**AGENDA**

**Council Meeting Agenda Forum**

**12 July 2022**

**Notice of Meeting**

**To Mayor & Councillors**

A Council Meeting Agenda Forum of the City of Nedlands is to be held on Tuesday, 12 July 2022 in the Council chambers at 71 Stirling Highway Nedlands commencing at 6pm.



Bill Parker

Chief Executive Officer

7 July 2022

**Information**

Council Meeting Agenda Forum are run in accordance with the City of Nedlands Governance Framework Policy. If you have any questions in relation to the agenda, procedural matters, addressing the Council or attending these meetings please contact the Executive Officer on 9273 3500 or council@nedlands.wa.gov.au

**Public Question Time**

Public Questions are dealt with at the Ordinary Council Meeting.

**Deputations**

Members of the public may make presentations or ask questions on items contained within the agenda. Presentations are limited to 5 minutes. Members of the public must complete the online registration form available on the City’s website: [Public Address Registration Form | City of Nedlands](https://www.nedlands.wa.gov.au/public-address-registration-form)

**Disclaimer**

Members of the public who attend Council Meetings Agenda Forum should not act immediately on anything they hear at the meetings, without first seeking clarification of Council’s position. For example, by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

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# Declaration of Opening

The Presiding Member will declare the meeting open at 6.00 pm and will draw attention to the disclaimer on page 2.

# Present and Apologies and Leave of Absence (Previously Approved)

**Leave of Absence** Mayor F E M Argyle

**(Previously Approved)** Councillor O Combes Hollywood Ward

**Apologies** None at distribution of this agenda.

# Public Question Time

Public questions will be dealt with at the Ordinary Council Meeting.

# Deputations

Deputations by members of the public who have completed Public Address Registration Forms will be made at this point.

# Requests for Leave of Absence

Any requests from Council Members for leave of absence will be dealt with at the Ordinary Council Meeting.

# Petitions

Petitions will be dealt with at the Ordinary Council Meeting.

# Disclosures of Financial / Proximity Interest

The Presiding Member to remind Council Members and Staff of the requirements of Section 5.65 of the Local Government Act to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

# Disclosures of Interests Affecting Impartiality

The Presiding Member to remind Council Members and Staff of the requirements of Council’s Code of Conduct in accordance with Section 5.103 of the Local Government Act.

Council Members and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x ….. I disclose that I have an association with the applicant (or person seeking a decision). This association is ….. (nature of the interest).

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

# Declarations by Members That They Have Not Given Due Consideration to Papers

This item will be dealt with at the Ordinary Council Meeting.

# Confirmation of Minutes

This item will be dealt with at the Ordinary Council Meeting.

# Announcements of the Presiding Member without discussion.

This item will be dealt with at the Ordinary Council Meeting.

# Members Announcements without discussion.

This item will be dealt with at the Ordinary Council Meeting.

# Matters for Which the Meeting May Be Closed

For the convenience of the public, the following Confidential items are identified to be discussed behind closed doors, as the last items of business at this meeting.

# En Bloc Items

This item will be dealt with at the Ordinary Council Meeting.

# Minutes of Council Committees and Administrative Liaison Working Groups

# Minutes of the following Committee Meetings (in date order) are to be received:

This is an information item only to receive the minutes of the various meetings held by the Council appointed Committees (N.B. This should not be confused with Council resolving to accept the recommendations of a particular Committee. Committee recommendations that require Council’s approval should be presented to Council for resolution via the relevant departmental reports).

This item will be dealt with at the Ordinary Council Meeting.

# Divisional Reports - Planning & Development Report No’s PD35.06.22 to PD41.06.22

1.

# PD43.07.22 Consideration of Development Application – Additions to a Single House at No. 7 Watkins Rd, Dalkeith

|  |  |
| --- | --- |
| **Meeting & Date** | Council Meeting – 26 July 2022 |
| **Applicant** | D4 Designs |
| **Employee Disclosure under section 5.70 Local Government Act 1995**  | The author, reviewers and authoriser of this report declare they have no financial or impartiality interest with this matter.There is no financial or personal relationship between City staff involved in the preparation of this report and the proponents or their consultants. |
| **Report Author** | Roy Winslow – Manager Urban Planning |
| **Director** | Tony Free – Director Planning and Development |
| **Attachments** | 1. Aerial Image and Zoning Map
2. Development Plans
3. Prevailing Streetscape Setback (9.0m)
 |

**Purpose**

The purpose of this report is for Council to consider a development application for ground and upper floor additions to a single house at 7 Watkins Rd, Dalkeith.

**Recommendation**

**That Council:**

**In accordance with Clause 68(2)(c) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, refuses the development application as shown on the plans date stamped 26 April 2022 for additions to a single house at 7 Watkins Road, Dalkeith, for the following reasons:**

1. **The development proposal does not satisfy Clause 26(a) (Modification of R-Codes) of City of Nedlands Local Planning Scheme No. 3, proposing a 3.7m primary street setback in lieu of 9.0m.**
2. **The development proposal fails to satisfy the design principles of Clause 5.1.2 of the Residential Design Codes Volume 1, with the ground floor and first floor additions (facing south) being inconsistent with the prevailing streetscape of Watkins Road.**
3. **The first-floor addition is inconsistent with the objectives of the City of Nedlands Residential Development Local Planning Policy and clause 67(m) of the Deemed Provisions, as it will present adverse building bulk to Watkins Road and is inconsistent with the prevailing and desired streetscape.**

**Voting Requirement**

Simple Majority

This report is of a quasi-judicial nature as it is a matter that directly affects a person’s rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications and other decisions that may be appealable to the State Administrative Tribunal.

The decision must be made in a manner that is impartial, free from bias, and in accordance with the principles of natural justice. The decision must be made in having regard to the facts of the matter under consideration, and in accordance with the relevant laws and policies as they apply to that matter.

Discretionary considerations and judgments in the decision must be confined to those permitted to be considered under the laws and polices applicable to the matter and given such weight in making the decision as the relevant laws and polices permit them to be given.

**Background**

**Land Details**

|  |  |
| --- | --- |
| Metropolitan Region Scheme Zone | Urban |
| Local Planning Scheme Zone | Residential |
| R-Code | R12.5 |
| Land area | 1,314m2 |
| Land Use | Residential Single House |
| Use Class | ‘P’ Permitted Use |

The site is located at 7 Watkins Road, Dalkeith, 170m south of Mason Gardens. The site has three street frontages to Garland Road, Hackett Road and Watkins Road. The lot is currently occupied by an existing two-storey single house, which is to be retained. The lot is rectangular in shape and is sunken relative to the southern road (primary street frontage) Watkins Road with a ground level sitting between 1m to 2m below the street level.

The application seeks development approval for the following additions and alterations:

* Ground floor extension and alterations to the kitchen, lounge, alfresco and porch;
* Upper floor extension including new guest bed 5 and stairs; and
* Basement car park with entrance off Garland Road.

Of particular interest to the assessment is the proposed setbacks to Watkins Road, which acts as the primary street frontage for the dwelling. The current setback of the dwelling is 4.5m to the ground floor and 9.0m to the upper floor. It is proposed to reduce this setback to 3.8m to the ground floor porch and 5.4m to the upper floor. The prevailing setback along Watkins Road is approximately 9.0m. The impact of the development upon the streetscape is the primary area of concern.

**Discussion**

**Assessment of Statutory Provisions**

If a proposal does not satisfy the deemed to-comply provisions of the State Planning Policy 7.3: Residential Design Codes (R-Codes), Council is required to exercise a judgement of merit to determine the proposal against the design principles of the R-Codes. The R-Codes require the assessment to consider the relevant design principle only and to not apply the corresponding deemed-to-comply provisions.

It is recommended that the application be refused by Council as it does not satisfy the design principles of the R-Codes. Further, the development will have a significant adverse impact on the local amenity and character of the streetscape.

**Local Planning Scheme No.3**

Schedule 2, Clause 67(2) (Consideration of application by Local Government) of LPS3 – identifies those matters that are required to be given due regard to the extent relevant to the application.  Where relevant, these matters are discussed in the following sections. Overall, the development does not meet these objectives, particularly in regard to height, scale, bulk, appearance, and the potential impact it will have on the local amenity.

**State Planning Policy 7.3 - Residential Design Codes – Volume 1**

State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes) applies to all single and grouped dwelling developments. An approval under the R-Codes can be obtained in one of two ways. This is by either meeting the deemed-to-comply provisions or via a design principle assessment pathway.

The proposed development is seeking a design principle assessment pathway for parts of this proposal. Council is asked to consider the design principles relating to primary street setback. As required by the R-Codes, Council, in assessing the proposal against the design principles, should not apply the corresponding deemed-to-comply provisions.

**Clause 5.1.2 – Street Setback**

The prevailing street setback along Watkins Road is approximately 9.0m. The current dwelling is setback 4.5m and 9.0m for the ground and upper floors respectively. The proposed setbacks are 3.8m and 5.4m for the ground and upper floors respectively.

The design principles for street setback contained in section 5.1.2 of the R-Codes provide for two main criteria to be considered that are relevant to this application:

* 1. Provision of adequate setbacks to contribute to and be consistent with an established streetscape; and
	2. Provision of building mass and form that positively contributes to the prevailing or future development context and streetscape.

The existing dwelling is located within the 9.0m prevailing street setback for Watkins Road. The existing encroachment is limited to the ground floor, with the upper floor setback 9.0m. The impact of the reduced ground floor setback is reduced by the street level being higher than the dwelling floor level and the location of landscaping and front fencing. The bulk of the existing dwelling that can be seen from the street is predominantly the upper floor, which is consistent with the Watkin Road prevailing building line.

The proposed alterations to the dwelling will bring the bulk of the building closer to Watkins Road. The upper floor will be located closer to the street and a new double storey portico will provide an interface to Watkins Road that is unique to this property. The existing landscaping, level changes and fencing will not have the same ability to reduce the building mass and form when viewed from Watkins Road.

It is noted that 3 corner lots with frontage to Watkins Road have reduced setbacks to this street. However, each of these properties utilise Watkins Roads as their secondary frontage. The property immediately to the east (14 Garland Road) has a minimum 2.0m setback to Watkins Road consistent with the deemed-to-comply secondary street setback provisions of the R-Codes. The effect of this setback onto Watkins Road is reduced by the presence of a high masonry fence that screens the single storey dwelling which sits lower than street level.

The proposal will reinforce Watkins Road as the primary frontage to the property through the construction of a new entry portico. This will reinforce the primacy of the Watkins Road setback in creating the streetscape interface between the dwelling, the street and the surrounding properties.

Officers have considered the proposal in the context of the prevailing Watkins Road streetscape. As a low-density residential area, there are no planning changes proposed that will reduce the primary street setback settings. Whilst redevelopment of older housing is likely, the existing streetscape pattern is expected to continue. It is for this reason that the proposed changes to the dwelling are not supported.

**Street Tree Removal**

The development proposes the removal of a street tree to allow for a new crossover onto Garland Road. City officers have assessed the street tree and determined that it is of poor health and has limited canopy size. Removal of the street tree is supported, subject to replacement in accordance with Council’s Street Tree Policy.

**Consultation**

The application is seeking assessment under the design principles of the R-Codes and the City’s Local Planning Policy for the ground and upper floor primary street setback.

The development application was advertised in accordance with the City’s Local Planning Policy - Consultation of Planning Proposals to 10 adjoining properties. The application was advertised for a period of 14 days from 7 February 2022 to 21 February 2022. No submissions were received during or outside of the consultation period.

**Strategic Implications**

This item relates to the following elements from the City’s Strategic Community Plan.

**Vision** Our city will be an environmentally-sensitive, beautiful and inclusive place.

**Values** **Great Natural and Built Environment**

We protect our enhanced, engaging community spaces, heritage, the natural environment and our biodiversity through well-planned and managed development.

**Reflects Identities**

We value our precinct character and charm. Our neighbourhoods are family-friendly with a strong sense of place.

**Priority Area** Urban form - protecting our quality living environment

**Budget/Financial Implications**

N/A

**Legislative and Policy Implications**

Council is requested to make a decision in accordance with clause 68(2) of the [Deemed Provisions](https://www.wa.gov.au/system/files/2022-01/PD-Act-Regulations-Deemed-Provisions.pdf). Council may determine to approve the development without conditions (cl.68(2)(a)), approve with development with conditions (cl.68(2)(b)), or refuse the development (cl.68(2)(c)).

**Decision Implications**

If Council resolves to approve the proposal, development can proceed after receiving a Building Permit and necessary clearances.

In the event of a refusal, the applicant will have a right of review to the State Administrative Tribunal. The Tribunal will have regard to the R-Codes as a State Planning Policy and give due regard to City’s Local Planning Scheme and Policies. Similarly, should an applicant be aggrieved by one or more conditions of approval, this can be reviewed by the Tribunal.

**Conclusion**

The application for additions to a single house has been presented to Council consideration for refusal. However, discretion exists for Council to approve the development under the City’s Local Planning Scheme No. 3, policies and the Residential Design Codes.

Refusal is recommended because the development:

* is inconsistent with the existing streetscape;
* does not reflect the desired future streetscape character of Watkins Road; and
* results in detrimental bulk and scale impacts to the streetscape.

Accordingly, it is recommended that the application be refused by Council.

**Further Information**

N/A

# P44.07.22 Wood Heater Education Brochure

|  |  |
| --- | --- |
| **Meeting & Date** | Council Meeting – 26 July 2022 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995**  | Nil |
| **Report Author** | Jessica Bruce – A/Manager Health and Compliance  |
| **Director** | Tony Free – Director Planning and Development |
| **Attachment** | 1. Wood Heater and Appliance Education Brochure
 |

**Purpose**

The purpose of this report is for Council to endorse an educational brochure in relation to wood heaters following the Council resolution of 22 March 2022.

**Recommendation**

**That Council endorses the wood heater and appliance education brochure in Attachment 1.**

**Voting Requirement**

Simple Majority.

**Background**

On 22 March 2022, the Council resolved for the administration to create a new document / colour flyer using Burnwise information about how to generate less smoke and include topics on substances presence in wood smoke, the associated health concerns, and environmental impacts.

**Discussion**

Pertaining to the Council resolution on 22 March 2022, a new wood heater and appliance education brochure has been created (refer to Attachment 1). The document aims to empower City’s residents to make informed decisions when operating a wood fire heater by providing general knowledge and useful information associated with these appliances. The topics covered in the brochure include:

* Wood smoke characteristics and associated health effects,
* Legislative framework that governs wood fire heaters,
* Firewood and wood smoke issues,
* How to efficiently operate appliances, and
* Steps to take in respond to wood smoke.

The first part of the flyer sets the scene that wood smoke, when breathed in, is harmful to human. It covers examples of vulnerable groups and short and long-term health effects. It follows with a breakdown of common wood smoke composition with a focus on two of the key substances PM10 and PM2.5 and a QR code to the Department of Agriculture, Water and the Environment’s National Pollutant Inventory substance fact sheets.

Western Australia’s legislative framework that governs wood heaters, firewood, wood smoke issues, and their intended scope of coverage is outlined in the second section of the flyer. It includes State and local legislation being *Environmental Protection (Solid Fuel Heater and Firewood) Regulations 2018* and *City of Nedlands Health Local Laws 2000*.

The next part has steps that can be taken to generate less smoke from wood fire appliances. This includes important heater model information featuring an example from the Department of Water and Environmental Regulation (DWER) Burnwise brochure.

Information on steps to take if wood smoke effects is apparent is in the last section of the brochure. This includes contacting various state departments for information about smoke as a result of possible bushfires or prescribed burns as well as tips on reducing smoke exposure. This section also states the wood smoke reporting method.

It should be noted that the quality of air can be influenced by a variety of emission sources including motor vehicles, industrial activities, and bushfires; not just wood fire heaters. DWER has an air quality monitoring system established in Western Australia where substances such as nitrogen dioxide, PM10 and PM2.5 etc, are being monitored and updated on an hourly basis at various locations, including Swanbourne. These results can be accessed online on the DWER website. Currently City officers do not have the necessary equipment and adequate technical knowledge in conducting air quality monitoring in the community. However, the feasibility and viability of monitoring of this kind in a form of public health program could be further explored as part of the City’s preparation and planning works for a local public health plan that is required under the *Public Health Act 2016*.

**Consultation**

The Administration consulted with the following during the development of the new colour brochure:

* Department of Water and Environmental Regulation
* Department of Agriculture, Water and the Environment
* WA Department of Health
* Department of Biodiversity, Conservation and Attractions
* Emergency WA
* Australian Home Heating Association

**Strategic Implications**

This item relates to the following elements from the City’s Strategic Community Plan.

**Vision** Our city will be an environmentally-sensitive, beautiful and inclusive place.

**Values** **Healthy and Safe**

Our City has clean, safe neighbourhoods where public health is protected and promoted.

**Priority Area**

* Urban form - protecting our quality living environment

**Budget/Financial Implications**

No financial implications have been identified associated with the recommendations.

**Legislative and Policy Implications**

Matters relating to wood heaters and firewood are currently governed under the [*Environmental Protection (Solid Fuel Heater and Firewood) Regulations 2018*](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_41256.pdf/%24FILE/Environmental%20Protection%20%28Solid%20Fuel%20Heater%20and%20Firewood%29%20Regulations%202018%20-%20%5B00-a0-03%5D.pdf?OpenElement)(Regulations) which is administered by the Department of Water and Environmental Regulation.

The [*City of Nedlands Health Local Laws 2000*](https://www.nedlands.wa.gov.au/sites/default/files/Gazette%20Copy%20-%20City%20of%20Nedlands%20Health%20Local%20Law%202017.pdf) legislates requirements for issues around the escape of smoke and burning of rubbish or refuse which is administered by City authorised officers.

**Decision Implications**

Should the recommendations be endorsed the Administration will distribute the brochure document to each resident via the City’s rates notice and have flyers available on City’s website, administration office, community centres and library.

**Conclusion**

Following Council resolution on 22 March 2022, the Administration has developed a wood heater and appliance education brochure. It raises awareness of impacts wood smoke can have to health, provide legislation information on wood heater and smoke, guidance on generating less wood smoke and response for wood smoke.

Opportunities for implementing an air quality monitoring program within the City’s district could also be explored as part of City’s local public health planning under the *Public Health Act 2016* in the near future.

**Further Information**

Nil.

# Divisional Reports – Technical Services Report No’s TS10.07.22 to TS13.07.22

# TS10.07.22 RFT 21-22.06 Provision of Stormwater Construction and Maintenance Works

|  |  |
| --- | --- |
| **Meeting & Date** | Council Meeting – 26 July 2022 |
| **Applicant** | City of Nedlands  |
| **Employee Disclosure under section 5.70 Local Government Act 1995**  | Nil. |
| **Report Author** | Jason Spyker – Coordinator Civil Maintenance |
| **Director** | Andrew Melville – Acting Director Technical Services |
| **Attachments** | 1. CONFIDENTIAL Evaluation and Recommendation Report – Tender Award RFT 2021-22.06 Provision of Stormwater Construction and Maintenance Works
 |

**Purpose**

The purpose of the report is for Council to accept the evaluation and recommendation for the award of RFT 2021-22.06 Provision of Stormwater Construction and Maintenance Works to Comex Civil Pty Ltd.

**Recommendation**

**That Council:**

1. **approves the award of the contract for Provision of Stormwater Construction and Maintenance Works in accordance with the City’s Request for Tender number RFT 21-22.06 and comprising of that request, the City’s Conditions of Contract and the Comex Civil Pty Ltd tender submission;**
2. **instructs the CEO to arrange for a Letter of Acceptance and a Contract document be sent to Comex Civil Pty Ltd for execution; and**
3. **instructs the CEO to arrange for all other tender respondents to be advised of the tender outcome.**

**Voting Requirement**

Simple Majority.

**Background**

The City has a requirement to maintain and upgrade stormwater drainage infrastructure within the public realm. Typical works include:

* Replacement/repair of damaged drainage infrastructure including pit lids and frames.
* Replacement of drainage pipes.
* Upgrade of drainage infrastructure including pits and pipes.
* Clearing and maintenance of open drains.

Due to the specialised skill set and equipment requirements the City is required to engage the services of an experienced contractor to undertake such works.

The City does not have the internal resources or expertise to undertake these types of works.

To ensure that the City can continue to undertake these vital works, a Request for Tender was publicly advertised on Tenderlink during the period 27 May – 10 June 2022. The City received a total of four submissions.

**Discussion**

After the closure of the tender period, the evaluation panel completed the analysis and evaluation of the four submissions.  At the conclusion of the process Comex Civil Pty Ltd was nominated as the preferred supplier for this package of works. The submissions were rated against the following criteria:

* Organisational capabilities (35%),
* Key personnel skills and experience (35%), and
* Performance (30%).

Comex Civil Pty Ltd provided information on similar works that they have recently undertaken, successfully demonstrating an ability to complete the requirements of this request.

Key personnel listed were experienced, suitably skilled and have experience delivering similar works.

Organisational capabilities were detailed and provided good information on how the construction and maintenance works would be delivered.

Performance was addressed in the submission along with detailed preconstruction activities and construction methodologies.

Following the due diligence processes that the City has undertaken, the City is confident that Comex Civil Pty Ltd can complete the scope of work to the required standards, and that their offer represents good value for money to the City within the market.

**Consultation**

Not Required.

**Strategic Implications**

There award of this tender will assist in achieving in the aims of the City’s Asset Management Strategy 2019-2029. By awarding this tender the City will be able to ensure that drainage infrastructure is adequately maintained and where necessary upgraded.

The works undertaken under this tender will assist in delivering the to the following objectives and areas of the Asset Management Strategy:

* Maintain investment in roads, footpaths, cycleways and drainage and high priority sports and community facilities.
* Operation and maintenance of the drainage network is critical in ensuring the drainage network functions at maximum efficiency by removing stormwater from road reserves and thereby reducing the risk of flooding to public and private property.

The works under this tender relate to the following items from the Strategic Community Plan:

* Great built and natural environments.

**Budget/Financial Implications**

Council provides funding for the operation and maintenance of the stormwater drainage network within the City’s annual operational budget. Currently, the annual operational budget provides for inspections, minor improvements, operating the existing drainage network, and funding to cover a basic level of service for maintaining the City’s existing drainage network. The works covered by this tender will be undertaken within the annual operational budget allocation for Drainage Maintenance.

The forecast annual expenditure under this contract is $85,000

**Legislative and Policy Implications**

The award of this tender is governed by the City of Nedlands [Procurement of Goods and Services Council Policy](https://www.nedlands.wa.gov.au/documents/608/procurement-of-good-and-services-council-policy).

The works to be delivered under this contract are in line with the City of Nedlands [Asset Management Council Policy](https://www.nedlands.wa.gov.au/documents/251/asset-management-council-policy).

Works undertaken under this contract will comply with the City of Nedlands [Stormwater Council Policy](https://www.nedlands.wa.gov.au/documents/237/stormwater-council-policy).

**Decision Implications**

By endorsing the officer recommendation, a contractor will be appointed to provide the required service functions to enable the City to deliver the continuous improvements, along with the operational and maintenance activities required to ensure that the drainage network operates at maximum efficiency.

By not endorsing the recommendation, ongoing drainage assets will be unable to be upgraded or maintained, and the drainage network will remain at a substandard level, negatively impacting private property and business owners.

**Conclusion**

Comex Civil Pty Ltd have completed drainage improvement projects for other metropolitan local governments, have the required skills and experience necessary to complete the works, and are therefore the recommended tenderer for this contract of works.

Comex Civil Pty Ltd scored highly in a number of areas. The price schedule provided by Comex Civil Pty Ltd was the lowest of the assessed submissions. Their submission demonstrated excellent organisational capabilities, high quality outcomes from similar work backed up by references and an excellent understanding of the requirements of the contract. Assessment officers were in agreement that Comex Civil Pty Ltd offered the best overall value for money.

**Further Information**

N/A

# TS11.07.22 Lawler Park Draft Master Plan

|  |  |
| --- | --- |
| **Meeting & Date** | Council Meeting – 26 July |
| **Applicant** | City of Nedlands  |
| **Employee Disclosure under section 5.70 Local Government Act 1995**  | Nil. |
| **Report Author** | Neil Brown – Coordinator City Projects |
| **Director/CEO** | Andrew Melville – Acting Director Technical Services |
| **Attachments** | 1. Attachment 1 – Lawler Park Draft Master Plan
2. Attachment 2 – Lawler Park Feedback Summary
3. Attachment 3 – Your Voice Report
4. Attachment 4 – Example of Flying Fox
5. Attachment 5 - Datasheet report for Sporobolus africanus
 |

**Purpose**

The purpose of this Report present the Lawler Park Draft Master Plan to Council and seek approval for the inclusion of additional items requested by residents during consultation.

**Recommendation**

**Council:**

1. **approves the Draft Master Plan, inclusive of the following additional items:**
	1. **Provision of an additional sheltered picnic table to be located near the existing BBQ;**
	2. **Provision of a 1200mm high fence and gates to be installed surrounding the existing and proposed playground;**
	3. **Adjustment of walking track to avoid interference with basketball court;**
	4. **Replacement of existing drinking fountain with a drinking fountain with a dog bowl;**
	5. **Allocation for additional tree planting on completion of underground power installation; and**
2. **instructs the CEO to finalise the design, including all revisions and modifications required to commence planning of future capital works for consideration within the 5 year plan.**

**Voting Requirement**

Simple Majority.

**Background**

At the Ordinary Council Meeting on 19 December 2017 Council resolved to accept the finding of a Community Needs Study (13.10) directing that a Master Plan be created for Lawler Park, Floreat.

The Community Needs Study requested that the following items be addressed as part of the Master Planning project:

1. Improvements to poor conditions of grass,
2. Provision of play equipment for teenagers,
3. Better Basketball and Court Facilities,
4. Repair of existing cricket pitch,
5. Installation of exercise equipment,
6. Installation of an open fire pit,
7. Installation of a shelter with table and seating, and
8. Improved tree planting opportunities.

Funding was allocated in the 2020/21Capital Works Program. The Administration engaged Emerge Landscape Architects to undertake the design work for this project. The proposed design can be found in Attachment 1 – Lawler Park Draft Master Plan.

On completion of the Draft Master Plan, Community Consultation was undertaken in September 2021 with feedback collated and reviewed for inclusion. The feedback received was largely positive with some additional items requested for consideration.

A summary of the community consultation results can be found in Attachment 2 – Lawler Park Feedback Summary. Of the additional items requested, some are already included within the design such as additional seating around the playground and a long table (twin picnic tables).

A Concept Forum was held on 12 May 22. The results of the community consultation were presented and feedback on the Master Plan sought from Councillors. The feedback received has been incorporated into the final Master Plan.

**Discussion**

The following items were raised during the Community Consultation and subsequent Council Briefing session.

1. **Improvements to poor conditions of grass**

The park has extensive growth of a non-native, fast growing, tufted grass called Parramatta Grass (*Sporobolus Africanus)*. Refer to Attachment 5 - Datasheet Report for Sporobolus Africanus. Due to its fast-growing nature the park may often appear to be unmown with trip hazards and uneven surface due to grasses tufting nature.

No targeted chemical treatments for this grass type are available, with only broadacre herbicides such as glyphosate being effective, however this type of treatment will affect all flora. Broadacre herbicides also have little effect on seeds contained within the topsoil meaning regrowth will occur soon after treatment. This type of control measure would require regular spraying for up to 5 years before a reduction population would be noticeable. With the social perspective of chemical treatments changing and the long duration of treatment required, chemical treatments are not recommended by the Administration.

The most effective treatment of Parramatta Grass is through mechanical removal of the grass stock including the roots and approximately 100mm of topsoil soil to reduce seed build up. After installation of a new turf, targeted spot spraying then becomes effective to control regrowth without wider application impacts.

Administration proposes to use mechanical removal of the in-situ grass, including 100mm of topsoil, to control the Paramatta grass and its seed bank. New turf, Kikuyu, would then be installed and chemical spot spraying employed to target localised regrowth of Paramatta grass. Whilst disruptive, requiring closure of the park, this methodology would see quick results with works expected to be completed within three weeks. During these works the Administration would also take opportunities to replace and upgrade the irrigation system.

1. **Provision of play equipment for teenagers**

Play spaces for late teens can involve thrill seeking and risk-taking behaviour, which may be unsuitable for and within vicinity of younger children. Late teens often utilise younger children play spaces when they are not in use, using the space as a gathering point. Preteen and young teen play spaces can provide areas for gathering separated from other users such as family members or younger children. The proposed Master Plan design incorporates design principles to address this aspect of the Community Needs Study.

To cater for young teens, the play equipment has been expanded to now include a climbing frame and a nature play area. The climbing frame allows for elevated and spatial separation whilst nature play provide balance, seating, and hiding opportunities. As young teens seek out separation from other family members the play space expansion will be beneficial to allow this to occur within a safe environment.

During Consultation a flying fox was requested from two residents. To accommodate a flying fox, an elevation change of 1.5m is desirable, with a clear area of approximately 35m by 8m to provide safe operation. Refer to Attachment 4 – Example of Flying Fox.

Due to the number of existing well-established trees within Lawler Park there are limited opportunities to provide a suitable space without the removal of the existing Cricket Pitch, noting repairs to the Cricket Pitch were requested in the Community Needs Study. Consideration would also be needed on the noise impacts of a flying fox on nearby residents.

The Administration proposes to continue addressing the Community Needs Study through repair of the existing cricket pitch. Refer to Item 4 below.

1. **Better Basketball and Court Facilities**

The existing basketball court located on the southwest corner of the park is a small concrete pad with a hoop and backboard. The Draft Master Plan proposes to remove the existing court and install full half court (9.5 x 9.5m) with new hoop and backboard with associated line marking. The Court must remain in its current location which is away from residents and outside of the ball strike area for the existing AFL goals to remain.

The walking track shown within the Draft Master Plan will be modified from that shown to avoid interference with the court (as requested during the Concept briefing). The plan will be updated to reflect this as design works progress.

1. **Repair of existing cricket pitch**

The existing cricket pitch has reached end of life and is unable to be used for social sports due to cracking and uneven surface. The Draft Master Plan proposes to remove the existing pitch and replace it like for like.

1. **Installation of exercise equipment**

The Community Needs Study did not provide further detail on what type of equipment was required, therefore during Community Consultation, residents and users were asked to provide information on the type of exercise equipment they would. On collation of feedback residents requested a mixture of equipment:

* body weight machines (fly/chest press),
* core training, and
* calisthenics (dip/chin-up bars).

The Draft Master Plan proposes to create a new fitness area on the north edge of the park. This area, within eyesight of the playground to allow supervision, is away from residents and is linked with the walking track providing opportunities for training.

1. **Installation of an open fire pit**

The Community Needs Study identified a desire for a fire pit to be included in the Master Plan. Administration does not support the installation of an open fire pit within a public open space and has not included this within the Draft Master Plan. This item is not recommended due to the inherent risks associated with the use of a fire in a public place and ongoing maintenance concerns.

1. **Installation of a shelter with table and seating**

A sheltered picnic area was installed in June 2021. The City delivered the works, which were partial funded by the Hackett Hall Association and the City.

Consultation responses requested a further sheltered table to be included near the BBQ which Administration is supportive of. There is sufficient space, at the requested location for this to be installed as part of future capital works. An additional sheltered table is proposed to be included in the Master Plan.

1. **Improved tree planting opportunities.**

The Draft Master Plan proposes new garden beds and low-level planting in areas where grass is difficult to grow under existing trees. This would allow for improved planting opportunities within the park for small plants and provide for additional areas for people and children to play and explore.

The eastern side of Lawler Park is currently occupied by overhead transmission lines. Upon completion of the underground power project an opportunity exists use this area for additional large trees. Administration proposes this future tree planting area to be included as part of its ongoing tree planting program on completion of the Underground Power Project.

1. **Additional Item – Playground Fencing**

During Communication Consultation Administration received several comments regarding dogs within the park. The feedback specific to fencing of the park included:

* that the park be promoted as an off-leash dog park and be fenced completely.
* that the playground be fenced to keep dogs away from playing children.

The play space is currently sign posted “no dogs” however this may not be adequate at instructing owners to control dogs within the park.

Administration is supportive of fencing the existing playground and proposes the inclusion of a fence surrounding the existing and proposed play spaces within the Master Plan. This would maintain the parks open visual nature and would be in line with other playgrounds currently within the City of Nedlands that use fencing as a control method. On approval the fence will be included within Master Plan.

**Consultation**

Detailed Community Consultation occurred with the Draft Master Plan being provided to users and residents for comment.

The Draft Master Plan was advertised within the post on 25 September 2021.

Physical A3 size signs showing the Draft Master Plan and providing instructions on how to provide feedback were erected on site on 27 September 2021,

Consultation closed on 25 October 2021 providing a 30-day period.

A Your Voice page for the works was provided and was visited 280 times during the consultation process. Refer to attachment 3 – Your Voice Report.

The City received 23 individual written submissions.

The feedback received during Consultation was largely positive with several compliments provided on the needs and urgency for this Master Plan.

A summary of all feedback provided is within Attachment 2. Individual feedback is available for review on request.

**Strategic Implications**

This item relates to the following elements from the City’s Strategic Community Plan.

**Vision** Our city will be an environmentally sensitive, beautiful and inclusive place.

**Values** **Healthy and Safe**

Our City has clean, safe neighbourhoods where public health is protected and promoted.

**Great Natural and Built Environment**

We protect our enhanced, engaging community spaces, heritage, the natural environment and our biodiversity through well-planned and managed development.

**High standard of services**

We have local services delivered to a high standard that take the needs of our diverse community into account.

**Great Communities**

We enjoy places, events and facilities that bring people together. We are inclusive and connected, caring and support volunteers. We are strong for culture, arts, sport and recreation. We have protected amenity, respect our history and have strong community leadership.

**Reflects Identities**

We value our precinct character and charm. Our neighbourhoods are family-friendly with a strong sense of place.

**Priority Area**

* Urban form - protecting our quality living environment
* Renewal of community infrastructure such as roads, footpaths, community, and sports facilities
* Providing for sport and recreation

**Budget/Financial Implications**

The current budget has been expended to create the Master Plan and there are no further expenditure requirements within the 2021-2022 financial year. No further budgets have been allocated at this time for implementation of the Master Plan works to occur.

Should Council endorse the draft Master Plan, the Administration will create detailed cost estimates and propose the project/projects to be included for consideration on future capital works programs from 2023-2024 onwards. Council will have an opportunity to consider these projects as part of the Long Term Financial Plan that is yet to be finalised.

Estimated Cost of Works (±50%).

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Title** | **Estimated Cost** | **Total** |
| 1 | Improvements to poor conditions of grass,Irrigation rectification and upgrade | $76,000$40,000 |  |
| 2 | Provision of play equipment for teenagers, Climbing FrameSoft Fall ($500/m2)Nature Play | $22,000$45,000$55,000 |  |
| 3 | Better Basketball and Court Facilities | $11,000 |  |
| 4 | Repair of existing cricket pitch | $6,000 |  |
| 5 | Installation of exercise equipmentSoft fall ($500/m2)Walking track (370m) | $25,000$80,000$63,000 |  |
| 6 | Fire pit not recommended for inclusion.  | - |  |
| 7 | Installation of a shelter with table and seating,  | $33,000 |  |
| 8 | Improved tree planting opportunities | $5,500 |  |
|  |  |  | $461,500 |
|  | Escalation (3 years) | $35,500 | $497,000 |
|  | Project Management Costs (20%) | $99,400 |  |
|  | **Total** |  | **$596,400** |

Note: All costs above are estimated only and are based on previous works undertaken by the City.

**Legislative and Policy Implications**

Nil.

**Decision Implications**

Should Council endorse the proposed master plan, works can commence on finalising the Master Plan design and begin planning works to be include the project in future capital works programs.

Should Council not endorse the plan no further planning for future works can occur and the Community Needs Study will remain unresolved.

**Conclusion**

The Draft Master Plan proposed by Administration meets the objectives set out in the 2017 Community Needs Study resolved by Council. The proposed Master Plan received mostly positive feedback during public consultation with only a few additional items requested by residents and users, some of which are already included within the plan. Other items such as playground fencing, and inclusion of a flying fox require a Council decision as they are outside of the original scope of the Master Plan.

On endorsement of the Master Plan, administration will finalise the design, create detailed cost estimates and propose the project/projects for consideration in future Capital Works Programs.

**Further Information**

Nil.

# TS12.07.22 Adoption of Asset Management Plans 2023 – 2025

|  |  |
| --- | --- |
| **Meeting & Date** | Council – 26 July 2022 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure under section 5.70 Local Government Act 1995**  | Nil. |
| **Report Author** | Renier De Beer – Acting Assets Coordinator |
| **Director/CEO** | Andrew Melville – Acting Director Technical Services |
| **Attachments** | 1. Nedlands AMP - Buildings
2. Nedlands AMP - Drainage
3. Nedlands AMP - Parks
4. Nedlands AMP - Paths
5. Nedlands AMP - Roads
 |

**Purpose**

The purpose of the report is for Council to receive the Asset Management Plans 2023 – 2025 (AMP).

**Recommendation**

**Council:**

1. **Receive the Asset Management Plans 2023 – 2025 (AMP); and**
2. **Requests that the Administration provide an annual presentation to Councillors which provides an update on the state of the City’s Assets.**

**Voting Requirement**

Simple Majority.

**Background**

The Local Government Act 1995 requires all local governments to develop future planning objectives and methodologies. These integrate corporate business planning and objectives, which include matters relating to resources, such as asset management, workforce planning, and long-term financial planning.

Asset management rules and guidelines have been developed by the Department of Local Government, Sport, and Cultural Industries (DLGSCI) which describe asset management being critical to meeting local government strategic goals within an Integrated Planning and Reporting approach.

Asset Management Policies, Strategies and Plans are informed by, and in turn inform, community aspirations and service requirements in the Strategic Community Plan.

This City currently does not have any adopted Asset Management Plans which would provide strategic and operational objectives to effectively manage the organisation’s asset portfolio.

Council, in September 2021 (item 13.8) adopted the CEO KPI’s, where Council directed the CEO to develop Asset Management Plans for significant and critical asset classes including the identification of:

* Asset Consumption Ratio
* Asset Sustainability Ratio
* Asset Renewal Funding Ratio

The Asset Management Plans will inform Councillors of the current state of our assets and assist Councillors in determining affordable, realistic, and achievable priorities, while sustainably managing the City’s assets.

By making certain that Asset Management Plans are monitored and outcomes reported to the community, Council ensures that it is making progress towards meeting long term community needs.

It was resolved that Council will be required to adopt the final Asset Management Plans. In response, the CEO provides Asset Management Plans across each of the City’s primary asset classes (Buildings, Drainage, Parks, Paths, Roads). Their adoption will ensure the City’s alignment with the requirements of the Local Government Act 1995 and the City’s Corporate Business Planning requirements.

**Discussion**

The Administration has engaged and worked closely with an external consultant (Talis) to develop Asset Management Plans across each of the City’s primary asset classes (Buildings, Drainage, Parks, Paths, Roads).

The Asset Management Plans highlight some key elements and concerns regarding the management of the City’s asset portfolio which are sumarised as follows:

* There is a significant increase in asset portfolio value compared to previous financial years likely caused by undervaluing of assets in previous years,
* There are identified funding gaps that exist between current and required expenditure to meet asset renewal needs
* There is a considerable backlog of assets which require intervention, likely caused by delayed renewal of the assets when intervention was historically required
* The overall condition of assets has substantially deteriorated over time and adopted useful lives have been historically overestimated; and
* The absence of several strategic and guiding documents that would provide direction for each asset class including an Integrated Transport Strategy, Building Strategy, Path Network Strategy, Data Management Plans, etc.

To manage the key elements and concerns within the Asset Management Plans, possible approaches are as follows:

* Increase the funding / expenditure for asset renewal, ensuring that the assets remain within appropriate serviceable levels,
* To reduce levels of service (technical and customer) to sustainable levels
* Review and rationalisation of the City’s asset portfolio, to ensure sustainable and effective provision of services

The Administration has noted the above elements that will require action, and will be presented to Council in due course for consideration. It is noted that the Asset Management Plans have identified several areas of improvement that will require strategic decisions in the next three years to further develop the City’s long-term sustainably, and management of the City’s asset portfolio.

The Asset Management Plans are live documents and will be continually reviewed and updated on a regular basis as new data, knowledge and information is discovered, works are completed, and strategic decisions are made.

It is proposed that the Asset Management Plans will be updated and reviewed frequently on an ongoing basis as new information is received. The Administration expects that going forward the Councillors will receive an annual presentation through a Concept Forum, on the current state of the City’s Assets.

**Consultation**

Consultation with stakeholders was conducted and feedback sought to ensure that objectives within the Asset Management Plans reflect the current status quo, are consistent and achievable, which included but is not limited to:

* Elected Members of Council
* Directors and Managers
* External Consultants
* Other Local Governments

**Strategic Implications**

WA Local Governments are required to align strategic planning objectives and processes with the Integrated Planning and Reporting (IPR) Framework of the Department of Local Government, Sport, and Cultural Industries (DLGSCI).

The framework provided by the IPR sets out, amongst other things, a requirement for Local Governments to administer the assets they are responsible for effectively and efficiently.

The IPR requires that Local Governments develop and implement Asset Management Plans that are aligned, consistent, and support the objectives of the Local Government. The Objectives of the Local Government are set out in various other documents as shown in the figure below and principally include:

* The Strategic Community Plan
* The Corporate Business Plan
* The Long-Term Financial Plan
* The Annual Budget
* Asset Management Plans
* Other strategic planning documents



**Figure 1. DLGSCI Integrated Planning and Reporting (IPR) Framework**

The Asset Management Plans interlink and inform the strategic objectives and priorities of the Strategic Community Plan and vice versa, ensuring that proposed objectives are alignment.

**Budget/Financial Implications**

The key financial elements and concerns regarding the City’s asset portfolio are sumarised as follows:

* The City’s asset portfolio is in an overall Average condition and a considerable backlog of assets which require intervention exists, likely caused by delayed renewal of the assets when intervention was historically required.
* The backlog of works required is still being quantified and the Administration will continue to work with Council on the best approach to manage this through the Long-Term Financial Plan and Annual Budget processes.
* Historical capital expenditure (including new assets and renewal) has been approximately $7M over the last five years.
* The average annual unconstrained asset renewal investment need across the asset portfolio is approximately $11.5M (noting this excludes the Building Asset class due to limited valuation information which will be updated following the 30 June 2022 valuation and condition assessment).
* Given the City’s current trajectory it is forecasted that the asset management ratios will continue to change as follows:
	+ Sustainability Ratio (indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out)
		- Will decrease, indicating that the required expenditure on renewal or replacement of assets has not occurred at minimum acceptable levels to maintain the longevity of the assets
	+ Consumption Ratio (measures the extent to which depreciable assets have been consumed by comparing their depreciated replacement cost to their current replacement cost)
		- Will decrease, indicating that the assets have not been renewed at the optimal time
	+ Renewal Ratio (measure of the ability of a local government to fund its projected asset renewal / replacements in the future)
		- Will decrease as the City is likely unable to fund the capital expenditure required to renew or replace assets based on current levels of service into the future

The Administration will continue to work with Council to determine and set appropriate service levels that are sustainable and meet the City and community needs and objectives.

**Legislative and Policy Implications**

The recommendations and suggested actions in the Asset Management Plans are in alignment with the Local Government Act’s requirements for Corporate Business Planning including establishment and consistent evaluation of strategic documentation. The Plans also align with the Integrated Planning & Reporting Framework.

Meeting these requirements will assist the City to manage and administer our assets effectively and efficiently.

**Decision Implications**

The Officer recommendation is for Council to receive the Asset Management Plans 2023 – 2025 to ensure the City is brought into alignment with; the Local Government Act, Regulations, and the Integrated Planning and Reporting (IPR) Framework by Department of Local Government, Sport, and Cultural Industries.

The impact on the community with the receipt of the asset management plans is yet to be quantified as service levels have not been established and adopted. The Administration will continue to work with Council to determine and set appropriate service levels that are sustainable and meet the City and community needs and objectives. The receipt of the Asset Management Plans 2023 – 2025 demonstrates Council’s support for and collaboration with Administration to sustainably manage the City’s asset portfolio.

**Conclusion**

Council has directed the CEO to execute and deliver Asset Management Plans across each of the City’s primary asset classes (Buildings, Drainage Parks, Paths, Roads) as a Key Performance Indicator. The Administration has reviewed the outcomes and developed Asset Management Plans to be received by Council.

It is noted the Asset Management Plans have several areas of improvement and strategic decisions over the next three years to further develop the City’s long-term sustainably and management of the City’s asset portfolio.

**Further Information**

N/A

# TS13.07.22 Integrated Transport Strategy Steering Committee – Establishment and Appointment of Members

|  |  |
| --- | --- |
| **Meeting & Date** | Council Meeting – 26 July |
| **Applicant** | City of Nedlands  |
| **Employee Disclosure under section 5.70 Local Government Act 1995**  | Nil. |
| **Report Author** | Daniel Kennedy-Stiff - Manager City Programs and Projects |
| **Director** | Andrew Melville - Acting Director Technical Services |
| **Attachments** | Nil. |

**Purpose**

The purpose of this report is for Council to consider for adoption, the Terms of Reference for the Integrated Transport Strategy (ITS) Steering Committee and confirm the appointment of its members.

**Recommendation**

**Council:**

1. **adopts the Terms of Reference for the Integrated Transport Strategy Steering Committee as per the below;**
2. **appoints the Mayor and four Councillors (one Councillor from each ward) as Committee Members:**

**Councillor (insert name) - Coastal Ward:**

**Councillor (insert name)- Hollywood Ward:**

**Councillor (insert name) - Dalkeith Ward:**

**Councillor (insert name) - Melvista Ward:**

1. **appoints the Deputy Mayor and four Councillors (one Councillor from each ward) as Deputy Members of the Committee:**

**Councillor (insert name) - Coastal Ward:**

**Councillor (insert name)- Hollywood Ward:**

**Councillor (insert name) - Dalkeith Ward:**

**Councillor (insert name) - Melvista Ward:**

**Terms of Reference**

**Purpose**

**This Committee is established by Council in accordance with section 5.8 of the Local Government Act 1995, to oversee and provide guidance to the Administration on the City of Nedlands Integrated Transport Strategy Project.**

**Scope**

1. **Provide guidance to the Consultant on the Community Consultation Plan and process;**
2. **Approve the Community Consultation Plan;**
3. **Provide guidance to the Consultant on the Community Consultation results.**
4. **Provide guidance and input to each iteration of the draft Integrated Transport Strategy; and**
5. **Consider the draft Integrated Transport Strategy and make a recommendation to Council on the adoption of the Integrated Transport Strategy.**

**Membership**

1. **The membership of the Committee shall comprise the Mayor and one Councillor from each ward with the Councillors being determined by nomination and if necessary, a ballot conducted at a Council Meeting.**
2. **Council will appoint one Councillor from each ward as deputy members of the Committee.**
3. **If a vacancy on the Committee occurs for whatever reason, then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment.**
4. **Deputy members are only required to attend and vote if the primary member is absent, an apology or on leave or has resigned.**
5. **The term of the Presiding Member and Committee Members will expire immediately prior to the next ordinary Council election.**
6. **The Presiding Member shall be determined by election amongst the Members of the Committee at the first meeting of the Committee.**
7. **The election of the Presiding Member will take place at the first meeting following the reconstitution of the Committee after each Ordinary Council election.**
8. **Should the elected Presiding Member not be present during a meeting of the Committee then a temporary Presiding Member shall be elected in accordance with 7 above.**

**Staff**

**The Project Management Team, including the City’s Project Managers and the appointed Consultant team will work closely with the Committee throughout the Project.**

**Meetings**

1. **This Committee operates under the Council’s Standing Orders Local Law.**
2. **The committee shall have flexibility in relation to when it needs to meet, but as a minimum shall meet monthly. It is the responsibility of the Presiding Member to call the meetings of the Committee.**

**Reporting**

**The Committee shall report quarterly to the Council summarising its activities during the previous financial year.**

**Voting Requirement**

Absolute Majority

**Background**

The City of Nedlands 2018-2028 Strategic Community Plan (SCP) clearly articulates the community's vision and aspirations for the future of the City. It demonstrates the City's bold vision to perform a critical economic, social and cultural role within Perth Metropolitan Area. To support the future growth, the City intends to develop an Integrated Transport Strategy (ITS) to address the transport challenges by developing a clear framework for the future planning and upgrade of the City’s transport system. The ITS will guide future works as the City seeks to make it safe, easy, environmentally friendly and enjoyable to get around Nedlands.

In addition to the SCP, the City's Local Planning Scheme No. 3 (LPS3) was approved in 2019 and provides the basis for a significant increase to the City's population through changes to the zoning, land use permissions, density codes and development standards.

It is essential that the City's transport network effectively accommodate the transport needs of this increase in population. This planned growth will generate significant travel demand, placing greater stress on transport infrastructure and services. The City is seeking to have an integrated and holistic approach to transport initiatives and advocacy, by developing a transport strategy to manage the community's existing and future sustainable transportation needs.

Further to this, the State Government is responsible for planning and delivering public transport and major road infrastructure. The City needs to have a comprehensive understanding of various transport modes requirements to inform advocacy and collaboration with relevant State Government agencies on these matters.

At the Ordinary Council Meeting held on 23 February 2021, Council resolved to:

1. Commence the development of the Integrated Transport Strategy and Transport Impact Assessments for the Broadway, Waratah Avenue and Town Centre Precinct Plans; and
2. Approve a budget allocation of $145,000 in the 2020/21 and $50,000 in the 2021/22 financial years to engage a consultant to deliver the Integrated Transport Strategy and the Transport Impact Assessments for the Broadway, Waratah Avenue and Town Centre Precinct Plans.

In response to these matters and the Council Resolution, the City has sought quotes from experienced engineering consultants to prepare an Integrated Transport Strategy. Arup were selected as the preferred consultant, have been awarded this package of works, and have commenced the data gathering phase of the project.

Due to delays in the procurement process and contract negotiations, a contract for this project was not signed until April 2022. As such a budget allocation will be made as part of the 2022/23 Annual Budget process to complete this project.

The ITS will consider relevant stakeholders’ transport strategies/initiatives/plans. Those stakeholders will include neighbouring Local Governments, Department of Transport, Main Roads WA, those undertaking large infrastructure projects, and other stakeholders that will impact on the City of Nedlands’ transport network.  The final report will be submitted to the City of Nedlands and will be sole property of the City with full rights on its subsequent use.

**Discussion**

Due to the strategic importance of the ITS, the Administration is seeking to establish an Steering Committee, to provide guidance and input into the process of developing a comprehensive ITS.

The proposed project timeline is shown below:

|  |  |
| --- | --- |
| **Activity**  | **Indicative timeline**  |
| Appoint ITS Steering Committee   | 26 July 2022  |
| Community Consultation Plan approved by Steering Committee  | 04 Aug 2022  |
| Key stakeholder and Community Consultation commences  | August 2022  |
| Draft ITS presented to Council    | December 2022  |
| ITS approved by Council  | February 2023  |

**Consultation**

A Stakeholder Engagement Plan will be developed as part of this project, and consultation with the Community, the Steering Committee and key stakeholders will be undertaken throughout the project.

**Strategic Implications**

This item relates to the following elements from the City’s Strategic Community Plan.

**Vision** Our city will be an environmentally-sensitive, beautiful and inclusive place.

**Values** **Healthy and Safe**

Our City has clean, safe neighborhoods where public health is protected and promoted.

**Great Natural and Built Environment**

We protect our enhanced, engaging community spaces, heritage, the natural environment and our biodiversity through well-planned and managed development.

**Great Governance and Civic Leadership**

We value our Council’s quality decision-making, effective and innovative leadership, transparency, accountability, equity, integrity and wise stewardship of the community’s assets and resources. We have an involved community and collaborate with others, valuing respectful debate and deliberation.

**Great Communities**

We enjoy places, events and facilities that bring people together. We are inclusive and connected, caring and support volunteers. We are strong for culture, arts, sport and recreation. We have protected amenity, respect our history and have strong community leadership.

**Reflects Identities**

We value our precinct character and charm. Our neighborhoods are family-friendly with a strong sense of place.

**Easy to Get Around**

We strive for our City to be easy to get around by preferred mode of travel, whether by car, public transport, cycle or foot.

**Priority Area**

* Urban form - protecting our quality living environment
* Renewal of community infrastructure such as roads, footpaths, community and sports facilities
* Managing parking
* Working with neighboring Councils to achieve the best outcomes for the western suburbs as a whole

**Budget/Financial Implications**

A budget allocation of $130,000 has been proposed as part of the 2022/23 Annual Budget Process to complete this project.

**Legislative and Policy Implications**

Section 5.8 of the [Local Government Act 1995](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_43454.pdf/%24FILE/Local%20Government%20Act%201995%20-%20%5B07-t0-00%5D.pdf?OpenElement) allows Council to establish Committees to assist the Council to exercise the power and discharge the duties of the Local Government.

**Decision Implications**

If Council endorse the recommended Terms of Reference for the establishment of this Committee, the Project will be able to proceed with Councillor input and guidance throughout the project.

If Council does not endorse recommended Terms of Reference for the establishment of this Committee, the Project will have limited Councillor involvement. This will significantly increase the risk of changes to the Plan, or the Plan not being endorse when presented to Council.

Without an endorsed ITS, the Administration will not have Strategic guidance on how to effectively plan and manage the transport issues the City will facing in the coming years, which will result in a poor outcome for this key area of the City.

An ITS that has been endorsed by Council will enable the City to apply for state and federal grant funding opportunities that will assist to deliver future capital works.

**Conclusion**

The City of Nedlands Integrated Transport Strategy Project presents a unique opportunity for the City of Nedlands to undertake community consultation that will inform the City as to how its residents will move about the City over the coming decades, and then to develop a long-term strategic plan to manage and improve transport modes throughout the City.

The establishment of the ITS Steering Committee will ensure Council has the opportunity to provide strategic guidance to the project and is involved in the development process.

**Further Information**

N/A.

# Divisional Reports - Corporate & Strategy Report No’s CPS27.06.22 to CPS29.06.22

1.
2.

# CPS27.07.22 Monthly Financial Report – June 2022

This item will be dealt with at the Ordinary Council Meeting.

# CPS28.07.22 Monthly Investment Report – June 2022

This item will be dealt with at the Ordinary Council Meeting.

# CPS29.07.22 List of Account Paid – June 2022

This item will be dealt with at the Ordinary Council Meeting.

# Reports by the Chief Executive Officer CEO05.06.22

1.

# ORC01.06.22 Draft Organisational Review and Workforce Plan

|  |  |
| --- | --- |
| **Meeting & Date** | Organisational Review Committee – 7 June 2022Council Meeting 26 July 2022 |
| **Applicant** | City of Nedlands |
| **Employee Disclosure** **under section 5.70 Local Government** **Act 1995**  | Nil |
| **Report Author** | Bill Parker – Chief Executive Officer |
| **CEO** | Bill Parker |
| **Attachments** | 1. Draft Organisational Review Report
2. Draft Workforce Plan
 |

**Purpose**

The purpose of this report is for the Council to consider the Committee’s recommendation of 7 June 2022 to Council regarding the Organisational Review and Workforce Plan.

**Recommendation**

**That Council:**

1. **receives the Organisational Review;**
2. **adopts the Workforce Plan;**
3. **establishes a Workforce Plan Implementation Committee with an initial focus on Customer & Community Services.**
4. **appoints the Mayor and four Councillors (one Councillor from each ward) as Workforce Plan Implementation Committee Members:**

**Councillor (insert name) - Coastal Ward:**

**Councillor (insert name)- Hollywood Ward:**

**Councillor (insert name) - Dalkeith Ward:**

**Councillor (insert name) - Melvista Ward:**

1. **appoints the Deputy Mayor and four Councillors (one Councillor from each ward) as Deputy Members of the Workforce Plan Implementation Committee:**

**Councillor (insert name) - Coastal Ward:**

**Councillor (insert name)- Hollywood Ward:**

**Councillor (insert name) - Dalkeith Ward:**

**Councillor (insert name) - Melvista Ward:**

Committee Recommendation to Council

That the Organisational Review Committee recommends that Council:

1. receives the Organisational Review;
2. adopts the Workforce Plan; and
3. establishes a Workforce Plan Implementation Committee with an initial focus on Customer & Community Services.

Recommendation to Committee

That the Organisational Review Committee recommends that Council:

1. receives the Organisational Review; and
2. adopts the Workforce Plan.

**Voting Requirement**

Absolute Majority.

**Background**

In February 2022, the Organisational Review Committee endorsed the Project Brief including the methodology and timeline of activities for the organisational review.

In response, the consultants have finalised the Organisational Review and Workforce Plan. Both documents are now presented to the Council for consideration.

**Discussion**

The Organisational Review comprised 4 Phases:

**Phase 1: Stakeholder Consultations (Complete)**

The awarded Consultant was required to undertake stakeholder consultations with Councillors and Executive staff to ascertain their expectations in relation to the Organisational Review exercise including views on the organisation, and its service delivery.

**Phase 2: Development of a Project Brief (Complete)**

Following the consultation period, the consultant developed a comprehensive Project Brief. The Project Brief included:

* Methodology to undertake the Organisational Review
* Timeline of activities

**Phase 3: Organisational Review (Current phase)**

On approval of the Project Brief, the consultant undertook the Organisational Review.

**Phase 4: Workforce Plan (Current phase)**

To ensure that the final review is implemented, the final deliverable for the consultant was to embed the Organisational Review into a new Workforce Plan.

This report seeks to endorse both the Organisational Review and Workforce Plan.

It is important to note that the Workforce Plan has undergone minor amendments since the Committee endorsed the document. These changes include:

* An update of key statistics given the availability of recently released census data
* Grammatical changes
* Graphic design

**Consultation**

The consultant has met with elected members and the City’s Executive to ascertain their

expectations in relation to the Organisational Review, including views on the organisation and its service delivery.

The feedback received from the consultation process has informed both the Organisational Review and Workforce Plan.

**Strategic Implications**

This item relates to the following elements from the City’s Strategic Community Plan.

**Vision** Our city will be an environmentally-sensitive, beautiful and inclusive place.

**Values** **Great Governance and Civic Leadership**

 We value our Council’s quality decision-making, effective and innovative leadership, transparency, accountability, equity, integrity and wise stewardship of the community’s assets and resources. We have an involved community and collaborate with others, valuing respectful debate and deliberation.

**Budget/Financial Implications**

The Organisational Review concludes that the current workforce levels are not sustainable. In simple terms, the costs of employment are consuming a proportion of the budget which does not leave sufficient funding for the renewal of assets and capital works.

As a result, the Workforce Plan has been focused on the need to rebalance services. The Workforce Plan recommends a reduction in Full Time Equivalent of 23.4 by the end of 2024/25. This would equate to a saving of approximately $2.0m - $2.5m annually by the end of 2024/25 or $12.0 million - $15.0 million over the life of the Long-Term Financial Plan (assuming approx. 6 years of full savings).

**Legislative and Policy Implications**

Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires the City of Nedlands to have a Corporate Business Plan. One of the key inputs in developing a Corporate Business Plan is a Workforce Plan.

**Decision Implications**

If the Committee endorses the Organisational Review and Workforce Plan, both documents will be presented to Council for consideration.

If the Committee does not endorse the Organisational Review and Workforce Plan, further changes and amendments can be incorporated prior to the documents being considered by Council.

**Conclusion**

This report recommends endorsing both the Organisational Review and Workforce Plan for consideration by Council.

**Further Information**

N/A

# Council Members Notice of Motions of Which Previous Notice Has Been Given

This item will be dealt with at the Ordinary Council Meeting.

# Urgent Business Approved by the Presiding Member or by Decision

This item will be dealt with at the Ordinary Council Meeting.

# Confidential Items

Confidential items to be discussed at this point.

1.
2.
3.

# CEO05.07.22 Confidential Final Determination Report (036201v-01)

Confidential report circulated separately to Council Members.

# CEO06.07.22 Confidential Final Determination Report (03621Iv-01)

Confidential report circulated separately to Council Members.

# CEO07.07.22 Confidential Final Determination Report (03617IV-01)

Confidential report circulated separately to Council Members.

# Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.