

TOWN OF BASSENDEAN

NOTICE OF MEETING OF THE TOWN ASSETS COMMITTEE

Dear Committee Member

The meeting of the Town Assets Committee of the Town of Bassendean will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday 5 June 2018, commencing at 6.00pm.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

31 May 2018

A G E N D A

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Traditional Owners

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

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

3.0 DEPUTATIONS

4.0 CONFIRMATION OF MINUTES

4.1 Town Assets Committee Meeting held on 6 February 2018

OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the Town Assets Committee meeting held 6 February 2018, be confirmed as a true record.

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

6.0 DECLARATIONS OF INTEREST

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

8.0 REPORTS

8.1 Urban Forest Strategy

The Town's Asset Committee Instrument of Appointment states under the listed projects that during the Term of the Committee that it is "Develop an Urban Forest Strategy with canopy targets for the public and private realms and an urban forest management plan"

In 2015, the Town of Bassendean joined us a partner to the 2020 Vision, Officers attended training and completed the 10 step program to develop the draft Urban Forest Strategy.

The Town of Bassendean's draft Strategy was presented to Council for consideration. A copy of the Town of Bassendean's draft strategy can be viewed at [http://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Documents/Urban Forest Strategy DRAFT_OCM-7-02-16.pdf](http://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Documents/Urban%20Forest%20Strategy%20DRAFT_OCM-7-02-16.pdf)

At the February 2016, Ordinary Council Meeting (OCM-30/2/16) the following was resolved:

“the Town of Bassendean, via the Liveable Town Committee, establish a working group, comprised of local community members, relevant staff, Councillors and other interested and/or qualified persons to review the draft Town of Bassendean Urban Forest Strategy and the staff internal working group’s Street Tree Master Plan recommendations”.

The first Urban Forest Working Group meeting was held on the 25 May 2016 and after progressively revising the draft document, a “Community Sub-Group” presented at the June 2017 UFWG meeting a new strategy index to indicate how each of the revised chapters were to be collated and tabled a suite of draft revised Urban Forest Strategy chapters.

Officers collated the information as per the index and on the 8 September 2017, the Community Sub-Group’s draft Strategy was projected onto an overhead screen to allow the UFWG members to progressively review and amend as required.

On Friday 20 April 2018, in preparation for the Town’s Asset Committee meeting, the UFWG’s draft Urban Forest Strategy was uploaded the Councillors portal at <http://www.bassendean.wa.gov.au/documents/> for the Committee’s consideration, as listed below:

- Urban Forest Working Group – Draft Strategy Part 1 – reworked by community group.
- Urban Forest Working Group – Draft Strategy Part 2 Aerial Vegetation Mapping, Tree Canopy Analysis, Urban Heat Island Mapping January 2017
- Urban Forest Working Group – Draft Strategy Part 3 draft suggested species list April 2017

As Council is aware \$60,000 has been allocated in the 2017/2018 budget to prepare a revised Street Tree Master Plan, however it is essential that the Urban Forest Strategy and the canopy targets for both the private and public realm be completed before the preparation of the Urban Forest Management Plan and revised Street Tree Master Plan.

Officers are seeking feedback and direction on the Community Sub-Group’s draft Urban Forest Strategy. Once the draft is finalised and canopy targets determined, the draft Urban Forest Strategy document can be advertised for public comment.

OFFICER RECOMMENDATION – ITEM 8.1

That the Committee:

1. Receives the report on the history of the draft Town of Bassendean Urban Forest Strategy and the community group's reworked Urban Forest Strategy;
2. Requests the following amendments to the draft community group's reworked Urban Forest Strategy:
 - a) *"Insert feedback"*;
 - b) *Etc*
3. Request that \$60,000 in funding be listed for Council consideration in the draft 2019/2020 budget to prepare the Urban Forest Management Plan and revised Street Tree Master Plan

8.2 Shackleton Street – Tree Selection for median strip

In July 2016, Council (OCM – 11/07/16) receives the Shackleton Street Traffic Management Report and endorsed the Option A design which was in line with the community consultation preferred option for traffic management. In addition Council endorses the Water Sensitive Urban Design Option A (swales & underground storage cells) to coincide with traffic management Options A within Shackleton Street.

The 2017/2018 budget allocated funding for the proposed works. On the 21 May 2018, capital works commenced and it is anticipated the following works will be completed by mid-June 2018:

- 4 Underground stormwater detention basins ECOAID cells to be constructed;
- 5 Swales will be constructed as designed;
- Landscape median islands and tree wells as per design;
- Resurfacing - Asphalt work; and
- Line marking.

Attached is a copy of the Arborist report recommending treatments for the road to accommodate the trees in the median strip and the preferred tree for the Shackleton Street median strip being *Melaleuca quinquenervia* commonly known as Broad-leaved Paperbark tree and if not in stock then the *Corymbia eximia* commonly known as Yellow Bloodwood gum tree.

OFFICER RECOMMENDATION – ITEM 8.2

That the Committee:

1. Receives the status report of the Council (OCM – 11/07/16) Shackleton Street, Bassendean, Traffic Management and Water Sensitive Urban Designs being undertaken and scheduled to be completed by completed by mid-June 2018; and
2. Receives consulting Arborist report recommendations attached to the 5 June 2018 Town's Asset Committee agenda.

8.3 Projects listed on the Instrument of Appointment and Delegation

The Town's Asset Committee Instrument of Appointment and Delegation has the following projects listed for the Term of the Committee and as such, a status update is provided for consideration.

- **Develop walking and cycling network masterplans
Bike Plan.**

The Town of Bassendean "Local Bike Plan 2012" expired in 2017 and Officers have submitted funding applications, to the Department of Transport, in February 2016 and February 2017 for an amount of \$65,000 to develop an updated plan. The 2012 number 1 Priority Whitfield Street Greenway project (listed as a 250K project) now \$1.2 - 1.4Million (Whitfield Street Safe Active Street) is scheduled to commence construction early 2019 and completion by late 2019. The number 2 priority project in North Road/Bassendean Parade did not eventuate due to lack of community support with Council withdrawing the project.

The third priority, Second Avenue, the funding application (2015) was declined by Department of Transport as the Whitfield Greenway priority was funded and the Second Avenue project given a lower priority by DOT. Officers will list in the 2018-19 Operational Account an amount of \$75,000 (no funding support is available) for Council's consideration to upgrade the "Local Bike Plan".

Regarding the Footpath Plan only a limited amount of new footpaths have been constructed in recent years as Council (Hatton Court 2017-18, Faulkner/Walkington 2016-17, Railway Parade 2016-17, Cumberland 2016-17, Lord Street 2016-17, Reid Street 2016-17, Hanwell 2016-17, Collier Road "TADWA" 2015-16,) during the 2015-16 Capital Budget process resolve to fund renewal footpath projects not new projects.

▪ **Local Area Traffic Management Plan**

The Town of Bassendean Local Area Traffic Management Plan (2012) has also expired but Officers are still implementing priority projects from the plan and are recommending that funding be placed in the 2019-20 Operational Budget, for Councils consideration, to develop a new Traffic Management Plan.

The number one priority listed in the Plan, Collier Road/Grey Street/Jackson street has now be completed, Number 2 Priority Guildford Road corridor study proposal is being developed by Main Roads and TOB Officers recommended traffic Lights at Colstoun/Guildford Road intersection but Main Roads rejected the suggestion. Next priority Walter Road East corridor Ida Street/ Walter Road central medium islands were constructed through Black Spot Funding and pre-deflection kerbs at Walter & Iolanthe and Walter Road and Lord Street is being studied through the Success Hill entry/exit community consultation process.

The next Priority North Road was declined by the residents and Council resolve to cancel the project.

The resurfacing of Old Perth Road is scheduled for 2020-21 and prior to resurfacing a concept plan for the road from Guildford to West Road is proposed for Councils consideration in 2019-20. From West Road to Brooke Street a review of parking requirement is to be included as well.

- **Review Parking Strategy**

In 2011, Opus International Consultants Pty Ltd prepared and Council endorsed Parking Strategy and in 2016, Transcore prepared a Bassendean Activity Centre Parking Audit. These documents are sufficient for the current situation, however should the Planning Scheme be amended, it is suggested that an updated/new Parking Strategy be prepared.

- **Implement Bicycle Boulevards on Whitfield Street**

The 2012 number 1 Bike Plan Priority Whitfield Street Greenway project (listed as a 250K project) now \$1.2 - 1.4Million is scheduled to commence construction early 2019 and completion by late 2019.

- **Advocate for underground power and environmentally sustainable Lighting**

Ashfield underground power project was completed in early 2013.

In 2016/17 Council resolved to submit an expression of Interest application for the suburb of Eden Hill in accordance with grant application process. The expression of Interest application was submitted and Eden Hill ratepayers were surveyed with only 39.4% of residents being in favour of the undergrounding of power in their area.

On that basis the Town's application was not successful.

The next round for expression of interest applications is scheduled to be advertised by the end of 2021

- **Prepare streetscape policies for the Town**

In February 2018, the Town's Asset Committee (TAC - 2/02/18) receive the draft Verge Treatment Policy and Verge Maintenance Policy report, noted that Council Officers would commence the Council (OCM-10/01/18) requested amendments, liaise with the Verge Transformation Group and provide a further Verge Treatment Policy and Verge Maintenance Policy report to the Committee's consideration.

Since the last meeting, Asset Services staff have prepared the revised policy as per Council OCM-10/01/18 direction, completed a risk assessment and forwarded the revised policy to Local Government Insurance Services.

At the time of publishing this agenda, Local Government Insurance Services (LGIS) had not provided their report.

It is intended to review LGIS feedback and if necessary refine the draft Verge Treatment Policy and draft Verge Maintenance Policy documents before presenting to the Town's Asset Committee for consideration.

▪ **Complete 1 Surrey Street Museum and Community Centre restoration, reconstruction and refurbishment works and implement a management plan**

In April 2018, Council OCM – 17/04/18 resolved to:

1. Approve the 1 Surrey Street project brief attached to the Ordinary Council Meeting Agenda of 24 April 2018;
2. Engages a suitable consultant to undertake a workshop with an appropriate representative from the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc, Department of Health, Child & Adolescent Community Health Services, together with representatives from Council with a view to:
 - a. repurposing the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility and for the consultant to provide a report on the outcomes to achieve the Council direction;
 - b. a scaled back version of the 2c design with an interpretation of the heritage listed site without an infant health centre and playgroup option; and
3. Engages SIA Architects Pty Ltd to review the approved project brief, the outcomes of the stakeholder workshop and if necessary, for the architect and subcontractors to make minor amendments to the 2C design to enable a development application to be submitted in a timely manner.

In accordance with clause 2 above, the Town has written to all stakeholders and it is recommended that Crs McLennan, Quinton and Hamilton participate in a 1 Surrey Street workshop. The Town has engaged Culture & Context Dr Felicity Morel – Ednie Brown to facilitate the workshop. It is anticipated the workshop will be arranged for mid June 2018 from 9:30am until approximately 12:30pm

As a result, the following draft preliminary time line has been prepared:

- Stakeholder consultation June 2018
- Advise to Lotterywest re \$375,000 grant - July 2018
- Report to Council - August 2018
- Statutory Planning – September 2018 (3 months process)
- Tender invited – February 2019 (3 months process)
- Council appoints builder - May 2019
- Builder commences – June 2019 – 32 weeks to complete construction works

As part of the draft 2018/2019 capital budget \$150,000 is proposed to be allocated from the Building Reserve fund to enable Council to appoint the builder and additional capital funds will be listed in the 2019/2020 budget to complete the 1 Surrey Street restoration and constructions works.

▪ **Plan and build Men’s Shed facility**

The unconfirmed minutes from the May 2018 Council meeting resolved to:

1. Rescinds Part 5 of OCM-11/10/15, which reads:
2. *“That Council:*
 5. *Lists operating subsidy amounts for the Bassendean Men’s Shed Association, as defined in the Lease Agreement, in the corresponding year’s Budget being:*

<i>Year of Operation</i>	<i>Subsidy Allocation</i>
<i>2017/18</i>	<i>\$25,000</i>
<i>2018/19</i>	<i>\$20,000</i>
<i>2019/20</i>	<i>\$15,000</i>
<i>2020/21</i>	<i>\$10,000</i>
<i>2021/22.</i>	<i>\$5,000”</i>

2. Selects the May Holman Reserve as the new preferred site for proposed Bassendean Men's Shed based on the cost estimates and site analysis provided;
3. Requests staff to assist the Bassendean Men's Shed to develop a "Business Plan" that is to be submitted to Council for review by June OCM;
4. Undertakes formal request for quote processes to confirm the findings of Officers' preliminary cost analysis for the May Holman Reserve site, starting with a cost comparison of the proposed retaining wall/fill compared to realignment of the TOB storm water drain that would provide a more effective utilisation of the land parcel;
5. Dependent on these aforementioned processes, refers any potential additional funding of the Bassendean Men's Shed to the draft 2018/19 Budget;
6. Requests staff to further liaise with the Department of Planning, Lands and Heritage to advance advice recently received by the Town of Bassendean "That the Department of Planning, Lands and Heritage can facilitate the repurposing of Reserve 45364 from 'Public Recreation' to 'Community Purpose' with a change to the Management Order to allow sub-leasing to facilitate a Men's Shed"; and
7. Notifies the Bassendean Men's Shed Association (Inc.) and Lotterywest of any decisions.

In accordance with OCM 14/3/2016, the Acting Director Community Development has proposed that \$370,000 be allocated for the Men's Shed in the draft 2018/2019 budget which is made up of \$170,000 in Reserve funds and \$200,000 in Lotterywest funds (yet to be approved) for the construction work.

▪ **Investigate options and develop business case for potential future redevelopment of civic buildings**

No action commenced. Funding required to be allocated in a future budget. It is proposed that a project brief be prepared and approved by Council which would provide direction to invite suitable Architectural firms to submit quotes for the potential future redevelopment of civic buildings and to prepare a business case of the options presented.

- **Improve lighting along main pedestrian routes to public transport hubs**

In February 2018 Council (OCM – 6/02/18) resolved to:

1. *Revokes Council Resolution OCM-24/11/16 which reads:*

“That the Town of Bassendean allocates funds in the budget review to upgrade the footpath lighting within a 200 metre radius of Success Hill Railway Station to the minimum Main Roads WA Lighting Design Guidelines of no less than 5 lux and that this be in warm white light, not interfere with the structural integrity of the significant Morton Bay fig tree in Thompson Rd and include pedestrian lighting through Kelly Park”.

2. *Notes the consulting engineer's street/road lighting report and the preliminary information received from Western Power in regards to the proposed new light-emitting diode (LED) replacement program;*

- 3 *Waits until Western Power completes its proposed new light-emitting diode (LED) replacement program expected in July 2018 and presents its findings to the Town Assets committee for further investigation; and*

4. *Requests officers obtain a quote from Western Power for the installation of an additional street light pole on Thompson Road in accordance with the consultant's report.*

Funding of \$30k listed in 2018-19 Capital Budget for Councils consideration to place additional street light pole in Thompson Road and \$30K for the commencement of upgrading street light luminaires within the Town.

- **CCTV & Security lighting in Jubilee Reserve & advocate for installation in other identified crime hotspots**

In 2017/2018 CCTV installation was installed at Mary Crescent and Jubilee Reserve at a cost of approximately \$99,000. Grant funding was also obtained to upgrade the CCTV Mobile trailer which continues to be utilised by Ranger Services in conjunction with WA Police at strategic locations.

As part of the draft 2018/2019 budget, \$15,000 has been listed in the Capital Budget for Councils consideration to upgrade the CCTV infrastructure at the Bassendean Memorial Library.

▪ **Sustainable water sensitive urban designs incorporated within drainage networks.**

In September 2016 Council OCM – 17/09/16 adopted the Bassendean Drainage Assessment Report and based on the recommendations, the Town has include the future drainage works into the Town's Asset Management Drainage Program.

Where drainage and road works are being considered, Water Sensitive Urban Design (WSUD) and stormwater harvesting techniques have been included.

The 2017/2018 budget includes:

- Shackleton Street road resurfacing and WSUD and storm water harvesting;
- Villiers Street - stormwater storage tank.
- Briggs Street / Old Perth Rd - storm water storage tank

As part of the draft 2018/2019 Capital Works budget, listed for Council consideration, a storm water harvesting basin and inlet pipes are proposed to be installed into the Open Space near Bridson St & Whitfield St.

▪ **Formulate Open Space Master Plan**

In 2017/2018 draft funds listed in Operational Budget for consideration to prepare a BIC Reserve Master Plan to guide the civic gardens component of the reserve, however due to competing financial demands no funds allocated.

▪ **Walking Cycling master Plans**

See above response for Develop walking and cycling network masterplans

The Councillors on the Town's Asset Committee may wish to request additional information and this can be provided administratively.

OFFICER RECOMMENDATION – ITEM 8.3

That the Committee notes the status report on the projects listed in the Town's Asset Committee Instrument of Appointment and Delegation.

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

11.0 CONFIDENTIAL BUSINESS

12.0 CLOSURE

The next meeting date has not been set.