

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, 28 February 2017 in the Council Chamber, 48 Old Perth Road, Bassendean, commencing at 7.00pm.

BOB JARVIS
CHIEF EXECUTIVE OFFICER

23 February 2017

A G E N D A

Councillors, please note that the Briefing Session is open to the public and will commence at 5.00pm. A meal for Councillors and Officers will be provided at 6.00pm; and the Ordinary Council meeting will commence at 7.00pm.

Cr Pule will be the facilitator for the Briefing Session.

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 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

2.1 Public Question Time

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

2.2 Address by Members of the Public

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 31 January 2017 (Attachment No. 1)

OFFICER RECOMMENDATION – ITEM 5.1(a)

That the minutes of the Ordinary Council meeting held on 31 January 2017, be received.

OFFICER RECOMMENDATION – ITEM 5.1(b)

That the minutes of the Ordinary Council meeting held 31 January 2017, 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 28 February 2017:

Item	Report
10.2	Retrospective Application for a Patio at Lot 19; No. 15 Bridson Street, Bassendean
10.5	Recreational Boating Facilities Scheme (RBFS) Application for a Round 22 RBFS Planning/Design Project Grant
10.6	Local Planning Strategy – Notional Planning Precincts
10.7	Design WA Initiative
10.8	Code of Conduct Review
10.11	Liveable Town Advisory Committee (LTAC) 7 February 2017
10.12	Determinations Made by the Principal Building Surveyor
10.13	Determinations Made by Development Services
10.14	Use of the Common Seal
10.15	Calendar for March 2017
10.16	Implementation of Council Resolutions
10.17	Accounts for Payment – January 2017
10.18	Financial Statements – January 2017

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

Item	Report
10.3	Development Assessment Panels: Local Government Nominations – Correspondence received from Director General of Department of Planning
10.4	RFT CO 054 2016-17 Success Hill Bore, Separable Portions – Repair or Replace for the Town of Bassendean
10.9	2016/17 Budget Review for the Period ending 30 June 2017
10.10	Bassendean Local Emergency Management Committee Meeting held on 1 February 2017
11.1	Notice of Motion – Cr Pule: Potential to transfer the leasing of the laneway between Montessori School and the Bowling Club from the Bowling Club to and for use by Montessori School
11.2	Notice of Motion – Cr Pule: Proposed Land Use Intensification for Success Hill; Traffic and Transport Needs Assessment
11.3	Notice of Motion – Cr Pule: To include Solar Photo Voltaic Panels as rated inducements in Sustainable Building Designs Policy
11.4	Notice of Motion – Cr Pule: Business Continuity Improvement
11.5	Notice of Motion – Cr Brown: Ashfield Parade Foreshore Restoration Project
11.6	Notice of Motion – Cr Bridges: Flood Level Indicators
11.7	Notice of Motion – Cr McLennan: Communication & Engagement Strategy
13.1	Sports Achievement Awards

10.2 Retrospective Application for a Patio at Lot 19; No. 15 Bridson Street, Bassendean, Property Owner: Kevin Prior (Ref: DABC/BDVAPPS/2017-005 – Dylan Stokes, Planning Officer)

APPLICATION

The purpose of this report is for Council to consider a retrospective proposal for a patio at Lot 19; 15 Bridson Street, Bassendean, and if necessary, to commence legal action to remove the unauthorised patio.

ATTACHMENTS

Attachment No. 2:

- Site plan, floor plan and elevations of retrospective patio.
- Photographs of existing patio.
- Justification on behalf of applicant.

BACKGROUND

Upon a site inspection on 21 November 2016, it was identified that an unauthorised patio had been constructed within the front street setback area of 15 Bridson Street. The patio was noted to not meet the requirements of the Residential Design Codes (R-Codes) and the materials did not meet the Town's policy regarding development in the front street setback area. The Town approached the landowner on 1 December 2016 to discuss the non-compliant nature of the existing structure and the applicant indicated they were to subsequently submit a retrospective application. A retrospective application was received by the Town on 6 January 2017. The application was advertised to the surrounding landowners for comment, with two objections being received and one letter of support.

STRATEGIC IMPLICATIONS

Objectives:

Foster enhanced public space and street appearance

Strategies:

Plan for improved streetscapes that include better footpaths, street furniture and inviting verges with well-developed and maintained street trees.

COMMENT

The application is considered by Council Staff to not demonstrate compliance with the R-Codes and the Town's Local Planning Policy 12, due to the proximity of the structure to the street and the structures appearance. This position is supported by two objections from adjoining landowners. Should the application be refused, Council will also need to authorise the ability to initiate legal action if the structure is not removed within a specified period of time.

STATUTORY REQUIREMENTS

Clause 5.1.2 of the R-Codes defines requirements relating to structures setback from the street boundary. The R-Codes requires the following under Clause 5.1.2 of the Deemed-to-Comply requirements:

Buildings set back from the primary street boundary:

i) In accordance with Table 1;

iii) Reduced by up to 50 per cent provided that the area of any building, including a carport or garage, intruding into the setback area is compensated for by at least an equal area of open space between the setback line and line drawn parallel to it at twice the setback distance."

The lot is coded R20 and therefore the prescribed setback distance under Table 1 is 6.0m. Under part iii) of Clause 5.1.2, this setback can be reduced to a minimum of 3.0m, with an average of 6.0m. The retrospective application proposes a minimum setback of 0.25m from the front street boundary, with an average setback of approximately 5.8m in conjunction with the existing dwelling. The proposal therefore does not meet the Deemed-to-Comply requirements of Clause 5.1.2.

Any application that does not meet the Deemed-to-Comply requirements of the R-Codes can be considered against the corresponding Design Principles. However, the Design Principles require that the application demonstrates compliance against the following:

"Buildings set back from street boundaries an appropriate distance to ensure they contribute to, and are consistent with an established streetscape; and

Buildings mass and form that positively contributes to the prevailing development context and streetscape."

The development, as constructed, could not be considered to match or contribute to the existing streetscape. There are no structures along the streetscape with a similar setback from the primary street boundary, or are similar in appearance to the patio. Furthermore, the straw bungalow appearance of the structure starkly contrasts with the modern appearance of the surrounding dwellings and would not be considered to positively contribute to the appearance of the streetscape.

Furthermore, the patio does not comply with Council's 'Local Planning Policy No. 12: Development within the Street Setback Area.' (LPP12) The Policy states the following in regards to patios in the front street setback area:

"Minor shade structures such as awnings verandahs and pergolas to front courtyards are not governed by this policy providing these are minor in nature, are not obtrusive and cannot in Council's opinion be used for any other purpose."

Council staff considered the structure to be visually obtrusive and not amenable to the locality. It can therefore be argued that the requirements of LPP12 are applicable to the existing structure.

LPP12 states the following in regards to design materials and finishes:

"The material, design and finishes of any proposed structure within the front setback area shall match in all respects those of the dwelling on the lot."

As a minimum standard the following design standards shall apply:

Roof

The roof of the structure to have a similar pitch and be finished in sheet metal or tile to match the colour of the roof of the existing residence.

Support columns

Support columns should be provided in brick or an alternate material to match the materials of the dwelling facing the street."

The material of the patio roof is grass thatch and pale yellow appearance, not sheet metal or tile to match the appearance of the roof. The support columns are wood and do not match the rendered walls and stone cladding of the dwelling.

FINANCIAL CONSIDERATIONS

If the Town needs to resort to legal action as a result of the application being refused, but the structure not being removed, the costs are estimated to be in between \$2,000 and \$5,000.

OFFICER RECOMMENDATION – ITEM 10.2

That Council:

1. Refuses to grant development approval for the retrospective Patio at Lot 19 (No. 15) Bridson Street, Bassendean for the following reasons:
 - a) The proposal does not meet the Deemed to Comply Provisions under Clause 5.1.2 of the Residential Design Codes which requires that a minimum setback of 3.0m and an average setback of 6.0m for an R20 coded lot. The existing development is setback at 0.25m from the street with an average setback of approximately 5.8m;
 - b) The proposal does not meet the Design Principles under Clause 5.1.2 of the Residential Design Codes which requires Buildings to be set back from street boundaries an appropriate distance to ensure they contribute to and are consistent with an established streetscape. These Design Principles also require that buildings mass and form positively contributes to the prevailing development context and streetscape. There is no precedent along the streetscape of a similar setback distance or a structure that is similar in appearance;
 - c) The existing development does not meet Town's Local Planning Policy 12: Development in the Front Street Setback which requires the following:
 - i. Roof to be of tile or steel in material;
 - ii. The colour of the roof is to match the existing residence;
 - iii. The support columns are to be provided in brick or an alternate material to match the materials of the dwelling facing the street; and
2. Authorises the Chief Executive Officer to initiate legal action if the unauthorised patio is not removed within 60 days of the date of refusal.

Voting requirement: Simple majority

10.3 Development Assessment Panels: Local Government Nominations – Correspondence received from Director General of Department of Planning (Ref: DABC/LIAIS/1 Christian Buttle, Senior Planning Officer)

APPLICATION

The purpose of this report is for Council to nominate a second alternate member to sit on the Metropolitan Central Joint Development Assessment Panel (JDAP).

ATTACHMENTS

Attachment No. 3:

Correspondence received from Director General of Department of Planning dated 4 January 2017.
Premier's Circular No. 2010/02 – State Government Boards and Committees.

BACKGROUND

Development Assessment Panels (DAP) came into operation on 1 July 2011 to determine development applications that meet a certain threshold value and project size.

Each DAP comprises five members; three specialist members, one of whom is the presiding member, and two local government members.

Appointments of all local government DAP members expire on 26 April 2017. Members whose term has expired will be available for reconsideration at this time.

Council considered a report on this matter at its January 2017 meeting at which time it resolved as follows:

“OCM – 10/01/17

MOVED Cr Brown, Seconded Cr Bridges, that Council endorses Crs Pule and McLennan as local members and Cr Lewis as Deputy local member to sit on the Metro Central Joint Development Assessment Panel.

CARRIED BY AN ABSOLUTE MAJORITY 5/0”

As Council did not nominate the required second deputy member, the matter is reported back to Council in order that the required further nomination can be confirmed.

STRATEGIC IMPLICATIONS

Nil.

COMMENT

Council is required to nominate four elected members of the Council, comprising two local members and two deputy members to sit on the Metro Central Joint Development Assessment Panel (JDAP).

Council's current JDAP members are Councillor Bridges and Councillor Pule. Deputy Members are Councillor McLennan and Mayor Gangell.

Nominations were originally required to be received by no later than Tuesday 28 February 2017, however this time period has now been extended to allow further consideration of this matter by Council at its February meeting and provide the required fourth nomination.

The attached correspondence makes the following comments in relation to local government nominations:

“Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.”

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the Premier's circular – State Government Boards and Committees Circular (2010/02).”

Circular 2010/02 has been provided as an attachment to this report and confirms that elected Local Government councillors are eligible for payment except in limited circumstances (i.e. on the public payroll).

STATUTORY REQUIREMENTS

The Planning and Development (Development Assessment Panels) Regulations 2011.

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION — ITEM 10.3

That Council nominates Cr _____ as the second deputy member to sit on the Metro Central Joint Development Assessment Panel.

Voting requirements: Simple Majority

10.4 RFT CO 054 2016-17 Success Hill Bore, Separable Portions – Repair or Replace for the Town of Bassendean (WATR/TENDNG/2 – Mandy Godfrey, Contracts Support Officer & Ken Cardy Manager Asset Services)

APPLICATION

The purpose of this report is to present to Council a summary of tenders received against Request for Tender (RFT) CO 054 2016-17 Success Hill Bore, Separable Portions – Repair or Replace for the Town of Bassendean and appoint the most appropriate contractor.

ATTACHMENTS

Confidential Attachment No. 1: Full Pricing of Tenders

BACKGROUND

In December 2016 the Department of Water issued a licence CAW183605 (1) to Construct or Alter an artesian bore well.

Contractors were invited on Saturday 17th December 2016 to tender for RFT CO 054 2016-17 Success Hill Bore, Separable Portions – Repair or Replace for the Town of Bassendean via an advertisement in the Western Australian Newspaper.

STRATEGIC IMPLICATIONS

Town Planning & Built Environment

Objectives: Foster enhanced public space and street appearance

Strategies: Plan for improved streetscapes, which include better footpaths, street furniture and inviting verges with well-developed and maintained street trees.

COMMENT

In response to RFT CO 054 2016-17 Success Hill Bore, Separable Portions – Repair or Replace for the Town of Bassendean; two tender responses were received for the Replacement of the Bore prior to the tender deadline 10.00am Wednesday 25 January 2017.

There were no offers received for the Separable Portion (Part 1) of the Request for Tender - Repair of the Bore.

The contract is for a single service, with completion expected by 30 May 2017.

As per the Town's Procurement Guidelines, an Evaluation Panel was formed and required to assess each tender against the selection criteria.

Both Tenderers met the RFT compliance requirements. The following index represents the selection criteria and weighting for this contract.

Pricing is regarded as commercial in confidence and therefore between the parties involved. Tables containing full pricing and selection criteria weighting is contained in a confidential report to the Council.

It should be noted that no tenders were received for the repair of the bore as there was no guarantee of a warranty from contractors in regard to the longevity of the bore, if repaired.

STATUTORY REQUIREMENTS

Local Government Act 1995
Local Government (Functions and General) Regulations 2007

FINANCIAL CONSIDERATIONS

The costs associated with this contract is included in Council's approved 2016-17 Capital Budget.

OFFICER RECOMMENDATION – ITEM 10.4

That Council appoints J & S Drilling to undertake the work as required in RFT CO 054 2016-17 Success Hill Bore, Separable Portions – Repair or Replace for the Town of Bassendean in accordance with the specifications and terms and conditions, with completion expected by 30 May 2017 – Separable Portion (Part 2) Replacement of the Bore at Success Hill.

Voting Requirement: Absolute majority

10.5 Recreational Boating Facilities Scheme (RBFS) Application for a Round 22 RBFS Planning/Design Project Grant (Ref: PARE/MAINT/52 – Andreea Balica (Compliance Officer))

APPLICATION

The purpose of this report is to present Council a summary of grant application submitted.

BACKGROUND

Each financial year, Council approves the budget allocation for various Capital Works and Operational programs which includes the estimated grant contributions. In addition, Officers identify new opportunities from both Federal and State Government agencies for future grant funding to assist with Asset management programs.

In August 2016 (OCM – 7/08/16), Council resolved to be provided with the project description and scope of works of all proposed future grant applications for endorsement, or comment if the deadline is prior to a Council meeting, prior to lodgement, and that it be provided on a confidential basis where considered appropriate.

COMMENT

The Pickering Park boat ramp facilities require upgrading and recently the State Government (Department of Transport) announced the “Recreational Boating Facilities Scheme” grant funding.

On 7 February 2017 a grant funding application was submitted. If successful, it will allow the Town to engage a specialist consultant that will be able to provide:

1. Recommendations and Concept design drawings for the replacement of the boat ramp facilities at Pickering Park and possibility the installation of a jetty and increase parking facilities;
2. Provide detailed drawings, tender brief & specifications and detailed cost estimates for point 1.
3. Undertake a Swan River Bank Environmental Study, Geotechnical Investigation, and a Flood Levels & Current study of the surrounding boat ramp site.
4. Review of Marine Safety items within the area

STRATEGIC IMPLICATIONS

Environmental sustainability and adaption to climate change

Objectives: Conserve, protect and provide access to the Town's waterways.

Strategy: Continue to rehabilitate and preserve the Swan River foreshore and provide responsible access to the river for the community.

The project is to remove the existing outdated boat ramp at Pickering Park and replace it with a new boat ramp and floating jetty, that is designed and constructed to current Australian Standards, including maritime structures (AS 4997), marinas (AS 3962) and universal access design (AS 1428) and the December 2007 Minister of Aboriginal Affairs Section 18 Conditions of Consent . Officers have also included, in the application, the possibility of increasing the parking facilities at this site.

In February 2000, the Town completed minor structural upgrades to the existing boat ramp (constructed in 1972) and since then have kept the boat ramp serviceable through regular maintenance works. Recent maintenance inspections have revealed that the launching / retrieving operations at the boat ramp may be hazardous. This follows complaints from residents regularly using the boat ramp.

The aim of this project is to provide a facility that is able to fulfil the two prime user needs i.e. boat launching and boat retrieval.

The below table includes information regarding this grant application:

Project Name	2017/2018 Proposed Budget allocation (TOB Allocation)	2017/2018 Account Number	Scope of Works	Grant Funding Body	Scheduled Date for Submitting Application
Pickering Park Boat Ramp and Jetty	\$22,500	Nil	<ul style="list-style-type: none"> Site investigations, concept design and detailed design for a new boat ramp, jetty and parking facilities at Pickering Park, Bassendean. Technical Specifications and Cost Estimate for the works, including the preparation of a pre-tender brief. 	Department of Transport – Recreational Boating Facilities Scheme	Application was submitted on 7 February 2017

			<ul style="list-style-type: none"> • Liaison with the Department of Parks and Wildlife (Swan River Trust). • Liaison with the Department of Aboriginal Affairs regarding heritage approval requirements, including consultation with indigenous groups. 		
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STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 6.10 Financial management regulations.
 Aboriginal Heritage Act 1972

In December 2007, the Minister for Aboriginal Affairs provided the Section 18 Conditions of Consent for Pickering Park, which included, but not limited to, replacement of the boat ramp and provision of a floating jetty

FINANCIAL CONSIDERATIONS

Recreation Boating Facilities Scheme Grants are available to Local Governments with Western Australia. Grants are only available for the planning or construction of new public recreational boating facilities, for the upgrade of existing public recreational boating facilities, and for those projects, which meet the criteria, outlined in the Guidelines.

Funding for approved projects is available at 75% of the estimated total cost of the project, up to the maximum grant limit of \$750,000.

The total cost to complete this project is \$90,000. If successful, the Recreation Boating Facilities Scheme will fund \$67,500 (75%) and the Town \$22,500 (25%).

The Town expects to receive feedback on its submission prior to drafting the 2017-18 Capital Budget for Council's consideration.

If the funding application is successful for any stage, it should be noted that the funding is paid in arrears and also it does not guarantee other future stages will be funded

OFFICER RECOMMENDATION – ITEM 10.5

That Council notes, if funding for the design of the Pickering Park boat ramp and floating jetty is successful and receipt of the grant, funding of \$22,500 for this project be included in the draft 2017-18 Operating Budget for Council's consideration.

Voting requirements: Simple Majority

**10.6 Local Planning Strategy – Notional Planning Precincts
(Ref: LUAP/Bassendean LPS 2017-2030 - Anthony Dowling,
Director Strategic Planning)**

APPLICATION

Council is requested to receive and endorse the Notional Planning Precincts map (January 2017) provided as an attachment, for the purpose of defining and shaping (through the formulation of a proposed new *Local Planning Strategy (LPS) 2017–2030*) the Bassendean town centre and the town's neighbourhood's and precincts.

(NB: the current review/revision of the *2015 Local Planning Strategy* is likely to lead to a new or revised LPS entitled *Local Planning Strategy 2017-2030*. Because a LPS is encouraged to have a future outlook over a 10-15 planning horizon, it is suggested that the revised or new LPS provide an outlook from now to about 2030.)

ATTACHMENTS

Attachment No. 4:

- Notional Planning Precincts Map (Jan 2017)
- Urban Structure Diagram
- Ped-shed Illustration

BACKGROUND

At its basic level, the form and structure of a city, town, villages, suburbs, is predicated and organised upon its neighbourhoods.

The neighbourhood gives rise to 'community', its identity and character, thus it can be seen as an important organising unit, including spatially.

It is almost universally recognised that the neighbourhood provides the basis, foundation or platform for designing or redesigning towns and cities.

There are differing views about the ideal size, shape, extent etc of a neighbourhood, but all tend to have a centre (from where the community can gather, congregate, access local services and facilities etc). They also have an edge or boundary, but often this may not be discernible.

According to Alexander *et al*, a boundary is considered essential to giving a neighbourhood its identifiable character. (see Christopher Alexander, Sara Ishikawa, Murray Silverstein, Max Jacobson, Ingrid Fiksdahl-King, Shlomo Angel, *A Pattern Language – Towns • Buildings • Construction*, Oxford University Press, New York 1977)

In terms of size and shape etc, neighbourhoods are traditionally sized and shaped to enable a person to walk from its centre to its edge (or vice-versa), theoretically, within about 5 minutes, a distance (or radius) of approximately 400 metres.

This 'metric' is now considered a foundational concept of town planning although many world-wide research studies have revealed that it has been a timeless design principle but was forgotten about or just faded away, especially with advent of suburban sprawl and increased mobility provided by the automobile.

It was 'rediscovered' in the advent to halt, constrain or eschew urban sprawl, and in the desire to create and develop more compact, mixed-use, 'walkable' communities.

This 'metric' is embedded in the Western Australian Planning Commission's (WAPC) policy '*Liveable Neighbourhoods*' (LN) which seeks to promote an urban structure of walkable neighbourhoods, an interconnected movement network, and a coherent hierarchy of activity centres facilitating employment opportunities and economic sustainability. A diagrammatic example of 'walkable catchments' ('ped-sheds') applied across a region to give it urban structure is included as an attachment.

Whilst this policy is primarily aimed at the design and development of new communities at 'greenfield' sites, it can also be applied to the 'retrofitting' of existing communities through redevelopment of 'brownfield' sites and infill of large sites where regeneration is sought.

The area included within the 400 metre radius—in planning parlance—is termed a 'walkable catchment' or 'ped-shed'. The walkable catchment is simply a technique for comparative evaluation of how easy it is to move through an urban area in order to get to and from the catchment's centre or an area's facilities.

As described in LN, the theoretical five-minute walking distance is shown as a circle with a radius of about 400 metres drawn around any particular centre. This is an area of 50ha.

When calculating a ten-minute walking distance, the radius used is about 800 metres, resulting in a circle area with an area of 200ha. This latter 'metric' is typically applied to transit centres (eg. railway stations) and is the basis for planning for transit-oriented development (TOD) areas.

An illustration of the 400m and 800m 'ped-shed' is provided as an attachment.

According to LN, the higher the percentage of the theoretical area, the better the walkability and energy efficiency of the urban area. A good target for a walkable catchment is to have 60 per cent of the area in a five-minute walking distance, or ten minutes in the case of transit stations.

Thus, in formulating a new Local Planning Strategy it is considered appropriate to apply the 'ped-shed' technique to better identify Bassendean's neighbourhoods.

This can then provide a platform for identifying and planning the delivery of services and facilities at the local level, as well as refining or 'fine-tuning' its urban form and structure, including links and connections throughout the local government area.

STRATEGIC IMPLICATIONS

The proposed notional planning precincts have the potential, or at least will provide the scope, for fulfilling the objective '*Build a sense of belonging and connectivity in community*' as cited in the section 'Inclusiveness, lifelong learning, health and social wellbeing' in the Town's current *Strategic Community Plan 2013-2023*.

(NB: This plan is currently under review.)

COMMENT

URBAN FORM AND STRUCTURE

As the map name infers, the proposed precincts are notional only, providing a starting point for discussion about local area or neighbourhood identity; the ideal or preferred size, scale, shape etc of the Town's neighbourhoods and precincts; and for the Town and other service and development agencies to determine in a coherent way, optimal levels and distribution of commercial and community services and facilities within the Town and its neighbourhoods and precincts.

They will (in their final form) provide a platform and spatial basis for the formulation of future neighbourhood and precinct plans required to address a wide array of purposes.

It is expected that these precincts will also refine or fine-tune the Town's current urban form and structure, and perhaps for the residents of each neighbourhood, engender a greater sense of belonging.

One other significant purpose of the notional planning precincts is that they will assist in identifying issues, concerns, opportunities etc in all neighbourhoods that can be had regard to in formulating the *LPS 2017-2030*.

NEIGHBOURHOOD SIZE

It is acknowledged that the size and shape and boundaries of the notional precincts may be subject to change as a consequence of community feedback received during the formulation of the proposed new or revised local planning strategy.

As to the size of a neighbourhood, *Alexander et al* suggest that on the basis of many studies into this, a population of around 500 persons is probably ideal. They argue that more than 1,500 is too many.

The population within each of the proposed notional planning precincts probably lies somewhere between these figures.

It is noted that the *2015 LPS* did not make reference to neighbourhoods but rather proposed a number of housing precincts and other use-based precincts, based largely on the current pattern of zoning under *Local Planning Scheme 10* applied across the Town, and the homogeneity of the built form within those precincts.

These precincts are quite large spatially, many exceeding the suggested neighbourhood population size range of 500 – 1,500 persons.

Thus, the size of neighbourhoods will be an aspect further examined in the review/revision of the *2015 LPS*.

PROPOSED BASSENDEAN, ASHFIELD AND SUCCESS HILL TOD'S

It should be noted that apart from the notional Success Hill (SH) precinct, no notional planning precincts have been centred around the Bassendean and Ashfield Train Stations.

As Council will appreciate, the existing railway and the adjacent parallel arterial roads (Guildford Road and Railway parade) are significant physical barriers to movement across the Town, unlikely to engender a sense of community between residents physically separated by the railway.

In reality, the arterial roads and the railway form the edge of those notional precincts abutting them, which accords with the desired practice of keeping major roads out of neighbourhoods.

The case of the Success Hill train station is slightly different. There are no arterial roads to impede connections and links across the 'locality'. With the station also sitting within a 'cutting' it provides scope for future physical links and connections (at grade) over the railway, and possibly future urban development over the top of it. Arguably, this lessens the perception of the railway being a barrier to movement across the locality.

For these reasons, and that it has discernible edges (Lord Street, Guildford Road, and the Swan River), it is suggested that the 'Success Hill' locality be its own single planning precinct.

Not including the Bassendean and Ashfield train stations as the centre of neighbourhood precincts will not preclude these stations from being the centre of proposed TOD's as recommended under the State's current Perth metropolitan planning framework.

TOD's are different to residential neighbourhoods in their use, form and scale. They may, however, contain a residential neighbourhood, usually one that is compact, and more vertical in its urban form.

BASSENDEAN TOWN CENTRE SIZE AND SCALE

The notional Bassendean Town Centre shown has contracted in size and extent to that shown in the *Bassendean Town Centre Strategy and Guidelines* and in the **draft Central Sub-regional** planning framework incorporated into the *Perth Peel @ 3.5 Million* planning framework.

The notional Town centre precinct is shown extending from Kenny Street eastwards to West Road; and southwards from the Perth –Midland railway line to the rear boundaries of lots generally fronting Old Perth Road on its southern side.

The extent of the Town Centre shown in the *Bassendean Town Centre Strategy and Guidelines* strategy includes that part of

the Success Hill locality south of the railway line as well as the whole of Bassendean Oval.

This results in the length of the Town centre (under that strategy) being just over 1 km (approx 1,086 metres).

The extent of the proposed Bassendean Activity Centre (which incorporates the current Town centre and Bassendean Oval) shown in the **draft Central Sub-regional** planning framework is about 925 metres in length.

Arguably, either of these two metrics are long and lead to a very elongated town centre which will be – arguably - out of scale and proportion to the town's existing urban form and size.

Whilst it is understandable that the town centre and its environs ought to accommodate sites for mixed use and high density residential development (which the planned redevelopment of Bassendean Oval offered) it is considered preferable that such centres be compact instead.

Even excluding the southern part of the 'Success Hill locality' and Bassendean Oval from the notional town centre precinct is unlikely to preclude each of those areas from being considered under the proposed new or revised LPS for designation as mixed-use higher density residential areas.

What it means is that that these 'precincts' are unlikely to comprise the range and extent of land uses and functions that are generally found in and reserved for a town centre.

In any event, the spatial size of the Bassendean Town Centre is a matter planned to be examined further through the proposed new or revised LPS.

STATUTORY REQUIREMENTS

- Planning and Development Act 2005; and
- Planning and Development (Local Planning Schemes) Regulations 2015 – Part 3 – Local Planning Strategies.

Part 3 of the Planning and Development (Local Planning Schemes) Regulations 2015, which are made pursuant to the Planning and Development Act 2005, sets down the requirements for preparing, advertising and amending Local Planning Strategies.

FINANCIAL CONSIDERATIONS

Nil

OFFICER RECOMMENDATION — ITEM 10.6

That Council endorses the *Notional Planning Precincts Map (January 2017)* for the purpose of defining and shaping (through the formulation of its *Local Planning Strategy (LPS) 2017–2030*) the town centre and the town's neighbourhood's and precincts, acknowledging that the notional precinct centres and boundaries may be subject to change.

Voting requirements: Simple Majority

10.7 Design WA Initiative (Ref: GOVR/STLIAS/3 – Anthony Dowling, Director Strategic Planning)

APPLICATION

The Western Australian Planning Commission (WAPC) and Department of Planning (DoP) released last October (2016) for public consideration and comment a draft framework to facilitate well-designed built form, especially in relation to residential and mixed-use development.

The framework comprises:

1. (Draft) *State Planning Policy (SPP) 7—Design of the Built Environment*

The lead policy which proposes to establish policy provisions that aim to achieve design quality across the whole built environment. The policy includes 10 principles for good design and sets up the requirement for expert design review as a part of the design evaluation process.

A digital copy of this draft policy is available for viewing and downloading by clicking on the following link:

https://www.planning.wa.gov.au/dop_pub_pdf/WAPC%20State%20Planning%20Policy%207%20%20Design%20of%20the%20Built%20Environment_DRAFT.pdf

2. (Draft) *Apartment Design Policy (Draft SPP7.3—Residential Design Codes)*

Design guidance for apartments and mixed-use developments, replacing the Multiple Dwelling provisions in Part 6 of the Residential Design Codes.

A digital copy of this draft policy is available for viewing and downloading by clicking on the following link:

https://www.planning.wa.gov.au/dop_pub_pdf/WAPC_Apartment_Design_Policy_DRAFT_.pdf

3. (Draft) *Design Review Guide*

A guide to assist local governments to establish and operate design review panels, and improve the consistency of design review processes already in operation across the State.

A digital copy of this draft guide is available for viewing and downloading by clicking on the following link:

https://www.planning.wa.gov.au/dop_pub_pdf/WAPC%20Design%20Review%20Guide_DRAFT.pdf

4. (Draft) ***Design Skills Discussion Paper***

A discussion paper seeking views on whether the State should apply requirements for skilled design practitioners to design complex developments.

A digital copy of this discussion paper is available for viewing and downloading by clicking on the following link:

https://www.planning.wa.gov.au/dop_pub_pdf/WAPC%20Design%20Skills%20Discussion%20Paper_DRAFT.pdf

Submissions on the framework were to be lodged by 5.00pm Tuesday 20 December 2016. However, the DoP granted Council an extension of time to lodge a submission until late February/early March 2017, subject to an interim or preliminary submission being lodged by mid-February 2017.

Following a Councillors Workshop on Wednesday 8 February 2017 to digest and discuss the draft framework, a preliminary submission was prepared and forwarded to the Commission on Friday 17 February 2017.

Endorsement by Council of the preliminary submission (Attachment 7) is now requested.

ATTACHMENTS

Attachment No. 5:

- Design WA Stage Brochure
- Streetscape Character Types
- Comparison of Elements—Multiple Dwelling Controls in the R Codes with draft *Apartment Design Policy* Controls
- Design Review Threshold Table
- Design Skill Levels Options Table
- Apartment Design Policy Comments - Senior Planning Officer
- Town of Bassendean Preliminary Submission

BACKGROUND

The draft framework is part of the WAPC planning reform program (driven by the DoP) commenced in 2009.

The aforementioned 4 components of the draft framework comprise Stage 1 of the draft framework.

An outline of the four components (A, B, C, and D) follows:

A. (Draft) ***State Planning Policy (SPP) 7—Design of the Built Environment***

This policy is proposed to apply Statewide and to all levels of the WAPC's planning hierarchy—

- Activity Centre Plans
- Structure Plans
- Local Development Plans
- Subdivision
- Residential development (including residential components of mixed use development)
- Institutional development
- Public works

It also provides guidance for development that may impact on the public realm but not require development approval.

This policy is to be used to inform and guide landowners/proponents and their designers; reviewers, referral agencies and assessors to achieve good design outcomes for the built environment. It encourages early discussion of design quality matters in the concept, pre-lodgement and determination stages of a proposal.

It prescribes 10 principles of good design (see attachment) to be applied and to be had regard to in plan-making and decision-making.

It also prescribes that:

- State, local government and/or precinct authorities are required to establish and operate design review processes to review applications of certain thresholds as set out in the draft WAPC *Design Review Guide*; and
- For certain development types, a statement be prepared by the proponent (as part of the approval process) verifying the person who designed, or directed the design or development, and how the proposed design principles and design objectives, criteria and guidelines (if relevant) of supporting State planning policies will be achieved.

B. Draft ***Apartment Design Policy***

This draft policy is proposed to replace the multiple dwelling provisions in the *Residential Design Codes of Western Australia* (the 'R Codes').

It also appears that *State Planning Policy (SPP) 3.1*—comprising the 'R codes codes—will be renumbered to *State Planning Policy (SPP) 7.3*.

The draft policy is structured into 4 parts:

- 1 — Introduction
- 2 — Primary Controls
- 3 — Siting the Building
- 4 — Designing the Building

Part 1 gives effect to the policy, as well as setting out its purpose, objectives, application, and the scope for variations to it.

This part is particularly directed to local government in respect to its local planning role and function. It encourages local government to:

- Make its local planning schemes consistent with the policy;
- Allow local modifications to local planning scheme requirements where they will be consistent with the policy's design guidelines; and
- Review existing local planning policies where these policies are inconsistent with the Apartment Design policy.

Where there is an inconsistency between the draft Apartment Design policy and a pre-existing local planning policy, the draft Apartment Design policy prevails to the extent of the inconsistency.

It also enables a local government to formulate or modify the primary controls listed in Part 2 (subject to the endorsement of the WAPC) so long as new or modified controls are consistent with the format of the controls listed in Parts 3 and 4 of the draft policy.

These Primary controls can be formulated or modified through local planning policies, local development plans, structure plans and activity centre plans.

The draft policy also gives effect to the application of design reviews at key stages of the design development process. This is further outlined under the **Design Review Guide** sub-heading of this section of the report.

The draft policy also applies the 10 Design Principles referenced in draft SPP7.

Part 2 lists the primary or base controls that are to be applied to the design of apartments (Table 1 in the draft policy).

These are default controls and correspond to allocated R codings. The primary controls have been organized into 2 categories—building envelope and building massing.

The building envelope establishes a three-dimensional envelope—through a combination of building height, street setbacks, side and rear setbacks—within which development may occur.

Building massing establishes controls in respect to the bulk and arrangement of proposed development through a combination of plot ratio, building depth, and building separation.

These two categories are required to work in concert and be coordinated with the design guidance in parts 3 and 4 of the draft policy.

The primary controls can be applied to either of three identified and designated patterns of development—a **detached streetscape** development pattern, an **attached streetscape** development pattern, or a **planned precinct**, as illustrated in the attachment.

The **detached streetscape** development pattern is:

“...designed to emphasise landscaping between buildings and have a more informal relationship with the street alignment. Side setbacks are consistently enforced, to create frequent building breaks along the street.

Privacy and overshadowing need to be carefully managed to avoid impact on adjacent properties.”

Table 1 in the draft policy denotes this as **the default pattern of development** and restricts it to areas coded between R40 – R160.

The **attached streetscape** development pattern is:

“...designed to create a distinct ‘street-wall’ of contiguous building frontages.

Side walls are built directly to the lot boundary and windows are oriented to face the street or to the rear, which helps to avoid overlooking adjacent properties.

Allowing boundary wall development to the sides is offset by larger rear setbacks, assisting retention of existing vegetation.”

This pattern of development can apply to density codings ranging from R40 to the Activity Centre (R-AC) density codings.

Because this type or form of development is likely to have greater direct impact upon neighbouring sites the primary controls applying to this pattern or form of development ought to be applied through **a precinct planning process**.

Appendix 1 of the draft policy provides an overview of contextual settings to consider when undertaking precinct planning that intends to accommodate apartment development. It is understood that a precinct planning policy—to further guide this kind of planning—is currently in preparation and is envisaged to be released for public comment in early 2017.

A comparison between the current Multiple Dwelling controls in the R codes with the proposed controls in the draft *Apartment Design Policy* is provided in the table as an attachment.

Part 2 also includes provision to apply incentive-based development standards where a balance can be achieved between meeting a proponent’s development capacity and meeting the local community’s needs and expectations, including its expectations in respect to design quality. A suggested list of incentive-based development standards is provided at Appendix 2 of the draft policy.

Part 2 also provides some guidance in respect to a planning authority aligning any existing local planning policies with the draft policy to ensure the delivery of quality development outcomes.

Part 3 lists controls and guidance that aid in the optimal siting or disposition of building, including site analysis and design response, orientation, existing tree retention, deep soil areas, communal and public open space, visual privacy, public domain interface (eg. streets, laneways, parks etc), pedestrian access and entries, vehicle access, and car and bicycle parking.

Part 4 lists controls and guidance in respect to designing the building, including built form and layout, functionality, site landscaping, environmental performance (eg. energy efficiency, water and waste management, building maintenance etc) and residential amenity.

The remainder of the draft policy includes a number of checklists to aid the proponent in the design development process as well as ensuring that sufficient and adequate information is provided to assist in the passage of development applications through the development approval process.

C. Draft ***Design Review Guide***

With a focus on achieving quality design outcomes within the built environment, the WAPC is proposing to introduce and integrate a design review process into the State's planning system.

This is proposed to be effected via draft SPP7.

In respect to the purpose of the design review, the draft *Design Review Guide* states that:

“A design review is a process of evaluating the design quality of a built environment proposal. It is carried out by a panel of appropriately-trained, multi-disciplinary built environment experts, who are experienced in offering objective and constructive design advice.

Design review provides independent expert advice and informed assessment of proposals, guided by a performance-based set of design quality principles. A performance approach to evaluation provides the flexibility needed for the assessment of complex, multi-faceted projects.

The process of design review is typically applied to proposals that are of public and/or strategic significance, where it is considered essential to ensure that minimum levels of design quality are being achieved.”

The draft guide then goes onto to outline the role of the design review within the planning system, why it ought to be undertaken, and how it ought to be undertaken and operate.

It suggests that at least 3 design reviews (principally for large, complex developments) will need to be conducted as follows:

1. At the concept planning phase;

2. The design development phase (pre-Development Approval lodgement); and
3. At the building permit stage (to check that the design of the resulting development is consistent with the development approval granted and any conditions imposed on the approval granted).

It also sets out the thresholds and modal types for convening a design review process (refer Attachment).

It is also proposed that local government be responsible for funding and remunerating design review panels.

D. Draft ***Design Skills Discussion Paper***

This paper gives consideration to three options in respect to whether certain types of development (eg. multi-unit housing or mixed-use development) ought to be designed by professional/accredited designers, or not at all.

The three options outlined are:

- Option 1 Threshold-based regulation (eg. the use of registered architects)
- Option 2 Competency standards (eg. the use of architects or building designers)
- Option 3 No regulation

In respect to option 3, this provides for any person to design a development at the thresholds being considered.

A table summarising the '*pros and cons*' of each option is presented as an attachment.

STRATEGIC IMPLICATIONS

The Design WA initiative will assist the Town in achieving the following specific *Community Strategic Plan 2013-2023* objectives and strategies:

TOWN PLANNING AND BUILT ENVIRONMENT

Objective

Ensure the Town provides choice in housing types

Strategies

- Strive to ensure that higher density housing will have **excellent design** to ensure that development is people-friendly and attractive.

- Strive to ensure that new housing and, in particular, higher density housing has **high environmental standards**.

Objective

Foster enhanced public space and street appearance

Strategies

- Encourage the retention of trees on development sites.

COMMENT

(Draft) **State Planning Policy (SPP) 7—Design of the Built Environment**

Although deemed acceptable, the proposed 10 design principles are largely generic and prescriptive. They seem to focus largely upon on deriving good architectural outcomes, with less attention paid to the design of places and spaces within and surrounding the built development setting.

If these principles are intended to apply across the spectrum of the WAPC's planning hierarchy—including activity centre plans and structure plans which are **place-based** plans—then principles that give rise to designing and laying out our cities, towns, villages, suburbs and street blocks ought to be included (however, it is acknowledged that the WAPC's *Liveable Neighbourhood Policy* to a certain extent embodies place-based principles).

Principles embodying building rhythm, proportion, fenestration, height and roof form and desired skyline effects ought to also be included.

For example, good building proportion derives from the application of the 'golden ratio' resulting in building that is 'pleasing to the eye'.

The Golden Ratio is a mathematical ratio. It is commonly found in nature, and when used in design, it fosters organic and natural looking compositions that are aesthetically pleasing to the eye. In design, the Golden Ratio boils down to aesthetics—creating and appreciating a sense of beauty through harmony and proportion (Rebecca Gross, Canva website, accessed 17 Feb 2017).

Application of these time-honoured principles lead to the **harmonising of the setting** in which a development takes place. Thus, they underpin good design.

Reference to these principles when designing a building are often lacking, resulting in poor quality design and development outcomes.

A further principle of self-sustainability (aka **ecologically sustainable design** or **ESD**) also ought to be included, particularly in respect to the provision of (within developments)—

- Off-grid power supply/generation (solar, wind, geo-thermal etc);
- Water harvesting/reuse (rainfall run-off);
- Onsite wastewater disposal + reuse (both greywater + blackwater); and
- Disposal/reuse of onsite generated putrescible waste.

Although the proposed design controls, criteria and guidelines listed in Parts 3 and 4 of the draft *Apartment Design Policy* make reference to these elements, it is strongly suggested that the principle of ESD (or self-sustainability) embodying these elements be included as a design principle.

(Draft) ***Apartment Design Policy***

This proposed policy is very comprehensive and complex to digest and grasp.

Nevertheless, in the limited time to digest and comprehend the draft policy, it can be concluded that the proposed (default) controls seem generally acceptable although the extensive lack of design criteria in many of the controls is viewed with concern. The lack of design criteria is likely to result in most components of every development application requiring the exercise of discretion against the Design Guidance which sits under each Objective. Arguably, this in turn will result in a lack of certainty for proponents, land owners and the community generally.

Potentially too, it may also lead to an increase in the number of application reviews undertaken by the State Administrative Tribunal (SAT) where the approving authority (such as Council) refuses to approve plans and applications on the grounds that the design of a particular component is not acceptable or does not accord with the design guidance.

On the other hand, it is acknowledged that the ability of approving authorities to adopt new or revised local planning policies (LPP's) to vary or modify the (default) controls to suit local requirements, aspirations and context etc is welcome and likely to be beneficial.

This of course makes it imperative that existing or new LPP's are crafted and adopted by Council by the time SPP7 and SPP7.3 are adopted by the WAPC and subsequently gazetted. To this end, it is recommended that a sufficient period of transition be allowed between the WAPC adopting SPP7 and SPP7.3 and gazetting them.

Other particular comments include:

- Providing design controls, criteria and guidance in respect to facilitating ecologically sustainable design;
- In order to foster, facilitate natural ventilation and lighting, maximum solar access, and minimal overshadowing to adjoining buildings etc, 'single-loaded' buildings ought to be the preferred (or default?) design position in respect to building massing—proposals for double-loaded, triple-loaded etc buildings should clearly demonstrate how the aforementioned elements will be suitably addressed;
- Consideration be given to mandating a certain mix of 1, 2 and 3 bedroom apartments.

More detailed comments on the Apartment Design Policy (presented by the Town's Senior Planning Officer) are provided at Attachment 6 to this report.

(Draft) ***Design Review Guide***

DESIGN REVIEW PANELS

As the Town has established (but not yet convened) its own Design Review Panel (Local Planning Policy 1.14) it can be construed that the Town presently supports the notion of design review panels.

Upon SPP7 and SPP7.3 becoming operative, there will be an increased scrutiny and evaluation on the design of buildings and the built environment.

To this end, the need to utilise design expertise to carry out this scrutiny and evaluation will become paramount. Thus the Town will need to 'ramp up' its utilisation of its design review panel.

In expectation of this, and with the utilisation of design review panels to be effected through SPP7, it is recommended that Council review (as a priority) LPP1.14 to ensure that it will align with the WAPC's finalised *Design Review Guide*.

SPECTRUM OF DESIGN REVIEWS

The Design Review Thresholds Table (Attachment 4) provides a matrix as to the type of projects requiring a design review, and whether the review ought to be conducted by a panel or a single design reviewer.

Thus, not all projects will require the convening of a design review panel – some may just warrant review by a single reviewer.

Although the draft *Design Review Guide* mentions that projects that are typically of strategic influence ought to be the subject of design review, it has not defined what is 'strategic influence'—this ought to be defined or clarified by the WAPC.

It is noted from the Threshold Table that design reviews ought only to be conducted for select type and scale of developments. However, in the interest of achieving good design across the whole of the development type spectrum and that achieving good design ought not be limited to certain types of building uses, consideration ought to be given to design reviews being conducted across the whole of the development spectrum, including for example, industrial development, recreation facilities, non-commercial or non-residential uses etc.

Depending on the nature and scale of the development proposal, not all development will require assessment by a full panel. Instead, assessment by a single design reviewer might be sufficient.

In applying this, it is acknowledged that varying design criteria thresholds might need to be defined and established appropriate to the nature and scale of the type of development proposal under consideration.

Whilst draft SPP7 prescribes that a 'Design Statement' should accompany proposals for certain development types as listed in the *Planning and Development (Local Planning Schemes) Regulations 2015* demonstrating how the proposal addresses design principles and applicable design objectives, criteria and guidelines etc, consideration ought to be given to making it **mandatory** for '**Design Statements**' to accompany **all** planning proposals, including applications for **subdivision** and **development** approval.

This ought to result in much more thought and consideration being given to designing a building, how it sits within its site and setting, and how interfaces with the 'public realm (eg. streets, parks etc), resulting in better design outcomes all round.

REMUNERATION OF DESIGN REVIEW PANELS

As previously mentioned, it is proposed that local government be responsible for funding design review panels and remunerating members on the panel.

It ought to be noted that LPP1.14 is currently silent as to whether the Town's Design Review Panelists (those not employed as staff) are to remunerated. Because of the specialist nature of the role, it is likely that panel members will have an expectation to be remunerated for their time and expertise.

Three funding models are suggested:

1. Funding by local government;
2. Funding by the proponent (through the imposition of design review fees or development application fees);
3. A mix of local government and proponent funding (whereby local government funds a set number of reviews and any additional reviews are funded by the proponent).

With the first model, provision for this will need to be made in the local government's operating budget for each financial year. The amount to be funded may vary from year to year depending upon the level of development activity occurring within the local government area.

According to a 2016 survey of existing design review panels the cost of operating a design review panel varies from \$12,000 to \$120,000.

The second model reflects a 'user pays' and 'on-demand' model. This model may be more appropriate where there is a low and/or infrequent level of complex development activity.

Funding under this model may require a proportional increase in the prescribed value of application fees as the current level of prescribed application fees are unlikely to cover the cost of design review services. It should be noted that payment of these fees occur upon lodgement of applications thus cannot account for any reviews undertaken at the preceding concept and design development phases.

Alternatively, and probably more appropriately, a new fee category to charge for design reviews ought to be introduced under the Planning Charges section of the *Planning and Development Regulations 2009*.

There may also be scope under section 6.16 (2)(f) of the *Local Government Act 1995* to charge design review fees. This ought to be clarified with the Department of Local Government and Communities.

In respect to the third model, it is suggested that at least one mandatory design review panel be conducted, prior to lodgment of an approval application.

(Draft) ***Design Skills Discussion Paper***

It is understood that WALGA—through its State Council—has already resolved that the issue of whether the State should apply requirements for skilled design practitioners to design complex developments should be discussed with designers and the development Industry.

WALGA does not believe that local government ought to be specifically involved in specifying minimum qualifications for designers, any possible regulations to require such a system, and the role of other industry associations, as this is not a core function of local government.

As a member of WALGA, it thus can be construed that the Town supports this stance.

From the Town's perspective, it ought not to particularly matter who designs a proposed development.

Rather, it is suggested that it is more important to determine whether a proposed development is capable of conforming with the Town's local planning framework that applies to the development site and its surrounds, including any design policies, guidelines, controls etc.

STATUTORY REQUIREMENTS

Planning and Development Act 2005
Planning and Development Regulations 2009
Planning and Development (Local Planning Scheme)
Regulations 2015

FINANCIAL CONSIDERATIONS

None at this stage, however, if local government is required to remunerate design review panellists/reviewers as a consequence of SPP7 becoming operative, provision will need to be made in future annual budgets to remunerate them.

OFFICER RECOMMENDATION — ITEM 10.7

That:

1. Council thanks the Western Australian Planning Commission (WAPC) for granting an extension of time to lodge a submission on its Design WA initiative;
2. Council endorses the preliminary submission dated and lodged with the Department of Planning (DoP) on 17 February 2017;
3. As a matter of priority, Council reviews and revises Local Planning Policy 1.14 Design Review Panel Policy so that by the time SPP7 is gazetted, the operation and conduct of the Town's Design Review Panel generally aligns with the 'best-practice' principles, processes and conduct provisions cited in the WAPC's draft or subsequent finalised *Design Review Guideline* and the:
 - a) Review is to include an estimate of the annual expense to the Town to operate its Design Review Panel, including the estimated level of remuneration for panel members (not employed as staff);
 - b) Estimated expense of operating the Town's Design Review Panel be considered as part of the 2017-2018 budget deliberations; and
4. Clarifies with the Department of Local Government and Communities and the Department of Planning, whether there is potential for the recovery of fees from proponents of development to conduct design reviews by the Town's Design Review Panel.

Voting requirements: Simple Majority

10.8 Code of Conduct Review (Ref: GOVN/CCLMEET/1- Bob Jarvis, CEO)

APPLICATION

Council is requested to adopt the revised Code of Conduct pursuant to Section 5.103 of the Local Government Act 1995.

ATTACHMENTS

Attachment No. 6: Code of Conduct

BACKGROUND

Council adopted the current Code of Conduct for Councillors, Committee Members and Employees in March 2015. This was done to provide a Code of Conduct in time for the 2015 Election.

It is prudent from time-to-time to review the Code of Conduct, and this review should be in place in time for the 2017 Local Government Elections, to be held in October 2017, given that the Code refers to the Local Government (Administration) Regulations (Reg 34) that pertains to the disclosure of gifts.

COMMENT

The Act and Regulations require certain elements to be included in the Code of Conduct, specifically restrictions on gifts and declarations of impartiality interests by staff, but provides considerable latitude for the inclusion of other elements relating to general conduct, and dealing with breaches.

The Public Sector Commission has provided guidelines on the review of the Code of Conduct. These guidelines have been taking into account and staff have included the following new sections:

Clause 3.5 - Official Information

Clause 3.6 - Use of Public Resources and Procurement

The Code also includes a number of further explanations (provided by the Public Sector Commission) on the following topics:

Clause 2.0 General Principles and Ethical Standards

The Public Sector Commission has developed a range of practical tools to assist people with good decision making. These are simple but fundamental questions that are central to ethical and accountable public sector decision making.

1. *Am I doing the right thing?*
2. *How would others judge my actions?*
3. *How could my actions impact on others?*
4. *Should I discuss this with someone else?*

The '6Ps' were developed by the WA Integrity Coordinating Group to assist employees to assess whether they have an interest that they are required to disclose as it could pose a potential, actual or perceived conflict of interest. In the first instance, employees could be asked to understand the '6Ps' and ask themselves the following questions:

- **Public duty versus private interest**
Do I have personal or private interests that may conflict or be perceived to conflict with my public duty?
- **Potential**
Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
- **Perception**
Remembering that perception is important, how will my involvement in the decision or action be viewed by others? Are there risks associated for me or my organisation?
- **Proportion**
Does my involvement in the decision appear fair and reasonable in all the circumstances?
- **Presence of mind**
What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
- **Promises**
Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action or decision?

Clause 3.4- Personal Behaviour

The community expects public officers to carry out their functions diligently, with integrity and with due regard for their obligations and responsibilities, consistent with applicable laws, policies and procedures. They expect that decisions and conduct of local government employees will be well-informed and fair, and made in furtherance of the welfare and rights of the community.

Conduct that might be required specifically of employees in a code include that they:

- *act within the limits of their delegation, consistently with the terms of the code, the law, and local government policy and procedures*
- *perform their duties and provide advice honestly, impartially and in the best interests of the local government and community.*
- *comply with all lawful and administrative practices that are consistent with local government policy and procedure*
- *treat members of the public, fellow employees and local government members with respect, courtesy, honesty and fairness, having regard for their interests, rights, safety and welfare*
- *report to the workplace appropriately attired and 'fit for work', which includes not being under the influence of alcohol or other drugs while at the workplace.*

Applicable legislation - employment provisions under section 5.40 of the LG Act and provisions regarding relations between council members and employees (see Regulation 10 of the Local Government (Rules of Conduct) Regulations 2007).

Clause 3.6- Use of Public Resources and Procurement

Local government members and employees should play their role in protecting the assets of the local government, which include, but are not limited to, employees' time, credit cards, office and computer equipment, mobile telephones, motor vehicles, sport and recreation facilities, tools and machinery, real property, personal protective equipment, etc.

Code requirements of local government employees include:

- *effective, economical and honest use and management of local government resources in the course of their duties;*
- *compliance with applicable legislation, and local government policies and procedures when using or committing local government resources;*
- *no improper use of public resources for direct or indirect personal gain or in such a way as to improperly cause a detriment, whether financial or otherwise;*
- *no use of public resources for partisan political purposes;*
- *operation, maintenance and secure storage of equipment and property in accordance with manufacturer specifications and its value;*

- *reporting any damage to, or loss of, property or equipment immediately to management; and*
- *a conservative and proportionate approach to expenditure on hospitality in the course of local government business and ensuring that expenditure complies with local government policies.*

Applicable legislation- the provisions of the Local Government (Financial Management) Regulations 1996 in relation to procedures for making and receiving payments, and Local Government (Functions and General) Regulations 1996 in relation to tender and procurement. The Town of Bassendean Procurement Procedure Manual 2016.

There are also new regulations pertaining to Gifts which have been included.

STATUTORY IMPLICATIONS

Section 5.103 of the Local Government Act

Codes of conduct

- (1) *Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.*

[(2) deleted]

- (3) *Regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government under subsection (1) is of effect only to the extent to which it is not inconsistent with regulations.*

[Section 5.103 amended by No. 49 of 2004 s. 55; No.1 of 2007 s.10.]

OFFICER RECOMMENDATION - ITEM 10.8

That Council adopts the amended Town of Bassendean Code of Conduct for Councillors, Committee Members and Employees, as attached to the Ordinary Council Agenda of 28 February 2017.

Voting requirement: Simple majority

10.9 2016/17 Budget Review for the Period ending 30 June 2017 (Ref: FINM/BUGTG/1 – Ken Lapham, Manager of Corporate Services)

APPLICATION

The report has been prepared for Council to adopt a revised 2016/17 budget.

The report is to review the Budget and suggest amendments that will provide a closing position (Surplus/Deficit) at 30 June 2017 for the 2016/17 financial year. Council is also requested to consider the allocation of new capital works to utilise surplus funds.

ATTACHMENTS

Attachment No: 7:

2016/17 Revised Financial Statements for the period ending 30th June 2017, which also includes the revised budget amounts.

BACKGROUND

2015/16 Estimated Closing Surplus and 2016/17 Opening Surplus

The estimated closing surplus at 30 June 2016 was anticipated to be \$1,668,642. This amount was used when Council adopted the 2016/17 budget. Following the conclusion of the financial year and the completion of the Annual Audit, the actual closing surplus for the 2015/16 financial year was \$1,345,706.

The 2016/17 Budget also includes a small closing surplus of \$24,860.

STRATEGIC IMPLICATIONS

Leadership and Governance

Improve capability and capacity – Ensure Financial sustainability

COMMENT

A copy of the 2016/17 revised Budget, which includes the individual amendments, is included as an attachment.

In reviewing the 2016/17 Budget and incorporating the amendments and actual surplus for the 2016/17 financial year of \$1,345,706, the changes made to the various accounts has resulted in a revised estimated closing surplus at 30 June 2017 of \$51,146. Budget funds from the carried forward surplus and from identified savings in the budget review process can be allocated to new works totalling \$251,960.

Asset Services have identified a number of new capital items that were excluded from the original 2016/17 budget that can now be allocated funding. The works have been identified as:

- AB1615 - Led Lighting at Library \$15,000
- AB1616 - Committee room kitchen upgrade 48 OPR \$15,000
- AB1617 - Led Lighting at Community centre \$12,000
- AB1618 - Toilet upgrade Community centre \$20,000
- AD1602 - Clarke Way Drainage \$9,960
- AF1602 – Iolanthe-Lord Drainage \$90,000
- AF1604 – Variable Message Board \$90,000

The Manager Assets Services is confident that the new capital works can be completed before 30th June 2017. A review will be undertaken between March and June 2017 that will assess the progress of capital works projects, and the tracking of the operational Budget actuals to budget.

The attachment to this agenda provides a list of all the accounts that were amended. This consists of the following summarised changes:

DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	AMENDMENTS	OPENING/ CLOSING BALANCE
ADOPTED CLOSING SURPLUS				\$24,860
VARIOUS MAINTENANCE PROJECTS	\$2,775,374	\$2,675,374	\$100,000	
CAPITAL WORKS	\$1,528,707	\$1,636,046	(\$107,339)	
OPERATING EXPENDITURE	\$6,662,264	\$6,375,603	\$286,661	
OPERATING INCOME	(\$6,651,240)	(\$6,778,262)	\$127,022	
BALANCE AFTER AMENDMENTS				\$406,334
DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	AMENDMENTS	OPENING/ CLOSING BALANCE
ADJUSTMENT TO OPENING SURPLUS				(\$322,936)
ADJUSTMENTS – HAMILTON ST SALE NOT PROCEEDINGS				0.00
ADJUSTMENT - TRANSFERS TO RESERVES				(\$60,000)
ADJUSTMENTS – TRANSFERS FROM RESERVES				\$177,877
ADJUSTMENTS TO P & L ON SALE OF ASSET				(\$175,000)
CLOSING SURPLUS – 30/6/2017				\$51,146

FINANCIAL CONSIDERATIONS

The 2016/17 Budget has been revised to reflect the known changes and projected income and expenditure for the year ended 30 June 2017.

STATUTORY REQUIREMENTS

Local Government (Financial Management) regulations 1996
33A. Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must -*
 - (a) *Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year;*
 - (b) *Consider the local government's financial position as at the date of the review; and*
 - (c) *Review the outcomes for the end of that financial year that is forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

OFFICER RECOMMENDATION – ITEM 10.9

That, in accordance with Local Government (Financial Management) Regulation 33A and the Local Government Act, Council approves the Budget Review for the period ended 30th June 2017, as attached to the Ordinary Council Agenda of 28 February 2017.

Voting requirement: Absolute majority

10.10 Bassendean Local Emergency Management Committee Meeting held on 1 February 2017 (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 1 February 2017.

ATTACHMENTS

Attachment No. 8

Minutes of the Bassendean Local Emergency Management Committee meeting held 1 February 2017.

BACKGROUND

The Bassendean Local Emergency Management Committee meets at least quarterly and in 2017 meets on the first Wednesday in the months of February, June, September and November.

The Committee is required to conduct an annual exercise to test planning readiness and organizational capability. In 2017 an additional meeting was scheduled in April 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 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. An update report on the funded Flood Mitigation Project where the funded project has now been completed and is in the process of being acquitted.

The Committee considered an alternate to the bands for the Western Power poles, being a disc. The disc concept originated with a member of the community who resides in the flood prone region.

The Committee resolved to support the alternative "disc" marker to the band and seeks Council amend the Notice of Motion to reflect this.

The cost of manufacturing the required 220 discs is \$9.35 each (\$2,057) and is less than the vinyl bands (at \$14.95 each). It is proposed to replace all bands with the discs at the surveyed 1:100yr flood height.

2. A comprehensive review into the method of collection, distribution and reporting for Emergency Services Levy (ESL) currently collected by Local Government has commenced. WALGA will compile a response on behalf of the industry and is to present a survey to all Councils in the near term in support of the submission.
3. Planning for the joint annual exercise for 5 April 2017 with the City of Bayswater is progressing well.
4. State Emergency Management Committee Secretariat is now known as Office of Emergency Management (OEM). A report from OEM is attached with the Minutes.
5. A verbal report into pole top fires that saw much of the Town without reticulated power for more than 24 hours was provided by DFES. Consideration was given to business continuity for the Town and the need for temporary power capacity at various service centres and the depot.
6. Local Emergency Management Committee contact details were confirmed.

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

The cost of the flood marker discs (\$2,057) has been included in the 2016/17 budget review for funding.

OFFICER/COMMITTEE RECOMMENDATION – ITEM 10.10

That:

1. Council rescinds OCM-33/10/16, which reads:

“MOVED Cr Bridges, Seconded Cr Brown, that the temporary 100 year flood height vinyl stickers recently attached to power poles be replaced with non-corroding metal bands with the same message and where this is impractical due to the presence of reinforced supports a white band be painted around the pole and supports and the 25 and 100 year flood zone bands be removed to avoid confusion where not adjacent to the flood information signs. Should this require a further financial contribution then this be addressed in the forthcoming budget review”;

2. The temporary 100 year flood height vinyl stickers recently attached to power poles be replaced with non-corroding metal discs with the same message and where this is impractical due to the presence of reinforced supports, a white band be painted around the pole and supports and the 25 and 100 year flood zone bands be removed to avoid confusion where not adjacent to the flood information signs; and
3. Council receives the report on the meeting of the Bassendean Local Emergency Management Committee held on 1 February 2017.

Voting requirements:

Point 1 – Absolute majority

Points 2 and 3 - Simple majority

10.11 Liveable Town Advisory Committee (LTAC) 7 February 2017 (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 7 February 2017.

ATTACHMENTS

Attachment No. 9: Liveable Town Advisory Committee Minutes of 7 February 2017.

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 provide 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 2015-2019:

- 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. Parenting Services Funding:

Committee received a deputation and an officer report on a successful funding application for Parent Support Services submitted by the Shire of Mundaring in partnership with the Cities of Swan and Bayswater and the Town. The funding (\$456,000 per year for 5 years) is to deliver services across the eastern metropolitan region and will be based on a hub model. The Midvale Hub is already in operation and is a partnership between Mundaring and Swan. In their application, Mundaring are proposing to establish a Bassendean/Bayswater Hub to mirror the Midvale Hub.

Under the agreement with the Department for Local Government and Communities, the services are proposed will commence in 1 April 2017.

2. Australia Day Celebrations and Fireworks Event – Future Direction:

The staging of the 2017 Australia Day Celebrations and Fireworks was, by all measures, a huge success. This year marks 13 consecutive years the event has been staged as a community concert and fireworks at Ashfield Reserve.

As with all events, it is appropriate to review the event and given the scale of the undertaking and coinciding with community discussion around the appropriateness of celebrating on this particular day, Committee chose to establish a Working Group to conduct the review and report back to the next meeting based on the following terms of reference:

- The sensitivity of holding the event on 26 January each year;
- The effectiveness of the Town's Australia Day event from the perspective of measuring the quality and impact of the event and experiences;
- The current investment by the Town, complexity of the event each year and risk management issues associated with the fireworks and overall event management;
- The Cultural Plan review that will be conducted in the first half of the 2016/2017 financial year;

3. Committee Work Program

Regional Playground

The Committee was advised:

Settlement has occurred on the two properties purchased at 5% their assessed value for the purpose of selling them at market value and investing the yield into the Regional Playground;

Council has resolved the facility will be built on part of Lot 646 Kitchener Road Bassendean. WAPC has agreed to a vesting order over the demised property: The extent of the land subject to the vesting remains under negotiation. An Arborists report on the trees and a Feature Survey of the site have been achieved;

The Consultants have completed their community engagement processes and have commenced design process;

Urban Forest Strategy

A verbal report was provided on meeting deliberations of a sub-group of the Working Group. A formal meeting of the Working group is being scheduled to review progress made by the Sub-Group.

Renewable Energy

A meeting of the Working Group is being convened once a date and time suitable for all members can be found.

4. Ongoing Activity Progress Reports

Officers reported on activities relevant to Committee under their Lines of Business:

- a.) *Recreation:*
- b.) *Culture:*
- c.) *Economic Development:*
- d.) *Children Services:*

Notable mentions include: Launch of “Relax Program” as the refreshed “Leisure Courses program”; an update on the public events program; Implementation of the recommendations following the review of the Old Perth Road Markets operations; and the playground at Wind in the Willows Bassendean has been replaced.

5. Community Event Sponsorship

Following consideration, Committee recommends that Council provides sponsorship of \$1,000 under the Community Events Sponsorship Program to the Bassendean Church of Christ to assist with the staging of the Easter Fair on Sunday 9 April 2017 at the Church premises at 4 Ivanhoe Street, Bassendean, and that a sponsorship agreement is prepared between the Town and the Bassendean Church of Christ to outline the conditions of the sponsorship

6. Resignation from Committee

Clara Pound has resigned from Committee. Given there remains four meetings prior to the expiry of the Committee term that coincides with the Council Elections in October, Committee recommends Council promote and fill the casual vacancy.

The Committee resolved to express its appreciation to Ms Pound for her contribution to the Committee.

STATUTORY REQUIREMENTS

Local Government Act 1995

FINANCIAL CONSIDERATIONS

If supported by Council, a \$1,000 sponsorship agreement will be established with the Bassendean Church of Christ to assist with the staging of the Easter Fair on Sunday 9 April 2017.

OFFICER RECOMMENDATION – ITEM 10.11

That Council:

1. Notes the Parent Services Funding acquired by the Shire of Mundaring is to include new services to be delivered in the Town of Bassendean;
2. Notes a Working Group has been established to review the Australia Day Celebrations to consider the:
 - Sensitivity of holding the event on 26 January each year;
 - Effectiveness of the Town's Australia Day event from the perspective of measuring the quality and impact of the event and experiences;
 - Current investment by the Town, complexity of the event each year and risk management issues associated with the fireworks and overall event management;
 - Cultural Plan review that will be conducted in the first half of the 2016/2017 financial year;
3. Provides sponsorship of \$1,000 under the Community Events Sponsorship Program to the Bassendean Church of Christ to assist with the staging of the Easter Fair on Sunday 9 April 2017 at the Church premises at 4 Ivanhoe Street, Bassendean, and that a sponsorship agreement is prepared between the Town and the Bassendean Church of Christ to outline the conditions of the sponsorship;
4. Acknowledges the contribution made to Committee by retiring member Clara Pound;
5. Promotes the casual vacancy to Committee; and
6. Receives the report of the meeting of the Liveable Town Advisory Committee held on Tuesday 7 February 2017.

Voting requirement: Simple Majority

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

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

Building Applications Determined in the Month of January 2017		
Application No	Property Address	Description
201700010	84 HARDY ROAD, ASHFIELD	DWELLING
201700013	2 SURREY STREET, BASSENDEAN	PATIO
201700017	40 ESTHER STREET, EDEN HILL	FULL DEMOLITION
201700015	74 IOLANTHE STREET, BASSENDEAN	PATIO
201700011	80 CHESTERTON ROAD, BASSENDEAN	ALTERATIONS/ADDITIONS
201700020	33 BLOCKLEY WAY, BASSENDEAN	PATIO
201700022	99 WEST ROAD, BASSENDEAN	PATIO
201700021	16 LITTLEMORE WAY, EDEN HILL	SWIMMING POOL
201700023	46 PEARSON STREET, ASHFIELD	SINGLE DWELLING AND GARAGE
201700008	53 WILSON STREET, BASSENDEAN	2 X PATIOS
201700004	14 CUMBERLAND WAY, BASSENDEAN	PATIO
201700006	19 WATKINS STREET, EDEN HILL	SINGLE DWELLING & RETAINING WALL
201700001	125 WALTER ROAD EAST, BASSENDEAN	FRONT FENCE
201700007	28 BRIDSON STREET, BASSENDEAN	FENCE
201700003	36 PENZANCE STREET, BASSENDEAN	STUDIO/ANCILLARY ACCOMMODATION
201600332	101 NORTH ROAD, BASSENDEAN	ALTERATIONS TO EXISTING BALCONY
201600256	45 BLOCKLEY WAY, BASSENDEAN	ALTERATIONS/ADDITIONS TO DWELLING
201600377	74 IOLANTHE STREET, BASSENDEAN	PATIO
201600370	18 FREELAND WAY, EDEN HILL	ANCILLARY ACCOMODATION
201600374	21 GALLAGHER STREET, EDEN HILL	2 X DWELLINGS
201600353	4 BROADWAY, BASSENDEAN	6 MULTIPLE DWELLINGS
201600346	44 REID STREET, BASSENDEAN	ADDITIONS TO EXISTING BUILDING
201600329	5 PADBURY WAY, EDEN HILL	SHED
201600367	138 WEST ROAD, BASSENDEAN	CARPORT EXTENSION
201600364	30 MANN WAY, BASSENDEAN	FENCE

OFFICER RECOMMENDATION – ITEM 10.12

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

Voting requirement: Simple majority

10.13 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:

	Planning and Subdivision Applications Determined to 17 February 2017		
Applic No.	Property Address	Type of Development	Determination
2016-117	45 HARCOURT STREET BASSENDEAN 6054	CROSSOVER, STREET TREE REMOVAL AND DRIVEWAY	DELEGATE APPROVED
2016-199	6 RAILWAY PARADE BASSENDEAN 6054	CARPORT AND PATIOS X 2	DELEGATE APPROVED
2016-206	UNIT 4 74 IOLANTHE STREET BASSENDEAN 6054	PATIO	DELEGATE APPROVED
2016-207	17 BARTON PARADE BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2017-004	24 MARY CRESCENT EDEN HILL 6054	TWO GROUPED DWELLINGS	DELEGATE APPROVED
2017-006	24 KENNY STREET BASSENDEAN 6054	ADDITIONS AND ALTERATIONS TO SINGLE HOUSE	DELEGATE APPROVED
2017-011	49A HARCOURT STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2017-012	73 WHITFIELD STREET BASSENDEAN 6054	SINGLE HOUSE	DELEGATE APPROVED
2017-017	124 FIRST AVENUE BASSENDEAN 6054	AMENDMENT TO DA 2014-094 (8 MULTIPLE DWELLINGS) TO MODIFY BIN STORE	DELEGATE APPROVED
	Subdivision Applications		
75542	17 CHAPMAN STREET BASSENDEAN 6054	FORM 24 - CERTIFICATE OF APPROVAL FOR STRATA PLAN FOR 6 GROUPED DWELLINGS	DELEGATE APPROVED
1371-16	70 RAILWAY PARADE BASSENDEAN 6054	TWO LOT SURVEY STRATA	STATUTORY ADVICE

OFFICER RECOMMENDATION – ITEM 10.13

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

Voting requirement: Simple majority

10.14 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue Perkins, Executive Assistant to the 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 not attached to any documents during the reporting period.

OFFICER RECOMMENDATION – ITEM 10.14

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

Voting Requirements: Simple majority

10.15 Calendar for March 2017 (Ref: Sue Perkins, Executive Assistant)

Wed	1 Mar	10.00am	Access & Inclusion Committee Meeting – Council Chamber (Cr Pule)
Thu	2 Mar	9.30am	Local Studies Collection Management Committee Meeting – Council Chamber (Cr Pule)
Thu	2 Mar	5.00pm	Perth Airports Municipalities Group Meeting – City of Cockburn (Cr Brown)
Mon	6 Mar		Labour Day Public Holiday – Offices closed
Wed	8 Mar	5.30pm	Audit & Risk Management Committee Meeting – Council Chamber (Crs Lewis, Pule & Bridges)
Mon	13 Mar	7.00pm	Special Meeting of Electors – Bassendean Community Hall
Thu	16 Mar	6.00pm	EMRC Strategy/Briefing Session – If required – EMRC (Crs Lewis & Bridges)
Thu	23 Mar	6.00pm	EMRC Council Meeting – EMRC (Crs Lewis & Bridges)
Tue	28 Mar	5.00pm	Briefings Session – Council Chamber
Tue	28 Mar	7.00pm	Ordinary Council Meeting – Council Chamber
Fri	31 Mar	5.00pm	Youth Advisory Council Meeting – Bassendean Youth Services

OFFICER RECOMMENDATION - ITEM 10.15

That the Calendar for March 2017 be adopted.

Voting Requirements: Simple majority

10.16 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
91084	Simon Stewart-Dawkins	OCM-14/4/16 - Underground Power	In late January 2017, the State Government announced that for Round Six of the State Underground Power program a record 17 projects in Perth suburbs will receive underground power under . The Town was advised that the Eden Hill underground power expression on interest application was not successful as only 39.4% of residents were in favour of the undergrounding of power in their area. RECOMMEND DELETION.
84975	Brian Reed	OCM-12/7/15 - Eden Hill Telecommunications Facility Feasibility Investigation	Visionstream have advised that they have secured a position on the Telstra Tower at No 2 Dobson Lane, Eden Hill. RECOMMEND DELETION.
90179	Ken Cardy	OCM-10, 11 & 12/16 - Parking Issues Bassendean Primary School	Roads to Recovery funding not available for 2016-17 will be able to use in 2017-18 Budget. Officers will list this project for Council's consideration in the draft 2017-18 Capital Budget. RECOMMEND DELETION.
91080	Ken Cardy	OCM-10/4/16 - Review of Town Centre Parking - Commercial Precinct	Road Line marking upgrades have been. RECOMMEND DELETION..
91831	Ken Cardy	OCM-7/11/16, 10/6/16 - Anzac Terrace Traffic Management	Traffic Management Work to commence in April/May 2017. RECOMMEND DELETION.

REC_NO.	OFFICER	BRIEF_DESCRIPTION	ACTION_TAKEN
ROC16/52095	BRIAN REED	OCM-11/10/16 - PROPOSED OMNIBUS AMENDMENT TO THE LOCAL PLANNING SCHEME NO. 10	SUPERSEDED BY ROC17/52792. RECOMMEND DELETION.
ROC16/52331	KEN CARDY	OCM-24/11/16 NOTICE OF MOTION – CR BRIDGES: FOOTPATH LIGHTING	AS PER OCM 24/11/2016 ITEM WILL BE LISTED IN 2016-17 BUDGET REVIEW FOR COUNCILS CONSIDERATION. RECOMMEND DELETION.
ROC16/51874	KEN CARDY	OCM-11/1/17 - REMOVAL OF BUS SHELTER IN FRONT OF THE HYDE RETIREMENT VILLAGE 10 JAMES STREET BASSENDEAN	COUNCIL RESOLVED AT FEBRAURY 2017 OCM NOT TO PLACE BUS SHELTER IN FRONT OF HRV. RECOMMEND DELETION.
ROC17/52791	TIMOTHY ROBERTS	OCM-7/1/17 - RETROSPECTIVE DEVELOPMENT APPLICATION FOR A CARPORT AND FRONT FENCE AT LOT 420 (NO. 97) SECOND AVENUE BASSENDEAN	WORKS HAVE BEEN COMPLETED IN LINE WITH COUNCIL RESOLUTION. RECOMMEND DELETION.

OFFICER RECOMMENDATION – ITEM 10.16

That the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 28 February 2017 be deleted from the Implementation of Council Resolutions list.

Voting Requirements: Simple majority

10.17 Accounts for Payment – January 2017 (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. 10: List of Accounts

BACKGROUND

The monthly payments made for the period January 2017 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 10.17

That Council receives the List of Accounts paid for January 2017, as attached to the Ordinary Council Agenda of 28 February 2017.

Voting Requirements: Simple majority

10.18 Financial Statements – January 2017 (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. 11: Financial Reports for January 2017

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 2016/17 financial year the amount is \$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 Summary of Financial Activity (Income by Nature & type) is indicating that income for the Year to date is on target to Budget Year to date. Other revenue is ahead of budget YTD forecasts Interest on investments, Operating Grants, and Fees & charges are on target.

Total expenditure by nature & type for YTD is 1% below Budget YTD expectations. Employee costs are on target, materials & contracts, other expenditure, and Insurance Premiums are below anticipated budget 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 Financial Statements provide an overview of the income and expenditure for the period's ending the 31st January 2017. The Notes accompanying the statements provide a detailed breakdown to the Financial Statements.

OFFICER RECOMMENDATION – ITEM 10.18

That the Financial Report for the period ending 31 January 2017, as attached to the Ordinary Council Agenda of 28 February 2017, be received.

Voting Requirements: Simple majority

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Notice of Motion – Cr Pule: Potential to transfer the leasing of the laneway between Montessori School and the Bowling Club from the Bowling Club to and for use by Montessori School

“That the Town enter into discussion with Montessori School and the Bowling Club into whether it is desirable or feasible for the adjoining laneway land to become available for lease and use to the Montessori School, and that a report be brought to Council if there is agreement.”

Comment – Cr Pule

1. Item 10.13 of Ordinary Council Meeting of 31 January 2017 explained the future needs and aspirations of the Montessori School. In the discussion, it was identified that the adjoining lane way was not well utilised and could be very desirable as additional land to the Montessori School, if a new leasing arrangement could be formed transferring the lane land to a Montessori School lease.
2. Currently, the laneway is part of the lease to the Bassendean Bowling Club and utilised very little. The Bowling Club has little interest for the lane way.
3. If it is feasible and agreeable to all parties for the land on the laneway, part of the lease to be transferred to the Montessori School, the School would be able to utilise that land for a number of possible purposes such as extending the playground, or allowing for other areas to be used as a classroom.
4. The lane way as such has little use and the land can be better used in this way.
3. This is part of the long term Strategic Plan... to improve the quality of life in Bassendean and facilitating schooling in Bassendean.

OFFICER COMMENT

There is limited use of the laneway as it appears to be a pedestrian access in favour of the Bowling Club. Families of the Casa Mia Montessori Community School do, however, park in Whitfield Street and use the laneway as a means of reducing congestion in Hamilton Street.

While not consulted, given discussions on the laneway between the Club and the Town in the past, it is likely the Bowling Club would be amenable to the proposal. It would require the laneway being excised from within the Bowling Club lease, a new fence erected (at an indicative cost of \$10,000) and the closing of the public access pedestrian link between Whitfield and Hamilton. As the laneway exists on Crown land (within the BIC Reserve), Ministerial approval to the process may well be required. While limited in width, if fenced the laneway could be used by the school children in breaks during school hours. An officers report on the matter can be prepared.

11.2 Notice of Motion – Cr Pule: Proposed Land Use Intensification for Success Hill; Traffic and Transport Needs Assessment

“That Council prepare plans and allocate funds for a traffic and transport needs assessment to be conducted as part of preparing a Local Planning Strategy for the Success Hill proposed land use Intensification.”

Comment – Cr Pule

Whilst some \$260,000 has been allocated for the development of the Local Planning Strategy and this is being progressed, funding still need to be allocated for the traffic and transport needs assessment.

So that the progress of the Local Planning Strategy is not held up, it is prudent to allocate funds and in due course prepare the plans for the Traffic and transport needs for the Success Hill proposed land use Intensification.

This is part of the long term Strategic Plan...to improve the quality of life in Bassendean and part of the Bassendean Traffic management Planning.

OFFICER COMMENT

The Notice of Motion is for the Town to carry an assessment which is already listed as a task that is noted in the Local Planning Strategy Progress Report 1 that the Director Strategic Planning presented to Council at the January 2017 meeting. It is Staff’s intention to engage a suitable consultant to carry this task out, hopefully beginning in the next few weeks.

Whilst there is considerable funds in the current budget set aside for the review/revision of the 2015 LPS through engaging consultants to undertake specialist tasks etc, at this stage it is not known what the likely expense will be to carry out the traffic and transport assessment. It's likely to be the most expensive (anywhere between \$50,000 - \$ 100,000), depending on the scope of works and the level of analysis required etc) and Main Roads WA would need to provide advice and guidance in this respect.

11.3 Notice of Motion – Cr Pule: To include Solar Photo Voltaic Panels as rated inducements in Sustainable Building Designs Policy

“That Solar Photo Voltaic Panels be included and rated for Sustainable Building Design incentives and included in the Policy.”

Comment – Cr Pule

1. Currently the Town of Bassendean offers a number of incentives to be able to be rated and qualify for better coding in Sustainable Building Design, such as orientation, insulation, etc. However, Solar panels need to be included as they are a very effective tool of sustainable design.
2. As the Town is currently undertaking policy reviews, it is timely to include Solar Panels in those incentives.
3. This is part of the long term Strategic Plan...to improve the quality of life in Bassendean and part of the Bassendean Sustainable Building Design.

OFFICER COMMENT

This notice of motion relates Council's Local Planning Policy No 2 – Energy Efficient Design. Officers have already flagged the potential to include photo voltaic cells as part of the review of the policy, however, it is unclear at this stage whether Council will require a more comprehensive review of the policy. The policy will be considered as part of the overall review of policies.

11.4 Notice of Motion – Cr Pule: Business Continuity Improvement

“That the Town of Bassendean assess and provide suitable stand alone generators for the Ashfield Disability Centre and the Town Depot.”

Comment – Cr Pule

1. Recently, mains power was down for almost two days in Bassendean due to pole fires caused by dust conducting electricity. During that time, businesses and the Town had no power and were unable to conduct business.
2. This has identified that the Town is at risk in relation to backup provisions due to that batteries stored power runs out very quickly (some hours) and in such an event the Town needs reliable back-up power at essential locations, such as the Disability Centre in Ashfield and the Depot.
3. The Disability Centre in Ashfield has essential backup and data storage and the Depot needs power to run pumps, fuelling and other essential equipment.
4. Providing emergency power back up at these locations ensures good business continuity.
5. This is part of the long term Strategic Plan...to improve the quality of life in Bassendean and part of addressing identified risks to business continuity.

Officer Comment

Officers can prepare a report on the benefits and costs of providing temporary power capacity at Ashfield Community Centre and at the Depot for business continuity purposes.

11.5 **Notice of Motion – Cr Brown: Ashfield Parade Foreshore Restoration Project**

Cr Brown has advised in writing that he wishes to move the following Notice of Motion:

“That the Town of Bassendean write to the Principal of the consulting company Syrinx Environmental Pty Ltd seeking a written explanation as to why the Ashfield Parade Foreshore Restoration Project did not adhere to the parameters of the project as presented to residents during the project consultation phase.”

Background – Cr Brown

Prior to 2008, the Town engaged the consultant Company Syrinx Environmental to design and implement the Ashfield Parade Foreshore Restoration Project (the Project).

As with any major works requiring considerable expenditure of ratepayer’s money, public consultation was an important aspect of the Project. Public understanding and acceptance relies on timely and accurate information.

Syrinx arranged foreshore meetings, large street signs, website material and literature. Information provided to the public was in writing and very specific.

Trees and shrubs exceeding 600mm (2 ft) would not be planted and a barrier fence would be temporary. Residents, when expressing concern about this aspect of the project at foreshore meetings received reassurance.

Inexplicably, many hundreds of trees and shrubs of species known to exceed the prescribed height restriction (many exceeding six metres or 20ft) have subsequently been planted and the temporary barrier fence, due for removal in 2012, now forms a hedge trellis and remains in place as a fixture.

In the interests of diligence and accountability project discrepancies must be explained.

OFFICER COMMENT

The Ashfield Parade Concept Plan that Cr Brown is referring to incorporated a typical planting palette for remnant bushland within foreshore areas along the swan river. The consultant Syrinx conducted consultation with residents and key stake holders about the project specifications including revegetation and species mixes.

Officers from the Town submitted a report to council in September 2008 summarizing community comments from workshops conducted on 24 February 2006 and 10 March 2008.

The report shows comments were made about the trees potentially blocking views the response from officers and consultant was that some deep-rooted species would need to be planted within the embankment above the escarpment. The concept plan also depicts that these species will be planted and nowhere within the specifications, concept plan or feedback provided to community does it state that only species growing to height of no greater than 600mm will be used.

Syrinx produced a site investigation report prior to works commencing in February 2007, this report included an existing vegetation assessment of the site.

A survey of existing vegetation was undertaken on January 2006, the vegetation condition was assessed using Keighery method and survey results. The site was assessed as being in a degraded condition, with basic vegetation structure severely impacted by disturbance. The report showed that there were three vegetation complexes with following species present:

Foreshore Zone: contained majority *Eucalyptus Rudis* and *Casuarina Obesa* woodland (both species grow in excess of 600mm) with occasional understory species such as *Juncus Kraussii* and *Schoenoplectus validus*

The Escarpment Zone: contained majority of *Corymbia calophylla*, *Acacia saligna*, *Acacia lasiocarpa* & *Jacksonia sternbergiana* all of which grow above 600mm

Dryland Zone: contained scattered trees that can be divided into three communities, *Corymbia Calophylla*, *Eucalyptus marginata* & *Eucalyptus rudis* all of which grow well in excess of 600mm.

The report shows that there were already several species present within the reserve that grow well in excess of 600mm and would potentially block views. The revegetation plan for the area was subject to approval from following Government agencies and community consultation: Department Of Parks and Wildlife (DPAW) (Former Swan River Trust) and Department of Aboriginal Affairs (Section 18 obtained for project). The revegetation plan proposed to reinstate the original vegetation communities along the shoreline, embankments and tops of embankments, retaining a reduced grassed area for recreation.

A substantial part of the restoration program was directed towards stabilisation of local environments modified by human impacts, such as increased surface and subsurface run-off, boat wash, weed encroachment, informal access etc. A strong emphasis of the plant species selection was on root architecture requirements to ensure adequate depth and density of root mass.

Deep-rooted tree species were planted to bind and stabilise deep loose soils along the top of the escarpment and to intercept subsurface water flows minimising erosion and soil loss. Since the project was completed in 2011, the Town has continued to maintain the area with infill planting and minor erosion control measures installed along the foreshore. The area is included within annual maintenance program with actions plans developed annually to achieve maintenance goals inline with council policies the area is assessed annually as to the vegetation condition.

The latest condition report (2016) shows that the site is now classified as very good condition with natural regeneration of species being successful and species diversity and density has increased since the project finished with signs erosion along the foreshore has mitigated.

In summary, the area is considered remnant bushland and approvals for the project were obtained from various government departments, the area falls within the development control area (DCA) for DPAW and all works within this area are subject to approval from their planning department. DPAW have advised that they stand by the species selection for the project and would not support the removal of any native tree species within the bushland, DPAW have also advised that any tree damaged or removed within the DCA would be investigated and if possible fine/prosecutions applicable. DPAW investigated a vandalised tree on Ashfield Parade in 2012 and installed a Tree vandalised sign as a result to their investigation.

The Town has the following policies related to the management of the area:

- Council Policy 2.3 - Natural Areas Management Policy, objectives state:
 - To ensure that bushland reserves are maintained and restored to protect and enhance their conservational, ecological and community values;
 - To provide appropriate frameworks, timelines and processes for the management of the reserves vested in the care of the Town of Bassendean;

- To develop a long term strategy for bushland restoration works and ongoing maintenance of the reserves vested in the care of the Town of Bassendean, including involvement of volunteers;
- To have best practice guidelines in place for staff involved in the management of the reserves.
- Policy 2.6 Foreshore Restoration Policy, states that Council has an important role in balancing community expectations and environmental needs in relation to foreshore management and the objectives outline the following:
 - To protect, rehabilitate and enhance the natural functions and biodiversity of the foreshore including the riparian zone through:
 - The employment of best management practices, strategies and other mechanisms to guide management actions in a consistent and co-ordinated manner;
 - To incorporate consideration of these issues into Council's land use planning and development processes and decision-making;
 - To ensure compliance with Western Australian environmental policies, legislation and strategic initiatives relevant to foreshore management;
 - To achieve urban design and architectural outcomes which enhance and protect the character and landscape setting of the foreshore;
 - To advocate to other agencies with responsibilities for management of foreshore reserves for the protection, enhancement and rehabilitation of the natural functions and biodiversity of the foreshores in line with this policy;
 - To take a strong advocacy role in promoting foreshore protection.

11.6 Notice of Motion – Cr Bridges: Flood Level Indicators

Cr Bridges has advised in writing that he wishes to move the following Notice of Motion:

“That the Town of Bassendean reinstate flood level indicators on static jetties to warn boat traffic of a submerged structure and in areas subject to flooding principally boardwalks, low lying paths, car parks and roads where floodwaters may rise and create hazards.”

Background Information – Cr Bridges

Climate Change is a scientifically recognised phenomenon which will have far reaching implications for the Town of Bassendean. Weather patterns are becoming less predictable and extreme (record breaking) weather events are becoming more common.

Following the recent flooding, should there be a tropical cycle that comes south and dumps rain on the Wheatbelt, there will be serious flooding issues for the Town.

Depth markers should be placed on jetties as all our jetties (other than the floating one at Success Hill Reserve) were submerged and a boat hazard. Areas of inundation on roads and footpaths should have depth markers at the lowest point to warn drivers and pedestrians and to enable them to assess the risk of proceeding.

The nearby Swan Valley has been declared a Natural Disaster area. Any further obstruction to the flood flow in the Floodway in Bassendean has the potential to further exacerbate this situation in the future. See attached photos (**Attachment No. 12**) demonstrating where flood markers would be desirable.

11.7 Notice of Motion – Cr McLennan: Communication & Engagement Strategy

Cr McLennan has advised in writing that she wishes to move the following Notice of Motion:

“That Council:

- a) Engages a suitably qualified consultant to facilitate a complete review of the Town of Bassendean’s current “Communication & Consultation Policy (6.12)” and associated practices;*
- b) In conjunction with the consultant, community and Town of Bassendean staff, develops an innovative new communication and engagement strategy;*
- c) Provides a specialized communication and engagement training opportunity (e.g. IAP2) for key staff and Councillors following the October 2017 local government elections;*
- d) Allocates adequate funding in the draft 2017/18 budget for these purposes;*
- e) Requests all officer reports to include a heading of “Communication & Engagement” that identifies how the community has/ will be consulted on the report topic in the interim.”*

Background – Cr McLennan

At present the Town of Bassendean's "Communication & Consultation Community & Stakeholders Policy" (6.12) is due for review. It has become apparent that the current practices have room for improvement and therefore significant amendments are required.

In order for decisions of Council to be well informed by broad community opinion, to achieve the best outcomes for the Town and to be embraced by the community it is important that the communication and engagement strategies employed are timely and effective in providing adequate & accurate information in appropriate formats as well as facilitating both feedback and valuable input from community members.

The Local Government Act 1995, Section 2.10, describes the role of Councillors, amongst others, to be "*representing the interests of electors, ratepayers and residents of the district*"; and to "*facilitate communication between the community and the Council*". In order to effectively fulfil these roles it is essential that Council ensures best practice communication strategies are utilised when interacting with the residents and ratepayers of the Town.

The Town of Bassendean does not have a dedicated or specialised Communication officer on staff. Therefore, in order to develop a modern, innovative strategy and a culture of engagement it would be beneficial to contract the skills of a consultant with expertise in this area.

OFFICER COMMENT

The matters raised in the Notice of Motion can be considered at the workshop being held for the review of the Policies on the 1 March 2017. (Continuation from the Workshop held in February).

The recent community consultation on the Strategic Plan, where we "went to the people" and held workshops were an excellent example of how we need to communicate with the community and we continue to review the method of consultation with any matters where comments are needed.

Staff are discussing the community engagement with a contractor that has software available for this purpose. Councillors will be kept informed of its progress.

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

13.0 **CONFIDENTIAL BUSINESS**

13.1 **Sports Achievement Awards (Ref: COMR/AWADP/4 –Tim
Dayman, Recreation Development Officer)**

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

14.0 **CLOSURE**

The next Ordinary Council meeting will be held on Tuesday 28 March 2017.