



TOWN OF

Bassendean

MINUTES

Ordinary Meeting of Council

Tuesday 27 June 2023, 6:00 pm

in the Council Chamber,

Administration Building

48 Old Perth Road, Bassendean WA 6054

1 Declaration Of Opening; Acknowledgment of Country; Acknowledgment of Visitors; Disclaimer

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 Announcements by The Presiding Person Without Discussion

The Presiding Member advised the consultation for Draft Local Planning Scheme 11 is currently open and encouraged residents and ratepayers to provide feedback by the closing date of 14 July 2023.

3 Attendances, Apologies and Applications for Leave of Absence

Present

Councillors

Cr Kathryn Hamilton, Mayor
Cr Renee McLennan, Deputy Mayor
Cr Hilary MacWilliam
Cr Emily Wilding
Cr Jennie Carter
Cr Paul Poliwka
Cr Tallan Ames

Officers

Mr Cameron Woods, Chief Executive Officer
Mr Luke Gibson, Director Community Planning
Mr Paul White, Director Corporate Services
Mr Phil Adams, Exec Manager Infrastructure
Ms Nicole Davey, Exec Manager Sustainability & Environment
Mr Matthew Monkhouse, Manager Governance & Strategy
Mr Raj Malde, Manager Finance and Customer Service

Public

Approximately 9 members of the public were in attendance.

Apologies

Nil.

Leave of Absence

Nil.

4 Declarations of Interest

Nil.

5 Presentations or Deputations

Nil.

6 Statements by Members of the Public

Carol Seidel - 55 Broadway, Bassendean

Mrs Seidel spoke on the Birak celebration and wanting it to remain in January. Mrs Seidel also spoke on Tree Preservation Orders (TPO) and wanting a moratorium on trees following a TPO being submitted. Mrs Seidel offered thanks and congratulations to Executive Manager Infrastructure, Philip Adams for communication and liaison with matters relating to trees.

7 Questions from Members of the Public

Peter Robinson - 3 Ashfield Parade, Crooked Brook

Q1. Will the Town look into the Tree Preservation Order Nomination process that has been demonstrated to accelerate the destruction of trees under consideration in order to prevent any similar precipitate action by a land holder?

A. The Town can review the process as part of the future review of Local Planning Policy 13 – Tree Protection and Provision, which is expected to occur in the second half of 2023.

Q2. Have there been any other trees destroyed by land holders who have been notified of trees on their property being under consideration?

A. One, although it is unclear as to whether the landowner actually received the notification prior to removing the tree.

Q3. Has the decision whether to pursue formal compliance action been delegated to the Town's officers or does that remain with Council?

A. Such matters are operational and fall within the responsibility of the CEO.

Q4. If no formal compliance action is pursued in this case does Council agree that a precedent is being set that encourages landholders to see a Tree Preservation Nomination as an incentive to destroy. A green light for the chainsaw so to speak!

A. Such an action would not constitute a precedent. In any event, the planning framework as it relates to tree preservation is proposed to change under draft Local Planning Scheme No. 11, whereby a tree would not be subject to any protections until such time as it was formally included on the Significant Tree Register.

Q5. What future protections of significant trees on private property does the Town envisage including in the Town Planning Scheme that is under development?

A. The draft Scheme includes provisions relating to a “Significant Tree Register” (see page 32 of the draft document).

Ian Maluish - 3/22 Elsfield Way, Bassendean

Q1.

i) What does Celebrating Birak mean and what event is proposed.

ii) And will the Town be celebrating the other 5 season on the Noongar calendar.

A.

i) Taken on Notice until the Council has considered the item tonight.

ii) No discussions to this effect have taken place with the relevant Committee of Council.

Q2. Will the Town of Bassendean be celebrating Australia Day on the 26th January annually and if so will it be holding a Citizenship Ceremony on that day.

A. An alternate motion has been submitted to discuss the hosting of a Citizenship Ceremony and Australia Day event which is in alignment with National Australia Day Council guidelines and Federal Govt guidelines relating to Citizenship Ceremonies.

Nonie Jekabsons - 6 Barton Parade, Bassendean

Q1. How does the Town of Bassendean intend to improve protection of trees within the town, in particular those on private property, as part of the revision of the Local Planning Scheme?

A. Draft Local Planning Scheme No. 11 includes provisions relating to a Significant Tree Register. As part of the consultation process, the Town has received various comments about tree protection and that issue, among others, will be considered at Council’s August 2023 Meeting.

Q2 - Is there any scope to include the Tree Preservation Order in LPS11?

A. The Significant Tree Register is functionally the same as a Tree Preservation Order, it is just under a different title. It will be considered at Council’s August 2023 Meeting.

Donald Yates - 12 Thompson Road, Bassendean

Mr Yates was not in attendance but the following questions and responses were provided:

Q1. Do the Town of Bassendean Councillors, executive staff and planners accept that the additional housing rate in Bassendean is seriously lower than that even to

achieve the 4150 additional homes by 2050 as per State Planning Policy 4.2 as defined in March 2018?

A. The Town is achieving approximately 75% of its dwelling target, but this is expected to increase upon gazettal of draft LPS 11, which provides for greater development opportunities in an around the Bassendean Town Centre. Further information on this matter is available within the adopted Local Planning Strategy.

Q2. Do the Town of Bassendean Councillors, executive staff and planners accept that the land zonings in the draft Local Planning SCHEME 11,
i) do not align with the WAPC approved Local Planning STRATEGY of Feb 2023
ii) the land zonings need to greatly increase to encourage and ensure an orderly and practical additional home construction that better reflects the guidelines of State Planning Policy 4.2 of March 2018 and realities of dramatically increasing affordable housing demand that is being stimulated Federal and State appropriate funding?

A.
 i) No
 ii) No

Q3. How much would it have cost to be a co-sponsor of the Avon Descent's 50th Anniversary in 2023?

A. The EMRC Avon Decent funding application required each participating LGA to host an event in their locality. This required each LGA to provide @ 66% of the project funding with Lottery West providing the balance. The grant application for this year event included a collective spend by the participating Councils and the EMRC of \$364K which was then supported by Lotterywest with a grant of \$155K, making the overall project total \$519K. The Town of Bassendean being so close to the main event in Bayswater, determined not to participate.

8 Petitions

9 Confirmation of Minutes

9.1 Confirmation of Minutes - Ordinary Council Meeting held on 23 May 2023

Attachments:	1. Ordinary- Council- Minutes-23- May-2023- Confirmed [9.1.1 - 30 pages]
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Officer Recommendation – 9.1

That the minutes of the Ordinary Council Meeting held on 23 May 2023 be received and be confirmed as a true and correct record.

Council Resolution/Officer Recommendation – Item 9.1 OCM-1/06/23

MOVED Cr Renée McLennan, Seconded Cr Emily Wilding,

That the minutes of the Ordinary Council Meeting held on 23 May 2023 be received and be confirmed as a true and correct record.

CARRIED UNANIMOUSLY 7/0

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

11.1 External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Author	Office of the CEO
Department	CEO'S Office
Previous Reports	N/A
Authority/Discretion	Information For the Council/Committee to note.
Attachments	Nil

Nil to report.

12 Officer Reports

It was agreed that item 12.2, be removed from the en-bloc table and considered separately.

Council Resolution/Officer Recommendation – Item 12.1 **OCM-2/06/23**

MOVED Cr Hilary MacWilliam, SECONDED Cr Jennie Carter,

That Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Agenda:

Item	Report	
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12.9	RFT 01/2023 Concrete Footpaths, Crossovers, Kerbing and Pram Ramps	Simple Majority
12.10	Monthly Financial Report – May 2023	Simple Majority
12.11	Accounts Paid - May 2023	Simple Majority
12.12	End of Year Closure	Simple Majority

CARRIED UNANIMOUSLY 7/0

Council was requested to consider the balance of the Officer recommendations independently.

Item	Report	
12.2	Arts, Culture and Events Committee Meeting - 6 June 2023	Simple Majority
12.3	Policy 2.15 Single Use Plastics and Balloons	Absolute Majority
12.4	Review of Council Policies: Water Sensitive Urban Design and Water Conservation and Wetlands	Absolute Majority
12.5	Draft amended Local Planning Policy 4 - Heritage and Character	Absolute Majority
12.6	Draft amended Local Planning Policy 2 - Sustainable Development	Absolute Majority
12.7	Adoption of the 2023/24 Annual Budget	Absolute Majority
12.8	Audit and Governance Committee Meeting of 12 June 2023	Absolute Majority

12.2 Arts, Culture and Events Committee Meeting - 6 June 2023	
File Reference	GOVN/CCLMEET/.41
Directorate	Community Planning
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Agenda - Arts, Culture and Events Committee Meeting of 6 June 2023 [12.2.1 - 16 pages] 2. Minutes - Arts, Culture and Events Committee Meeting of 6 June 2023 [12.2.2 - 9 pages] 3. Letter from Bassendean Primary School - The Bilya Project (9 March 2023) [12.2.3 - 2 pages] 4. Letter from Bassendean Primary School - The Bilya Project (22 June 2023) [12.2.4 - 1 page]

Purpose

The purpose of this report is for Council to receive the minutes of the meeting of the Arts, Culture and Events (ACE) Committee held on 6 June 2023.

Due to foreshadowed amendments and alternate motions, the Committee recommendations were considered separately.

Council Resolution/Committee Recommendation – Item 12.2 **OCM-3/06/23**

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka,

That Council:

1. Receives the minutes of the meeting of the Arts, Culture and Events Committee held on 6 June 2023.
3. Subject to the establishment of a Memorandum of Understanding with the Eastern Regional RSL to outline roles, responsibilities, and cost-sharing in the staging of various commemorative services throughout the year, provides in 2023-2024, \$6,000 for the staging of Anzac Day and \$2,000 for the staging of Remembrance Day.
4. Supports the request for community funding of \$5,000 towards the implementation of The Bilya Project.
5. Authorises the CEO to execute a funding agreement with the Bassendean Primary School regarding the implementation of the project.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 7/0

Cr McLennan proposed an amendment to the Committee recommendation for part 2 as follows:

That Council:

Subject to the Minister for Lands granting consent to the Agreement, authorises the Town to enter into a new licence Agreement for Movies by Burswood Bassendean, based on the previous licence, to be for a **two**-year period commencing 1 November 2024 and expiring 30 April **2026** with a mutual option for a further 12 months expiring 30 April **2027**.

Cr McLennan Moved the amendment, Seconded Cr Wilding,

LOST 2/5

Crs McLennan and Wilding voted in favour of the motion.

Crs Hamilton, MacWilliam, Ames, Carter and Poliwka voted against the motion.

The Committees substantive motion was then considered:

MOVED Cr Tallan Ames, Seconded Cr Jennie Carter,

That Council:

2. Subject to the Minister for Lands granting consent to the Agreement, authorises the Town enter into a new licence Agreement for Movies by Burswood Bassendean, based on the previous licence, to be for a one-year period commencing 1 November 2024 and expiring 30 April 2025 with a mutual option for a further 12 months expiring 30 April 2026.

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 7/0

Cr Carter foreshadowed an alternate motion for part 6 of the Committee recommendation:

That Council:

Requests the CEO to facilitate an inclusive community Birak Celebration Sundowner event that incorporates a Citizenship Ceremony and other appropriate elements in advance of the 2024 Australia Day long weekend, where this event is to be held on the 25th January 2024 at Mary Crescent Reserve; and additionally requests the CEO to have applications made for grant funding that may supplement the expense of running this event.

The Committee Recommendation that reads:

That Council:

6. Agrees to the staging of Celebrating Birak in early December (incorporating recognition of International Volunteer Day) and notes that a Citizenship Ceremony will be hosted in late January.

Was put to the vote, MOVED by Cr Tallan Ames and LAPSED FOR WANT OF A SECONDER

The foreshadowed motion was MOVED by Cr Jennie Carter and Seconded by Cr Hilary MacWilliam, which reads:

That Council:

6. Requests the CEO to facilitate an inclusive community Birak Celebration Sundowner event that incorporates a Citizenship Ceremony and other appropriate elements in advance of the 2024 Australia Day long weekend, where this event is to be held on the 25th January 2024 at Mary Crescent Reserve; and additionally requests the CEO to have applications made for grant funding that may supplement the expense of running this event.

it was put to the vote and

Voting requirements: Simple Majority

CARRIED UNANIMOUSLY 7/0

Reasons:

We know that the 26 January date is divisive, particularly for our Indigenous residents, and it is appropriate that the Town of Bassendean celebrates on a different date. Although holding the event on a date over the Australia Day long weekend might have been preferable, the administration has identified some issues with securing the services of contractors on public holidays together with additional employee costs.

We are also constrained by the fact that in October 2022 the NADC Grant guidelines offered funding for suitable events on the condition that such events must conclude no later than 26 January. In line with this, some local authorities choose to hold events that conform to the guidelines of NADC funding on dates preceding the 26th of January.

The Town should continue to hold a community event that celebrates inclusiveness, while recognising there are efficiencies and cost benefits in holding the event on the 25th of January 2024.

12.3 Policy 2.15 Single Use Plastics and Balloons	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	ENVM/POLCY/1
Directorate	Sustainability and Environment
Previous Reports	31 March 2020
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	1. Single- Use- Plastics-and- Balloons [12.3.1 - 3 pages]

Purpose

The purpose of this report is for Council to consider revoking the Single Use Plastics and Balloons Council Policy.

Council Resolution/Officer Recommendation – Item 12.3 **OCM-4/06/23**

MOVED Cr Hilary MacWilliam, Seconded Cr Tallan Ames,

That Council pursuant to the *Local Government Act 1995* revokes the Single Use Plastics and Balloons Council Policy to take effect from 1 March 2024.

Voting requirements: Absolute Majority

CARRIED UNANIMOUSLY 7/0

12.4 Review of Council Policies: Water Sensitive Urban Design and Water Conservation and Wetlands	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVR/POLCY/1
Directorate	Sustainability and Environment
Previous Reports	March 2014 22 March 2022
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. 2.9 Water Sensitive Urban Design and Water Conservation [12.4.1 - 3 pages] 2. 2.11 Wetlands [12.4.2 - 2 pages]

Purpose

The purpose of this report is for Council to consider revocation of the following Council Policies (as attached):

- 2.9 Water Sensitive Urban Design and Water Conservation
- 2.11 Wetlands

Council Resolution/Officer Recommendation – Item 12.4
OCM-5/06/23

MOVED Cr Hilary MacWilliam, Seconded Cr Paul Poliwka,

That Council, pursuant to the *Local Government Act 1995*, revokes the following Council Policies:

- 2.9 Water Sensitive Urban Design and Water Conservation
- 2.11 Wetlands

Voting requirements: Absolute Majority

CARRIED 5/2

Crs McLennan, MacWilliam, Wilding, Poliwka and Ames voted in favour of the motion. Crs Carter and Hamilton voted against the motion

12.5 Draft amended Local Planning Policy 4 - Heritage and Character	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LUAP/POLCY/24
Department	Community Planning
Previous Reports	24 May 2022
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Local Planning Policy 10 - Earlsferry House Design Guidelines [12.5.1 - 2 pages] 2. Draft amended Local Planning Policy 4 - Heritage and Character [12.5.2 - 16 pages]

Purpose

The purpose of this report is for Council to consider a draft amended Local Planning Policy 4 – Heritage and Character (LPP 4).

Council Resolution/Officer Recommendation – Item 12.5
OCM-6/06/23

MOVED Cr Renée McLennan, Seconded Cr Jennie Carter,

That Council, pursuant to Clauses 4(1) and 9(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertises the draft amended Local Planning Policy 4 - Heritage and Character (including the proposed designation of the Earlsferry Heritage Area), as attached to this report.

Voting requirements: Absolute Majority

CARRIED UNANIMOUSLY 7/0

12.6 Draft amended Local Planning Policy 2 - Sustainable Development	
File Reference	LPP 2
Department	Community Planning
Previous Reports	24 May 2022
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> Existing Local Planning Policy 2 - Sustainable Development [12.6.1 - 5 pages] Draft amended Local Planning Policy 2 - Sustainable Development [12.6.2 - 4 pages]

Purpose

The purpose of this report is for Council to consider a draft amended Local Planning Policy 2 – Sustainable Development (LPP 2).

Council Resolution/Officer Recommendation – Item 12.6
OCM-7/06/23

MOVED Cr Renée McLennan, Seconded Cr Hilary MacWilliam,

That Council, pursuant to Clause 5(2) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, provisionally adopts draft amended Local Planning Policy 2 – Sustainable Development, to be effective from 1 September 2023.

Voting requirements: Absolute Majority

CARRIED UNANIMOUSLY 7/0

12.7 Adoption of the 2023/24 Annual Budget	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/BUGTG/1

Directorate	Director Corporate Services
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Statutory Budget 2023-24 [12.7.1 - 26 pages] 2. Statement of Objects and Reasons for 2023-24 Differential Rates [12.7.2 - 4 pages] 3. Fees and Charges 2023-24 [12.7.3 - 23 pages] 4. Operational Projects Listing 2023-24 [12.7.4 - 2 pages] 5. CONFIDENTIAL REDACTED - Operational Projects 2023-24 - Confidential [12.7.5 - 3 pages] 6. Capital Projects Listing 2023-24 [12.7.6 - 4 pages] 7. CONFIDENTIAL REDACTED - Capital Projects 2023-24 - Confidential [12.7.7 - 9 pages]

Purpose

The purpose of this report is to present the proposed 2023/24 Annual Budget for the Town of Bassendean to Council for adoption.

This report provides the strategic context for the Town's proposed 2023/24 Annual Budget together with supporting schedules, including proposed rates and minimum payments, fees and charges, and operational and capital projects.

The proposed 2023/24 Annual Budget is presented in its statutory form for Council adoption in accordance with the *Local Government Act 1995* (Act), the *Local Government (Financial Management) Regulations 1996* (Regulations) and Australian Accounting Standards (Standards) (**Attachment 1**).

Council Resolution/Officer Recommendation – Item 12.7 **OCM-8/06/23**

MOVED Cr Renée McLennan, Seconded Cr Tallan Ames,

That Council:

1. 2023/24 Annual Budget

Adopts, pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and part 3 of the *Local Government (Financial Management) Regulations 1996* the Budget for the Town of Bassendean for the 2023/24 financial year, as contained in **Attachment 1**, which includes the following:

- a) Statement of Comprehensive Income by Nature or Type showing a net deficit for the year of \$(1,958,201);
- b) Statement of Cash Flows showing cash at the end of the year of \$7,415,223;
- d) Rate Setting Statement showing the amount required to be raised from rates of \$15,469,341;
- e) Notes to and Forming Part of the Budget;
- f) Transfers to Reserve Accounts totaling \$1,915,097 and from Reserve Accounts totaling \$1,637,019; and
- g) Operational Projects - \$619,822, as detailed in **Attachment 5 (Confidential)**; and
- h) Capital Expenditure and New Initiatives - \$5,510,678, inclusive of Carried Forward Projects of \$1,938,320, as detailed in **Attachment 7 (Confidential)**.

Voting requirement: Absolute majority

CARRIED UNANIMOUSLY 7/0

MOVED Cr Emily Wilding, Seconded Cr Renée McLennan,

That Council:

2. Rates, Instalment Payment Arrangements, Administration Fees and Interest

- a. For the purpose of yielding the deficiency disclosed by the 2023/24 Annual Budget, pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, imposes the differential rates and minimum payment for 2023/24 that were advertised by public notice on 1 June 2023, as follows:

Rating Category	Rate in Dollar in Cents	Minimum Payment (\$)
Improved – Residential	7.7400	1,183
Improved – Commercial and Industrial (GRV)	8.9010	1,183
Vacant Land – Residential, Commercial and Industrial (GRV)	11.6100	1,183

- b. Adopts the Objects and Reasons for the above Differential Rates for 2023/24, being **Attachment 2**.
- c. Imposes the following service charge for properties in the Eden Hill NRUPP Underground Power Program:
 - i. NRUPP – Consumer Mains Connection, \$2,910; and
 - ii. NRUPP – Cut and Cap Connection, \$1,455;

- d. Determines that the amount of the service charge applicable for multi-unit developments within the NRUPP Underground Power Program for a 'parent' connection be shared equally among the property owners in the development according to the number of units owned;
- e. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment of rates in full, and service charges by instalments:

Payment Option	Instalment No.	Due Date
Payment in full	1	31 August 2023
Two Instalments	1	31 August 2023
	2	9 January 2024
Four Instalments	1	31 August 2023
	2	31 October 2023
	3	9 January 2024
	4	12 March 2024

- f. Imposes, in accordance with section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, an instalment administration charge where the owner has elected to pay rates (or service charges) through an instalment option, of \$14 for each instalment after the initial instalment is paid;
- g. Imposes, in accordance with section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, an additional interest rate of 5.5% applicable to rate and service charge instalment arrangements;
- h. Imposes, in accordance with section 6.51(1) of the *Local Government Act 1995*, an interest rate of 11% applicable to overdue and unpaid rates and service charges;
- i. Waives 50% of the rates for 2023/24 payable by Westcare Incorporated in respect of its factory premises at 28 Hanwell Way Bassendean, in accordance with section 6.47 of the *Local Government Act 1995*;
- j. Grants a concession of \$500 against rates payable for 2023/24 in respect of a property selected at random, where the property owner has registered

for eRates by 30 June 2023, pursuant to section 6.47 of the *Local Government Act 1995*.

Voting requirement: Absolute majority

CARRIED 6/1

All Councillors voted in favour of the motion, except Cr Poliwka who voted against the motion

MOVED Cr Renée McLennan, Seconded Cr Tallan Ames,

That Council:

3. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and regulation 53(2) of the *Building Regulations 2012*, adopts the Fees and Charges included in the 2023/24 Annual Budget (**Attachment 3**).

Voting requirement: Absolute majority

CARRIED UNANIMOUSLY 7/0

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding,

That Council:

4. Elected Members' fees and allowances

a) Pursuant to section 5.98 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:

- i) Mayor \$26,370; and
- ii) Councillors \$17,030;

b) Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members;

c) Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, adopts the

annual local government allowance of \$38,450 to be paid to the Mayor in addition to the annual meeting allowance; and

- d) Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$9,612 to be paid to the Deputy Mayor in addition to the annual meeting allowance.

Voting requirement: Absolute majority

CARRIED UNANIMOUSLY 7/0

MOVED Cr Renée McLennan, Seconded Cr Hilary MacWilliam,

That Council:

5. Reserves – Change in Purpose, Change in use of funds

Pursuant to section 6.11 of the *Local Government Act 1995*, Council approves:

- a. Creation of an Asset Enhancement Reserve: “*To accrue funds for upgrade and replacement of infrastructure assets*”.
- b. Creation of a Carry Forward Reserve: “*To accrue unspent funds from Operating and Capital Works Programs to enable continuation in future years*”.

Voting requirement: Absolute majority

CARRIED UNANIMOUSLY 7/0

MOVED Cr Renée McLennan, Seconded Cr Jennie Carter,

That Council:

6. Loan – Underground Power

Pursuant to section 6.20 of the *Local Government Act 1995*, approves the CEO making application to the Western Australian Treasury Corporation for a loan of up to \$750,000 to cash call obligations under the co-funding agreement with Western Power, in advance of recouping the cost from property owners.

Voting requirement: Absolute majority

CARRIED UNANIMOUSLY 7/0

MOVED Cr Renée McLennan, Seconded Cr Emily Wilding,

That Council:

7. Materiality

Adopts a material variance of \$15,000 or 10% of the appropriate base, whichever is the higher, for the 2023/24 Financial Activity Statement, for the purpose of reporting under regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality.

Voting requirement: Simple majority

CARRIED UNANIMOUSLY 7/0

The CEO commended the dedication and work by the Director of Corporate Services and Manager Financial and Customer Service in producing the budget.

12.8 Audit and Governance Committee Meeting of 12 June 2023	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/18
Directorate	Corporate Services
Previous Reports	
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	<ol style="list-style-type: none"> 1. Audit and Governance Committee Minutes 12 June 2023 [12.8.1 - 10 pages] 2. Audit Planning Memorandum 2023 [12.8.2 - 27 pages] 3. General and Rates Debtors IA Report - FINAL [12.8.3 - 19 pages] 4. Internal Audit Plan 2022-23 [12.8.4 - 7 pages] 5. Draft Internal Audit Programme 2023-26 [12.8.5 - 1 page] 6. Recovery of Rates and Service Charges Policy [12.8.6 - 5 pages] 7. Recovery of Sundry Debts Policy [12.8.7 - 4 pages] 8. Financial Hardship Policy [12.8.8 - 8 pages] 9. Rates Exemption Policy [12.8.9 - 4 pages]

	<ol style="list-style-type: none">10. Councillor Allowances and Expenses Policy [12.8.10 - 5 pages]11. Draft Amended Purchasing Policy - Marked up [12.8.11 - 8 pages]12. Draft Amended Purchasing Policy - Clean [12.8.12 - 8 pages]13. Purchasing Policy - LG Comparison [12.8.13 - 4 pages]14. CONFIDENTIAL REDACTED - Audit Risk Register - June 2023 [12.8.14 - 9 pages]
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Purpose

The purpose of this report is for Council to receive the report on the meeting of the Audit and Governance Committee held on 12 June 2023.

Council Resolution/Committee Recommendation – Item 12.8 **OCM-9/06/23**

MOVED Cr Paul Poliwka, Seconded Cr Hilary MacWilliam,

That Council:

1. Receives the General and Rates Debtors Internal Audit Report and notes the findings and recommendations, and the management action to be taken to address the identified risks.
2. Adopts the Internal Audit Schedule for 2023/24 to 2025/26, attached to this report.
3. Adopts the amended Recovery of Rates and Service Charges Policy, attached to this report.
4. Adopts the amended Financial Hardship Policy, attached to this report.
5. Sets the next review date for the following four policies to 30 June 2026:
 - Recovery of Rates and Service Charges Policy
 - Recovery of Sundry Debts Policy
 - Financial Hardship Policy
 - Rates Exemption Policy.
6. Revokes the Councillor Allowances and Expenses Policy.
7. Notes that the CEO is to develop a procedure for the reimbursement of expenses.

8. Adopts the draft amended Purchasing Policy, attached to this report.
9. Notes the exercise of delegated authority by the Manager Finance to write off small rates balances shown in Table 1 of this report, in accordance with section 6.12(1)(c) of the *Local Government Act 1995*.
10. Receives the Audit Risk Register and notes the action taken or proposed to be taken, to address the identified risks.

Voting requirements: 1, 2, 7, 9 and 10 Simple Majority; 3 to 6, and 8 Absolute Majority

CARRIED UNANIMOUSLY 7/0

12.9	RFT 01/2023 Concrete Footpaths, Crossovers, Kerbing and Pram Ramps
File Reference	ROAD/TENDNG/52
Directorate	Corporate Services
Previous Reports	Not applicable
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. CONFIDENTIAL REDACTED - RFT 01 2023 EVALUATION REPORT (Confidential) APPROVED [12.9.1 - 30 pages]

Purpose

The purpose of this report is for Council to consider a summary of tenders received for RFT 01/2023 Concrete Footpaths, Crossovers, Kerbing and Pram Ramps and appoint the contractor considered to provide the best value for money to the Town.

Council Resolution/Officer Recommendation – Item 12.9 OCM-10/06/23

MOVED Cr Hilary MacWilliam, Seconded Cr Jennie Carter,

That Council accepts the offer submitted by Dowsing Group Pty Ltd to provide concrete footpaths, crossovers, kerbing and pram ramps services in accordance with the Terms and Conditions as specified in RFT 01/2023 for a period of three (3) years with an option to extend the Term of the Contract by one (1) year at the submitted schedule of rates. The Term of the Contract (including any extensions) will not exceed four (4) years in total.

Voting requirements: Simple MajorityCARRIED BY EN BLOC RESOLUTION 7/0

12.10 Monthly Financial Report – May 2023	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/1
Department	Corporate Services
Previous Reports	N/A
Authority/Discretion	Review When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Attachments	1. Financial Activity Statement as at 31 May 2023 [12.10.1 - 12 pages]

Purpose

The purpose of this report is for Council to receive the Monthly Financial Report for May 2023 which incorporates the Statement of Financial Activity.

Council Resolution/Officer Recommendation – Item 12.10
OCM-11/06/23

MOVED Cr Hilary MacWilliam, Seconded Cr Jennie Carter,

That Council:

1. Receives the Monthly Financial Report for the period ending 30 May 2023, which incorporates the Statement of Financial Activity for May 2023.
2. Notes the Explanation of Material Variances in the Statement of Financial Activity.

Voting requirements: Simple MajorityCARRIED BY EN BLOC RESOLUTION 7/0

12.11 Accounts Paid - May 2023	
Property Address	N/A

Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Directorate	Corporate Services
Previous Reports	
Authority/Discretion	Legislative Includes adopting local laws, local planning schemes & policies.
Attachments	1. Payments Report May 2023 [12.11.1 - 14 pages]

Purpose

The purpose of this report is for Council to receive the list of payments for May 2023.

Council Resolution/Officer Recommendation – Item 12.11 **OCM-12/06/23**

MOVED Cr Hilary MacWilliam, Seconded Cr Jennie Carter,

That Council receives the list of payments for May 2023.

Voting requirements: Simple Majority

CARRIED BY EN BLOC RESOLUTION 7/0

12.12 End of Year Closure	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	HR/LIAIS/2
Directorate	Office of the CEO
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	Nil

Purpose

The purpose of this report is for Council to consider the Festive Season Closure for 2023/24.

Council Resolution/Officer Recommendation – Item 12.12
OCM-13/06/23

MOVED Cr Hilary MacWilliam, Seconded Cr Jennie Carter,

That Council, in addition to and in alignment with the Festive Season Office (Administration) Closure Council Policy:

1. Approves the closing of the Customer Services Centre, Administration Building, Library, Wind in the Willows Early Childhood Education (Bassendean and Ashfield), Youth Services and Depot as per the proposed Festive Season period outlined below;
 - **Customer Services Centre, Administration Building and Depot** – last day Friday 22 December 2023, reopening on Monday 8 January 2024;
 - **Youth Services** – last day Friday 15 December 2023, reopening on Tuesday 9 January 2024;
 - **Wind in the Willows** – last day (for children) Thursday 21 December 2023, reopening Monday 8 January 2024 (first day for children);
 - **Library** – closing at 5.30pm on Friday 22 December 2023, reopening on Monday 8 January 2024.
2. Requests the Chief Executive Officer provides emergency contact details to the public for the Festive period; and
3. Requests the Chief Executive Officer to provide a skeleton staff during the agreed Festive Season closure period.

Voting requirements: Simple Majority

CARRIED BY EN BLOC RESOLUTION 7/0

13 Motions of which Previous Notice has been given

14 Announcements of Notices of Motion for the next meeting

15 Urgent Business

Nil.

16 Confidential Business

17 Closure

The next Briefing Session will be held on Tuesday 18 July 2023, commencing at 6pm. The next Ordinary Council Meeting will be held on **Tuesday 25 July 2023**, commencing at 6pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 7.05pm.