statements can be subject to further adjustments, and confirmation by Council Auditors. The notes accompanying the statements provide a detailed breakdown to the Financial Statements-

**OFFICER RECOMMENDATION – ITEM 10.9**

That the Financial Reports for the period ended 30 June 2016, as attached to the Ordinary Council Agenda of 23 August 2016, be received.

**Voting Requirements: Simple majority**

**10.10 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 10.10**

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

**Voting Requirements: Simple majority**

**10.11 Calendar for September 2016 (Ref: Sue Perkins, Executive Assistant)**

Thu	1 Sep	5.00pm	Perth Airports Municipalities Group Meeting – City of Gosnells (Cr Brown)
Wed	7 Sep	10.00am	Access & Inclusion Committee Meeting Council Chamber (Cr Pule)
Tue	20 Sep	7.00pm	Briefings Session – Council Chamber
Thu	22 Sep	6.00pm	EMRC Council Meeting – EMRC (Crs Lewis & Bridges)
Mon	26 Sep		Queen’s Birthday Public Holiday – Offices closed
Tue	27 Sep	7.00pm	Ordinary Council Meeting – Council Chamber
Fri	30 Sep	5.00pm	Youth Advisory Council Meeting – Youth Services

**OFFICER RECOMMENDATION - ITEM 10.11**

That the Calendar for September 2016 be adopted.

**Voting Requirements: Simple majority**



## 10.12 Implementation of Council Resolutions (Ref: Sue Perkins, Executive Assistant)

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 details those resolutions of the Council that are recommended for deletion:

Issue ID	Assigned To	Brief Description	Action Taken
91643	Graeme Haggart	OCM-30/5/16 - Cr McLennan: "Buster the Fun Bus" parenting service in Bassendean	Superseded by CR91834. <b>Recommend deletion.</b>
91645	Graeme Haggart	OCM-34/5/16 - Naming Request - Bassendean Youth Centre	Dedication event now scheduled for 31 August. <b>Recommend deletion.</b>
91827	Changeeka Jayakody	OCM-11/7/16 - Shackleton Street Traffic Management and Public Question Time - June 2016	Officers will continue to monitor Shackleton/Bridson Streets traffic speeds once the Council approved street management plans for Shackleton Street have been implemented. Officers will monitor the speed through the implementation of counters to gauge traffic speed, continue to utilise the speed trailer regularly in the area and provide results to the local Police traffic branch if traffic speed continues. <b>Recommend deletion.</b>

REC NO.	OFFICER	BRIEF DESCRIPTION	ACTION TAKEN
ROC16/51412	BOB JARVIS	QUESTION FROM MR DREYER	REPLY SENT 16/08/2016. <b>Recommend deletion.</b>
ROC16/107543	CHRISTIAN BUTTLE	OCM-8/7/16 SECTION 31 RECONSIDERATION FOR PROPOSED COMMERCIAL VEHICLE PARKING ON REAR (BRIDSON STREET FRONTAGE) OF LOT 153; NO. 48 WATSON STREET BASSENDEAN	APPROVAL ISSUED. <b>Recommend deletion.</b>

ROC16/107546	BRIAN REED	OCM 10/7/16 PROPOSED MODIFICATIONS/RELOCATION OF EXISTING TELSTRA TOWER - LOT 9000; NO. 2 DOBSON LANE EDEN HILL	APPLICANT ADVISED OF COUNCIL DECISION. <b>Recommend deletion.</b>
ROC16/107549	SHARNA MERRITT	OCM-13/7/16 ACCEPTANCE OF THE WA POLICE STATE CCTV STRATEGY INFRASTRUCTURE FUND GRANT	SPECIFICATIONS FOR QUOTATION ARE BEING FINALISED. <b>Recommend deletion.</b>

**OFFICER RECOMMENDATION – ITEM 10.12**

That the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 23 August 2016 be deleted from the Implementation of Council Resolutions list.

**Voting Requirements: Simple majority**

**10.13 Municipal Heritage Inventory Review Committee Meeting held on 12 July 2016 (Ref: GOVN/CCLMEET/30 – Brian Reed, Manager Development Services )**

APPLICATION

The purpose of the report is for Council to receive the report on a meeting of the Municipal Heritage Inventory Review Committee held on 12 July 2016.

ATTACHMENTS

**Attachment No. 7:** Minutes of the Municipal Heritage Inventory Review Committee held on 12 July 2016.

COMMENT

The main points of discussion at the meeting included:

- Members were asked to review the document and recommend changes to the Town (Tim Roberts) by Tuesday 9 August 2016. The places (and associated management categories) included within the draft MHI are confirmed and it is on this basis that we will proceed with public advertising of the document, pending the Committee and Council endorsement of the draft document.
- Allocation of funds for the preparation of a heritage strategy that includes design guidelines for heritage precincts identified in the draft MHI.
- A commitment from Council that it will protect the current development potential of heritage listed properties, prior to advertising the draft MHI.
- Assessment of the potential of ten category 2 listed properties from the draft MHI as to the ability to retain the heritage building without loss of the current development potential.

It should be noted that the recommendations from the meeting are included in a separate report.

OFFICER RECOMMENDATION – ITEM 10.13

That the report on a meeting of the Municipal Heritage Inventory Review Committee held on 12 July 2016, be received.

**Voting requirement: Simple majority**

**10.14 Bassendean Local Emergency Management Committee Meeting held on 3 August 2016 (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 3 August 2016.

ATTACHMENTS

**Attachment No. 8:** Minutes of the Bassendean Local Emergency Management Committee held on 3 August 2016.

BACKGROUND

The Bassendean Local Emergency Management Committee meets at least quarterly on the first (or second) Wednesday in the months of February, April, August and November.

The Committee is required to conduct an annual exercise to test planning readiness and organizational capability. An additional meeting was scheduled in June principally to conduct the annual exercise.

The roles of the Committee are defined in Section 39 of the Emergency Management Act 2005 and have adopted in the Committee's Instrument of Appointment and Delegation as being:

1. To advise and assist the Town of Bassendean in ensuring that local emergency management arrangements are established for the Town;
2. To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
3. To carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations.

Membership of the Committee includes:

Two Councillors of the Town of Bassendean;  
The Local Emergency Coordinator (Officer in Charge of the Kiara Police Station);  
Other combat agency representatives, including the Department for Fire and Emergency Services (District Manager and SES Unit Manager);

Department for Health (St John's Hospitals Midland);  
Child Protection and Family Support; and  
Relevant Officers of the Town (DOS, MAS, Snr EHO, Snr Ranger).

A representative of the State Emergency Management Committee Secretariat (SEMC) attends Committee meetings in an advisory capacity. The Director Community Development is the Executive Officer to the Committee and as such does not have voting rights.

### STRATEGIC IMPLICATIONS

The Local Emergency Management Committee

Improves the organisations capability and capacity; and

Assists provide a safe environment.

### COMMENT

At the meeting Committee considered the following:

1. Confirmation the Annual Capability Assessment Report to SEMC was submitted by the due date.
2. An update report on the funded Flood Mitigation Project.
3. An update report was provided on the review process of the Local Emergency Management Arrangements.
4. Outcome of budget bids
5. Agency reports; Post incident reports; and Updated key holder and contact details.
6. DFES advise they now have heavy lift capacity on the District;
7. CPFS are offering training on Evacuation Centre management and practice.

### STATUTORY REQUIREMENTS

The Emergency Management Act 2005 prescribes that:

Section 38(1): A local government is to establish one or more local emergency management committees for the local government's district. And

Section 41(1): A local government is to ensure that arrangements **(local emergency management**

**arrangements**) for emergency management in the local government's district are prepared.

SEMC Policy 2.5 – Emergency Management for Local Government

ADP – 05 – Emergency Management for Local Government (Procedures)

#### FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with the Committee meeting minutes.

#### OFFICER RECOMMENDATION – ITEM 10.14

That Council receives the report on a meeting of the Bassendean Local Emergency Management Committee held on 3 August 2016.

**Voting requirements: Simple majority**

**10.15 Bassendean Local Studies Collection Management Committee Meeting held on 4 August 2016 (Renata Pietracatella - Manager Library and Information Services)**

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Local Studies Collection management Committee held on 4 August 2016.

ATTACHMENTS

**Attachment No. 9:** Minutes of the Local Studies Collection Management Committee held on 4 August 2016

BACKGROUND

The role of the Bassendean Local Studies Management Committee is to be responsible for the management, operation and policy of the Local Studies Collection. Committee has delegated financial management powers.

The Committee meets at least quarterly in March, May, August and October.

Membership of the Committee includes: One Councillor from the Town of Bassendean; three representatives of the Bassendean Historical Society (Inc); one community member; and one member of local Aboriginal or Torres Strait Island community. Currently the Aboriginal representative position is vacant.

COMMENT

At the meeting the Committee dealt with the Local Studies Librarian's report and Financial Activity Statement for year ending June 2016.

The Committee also expressed disappointment that a Councillor representative has not been regularly present at recent meetings. Note that apologies have been provided and there have been occasions where the Deputy has been unavailable at short notice.

OFFICER RECOMMENDATION – ITEM 10.15

That the report on a meeting of the Bassendean Local Studies Collection Management Committee held on 5 August 2016, be received.

**Voting requirement: Simple majority**

**10.16 Liveable Town Advisory Committee Meeting held on 9 August 2016 (Ref: GOVN/CCL/MEET/34 – Graeme Haggart, Director Community Development)**

**APPLICATION**

The purpose of the report is for Council to receive the report on a meeting of the Liveable Town Advisory Committee held on Tuesday 9 August 2016.

**ATTACHMENTS**

**Attachment No. 10:** Minutes of the Liveable Town Advisory Committee held on 9 August 2016.

**BACKGROUND**

The Committee has the following role:

1. To advise Council on current trends and issues relating to services for children, young people, seniors, and families, and to recommend strategies and policies to address the changing environment for current and future residents in the Town;
2. To consult with and define residents' aspirations and needs, and to articulate their emerging priorities for provision of services, infrastructure and environmental protection;
3. To advise Council on actions the Town can take that strengthen residents' sense of place, connectivity with their community and achieve enhanced civic participation and reconciliation matters with First Nation People of the region;
4. To monitor and report to Council on implementation progress on matters referred to the Committee by Council;
5. To develop strategies to achieve the Town's Positioning Statement "That the Town of Bassendean will become a hub of recreation, arts and culture in Perth's Eastern Region";
6. To recommend to Council issues to be considered for inclusion within the Town's strategic plans;
7. To provide advice on issues impacting upon the business community and recommend strategies to foster economic development in the Town and Region;



8. To provide advice on issues impacting upon the natural environment and recommend strategies to enhance protection of the natural and built environment in the Town; and
9. To provide advice on heritage and matters impacting upon the preservation of pre-European and the Colonial/post-colonial historic record and recommend strategies and actions to enhance their protection.

The Officer Reports provided an update on those activities and is provided to assist the Committee in defining the nature of future agenda items to be referred by Officers.

### STRATEGIC IMPLICATIONS

The LTAC meets all six themes of the Corporate Business Plan 2016-2020:

- Town planning and built environment
- Environmental sustainability and adaptation to climate change
- Economic wellbeing and prosperity
- Arts, heritage and culture
- Inclusiveness, lifelong learning, health and social wellbeing
- Leadership and governance

### COMMENT

The following items were considered at the meeting:

#### **1. Committee Work Program:**

Reports were provided on the progress of the three established Working Groups. Notes of the Working Group meetings were attached with the agenda.

Some members of the Renewable Energy Working Group met out of session and prepared a work program and a request for base line information for Officers to pursue that was presented for consideration to the meeting. It was agreed the Working Group and Officers meet before the next meeting of the Committee to define that which can be achieved by the Town and that to be achieved by the group members.

The Committee was advised that the Bicycle Boulevard Funding application had been successful and considered the timing of activating the Bicycle Boulevards Working Group.

It was decided this be further discussed at the next meeting.

## **2. Ongoing Activity Progress Reports:**

Officers reported on activities relevant to the Committee under their lines of business:

- a) Recreation;
- b) Culture;
- c) Economic Development; and
- d) Children Services.

## **3. RYDE Program Partnership:**

The Committee considered an Officer Report to gain Council support to enter into a partnership with the City of Cockburn to deploy a new site for the delivery of the Regional Youth Driver Education (RYDE) Driver Mentor program.

The Committee recommended that Council approves entry into a partnership with the City of Cockburn to deliver the RYDE Program.

### STATUTORY REQUIREMENTS

Local Government Act 1995

### FINANCIAL CONSIDERATIONS

Nil

### OFFICER RECOMMENDATION – ITEM 10.16

That:

1. Council approves entry into a partnership with the City of Cockburn to deliver the RYDE Program; and
2. Receives the report of a meeting of the Liveable Town Advisory Committee held on 9 August 2016.

**Voting requirement: Simple majority**

**10.17 Audit & Risk Management Committee Meeting held on 10 August 2016 (Ref: GOVNCCL/MEET/3, Michael Costarella, Director Corporate Services)**

APPLICATION

The purpose of this report is for Council to receive the report on a meeting of the Audit & Risk Management Committee held on 10 August 2016 and adopt the recommendations from the Committee.

ATTACHMENTS

**Attachment No. 11:** Minutes of the Audit & Risk Management Committee held on 10 August 2016.

COMMENT

The following items were discussed

**Auditing of Local Government by the Auditor General – Minister for Local Government and New Audit Contract**

APPLICATION

The purpose of this report is to:

1. Advise Council of the Minister for Local Government's intention to amend the Local Government Act and appoint the Auditor General and the Office of Auditor General (OAG) to take responsibility for local government financial audits from the 1 July 2017; and
2. Engage an Auditor for a further 2 years in accordance with the Minister for Local Government recommendation.

DECLARATION OF INTEREST

*The Director Corporate Services declares an impartiality interest in this item as Marci Partners (Mr Anthony Macri, the proprietor) is a family acquaintance.*

**Audit & Risk Management Committee Meeting held on 8 June 2016 – Interim Audit Report**

APPLICATION

The purpose of this report was for Council to receive the report on the actions undertaken by Officers on the 2015/16 Interim Audit Report recommendation as resolved by Council in June 2016.

COMMITTEE RECOMMENDATION – ITEM 10.17

That Council:

1. Receives the correspondence from the Minister for Local Government; Community Services; Seniors and Volunteering; Youth;
2. Requests additional information on the costs associated with the audit services undertaken by the OAG;
3. Appoints Mr Anthony Macri from Macri Partners to undertake the audit requirements in accordance with the scope submitted with the quote obtained for the Audit Services;
4. Macri Partners be appointed for the period commencing 1 October 2016 and expiring on 30 September 2018;
5. Receives the information on the actions undertaken by staff in the management reports for the 2012/13, 2013/14, 2014/15 and 2015/16; and
6. Receives the report on a meeting of the Audit & Risk Management Committee held on 10 August 2016.

**Voting requirement:**

**Points 1, 2, 5 and 6 – Simple majority**

**Point 3 and 4 - Absolute Majority**

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

**11.1** **Cr Bridges – Planting of Trees under Powerlines**

Cr Bridges advised that he wishes to move the following motion at the next meeting:

*“That until completion of the review of the Street Tree Master Plan, trees not be planted under powerlines in the Town of Bassendean.”*

**OFFICER COMMENT**

Officers and working groups are endeavouring to complete the Street Tree Master Plan as soon as possible, but currently there is no actual completion date that has been agreed to. To alleviate further concerns, the Asset Services Parks & Gardens Supervisor has been requested that no further planting of trees, under powerlines is to proceed until further notice.

**12.0** **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING**

**13.0** **CONFIDENTIAL BUSINESS**

**14.0** **CLOSURE**

The next Ordinary Council meeting will be held on Tuesday 27 September 2016.