



TOWN OF

Bassendean

AGENDA

Ordinary Meeting of Council

Tuesday 24 May 2022

commencing at 6.00pm

In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, public notice is hereby given that due to the public health emergency arising from the COVID-19 Pandemic, the Mayor has considered it appropriate for the Ordinary Council meeting to be held by electronic means.

Peta Mabbs
CHIEF EXECUTIVE OFFICER

19 May 2022

Meeting Information

In accordance with regulation 12(2) and 14D of the *Local Government (Administration) Regulations 1996*, public notice is hereby given that due to the public health emergency arising from the COVID-19 Pandemic, the Mayor has considered it appropriate for the Briefing Session to be held by electronic means.

This meeting will be live streamed and can be viewed at:

<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg/live>

or if you miss it live, go to:

<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

Members of the public may participate in public question time by providing their written questions to the Town by 12 noon on the day of the meeting for inclusion at the meeting. Questions and statements are to be submitted in advance via the online forms: Online Form - Public Question Time » Town of Bassendean

Online Form - Public Statement Time » Town of Bassendean. Alternatively, if electors are interested in participating at the meeting, a link can be forwarded to join the meeting by electronic means.

Deputations can be made at the meeting via the online form: Online Form - Request for Deputation » Town of Bassendean. If a request is successful, the presenter will be provided with a link to join the meeting by electronic means.

It should be noted that deputations are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

Conduct at meetings

The Town is committed to ensuring our Council Meetings are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

Council Seating Plan

Minute Secretary
Amy Holmes

Manager Governance and Strategy
Elizabeth Kania



Chief Executive Officer
Peta Mabbs



Mayor
Cr Kathryn Hamilton
E: crhamilton@bassendean.wa.gov.au

Director Corporate Services
Paul White



Director Community Planning
Luke Gibson



Executive Manager Infrastructure
Phillip Adams



Executive Manager Sustainability and Environment
Nicole Davey



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Cr Paul Poliwka
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Council Role

Each Report presented will identify what Council's Role is in the item

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right 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, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Information	For the Council/Committee to note.

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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

3 Attendances, Apologies and Applications for Leave of Absence

4 Declarations of Interest

5 Presentations or Deputations

Any person or group wishing to be received as a deputation by the Council is to either— apply, before the meeting, to the CEO for approval; or with the approval of the presiding member, address the Council.

Deputations can be made at the meeting via the online form: [Online Form - Request for Deputation » Town of Bassendean](#).

Deputations should be directed to the CEO **by no later than 12noon on the day of the meeting**. The CEO **may either** approve the request and invite the deputation to join the meeting; or refer the request to the Council to decide by simple majority whether or not to receive the deputation.

A deputation should be made by no more than five people relating to an item, and only two may address the Council. Others can respond to specific questions from members or unless otherwise ruled by the Presiding Member. Additional members may be allowed to speak if the Presiding Member allows it. Speakers cannot address Council for longer than **10 minutes** unless Council agrees to an extension.

It should be noted that deputations are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

6 Statements by Members of the Public on Agenda Item

The public statement session will be restricted to 15 minutes unless the Council, by resolution, decides otherwise on matters contained in the agenda.

Each person is restricted to one statement of up to two minutes unless the Council, by decision, determines that they may speak for no more than a further two minutes.

Statements can be submitted prior to the Council meeting to:
www.bassendean.wa.gov.au/forms/public-statement-time/37

It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.

7 Questions from Members of the Public

15 minutes will be allocated for questions by members of the public unless the Council, by resolution, decides otherwise on matters contained in the agenda.

Each member of the public with a question is entitled to ask up to two questions before other members of the public will be invited to ask their questions.

Questions can be submitted prior to the Council meeting to:
www.bassendean.wa.gov.au/forms/public-question-time/36

If a person asking a question is not present at the meeting, then the Mayor can choose to deal with it at the meeting or arrange a response by email.

8 Petitions

9 Confirmation of Minutes

9.1 Confirmation of Minutes	
Attachments	1. Ordinary Council Minutes 26 April 2022 [9.1.1 - 25 pages]

Officer Recommendation – Item 9.1(a)

That the minutes of the Ordinary Council meeting held 26 April 2022, be received.

Officer Recommendation – Item 9.1(b)

That the minutes of the Ordinary Council meeting held on 26 April 2022, be confirmed as a true record.

10 Business Deferred from Previous Meeting

Nil

11 External Committee Reports and Updates

Receipt of External Committee and Organisation Minutes	
File Reference	INFM/INTPROP/1
Department	Chief Executive
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 note that no minutes from external Committees and organisations have been received.

Background

Councillors are appointed as members of external Committees and organisations. The minutes are attached for consideration of all Councillors.

Comment

There have been no minutes received from external Committees and organisations.

Officer Recommendation – Item 11.1

That Council notes that no documents from external Committees have been received within the reporting period.

Voting requirements: Simple majority

12 Officer Reports

Adoption of Recommendations En Bloc

The following information is provided to Councillors for guidance on the use of en bloc voting as is permissible under the Town's Council Meeting Procedures Local Law 2020.

Council Meeting Procedures Local Law 2020, Clause 5.4 states:

- (1) In this clause adoption by en bloc voting means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the Council resolution.
- (2) Subject to subclause (3), Council may pass an adoption by en bloc voting.
- (3) An adoption by en bloc voting may not be used for a matter –
 - (a) that requires a 75% majority or a special majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the Officer recommendation.

Councillors should be aware that should they wish to declare an interest in any of the items listed in the en bloc voting table, and have not done so under Item 4.0, Declarations of Interest, they should do so at this point of the agenda.

Officer Recommendation Item 12.1

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

Item	Report
12.2	Budget 2022/23 Proposed Differential Rates
12.3	Proposed Outbuilding – 137 (Lot 835) Walter Road East, Bassendean
12.4	Draft Local Heritage Survey, Draft Local Planning Policy - Heritage and Character and Establishment of Heritage Areas
12.6	Review of Council Policy - Sports Lighting
12.7	Asset Management Policy
12.8	Adoption of Quarterly Report Period ending 31 March 2022
12.10	Monthly Financial Report – April 2022
12.11	Accounts Paid – April 2022
12.12	Use of Common Seal
12.13	Calendar June 2022

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

Item	Report
12.5	Draft Local Planning Policy - Sustainable Development
12.9	Children's Services – Daily Fee for Wind in the Willows Early Education Centres for 2022/23
13.1	Notice of Motion - Notice Boards
13.2	Notice of Motion - Project Updates
16.2	Baywaste Tip Passes
16.3	11 (Lot 67) Hamilton Street, Bassendean

12.2 Budget 2022/23 Proposed Differential Rates	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/AUD/1
Author	Director Corporate Services
Department	Corporate Services, Corporate Services
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Statement of Objects and Reasons for 2022 23 Differential Rates [12.2.1 - 4 pages]

Purpose

The purpose of this report is to consider the level at which to set and advertise differential rates in the dollar as part of the 2022/2023 Budget Process.

Rates are levied on all rateable properties within the boundaries of the Town in accordance with the *Local Government Act 1995* (the **Act**). The overall objective of the proposed rates and charges in the 2022/2023 budget is to provide for the net funding requirements of Council's activities and capital works programs.

Background

Rates are calculated by applying a rate in the dollar to the Gross Rental Valuation (**GRV**) of a property.

The rate in the dollar is set by the Local Government to make up the budget deficiency, in accordance with section 6.32 of the Local Government Act. GRV's (Gross Rental Value) are provided to all local governments by Landgate and are assessed every three years by Landgate valuers. The triennial valuation ensures consistency and fairness in the allocation of rates.

Landgate provided values to the Town for the 2020/2021 rates generation with valuations as at 1 August 2018, effective from 1 July 2020. Consequently, there is no change to GRV's for the 2022/2023 rates generation, other than interim rates processed during the year.

Council introduced Differential Rates as part of the 2021/2022 Budget Process, with the creation of a "Vacant Land" Category, to impose a higher rate in the dollar on vacant land to encourage development.

For 2022/2023, it is proposed to continue with the Vacant Land category and introduce a third differential rating category for Commercial and Industrial property, based on land zoned for these purposes. This is to raise additional revenue to meet the higher level of service costs associated with commercial and industrial properties and the localities within which they are situated.

These three differential rating categories will assist in raising additional rates revenue for the Town while spreading the rate burden more fairly, minimising the impact of rate increases for residential property owners.

Proposal

For Council to approve the 2022/2023 rate in the dollar and the minimum payment to be advertised by public notice as shown in Table One below.

Table 1: Proposed Differential Rates and Minimum Payment

Rating Category	Rate in Dollar in Cents	Minimum Payment (\$)
Improved – Residential	8.7771	1,106
Improved – Commercial and Industrial (GRV)	9.0404	1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	13.1656	1,106

Council is also required to endorse the Objects and Reasons for the proposed Differential Rates Categories for the 2022/2023 Financial Year.

Communication and Engagement

Planning for the future and the various elements of the proposed budget for 2022/2023 commenced with Councillors and Staff in February 2022 with several budget workshops undertaken to detail the Town's revenue and expenditure estimates for the 2022/2023 financial year.

Subject to the approval of the recommendations in this report, the Town will publicly advertise the Statement of Objects and Reasons detailing the figures shown in Table One and providing a period of 21 days for submissions. The results will be presented to Council via a workshop and a summary included in the final budget adoption paper.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions
 6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

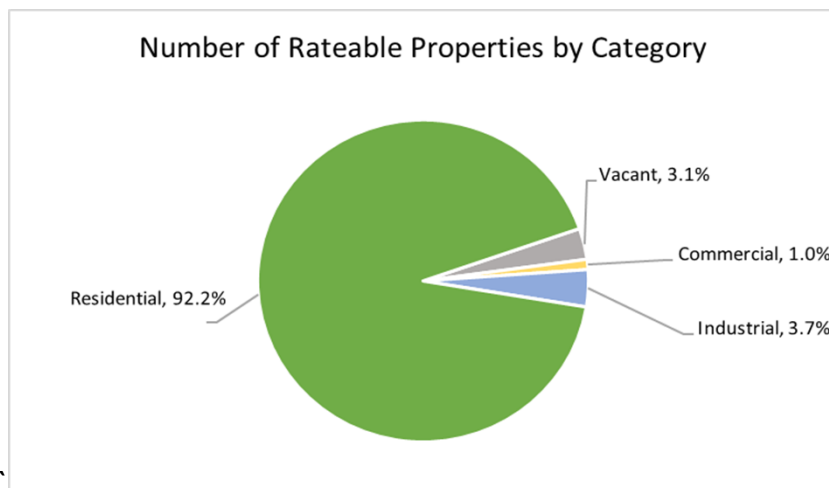
Comment

The 2022/2023 Budget deliberations to date have taken into consideration current and future needs of the Town with a focus on responsible financial management.

Rateable Property Categories and Revenue

Chart 1 shows a comparison of rateable properties within the Town, using the Town’s current rates database.

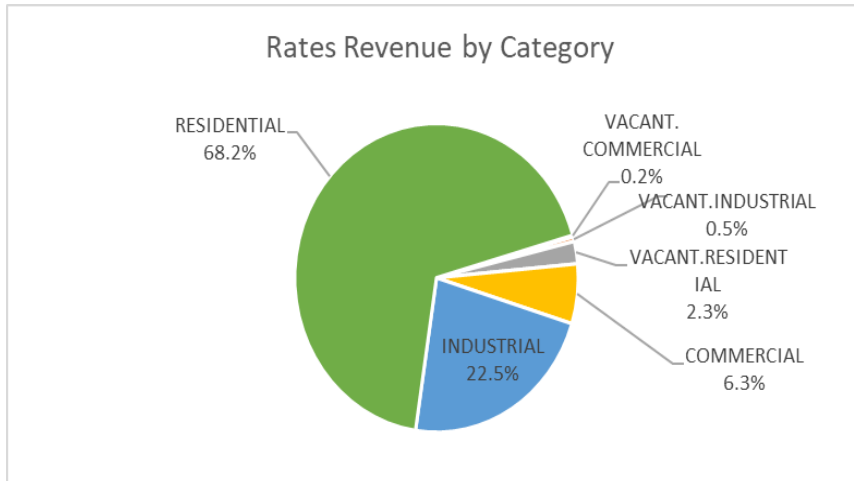
Chart 1: Rateable Properties by Category



It can be seen that residential properties make up 92.2% of rateable properties within the Town, commercial and industrial properties account for a combined 4.7% and vacant land totals 3.1% of rateable properties.

Chart 2 shows the total revenue derived from each rateable property category, using the Town’s current rates database.

Chart 2: Rates Revenue by Category



It can be seen that the Town derives 68.2% of rates revenue from residential properties, 22.5% from industrial properties, 6.3% from commercial properties and 3% from vacant land.

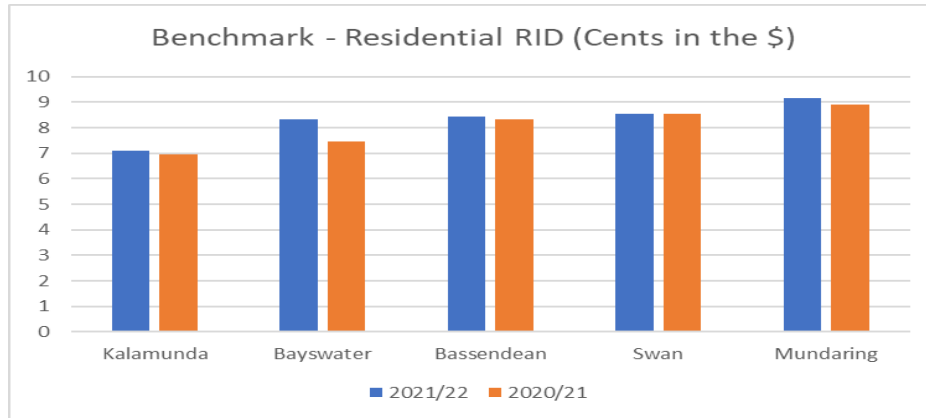
Importantly, while residential properties account for 92.2% of all rateable properties within the Town, they produce 68.2% of the rates revenue derived by the Town. Commercial and industrial properties account for only 4.7% of all rateable properties within the Town but produce 28.8% of the rates revenue derived by the Town. This is because commercial and industrial properties generally have a higher GRV than residential properties.

Local Government Comparison

Whilst it is good practice to benchmark the Town’s rate in the dollar to other surrounding Council’s, it is difficult to compare “like for like” as there are many variables that make up each Local Authority’s rateable property database. Variables include different reliance on rates as an income source dependent on other revenue sources such as parking income, grants, and commercial leases, for example; and composition of rates database mix such as proportion of commercial and industrial property.

Chart 3 shows a comparison of the rate in the dollar set by surrounding Councils.

Chart 3: Benchmark residential rates in the dollar



It can be seen that the Town’s rate in the dollar for the last two years is comparable to our neighbouring local governments.

Liaison with a sample of other Local Governments indicates most Councils are considering proposed rates increases for 2022/2023 ranging between the 3% and 5%. The Town will continue to liaise with other Local Governments in the coming weeks.

The Town’s Proposal

The proposed increase in the rate in the dollar for all improved Residential properties in the Town is 4%, with a premium of 3% for Commercial and Industrial properties and a premium of 50% of all Vacant Land. The minimum payment is proposed to remain the same as it has been for the last two years, at \$1,106, for all three differential rating categories.

Economic Factors

The Consumer Price Index (CPI) for Perth has shown a 7.6% increase in the last 12 months and the Town has seen considerable increases in the cost of goods and services during the current financial year.

Table 2: Capital City CPI Comparison

All groups CPI, All groups index numbers and percentage changes

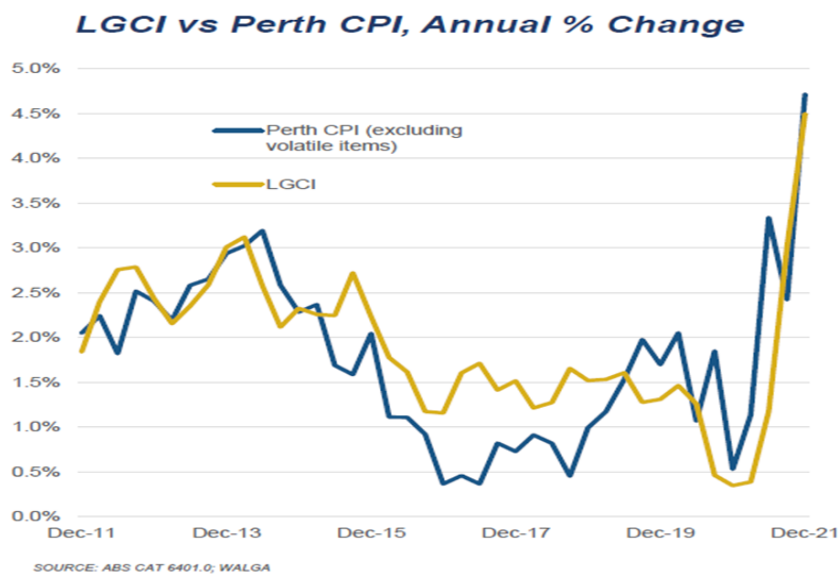
	Index number(a)	Percentage change		
		Mar Qtr 2022	Dec Qtr 2021 to Mar Qtr 2022	Mar Qtr 2021 to Mar Qtr 2022
Sydney	123.7		1.7	4.4
Melbourne	124.2		2.3	4.5
Brisbane	125.3		2.2	6.0
Adelaide	122.7		1.9	4.7
Perth	123.3		3.3	7.6
Hobart	125.4		2.0	5.8
Darwin	120.7		2.1	5.5
Canberra	123.6		2.2	5.4
Weighted average of eight capital cities	123.9		2.1	5.1

a. Index reference period: 2011-12 = 100.0.

Source: ABS Released 27/04/2022

The Local Government Cost Index (LGCI) is perhaps a better measure for Local Government due to the basket of goods making up the measure being more aligned with local government consumption. The LGCI annual change compared with the Perth CPI (excluding volatile items) is shown in Table Four.

Table 4: LGCI v Perth CPI annual Change



It can be seen that the average increase in the annual LGCI is around 2%, with significant increasing trend since late 2021.

The Town’s annual increases in the rate in the dollar has not kept pace with increases in costs, as shown by both the Perth CPI and LGCI figures in Table Three.

Table 3: Rate in the Dollar increases compared with CPI/LGCI

Financial Year	Rate in the dollar Increase %	Perth CPI % (All Categories)	LGCI %
2017/2018	2.5	1.1	1.3
2018/2019	0.9	1.6	1.5
2019/2020	1.0	0.1	0.3
2020/2021	0.0	4.2	4.0
2021/2022	1.4	7.6 (Mar 2022)	4.5 (Dec 2021)
Average	1.16	2.92	2.32
<i>2022/2023 Proposed (Residential)</i>	4.0		

The Town has increased its rate in the dollar by an average of 1.16% per year over the last five years, whereas the Perth CPI and LGCI measures have increased at twice the rate, at 2.92% and 2.32% respectively. It is not sustainable for the Town's cost structure to continue to increase at twice the rate of increases in its rates revenue, being the main source of revenue for the Town.

It should be noted that in 2020/21, all Local Governments were strongly encouraged by the State Government to not increase rates and indeed Council resolved to implement a zero per cent rate revenue increase, due to the emerging COVID-19 pandemic. This has had a flow on effect to the Town in funding the cost of services it provides to the community.

The 2022/2023 Budget process and future planning deliberations commenced with Councillors in February 2022. Councillors considered a range of different rate setting scenarios which ranged from no increase to the rate in the dollar, returning to a general rate in the dollar for all property and various differential rating options. Councillors considered various factors including the Town's capital and operational project requirements, workforce costs, increasing maintenance obligations, various external and economic factors, and the need to ensure financial sustainability for the Town including maintaining existing assets and service levels. Council considered this was best achieved through the imposition of differential rates involving a 4% increase to the Residential category, a 3% premium for the new Commercial and Industrial category, and a 50% premium on vacant land using the Residential rate as the base for both premiums.

In conclusion, the Town has:

- Undertaken a thorough analysis of its budget, working proactively with Staff and Councillors to generate efficiencies and reduce operating costs where possible;
- The rates proposed within this paper are necessary to enable the Town to meet its current and future obligations, and to continue operating in a financially sustainable manner; and
- The rate increases are toward the lower end of increases planned by other surrounding metropolitan Councils.

This report is submitted for Council to provide direction on the Differential Rates to be advertised for public comment as part of the 2022/2023 Budget process.

Statutory Requirements

Section 6.33 of the Act sets out the basis on which differential general rates may be based and states (in part):

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.

- (3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

Section 6.35 of the Act sets out the basis on which minimum payments may be based and states:

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.

- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
- (a) to land rated on gross rental value;
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

Section 6.36 of the Act sets out the notice requirements and states (in part):

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
 - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
 - (b) is to contain —
 - (i) details of each rate or minimum payment the local government intends to impose; and
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and
 - (c) is to advise electors and ratepayers that the document referred to in subsection (3A) —
 - (i) may be inspected at a time and place specified in the notice; and
 - (ii) is published on the local government's official website.
- (3A) The local government is required to prepare a document describing the objects of, and reasons for, each proposed rate and minimum payment and to publish the document on the local government's official website.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

Financial Considerations

The Town continues to monitor implications of the COVID-19 pandemic and the re-opening of the State to local and international travellers which may have associated financial, health and economic impacts on the Town's residents and businesses.

In this regard, Council has adopted a Financial Hardship Policy and the Town continues to assist ratepayers experiencing genuine financial hardship through payment agreements and interest concessions.

The proposed rating structure is a crucial element in ensuring ongoing financial sustainability and supporting the Town’s ability to deliver its capital works program and provide the services required by the community.

The final budget estimates are likely to change as interim rates continue to be processed and deliberations are continuing to determine the final capital and operating works program for 2022/2023.

Risk Management Implications

Financial Risk - Medium

The principal risks are delay in approving the proposed rates or adoption of a budget with lower rates in the dollar. The first mentioned risk will delay the Town issuing Rates Notices, resulting in negative cash flow impacts to the Town and delays in the implementation of the proposed Capital Works Program. The second mentioned risk will require revision of the proposed Capital Works Program and planned operational projects.

A comprehensive communication and information plan will be implemented to assist community understanding of the rating process and the importance of rates as a source of income for the Town necessary to maintain service levels.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.2

That Council:

1. Approves the Town of Bassendean 2022/2023 rate in the dollar and the minimum payment to be advertised by public notice as per the following:

Rating Category	Rate in Dollar in Cents	Minimum Payment (\$)
Improved – Residential	8.7771	1,106
Improved – Commercial and Industrial (GRV)	9.0404	1,106
Vacant Land – Residential, Commercial and Industrial (GRV)	13.1656	1,106

2. Approves the Town of Bassendean's Objects and Reasons for the Proposed Differential Rate Categories for the 2022/2023 Financial Year, as per the attachment included in this report.

Voting requirements: Simple Majority

12.3 Proposed Outbuilding – 137 (Lot 835) Walter Road East, Bassendean	
Property Address	137 (Lot 835) Walter Road East, Bassendean
Landowner/Applicant	Oscar Shepherd
File Reference	2022-028
Author	Director Community Planning
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	<p>Quasi-Judicial</p> <p>When the Council determines an application/matter that directly affects a person’s right 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, building licences, applications for other permits/licences.</p>
Attachments	<ol style="list-style-type: none"> 1. Schedule of Submissions [12.3.1 - 2 pages] 2. Development Plans [12.3.2 - 2 pages]

Purpose

The purpose of this report is for Council to consider an application for development approval for an Outbuilding at 137 (Lot 835) Walter Road East, Bassendean. The landowner has requested Council determine the application.

Background

The subject site is a 764m² freehold lot zoned Residential R20 under Local Planning Scheme No. 10 (LPS 10). The site contains an existing single house. A location plan follows.



In November 2021, a development application was lodged for an outbuilding at the rear of the property. The application, by virtue of its wall height, ridge height and setback, was not supported by the Town. The application was subsequently withdrawn by the owner.

Proposal

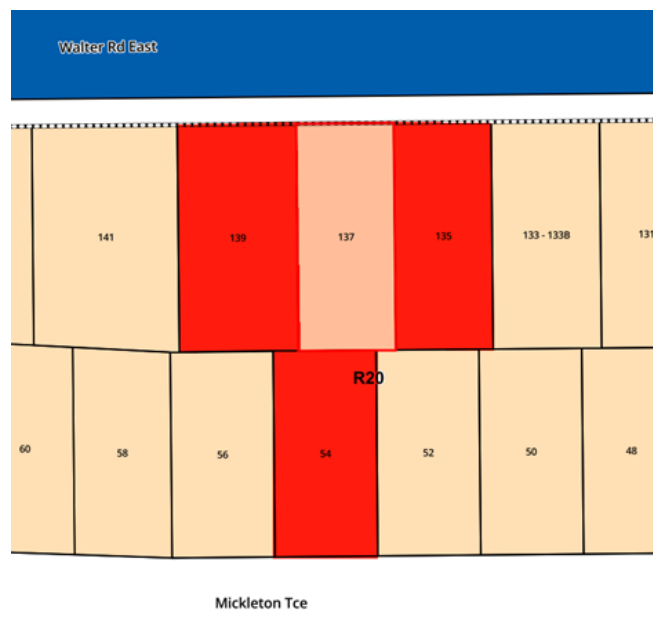
The proposal involves the following:

- The construction of a 96m² (12m x 8m) black Outbuilding located in the rear portion of the site.
- The proposed Outbuilding has a skillion roof with a wall height of 2.5m and an overall height of 3.5m.
- The outbuilding will be setback 4.7m from the eastern boundary, 1.5m from the western boundary and 1.5m from the southern boundary.
- The outbuilding will be finished in painted weatherboard and ‘Night Sky’ (black) Colorbond sheeting.
- The existing carport at the front of the site is proposed to be removed to provide for boat access to the rear.
- The Outbuilding is proposed to be used to store a boat and cars.

A copy of the development plans are attached.

Communication and Engagement

The development application was referred to the owners and occupiers of affected properties (a total of three recipients) for a period of 14 days (being from 24 March 2022 to 7 April 2022). A consultation plan follows.



At the close of the submission period, two objections were received; both based on the proposed size of the outbuilding and perceived impacts on amenity. A copy of the Schedule of Submissions is attached. The applicant was invited to modify the proposal to address the concerns but has sought for the application to be determined, as originally proposed.

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.1 Fostering a culture of collaboration and trust between the organisation and community

Priority Area 7: Building Community Identity by Celebrating Culture and Heritage

7.2 Create a community closely connected to its history and heritage

Comment

Local Planning Scheme No. 10 (LPS 10)

The subject site is zoned Residential R20 under LPS 10. The proposed Outbuilding is incidental to the single dwelling, which is a “P” use within the Residential zone, meaning the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.

State Planning Policy 7.3 – Residential Design Codes Volume 1 and Local Planning Policy 12 - Residential Development and Fences (LPP 12)

The R-Codes include ‘deemed-to-comply’ Criteria (prefixed by “C”) and Design Principles (prefixed by “P”). Applications not complying with the deemed-to-comply criteria can be assessed against relevant design principles. LPP 12 replaces the relevant ‘deemed-to-comply’ criteria contained within the R-Codes.

The following table outlines the aspects of the proposal that do not meet the (replaced) ‘deemed-to-comply’ criteria and provides an assessment against the sole design principle, being “*outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties*”.

LPP 12 Provision	Assessment
C5.4.3 – Outbuildings – B. Large and multiple outbuildings	
(i) collectively does not exceed 60m ² in area or 10 per cent in aggregate of the site area, whichever is the lesser (in this instance 60m ²);	<p>The total area of the proposed outbuilding is 96m².</p> <p>In considering the design principle, the following is relevant:</p> <ul style="list-style-type: none"> • the outbuilding will not be visible from the street; • the site will still comply with the open space and outdoor living area requirements, suggesting that the proposal does not represent overdevelopment of the site. • the extent of the overshadowing complies with the relevant deemed to comply standard of the R-Codes; and • the outbuilding has greater than required setbacks which further reduces the impacts of the development on the adjoining properties.
(iii) does not exceed a wall height of 2.4m;	<p>The wall height of the proposed outbuilding is 2.5m.</p> <p>In considering the design principle, the following is relevant:</p> <ul style="list-style-type: none"> • the outbuilding will not be visible from the street; • the extent of the overshadowing complies with the relevant deemed to comply standard of the R-Codes; and • the wall height affecting 54 Mickleton Terrace is 10cm greater than the deemed to comply standard of the R-Codes. • the overall ridge height of 3.5m is compliant with the deemed to comply standard of the R-Codes (4.2m); • The outbuilding is set back from the lot boundaries in compliance with the requirements of Table 2a of the R-Codes. • the average wall height impact on 139 and 135 Walter Road East will be 3m.

It is considered that the height of the proposed outbuilding will not have a detrimental impact on the amenity of the adjoining properties, particularly given the greater-than-required setbacks to the three property boundaries. Based on the above, the proposal is considered acceptable and it is recommended that it be approved.

Statutory Requirements

In accordance with Clause 68(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council is required to determine the application by:

- “(a) granting development approval without conditions; or
- (b) granting development approval with conditions; or
- (c) refusing to grant development approval.”

Financial Considerations

Nil.

Risk Management Implications

Should Council refuse the proposal, the applicant may seek to appeal to the State Administrative Tribunal to have the decision reviewed.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.3

That Council approves the application for development approval for the proposed Outbuilding at 137 (Lot 835) Walter Road East, Bassendean, subject to the following conditions:

1. The outbuilding shall only be used for domestic purposes associated with the property and not be used for commercial purposes or human habitation.
2. All building works to be carried out under this development approval, including footings, are required to be contained within the boundaries of the subject lot.
3. All stormwater being contained on site. Details of the method of stormwater disposal being submitted for approval in conjunction with the application for a Building Permit.

Voting requirements: Simple Majority

12.4 Draft Local Heritage Survey, Draft Local Planning Policy - Heritage and Character and Establishment of Heritage Areas	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LUAP/POLCY/24
Author	Director Community Planning
Department	Community Planning
Previous Reports	24 August 2021 2 November 2021
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Draft Local Heritage Survey (including modifications made after advertising) [12.4.1 - 661 pages] 2. Draft Local Planning Policy Heritage and Character including modific [12.4.2 - 14 pages]

Purpose

The purpose of this report is for Council to consider the following:

- adopting the draft Local Heritage Survey (LHS)
- designating three areas as Heritage Areas; and
- adopting draft Local Planning Policy – Heritage and Character (LPP).

Background

On 24 August 2021, Council resolved to endorse the proposed creation of three separate Heritage Areas (the Old Perth Road, Devon Road and Kenny Street Heritage Areas) and an associated draft Local Planning Policy – Heritage and Character, for the purposes of advertising.

On 2 November 2021, Council resolved to endorse the draft LHS for the purposes of advertising.

Communication and Engagement

Following Council's resolution on the matter, the draft documents were advertised concurrently with submissions invited for a period of 91 days between 10 December 2021 and 11 March 2022 by way of the following:

- Each owner and occupier of places where the place record within the LHS is new or changed were notified in writing;
- Each owner and occupier of places within a proposed heritage area were notified in writing;
- Owners and occupiers of places within heritage areas or on the LHS were also advised in writing on the proposed local planning policy;
- The consultation was displayed on the Town’s website and social media;
- A notice advising of consultation was circulated in the Eastern Reporter newspaper on 27 January 2022;
- Signs giving notice of the proposed heritage areas within prominent locations within each proposed heritage area; and
- Copies of the documents were made publicly available at the Town’s Customer Services Centre and Library.

The above efforts exceeded the statutory advertising requirements for public notice. At the close of the submission period, a total of 12 community submissions were received; nine relating to the LHS, three relating to the draft LPP and none relating to the proposed Heritage Areas.

Matter	Support	Object	Comment
Local Heritage Survey	2	4	3
Local Planning Policy	1	1	1

A schedule of submissions is contained as Attachment 1.

Four service agency submissions were also received on the LHS, with two from the Department of Planning, Lands and Heritage, one from the Department of Fire and Emergency Services and one from the Department of Education, all of which had no objections to the proposal. A schedule of submissions is attached to this report.

Three (of the four) objections to the draft Local Heritage Survey were on the basis that the landowner did not wish for their properties to be included. In all three cases, the properties were included as they currently form part of the existing 2017 Municipal Heritage Inventory and their condition has not changed such that it would warrant exclusion from the current draft Survey. It is open to Council to agree to the three requests, if Council considers that the places are not, and are not likely to become, of cultural heritage significance.

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.1 Fostering a culture of collaboration and trust between the organisation and community

Priority Area 7: Building Community Identity by Celebrating Culture and Heritage

7.2 Create a community closely connected to its history and heritage

The Town's Corporate Business Plan 2020-2024 contains the following actions, both for completion in 2021/22:

“Review the Town’s Local Heritage Survey”

“Create a Local Planning Policy relation to the protection of local heritage and character”

Comment

Local Heritage Survey

The following table details requests for modifications to the LHS received during the consultation period and proposed changes:

Matter	Advertised Version	Requested or Proposed Change	Comment
Thematic History			
May Holman details (page 20)	<i>“In 1930 she was an Australian delegate to the United Nations where she campaigned”</i> etc.	<i>“In 1930 she was an Australian delegate to the League of Nations where she campaigned”</i> etc.	The United Nations did not form until 1945. The LHS has been updated to reflect this change.
Place Records			
Lot 288 (No.29) Eileen Street, Bassendean (Place 56)	Management Category 3	Requested change: Removal from LHS	The place is considered to have heritage value for the reasons contained within the place record in the LHS.
Lot 17 (No. 1) Kathleen Street, Bassendean (Place 93)	Management Category 2	Requested change: Removal from LHS	The submitter has not provided justification as to why the place should be removed from the LHS entirely. The place is considered to have heritage value for the reasons contained within the place record in the LHS.

Lot 80 (No.9) Marion Street, Eden Hill (Place 139)	Management Category 3	Requested change: Removal from LHS	The submitter has not provided justification as to why the property should be removed from the LHS entirely. It is noted the submitter objected to the property being contained on the heritage list, which is separate to the LHS. Category 3 places are not included in the Heritage List.
Railway Museum – 136 Railway Parade, Bassendean (Place 198).	The 'other names' for the place were listed as Bogie coal hopper, Vice-Regal, train, locomotive, carriage, car, van.	The existing 'other names' be replaced with 'Rail Transport Museum'.	The 'other names' in the draft LHS were taken from the existing MHI and are instead items in the Railway Museum collection. The LHS has been updated to reflect this change.
House - Lot 61 (No.150) West Road, Bassendean (Place 250)	Management Category 3	Requested change: Management Category 2, so as to reduce the likelihood of future demolition.	The Town has inspected the property and considers its condition is such that the proposed upgrade can be supported. The LHS has been updated to reflect this change.
Lot 197, 198 and 239 North Road, Bassendean - Point Reserve (new place)	N/A	Management Category 3	New inclusion on the basis of social value, as outlined in the place record in the LHS. The Town recommends Management Category 3 on the basis that the site has and will likely be altered over time. It is noted that the site is reserved 'Parks and Recreation' under the Metropolitan Region Scheme and is therefore afforded statutory protection via that scheme.

It is recommended that Council adopt the LHS (as amended as detailed above) as contained as Attachment 2.

Draft Local Planning Policy – Heritage and Character

Whilst one submitter raised matters relating to the application of the draft LPP and perceived impact on property rights and values, there were no objections to the design provisions within the draft policy.

In reviewing the draft (advertised) LPP it is noted that it included No. 57 and No. 60 Eileen Street in the proposed Kenny Street Heritage Area, however, these properties are outside the area identified on the map. As such, the references to these two properties should be removed.

It is recommended that the draft LPP be adopted (as amended as detailed above) as contained as Attachment 3.

Heritage List

Clause 8(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* require the local government to establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significant and worthy of built heritage conservation.

Places on the heritage list require development approval for all demolition, alterations or other development affecting the cultural heritage significance of the place.

Heritage Lists are informed by any LHS, but do not necessarily include all places included in the LHS. Typically, Heritage Lists only include those places that are Management Category 1 or 2, being those places with the highest level of heritage significance.

Given the Town supports Place 250 (House - Lot 61 (No.150) West Road) having its Management Category upgraded from Category 3 to Category 2, it is appropriate to update the Heritage List accordingly. Should Council modify the Management Category as part of the LHS, the Town will seek to update the Heritage List in accordance with the Regulations, including seeking input from the landowner and the Heritage Council of Western Australia.

Conclusion

Conserving heritage places will ensure the community can remain closely connected to its history and heritage.

The existing LHS has been reviewed to ensure heritage listings are consistent with the Guidelines and place records have been updated to accurately reflect changes to existing heritage places.

Designating Heritage Areas will provide statutory protection by ensuring development approval is required for works within these areas. The associated draft LPP will ensure there is design guidance for development within heritage areas, and other heritage listed places within the district.

As such, it is recommended that Council adopt the draft LHS and draft LPP and designate the proposed Heritage Areas.

Statutory Requirements

Local Heritage Survey

In accordance with Part 8 of the *Heritage Act 2018*, a local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

Local Planning Policy

The Regulations outline the procedure that the local government must follow after the consultation period for a local planning policy, which is to:

- “(a) *Review the proposed policy in light of any submissions made; and*
(b) *resolve to:*
- (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not proceed with the policy.”*

Heritage Area

In accordance with the Regulations, if the local government designates an area as a Heritage Area, the local government must adopt for the area a local planning policy that sets out the following:

- a map showing the boundaries of the heritage area;
- a statement about the heritage significance of the area; and
- a record of places of heritage significance in the heritage area.

As such, if Council is to proceed with designating Heritage Areas, it must also adopt a local planning policy that meets the above requirements.

Financial Considerations

The Town has allocated \$15,000 in the 2021/22 budget for the purposes of reviewing the LHS. Given no nominations/Management Category changes were required to be reviewed by an independent heritage consultant, the Town has been able to complete the review internally. It is proposed to use the existing budget allocation to have both the LHS and other associated documents graphic designed.

Risk Management Implications

Medium. Council is required to review its LHS in accordance with the *Heritage Act 2018*. In respect to the draft local planning policy, should Council not adopt the draft policy, there will be no additional guidance for the assessment of development applications of heritage places.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.4

That Council:

1. Adopts the draft Local Heritage Survey, contained as Attachment 12.5.2;
2. Pursuant to Schedule 2, Part 3, Clause 9(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, designates the following areas as Heritage Areas:
 - Old Perth Road Heritage Area;
 - Devon Road Heritage Area; and
 - Kenny Street Heritage Area.
3. Pursuant to Schedule 2, Part 2, Clause 4(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft Local Planning Policy – Heritage and Character, as contained in 12.5.3.

Voting requirements: Simple Majority

12.5 Draft Local Planning Policy - Sustainable Development	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	LUAP/POLICY/8 LUAP/POLICY/9
Author	Director Community Planning
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	<ol style="list-style-type: none"> 1. Draft Local Planning Policy - Sustainable Development (as advertised) [12.5.1 - 5 pages] 2. Draft Local Planning Policy - Sustainable Development - Amended following public consultation - with tracked changes [12.5.2 - 7 pages] 3. Existing Local Planning Policy No. 2 - Energy Efficient Design [12.5.3 - 20 pages] 4. Existing Local Planning Policy No. 3 - Water Sensitive Design [12.5.4 - 12 pages] 5. Sustainable Development Information Sheet [12.5.5 - 16 pages] 6. Schedule of Submissions [12.5.6 - 6 pages] 7. Draft Local Planning Policy - Sustainable Development - Amended following public consultation - with [12.5.7 - 7 pages]

Purpose

The purpose of this report is for Council to consider finally adopting draft Local Planning Policy – Sustainable Development. The draft Policy is intended to replace existing Local Planning Policy 2 – Energy Efficient Design (LPP 2) and Local Planning Policy No. 3 – Water Sensitive Design Policy (LPP 3).

Background

On 22 March 2022, Council resolved to advertise the draft Local Planning Policy – Sustainable Development.

Communication and Engagement

Following Council’s resolution on the matter, the draft Local Planning Policy – Sustainable Development was advertised for public comment in the following manner:

- Advertised on the Town's website for a period of 24 days, being from 23 March 2022 to 15 April 2022;
- Promoted via the Town's social media platforms; and
- Direct referral to the Housing Institute of Australia, the Urban Development Institute of Australia and the Planning Institute of Australia.

As part of the engagement process, the Town specifically asked for comments and feedback on the application of the policy to all residential zoned land within the district (as opposed to it being limited to lots with a split residential density coding).

At the close of the public consultation period, 11 submissions were received; eight in support (including the provision to apply the draft to all residential development) and three objecting to the application of the policy to all residential zoned land. No response was received from industry bodies.

A copy of the Schedule of Submissions is attached.

Strategic Implications

Priority Area 2: Leading Environmental Sustainability

2.2 Be innovative in responses to sustainability challenges

2.3 Foster an empowered community that drives sustainability

Comment

Major Amendment - Application of the Local Planning Policy

The current LPP 2 applies only where development is proposed at the medium or higher density code on split coded land, and therefore does not apply to development on single coded land. As part of its previous consideration of the matter, Council resolved to amend the draft policy so to apply to all residential zoned land.

During the consultation period, the submissions received were generally supportive (eight out of 11 submissions) to the policy being applied to all residential zoned land.

In considering the matter, the following is relevant:

- Whilst the support is acknowledged, the Town is conscious that the small number of submissions may not be representative of broader views. Further, submissions were received from existing residents, whilst the application of the policy will predominantly apply to new residential development and therefore future residents.

- While the rationale for expanding the application of the policy to all residential development is acknowledged, it is considered more appropriate to require the broad application of sustainability principles via State Planning Policy 7.3 – Residential Design Codes given its Statewide application to the assessment and determination of single houses. The Town can advocate for amendments to the R-Codes in this respect as future reviews occur.
- There is a generally accepted quid pro quo between obtaining the benefit of developing to the higher density code and the need to ensure development achieves a higher standard of sustainable design. This relationship does not exist where development is in accordance with the singular coding of land;
- The estimated cost of compliance with policy measures is \$13,000. Whilst not considered significant, this is an additional cost to developing within the Town that does not otherwise exist and could be a disincentive to developing vacant lots. This was reinforced through the comments and objections received;
- Disincentivising development of vacant land may run contrary to Council's previous decision to impose differential rates on vacant land;
- Future changes to the State planning framework (including the release of the medium density codes in the latter part of 2022) are likely to introduce requirements related to sustainable design for all single houses; and
- Rather than expand the application of the policy to all residential development, it is possible to instead provide information on the Town's website to encourage and educate applicants to include sustainable design elements in future developments that are not otherwise required to comply with the policy provisions. A copy of the draft Information Sheet in this respect is attached.

Based on the above, it is recommended that the draft (advertised) policy be amended to apply only to split coded land, where the development is seeking to enact upon the medium or higher density code.

Minor Amendments

As a result of comments received during the submission process, it is recommended that a number of minor amendments are made to the draft policy. These changes provide greater clarity on the application of the policy, achieving compliance with the policy, and the format of the policy, as below.

- *Section 4 – Application* has been updated to provide further clarification that the policy does not apply to minor alterations/additions that do not otherwise impact the energy efficiency of an existing dwelling.

- *Attachment A: Sustainable Development Policy Credit Point Checklist* has been updated as follows:
 - The including of subheadings to group design elements, being Planning and Orientation, Sustainability Features, and Landscaping and Water Use; and
 - The explanatory note for Design Element 3 has been updated to provide clarification on what an acceptable sized window is for a south facing bedroom window.

Given the proposed amendments responded to in matters raised during the submission period, it is considered that no further consultation is required.

Conclusion

Adoption of draft Local Planning Policy – Sustainable Development, as recommended by the Town, will result in a simplified, yet comprehensive local planning policy that clearly sets out the Town’s standards and expectations for development on land designated within a split residential density code under LPS 10 and where development seeks approval at the middle or higher coding. It is therefore recommended that Council adopt the new policy and revokes the existing Local Planning Policies 2 and 3.

If Council wishes to adopt the draft Policy with the minor amendments (as above), but with the broader application, it is recommended that it adopts the version of the Policy contained as Attachment 7.

Statutory Requirements

The *Planning and Development (Local Planning Schemes) Regulations 2015* outline the procedure that the local government must follow after the consultation period which is to:

- “(a) *Review the proposed policy in light of any submissions made; and*
- “(b) *resolve to:*
 - (i) *proceed with the policy without modification; or*
 - (ii) *proceed with the policy with modification; or*
 - (iii) *not proceed with the policy.”*

If Council proceeds with the policy, the local government is required to publish the policy on its website.

Financial Considerations

Nil.

Risk Management Implications

Should Council not adopt the draft policy, the Town will revert back to the existing policies, the provisions of which are either obsolete or do not provide for an improved standard of sustainable development.

There is potential reputational risk associated with adopting a policy that seeks to apply requirements, and the resultant cost burden, to single dwelling proposals on land with a single residential code (that would otherwise not be subject to the requirements and costs).

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.5

That Council:

1. Pursuant to Clause 4(3) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts draft Local Planning Policy - Sustainable Development (as amended following advertising) as contained in the attachment; and
2. Pursuant to Clause 6 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, revokes Local Planning Policy No. 2 – Energy Efficient Design and Local Planning Policy 3 – Water Sensitive Design Policy.

Voting requirements:

Part 1: Simple Majority

Part 2: Absolute Majority

12.6 Review of Council Policy - Sports Lighting	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	N/A
Author	Director Community Planning
Department	Community Planning
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	Existing Council Policy 5.17 – Sports Lighting

Purpose

The purpose of this report is for Council to consider revoking Council Policy 5.17 – Sports Lighting (CP 5.17).

Background

CP 5.17 was adopted in 2005 and was last reviewed in 2014. The stated objective of the Policy is to “*define Council’s position on Sports Ground Lighting and of the Town’s, Club’s and other Agencies roles and responsibilities for provision, operation, maintenance and replacement.*”

Communication and Engagement

Nil.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions
6.3 Ensure operational activities reflect the strategic focus of Council

Comment

CP 5.17 was last reviewed in 2014 and requires subsequent review. In undertaking the review, it is considered that the policy provides little decision-making guidance. Whilst it does set out that “*the provision of sports lighting shall be permitted on the Town’s Ovals, Reserves and Outdoor Sporting Facilities*”, that position reflects a contemporary community expectation and is not one that requires formalisation via a policy setting.

Further, given the Town accommodates only three active sporting reserves (Bassendean Oval, Jubilee Reserve and Ashfield Reserve), a broad policy setting is unnecessary.

Statutory Requirements

Section 2.7(2)(b) of the Local Government Act 1995 provides Council with the power to determine policies.

Financial Considerations

Nil.

Risk Management Implications

Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.6

That Council revokes Council Policy 5.17 – Sports Lighting.

Voting requirements: Absolute Majority

12.7 Asset Management Policy	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	COUP/POLCY/2
Author	Phil Adams
Department	Executive Manager Infrastructure
Previous Reports	N/A
Authority/Discretion	Advocacy When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Attachments	1. Draft Asset Management Policy [12.7.1 - 5 pages]

Purpose

The purpose of this report is for Council to consider an updated Asset Management Policy.

Background

The Town is currently updating its policies to ensure that all Council policies are relevant, useful, and contemporary. Council policies are designed to assist with the efficient running of the local government and to address and provide guidance on matters within the district. The Asset Management policy should be reviewed on a regular basis to ensure that it is consistent with legislation and that it remains relevant to the needs to the local government and is consistent with the Town's Strategic Community Plan.

The Town has recently gone through a process of assessing its asset management position and the framework it applies to the Town's asset portfolio.

The Town applies the WA state government's recommended Integrated Asset Management Framework (IAMF), figure below, to its own asset management practices and processes. This includes the application of an Asset Management Policy which provides the overarching guiding document and direction for the asset management strategy, plans and ultimately services to the community, via the renewal and maintenance of assets.

The format of the framework remains valid and conforms not only to legislative requirements, but also to relevant industry guides such as the International Infrastructure Management Manual (IIMM).

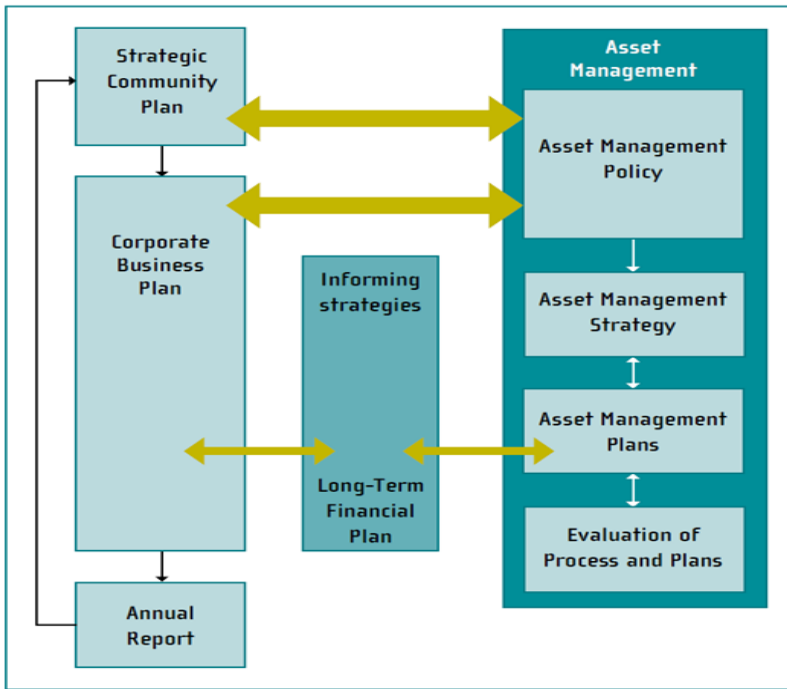


Figure 1: The WA Asset Management Framework (Source: WA DLGC)

Proposal

For Council to consider the updated Asset Management Policy.

Communication and Engagement

N/A

Strategic Implications

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

4.2 Ensure community facilities are accessible to and well utilised by a diverse range of community members

Comment

The Town has reviewed the Asset Management Policy in line with its strategic objectives and against contemporary asset management practices. Relevant updates have now been applied.

The objective of the Asset Management Policy is to ensure that services delivered by the Town are provided in a sustainable manner through the requisite management of its assets/infrastructure. The policy guides the asset management principles and framework that the Town will apply to ensure:

- Asset management practices and decisions align with the outcomes of the Strategic Community Plan and other Council objectives,
- Assets are maintained and are performing at a service level desired by the community,
- Assets are appropriately planned, acquired and managed considering whole of life costs.

Statutory Requirements

Although there are no stipulated statutory requirements of Local Governments in Asset Management it is important for all Local Governments to ensure that they have knowledge and understanding about the long-term cumulative consequences of being the custodian of public infrastructure that underpins our services to our community and makes the appropriate long-term planning and investment.

Financial Considerations

There are no costs associated with updating the policy. Allocation of funds is made via the annual budget process to address costs associated with asset management activities.

Risk Management Implications

Financial Risk - LowHigh

Although there are no specific financial risks associated with the updating of this Policy all Local Governments are required to ensure that sufficient investment is allowed within each budget year to ensure adequate resources are allocated for the maintenance of assets to provide services for our community for the present and into the future in a fit for purpose manner.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.7

That Council approves the updated Asset Management Policy as attached to this report.

Voting requirements: Simple Majority

12.8 Adoption of Quarterly Report Period ending 31 March 2022	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVN/CCLMEET/1
Author	Chief Executive Officer
Department	Office of the CEO
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. Quarterly Report period ended 31 March 2022 [12.8.1 - 25 pages] 2. Outstanding Council Resolutions Recommended for Closure [12.8.2 - 8 pages]

Purpose

The purpose of this report is for Council to receive the Quarterly Report for the period ending 31 March 2022..

Background

Council's Quarterly Report format addresses progress against the CEO's Key Performance Indicators, as well as providing a progress report on budget deliverables in the 2020-2024 Corporate Business Plan, where those deliverables commence in the current financial year.

The Quarterly Report also contains the list of Outstanding Council Resolutions recommended for closure.

Proposal

That Council resolves to adopt the Quarterly Report for the period ending 31 March 2022.

Communication and Engagement

The draft Quarterly Report was provided to Councillors under cover of the CEO Bulletin dated 6 May 2022.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.2 Ensure major decision making is informed by community feedback

6.3 Ensure operational activities reflect the strategic focus of Council

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

Comment

The Quarterly Report P/E 31 March 2022 is the third report for the financial year 2021/2022. The report reflects a composite of the activities that have occurred in the third quarter of the 2021/2022 financial year and provides a progress report on budget deliverables in the Corporate Business Plan. The report provides updates on the strategic priority projects and the deliverables of each priority area as contained in the SCP.

The Quarterly Report also contains a list of Outstanding Council Resolutions recommended for **closure**. Administration has reconciled the list so that completed resolutions may now be **closed out**. Updates on the progress of outstanding resolutions have been made and will be provided in the CEO Bulletin.

Statutory Requirements

Local Government Act 1995.

Financial Considerations

Nil.

Risk Management Implications

Financial Risk

Low

A comprehensive and strategically aligned Quarterly Report will ensure transparency of decision-making and timeliness of service deliverables.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.8

That Council:

1. Receives the Quarterly Report for the quarter ending 31 March 2022; and
2. **Agrees to close those Council Resolutions, marked as Recommended Deletion, and that future completed resolutions be marked as “Recommend closure”, as attached.**

Voting requirements: Simple Majority

12.9 Children's Services – Daily Fee for Wind in the Willows Early Education Centres for 2022/23	
Property Address	NA
Landowner/Applicant	NA
File Reference	FINM/FEECHAG/2
Author	Paul White
Department	Director Corporate Services
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 adopt the daily fee for Wind in the Willows Bassendean Early Childhood Education and Wind in the Willows Ashfield Early Childhood Education for 2022/23.

Background

Council adopted the current daily fee for Wind in the Willows of \$123 at the Ordinary Council Meeting on 25 May 2021.

While Council will consider the Town's fees and charges for all services and facilities as part of the 2022/23 draft Annual Budget, adoption of the 2022/23 fee for Wind in the Willows in advance of the Annual Budget will allow reasonable notice to be provided to families, prior to the new fees taking effect on 1 July 2022.

The Manager Children's Services, in preparing for the 2022/23 Annual Budget, has closely examined expected revenue and expenditure of both Wind in the Willows Early Education Centres and proposed the daily fee be increased by 3 per cent to \$127.

Proposal

The Council adopt a daily fee of \$127 for Wind in the Willows Bassendean Early Childhood Education and Wind in the Willows Ashfield Early Childhood Education for 2022/23.

Communication and Engagement

The Town will write to all families using the Wind in the Willows services to advise of the increase to the daily fee for 2022/23.

Strategic Implications

Priority Area 1: Strengthening and Connecting our Community

1.3 Treating people equitably with access to programs and services, regardless of advantage or ability

Comment

The National Quality Framework (NQF) was introduced in 2012 to improve education and care across long day care, family day care, preschool/kindergarten, and outside school hours care services. The NQF provides a national approach to regulation, assessment and quality improvement for early childhood education and care and is administered by the Australian Children's Education and Care Authority.

The NQF includes:

- National Law and National Regulations
- National Quality Standard
- Assessment and quality rating process
- National learning frameworks.

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. Services are assessed and rated against the NQS and given a rating for each of the seven quality areas and an overall rating based on these results. Both Wind in the Willows services are rated as 'exceeding' the NQS.

Under the NQF, services are required to base their educational program on an approved learning framework. This should focus on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences. Wind in the Willows' services are based on 'Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF)'.

The EYLF forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. It was designed for use by early childhood educators working in partnership with families, children's first and most influential educators.

Clearly, with the introduction of the NQS and EYLF, there has been a significant shift from 'Child Care' to 'Education and Care.' The importance of, and emphasis on, early education cannot be overstated.

Last year, the service was re-branded from Wind in the Willows Childcare to Wind in the Willows Early Childhood Education, to reflect the role and requirements of a modern service and of the quality education and care programs provided by the Town's services.

Wind in the Willows staff are Educators, who are all Certificate III or Diploma qualified (or working towards), with a qualified Teacher to oversee development and implementation of the curriculum. Our Educators practice holistically and pedagogically to both educate and care for children.

Wind in the Willows is dedicated to quality education and care programs that strive to exceed the NQS, operating with high ratios of qualified Educators who have a strong commitment to performing above the standards. Some key principles of the programs at Wind in the Willows include a connectedness to nature, respect for diversity and reconciliation, environmental responsibility and active citizenship. Wind in the Willows also has a strong commitment to families, including developing a Parenting Champion over the last four years to support the community with skills and knowledge in the best interest of children.

Wind in the Willows has a higher cost structure as a direct result of its quality educational and care programs and the increase in the daily fee is necessary so the service can keep improving the quality of its programs.

Wind in the Willows continues to experience strong demand for both services and operates at high utilisation, with a wait list for certain days of the week at both centres.

Statutory Requirements

Section 6.16 of the *Local Government Act 1995* governs the imposition of fees and charges and states:

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

- (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

* *Absolute majority required.*

Financial Considerations

The proposed fee has been set at the level required to allow the Town to continue to provide quality activities and programs. The fee is also aligned with the proposed fee cap for the purpose of the child care rebate, preserving maximum eligibility for parents. Setting the fee in advance will ensure there is no delay in implementing the fee, providing reasonable notice to families.

Risk Management Implications

Should Council decide to adopt the Wind in the Willows fees for 2022/23 as part of the Annual Budget, there is a risk that either insufficient notice will be provided to families or delayed imposition of the higher fee resulting in lost revenue. Should Council decide to adopt a lower fee than recommended, there is a risk that the service may need to curtail some of the activities and programs planned for 2022/23.

Risk Management Implications

Financial Risk - Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.9

That Council adopt a daily fee of \$127 for Wind in the Willows Bassendean Early Childhood Education and Wind in the Willows Ashfield Early Childhood Education for 2022/23.

Voting requirements: Absolute Majority

12.10 Monthly Financial Report – April 2022	
Property Address	NA
Landowner/Applicant	NA
File Reference	FINM/AUD/1
Author	Paul White
Department	Corporate Services, Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	1. 20220524 RSS at 30 April 2022 [12.10.1 - 12 pages]

Purpose

The purpose of this report is for Council to receive the Monthly Financial Report for April 2022 which incorporates the Statement of Financial Activity as legislatively required.

Background

The Local Government (Financial Management) Regulations 1996, Regulation 34, requires that a Statement of Financial Activity be prepared each month and presented to Council.

The Statement of Financial Activity is to show a comparison of the budget estimates with the actual revenue and expenditure figures for the year-to-date and can be presented by nature and type classification, program or business unit. The Statement of Financial Activity hereby presented to Council is by nature and type classification.

The Statement of Financial Activity and accompanying documents must be presented to Council within two months after the end of the month to which the statement relates. The variance report compares to the current budget which considers the mid-year review, adopted by Council on 22 February 2022.

Each year Council is required to adopt a percentage or value to be used in statements of financial activity for reporting material variances. Council adopted \$5,000 or 10%, whichever is higher, as part of its 2021/22 Annual Budget.

Proposal

For Council to receive the Monthly Financial Report for April 2022.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 4: Driving Financial Suitability

- 4.1 Ensure there is sufficient, effective and sustainable use of assets
- 4.2 Ensure community facilities are accessible to and well utilised by a diverse range of community members
- 4.3 Support the local economy

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

- 6.1 Make brave decisions in line with a risk appetite
- 6.3 Ensure operational activities reflect the strategic focus of Council
- 6.5 Foster an environment of innovation and leadership

Comment

The Monthly Financial Report contains the Statement of Financial Activity, which represents the adopted 2021/22 Annual Budget and subsequent amended estimates and actual income and expenditure amounts to the month of April 2022. The opening surplus position has now been amended in line with the adopted 2020/21 end-of-year Financial Statements. As noted above, the variance report considers the mid-year review, adopted by Council in February 2022.

Statement of Financial Activity (by nature or type)

The Statement of Financial Activity provides a comparison between actual and budget income and expenditure on year-to-date basis. The accompanying notes provide a detailed breakdown of the amounts, and the commentary is based on the April 2022 year-to-date figures.

Item	Current Budget	YTD Budget	YTD Actual	Variance to YTD Budget	Variance to YTD Budget
	\$m	\$m	\$m	\$m	%
Revenue (including General Rates)	24.0	23.1	23.9	0.8	3
Expenditure	27.6	22.2	21.1	1.1	5
Capital Works	4.6	3.9	2.4	1.5	40
Non-Operating Grants, Subsidies and Contributions	1.6	0.5	0.4	0.1	17

Operating Revenue

Revenue year-to-date is 3.0% above budget based on the Statement of Comprehensive Income.

Operating grants, subsidies and contributions are above budget due to earlier receipt of the 2022/23 Federal Assistance General Grants and 3rd quarter Seniors Commonwealth Health Support Programme Grant.

Other revenue is above budget due to a dividend of \$110,000 received in August 2021 from Eastern Metropolitan Regional Council which was not adjusted at mid-year review and higher revenue from Planning fees, Waste Charges and Seniors Services.

Operating Expenditure

Expenditure year-to-date is 5% under budget. Identified savings were released when the mid-year review was conducted after considering adjustments for year-end provisions.

Materials and contracts are under budget by \$826K, due to timing of IT projects expenditure, purchase of FOGO Bins and Liners and green waste verge collection charges which is deemed to be a timing matter.

Utility charges are under the year-to-date budget by \$21K with lower charges reported across several Town locations and street lighting.

Depreciation is under by \$212K due to lower capitalisations.

Loss on asset disposal is under budget by \$44K with delays in the disposal of plant and equipment.

Non-Operating Grants

The variance of \$64K is due to timing of State Government grant payments.

Capital Works

Key Points to Note:

- Actual spending is 50% of the current budget with a further 16% committed to date. Expenditure is expected to pick up in the coming months due to project phasing with a target completion rate of 71% expected by the end of the financial year.
- Sandy Beach Playground tender was awarded in October 2021, with works well underway and finalisation expected in July 2022. Similarly, the ablution works foundation has been laid with building works to commence shortly and planned completion expected by August 2022.
- The Request for Quote has been finalised for the replacement of the Hino Truck however the expected delivery will be in the later part of 2022, with current delays experienced by fleet providers.
- The Agenda Preparation and Minutes software was purchased, and implementation and training of staff and councilors will be complete in May 2022.

- In relation to other ICT Implementation projects, the request for quote has been sent to the market for the supply of ICT equipment for the server room for disaster recovery environment.
- All road projects are now complete with a total spend of \$828K for the year.
- Carry forwards have been determined which will be used to inform the 2022/23 Budget deliberations.

Monthly Investment Report

The overall balance of the Town's investments is \$17 million. This is comprised of municipal investments of \$7.6 million (including restricted cash), reserve investments of \$8.6 million and trust investments (public open space) of \$0.8 million.

The administration uses *Marketforces.org.au* to assist in assessing whether a bank promotes non-investments in fossil fuel related entities. The Town currently has 39% of its funds invested in non-fossil fuel ADIs. This percentage is unusually low, due to half of the Town's invested funds being held in the Town's Commonwealth Bank online saver account, due to poor short-term interest rates available elsewhere and forthcoming cash flow requirements prior to 2022/23 rates becoming due and payable.

The Reserve Bank of Australia raised the cash rate in their May 2022 meeting and further rate hikes are expected in the coming months which will enable to the Town to improve investment earnings for 2022/23.

Statutory Requirements

Local Government (Financial Management) Regulations 1996.

Financial Considerations

The Monthly Financial Report provides an overview of income and expenditure for the appropriate period.

Budget Amendments

No budget amendments are proposed in the Monthly Financial Report for April 2022.

Risk Management Implications

Financial Risk

Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.10

That Council:

1. Notes the Explanation of Material Variances in the Statement of Financial Activity; and
2. Receives the Monthly Financial Report for the period ending 30 April 2022, which incorporates the Statement of Financial Activity for the period to April 2022.

Voting requirements: Simple Majority

12.11 Accounts Paid – April 2022	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	FINM/CREDTS/4
Author	Paul White
Department	Corporate Services, Corporate Services
Previous Reports	N/A
Authority/Discretion	Legislative Includes adopting local laws, town planning schemes & policies.
Attachments	1. 20220524 - Combined Attachment AP Warrant of Payments April 2022 Ver 2 [12.11.1 - 17 pages]

Purpose

The purpose of this report is for Council to receive the list of payments for April 2022.

Background

Payments made during April 2022 are presented to Council, showing the date, payee, amount and description in respect of each payment for goods and services received.

Proposal

For Council to receive the list of payments for April 2022.

Communication and Engagement

Nil.

Strategic Implications

Priority Area 4: Driving Financial Suitability

4.1 Ensure there is sufficient, effective and sustainable use of assets

4.3 Support the local economy

Priority Area 6: Providing Visionary Leadership and Making Great Decisions

6.2 Ensure major decision making is informed by community feedback

6.4 Reinforce a culture of collaboration, trust and demarcation between Council, administration and the community

6.5 Foster an environment of innovation and leadership

Comment

Nil.

Statutory Requirements

The Local Government (Financial Management) Regulations 1996, Regulation 13, requires a list of accounts paid by the CEO each month to be presented to Council at the next ordinary meeting of Council after the list is prepared.

Financial Considerations

All payments are authorised prior to disbursement in accordance with the Town's Purchasing Policy, Procurement Guidelines and allocated budgets.

Risk Management Implications

Financial Risk

Low

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 12.11

That Council receive the list of payments for April 2022.

Voting requirements: Simple Majority

12.12 Use of Common Seal	
Property Address	Not applicable
Landowner/Applicant	Not applicable
File Reference	INFM/INTPROP/1
Author	Natasha Dowson
Department	Chief Executive
Previous Reports	Not applicable
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 note there were no documents affixed with the Common Seal during the reporting period.

Background

The Chief Executive Officer and the Mayor have been delegated the responsibility for affixing the Common Seal to documents requiring signing and sealing, and for reporting the exercise of that delegation to the next available Ordinary Meeting of the Council.

Proposal

Not applicable.

Communication and Engagement

Not applicable.

Strategic Implications

Priority Area 6: Providing Visionary Leadership and Making Great Decisions
6.3 Ensure operational activities reflect the strategic focus of Council

Comment

Not applicable.

Statutory Requirements

Affixing of the Common Seal is done in accordance with section 9.49A of the *Local Government Act 1995*

Financial Considerations

Not applicable.

Risk Management Implications

No Risks Identified

Declaration of Conflicts of Interest

Not applicable

Officer Recommendation

That Council note there were no documents affixed with the Common Seal during the reporting period.

Voting requirements: Simple Majority

12.13 Calendar June 2022	
Property Address	Not applicable
Landowner/Applicant	Not applicable
File Reference	INFM/INTPROP/1
Author	Natasha Dowson
Department	Chief Executive
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 calendar for June 2022.

Comment

Wednesday 1 June	3.30pm	MSTeams	Appointed Councillors	Bassendean Local Emergency Management Committee
Wednesday 1 June	5.00pm	City of Belmont 215 Wright Street Belmont	Appointed Councillors	PAMG Meeting
Monday 6 June	WA Day Public Holiday			
Wednesday 8 June	5.30pm	Council Chamber	Appointed Councillors	Audit and Governance Committee
Tuesday 21 June	6.00pm	Council Chamber	All Councillors Executive Staff	Briefing Session
Thursday 23 June	6.00pm	EMRC	Appointed Councillors	EMRC Ordinary Council Meeting
Tuesday 28 June	6.00pm	Council Chamber	All Councillors Executive Team	Ordinary Council Meeting

Officer Recommendation

That Council adopt the calendar for June 2022.

Voting requirements: Simple Majority

13 Motions of which Previous Notice has been given

13.1 Notice of Motion - Notice Boards	
Councillor	Cr Hamilton
Attachments	Nil

Motion – 13.1

That:

1. Council requests that a Notice Board be installed in the first half of the 2022/23 financial year, in a high foot traffic area at each of the following sites:

Sandy Beach Reserve; Jubilee Reserve; Mary Crescent Reserve; and Ashfield Reserve; and
2. Notice Boards are selected that are compatible with or complement the proposed installation area; and
3. Council requests that the CEO causes to have made two reusable portable Notice Boards that can be utilised in different locations as required.

Reasons

To provide an additional means of communicating various programs, consultations, events and such matters that may be of interest or relevance to members of our community. Engagement comes in many forms and it is vital that we utilise a variety of methods to reach different areas and sections of the local population.



Officer Comment

Supported. To be funded from the Operational Budget.

13.2 Notice of Motion - Project Updates	
Councillor	Cr Hamilton
Attachments	Nil

Motion – 13.2

That:

1. Council requests the CEO to provide Project Updates in each financial year in a simple spreadsheet format that includes columns identifying completed projects, and identifying potential carry forward dollar amounts; and
2. That these updates for all budget approved Operational and Capital projects be provided annually to Councillors per the following schedule:
 - * Project update spreadsheets up to the end of December to be provided in the first week of February or prior to the mid-year budget review (whichever comes first);
 - * Project update spreadsheets up to the end of March to be provided in the first week of May prior to the first budget workshop for May; and
 - * Project update spreadsheets up to the end of May to be provided in early June prior to Annual Performance Review.

Reasons:

Provision of a simple spreadsheet format that updates Councillors three times a year on the progress of all budgeted Capital and Operational Projects supports better decision making during the Mid-year budget review, during consideration of the annual budget, and during the Annual Performance Review.

OFFICER COMMENT

The Notice of Motion is largely supported, but considered unnecessary. The requested report for capital projects was provided to Councillors via the CEO Bulletin on 6 May 2022. Operational projects are not carried forward but are re-budgeted where necessary. These have been presented to Councillors on numerous occasions as part of the current budget process. The reports can be provided prior to the mid-year budget review as requested. It is noted that comprehensive project reports were provided to Councillors in early 2022 for all priority projects, in addition to quarterly reporting against the Corporate Business Plan and regular updates on significant projects via CEO Bulletins.

The request for updated project spreadsheets to be provided to Councillors up to the end of May, is not supported. This is not considered to provide additional relevant information for Councillors and will require preparation of manual reports by the administration at the same time as the administration is preparing a range of other budget-related reports to inform the budget process. The administration is not resourced to prepare multiple sets of reports of this nature concurrently.

14 Announcements of Notices of Motion for the next meeting

15 Urgent Business

16 Confidential Business

16.2 Baywaste Tip Passes

Reason for this Item to be discussed behind closed doors:

This matter is to be considered with members of the public excluded from the Chamber under Clause 5.23 (c) of the Local Government Act as the officer report discusses a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

16.3 11 (Lot 67) Hamilton Street, Bassendean

Reason for this Item to be discussed behind closed doors:

This matter is to be considered with members of the public excluded from the Chamber under Clause 5.23 (c) of the Local Government Act as the officer report discusses a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

17 Closure

The next Briefing Session will be held on Tuesday 21 June 2022 commencing at 6pm.

The next Ordinary Council meeting will be held on Tuesday 28 June 2022 commencing at 6pm.