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# MINUTES

## **Ordinary Meeting of Council**

**Tuesday 30 April 2024, 6:00 pm**

in the Council Chamber,

Administration Building

48 Old Perth Road, Bassendean

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

The Presiding Member declared the meeting open with the time being 6:03pm, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

## **2 Announcements by The Presiding Person Without Discussion**

Nil.

## **3 Attendances, Apologies and Applications for Leave of Absence**

### **Present**

#### **Councillors**

Cr Kathryn Hamilton, Mayor  
Cr Paul Poliwka, Deputy Mayor  
Cr Emily Wilding  
Cr Jamayne Burke  
Cr Ken John  
Cr Tallan Ames

#### **Officers**

Mr Cameron Woods, Chief Executive Officer  
Ms Michelle Brennand, Director Community and Place  
Mr Paul White, Director Corporate Services  
Mr Doug Pearson, (Acting) Executive Manager Infrastructure  
Ms Nicole Davey, Executive Manager Sustainability & Environment  
Mr Alex Snadden, Manager Planning and Regulation  
Ms Joanne Burges, Manager Governance & Strategy

#### **Public**

One member of the public was in attendance.

### **Apologies**

Cr Jennie Carter

### **Leave of Absence**

Nil

## **4 Declarations of Interest**

Cr Tallan Ames declared an Impartiality Interest for Item 12.12 RFT02/2024 Bassendean Oval Precinct Redevelopment - Feasibility Study Project.



## 5 Presentations or Deputations

Nil.

## 6 Statements by Members of the Public

Nil.

## 7 Questions from Members of the Public

**Mr Don Yates, Thompson Road, Bassendean**

### Question 1:

What is the Town of Bassendean actively doing, like promoting student accommodation zoning options, as part of the zoning of open land near the Cyril Jackson campus, to increase the share of the \$30 Billion overseas education business opportunity and so help support the many activities within 400m of the Ashfield Railway Station?

**Response:** *The Towns enquiries to date with the Department of Education in relation to the future of CJ Campus, indicates that the State Government has no strategic intent for this site.*

### Question 2:

Why were such initiatives not recognised and advanced in the acceptance of the Bassendean Local Planning SCHEME 11 in mid-2023 before being forwarded to the WAPC?

**Response:** *Future upcoding of land in Ashfield will enable this site to contribute to housing supply and to meet the Town's infill targets, noting the state's lack of strategic intent for education outcomes on this site.*

Changes in residential intensification within Ashfield are recognised in the Town's adopted Local Planning Strategy as a medium-term project (5 to 10 years). These changes will be guided by the preparation of a Precinct Structure Plan. Therefore, they were not considered as part of this iteration of Local Planning Scheme No. 11.

### Question 3:

Will the Town of Bassendean consider planting trees like all year green carob trees for a more compatible species to suit changing climate conditions, particularly as the carob tree can be used for many purposes?

**Response:** *The Town is considering all options in relation to tree species to counter the effects of climate change and pests.*

### Question 4:

When did Council pass a motion to change the official logo of the Town of Bassendean by dropping the words "HOME by the Swan".... and by doing so may render Minutes and Agenda, even parking tickets and other notices that do not have the complete official logo, as void, and subject to legal challenge?

**Response:** Not permissible as the question has been asked before.

#### Question 5:

With all the recent staff changes, is there a current staff organisation chart that is available to be seen by the community that in particular details all the planning staff and their particular responsibilities that are employed by the Town of Bassendean?

**Response:** Question taken on notice

## 8 Petitions

Nil.

## 9 Confirmation of Minutes

### Council Resolution/Officer Recommendation – Item 9.1

MOVED Cr Ken John, Seconded Cr Tallan Ames

That the minutes of the Ordinary Council meeting held on Tuesday 26 March 2024 be received and confirmed as a true and correct record.

**SCM 2024-02-06/24**

**CARRIED UNANIMOUSLY 6/0**

## 10 Business Deferred from Previous Meeting

Nil.

## 11 External Committee Reports and Updates

11.1 External Committee Reports and Updates	
Property Address	NA
Landowner/Applicant	NA
File Reference	GOVN/CCLMEET/1
Author	Cameron Woods
Department	CEO and Council Support
Previous Reports	N/A
Authority/Discretion	<b>Information</b> For the Council/Committee to note.
Attachments	Nil

## Purpose

The purpose of this report is for Council to note that no minutes from external Committees and organisations have been received.

### **Council Resolution/Officer Recommendation – Item 11.1**

MOVED Cr Emily Wilding, Seconded Cr Tallan Ames

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

**SCM 2024-02-06/25**

**CARRIED UNANIMOUSLY 6/0**

## 12 Officer Reports

It was agreed that items 12.2, 12.9 and 12.11, be removed from the en-bloc table and considered separately.

### **Council Resolution/Officer Recommendation – Item 12.1**

**SCM 2024-02-06/26**

MOVED Cr Tallan Ames, SECONDED Cr Emily Wilding,

**CARRIED UNANIMOUSLY 6/0**

<b>12.2 BIC Reserve Concept Plan</b>	
<b>Property Address</b>	BIC Reserve (Reserve 21150)
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	PARE/MAINT/7
<b>Directorate</b>	Community and Place
<b>Previous Reports</b>	23 November 2021 28 March 2023 26 September 2023
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. BIC RESERVE CONCEPT PLAN A 3 Rev B [12.2.1 - 1 page]

## Purpose

The purpose of this report is to seek Council adoption of the Bassendean Improvement Committee (BIC) Reserve Concept Plan.

## **Council Resolution/Officer Recommendation – Item 12.2**

MOVED Cr Kathryn Hamilton, Seconded Cr Jamayne Burke

That Council:

1. Adopts the BIC Reserve Concept Plan as attached to this report.
2. (a) Allocates funding of \$283,800 for infrastructure works outlined in this report as essential for 2024/25 as part of the 2024/25 Annual Budget, including grant income of \$200,000 from the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts.
2. (b) consider financial allocation for BIC toilets during the 2024/25 budget workshop.
3. Notes future years budget implications will be considered through the annual budget development process and incorporated into the Town of Bassendean Long Term Financial Plan.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/27**

**CARRIED UNANIMOUSLY 6/0**

<b>12.3</b>	<b>Review - Audit and Governance Committee Instrument of Appointment and Delegation</b>
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/CCLMEET/1
<b>Directorate</b>	CEO and Council Support
<b>Previous Reports</b>	Nil
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	Nil

## Purpose

The purpose of this report is for Council to consider reduction of the number of Elected Members appointed to the Audit and Governance Committee (the Committee).

### **Council Resolution/Officer Recommendation – Item 12.3**

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council:

1. Reduce the membership of the Audit and Governance Committee to comprise of up to five (5) members, as follows:
  - a. Three (3) Elected Members; and
  - b. Up to two (2) community members.
2. Note the continuing Elected Members of the Committee as Cr Kathryn Hamilton, Cr Jamayne Burke and Cr Ken John.

**Voting requirements: Absolute Majority**

**SCM 2024-02-06/28**

**CARRIED UNANIMOUSLY 6/0**

<b>12.4 Review of Delegations Register</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVN/AUTHS/1
<b>Directorate</b>	CEO and Council Support
<b>Previous Reports</b>	Review conducted Annually
<b>Authority/Discretion</b>	<p><b>Executive</b> The substantial direction setting and oversight role of the Council.</p> <p><b>Legislative</b> Includes adopting local laws, local planning schemes &amp; policies.</p>
<b>Attachments</b>	1. Draft Delegations Register with Tracked Changes April 2024 [ <b>12.4.1</b> - 161 pages]

## Purpose

The purpose of this report is for Council to consider the administrative review of the Delegations Register.

### **Council Resolution/Officer Recommendation – Item 12.4**

MOVED Cr Ken John, Seconded Cr Tallan Ames

That Council:

1. In accordance with Section 5.46.(2) of the *Local Government Act 1995*, confirms review of its delegations to the Audit and Governance Committee, Complaints Committee, and to the Chief Executive Officer, and
2. In accordance with Section 5.42.(1) of the *Local Government Act 1995*, adopts the amendments to the Delegations Register and any amended delegations of authority to the Chief Executive Officer as provided in the attachment to this report.

**Voting requirements: Absolute Majority**

**SCM 2024-02-06/33**

**CARRIED UNANIMOUSLY 6/0**

<b>12.5 Council Plan Reporting</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	CORM/POLCY/1
<b>Directorate</b>	CEO and Council Support
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. At A Glance Council Plan Quarterly Reporting [12.5.1 - 2 pages]</li> <li>2. Council Plan Quarterly Reporting 180424 [12.5.2 - 8 pages]</li> </ol>

## Purpose

The purpose of this report is for Council to receive the Council Plan Quarterly Report for the period ending 31 March 2024.

### **Council Resolution/Officer Recommendation – Item 12.5**

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council:

Receive the 1 January 2024 – 31 March 2024 Quarterly Report updating the actions set out in the Town of Bassendean Council Plan 2023-33.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/34**

**CARRIED UNANIMOUSLY 6/0**

<b>12.6 Ashfield Flats Master Plan</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	PARE/DESCONT/6
<b>Directorate</b>	Sustainability and Environment
<b>Previous Reports</b>	N/A
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Stakeholder engagement findings and recommendations [<b>12.6.1</b> - 6 pages]</li> <li>2. Ashfield Flats Master Plan Part 1 [<b>12.6.2</b> - 29 pages]</li> <li>3. Ashfield Flats Master Plan Part 2 [<b>12.6.3</b> - 53 pages]</li> </ol>

## Purpose

The purpose of this report is for Council to consider co-endorsing the Ashfield Flats Master Plan Parts 1 and 2.

### **Council Resolution/Officer Recommendation – Item 12.6**

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council:

1. Endorse the Ashfield Flats Master Plan – Parts 1 and 2 as attached to this report; and
2. Notes that the key stakeholder agencies (Department of Biodiversity, Conservation and Attractions, Department of Planning, Lands and Heritage, Department of Water and Environmental Regulation, Water Corporation and the Town of Bassendean) will continue to work together on implementation of the Master Plan recommendations.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/35**

**CARRIED UNANIMOUSLY 6/0**

<b>12.7 RFT 01/2024 Plumbing and Gas Services and Minor Works</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	COUP/TENDNG/114
<b>Directorate</b>	Corporate Services
<b>Previous Reports</b>	
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - RFT 01-2024 Evaluation Report [12.7.1 - 13 pages]

### **Purpose**

The purpose of this report is to present to Council a summary of tenders received for RFT (Request for Tender) 01/2024 Provision of Plumbing & Gas Services for the Town of Bassendean and recommend appointment of the contractor considered to provide the best value for money to the Town.

### **Council Resolution/Officer Recommendation – Item 12.7**

MOVED Cr Emily Wilding, Seconded Cr Jamayne Burke



That Council appoints Mackie Plumbing and Gas Pty Ltd to provide Plumbing & Gas Services for the Town of Bassendean as specified in Tender 01/2024 for a period of Three (3) years with a further option to extend the Term of the Contract, by One (1) Year, plus a further option of One (1) Year, to commence upon Council Approval and Letter of Award.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/36**

**CARRIED UNANIMOUSLY 6/0**

<b>12.8 Review of Sustainability and Environment Council Policies</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	GOVR/POLCY/1
<b>Directorate</b>	Sustainability and Environment
<b>Previous Reports</b>	12.4 OCM 25 May 2021 12.7 OCM 13 December 2022
<b>Authority/Discretion</b>	<b>Legislative</b> Includes adopting local laws, local planning schemes & policies.
<b>Attachments</b>	1. Celebration Trees - amended with track changes [12.8.1 - 2 pages] 2. Waste Services - amended with track changes [12.8.2 - 2 pages]

### **Purpose**

The purpose of this report is for Council to consider two amended Council Policies: Celebration Trees and Waste Services.

### **Council Resolution/Officer Recommendation – Item 12.8**

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council adopts the amended Council Policies for Celebration Trees and Waste Services, as attached to this report.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/42**

**CARRIED UNANIMOUSLY 6/0**

**12.9 Single House - No. 59A First Avenue, Bassendean**

<b>Property Address</b>	59A (Lot 524) First Avenue, Bassendean
<b>Landowner</b>	NFT Enterprises Pty Ltd ( <i>Directors: Bardya and Fatima Nourbehesht</i> )
<b>File Reference</b>	2023-131
<b>Directorate</b>	Community and Place
<b>Previous Reports</b>	Nil.
<b>Authority/Discretion</b>	<p><b>Quasi-Judicial</b></p> <p>When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building applications and applications for other permits/licenses.</p>
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Development Plans [<b>12.9.1</b> - 6 pages]</li> <li>2. Schedule of submissions [<b>12.9.2</b> - 4 pages]</li> </ol>

**Report summary**

- An application has been received to develop a two-storey 'Single House' at No. 59A First Avenue, Bassendean.
- The land is zoned 'Residential' R20/40 under LPS 11. A 'Single House' is a permitted ('P') use of the land.
- The proposal is considered to meet the design principles of the R-Codes and the Town's Local Planning Policies relating to street setback, landscaping and solar access for adjoining sites as detailed in the report.
- The owners of three nearby properties submitted objections to the proposal, citing the overshadowing and insufficient onsite parking provision as concerns.
- The number of car parking bays provided meets the deemed-to-comply criteria of the R-Codes.

It is recommended the application be approved subject to conditions.

## Purpose

The purpose of this report is for Council to consider a proposal to develop a Single House at No. 59A (Lot 524) First Avenue, Bassendean. The application is referred through to Council, noting the submissions received.

In July 2024, changes to the *Planning and Development (Local Planning Scheme) Regulations 2015* will take effect that limit development approval functions of Council with respect to Single Houses. Following gazettal of amendments to the Regulations, all applications for Single Houses, with the exception of those relating to heritage places, must be determined by Town staff.

Cr Burke left the Chamber at 6:25pm

Cr Burke returned to the Chamber at 6:26pm

## **Council Resolution/Officer Recommendation – Item 12.9**

MOVED Cr Tallan Ames, Seconded Cr Paul Poliwka

That Council approve the application for development approval for a ‘Single House’ at No. 59A First Avenue, Bassendean subject to the following conditions:

1. This approval is for a ‘Dwelling’ (Single House) as defined by the Town of Bassendean Local Planning Scheme No. 11.
2. The dwelling shall be constructed to a 7-Star Rating under the Nationwide House Energy Rating Scheme and in accordance with NatHERS Certificate No. 0009111014-01 prepared by Sustainability WA (dated 5 December 2023).
3. Prior to the occupation of the development a minimum 3kw photovoltaic solar panel system must be installed to the satisfaction of the Town of Bassendean. The solar panel system is to be depicted on plans submitted in association with a building permit application and maintained on site for the life of the development.
4. Prior to the occupation of the development a minimum 3000L capacity rainwater tank must be installed onsite and plumbed to either a toilet or laundry within the dwelling to the satisfaction of the Town of Bassendean. Alternatively, an approved grey-water reuse system that collects grey water from the laundry and bathrooms and re-directs it for garden irrigation / ground water recharge must be installed prior to the initial occupation of the development to the satisfaction of the Town of Bassendean. The system must be depicted on plans submitted in association with a building permit application and maintained on site for the life of the development.
5. Prior to the occupation of the development, 3-phase power shall be installed to enable the installation of vehicle charging points and/or the capacity for

- electric vehicle charging points to be installed at a later date, to the satisfaction of the Town of Bassendean.
6. Prior to the occupation of the development, a rain garden with an area of no less than 2% of the area of the roof cover of the house, must be provided on site. The rain garden is to be depicted on plans submitted in association with a building permit application and maintained on site for the life of the development.
  7. The roof structure of the dwelling shall have a maximum solar absorptance rating of 0.5. Documentation confirming this rating shall be submitted in conjunction with a building permit application, and it must be implemented and maintained on site for the life of the development to the satisfaction of the Town of Bassendean.
  8. Prior to the occupation of the development, a minimum of 2 trees that have the potential to have a canopy with a diameter of at least 4m upon maturity, must be planted in the location depicted on approved plans. At the time of planting, the trees must be a minimum of 2m in height and 100-litre pot size. The trees and associated tree growth zones depicted on approved plans must be retained for the life of the development to the satisfaction of the Town of Bassendean.
  9. Prior to the occupation of the development, a notification must be registered on the Certificate of Title under Section 70A of the *Transfer of Land Act 1893* advising prospective purchasers of the land that the site contains trees which are required to be retained on site in perpetuity in accordance with a condition of development approval.
  10. Prior to the occupation of the development, driveway, parking and manoeuvring areas are to be sealed and drained to the satisfaction of the Town of Bassendean.
  11. Stormwater must be contained and disposed of onsite. In the event ground conditions are deemed unsuitable for onsite disposal via infiltration (as verified by a geotechnical investigation), stormwater must be contained onsite prior to being disposed of into the Town's drainage network. All costs associated with management and disposal of stormwater are to be borne by the landowner/ developer.
  12. All works, including earthworks and footings, must be contained within the site boundaries.
  13. The street number must be prominently displayed at the front of the development.
  14. Clothes-drying areas must be screened from view from the primary and secondary streets at all times to the satisfaction of the Town of Bassendean.

**SCM 2024-02-06/38**

**CARRIED UNANIMOUSLY 6/0**

<b>12.10 Accounts Paid - March 2024</b>	
<b>Property Address</b>	
<b>Landowner/Applicant</b>	
<b>File Reference</b>	FINM/CREDTS/4
<b>Directorate</b>	
<b>Previous Reports</b>	
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. March 2024 List of Payments [12.10.1 - 16 pages]

### Purpose

The purpose of this report is for Council to receive the list of accounts paid for March 2024.

### Council Resolution/Officer Recommendation – Item 12.10

MOVED Cr Tallan Ames, Seconded Cr Emily Wilding

That Council receives the list of accounts paid for March 2024.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/39**

CARRIED UNANIMOUSLY 6/0

<b>12.11 Removal of Three (3) Parking Bays on James Street</b>	
<b>Property Address</b>	N/A
<b>Landowner/Applicant</b>	N/A
<b>File Reference</b>	ROAD/INSPEC/1
<b>Directorate</b>	Infrastructure
<b>Previous Reports</b>	Nil
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. Attachment 1_-_ Sight Distances 00 t Ko Oa-j Uy S 4 a Y Pc S 46 l Q [12.11.1 - 1 page] 2. Attachment 2_-_ Notice to Residents GCWMT Mdbv E 6 Jt Gptyft 6 CA [12.11.2 - 1 page]

## Purpose

The purpose of this report is to seek Council approval for the proposal to remove three (3) parallel parking bays located on James Street and install 'No Stopping' signage.

### **Council Resolution/Officer Recommendation – Item 12.11**

MOVED Cr Paul Poliwka, Seconded Cr Tallan Ames

That Council:

1. Approve the removal of three (3) parallel parking bays and implementation of Parking restrictions at the intersection of James Street and Palmerston Street.
2. Pursuant to Clause 1.9 of the *Parking Local Law 2019*, installs 'No Stopping' yellow edge lines at the intersection of James Street and Palmerston Street (all corners) and to the southern boundaries of No. 11 James Street, Bassendean, and No. 12 James Street Bassendean.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/43**

**CARRIED UNANIMOUSLY 6/0**

<b>12.12 RFT02/2024 Bassendean Oval Precinct Redevelopment - Feasibility Study and Funding Procurement</b>	
<b>Property Address</b>	
<b>Landowner/Applicant</b>	
<b>File Reference</b>	PARE/TENDNG/91
<b>Directorate</b>	Community and Place
<b>Previous Reports</b>	
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. CONFIDENTIAL REDACTED - RFT 02/2024 Tender Evaluation Report [12.12.1 - 13 pages] 2. CONFIDENTIAL REDACTED - East Fremantle and South Perth Referee reports [12.12.2 - 2 pages] 3. CONFIDENTIAL REDACTED - RFT 02/2024 Company Offer - Paatsch Group [12.12.3 - 116 pages]

## Purpose

The purpose of this report is to present to Council a summary of tenders received for RFT 02/2024 Bassendean Oval Precinct Redevelopment Project – Feasibility Study and Funding Procurement and recommend appointment of the contractor considered to provide the best value for money to the Town.

### **Council Resolution/Officer Recommendation – Item 12.12**

MOVED Cr Paul Poliwka, Seconded Cr Emily Wilding

That Council:

1. Appoints the recommended tenderer, Paatsch Consulting Pty Ltd, as stated in section 5.1 of the confidential Tender Evaluation Report, to provide a Bassendean Oval Precinct Redevelopment Project – Feasibility Study and Funding Procurement for the Town of Bassendean as specified in Tender 02/2024, for one (1) year, with an extension option of six (6) months, to commence on Council Approval and Letter of Award.
2. Determines that the scope of work is to include the additional step outlined in section 3.5 of the Tenderer's submission.

**Voting requirements: Simple Majority**

### **SCM 2024-02-06/29**

**CARRIED UNANIMOUSLY 6/0**

<b>12.13 Monthly Financial Report - March 2024</b>	
<b>Property Address</b>	
<b>Landowner/Applicant</b>	
<b>File Reference</b>	FINM/AUD/1
<b>Directorate</b>	
<b>Previous Reports</b>	
<b>Authority/Discretion</b>	<b>Executive</b> The substantial direction setting and oversight role of the Council.
<b>Attachments</b>	1. Monthly Financial Statements March 2024 [ <b>12.13.1</b> - 12 pages]

## Purpose

The purpose of this report is for the Council to receive the Monthly Financial Report for March 2024 which incorporates the Statement of Financial Activity.

### **Council Resolution/Officer Recommendation – Item 12.13**

MOVED Cr Ken John, Seconded Cr Tallan Ames

That Council:

1. Notes the Explanation of Material Variances in the Statements of Financial Activity; and
2. Receives the Monthly Financial Report for the period ending 31 March 2024, which incorporates the Statement of Financial Activity for the period to March 2024.
3. Approves the budget amendments shown in the Financial Considerations section of this report, to allocate \$50,000 from the Street Tree Reserve to the Tree Pruning and Maintenance – Contract Services budget.

**Voting requirements: 1 and 2 Simple Majority; 3 Absolute Majority**

**SCM 2024-02-06/30**

**CARRIED UNANIMOUSLY 6/0**

### **13 Motions of which Previous Notice has been given**

<b>13.1 Advocacy for Priority Projects</b>	
<b>Councillor</b>	Cr Hamilton
<b>Attachments</b>	1. No M Advocacy funding for Priority Projects OCM 30 April 2024 [13.1.1 - 2 pages]

### **Council Resolution/Officer Recommendation – Item 13.1**

MOVED Cr Kathryn Hamilton, Seconded Cr Emily Wilding

That Council request the Chief Executive Officer:

1. To prepare documentation for consideration at the next Council Meeting outlining potential Advocacy Priorities for 2024/25 financial year in line with the Strategic aspirations of Council;
2. Thereafter schedule a recurring annual workshop with Elected Members to review/update the Advocacy Priorities, and provide a report to Council no later than March each year (in advance of State and Federal Budget



considerations) should there be recommendations to amend or expand the Town's Advocacy Priorities; and

3. Cause to have published the adopted Advocacy Priorities in formats as deemed suitable by the CEO.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/31**

CARRIED UNANIMOUSLY 6/0

<b>13.2 Support for Food Organics and Garden Organics (FOGO) NGA Motion</b>	
<b>Councillor</b>	Cr Hamilton
<b>Attachments</b>	1. NGA 2024 No M FOGO co-funding advocacy (003) [13.2.1 - 4 pages]

**Council Resolution/Officer Recommendation – Item 13.2**

MOVED Cr Kathryn Hamilton, Seconded Cr Emily Wilding

That Council:

1. endorses the attached Advocacy Motion  
*(This National General Assembly calls on the Australian Government to:*  
*1. Commit to appropriate funding mechanisms for the establishment of Food Organics and Garden Organics (FOGO) processing facilities, nationally; as an undertaking to co-partner with local governments and their regional associations to reduce greenhouse gas emissions from landfills, closing the loop on a priority waste stream and progressing healthy soils initiatives; and*  
*2. Investigate not only grants as a funding mechanism, but also interest free and/or low interest investment partnerships with the Local Government sector and their regional associations, to fast-track the establishment of infrastructure that improves circular waste processing within Australia.), and*  
 2. requests the Chief Executive Officer to advise NGA of this Council's support of said Motion.

**Voting requirements: Simple Majority**

**SCM 2024-02-06/32**

CARRIED UNANIMOUSLY 6/0

**14 Announcements of Notices of Motion for the next meeting**

Nil.

### **15 Urgent Business**

Nil.

### **16 Confidential Business**

Nil.

### **17 Closure**

There being no further business, the Presiding Member declared the meeting closed, the time being 6:40pm.

## LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT

### Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 12 – Residential Development.

### Policy Statement

The Residential Design Codes Volume 1 (R-Codes Volume 1) provide a comprehensive basis for the guidance and control of residential development throughout Western Australia. Local governments may vary some of the development controls of the R-Codes by way of a Local Planning Policy to respond to a specific issue where the amendments are consistent with the relevant element objectives and design principles.

Infill development, increasing residential densities; and changes in lifestyles and expectations of contemporary living have influenced the nature of development typically seen in front setback areas. In order to preserve existing streetscapes, the Town recognises the need to guide the location and appearance of structures within the front setback area of existing dwellings to generally conform to the established pattern of development within the streetscape.

The Town also recognises the need to provide for greater flexibility for development than what is provided for under the R-Codes where consistent with the residential character of a locality and community expectations.

### Policy Objectives

- (a) To vary the R-Codes Volume 1 to provide amended or alternative 'deemed-to-comply' provisions.
- (b) To ensure residential development preserves the character of existing residential areas and is complementary to/ compatible with existing development.

### Application

This Policy applies to all land zoned 'Residential' under the operative Local Planning Scheme. This Policy should be read in conjunction with the R-Codes Volume 1, including the relevant definitions.

Where the existing provision in Column 1 is not struck out, the provision in Column 2 is to be taken as an “alternate” provision. Where the existing provision in Column 1 is struck out, the provision in Column 2 is to be taken as an “amended” provision.

## Policy Requirements

### 1. Built Form Character

For the purposes of clause 26(2)(ii) of Local Planning Scheme No. 11 and clauses 67(m) and (n)(ii) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Town’s *Built Form and Character Study* (Stephen Carrick Architects, May 2018) is applicable.

### 2. Alternate Deemed-To-Comply Provisions - R-Codes Volume 1 Part B

The deemed-to-comply provisions of the R-Codes Volume 1 (Part B) are amended so as to incorporate additional and alternate standards as follows:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
5.1.2 Street setback	
<p>C2.1 Buildings, excluding carports, porches, balconies, verandahs, or equivalent, set back from the primary street boundary:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table B;</li> <li>ii. corresponding to the average setback of existing dwellings on each adjacent property fronting the same street;</li> <li>iii. reduced by up to 50 per cent provided that the area of any building, including a garage encroaching into the setback area, is compensated for by at least an equal area of open space that is located between the street setback line and a line drawn parallel to it at twice the setback distance;</li> <li>iv. in the case of areas coded R15 or higher, the street setback may be reduced to 2.5m, or 1.5m, to a porch, balcony, verandah or the equivalent, where: <ul style="list-style-type: none"> <li>• a grouped dwelling has its main frontage to a secondary street; or</li> </ul> </li> </ul>	<p>C2.1 Buildings, excluding carports, porches, balconies, verandahs, or equivalent, set back from the primary street boundary:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table B;</li> <li>ii. corresponding to the average setback of existing dwellings on each adjacent property fronting the same street;</li> <li>iii. reduced by up to 50 per cent provided that the area of any building, including a garage, encroaching into the setback area, is compensated for by at least an equal area of open space that is located between the street setback line and a line drawn parallel to it at twice the setback distance;</li> <li>iv. in the case of areas coded R15 or higher, the street setback may be reduced to 2.5m, or 1.5m, to a porch, balcony, verandah or the equivalent, where: <ul style="list-style-type: none"> <li>• a grouped dwelling has its main frontage to a secondary street; or</li> </ul> </li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<ul style="list-style-type: none"> <li>• a single house results from subdivision of an original corner lot and has its frontage to the original secondary street; or</li> <li>• a single house or grouped dwelling (where that grouped dwelling is not adjacent to the primary street), has its main frontage to a communal street, right-of-way or shared pedestrian or vehicle accessway</li> </ul> <p>v. to provide for registered easements for essential services.</p>	<ul style="list-style-type: none"> <li>• a single house or grouped dwelling results from subdivision of an original corner lot; or</li> <li>• a single house or grouped dwelling (where that grouped dwelling is not adjacent to the primary street), has its main frontage to a communal street, right-of-way or shared pedestrian or vehicle accessway</li> </ul> <p>v. to provide for registered easements for essential services.</p>
<p>C2.2 Buildings set back from the secondary street boundary in accordance with Table B.</p>	<p>C2.2 Patios, verandahs or equivalent structures with a nil set back from the secondary street boundary where the structure:</p> <ul style="list-style-type: none"> <li>i. is not more than 10m in length and 2.7m in height;</li> <li>ii. is located behind the primary street setback; and</li> <li>iii. has eaves, gutters and roofs set back at least 450mm from the lot boundary.</li> </ul>
<p><b>5.2.1 Setback of garages and carports</b></p>	
<p>C1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1 (i), except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table B where:</p> <ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and</li> </ul>	<p>C1.2 Carports set back so as to be behind the primary street setback requirements of clause 5.1.2 C2.1 and/or no closer to the street than the existing dwelling on the lot, unless it complies with all of the following:</p> <ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent.</li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p>iii. the carport roof pitch, colours and materials are compatible with the dwelling</p>	<p>iii. the carport roof pitch and colours are the same as the dwelling;</p> <p>iv. the carport materials are compatible with the dwelling;</p> <p>v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing.</p> <p>i. the carport is unenclosed on all sides, except where it adjoins a dwelling, and does not incorporate storerooms.</p>
C1.4 Garages and carports set back 1.5m from a secondary street.	C1.4 Carports set back 1.0m from a secondary street.
5.2.4 Street walls and fences	
<p><del>C4.1: Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.</del></p>	<p>C4: Fences within street setback areas are:</p> <p>i. Visually permeable above 1.2m of natural ground level where located within the primary street setback area, measured from the natural ground level on the street side elevation of the front fence;</p> <p>ii. A maximum height of 1.8m. Where the fence is erected over a retaining wall, the height of the fence shall be measured from the base of the retaining wall;</p> <p>iii. Not constructed of fibre cement sheeting;</p> <p>iv. Not constructed of metal sheeting where located within the primary street setback;</p> <p>v. Sheet metal fencing within secondary street setbacks having capped protruding edges; and</p> <p>vi. Gates within the street setback area shall be visually permeable and not open so</p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	as to swing into the public realm.
<b>5.2.5 Sightlines</b>	
<p>C5: Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</p> <ul style="list-style-type: none"> <li>i. A driveway that intersects a street, right-of-way or communal street;</li> <li>ii. A right-of-way or communal street that intersects a public street; and</li> <li>iii. Two streets intersect.</li> </ul>	<p>C5: Walls, fences and other structures within:</p> <ul style="list-style-type: none"> <li>i. 1.5m of a driveway that intersects a street, right-of-way or communal street;</li> <li>ii. a right-of-way or communal street that intersects a public street; and</li> <li>iii. two streets intersect</li> </ul> <p>Shall be:</p> <ul style="list-style-type: none"> <li>i. Truncated; or</li> <li>ii. No more than 0.75m in height; or</li> <li>iii. A maximum overall height of 1.8m; and</li> <li>iv. A maximum height of the solid portion being 0.75m, with the exception of one supporting column on either side with a maximum width of 350mm; and</li> <li>v. infill panels above 0.75m being 'open style' and comprising continuous vertical or horizontal gaps occupying at least 75% of the total surface area in aggregate.</li> </ul>
<b>5.3.1 Outdoor Living Areas</b>	
<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. In accordance with Table B;</li> <li>ii. behind the street setback area;</li> <li>iii. directly accessible from the primary living space of the dwelling;</li> <li>iv. with a minimum length and width dimension of 4m; and</li> </ul>	<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. In accordance with Table B;</li> <li>ii. where located within the street setback area;</li> <li>iii. demarcated via the use of paving and fencing to the satisfaction of the Town;</li> <li>iv. directly accessible from the primary living space of the</li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
v. with at least two-thirds of the required area without permanent roof cover	dwelling, unless the outdoor living area is for an existing dwelling being retained as part of a subdivision; v. with a minimum length and width dimension of 4m; and vi. with no more than 50 per cent of the required area with permanent roof cover.
<b>5.3.9 Stormwater</b>	
C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on site.	C9: Stormwater runoff draining from roofs, driveways, communal streets, and other impervious surfaces generated by a small rainfall event to be retained on site, with run-off directed to garden areas, rainwater tanks and infiltration cells (e.g. soakwells), appropriate to climatic, local soil and groundwater conditions.  C10: Notwithstanding C9 (above), stormwater may be directed to a district or local stormwater drainage system where required by the decision-maker due to climatic, local soil or groundwater conditions.
<b>5.4.3 Outbuildings</b>	
C3: Outbuildings associated with a dwelling site address either: i. the standards for small outbuildings (A. Small outbuilding); or ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).  A. Small outbuilding (i) no more than one outbuilding per dwelling site; (ii) has no more than two boundary walls; (iii) does not exceed 10m <sup>2</sup> in area;	C3 Any outbuilding:  i. individually or collectively does not exceed 60m <sup>2</sup> per site; ii. is not located within the primary or secondary street setback area; iii. does not exceed a wall height of 3m; iv. does not exceed a ridge height of 4.2m; v. is setback or built up to lot boundaries in accordance with Clause 5.1.3 - C3.1, C3.2, C3.3 and C3.4.



Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p>(iv) does not exceed a wall and ridge height of 2.7m;</p> <p>(v) not located within the primary or secondary street setback area; and</p> <p>(vi) does not reduce open space and outdoor living area requirements in Table B.</p> <p><b>B. Large and multiple outbuildings</b></p> <p>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</p> <p>(ii) set back in accordance with Table 2a;</p> <p>(iii) does not exceed a wall height of 2.4m</p> <p>(iv) does not exceed a wall height of 2.4m;</p> <p>(v) does not exceed a ridge height of 4.2m;</p> <p>(vi) not located within the primary or secondary street setback area; and</p> <p>(vii) does not reduce the open space and outdoor living area requirements in Table B.</p>	<p>vi. does not reduce the minimum open space required in accordance with clause 5.1.4;</p> <p>vii. does not reduce the minimum outdoor living area required in accordance with clause 5.3.1;</p> <p>viii. does not reduce the minimum tree requirement and associated tree growth zone (where applicable)</p>

The deemed-to-comply provisions of the R-Codes Volume 1 (**Part C**) are amended so as to incorporate additional (alternate) standards as follows:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<b>3.3 Street setback</b>	
<p><del>C3.3.5 Carports are set back from the primary street boundary in accordance with Table 3.3a. This setback may be reduced by up to 50 per cent where:</del></p> <p>i. <del>the carport is set back from the lot boundary in accordance with C3.4.3;</del></p>	<p>C3.3.5 Carports set back so as to be behind the primary street setback requirements of clause Table 3a and/or no closer to the street that the existing dwelling on the lot, unless it complies with all of the following:</p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<del>ii. The carport width does not exceed the requirement of C3.6.6</del> <del>iii. The carport is free of walls (excluding pillar and posts with a horizontal dimension of 450mm by 450mm or less) for all portions that project forward of the primary street setback line; and</del> <del>iv. The construction allows for an unobstructed view between the dwelling and the street, right-of-way or equivalent.</del>	i. the width of the carport does not exceed 60 per cent of the frontage; ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; iii. the carport roof pitch and colours are the same as the dwelling; iv. the carport materials are compatible with the dwelling; v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing. vi. the carport is unenclosed on all sides, except where it adjoins a dwelling, and does not incorporate storerooms.
C3.3.6 Garages and carports set back from a secondary street, right-of-way and communal street in accordance with Table 3.3a.	C3.3.6 Carports set back 1.0m from a secondary street.
<b>3.6 Streetscape</b>	
<del>C3.6.7 When provide, walls or fences within the primary street setback area are to be:</del> <del>i. a maximum height of 1.8m; and</del> <del>ii. visually permeable above 1.2m</del> <del>— measured from natural ground level on the primary street side of the fence.</del>	C3.6.7: Fences within street setback areas are: i. Visually permeable above 1.2m of natural ground level where located within the primary street setback area, measured from the natural ground level on the street side elevation of the front fence; ii. A maximum height of 1.8m. Where the fence is erected over a retaining wall, the height of the fence shall be measured from the base of the retaining wall; iii. Not constructed of fibre cement sheeting; iv. Not constructed of metal sheeting where located within the primary street setback;

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	<ul style="list-style-type: none"> <li>v. Sheet metal fencing within secondary street setbacks having capped protruding edges; and</li> <li>vi. Gates within the street setback area shall be visually permeable and not open so as to swing into the public realm.</li> </ul>
<b>C3.7.7 Sightlines</b>	
<p>C3.7.7: Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</p> <ul style="list-style-type: none"> <li>i. a driveway that intersects a street, right-of-way or communal street;</li> <li>ii. a right-of-way or communal street that intersects a public street; and</li> <li>iii. two streets intersect.</li> </ul>	<p>C3.7.7: Walls, fences and other structures within:</p> <ul style="list-style-type: none"> <li>i. 1.5m of a driveway that intersects a street, right-of-way or communal street;</li> <li>ii. a right-of-way or communal street that intersects a public street; and</li> <li>iii. two streets intersect</li> </ul> <p>Shall be:</p> <ul style="list-style-type: none"> <li>i. Truncated; or</li> <li>ii. No more than 0.75m in height; or</li> <li>iii. A maximum overall height of 1.8m; and</li> <li>iv. A maximum height of the solid portion being 0.75m, with the exception of one supporting column on either side with a maximum width of 350mm; and</li> <li>v. infill panels above 0.75m being 'open style' and comprising continuous vertical or horizontal gaps occupying at least 75% of the total surface area in aggregate.</li> </ul>

Document responsibilities:			
Owner:	Community Planning	Owner Business Unit:	Planning and Regulation
Inception date:	27 April 2010	Decision maker:	Council
Review date:	TBA	Repeal and replace:	N/A
Compliance requirements:			
Legislation:	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>		

## **LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT AND FENCES**

### **Citation**

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 12 – Residential Development and Fences.

### **Policy Statement**

State Planning Policy 7.3 – Residential Design Codes (R-Codes) provides the comprehensive basis for the control of residential development throughout Western Australia. The Town acknowledges that in some circumstances, it may be appropriate to provide greater flexibility for development.

The Town also recognises the increasing need to utilise the street setback area to accommodate structures as a result of infill development and housing density. Streetscapes can be characterised by the location and appearance of buildings and their setbacks, the existence of street trees and landscaping, the siting and design of front fencing and the existence of other structures located within the street setback area.

Development is encouraged to generally conform to the established pattern of development within the streetscape to ensure the character of the streetscape is preserved.

The R-Codes allow local governments to vary some standards for residential development by way of a Local Planning Policy.

### **Policy Objectives**

- (a) To vary the R-Codes to provide amended or alternative 'deemed-to-comply' provisions.
- (b) To provide criteria for fences and associated structures, and development within the street setback area so as to ensure development within the street setback area preserves the character of the existing streetscape and is complementary and/or compatible with existing development.

## Application

This Policy applies to all land zoned 'Residential' under the operative Local Planning Scheme. This Policy should be read in conjunction with the R-Codes, including the relevant definitions.

Where the existing provision in Column 1 is not struck out, the provision in Column 2 is to be taken as an "alternate" provision. Where the existing provision in Column 1 is struck out, the provision in Column 2 is to be taken as an "amended" provision.

## Policy Requirements

### 1. Built Form Character

For the purposes of clause 26(2)(ii) of Local Planning Scheme No. 11 and clauses 67(m) and (n)(ii) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Town's *Built Form and Character Study* (Stephen Carrick Architects, May 2018) is applicable.

### 2. Alternate Deemed-To-Comply Provisions

The identified deemed-to-comply provisions are amended so as to incorporate additional (alternate) standards as follows:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<b>C5.1.2 – Street setback</b>	
C2.2 Buildings set back from the secondary street boundary in accordance with Table 1.	C2.2 Patios, verandahs or equivalent structures with a nil set back from the secondary street boundary where the structure: (i) is not more than 10m in length and 2.7m in height; (ii) is located behind the primary street setback; and (iii) has eaves, gutters and roofs set back at least 450mm from the lot boundary.
<b>C5.2.1 – Setback of carports and garages</b>	
C1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1 (i) except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table 1 where:	C1.2 Carports set back so as to be behind the street setback and/or no closer to the street that the existing dwelling on the lot, unless it complies with all of the following:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p>i. the width of the carport does not exceed 60 per cent of the frontage;</p> <p>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and</p> <p>iii. the carport roof pitch, colours and materials are compatible with the dwelling.</p>	<p>i. the width of the carport does not exceed 60 per cent of the frontage;</p> <p>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent;</p> <p>iii. the carport roof pitch, colours and material are the same as the dwelling; and</p> <p>iv. support columns shall be the same brick as the dwelling.</p> <p>v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing.</p> <p>vi. the carport does not incorporate enclosed storerooms.</p>
C1.4 Garages and carports set back 1.5m from a secondary street.	C1.4 Carports set back 1.0m from a secondary street.
<b>C5.2.4 – Street walls and fences</b>	
<p><del>C4: Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.</del></p>	<p>C4: Fences within street frontage setback areas are subject to:</p> <p>i. Being visually permeable above 1.2m in height where located within the primary street setback area, measured from natural ground level on the street side elevation of the fence;</p> <p>ii. Fences must not exceed a height of 1.8m. Where the fence is erected over a retaining wall, the height shall be measured the base of the retainer;</p> <p>iii. Fences shall not be constructed of fibre cement sheeting;</p> <p>iv. Fences within the primary street setback area shall not</p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	<p>be constructed of metal sheeting;</p> <p>v. Sheet metal fencing to secondary street setbacks having capped protruding edges; and</p> <p>vi. Gates within the street setback area shall be visually permeable and not open so as to swing into the public realm.</p>
<b>C5.3.1 – Outdoor Living Areas</b>	
<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table 1;</li> <li>ii. behind the street setback area;</li> <li>iii. directly accessible from a primary living space of the dwelling;</li> <li>iv. with a minimum length and width dimension of 4m for all areas that contribute to the outdoor living area; and</li> <li>v. with no more than 50% of the required area with permanent roof cover.</li> </ul>	<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table 1;</li> <li>ii. where located within the street setback area, demarcated via the use of paving and fencing to the satisfaction of the Town.</li> <li>iii. directly accessible from a primary living space of the dwelling, unless the outdoor living area is for an existing dwelling being retained as part of a subdivision;</li> <li>iv. with a minimum length and width dimension of 4m for all areas that contribute to the outdoor living area; and</li> <li>v. with no more than 50% of the required area with permanent roof cover.</li> </ul>
<b>C5.3.9 - Stormwater</b>	
<p>C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow</p>	<p>C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of</p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
for the effective retention of stormwater on-site.	<p>stormwater on-site, or, where on-site retention is not possible, an approved connection to the Town's stormwater infrastructure.</p> <p><i>Note: Local Planning Policy 14 – Stormwater (LPP 14) provides guidance on the circumstances in which the Town will permit a connection to the Town's stormwater infrastructure, details the information required and design standard required for stormwater systems and outlines the construction and maintenance requirements for stormwater systems.</i></p>
<b>C5.4.3 - Outbuildings</b>	
<p>C3 Outbuildings associated with a dwelling site address either:</p> <ul style="list-style-type: none"> <li>i. the standards for small outbuildings (A. Small outbuilding); or</li> <li>ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).</li> </ul> <p>A. Small outbuilding</p> <ul style="list-style-type: none"> <li>(i) no more than one outbuilding per dwelling site;</li> <li>(ii) has no more than two boundary walls;</li> <li>(iii) does not exceed 10m<sup>2</sup> in area;</li> <li>(iv) does not exceed a wall and ridge height of 2.7m;</li> <li>(v) not located within the primary or secondary street setback area; and</li> <li>(vi) does not reduce open space and outdoor living area requirements in Table 1.</li> </ul>	<p>C3 Outbuildings associated with a dwelling site address either:</p> <ul style="list-style-type: none"> <li>i. the standards for small outbuildings (A. Small outbuilding); or</li> <li>ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).</li> </ul> <p>A. Small outbuilding</p> <ul style="list-style-type: none"> <li>(i) no more than one outbuilding per dwelling site;</li> <li>(ii) has no more than two boundary walls;</li> <li>(iii) does not exceed 10m<sup>2</sup> in area;</li> <li>(iv) does not exceed a wall and ridge height of 2.7m;</li> <li>(v) where located within the primary or secondary street setback area: <ul style="list-style-type: none"> <li>i. located behind or to the side of the existing dwelling on the lot; and</li> <li>ii. the outbuilding roof pitch, colours and materials are the same as the dwelling.</li> </ul> </li> <li>(vi) does not reduce open space and outdoor living area requirements in Table 1.</li> </ul>



Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p>B. Large and multiple outbuildings</p> <ul style="list-style-type: none"> <li>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</li> <li>(ii) set back in accordance with Table 2a;</li> <li>(iii) does not exceed a wall height of 2.4m;</li> <li>(iv) does not exceed a ridge height of 4.2m;</li> <li>(v) not located within the primary or secondary street setback area; and</li> <li>(vi) does not reduce the open space and outdoor living area requirements in Table 1.</li> </ul>	<p>B. Large and multiple outbuildings</p> <ul style="list-style-type: none"> <li>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</li> <li>(ii) set back in accordance with Table 2a;</li> <li>(iii) does not exceed a wall height of 2.4m;</li> <li>(iv) does not exceed a ridge height of 4.2m;</li> <li>(v) where located within the primary or secondary street setback area: <ul style="list-style-type: none"> <li>i. located behind or to the side of the existing dwelling on the lot; and</li> <li>ii. the outbuilding roof pitch, colours and materials are the same as the dwelling; and</li> </ul> </li> <li>(vi) does not reduce the open space and outdoor living area requirements in Table 1.</li> </ul>
<b>C5.5.1 – Ancillary dwellings</b>	
<p>C1 Ancillary dwelling associated with a single house and on the same lot where:</p> <ul style="list-style-type: none"> <li>i. the lot is not less than 350m<sup>2</sup> in area;</li> <li>ii. there is a maximum plot ratio area of 70m<sup>2</sup>;</li> <li>iii. parking is provided in accordance with clause 5.3.3 C3.1;</li> <li>iv. ancillary dwelling is located behind the street setback line;</li> <li>iv. ancillary dwelling is designed to be compatible with the colour, roof pitch and materials of the single house on the same lot;</li> <li>v. ancillary dwelling does not preclude the single house from meeting the required minimum open space and outdoor living area; and</li> </ul>	<p>C1 Ancillary dwelling associated with a single house and on the same lot where:</p> <ul style="list-style-type: none"> <li>i. the lot is not less than 350m<sup>2</sup> in area;</li> <li>ii. there is a maximum plot ratio area of 70m<sup>2</sup>;</li> <li><i>No parking required</i></li> <li>iii. ancillary dwelling is located behind the street setback line;</li> <li>iv. ancillary dwelling is designed to be compatible with the colour, roof pitch and materials of the single house on the same lot, unless the ancillary dwelling is not visible from the street;</li> <li>v. ancillary dwelling does not preclude the single house from meeting the required minimum open space and outdoor living area;</li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
v. ancillary dwelling complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses: (a) 5.1.1 Site area; (b) 5.2.3 Street surveillance (except where located on a lot with secondary street or right-of-way access); and (c) 5.3.1 Outdoor living areas.	vi. ancillary dwelling complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses: (a) 5.1.1 Site area; (b) 5.2.3 Street surveillance (except where located on a lot with secondary street or right-of-way access); and (c) 5.3.1 Outdoor living areas.

Document responsibilities:			
Owner:	Community Planning	Owner Business Unit:	Planning and Regulation
Inception date:	27 April 2010	Decision maker:	Council
Review date:	26 March 2024	Repeal and replace:	N/A
Compliance requirements:			
Legislation:	<i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>		

## LOCAL PLANNING POLICY NO. 12 – RESIDENTIAL DEVELOPMENT ~~AND FENCES~~

### Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 12 – Residential Development ~~and Fences~~.

### Policy Statement

~~State Planning Policy 7.3 – Residential Design Codes (R-Codes) provides the comprehensive basis for the control of residential development throughout Western Australia. The Town acknowledges that in some circumstances, it may be appropriate to provide greater flexibility for development.~~

~~The Town also recognises the increasing need to utilise the street setback area to accommodate structures as a result of infill development and housing density. Streetscapes can be characterised by the location and appearance of buildings and their setbacks, the existence of street trees and landscaping, the siting and design of front fencing and the existence of other structures located within the street setback area.~~

~~Development is encouraged to generally conform to the established pattern of development within the streetscape to ensure the character of the streetscape is preserved.~~

~~The R-Codes allow local governments to vary some standards for residential development by way of a Local Planning Policy.~~

~~The Residential Design Codes Volume 1 (R-Codes Volume 1) provide a comprehensive basis for the guidance and control of residential development throughout Western Australia. Local governments may vary some of the development controls of the R-Codes by way of a Local Planning Policy to respond to a specific issue where the amendments are consistent with the relevant element objectives and design principles.~~

~~Infill development, increasing residential densities; and changes in lifestyles and expectations of contemporary living have influenced the nature of development typically seen in front setback areas. In order to preserve existing streetscapes, the Town recognises the need to guide the location and appearance of structures within the front setback area of existing dwellings to generally conform to the established pattern of development within the streetscape.~~

The Town also recognises the need to provide for greater flexibility for development than what is provided for under the R-Codes where consistent with the residential character of a locality and community expectations.

## Policy Objectives

- (a) To vary the R-Codes Volume 1 to provide amended or alternative 'deemed-to-comply' provisions.
- ~~(b) To provide criteria for fences and associated structures, and development within the street setback area so as to ensure development within the street setback area preserves the character of the existing streetscape and is complementary and/or compatible with existing development.~~
- (b) To ensure residential development preserves the character of existing residential areas and is complementary to/ compatible with existing development.

## Application

This Policy applies to all land zoned 'Residential' under the operative Local Planning Scheme. This Policy should be read in conjunction with the R-Codes **Volume 1**, including the relevant definitions.

Where the existing provision in Column 1 is not struck out, the provision in Column 2 is to be taken as an "alternate" provision. Where the existing provision in Column 1 is struck out, the provision in Column 2 is to be taken as an "amended" provision.

## Policy Requirements

### 1. Built Form Character

For the purposes of clause 26(2)(ii) of Local Planning Scheme No. 11 and clauses 67(m) and (n)(ii) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Town's *Built Form and Character Study* (Stephen Carrick Architects, May 2018) is applicable.

### 2. Alternate Deemed-To-Comply Provisions - **R-Codes Volume 1 Part B**

The deemed-to-comply provisions of the R-Codes **Volume 1 (Part B)** are amended so as to incorporate additional and alternate standards as follows:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<b>5.1.2 Street setback</b>	
<b>C2.1</b> Buildings, excluding carports, porches, balconies, verandahs, or	<b>C2.1</b> Buildings, excluding carports, porches, balconies, verandahs, or

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p>equivalent, set back from the primary street boundary:</p> <ol style="list-style-type: none"> <li>i. in accordance with Table B;</li> <li>ii. corresponding to the average setback of existing dwellings on each adjacent property fronting the same street;</li> <li>iii. reduced by up to 50 per cent provided that the area of any building, including a garage encroaching into the setback area, is compensated for by at least an equal area of open space that is located between the street setback line and a line drawn parallel to it at twice the setback distance;</li> <li>iv. in the case of areas coded R15 or higher, the street setback may be reduced to 2.5m, or 1.5m, to a porch, balcony, verandah or the equivalent, where: <ul style="list-style-type: none"> <li>• a grouped dwelling has its main frontage to a secondary street; or</li> <li>• a single house results from subdivision of an original corner lot and has its frontage to the original secondary street; or</li> <li>• a single house or grouped dwelling (where that grouped dwelling is not adjacent to the primary street), has its main frontage to a communal street, right-of-way or shared pedestrian or vehicle accessway</li> </ul> </li> <li>v. to provide for registered easements for essential services.</li> </ol>	<p>equivalent, set back from the primary street boundary:</p> <ol style="list-style-type: none"> <li>i. in accordance with Table B;</li> <li>ii. corresponding to the average setback of existing dwellings on each adjacent property fronting the same street;</li> <li>iii. reduced by up to 50 per cent provided that the area of any building, including a garage, encroaching into the setback area, is compensated for by at least an equal area of open space that is located between the street setback line and a line drawn parallel to it at twice the setback distance;</li> <li>iv. in the case of areas coded R15 or higher, the street setback may be reduced to 2.5m, or 1.5m, to a porch, balcony, verandah or the equivalent, where: <ul style="list-style-type: none"> <li>• a grouped dwelling has its main frontage to a secondary street; or</li> <li>• a single house or grouped dwelling results from subdivision of an original corner lot; or</li> <li>• a single house or grouped dwelling (where that grouped dwelling is not adjacent to the primary street), has its main frontage to a communal street, right-of-way or shared pedestrian or vehicle accessway</li> </ul> </li> <li>v. to provide for registered easements for essential services.</li> </ol>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
C2.2 Buildings set back from the secondary street boundary in accordance with Table B.	C2.2 Patios, verandahs or equivalent structures with a nil set back from the secondary street boundary where the structure: <ul style="list-style-type: none"> <li>(i) is not more than 10m in length and 2.7m in height;</li> <li>(ii) is located behind the primary street setback; and</li> <li>(iii) has eaves, gutters and roofs set back at least 450mm from the lot boundary.</li> </ul>
<b>5.2.1 Setback of garages and carports</b>	
C1.2 Carports set back in accordance with the primary street setback requirements of clause 5.1.2 C2.1 (i), except that the setback may be reduced by up to 50 per cent of the minimum setback stated in Table B where: <ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent; and</li> <li>iii. the carport roof pitch, colours and materials are compatible with the dwelling.</li> </ul>	C1.2 Carports set back so as to be behind the primary street setback <b>requirements of clause 5.1.2 C2.1</b> and/or no closer to the street than the existing dwelling on the lot, unless it complies with all of the following: <ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent;</li> <li>iii. the carport <del>roof pitch, colours and material</del> <b>roof pitch and colours</b> are the same as the dwelling;</li> <li>iv. <b>the carport materials are compatible with the dwelling;</b></li> <li>v. <del>supporting columns shall be the same brick as the dwelling.</del></li> <li>v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing.</li> <li>vii. the carport <b>is unenclosed on all sides, except where it adjoins a dwelling, and</b> does not incorporate storerooms.</li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
C1.4 Garages and carports set back 1.5m from a secondary street.	C1.4 Carports set back 1.0m from a secondary street.
<b>5.2.4 Street walls and fences</b>	
<p><del>C4.1: Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.</del></p>	<p><del>C4: Fences within street frontage setback areas are subject to:</del></p> <ul style="list-style-type: none"> <li><del>i. Being visually permeable above 1.2m in height where located within the primary street setback area, measured from natural ground level on the street side elevation of the fence;</del></li> <li><del>ii. Fences must not exceed a height of 1.8m. Where the fence is erected over a retaining wall, the height shall be measured the base of the retainer;</del></li> </ul> <p>C4: Fences within street setback areas are:</p> <ul style="list-style-type: none"> <li>i. Visually permeable above 1.2m of natural ground level where located within the primary street setback area, measured from the natural</li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	<p>ground level on the street side elevation of the front fence;</p> <ul style="list-style-type: none"> <li>ii. A maximum height of 1.8m. Where the fence is erected over a retaining wall, the height of the fence shall be measured from the base of the retaining wall;</li> <li>iii. Not constructed of fibre cement sheeting;</li> <li>iv. Not constructed of metal sheeting where located within the primary street setback;</li> <li>v. Sheet metal fencing within secondary street setbacks having capped protruding edges; and</li> <li>vi. Gates within the street setback area shall be visually permeable and not open so as to swing into the public realm.</li> </ul>
<b>5.2.5 Sightlines</b>	
<p><del>C5: Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</del></p> <ul style="list-style-type: none"> <li><del>i. A driveway that intersects a street, right-of-way or communal street;</del></li> <li><del>ii. A right-of-way or communal street that intersects a public street; and</del></li> <li><del>iii. two streets intersect.</del></li> </ul>	<p><del>C5: C3.7.7: Walls, fences and other structures within:</del></p> <ul style="list-style-type: none"> <li><del>i. 1.5m of a driveway that intersects a street, right-of-way or communal street;</del></li> <li><del>i. a right-of-way or communal street that intersects a public street; and</del></li> <li><del>ii. two streets intersect</del></li> </ul> <p><del>Shall be:</del></p> <ul style="list-style-type: none"> <li><del>i. Truncated; or</del></li> <li><del>ii. No more than 0.75m in height; or</del></li> <li><del>iii. A maximum overall height of 1.8m; and</del></li> <li><del>iv. A maximum height of the solid portion being 0.75m, with the exception of one supporting column on either side with a maximum width of 350mm; and</del></li> </ul>



Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	v. infill panels above 0.75m being 'open style' and comprising continuous vertical or horizontal gaps occupying at least 75% of the total surface area in aggregate.
<b>5.3.1 Outdoor Living Areas</b>	
<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table B;</li> <li>ii. behind the street setback area;</li> <li>iii. directly accessible from the primary living space of the dwelling;</li> <li>iv. with a minimum length and width dimension of 4m; and</li> <li>v. with at least two-thirds of the required area without permanent roof cover.</li> </ul>	<p>C1.1: An outdoor living area to be provided:</p> <ul style="list-style-type: none"> <li>i. in accordance with Table B;</li> <li>ii. where located within the street setback area, demarcated via the use of paving and fencing to the satisfaction of the Town.</li> <li>iii. directly accessible from the primary living space of the dwelling, unless the outdoor living area is for an existing dwelling being retained as part of a subdivision;</li> <li>iv. with a minimum length and width dimension of 4m; and</li> <li>v. with no more than 50 per cent of the required area with permanent roof cover.</li> </ul>
<b>5.3.9 Stormwater</b>	
<p>C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on site.</p>	<p><del>C9: All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on-site, or, where on-site retention is not possible, an approved connection to the Town's stormwater infrastructure.</del></p> <p><del>Note: Local Planning Policy 14 – Stormwater (LPP 14) provides guidance on the circumstances in</del></p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	<p><del>which the Town will permit a connection to the Town's stormwater infrastructure, details the information required and design standard required for stormwater systems and outlines the construction and maintenance requirements for stormwater systems.</del></p> <p>C9: Stormwater runoff draining from roofs, driveways, communal streets, and other impervious surfaces generated by a small rainfall event to be retained on site, with run-off directed to garden areas, rainwater tanks and infiltration cells (e.g. soakwells), appropriate to climatic, local soil and groundwater conditions.</p> <p>C10: Notwithstanding C9 (above), stormwater may be directed to a district or local stormwater drainage system where required by the decision-maker due to climatic, local soil or groundwater conditions.</p>
<b>5.4.3 Outbuildings</b>	
<p>C3: Outbuildings associated with a dwelling site address either:</p> <ul style="list-style-type: none"> <li>i. the standards for small outbuildings (A. Small outbuilding); or</li> <li>ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).</li> </ul> <p>A. Small outbuilding</p> <ul style="list-style-type: none"> <li>(i) no more than one outbuilding per dwelling site;</li> <li>(ii) has no more than two boundary walls;</li> <li>(iii) does not exceed 10m<sup>2</sup> in area;</li> </ul>	<p><del>C3 Outbuildings associated with a dwelling site address either:</del></p> <ul style="list-style-type: none"> <li><del>i. the standards for small outbuildings (A. Small outbuilding); or</del></li> <li><del>ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).</del></li> </ul> <p><del>A. Small outbuilding</del></p> <ul style="list-style-type: none"> <li><del>(i) no more than one outbuilding per dwelling site;</del></li> <li><del>(ii) has no more than two boundary walls;</del></li> <li><del>(iii) does not exceed 10m<sup>2</sup> in area;</del></li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p>(iv) does not exceed a wall and ridge height of 2.7m;</p> <p>(v) not located within the primary or secondary street setback area; and</p> <p>(vi) does not reduce open space and outdoor living area requirements in Table B.</p> <p><b>B. Large and multiple outbuildings</b></p> <p>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</p> <p>(ii) set back in accordance with Table 2a;</p> <p>(iii) does not exceed a wall height of 2.4m;</p> <p>(iv) does not exceed a ridge height of 4.2m;</p> <p>(v) not located within the primary or secondary street setback area; and</p> <p>(vi) not located within the primary or secondary street setback area; and</p> <p>(vii) does not reduce the open space and outdoor living area requirements in Table B.</p>	<p><del>(iv) does not exceed a wall and ridge height of 2.7m;</del></p> <p><del>(v) where located within the primary or secondary street setback area:</del></p> <p><del>i. located behind or to the side of the existing dwelling on the lot; and</del></p> <p><del>ii. the outbuilding roof pitch, colours and materials are the same as the dwelling.</del></p> <p><del>(vi) does not reduce open space and outdoor living area requirements in Table B.</del></p> <p><b>B. Large and multiple outbuildings</b></p> <p><del>(i) individually or collectively does not exceed 60m<sup>2</sup> in area or 10 per cent in aggregate of the site area, whichever is the lesser;</del></p> <p><del>(ii) set back in accordance with Table 2a;</del></p> <p><del>(iii) does not exceed a wall height of 2.4m;</del></p> <p><del>(iv) does not exceed a ridge height of 4.2m;</del></p> <p><del>(v) where located within the primary or secondary street setback area:</del></p> <p><del>i. located behind or to the side of the existing dwelling on the lot; and</del></p> <p><del>ii. the outbuilding roof pitch, colours and materials are the same as the dwelling; and</del></p> <p><del>(vi) does not reduce the open space and outdoor living area requirements in Table B.</del></p> <p><b>C3 Any outbuilding:</b></p> <p>i. individually or collectively does not exceed 60m<sup>2</sup> per site;</p> <p>ii. is not located within the primary or secondary street setback area;</p> <p>iii. does not exceed a wall height of 3m;</p>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
	<ul style="list-style-type: none"> <li>iv. does not exceed a ridge height of 4.2m;</li> <li>v. is setback or built up to lot boundaries in accordance with Clause 5.1.3 - C3.1, C3.2, C3.3 and C3.4.</li> <li>vi. does not reduce the minimum open space required in accordance with clause 5.1.4;</li> <li>vii. does not reduce the minimum outdoor living area required in accordance with clause 5.3.1;</li> <li>viii. does not reduce the minimum tree requirement and associated tree growth zone (where applicable)</li> </ul>
<b>C5.5.1 – Ancillary dwellings</b>	
<p><del>C1 – Ancillary dwelling associated with a single house and on the same lot where:</del></p> <ul style="list-style-type: none"> <li><del>i. the lot is not less than 350m<sup>2</sup> in area;</del></li> <li><del>ii. there is a maximum plot ratio area of 70m<sup>2</sup>;</del></li> <li><del>iii. parking is provided in accordance with clause 5.3.3 C3.1;</del></li> <li><del>iv. ancillary dwelling is located behind the street setback line;</del></li> <li><del>v. ancillary dwelling is designed to be compatible with the colour, roof pitch and materials of the single house on the same lot;</del></li> <li><del>vi. ancillary dwelling does not preclude the single house from meeting the required minimum open space and outdoor living area; and</del></li> <li><del>vii. ancillary dwelling complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses:</del> <ul style="list-style-type: none"> <li><del>(a) 5.1.1 Site area;</del></li> </ul> </li> </ul>	<p><del>C1 – Ancillary dwelling associated with a single house and on the same lot where:</del></p> <ul style="list-style-type: none"> <li><del>i. the lot is not less than 350m<sup>2</sup> in area;</del></li> <li><del>ii. there is a maximum plot ratio area of 70m<sup>2</sup>;</del></li> <li><del>No parking required</del></li> <li><del>iii. ancillary dwelling is located behind the street setback line;</del></li> <li><del>iv. ancillary dwelling is designed to be compatible with the colour, roof pitch and materials of the single house on the same lot, unless the ancillary dwelling is not visible from the street;</del></li> <li><del>v. ancillary dwelling does not preclude the single house from meeting the required minimum open space and outdoor living area;</del></li> <li><del>vi. ancillary dwelling complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses:</del> <ul style="list-style-type: none"> <li><del>(a) 5.1.1 Site area;</del></li> </ul> </li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<p><del>(b) 5.2.3 Street surveillance (except where located on a lot with secondary street or right-of-way access); and</del></p> <p><del>(c) 5.3.1 Outdoor living areas.</del></p>	<p><del>(b) 5.2.3 Street surveillance (except where located on a lot with secondary street or right-of-way access); and</del></p> <p><del>(c) 5.3.1 Outdoor living areas.</del></p>

The deemed-to-comply provisions of the R-Codes Volume 1 (**Part C**) are amended so as to incorporate additional (alternate) standards as follows:

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
<b>3.3 Street setbacks</b>	
<p><del>C3.3.5 Carports are set back from the primary street boundary in accordance with Table 3.3a. This setback may be reduced by up to 50 per cent where:</del></p> <ul style="list-style-type: none"> <li><del>i. the carport is set back from the lot boundary in accordance with C3.4.3;</del></li> <li><del>ii. The carport width does not exceed the requirement of C3.6.6</del></li> <li><del>iii. The carport is free of walls (excluding pillar and posts with a horizontal dimension of 450mm by 450mm or less) for all portions that project forward of the primary street setback line; and</del></li> <li><del>iv. The construction allows for an unobstructed view between the dwelling and the street, right-of-way or equivalent.</del></li> </ul>	<p>C3.3.5 Carports set back so as to be behind the primary street setback requirements of clause Table 3a and/or no closer to the street that the existing dwelling on the lot, unless it complies with all of the following:</p> <ul style="list-style-type: none"> <li>i. the width of the carport does not exceed 60 per cent of the frontage;</li> <li>ii. the construction allows an unobstructed view between the dwelling and the street, right-of-way or equivalent;</li> <li>iii. the carport roof pitch and colours are the same as the dwelling;</li> <li>iv. the carport materials are compatible with the dwelling;</li> <li>v. any metal deck carport is only the replacement of an existing, approved metal deck carport structure, with the new structure the same size or smaller than the existing.</li> <li>vii. the carport is unenclosed on all sides, except where it adjoins a dwelling, and does not incorporate storerooms.</li> </ul>

Column 1: Deemed-to-Comply Provision	Column 2: Amended / Alternate Deemed-to-Comply Provision
C3.3.6 Garages and carports set back from a secondary street, right-of-way and communal street in accordance with Table 3.3a.	C3.3.6 Carports set back 1.0m from a secondary street.
<b>3.6 Streetscape</b>	
<p><del>C3.6.7 When provide, walls or fences within the primary street setback area are to be:</del></p> <ul style="list-style-type: none"> <li><del>i. a maximum height of 1.8m; and</del></li> <li><del>ii. visually permeable above 1.2m</del></li> <li><del>— measured from natural ground level on the primary street side of the fence.</del></li> </ul>	<p>C3.6.7: Fences within street setback areas are:</p> <ul style="list-style-type: none"> <li>i. Visually permeable above 1.2m of natural ground level where located within the primary street setback area, measured from the natural ground level on the street side elevation of the front fence;</li> <li>ii. A maximum height of 1.8m. Where the fence is erected over a retaining wall, the height of the fence shall be measured from the base of the retaining wall;</li> <li>iii. Not constructed of fibre cement sheeting;</li> <li>iv. Not constructed of metal sheeting where located within the primary street setback;</li> <li>v. Sheet metal fencing within secondary street setbacks having capped protruding edges; and</li> <li>vi. Gates within the street setback area shall be visually permeable and not open so as to swing into the public realm.</li> </ul>
<b>3.6 Streetscape</b>	
<p>C3.7.7: Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, or other structures adjoin:</p> <ul style="list-style-type: none"> <li>i. a driveway that intersects a street, right-of-way or communal street;</li> </ul>	<p>C3.7.7: Walls, fences and other structures within:</p> <ul style="list-style-type: none"> <li>ii. 1.5m of a driveway that intersects a street, right-of-way or communal street;</li> <li>iii. a right-of-way or communal street that intersects a public street; and</li> <li>iv. two streets intersect</li> </ul> <p>Shall be:</p> <ul style="list-style-type: none"> <li>vi. Truncated; or</li> </ul>

Column 1: Deemed-to-Comply Provision		Column 2: Amended / Alternate Deemed-to-Comply Provision	
ii.	a right-of-way or communal street that intersects a public street; or	vii.	No more than 0.75m in height; or
iii.	two streets intersect.	viii.	A maximum overall height of 1.8m; and
		ix.	A maximum height of the solid portion being 0.75m, with the exception of one supporting column on either side with a maximum width of 350mm; and
		x.	infill panels above 0.75m being 'open style' and comprising continuous vertical or horizontal gaps occupying at least 75% of the total surface area in aggregate.

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# Metropolitan Regional Road Group

## Reference information for Elected Members on a Regional Road Group

January 2024



This reference information aims to inform Elected Members of a Regional Road Group of matters pertinent to the business of that Group.

Specifically, the contents will inform Elected Members of:

- State Road Funds to Local Government Agreement
- Role of the State Road Funds to Local Government Advisory Committee
- Terms of Reference for a Regional Road Group
- Regional Strategies for Significant Local Government roads
- Restricted Access Vehicle (RAV) network
- Accredited Mass Management Scheme (AMMS)
- Funding sources for road projects
- Key Performance Indicators for a Regional Road Group
- WALGA RoadWise

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## 1.0 Governing Documentation

The various documents that govern the existence and processes of Regional Road Groups are listed below for easy reference.

- **State Road Funds to Local Government Agreement** - [State-Road-Funds-to-Local-Government-Agreement-2023-24-to-2027-28.pdf \(walga.asn.au\)](https://www.walga.asn.au/State-Road-Funds-to-Local-Government-Agreement-2023-24-to-2027-28.pdf)
- **State Road Funds to Local Government Agreement Procedures** - [STATE ROAD FUNDS TO LOCAL GOVERNMENT PROCEDURES \(walga.asn.au\)](https://www.walga.asn.au/STATE-ROAD-FUNDS-TO-LOCAL-GOVERNMENT-PROCEDURES.pdf)
- **Regional Road Group Procedures and Practices** – <https://www.mainroads.wa.gov.au/globalassets/technical-commercial/local-government-funding/metropolitan-regional-road-group-policies-and-practices.pdf?v=4908dd>

## 2.0 Regional Road Groups

The State Road Funds to Local Government Agreement mandates the existence and operation of Regional Road Groups, which the State Road Funds to Local Government Advisory Committee oversees.

The State Roads to Local Government management structure identified the following Regional Road Groups:

- |                        |                   |
|------------------------|-------------------|
| • Gascoyne             | • Mid-West        |
| • Goldfields-Esperance | • Pilbara         |
| • Great Southern       | • South West      |
| • Kimberley            | • Wheatbelt North |
| • Metropolitan         | • Wheatbelt South |

The Chairperson of a Regional Road Group shall be an Elected Member. Each Local Government shall be represented on the RRG by an Elected Member.

A Regional Road Group is responsible for

- Convening at least two meetings per year.
- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.
- Establish and maintain project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate grant acquittal in accordance with the annual budget.
- Assisting SAC with Local Government priorities at the regional level.

- Advising SAC of any likely under or over expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.
- Monitoring and responding to the delivery of the Agreement commitments.

Main Roads Western Australia provides technical and administrative support to Regional Road Groups.

See Annexure 1 for the Terms of Reference for a Regional Road Group and Annexure 5 for the profile of the Metropolitan Regional Road Group. The Main Roads secretariat maintains the Regional Road Group procedures and practices document, which outlines the terms of reference, operation of the group, and details of the Multi-Criteria Assessment model used to prioritise Road Project Grant funding submissions. This document is available from the secretariat upon request.

### **3.0 Regional Road Sub-Groups or Technical Groups**

#### Regional Road Sub Group

A Regional Road Group may establish a Regional Road Sub Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the Regional Road Group.
- Provide advice to the Regional Road Group.

A Regional Road Group will determine and approve the Terms of Reference for a Regional Road Sub Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Sub Group(s).
- Process to elect the Chairperson.
- Membership of the Sub Group(s).
- Voting rights within the Sub Group(s).
- Voting rights of the Sub Group(s) at the Regional Road Group.

A Local Government may apply to the Regional Road Group to transfer from one Sub Group to another.

#### Regional Road Technical Group

A Regional Road Group may establish a Regional Road Technical Group to assist with management and consideration of local road issues; and provide technical advice as requested.

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the Regional Road Group.
- Provide technical advice to the Regional Road Group.

A RRG will determine and approve the Terms of Reference for a Regional Road Technical Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Technical Group(s).

The Technical Group(s) is an advisory group with no voting rights at the Regional Road Group.

Elected Members can be members of a Technical Group(s); however, ordinarily, Local Government technical staff comprise a Regional Road Technical Group.

A Local Government may apply to the Regional Road Group to transfer from one Technical Group to another.

## 4.0 State Road Funds to Local Government Agreement

The State Road Funds to Local Government Agreement (the Agreement) is a formal agreement between State and Local Government in Western Australia.

The Agreement seeks to ensure that funds *are allocated across Western Australia, focusing on areas of strategic importance and areas that will provide maximum benefit to communities. The needs of all road users and the Western Australian community will be considered during the allocation process.* (State Road Funds to Local Government Agreement, Guiding Principles, page 5)

The current Agreement expires in 2027/2028 and states, “On an annual basis, the share of State road funds to be allocated on Local Government roads will be equivalent to 20% of the State Budget estimated motor vehicle licence fees for that year.” (State Road Funds to Local Government Agreement, Funding sources, page 8)

The Agreement recognises and determines the membership of:

- State Road Funds to Local Government Advisory Committee
- Regional Road Groups
- Regional Road Sub Groups (if considered necessary)
- Regional Road Technical Advisory Groups (if considered necessary)

Under the Agreement the available funding is split into two categories:

1. Local Government Managed Programs (Category 1)
2. Main Roads Western Australia Managed Programs (Category 2)

The Agreement (page 3) is projected to produce annual allocations from State road funds to Local Government roads for the years 2023/24 to 2027/28 as per the following schedule:

2023/24	2024/25	2025/26	2026/27	2027/28
\$253 million	\$264 million	\$275 million	\$288 million	\$300 million

The revenue is to be distributed to Local Government roads on the basis of<sup>1</sup>:

### Local Government Managed Programs (Category 1): 67%

Strategic and Technical Support  
Direct Grants  
Road Project Grants  
State Black Spot

<sup>1</sup> See Annexure 2: Road Funding Sources, and Annexure 3: Indicative timetable for Funding Submissions.

## Remote Aboriginal Access Roads

### **Main Roads Western Australian Managed Programs (Category 2): 33%**

Traffic Management, Signs and Pavement Markings  
Bridgeworks and Inspections  
State Initiatives on Local Roads  
Regional Road Group Support

The allocation to the categories and sub categories will move in line with the total Agreement pool or as otherwise approved by the State Road Funds to Local Government Advisory Committee. (State Road Funds to Local Government Agreement, page 9)

## **5.0 State Road Funds to Local Government Advisory Committee**

The Agreement stipulates the State Road Funds to Local Government Advisory Committee (SAC) will oversee, monitor and endorse to the Honourable Minister for Transport, via the Managing Director Main Roads, the allocation of State funds under this Agreement.

The SAC will set in place and be responsible for the overarching policy and procedures covering the administration and functioning of the Agreement.

### **Membership**

The SAC consists of:

- Managing Director of Main Roads Western Australia as Chairperson.
- Chief Executive Officer of the Western Australian Local Government Association (or their nominee).
- Four representatives as nominated by the Western Australian Local Government Association.
- Four Main Roads Western Australia officers as nominated by Main Roads.

### **Responsibilities**

The responsibilities of SAC include:

- Endorsing the Annual Local Roads Program to the Managing Director, Main Roads WA.
- Monitoring the delivery and acquittal of funded programs/projects.
- Redistributing funds between projects, programs and Regional Road Groups if required to suit delivery progress/schedules.
- Reviewing individual Regional Road Group procedures.
- Set and be responsible for these procedures covering the administration and functioning of the Agreement.
- Responding with appropriate strategies when funding changes are made under the Agreement.
- Deciding and approving changes to relevant policies and processes affecting the Agreement.
- Responding to transport issues received from Regional Road Groups, Local Government and MRWA.

The SAC will meet a minimum of three times each year. Meeting agendas/minutes will be available on the WALGA website at: <http://walga.asn.au/Policy-Advice-and-Advocacy/Infrastructure/Funding.aspx>

## 6.0 Metropolitan Regional Road Group Policies and Practices

The Metropolitan Regional Road Group has a document titled “[Metropolitan Regional Road Group Policies and Practices](#)”. The Policies and Practices provides information regarding:

- General Administration of Road Project Grant Funding
- Structure of the Regional Road Group; Sub-Groups; and Technical Committee
- Funding programs i.e. Direct Grants, Road Projects and Black Spot Programs

See Annexure 4 for an overview of the Metropolitan Regional Road Group Policies and Practices; and Annexure 6 for the profile of the Metropolitan Regional Road Group.

## 7.0 Level One Bridge Inspections

Local Governments are responsible for bridges on local roads and must perform annual level-one inspections of bridges under their responsibility. Local Governments submit inspection reports to Main Roads WA. Demonstration of such inspections is critical for a Local Government to be eligible for funding from the Agreement to maintain or replace a bridge.

Main Roads WA performs other detailed technical inspections of bridges, known as level-two and level-three inspections, on behalf of and/or in consultation with Local Governments.

Main Roads WA will provide a list each year to every Regional Road Group to monitor annual level-one bridge inspections by member Local Governments. A Regional Road Group may discuss outstanding inspections and, if necessary, consult with Main Roads WA or WALGA to provide support.

To guide Local Governments in their responsibilities, a *Level 1 Bridge Inspection Framework* is available on the WALGA website: [https://walga.asn.au/getattachment/Policy-Advocacy/Our-Policy-Areas/Infrastructure/Roads/20220803\\_Level\\_1\\_Bridge\\_Inspection\\_Framework.pdf?lang=en-AU#:~:text=Local%20Governments%20are%20required%20to%20perform%20the%20annual%20Level%201,WALGA%20can%20provide%20further%20guidance](https://walga.asn.au/getattachment/Policy-Advocacy/Our-Policy-Areas/Infrastructure/Roads/20220803_Level_1_Bridge_Inspection_Framework.pdf?lang=en-AU#:~:text=Local%20Governments%20are%20required%20to%20perform%20the%20annual%20Level%201,WALGA%20can%20provide%20further%20guidance)

## 8.0 Key Performance Indicators for Regional Road Groups

Part 7 of the Agreement relates to Key Performance Indicators (KPIs) for Regional Road Groups. Part 7 states, *Key Performance Indicators will focus on Expenditure Performance, asset management and road safety. KPIs have been established for monitoring purposes and no financial incentives or penalties will apply on the basis of performance against KPIs. Main Roads Western Australia and WALGA will prepare an annual KPI report for SAC. The report will be provided to the Regional Road Groups.*

### Expenditure performance

- 1.1 Percentage of Black Spot Programs funding expended. (Includes State Government and Australian Government Black Spot Programs). Target 100%.
- 1.2 Percentage of road project grants expended (includes commodity route supplementary funds projects). Target 100%.



### Asset management

- 2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. Target 75%.

### Local road inventory data

- 3.1 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years. Target 100%.
- 3.2 Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. Target 100%.

Reporting on the KPIs commenced in 2012-2013. Annexure 4 is the KPI report for 2022/2023. The KPIs listed above reflect the KPIs in the 2023/2024 – 2027/2028 Agreement, while Annexure 4 retains KPIs pertinent to the 2018/2019 – 2022/2023 Agreement.

## 9.0 Informing Own Councils

Each Regional Road Group approves and recommends to the SAC a substantial amount of road funding on behalf of member Local Governments. It is useful that delegates to each Regional Road Group keep their own Councils informed of the business and decisions made by the Regional Road Group of which they are a member.

The Procedures state that the “Local Governments RRG representative ensure that the RRG minutes are communicated to each of the LGs other Elected Members.”

## 10.0 WALGA RoadWise

WALGA's RoadWise, through the RoadWise Councils initiative, aims to proactively engage, motivate and support Local Governments in adopting and applying policies and practices that make an effective and sustainable contribution to the achievement of the objectives and targets of the WA road safety strategy.

Local Governments as road managers, planning authorities, community leaders, fleet managers and employers will be supported by WALGA's road safety staff to embed the systems thinking to road safety action.

A team of regional and metropolitan based Road Safety Advisors support RoadWise Councils to achieve this by:

- providing direct assistance and support (services and products),
- applying the safe systems approach within the Local Government context,
- building capacity and capability,
- recognising and showcasing road safety achievements, and
- facilitating opportunities for leadership in local road safety.

Local Governments that are not currently registered as a RoadWise Council will have access to WALGA's road safety information and resources through the RoadWise website and general WALGA communications. WALGA will also provide road safety representation, policy and advocacy on behalf of the Local Government sector.



Visit the RoadWise website; [www.roadwise.asn.au](http://www.roadwise.asn.au) or email [roadwise@walga.asn.au](mailto:roadwise@walga.asn.au) for further information.

The contact details for the WALGA RoadWise Road Safety Advisor for Joodalup, Perth, Stirling, and Subiaco is:

Katherine Celenza

Telephone: (08) 9213 2041 and 0407 986 496

Email: [kcelenza@walga.asn.au](mailto:kcelenza@walga.asn.au)

The contact details for the WALGA RoadWise Road Safety Advisor for Mundaring, Swan, and Wanneroo is:

Michelle Blackhurst

Telephone: 0437 783 744

Email: [mblackhurst@walga.asn.au](mailto:mblackhurst@walga.asn.au)

The contact details for the WALGA RoadWise Road Safety Advisor for Armadale, Bassendean, Bayswater, Belmont, Cambridge, Canning, Claremont, Cockburn, Cottesloe, East Fremantle, Fremantle, Gosnells, Kalamunda, Kwinana, Melville, Mosman Park, Nedland, Peppermint Grove, Rockingham, Serpentine-Jarrahdale, South Perth, Victoria Park, and Vincent is:

Phil Taylor

Telephone: (08) 9213 2060 and 0409 881 924

Email: [ptaylor@walga.asn.au](mailto:ptaylor@walga.asn.au)

## 11.0 WALGA Contacts

For further information, please contact the people listed below.

Ian Duncan, Executive Manager, Infrastructure

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## ANNEXURE 1 - Terms of Reference for Regional Road Groups

Excerpt from *State Road Funds to Local Government Procedures*  
(Part 8 – September 2023 – document number D23#763850, Main Roads WA)

### Terms of Reference for Regional Road Groups

Each Local Government shall be a member of a RRG. RRGs operate under the delegated authority of SAC.

These Terms of Reference shall apply to the role and responsibilities of the RRG.

### Management and Administration

#### Region

Each Local Government in Western Australia shall be included in an appropriate RRG as defined by SAC. As a principle, the regional boundaries be as similar as possible to those used by MRWA.

Where there are exceptional circumstances, a Local Government may apply to SAC to transfer from one RRG to another. Supporting documentation shall accompany an application to justify the reasons for a change.

Where SAC approves a Local Government to transfer to another RRG, it will amend funding allocations to reflect the change.

#### Chairperson

An Elected Member shall be the Chairperson of each RRG. A RRG shall elect a Chairperson at least every second year at its first meeting following Local Government elections.

#### Membership

Each Local Government shall be represented on the RRG by an Elected Member.

#### Voting and Decision Making

As far as practicable, decisions should be by consensus. Where voting is necessary, only Local Government Elected Members will be voting representatives on the following basis:

- One vote for each Local Government represented at RRG meetings where no Sub-Group(s) exist; or
- One vote for each Sub-Group represented at RRG meeting where Sub-Group(s) exist.

Unresolved issues shall be brought to the attention of SAC by the RRG Chair.

#### Meetings

The Chairperson of a RRG, assisted by the Secretariat, will develop an annual meeting timetable relating to the timetable of SAC.

The schedule of RRG meetings can be found on the WALGA website.

### **Delegated Representatives**

A member of a RRG may delegate authority, including voting rights, to another Elected Member from the same Local Government to attend and represent them at a meeting.

### **Quorum**

Whilst it is expected that each member will either attend each meeting or arrange for a delegated representative, a quorum of 50% plus one is required to conduct a meeting.

### **Reporting Structure**

The Local Government's RRG representative (being an Elected Member under 8.1.3) ensure that the RRG minutes are communicated to each of that LG's other Elected Members.

RRGs will make recommendations to SAC in relation to the annual Local Roads Program and other issues as they pertain to the Local Road Network.

### **Observers**

A RRG Chair and/ or Secretariat may invite to a meeting any person with appropriate experience or expertise to assist in any matter.

### **Secretariat**

MRWA shall provide technical and administrative support to the RRG. Regional Directors will provide the secretariat contact for each RRG (refer to attachment 5 for a Guide).

### **Regional Road Sub-Group**

A RRG may establish a Regional Road Sub-Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the RRG.
- Provide advice to the RRG.

A RRG will determine and approve the Terms of Reference for a Regional Road Sub-Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Sub-Group(s).
- Process to elect the Chairperson.
- Membership of the Sub-Group(s)
- Voting rights within the Sub-Group(s)
- Voting rights of the Sub-Group(s) at the RRG.

A Local Government may apply to the RRG to transfer from one Sub-Group to another.

### **Regional Road Technical Group**

A RRG may establish a Regional Road Technical Group to assist with management and consideration of local road issues; and provide technical advice as requested.

A RRG will determine and approve the Terms of Reference for a Regional Road Technical Group(s). The Terms of Reference will include:

- Roles and responsibilities of the Technical Group(s).
- Process to elect the Chairperson.
- Membership of the Technical Group(s).

Note: the Technical Group(s) is an advisory group with no voting rights at the RRG.

### Correspondence

Address all correspondence:

Chairperson

RRG

C/- Regional Director

Main Roads WA (See Attachment 2 for Regional addresses)

### Regional Road Group Responsibilities

Within policies and guidelines established by SAC, the RRG shall be responsible for assessing road funding submissions from its members, the annual distribution of funds to Local Government roads, monitoring and reporting on the financial/delivery outcomes of the application of the funds to Local Government roads in its region.

A RRG shall ensure that funds made available by the State are applied to the Local Government road network to:

- Deliver benefits to the community.
- Preserve, improve, and extend the road system; and
- Comply with the obligations of the Managing Director of MRWA under legislation.

A RRG is responsible for:

- Convening at least two meetings per year.
- Developing and recommending to SAC, an annual Local Government roads program for their region.
- Monitoring the implementation of the program in their region.
- Developing and recommending to SAC, Strategies for Significant Local Government Roads.
- Developing and recommending to SAC, three year works projections.
- Establish and maintain project prioritisation methodologies for annual distribution of road funds to Local Government roads within the region.
- Developing regional specific policies and procedures to suit local circumstances.
- Providing updates of regional specific procedures to SAC for approval prior to formal introduction.
- Providing funding information to Local Governments to facilitate grant acquittal in accordance with the annual budget.
- Assisting SAC with Local Government priorities at the regional level.
- Advising SAC of any likely under or over expenditure with an explanation as to the cause and proposed solutions.
- Monitoring and responding to the safety performance of the Local Government road network in the region.
- Dealing with any other business relevant to the transport needs of the region.
- Monitoring and responding to the delivery of the Agreement commitments.

## Key Performance Indicators

- Percentage of Blackspot Programs funding expended. (Target 100%)
- Percentage of Road Project Grants expended. (Target 100%)
- Percentage of sealed road length within the region subject to documented visual condition survey in the previous five years. (Target 75%)
- Number of Local Governments by RRG that provided a road inventory data update to MRWA for uploading into the IRIS database in the last three financial years. (Target 100%)
- Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. (Target 100%)

### State Road Funds to Local Government Administrative Procedures

(To be used as a guide)

#### Executive Support

MRWA's Regional Office will provide the executive support and all other administrative, technical support to the RRG. (Where there are Sub Groups or Technical Groups to the RRG, support is to be provided by Local Government.) The following is an outline of the support to be provided:

- Provide information to Regional Road Groups and Local Governments on annual and programs of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the Regional Road Group members and State Funds to Local Government Advisory Committee.
- Provide the necessary administrative duties involved in the follow up of meeting action.

#### Records

The following will be maintained by MRWA to support RRG:

- Correspondence File (which provides background information required to support action of the Regional Road Group).
- Meeting and Agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Three-Year Program of Works including amendments.
- Summary of Payments of Local Road Funds to Local Governments.
- Certificates of Completion for Local Roads Projects and Direct Grants.
- An up-to-date Procedures and Road Projects Evaluation Guidelines Manual.
- An up-to-date list of RRG and Sub Group or Technical Group membership.

#### Meetings

##### Timing and Venue

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG. Consider holding meetings at locations equitable for all participants.

## Meeting Agenda

MRWA staff to prepare the Agenda in consultation with Chairperson of the RRG.

## Meeting Format

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last RRG meeting.
- Inwards and Outwards Correspondence
- Reports:
  - Chairperson
  - WALGA Representative Submissions from Local Governments
  - Recommendations to State Road Funds to Local Government Advisory Committee
  - Summary of payments made to Local Governments (recoups, audit forms).
  - Amendments to Program of Works.
  - Black Spot and Road Safety Progress Report
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each RRG member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

## Correspondence

In general, correspondence is to be dealt with in the following manner:

- RRG correspondence is addressed to the Chairperson or the Regional Manager.
- All correspondence dealing with Local Roads Funding and RRG involvement is treated as inwards correspondence at the RRG meetings.
- Urgent matters are referred by email/facsimile direct to the Chairperson, or otherwise presented at the RRG meeting.

## ANNEXURE 2 - Road Funding Sources

The following funding sources are available to Local Governments for roads.

### **Direct Grants** (State Road Funds to Local Government Agreement)

Provided annually for routine maintenance of Local Government roads. The grants are allocated directly to a Local Government using the Asset Preservation Model formula provided by the Western Australia Local Government Grants Commission.

### **Road Project Grants** (State Road Funds to Local Government Agreement)

Provided annually and used for specific projects assessed and prioritised by a Regional Road Group. Funding may only be used on roads of regional significance for specific road improvements and major preservation works such as resealing to maintain the road asset.

### **Commodity Routes** (State Road Funds to Local Government Agreement)

Provided annually (from the Road Project Grant allocation) for routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads requiring upgrade or maintenance to accommodate the commodity transport function.

### **Road and Bridge Condition Data Collection Fund** (State Road Funds to Local Government Agreement)

Provided annually (from the Road Project Grant allocation) for assessing the condition of regionally significant Local Government bituminous sealed roads, as defined in each Regional Road Group's *Regional Strategies for Significant Local Government Roads*, and to assist Local Governments to perform Level 1 bridge inspections on local roads.

### **State Black Spot Program** (State Government)

The Program targets improving the safety of roads with a proven crash history or high-risk location with the likelihood of crashes occurring identified by a road safety audit/inspection. Projects on local roads are funded by a joint contribution of two dollars from the State Government and a one-dollar contribution from the Local Government where the project is located.

### **State Initiatives on Local Roads** (State Road Funds to Local Government Agreement)

Provided annually for works that are generally larger in nature and fall outside the criteria of other funding groups, however are still of strategic importance to the State.

### **Bridge Works/Bridge Inspections** (State Road Funds to Local Government Agreement)

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government. Some of this funding is set aside for major maintenance and replacement of bridges on Local Government roads. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.

### **Remote Aboriginal Community Access Roads** (State Road Funds to Local Government Agreement)

The Commonwealth provides Financial Assistance Grant funding to the Western Australian Local Government Grants Commission in the form of Untied Funds for Local Government. Some of this funding is set aside for access roads serving Aboriginal Communities. The State provides a matching contribution of \$1 for every \$2 provided under this arrangement.



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**Australian Government Black Spot Program** (Australian Government)

The Program aims to reduce the social and economic costs of road trauma by treating locations with a record of casualty crashes or with the likelihood of crashes occurring identified by a road safety audit/inspection. The Australian Government fully funds projects on local roads under this program.

**Roads to Recovery** (Australian Government)

Funded by the Australian Government, the Roads to Recovery Program commenced in 2001 to address the significant amount of Local Government road infrastructure reaching the end of its economic life. In many cases, replacing this infrastructure was beyond the capacity of Local Governments. Roads to Recovery funds are paid directly to Local Governments for priority road projects chosen by Local Governments.

**Low Cost Urban Road Safety Program** (WA State Government)

The goal of this program is to identify and prioritise areas within neighbourhoods that have a higher-than-average casualty crash rate. Once identified, funding is available to Local Governments via reimbursement to construct various area-wide or whole-of-street road treatments with the intent of reducing serious injuries and fatalities. Local Governments are responsible for conducting consultation, maintenance, and evaluation under this program.

**Disaster Recovery Funding Arrangements Western Australia** (WA State Government)

Revised in 2018, the Disaster Recovery Funding Arrangement outlines the necessary details and context for applying for funding for disaster relief and recovery efforts. The funding is divided into four different types with Local Governments most likely to apply for and receive funding under Category B, emergency assistance for the repair of essential public assets, and Category C, a community recovery package supporting holistic recovery.

**WA Bicycle Network Grants Program** (WA State Government)

Administered through the WA Department of Transport, the WA Bicycle Network Grants Program provides funding to Local Governments for various initiatives intended to encourage people of all ages and abilities to ride bicycles. There are currently two streams of funding, the Perth Bicycle Network and Regional Bicycle Network grants, which supports the development of bicycle plans and infrastructure, and the Active Travel Officer grants, intended to provide financial support to Local Governments in employing Active Travel Officers.

**Financial Assistance Grants** (Australian Government)

These grants are provided directly to Local Governments from the Australian Government. The funding is provided via two separate streams, a general purpose element allocated based on population and an element specifically for Local Government roads distributed by historical shares. Funding from this source is provided quarterly, is untied, and can be spent in accordance with identified local priorities.

See Annexure 3 – Indicative timetable for funding submissions



## ANNEXURE 3 – Indicative timetable for funding submissions

Indicative timetable for funding applications and proposed meetings of the Metropolitan Regional Road Group.

### AUSTRALIAN GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Proposed Metropolitan RRG meeting	Variable
Submissions close	July
Submissions assessed	September/October
Prepare recommended program	October/November
Proposed Metropolitan RRG meeting	Variable
State Consultative Panel meets and assesses recommended program	January/February
Submit recommended program to State Government for approval	April (or earlier)
Approved program announced	May

### STATE GOVERNMENT BLACK SPOT PROGRAM

Process step	Month
Call for submissions	April
Proposed Metropolitan RRG meeting	Variable
Submissions close	July/August
Submissions assessed	September/October
Prepare recommended program	November/December
Proposed Metropolitan RRG meeting	Variable
State Panel meets and assesses recommended program	January/February
Submit recommended program to State Government for approval	April (or earlier)
Approved program announced	May

### ROAD PROJECT GRANTS

Process step	Month
Local Governments apply to RRG for project funds, with supporting justification	September or prior, as determined by RRG (Rehabilitation projects due end of April, Improvement projects due end of May)
Proposed Metropolitan RRG meeting	Variable
RRG's provide project recommendations to SAC Secretariat	January (for next financial year)
SAC makes recommendations to the Managing Director of MRWA	May (for next financial year)
Proposed Metropolitan RRG meeting	Variable
Minister approves future program	Before July
Local Governments advised of Minister approved program	Before July
RRG to advise SAC of likely under expenditure of allocated funds (if applicable)	January
SAC reallocate funding to other regions or programs	February

#### COMMODITY ROUTE SUPPLEMENTARY FUNDING

Process step	Month
Proposed Metropolitan RRG meeting	Variable
Call for submissions	June
Submissions close	September
RRG assesses projects and makes recommendations to Technical Review Group (consists of representatives from WALGA and Main Roads WA, Perth)	September/October
Technical Review Group assesses projects and makes recommendations to SAC	October/November
Proposed Metropolitan RRG meeting	Variable
SAC approval	December
To State Government for approval	January
Approved program announced	January

## ANNEXURE 4 – Metropolitan Regional Road Group Policies and Practices

### Metropolitan Regional Road Group

The Metropolitan Regional Road Group is comprised of an Elected Member from each of the sub-groups listed below. The Regional Road Group meets twice a year and one nominated technical officer can also attend the meeting.

### Metropolitan Regional Road Sub-Groups

The Metropolitan Regional Road Sub-Groups meet at least twice a year and their key roles are to:

- review the status of funding claims for road projects
- review the quarterly expenditure reports
- provide advice to the Metropolitan Regional Road Group

<b>North West Sub-Group</b> City of Joondalup City of Stirling City of Wanneroo	<b>West Sub-Group</b> Town of Cambridge Town of Claremont Town of Cottesloe Town of Mosman Park City of Nedlands Shire of Peppermint Grove	<b>Central Sub-Group</b> City of Perth City of Subiaco City of Vincent
<b>East Sub-Group</b> Town of Bassendean City of Bayswater Shire of Kalamunda Shire of Mundaring City of Swan	<b>South East Sub-Group</b> City of Armadale City of Belmont City of Canning City of Gosnells Shire of Serpentine-Jarrahdale City of South Perth Town of Victoria Park	<b>South West Sub-Group</b> City of Cockburn Town of East Fremantle City of Fremantle City of Kwinana City of Melville City of Rockingham

### Metropolitan Regional Road Group Technical Committee

Each Metropolitan Regional Road Sub-Group nominates a technical officer to be a member of the Metropolitan Regional Road Group Technical Committee, the role of which is to:

- Review expenditure rates
- Review relevant guidelines
- Provide advice
- Review programs endorsed by the Metropolitan Regional Road Group

The Metropolitan Regional Road Group Technical Committee meets twice a year prior to the Metropolitan Regional Road Group meeting. The Metropolitan Regional Road Group receives the minutes of the Technical Committee meeting.

## ANNEXURE 5 - Key Performance Indicators

### Regional Road Group Key Performance Indicators Annual Report 2022/2023

#### 1.1 Number of Regional Road Group meetings held. (Minimum 2 meetings per year)

Region	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Great Southern	2	1	2	2	2
South West	4	3	3	3	3
Gascoyne	3	3	3	2	3
Mid-West	2	2	2	2	2
Goldfields-Esperance	2	2	2	2	2
Kimberley	2	2	2	2	2
Wheatbelt South	2	3	2	2	2
Wheatbelt North	2	3	2	2	2
Pilbara	1	2	2	2	2
Metropolitan	2	2	4	2	2

All Regional Road Groups met at least twice during the reporting year.

#### 1.2 Percentage of Black Spot Programs funding expended. (Target 100%) (Includes State Government and Australian Government Black Spot Programs)

Region	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	%	%	%	%	%
Great Southern	61	58	59	99	41
South West	91	85	63	64	58
Gascoyne	96	100	100	100	88
Mid-West	4*	47	66	67	54
Goldfields-Esperance	66	100	31	46	17
Kimberley	85	58	98	97	32
Wheatbelt South	74	78	44	86	56
Wheatbelt North	83	90	51	53	62
Pilbara	0**	80	22	65	45
Metropolitan	66	61	56	53	43
<b>Total</b>	<b>62</b>	<b>76</b>	<b>54</b>	<b>73</b>	<b>49</b>

With the exception of the Wheatbelt North, annual percentage of funds expended declined in every region. Project delivery performance outside the Metropolitan region can vary significantly from year to year due to the relatively small number of projects in the program.

### 1.3 Percentage of road project grants expended. (Target 100%) (Includes Commodity Route Supplementary Fund projects)

Region	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	%	%	%	%	%
Great Southern	69	86	96	84	91
South West	83	84	90	90	83
Gascoyne	98	93	100	84	100
Mid-West	100	95	100	100	100
Goldfields-Esperance	96	86	94	78	99
Kimberley	84	48	100	78	84
Wheatbelt South	94	89	97	90	89
Wheatbelt North	85	90	90	85	81
Pilbara	55	89	68	75	72
Metropolitan	78	78	87	78	70
<b>Total</b>	<b>84</b>	<b>84</b>	<b>92</b>	<b>84</b>	<b>87</b>

The average annual percentage of road project grant funds expended increased from 84% to 87%. Both the Mid-West and Gascoyne regions expended 100% of the funds, whilst the Goldfields-Esperance region acquitted 99% of their project funding. The remaining regions maintained a project acquittal and delivery percentage broadly in keeping with their records over the past five-year period. Percentage expenditure in the Metropolitan Region declined significantly from 78% to 70%.

#### Metropolitan Region by Sub Group

Sub Group	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	%	%	%	%	%
North West	61	94	93	79	64
West	78	53	43	79	73
Central	93	79	80	100	85
East	91	98	98	96	84
South East	79	91	79	71	57
South West	95	65	95	92	92
<b>Total</b>	<b>79</b>	<b>84</b>	<b>87</b>	<b>86</b>	<b>70</b>

The South West Sub Group acquitted the highest percentage of funding at 92%, while the South East Sub Group acquitted the lowest at 57%. Across every sub group, the percentage of acquitted funding either decreased or remained the same from 2021-22 to 2022-23.

#### Member Local Governments of Metropolitan Subgroups

North West	Joondalup, Stirling & Wanneroo
West	Cambridge, Claremont, Cottesloe, Mosman Park, Nedlands & Peppermint Grove
Central	Perth, Subiaco & Vincent
East	Bassendean, Bayswater, Kalamunda, Mundaring & Swan
South East	Armadale, Belmont, Canning, Gosnells, Serpentine-Jarrahdale, South Perth & Victoria Park

South West	Cockburn, East Fremantle, Fremantle, Kwinana, Melville & Rockingham
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## 2.1 Percentage of sealed road length subject to a documented visual condition survey within the region in the previous 5 years. (Target 75%)

Region	% of sealed road length surveyed in the past 5 years				
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Great Southern	54	44	44	81	67
South West	74	53	56	59	45
Gascoyne	89	86	86	56	35
Mid-West	68	49	79	39	80
Goldfields-Esperance	44	52	56	69	71
Kimberley	76	35	35	84	39
Wheatbelt South	90	90	75	100	92
Wheatbelt North	83	72	52	58	83
Pilbara	100	62	100	51	100
Metropolitan	74	70	73	76	61
Total for WA	77	65	64	65	69

The data excludes 21 Local Governments that do not use RAMM. Across WA, only four of ten regions achieved the 75% target with three regions achieving less than 50%.

## 2.2 Regional Road Groups (other than the Metropolitan RRG) submits a three year works projection for road project grants as part of their Annual Local Government Roads Program to the SAC secretariat for reporting to SAC. (Target 100%)

Region	2021-2022	2022-2023
Great Southern	Y	N
South West	Y	100%
Gascoyne	Y	100%
Mid-West	Y	100%
Goldfields-Esperance	Y	100%
*Kimberley	N	N
Wheatbelt South	N	78% (14/18)
Wheatbelt North	N	83% (20/24)
Pilbara	N	100%

\*The Kimberley Region does not have a three-year program as the majority of their RPG projects are standalone one year projects.

Compliance with this requirement has improved, with five Regional Road Groups submitting three-year works projections for road projects grants. Of the Regional Road Groups that complied with this requirement in 2021-22, only the Great Southern Regional Road Group is not in compliance in 2022-23.

### 2.3 Number of Local Governments by RRG that provide a road inventory data update to Main Roads WA for uploading into the IRIS database in the last three financial years. (Target 100%)

Region	Number of Local Governments in RRG	2017-18, 2018-19 and 2019-20	2018-19, 2019-20 and 2020-21	2019-20, 2020-21 and 2021-22	2020-21, 2021-22, and 2022-23
Great Southern	12	10	8	6	4
South West	16	6	8	6	5
Gascoyne	4	1	2	3	4
Mid-West	16	6	4	5	5
Goldfields-Esperance	9	5	5	3	5
Kimberley	4	3	3	0	1
Wheatbelt South	18	7	10	9	7
Wheatbelt North	24	11	12	7	7
Pilbara	4	2	2	2	2
Metropolitan	30	11	19	19	21
<b>Total</b>	<b>137</b>	<b>62</b>	<b>73</b>	<b>60</b>	<b>61</b>

Less than half of Local Governments in WA have updated their road inventory and submitted this information to Main Roads WA for uploading into the IRIS database between 2020-21 and 2022-23. Compliance in regional areas remains well below 50%, with the exception of the Gascoyne Region. Compliance with this requirement in the Metropolitan Region has steadily increased.

### 2.4 Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to Main Roads WA in the previous reporting cycle as per the WALGA/Main Roads WA framework. (Target 100%)

Region	2020-2021	2021-2022	2022-2023
Great Southern	25%	65%	81%
South West	96%	98%	92%
Gascoyne	80%	80%	100%
Mid-West	36%	73%	25%
Goldfields-Esperance	0%	100%	100%
Kimberley	0%	0%	85%
Wheatbelt South	54%	89%	31%
Wheatbelt North	41%	89%	72%
Pilbara	93%	96%	100%
Metropolitan	90%	93%	91%

During 2022-23, Level 1 Inspections were completed and documented on more than 80% of the bridges in seven of the ten Regional Road Group regions. The Gascoyne, Goldfields-Esperance and Pilbara regions inspected all of their bridges.

### 3.0 Regional Road Groups (other than the Metropolitan RRG) – percentage of Road Project Grant funded projects that include Safe System improvement treatments

to roads and roadsides. (Target 100%) (Note: Prior to 2020/2021, the target was 50%)

Region	2018-2019	2019/2020	2020/2021	2021/2022	2022/2023
	%	%	%	%	%
Great Southern	56	51	54	79	76
South West	58	67	100	100	100
Gascoyne	100	100	100	100	100
Mid-West	100	100	100	100	100
Goldfields-Esperance	50	97	100	57	79
Kimberley	84	71	63	66	22
Wheatbelt South	66	68	100	95	100
Wheatbelt North	63	65	100	78	100
Pilbara	80	50	100	100	100

With the advent of the road safety category in the Multi-Criteria Assessment model and the increased communication and clarification that Safe System treatments can be applied to preservation projects, the percentages by Regional Road Group in this category are expected to increase.

These KPIs pertain to the State Road Funds to Local Government Agreement 2018/2019 to 2022/2023. The new State Road Funds to Local Government Agreement 2023/2024 to 2027/2028 includes a modified set of KPIs:

- Percentage of Blackspot Programs funding expended. (Target 100%)
- Percentage of Road Project Grants expended. (Target 100%)
- Percentage of sealed road length within the region subject to documented visual condition survey in the previous five years. (Target 75%)
- Number of Local Governments by RRG that provided a road inventory data update to MRWA for uploading into the IRIS database in the last three financial years. (Target 100%)

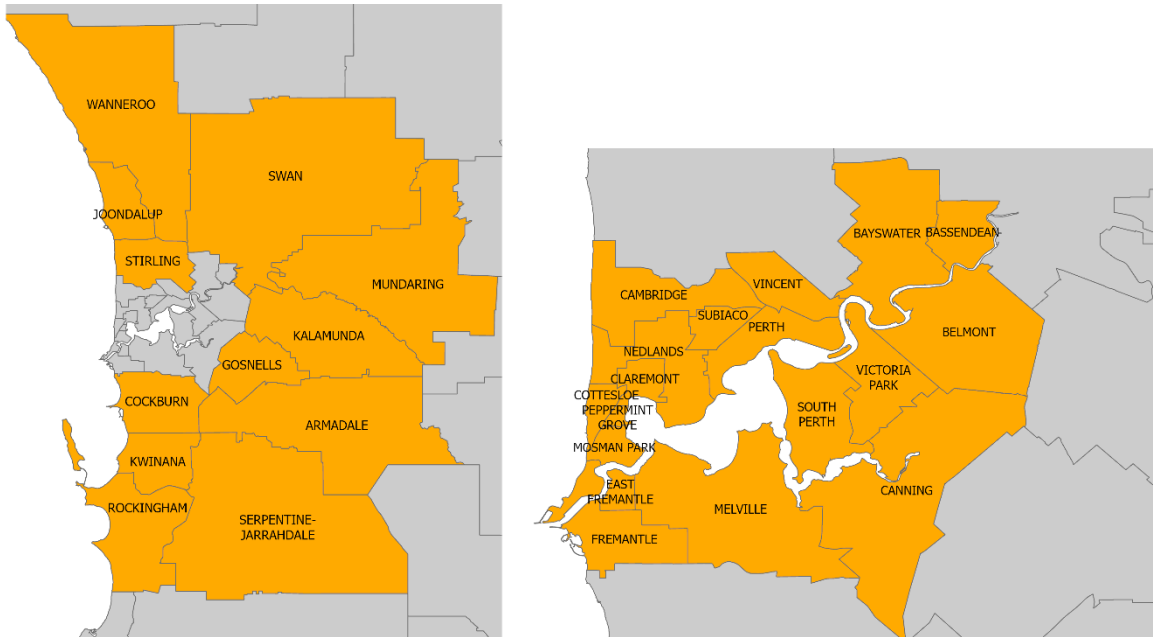
Percentage of Local Government bridges by RRG subject to an annual level one (visual) inspection submitted to MRWA in the previous reporting cycle as per the WALGA/MRWA framework. (Target 100%)



## ANNEXURE 6 – Profile of Metropolitan Regional Road Group

(Source: Report on Local Government Road Assets & Expenditure 2021/22, Appendix 9, page 86)

<b>Local Governments (30)</b>	Armadale, Bassendean, Bayswater, Belmont, Cambridge, Canning, Claremont, Cockburn, Cottesloe, East Fremantle, Fremantle, Gosnells, Joondalup, Kalamunda, Kwinana, Melville, Mosman Park, Mundaring, Nedlands, Peppermint Grove, Perth, Rockingham, Serpentine-Jarrahdale, South Perth, Stirling, Subiaco, Swan, Victoria Park, Vincent, Wanneroo	
Length of roads in Metropolitan Region (km)	Sealed:	14,068
	Gravel:	200
	Formed:	50
	Unformed:	22
	<b>Total:</b>	<b>14,339</b>
<b>Central Sub-Group</b>	City of Perth, City of Subiaco, City of Vincent	
<b>East Sub-Group</b>	Town of Bassendean, City of Bayswater, Shire of Kalamunda, Shire of Mundaring, City of Swan	
<b>North West Sub-Group</b>	City of Joondalup, City of Stirling, City of Wanneroo	
<b>South East Sub-Group</b>	City of Armadale, City of Belmont, City of Canning, City of Gosnells, Shire of Serpentine-Jarrahdale, City of South Perth, Town of Victoria Park	
<b>South West Sub-Group</b>	City of Cockburn, Town of East Fremantle, City of Fremantle, City of Kwinana, City of Melville, City of Rockingham	
<b>West Sub-Group</b>	Town of Cambridge, Town of Claremont, Town of Cottesloe, Town of Mosman Park, City of Nedlands, Shire of Peppermint Grove	





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# Strategy and Implementation Framework

## Low Cost Urban Road Safety Program

**Document No: D22#241878**

**Issue Date: May 2022**

## **Strategy and Implementation Framework Low Cost Urban Road Safety Program**

This document is owned and authorised by the Executive Director Planning and Technical Services. Please submit all comments and requests to the Principal Advisor Urban Road Safety Program.

### **Authorisation**

As Executive Director Planning and Technical Services I authorise the issue and use of the Strategy and Implementation Framework for the Low Cost Urban Road Safety Program for the Local Road Network.

Signed by EDPTS on 02 May 2022 refer to D22#241878



EXECUTIVE DIRECTOR PLANNING TECHNICAL  
SERVICES Date: 02 / 05 / 2022

# Document Control

<b>Owner</b>	Ian Thompson
<b>Custodian</b>	Principal Advisor – Low Cost Urban Road Safety Program
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## Amendments

Revision No.	Revision Date	Description of Key Changes	Section/ Page No.
A	25 Nov 20	Initial draft document	All
B	18 May 21	Review of draft document	All
C	16 July 21	WALGA comments added	All
D	04 Aug 21	IPWEA comments added	All
E	21 Dec 21	Proof reading & editorial review	All
F	12 Apr 22	Review of document - Budget & Programming	All
G	02 May 22	Document approval EDPTS	All

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# 1 EXECUTIVE SUMMARY

A substantial proportion of all crash risks, including fatalities and serious injury crashes, are represented on local roads and intersections, which are funded and managed by Local Governments.

To improve the safety of these roads for local communities, the State Government is implementing a four-year Low Cost Urban Road Safety Program (Low Cost URSP). The program will deliver treatments to local roads, on an area-wide or whole-of-street basis, to reduce crash risks for drivers and vulnerable road users, such as pedestrians and cyclists.

The Low Cost URSP is fully-funded and supported by the Minister for Transport and the Minister for Road Safety through a \$16 million commitment via the Road Trauma Trust Account.

As the State Government agency leading the program, Main Roads Western Australia (Main Roads) is inviting Local Government to work in collaboration to implement the program.

Drawing on lessons learnt from pilot projects conducted in 2020/21, Main Roads will identify and prioritise the locations and treatments proposed, using criteria already established.

Main Roads will cover all design and construction costs, via reimbursement, while Local Government will be responsible for a range of activities, including the costs associated with those, including:

- community consultation;
- design drawing approvals;
- procurement of works;
- delivery of treatments (project management);
- evaluation (data collection pre and post treatment) and reporting; and
- ongoing maintenance.

Local Government **is not required to apply** to participate in the Low Cost URSP. However, authorities are encouraged to review this framework and consider the program parameters, including costs.

Main Roads will contact Local Government authorities as projects are identified and prioritised in each area, starting in February/March 2022 and then on an annual basis in around June each year until 2025.

It is intended that the safety benefits that extend from the initial program could promote and guide the extension of future programs.

## Key contacts for further information

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## 2 DEFINITIONS

The key terminology and acronyms used within this framework are defined in Table 1.

**Table 1: Key Terminology and Acronyms**

Term	Definition
Access road	A road managed by Local Government to provide access to abutting properties.
Activity	Pedestrian and cyclist activity.
Casualty crash	A crash that results in death or injury of a person, involving a vehicle on a road and reported to the Western Australia Police Force.
Casualty crash risk	The risk or likelihood that a fatal or serious injury crash will occur at an intersection or mid-block, as determined by crash history and activity of adjacent land use.
Crash history	Fatality and serious injury crashes that occurred between vehicles and vulnerable road users, including property-only damage, as recorded in the Main Roads database.
District distributor A (DDA) road	A high-capacity road, managed by Local Government, to enable traffic movement between industrial, commercial and residential areas.
District distributor B (DDB) road	A road, managed by Local Government, with a lower capacity than a DDA but enabling high-traffic movements between industrial, commercial and residential areas.
Local distributor road	A road, managed by Local Government, that carries traffic to link to DDA and/or DDB roads.
Low-cost road safety treatment(s)	Physical treatment works constructed on a road.
Low Cost URSP	The Low Cost Urban Road Safety Program.
Local Government	A Local Government established under the <i>Local Government Act 1995</i> .
Local neighbourhood area (LN)	An area or street bounded by primary, regional DDA and/or DDB roads.
Local neighbourhood cell (LNC)	An area or street bounded by local distributor and/or accessroads.
Local road/ street	A road, managed by Local Government, primarily used to access abutting properties.
Main road	A road declared under the <i>Main Roads Act 1930</i> to be a main road.
Road Safety Commission (RSC)	Road Safety Commission.
Road Trauma Trust Account (RTTA)	Road Trauma Trust Account.
Vulnerable road user (VRU)	A pedestrian, cyclist, e-scooter, or mobility-impaired road user



### 3 PURPOSE

The purpose of this document is to provide an overview of the Low Cost Urban Road Safety Program (Low Cost URSP), including the structure and objectives of the program, and the road treatments that may be delivered to help reduce fatalities and serious injury crashes on local roads in Western Australia.

This document provides the framework that Main Roads will follow to implement the program in collaboration with Local Government.

### 4 PROGRAM OBJECTIVE

*"To implement low-cost road safety treatments on an area wide or whole-of-street approach to local intersections and roads to reduce fatalities and serious injury."*

The Low Cost URSP aims to actively identify and prioritise local neighbourhood areas (LNs) and local neighbourhood cells (LNCs) with a higher than average casualty crash history and provide funding (through reimbursement of cost and payments) for the design and construction of road treatments that reduce fatalities and/or serious injury on an area wide or whole-of-street approach – bringing widespread safety benefits and amenity gains for the community.

### 5 PRINCIPLES

There are more than 51,000 intersections within the metropolitan area, of which in excess of 4,500 have had casualty crashes during the five years from 2015 to 2019. The majority of these intersections (more than 3,500) are located on local roads, managed by Local Government, and do not meet the criteria for funding under existing road safety programs. Many of the local roads were also designed decades ago and consequently are not in line with the latest Safe System road design principles.

The Low Cost URSP provides the opportunity to address these issues by implementing a road environment which, when combined with appropriate travel speeds, will reduce the number and severity of crashes.

To achieve this, Main Roads has developed a range of low-cost safety treatments that can be applied on established local roads. These will not only be applied to sites identified as high-risk but other sites with similar characteristics and potential to generate similar crash types and severity. For example, in:

- **Residential areas** (see Image 1) – where long, straight local roads in grid street networks allow vehicles with priority to travel through four-way intersections at speed, often resulting in high severity crashes when collisions occur. These roads can typically be improved through minor intersection upgrades or mid-block treatments, which can also improve street and neighbourhood amenity.
- **Commercial areas** (including retail precincts) – where concentrated crash risks, such as four-way intersections elicit frequent interactions



**Image 1: Example Road Environment – Residential Road**

between passenger cars, pedestrians, buses, light goods vehicles and other road users, that can lead to casualty crashes. The street environment of established commercial areas can be especially dangerous when intersections have not been designed to encourage lower travel speeds.

- **Industrial areas** (see Image 2) – which, for the purpose of the Low Cost URSP, include areas of light industry and office premises. As with commercial areas, industrial areas have concentrated crash risks such as at a four-way intersection recording frequent interactions between trucks, light goods vehicles and passenger cars. Image 2 illustrates how the road environment of industrial areas can conceal intersections for a variety of reasons, including building setbacks being close to the verge, large intersection requirements and multiple driveways.








**Image 2: Example Road Environment – Industrial Area**

## 5.1 Safe System Approach

The Low Cost URSP focusses on applying Safe System road design principles, which aim to prevent all road users from being seriously injured or killed in any crash. Safe System thinking recognises that all road users make mistakes and, accordingly, all elements of the road system should be designed to be forgiving when mistakes happen.

For local roads, proactively reducing impact speeds to below 30 kilometres per hour (km/h) ensures the safety of vulnerable road users, such as people who walk, cycle, ride motorcycles and occupants of vehicles. Achieving these lower speeds at intersections can improve safety outcomes for all road users. Figure 1 shows the threshold impact speeds for which severe outcomes are likely to occur for different collision types.




**Figure 1: Typical Impact Speeds For Severe Outcome Collision Types**



	Crash type	Critical impact speed threshold
	Head on	70 km/h
	Rear end	55 km/r
	Side impact	50 km/h
	Side impact with a tree	30 km/h
	Impact with a pedestrian or cyclist	30 km/h

## 5.2 Low-cost Options


As the name of the program suggests, the Low Cost URSP aims to install low-cost safety treatments on local roads, such as mini roundabouts, compact roundabouts, uncontrolled pedestrian crossing facilities, raised safety platforms, speed humps, entry statements and other minor road features and amendments. Investigations undertaken in preparation for the Low Cost URSP indicates the selected treatments can reduce crash risk. Appendix 2: Fact Sheets for Treatment Types includes more details of the treatment options, with a summary of the options outlined in Table 2.

**Table 2: Low-cost Treatment Types**

Type	Description	Example
<b>Gateway treatments</b>	Sometimes called threshold treatments, entry statements or perimeter treatments, these gateway treatments are used to mark a change in the speed environment. Treatments may include a combination of speed limit signs, pavement markings and other features (e.g. road narrowing and coloured pavement) to indicate that a threshold is being crossed. They are often installed at intersections or combined with mid-block treatments to support area-wide traffic calming. Place activation schemes often use these treatments to indicate increased pedestrian activity and encourage lower vehicle speeds.	
<b>Low-cost compact roundabout</b>	A slightly raised island can be installed within existing kerb lines in larger intersections to deliver similar safety and amenity benefits to mini roundabouts, while maintaining the ability for larger vehicles to easily navigate the intersection. All vehicles approaching the intersection have to approach with caution, giving way to any road user already in the roundabout.	
<b>Low-cost traditional roundabout</b>	A raised island, installed within existing kerb lines in larger intersections, can provide similar safety and amenity benefits to traditional, larger roundabouts, while maintaining the ability for larger vehicles to easily navigate the intersection.	

Type	Description	Example
<b>Mid-block treatments</b>	<p>Mid-block treatments can include vertical displacements, such as speed cushions (see first example) or speed humps and horizontal displacements, such as chicanes (see second example) or central islands and visual character changing treatments, such as medians.</p> <p>Mid-block treatments are designed to reduce vehicle speeds and discourage non-local through traffic, while improving amenity.</p>	 <p>The first photograph shows a road with a speed cushion, which is a raised section of the road surface. The second photograph shows a chicane, which is a narrow section of the road with a central island.</p>
<b>Mini roundabouts</b>	<p>Mini roundabouts can be installed within existing kerb lines where a traditional roundabout may require extensive intersection reconstruction. This treatment requires the vehicle driver to moderate their speed on approach to and through the intersection. As all vehicles approaching the intersection have to do so with caution, giving way to any road user already in the roundabout, mini roundabouts discourage vehicles from traveling in a straight line, which can reduce speed and crash severity by 78.9%.</p>	 <p>The photograph shows a mini roundabout, which is a small circular intersection with a central island.</p>
<b>Pedestrian priority crossings</b>	<p>These include zebra crossings, wombat crossings (see example) and signalised crossings on local roads. By law, these crossings require vehicles to give way to pedestrians. These crossings can be combined with other low-cost treatments to lower vehicle speeds in pedestrian precincts.</p>	 <p>The photograph shows a pedestrian priority crossing, which is a zebra crossing with a central island.</p>
<b>Raised safety platform</b>	<p>A slightly raised area across an intersection can reduce the speed vehicles can comfortably travel through an intersection on all approaches. Research undertaken for Main Roads confirms this treatment can lower vehicle speeds and the severity of right-angle crashes. The raised safety platform in the example shown has 'shark teeth' markings to signal to road users that there is a change in the height of the road surface.</p>	 <p>The photograph shows a raised safety platform, which is a raised section of the road surface across an intersection. It has 'shark teeth' markings, which are a series of white lines that look like the teeth of a shark.</p>



Type	Description	Example
<b>Road diet treatment</b>	Road diet treatments match the road space to meet the requirements of all road users, for example by removing or narrowing travel lanes for other purposes, such as cycling (see first example). Typical treatments include turning lanes (see second example), pedestrian refuge islands, public transport stops, bike lanes, parking and/or landscaped areas.	

### 5.3 Funding Alignment

The program's objective, to deliver low-cost treatments that reduce casualty crash risk, will be core to all site location and treatment selection decisions. As such, complex and atypical costly sites treatments will be excluded.

The Low Cost URSP may complement existing and proposed Black Spot-funded treatments, however, the two programs must remain separate.

For the purposes of program, low cost will be typically in the order of \$15,000 to \$50,000 for the design and construction of a single treatment within an area-wide or whole-of-street precinct.

Where practicable, annual funding will be equitably distributed across the Perth metropolitan region in four quadrants – north-west, north-east, south-west and south-east – to deliver a broad casualty crash reduction across the metropolitan region.

Local Government will receive funding, via reimbursement, for design and construction costs of the treatment(s).

Local Government shall be responsible for any additional associated costs, such as community consultation, design drawing approvals, procurement costs for delivery and evaluation (including data collection both pre-treatment and post-treatment) and reporting.

In cases where, Local Government works fail to meet scheduled completion dates, design and construction costs may not be fully reimbursed.

### 5.4 Area-wide or Whole-of-street Scale

Treatments will only be installed on an area-wide or whole-of-street basis, as changes are shown to enhance the fabric of the neighbourhood and the road environment, which research indicates encourages safe road user behaviour and improves amenity. This may result in the introduction of lower speed limits in some areas where treatments are installed.

## 5.5 Risk Profile Driven

Low-cost treatments will be prioritised in areas where quantified crash risk analysis indicates higher than average crash risk in comparison to similar local neighbourhood areas or cells.

Unlike traditional road safety programs, where historical crash data is required prior to the allocation of funds, the Low Cost URSP will use baseline risk profiling to proactively identify crash risk locations. Further detail regarding this process is outlined in Figure 3.

## 5.6 Pedestrians and Cyclists Considered

Near-misses and minor incidents involving vulnerable road users, such as people who walk, cycle, ride motorcycles and are occupants of vehicles, are typically under-reported and do not feature in crash record data. To account for this, Main Roads will capture and consider the increased probability of pedestrian and cyclist activity around schools, shopping centres, parks and so on, as an overlay to the crash risk analysis that will inform project selection and prioritisation.

It is anticipated the Low Cost URSP will further benefit vulnerable road users by delivering reduced travel speeds on local roads and improving the perception of safety on an area-wide basis, which will encourage active transport use.

## 5.7 Stakeholder Collaboration

Engagement with the community and key stakeholders is essential to ensure the program addresses road safety objectives, while also meeting community expectations.

Main Roads is already working with several key stakeholders as a result of the pilot program, including:

- Local Government
- Department of Transport
- Department of Fire and Emergency Services
- Western Australia Police Force
- St John Ambulance
- Public Transport Authority

Main Roads will continue to work collaboratively with stakeholders, especially Local Government, to ensure the objective of the program is met.

Local Government will be required to lead community engagement regarding proposed treatments and cover costs associated with the consultation process.

## 6 ROLES AND RESPONSIBILITIES

### 6.1 Governance

The Low Cost URSP is administered, managed and evaluated independently by Main Roads.

Main Roads Director Budget & Investment Planning, Budget and Program Management has overall Managing Authority responsibility for administration and management of the Low Cost URSP.

Under the program, Main Roads will be responsible for identifying local neighbourhood areas (LNs) and local neighbourhood cell selections (LNCs) and ensuring the program is executed using an appropriately based engineering practice. Main Roads will make every effort to ensure site selection is aligned to the program's principles. However, where there are apparent safety benefits for the wider local community, Main Roads may consider implementing alternative area-wide or whole-of-street treatments that provide safer outcomes for the local community.

Treatment types to be delivered will be determined by Main Roads in liaison with Local Government. With funding only available and applied to those projects included within the program.



### 6.1 Agreements

To facilitate the delivery of the Low Cost URSP, a formal written notification (i.e. e-mail) will be prepared to confirm the arrangements between Main Roads and the relevant Local Government. This will outline project:

1. Scope and objectives
2. Roles and responsibilities (of Main Roads and the relevant Local Government)
3. Funding, cost and financial risk management
4. Community information, data collection and branding
5. Design and technical approvals
6. Timing of delivery and scheduling considerations
7. Schedules, including but not limited to:
  - Overview of scope
  - List of sites and budget estimate
  - Typical sketch(es).

### 6.2 Program Definition and Delivery

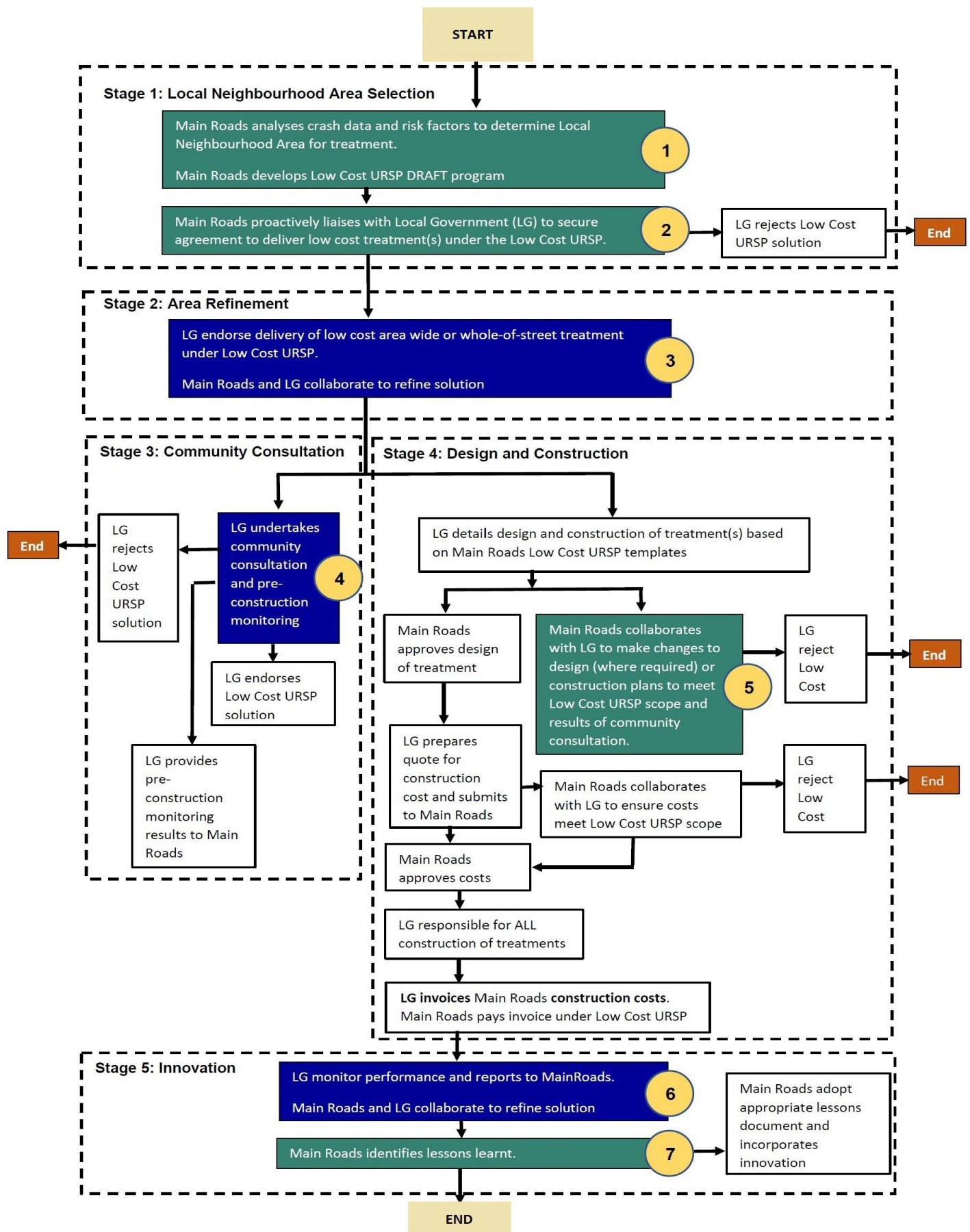
The roles and responsibilities of Main Roads and Local Government in delivering the Low Cost URSP are outlined in Figure 2: Low Cost URSP Process.

The process involves seven key steps, referenced  to .

These steps fall within the five stages of the Low Cost URSP delivery process:

1. Local neighbourhood area selection
2. Area refinement
3. Community consultation (and pre-construction monitoring data)
4. Design and construction
5. Innovation (and post-construction monitoring data).

**Figure 2: Low Cost URSP Process**





## 7 TREATMENT SELECTION STAGE

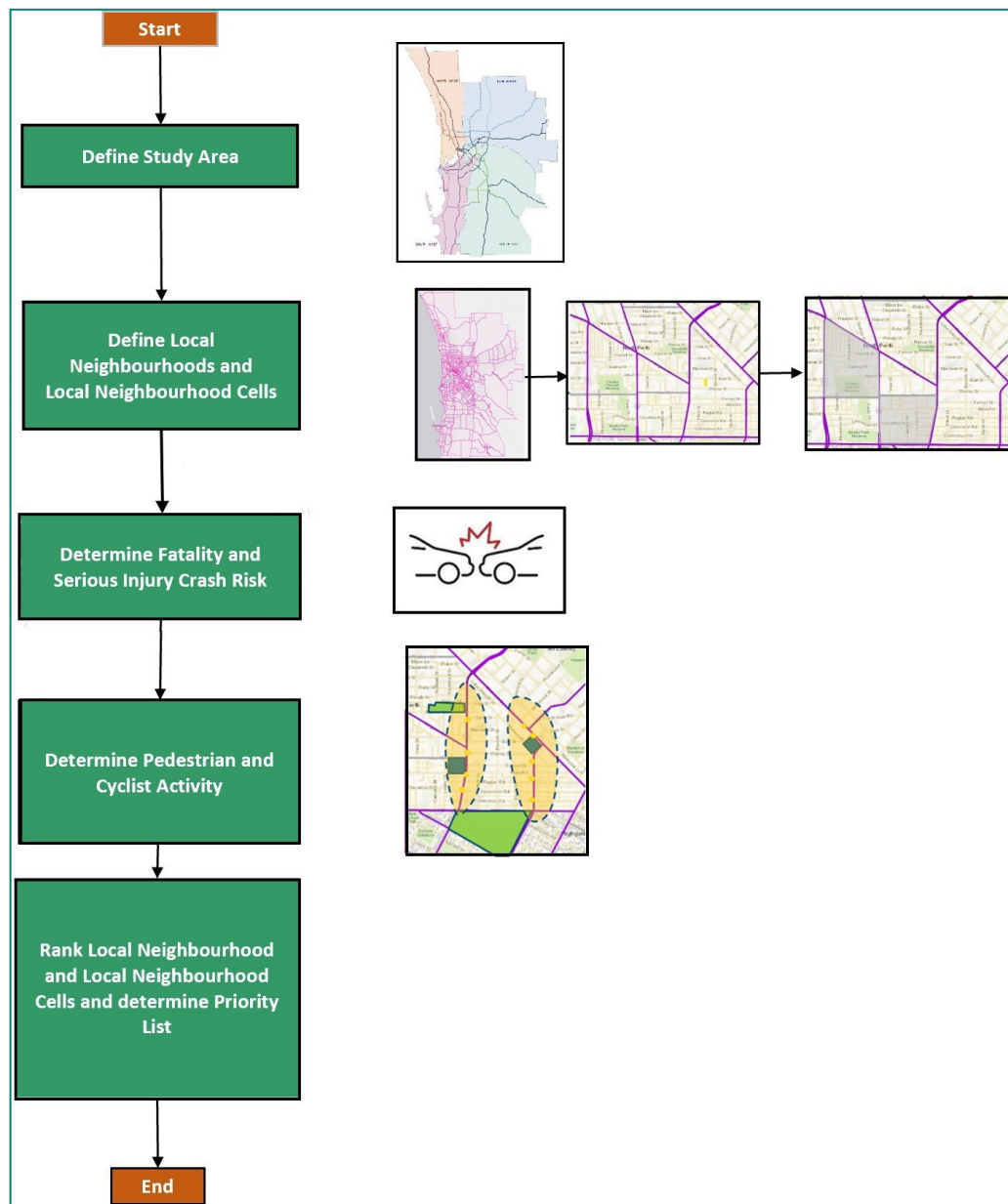
### 7.1 Stage 1. Local Neighbourhood (LN) Area Selection

1

Main Roads will determine and prioritise sites annually, in around May each year, over the life of the program. Identification of sites will follow a five-step process that, first, defines the LNs and LNCs and, then, considers the relative crash risk of each LN and LNC (see Figures 4a and 4b).

Crash risk will be determined by considering both historical crash data and potential pedestrian and cyclist activity in the area. This quantified risk rating will be reviewed annually, in around April when the prior calendar year's crash records are available, to ensure the most current data informs the site selection and assessment process. Potential pedestrian and cyclist activity may also be reviewed at this time if there has been, or is likely to be, significant changes to nodes of activity in the LN.

**Figure 3: Method for Ranking Local Neighbourhood Area and Local Neighbourhood Cells**

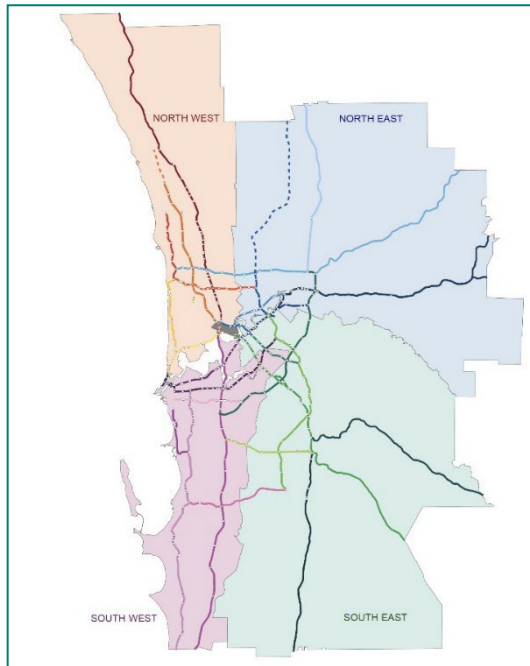


### 7.1.1 Step 1. Define Study Area

1

The Low Cost URSP will address sites within the Perth Metropolitan Region's four quadrants – north-west, north-east, south-west and south-east – as defined by Main Roads.

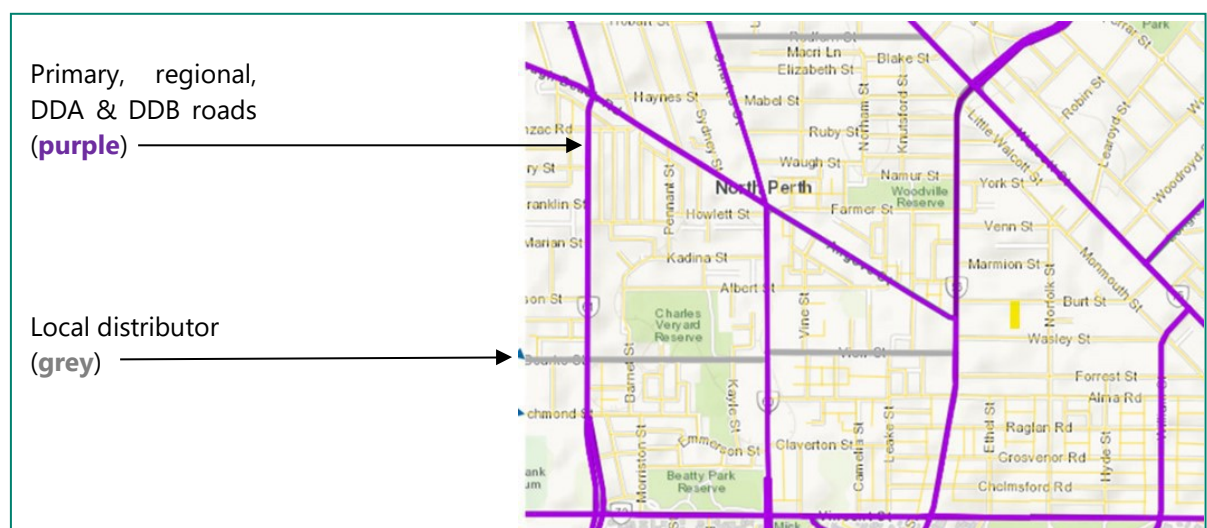
**Image 3: Perth Metropolitan Region**

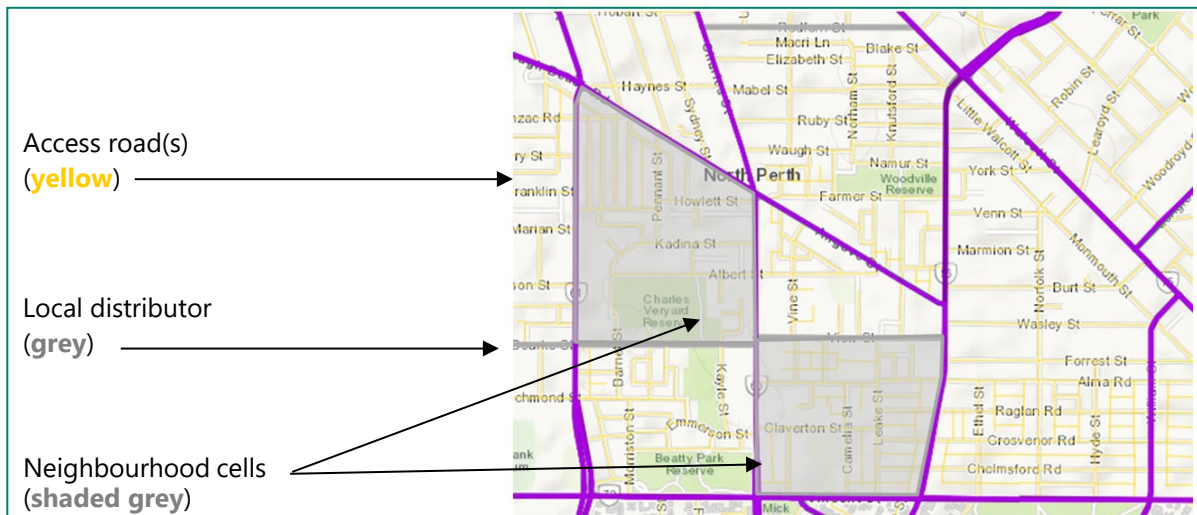


### 7.1.2 Step 2. Define Local Neighbourhood Area and Local Neighbourhood Cells

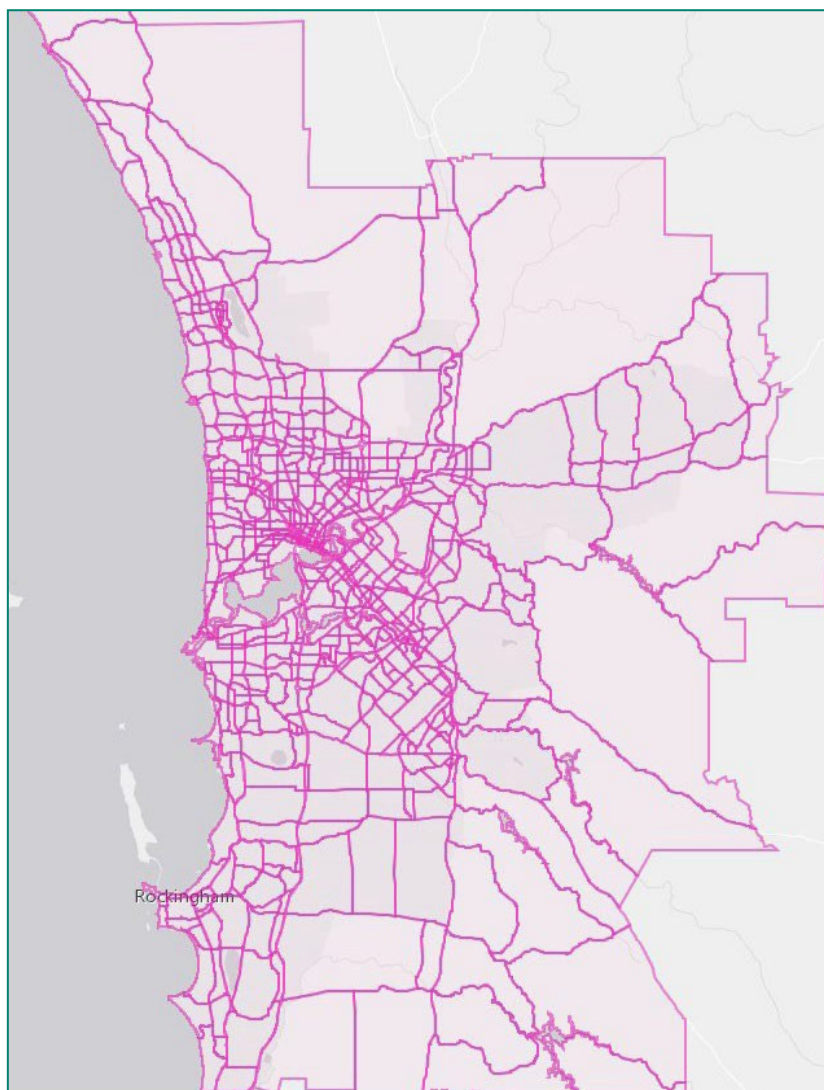
The Low Cost URSP will apply road safety treatments to local roads on an area-wide or whole-of-street basis to reduce the casualty crash risk in a LN. To enable a quantitative assessment of risk, the Perth Metropolitan Region has been partitioned into areas of approximately equivalent extents of road network, bounded by major roads. Each LN is defined by higher order roads (i.e. primary, regional, DDA and DDB, which are shown in Figure 4a) and further refined into smaller LNCs (Figure 4b), which are defined by local distributor road(s) and access roads.

**Figure 4a: Local Neighbourhood Area (LN) Example**



**Figure 4b: Local Neighbourhood Cells Example**

For the purposes of the Low Cost URSP, 674 LNs have been identified across the Perth Metropolitan Region, each with a similar number of intersections and characteristics (as shown in Figure 5).

**Figure 5: LNs in the Perth Metropolitan Region**

### 7.1.3 Step 3. Determine Fatality and Serious Injury Risk (Casualty Crash Risk)

1

A crash involving someone who is killed, hospitalised or received medical treatment is classified as a casualty crash. These crashes are, on the whole, always reported to the WA Police Force and crash history data is available to Main Roads.

Interpreting the crash history data for intersection(s) types and lengths of road in a LN enables a metric for the likelihood for a casualty crash in that area to be developed. Main Roads will compare this likelihood metric with the recorded number of casualty crashes over a five-year period (e.g. 2016-2020) to identify LNs with unusually high crash records. From this analysis, Main Roads will pinpoint LNs where the risk of a crash is greater than the metropolitan average. This will guide implementation of the Low Cost URSP.

### 7.1.4 Step 4. Determine Pedestrian and Cyclist Activity (With Land Use Destinations)

Crashes between vehicles and pedestrians/ cyclists are more likely to result in fatalities and serious injuries and are a key consideration for the Low Cost URSP. To assess risk for these vulnerable road users in each LN, local facilities and land use(s) that are common destinations for pedestrian and cycling activity – such as transport hubs, schools, shops, local parks and shared paths – will be identified by Main Roads.

### 7.1.5 Step 5. Determine Ranking

2

Each of the identified Local Neighbourhoods in the Perth Metropolitan Region will be ranked by Main Roads in terms of crash risk and activity volume. The sum of these metrics will be used to determine a final rank for each area. In addition, within each quadrant of the Perth Metropolitan Region, LNs will be ranked and prioritised, as the Low Cost URSP aims to disperse projects as much as possible to deliver a broad casualty crash reduction within the metropolitan region, while still ensuring priority improvements are made in areas with the highest risk.

Main Roads will work collaboratively with Local Governments to consider how any proposed works align with each authority's priorities.

## 7.2 Stage 2. Area Refinement

Main Roads will produce an annual program of LNs identified for treatment under the Low Cost URSP and develop a scheme of treatments that align with Safe Systems principles to reduce the casualty crash risks within those LNs.

3

Progress to Stage 3 will only occur where Local Government supports the identified locations and treatments.

## 7.3 Stage 3. Community Consultation and Pre-construction Monitoring Data

4

Main Roads has developed community consultation material to assist Local Government in liaising with the community and measuring community support for proposed sites and treatments (see Appendices).

Local Government will be required to fund and commence pre-construction monitoring of the traffic and active transport activity at each location under the terms of the Low Cost URSP.

Local Government will also be required to provide the results of the pre-construction monitoring to Main Roads for approval.

## **7.4 Stage 4. Design, Cost Estimations and Construction**

**5** Main Roads and Local Government will work collaboratively to agree the treatment(s).

In many instances, a scheme design will be developed to ensure the treatment(s) derive the safety outcomes required for a specific location. Any scheme design with site-specific considerations that deviate from Main Roads Standards will require Main Roads' approval prior to commencement of construction.

Prior to approval Main Roads will obtain benchmark costings for treatment designs to inform annual planning priorities. However, Local Government will be required to obtain cost estimates for the final planned works. If those cost estimates exceed Main Roads' benchmarked costs, Main Roads will work with Local Government, where required to refine the scope of proposed works and in agreement with Main Roads' make the necessary adjustments to the benchmark costings.

Local Government will be required to construct the scheme of treatments in keeping with the agreed construction schedule and, Main Roads will reimburse Local Government at the agreed Milestones (set out in Table 3) for construction and design costs incurred. Local Government will fund and monitor traffic and active transport activity at each location after construction of the treatment(s), under the terms of the Low Cost URSP.

### **7.4.1 Project Variations**

The Low Cost URSP is a fully funded program without allowance for cost or scope variation. However, where there is a variation in scope and/or difference in the estimated cost of the project compared to the original scope and allocated budget, Main Roads Principal Advisor URSP must be advised immediately in order to obtain the appropriate approval, for the scope variation and/or budget adjustments including any reprogramming that may be required is undertaken.

## **7.5 Stage 5. Innovation and Post-construction Monitoring Data**

**6** Main Roads seeks to apply innovative low-cost road safety treatments that leverage the latest research, globally and locally, in the delivery of the Low Cost URSP. To achieve this, feedback and lessons learnt through program and ongoing assessment (measurable and perceived) will be collated and considered.

**7** Pre and post-construction monitoring data will need to be provided, and funded, by Local Government. This will be the primary source of evidence for Main Roads to measure the safety performance of treatments.



Main Roads' Road Safety Branch will also arrange an independent evaluation of sites to identify the actual safety performance of completed area-wide or whole-of-street treatments.

Lessons learnt will be incorporated as part of the annual review of the Low Cost URSP and multi-year forward works planning for the program.

## 7.6 Program Approval

Recommendation, endorsement and approval of projects for the Low Cost URSP will be in accordance with requirements of Main Roads.

The Low Cost URSP, to be approved by, Main Roads Director Budget & Investment Planning, Budget and Program Management.

## 7.7 Application of Scheme Treatment

Main Roads has developed a tool to assess each LN in terms of its suitability for treatment. LN's will be proactively selected by Main Roads, which will then initiate Low Cost URSP activities by working in collaboration with Local Government.

Site selection will follow the stages and methodology outlined in Section 7, considering the following:

- measured community outcomes;
- associated programs or road safety schemes ongoing within the Local Government area; and
- a Local Government's ability to fund community consultation, cost estimates and pre and post-construction data collection.

Every effort will be undertaken by Main Roads to ensure that site selection is aligned to these principles.

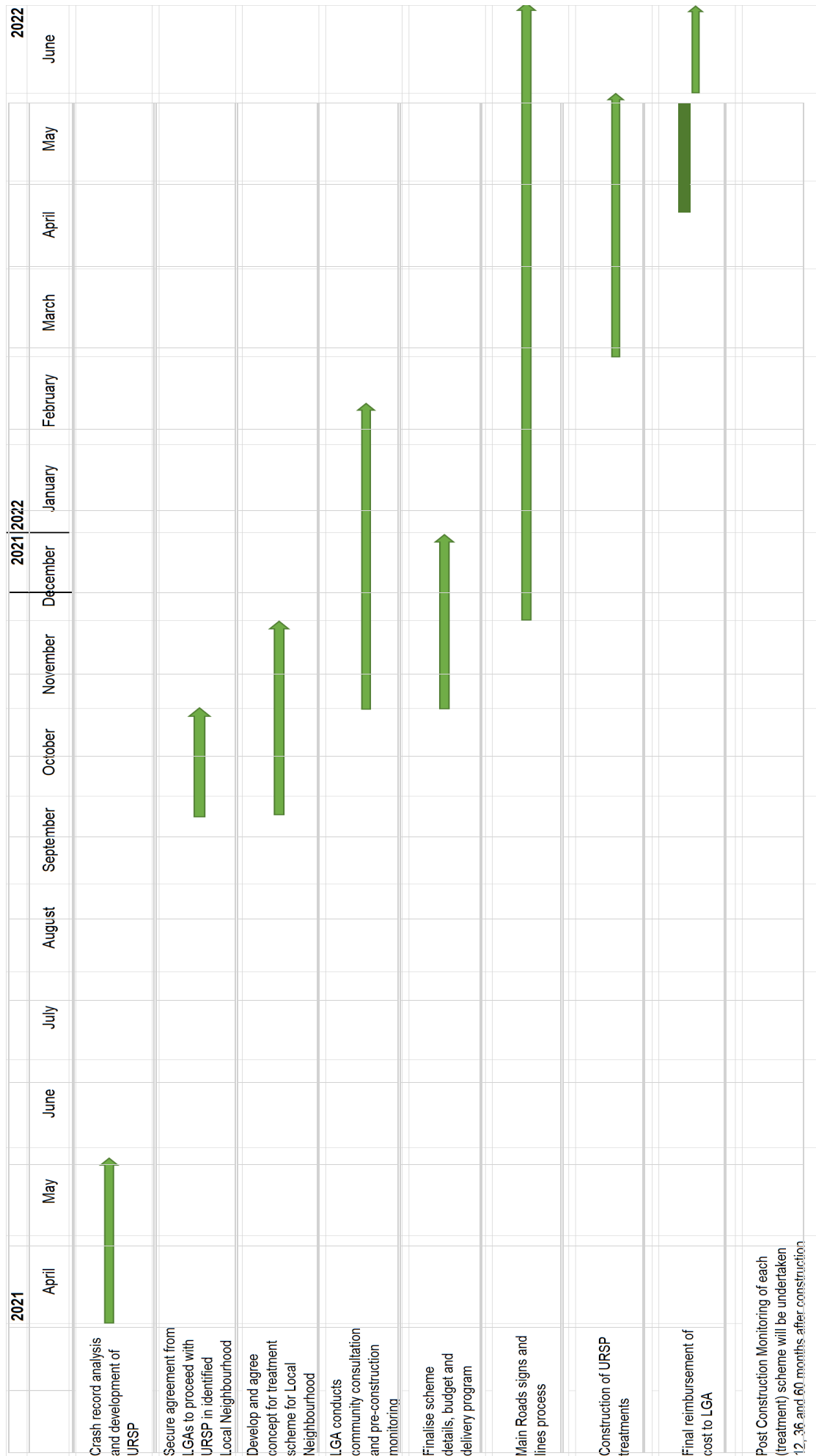
While Local Government's cannot independently assess LN's or other areas for inclusion in the Low Cost URSP, they can install treatments developed by Main Roads for the purposes for the program under their normal works programs.

## 7.8 Signage - Low Cost URSP

Signage for the Low Cost URSP is not required.

However, if Local Government consider they would like to sign the project, they *shall be required* to seek written approval from Main Roads Western Australia (MRWA). If approved, any signs will be required to acknowledge the support of the Minister for Transport, Minister for Road Safety, and the Road Safety Commission.

## 8 PROGRAM DELIVERY TIMETABLE 2021-22



The Low Cost URSP will have an annual program for delivery which commences in April when the prior calendar year's crash records are available.

## 8 FUNDING GUIDELINES

### 8.1 Reimbursement of Design and Construction Costs

Main Roads will administer the Low Cost URSP and reimburse costs associated with the construction and design of the road treatments.

The treatments are considered to be low in complexity and, therefore, Local Governments are expected to be able to deliver the design of these components within existing in-house resources and/or contractor(s).

Local Governments seeking to claim expenditure from the Low Cost URSP may claim funds as set out in Table 3 below. On completion, a project completion report must be submitted to Main Roads, which will trigger the payment of the final installment.

**Table 3: Reimbursement Percentages and Milestones**

Milestone	Payment Percentage
Commencement of project	20%
Progress towards completion 1 (undertaking of design)	20%
Progress towards completion 2 (design/construction)	20%
Progress towards completion 3 (undertaking of construction)	20%
Project completion (noting, a report must be submitted before the final payment is made)	20%

Every endeavour, must be made by Local Government to expend funds in the year of allocation.

Projects that are not fully completed in the year of allocation will be assessed for consideration for re-programming.

### 8.2 Local Government Funding Contribution

Local Government will fund:

- community consultation;
- design drawing approvals;
- procurement of works;
- delivery of treatments (project management);
- evaluation (data collection pre and post treatment) and reporting; and
- ongoing maintenance.

Sites that present an unduly high cost, will be excluded from the Low Cost URSP, as they do not meet the core objective of the program.

### 8.3 Funding Governance

The Low Cost URSP will be delivered under the conditions and reporting mechanisms of the *Road Trauma Trust Account Funding Agreement*, established between Main Roads and the Road Safety Commission.



## 9 PERFORMANCE MONITORING PROTOCOLS

### 9.1 Evaluation of Low Cost URSP Post Construction

Evaluation of the treatments installed under the Low Cost URSP is key to be able to effectively measure the outcomes and success of the program.

Pre and post-evaluation of all treated areas will occur via a common method developed by Main Roads. Local Government will be required to undertake, and fund, the monitoring/evaluation process within this common method and provide findings and data to Main Roads in the agreed format and timeline(s), in accordance with the agreement signed at the start of the program.

The evaluation process will draw on multiple data sources, including observed behaviour and metrics gathered through traffic counters and classifiers, such as traffic volume, speed and vehicle type. Other data sources may include peer-reviewed research. Using multiple data sources will enable Main Roads to triangulate findings from time, cost and quality metrics to enable the most effective evaluation conclusions to be drawn and lessons learnt applied to future programs.

Key elements that Main Roads expects to be able to measure and report as a result of the evaluation protocol include:

- effectiveness in reducing crashes;
- effectiveness in meeting low costs;
- community perception of safety through increased activity (i.e. cycling / walking); and
- diversity of construction treatments applied.

Using its newly developed crash map tool, combined with project completion dates, Main Roads will review crash data three years post-installation of the treatments to gain a holistic picture of the Low Cost URSP.

Lessons learnt through the evaluation process will be incorporated into individual treatment designs and the Low Cost URSP overall as it progresses.

### 9.2 Program Audit

Main Roads may arrange for independent auditing of a sample of projects funded under the Low Cost URSP This may include:

- site inspections of treatments and any variations of work. Councils are required to keep records of project papers for auditing, if required; and
- financial audit of reimbursement claims, variations and payments.

## 10 CONSULTATION SUPPORT

Communication tools have been developed and designed for use by Local Governments to streamline the delivery timeframe and minimise costs associated with consultation for the Low Cost URSP.

Main Roads will continue to manage development of template consultation materials (See Appendix 1 and 2).

## 11 REFERENCES AND RELATED DOCUMENTS

Document Number	Main Roads Description
D20#999462	Memo 1 - Road Safety Platforms
D20#999470	Memo 2 - Gateway Treatments
D20#999478	Memo 3 - Roundabout Design
D20#999487	Memo 4 - Midblock Treatments
D20#999489	Memo 5 - Pedestrian Treatments
D20#999494	Memo 6 - Road Diet Treatments

## 12 APPENDICES

Appendix	Title
<b>Appendix 1</b>	Community Engagement Templates
<b>Appendix 2</b>	Fact Sheets: <ul style="list-style-type: none"><li>• Urban Road Safety Program - Road Diet Treatments</li><li>• Urban Road Safety Program - Gateway Treatments</li><li>• Urban Road Safety Program - Compact and Mini Roundabouts</li><li>• Urban Road Safety Program - Mid-Block Treatments</li><li>• Urban Road Safety Program - Pedestrian Treatments</li><li>• Urban Road Safety Program - Raised Safety Platforms</li></ul>
<b>Appendix 3</b>	Project Definition, Completion Report, Progress Payment and Completion Certificates - Templates

## Appendix 1: Community Engagement Templates

Enquiries: \_\_\_\_\_ – (08) \_\_\_\_\_

«Date»

«Owners»

«ServAddrLine1»

«ServAddrLine2»

«ServAddrLine3»

Dear Owner/ Occupier

### URBAN ROAD SAFETY PROGRAM

The [Local Government Name] and Main Roads Western Australia are working collaboratively on a new road safety initiative – the Low Cost Urban Road Safety Program (Low Cost URSP) – to reduce the likelihood of fatal and serious injury crashes on local roads across the metropolitan area.

The program involves installing low-cost road treatments that can improve the safety of roads and intersections and reduce crashes that impact our community.

[Two] locations in the [Local Government Name] have been selected under the new program.

[Insert locations, e.g. Tyler Street and Waterloo Street in Joondanna, between Green Street and Cape Street] have [insert details, e.g. several four-way intersections, which will be treated through the installation of speed plateaus] at the locations shown on the enclosed location plan. These treatments (depicted by the red squares) will improve safety by reducing vehicle speeds and improving the visibility of the intersections to motorists.

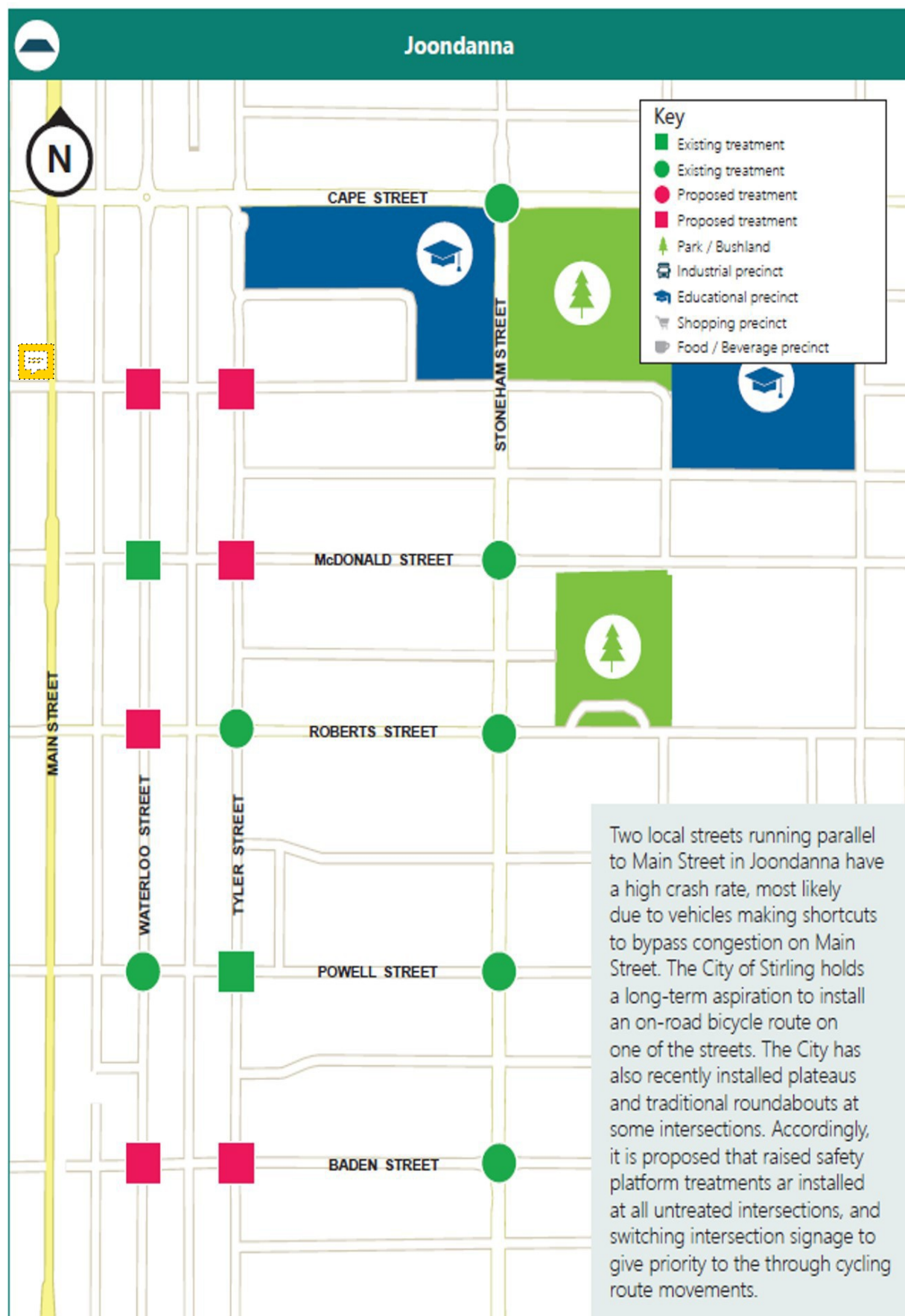
The footprint of these raised intersection plateaus will be considerably smaller than typical raised intersection type plateaus and an example is provided.

Construction of these projects is scheduled to begin in [insert date], with works expected to be completed by the end of the financial year [insert date].

The [Local Government] welcomes any questions or comments about this project, which can be directed to our Transport Services team on or by email to

Yours sincerely

## Attachment A – Example Map



## Attachment B – Example of a Raised Safety Platform - Intersection Treatment



Enquiries:

XXXXXXXXXXXX – (08) \_\_\_\_

1 February 2021

«Owners»  
«ServAddrLine1»  
«ServAddrLine2»  
«ServAddrLine3»

Dear Owner/ Occupier

## URBAN ROAD SAFETY PROGRAM

The [Local Government Name] and Main Roads Western Australia are working collaboratively on a new road safety initiative – the Low Cost Urban Road Safety Program (Low Cost URSP) – to reduce the likelihood of fatal and serious injury crashes on local roads across the metropolitan area.

The program involves installing low-cost road treatments that can improve the safety of roads and intersections and reduce crashes that impact our community.

An area in [insert details, e.g. Osborne Park, bounded by Scarborough Beach Road, Hutton Street, Hector Street and King Edward Road, has been selected under the new program. It will have four additional mini roundabouts constructed at the locations shown below (in pink circles). These will be similar to existing roundabouts located at the O'Malley Street/Guthrie Street and Sundercombe Street/Guthrie Street intersections (shown





In addition to the road safety benefits, the treatments will improve traffic flow at these intersections.

Importantly, the proposed treatments involve no kerb modifications and road widening works, which will reduce construction time and minimise impacts on adjoining businesses.

An example of similar treatment, used in an urban setting, can be seen below.



Construction of the treatments is scheduled to begin in [insert date], with works expected to be completed by the end of the financial year [insert date].

The City welcomes any questions or comments about this project, which can be directed to our TransportServices team on\_\_\_or by email at

Yours sincerely

# Urban Road Safety Program

## Road Diet Treatments

### What is a road diet treatment?

A road diet treatment involves reconfiguring existing road space to better service all road users. This is particularly suitable where the existing road space exceeds vehicle traffic demand, and there is a mix of road users, including cyclists.

When redistributing and optimising the road space, specific attention is given to reducing and eliminating crash conflicts and, thereby, improving safety.

### Why are they used?

Road diet treatments improve safety as they:

- encourage vehicles to reduce speed;
- reduce queues associated with cross-traffic turning; and
- Improve pedestrian and cycling environments.

### What do they look like?

Central shared turning lane with bike lane



Bike and parking lanes



Realignment with kerb extensions



Kerb extensions with bike lanes

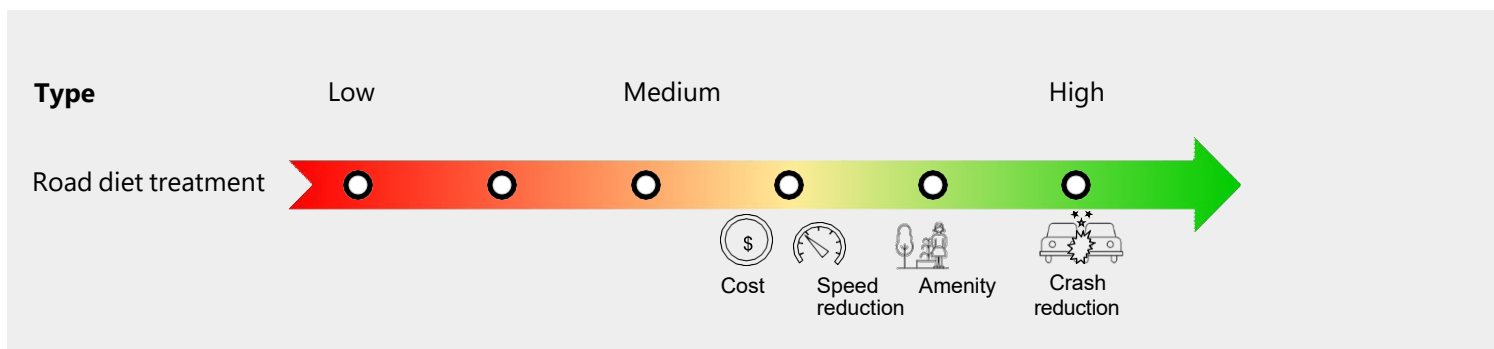


Image source: NACTO



## What impact do they have?

Road diet treatments are a medium cost treatment but one that can have high positive crash reduction results. They are especially suited to improving amenity in a local area.



## What benefits do they offer?

Safe System road design principles aim to prevent crashes by recognising that all road users make mistakes and, accordingly, all elements of a road system should be designed to be forgiving when mistakes happen.

Road diet treatments align with Safe System principles and benefit communities because they can:

- separate bike and vehicle traffic through different lanes;
- feature lane narrowing and kerb extensions for slower speeds;
- include in-carriageway bike lanes;
- deliver central turning lanes; and/or
- remove overtaking opportunities by reducing the road to one through lane in each direction.

## What design features need to be considered?

The configuration of a road diet treatment is determined based on the requirements of each location, underpinned by the overarching aim to redistribute space to suit the needs of the area. Crash and speed reduction is achieved through lane narrowing, separation of turning vehicles and the presence of active transport modes (e.g. cycling lanes or pedestrian paths), which change the character and purpose of the street.

Road diet treatments with central turning lanes include pedestrian refuges and diagonal white line marking that discourage drivers from remaining in a centre lane, as well as additional signage cues to help drivers understand how to safely interact with these lanes.

Multiple, small, road diet treatments along a road corridor, or a reasonable length of treatment, achieve traffic calming results and reduce vehicle speeds, lessening the severity of crashes.

## Where can I find further information?

Road diet treatments are just one of the treatments being constructed on local government-managed roads as part of the Low Cost Urban Road Safety Program, funded by the State Government.

For further information on the program, visit Main Roads website at:

<https://www.mainroads.wa.gov.au/technical-commercial/local-government-funding/road-safety-programs/>

You can also contact us on 138 138 or via: [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)

# Urban Road Safety Program

## Gateway Treatments

### What are gateway treatments?

Gateway treatments are measures that help reduce speeds when road users transition between different road environments, such as residential and commercial areas or local and main roads. They often include:

- entry signage;
- coloured/textured pavements (as seen in left image below);
- pavement markings (as seen in both images below);
- lane narrowing (as seen in left image below); and/or
- raised entries (as seen in right image below).

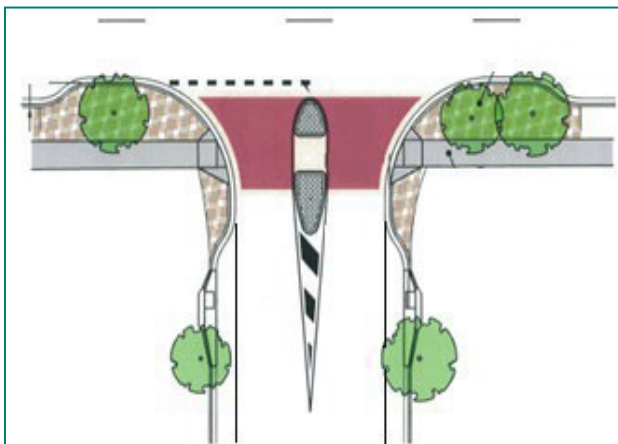


Image source: Moreton Bay Region Council

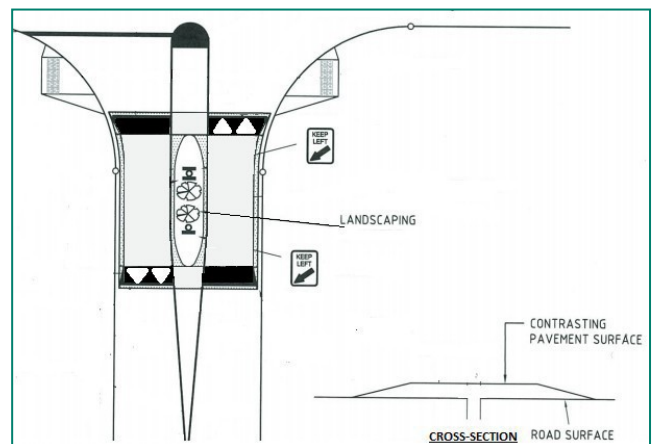


Image source: Main Roads

### Where are they used?

A gateway treatment can be suitable:

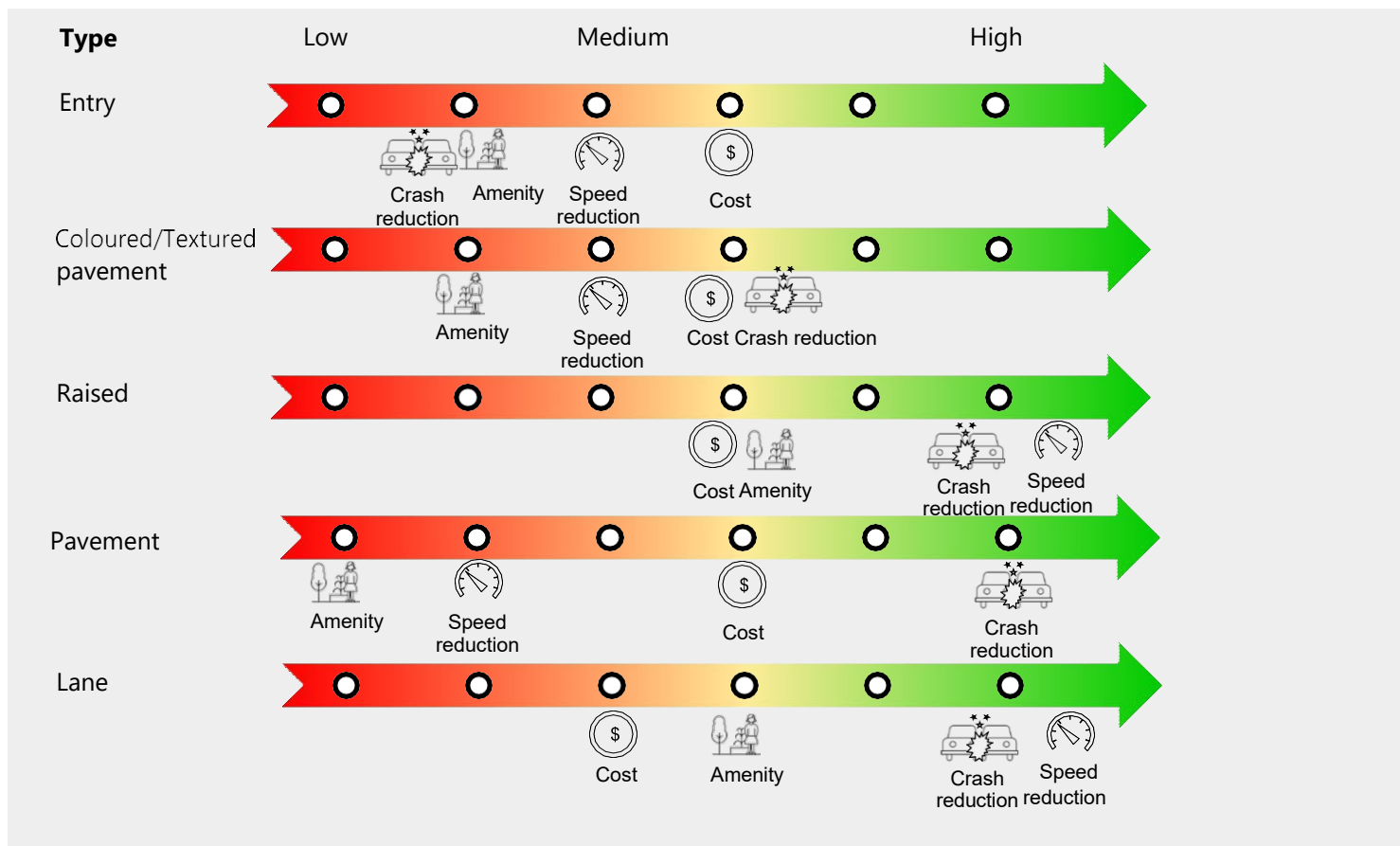
- at boundaries between different classifications of streets;
- at boundaries between different land uses;
- at boundaries of local area speed limits; and/ or
- where there is a need to reduce the capacity of an intersection as part of a Local Area Traffic Management Scheme.

Gateway treatments require adequate sight distance to provide time for drivers to modify their behaviour on approach to the road transition area.



## What impact do they have?

Gateway treatments are generally a medium cost treatment that can have major benefits in terms of speed and crash reduction. In addition to improving safety, gateway treatments can improve the amenity of an area when combined with planting, signage and lighting (but generally not when provided as a road safety treatment only).



## What are the key features?

The key features of gateway treatments include:

- coloured pavements that reduce speed and create a visual transition between spaces;
- signage and pavement markings that alert drivers to the treatment from a distance; and/or
- road narrowing that reduces speed and crash likelihood.

Combining the above features delivers a road safety solution that can reduce speed and crash risk, as well as the severity of crashes should they occur.

## Where can I find further information?

Gateway treatments are just one of the treatments being constructed on local government-managed roads as part of the Low Cost Urban Road Safety Program, funded by the State Government.

For further information on the program, visit Main Roads website at:

<https://www.mainroads.wa.gov.au/technical-commercial/local-government-funding/road-safety-programs/>

You can also contact us on 138 138 or via: [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)

# Urban Road Safety Program

## Compact and Mini Roundabouts

### What are compact and mini roundabouts?

Roundabouts are effective in reducing crashes resulting in death or serious injury as they reduce vehicle speed on approach and, therefore, the occurrence of high-severity right-angle collisions. However, roundabouts are often expensive to construct as they require substantial construction work, and occasionally land acquisition, as well as being more likely to impact services and other street infrastructure. Roundabouts can also be unpopular with pedestrians and cyclists, who can find them difficult to navigate.

In urban environments, compact and mini roundabouts can overcome these limitations. They often fit within existing kerb lines, reducing construction costs and time, and thereby minimising disruption to services, while still delivering road safety improvements.

Mini roundabouts are used where available space prohibits the use of a compact roundabout.

### What do they look like?

#### Compact roundabout



Image source: Main Roads



#### Mini roundabout



Image source: Google Maps

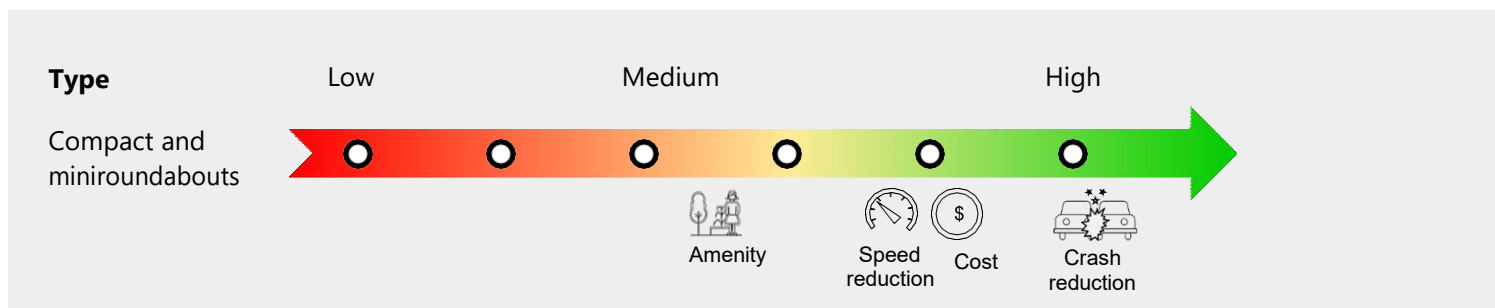
#### Mini roundabout

Image source: Main Roads



## What impact do they have?

Compact and mini roundabouts general cost more than many other low-cost road treatments but they have a comparatively higher impact on speed and crash reduction, as well as local amenity.



## What benefits do they offer?

These treatments offer high-impact, low-cost solutions for existing urban local road intersections on lower-order, lower-speed roads. Mini roundabouts, in particular, can be installed as part of an area-wide program at low cost.

Implementation costs can be kept low by:

- selecting sites with appropriate geometry, requiring minimal changes to the existing road configuration;
- using a standardised design without the need for additional design costs;
- using painted, rather than physical, splitter islands; and /or
- installing low or mountable kerbs (being mindful of asphalt overlays), reducing or eliminating any height variation.

## Where can I find further information?

Compact and mini roundabouts are just one of the treatments being constructed on local government-managed roads as part of the Low Cost Urban Road Safety Program, funded by the State Government.

For further information on the program, visit Main Roads website at:

<https://www.mainroads.wa.gov.au/technical-commercial/local-government-funding/road-safety-programs/>

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# Urban Road Safety Program

## Mid-block Treatments

### What are mid-block treatments?

Mid-block treatments take a variety of forms but commonly aim to reduce vehicle speed and discourage non-local through traffic, while improving amenity. Mid-block treatments require adequate sight distance along a roadway to provide time for road users to modify their behaviour, such as slowing down on approach.

Mid-block treatments are most effective when applied in sets, as the repetition along a road corridor reinforces their traffic calming impact.

These treatments may incorporate pedestrian crossings or refuges, and carefully considered design and appropriate signage is essential to ensure road users understand who has priority in each situation.

### What do they look like?

Speed cushions



Speed humps



Chicanes



Deviation islands



Centre blister islands



Median islands



Images source: NACTO Global Street Design Guide

## What impact do they have?

Mid-block treatments are typically of medium to higher cost than other low-cost road treatments but they can have a high positive impact on crash and speed reduction, as well as local amenity.



## What design features need to be considered?

The spacing of treatments is critical to minimise speed fluctuations along a street. This is achieved by delivering a series of treatments at regular intervals, with the closer the treatments the lower the speed profile achieved, thereby reducing the likelihood of a severe crash outcome.

Mid-block treatments must also be designed to allow for either the safe passage of a cyclist and a vehicle side-by-side (3.7 metres or more) or the passage of a vehicle or cyclists only (3.0 metres or less). Widths in between these two levels create squeeze points and result in conflict between road users.

## Where can I find further information?

This is just one of the treatments being constructed on local government-managed roads as part of the Low Cost Urban Road Safety Program, funded by the State Government.

For further information on the program, visit Main Roads website at:

<https://www.mainroads.wa.gov.au/technical-commercial/local-government-funding/road-safety-programs/>

# Urban Road Safety Program

## Pedestrian Treatments

### What are pedestrian treatments?

Pedestrian treatments are installed where there is a high level of pedestrian movements across roads and where a managed speed environment can be maintained through the delivery of multiple treatments along a road corridor.

If it takes a person more than three minutes to walk to a pedestrian crossing, they are more likely to cross at a direct, but unsafe, point. Therefore, distances of more than 200 metres between pedestrian crossings should be avoided and regularly spaced crossings should be delivered to improve opportunities for pedestrians to cross roads safely.

It is important that pedestrian crossings are constructed, marked and signed correctly, as crashes can occur if there is confusion about priority between vehicles and pedestrians.

### What do they look like?

Pedestrian raised crossing



Pedestrian refuge island



Zebra crossing



*Images source: NACTO Global Street Design Guide*

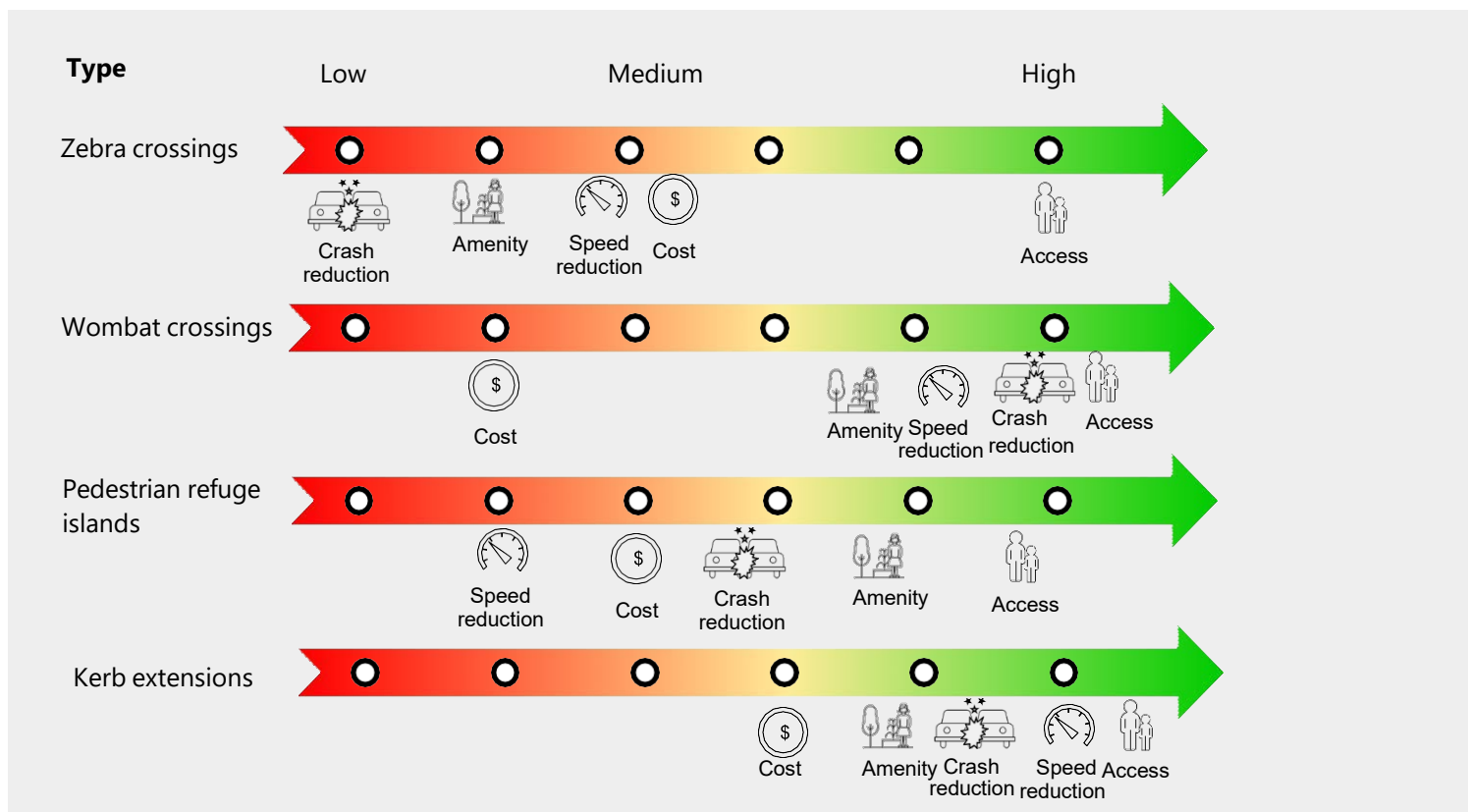
Pedestrian raised crossings, refuge islands and kerb extensions are crossings where the priority is assigned to vehicle to maintain traffic flow. Wombat and zebra crossings are other types of pedestrian crossings that, by law, require vehicles to give way to pedestrians.

Pedestrian treatments can be further enhanced through the addition of signage, lighting, physical barriers or a combination of multiple treatments.



## What impact do they have?

Pedestrian treatments are typically a low to medium cost option that have a high positive impact on amenity. They provide particularly positive benefits in terms of accessibility for a variety of road users.



## What design features need to be considered?

The placement and design of pedestrian treatments consider demand and the type of people who will be using the treatments, including their likely age and mobility.

A combination of pedestrian treatments, such as zebra crossings with pedestrian refuges or wombat crossings with kerb extensions, can reduce vehicle speed and crash risk, as well as the likely severity of any collisions, especially when compared with treatments applied in isolation.

## Where can I find further information?

This is just one of the treatments that will be constructed on local government-managed roads as part of the Low Cost Urban Road Safety Program, funded by the State Government.

For further information on the program, visit Main Roads website at:

<https://www.mainroads.wa.gov.au/technical-commercial/local-government-funding/road-safety-programs/>

You can also contact us on 138 138 or via: [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)

# Urban Road Safety Program

## Raised Safety Platforms

### What are raised safety platforms?

Raised safety platforms are often applied at 'simple' intersections with stop or give way controls on lower-order roads (e.g. in residential areas) that have the potential for right-angle crashes.

The platforms reduce the speed of vehicles travelling through an intersection to keep speeds below serious collision thresholds (i.e. the point at which those involved in an accident would be killed or seriously injured should a collision occur).

For pedestrians and cyclists, raised safety platforms can improve safety and perceived ease of crossing.

For vehicles with long-wheel bases, such as buses, raised safety platforms can be designed to minimise vehicle occupant discomfort while moving over the platforms while still reducing operating speeds through an intersection.

### What do they look like?

Raised safety platform



Image source: NACTO Global Street Design Guide

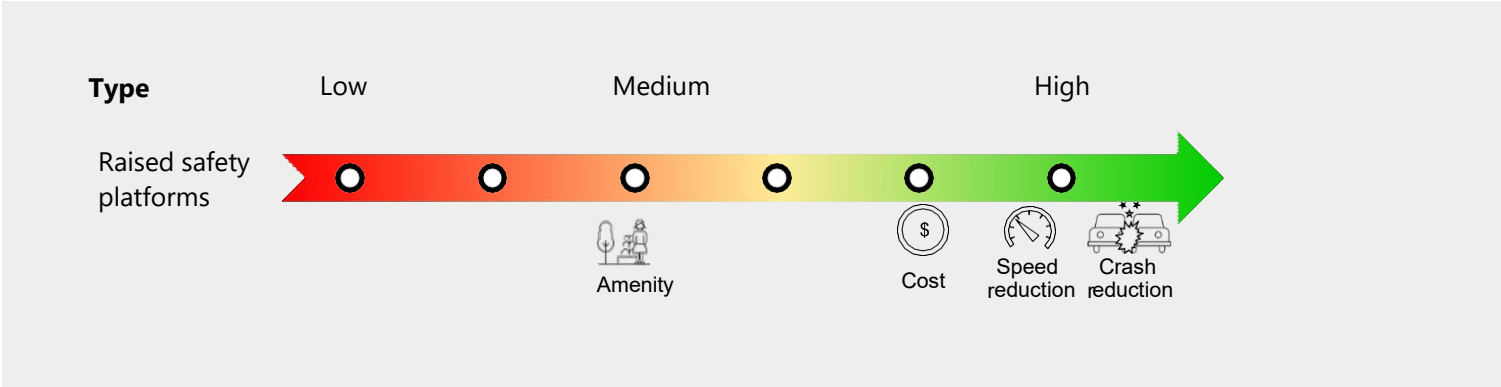
Raised safety platform with 'shark teeth'



Image source: Main Roads

### What impact do they have?

Raised safety platforms are costly but have high positive impacts on speed reduction and crash reduction, with some benefit to amenity in an area.



### What design features need to be considered?

Main Roads has a standard raised safety platform design that is well suited for a range of applications. However, less extensively engineered designs are available that can be delivered at a lower cost, in particular areas and particular circumstances, while still delivering safety benefits. These include raised safety platforms that are shorter length to sit clear of existing pedestrian crossings and/or platforms that utilise or enable the retention of existing kerbing, pram ramps and drainage.

Raised safety platforms are also more cost effective where an island is not required as part of the design and the site is not constrained by utilities (e.g. power, water or gas pipes) that need to be relocated or accommodated in the design.

### Where can I find further information?

Raised safety platforms are just one of the treatments being constructed on local government-managed roads as part of the Low Cost Urban Road Safety Program, funded by the State Government.

For further information on the program, visit Main Roads website at:  
<https://www.mainroads.wa.gov.au/technical-commercial/local-government-funding/road-safety-programs/>

You can also contact us on 138 138 or via: [enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)

## Appendix 3: Project Definition, Completion Report, Progress Payment and Completion Certificates - Templates

### ATTACHMENT 1: LOW COST - URBAN ROADS SAFETY PROGRAM - PROJECT DEFINITION FORM



#### LOW COST - URSP

1. Program Year			
2. Local Government			
3. Area-wide / Whole-of-street Treatment Area			
4. Project Name			
5. Project Description			
6. Project Location (map)			
7. Project Scope			
8. Purpose / Objective			
9. Project Deliverables			
10. Proposed Start Date		11. Proposed Completion Date	
12. Project Justification			
13. Project Estimated Cost			

Additional Comments:

Contact Details

Name	
Position	
Contact Information	
Date of Submission	

PLEASE FORWARD FORM TO PRINCIPAL ADVISOR URSP

**ATTACHMENT 2: LOW COST URBAN ROAD SAFETY PROGRAM - COMPLETION REPORT**

	<b>Low Cost URSP COMPLETION REPORT</b>	<b>Ref:</b>  (internal Use Only)
<b>Organisation (Name and Address)</b>		
Project Name and Location		
Project Reference Number (e.g. 211xxxxx)		
Description of the Works		
Record of Photographs - Before and After Construction		
Site Commencement Date		
Practical Completion Date		
Final Completion Date		
Total Estimated Cost (TEC) Approved Allocation		
Description and Value of Approved Variations		
Final Cost (Actual Cost)		
Treatments (As Applicable)		
Road diet		
Gateway		
Raised safety platforms		
Pedestrian treatments		
Compact and mini roundabouts		
Mid-block treatments		
Other measures		
Signage		
Line marking		
Guide posts		
Completed by (Position and Name)		
<b><u>Local Government</u></b> I certify that the project has been completed and that the final cost of \$_____ has been incurred to complete the works. Council accepts responsibility for environment consequences, implementing land resumptions and any claims arising from the execution of the works. I certify that this project addressed safety considerations identified.  Signature _____ Date _____  Name _____ (Chief Executive Officer)		



## PROGRESS PAYMENT CERTIFICATE – LOW COST URSP

<b>A separate certificate must be used for each claim on each project (A Progress Payment Certificate is not required for the final claim)</b>	
[Please indicate ✓]	
<input type="checkbox"/> Low Cost Urban Road Safety Project	Claim No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Project Details	
Local Government:	Financial Year:
Road Name:	Proposal / Job No.:
Work Description:	Section (Slks): to

Approved Project Allocations	
Total Project Allocation	State Contribution (FULL)
\$	\$

Mandatory Information	
Project's estimated or actual commencement date	/ /
Project's estimated or actual completion date	/ /

Claim Details for State Contribution		
Previous Claim/s	Current Claim	Total Funds Claimed
\$	\$	\$

Notes:

- (1) Claim can only be made for incurred expenditure for construction and design by Local Government

I certify that the information provided within this Progress Certificate is correct and supported by Local Government records.	
Signature <b>Chief Executive Officer</b>	Name
	Date



# CERTIFICATE of COMPLETION LOW COST URSP

A separate certificate must be used for each URSP Road Project

Low Cost Urban Road Safety Project (URSP)

Project Details	
Local Government:	Financial Year:
Road Name:	Proposal / Job No.:
Description of Completed Works:	Section (Slks): to

Approved Project Allocations		Final Project Cost	
Total Project Allocation	State Contribution (Full)	Final Total Project Cost	State Contribution (Full)
\$	\$	\$	\$

Claimed State Contributions	
Claim No. 1	Claim No. 2
\$	\$
Claim No. 4	Claim No. 5
\$	\$
Total Funds Claimed	
\$	

- Actual State Contribution cannot exceed the Approved State Contribution.
- Additional Information (if applicable).....
- .....

I certify that the works have been completed by the Council and that the total funds claimed for the project have been fully expended on this project.		I declare that the details provided within this Certificate of Completion are correct and acknowledge that Main Roads Western Australia can access the Council's financial records to verify this claim.	
Signature	Name	Signature	Name
Works Supervisor/Engineer	Date	Chief Executive Officer	Date





*We're working for  
Western Australia.*



# Low Cost Urban Road Safety Program

Town of Bassendean Meeting – February 2023

Implementation of **low cost** road safety treatments on an **area-wide** or; **whole-of-street** basis, targeting high casualty and/or **high-risk areas**.

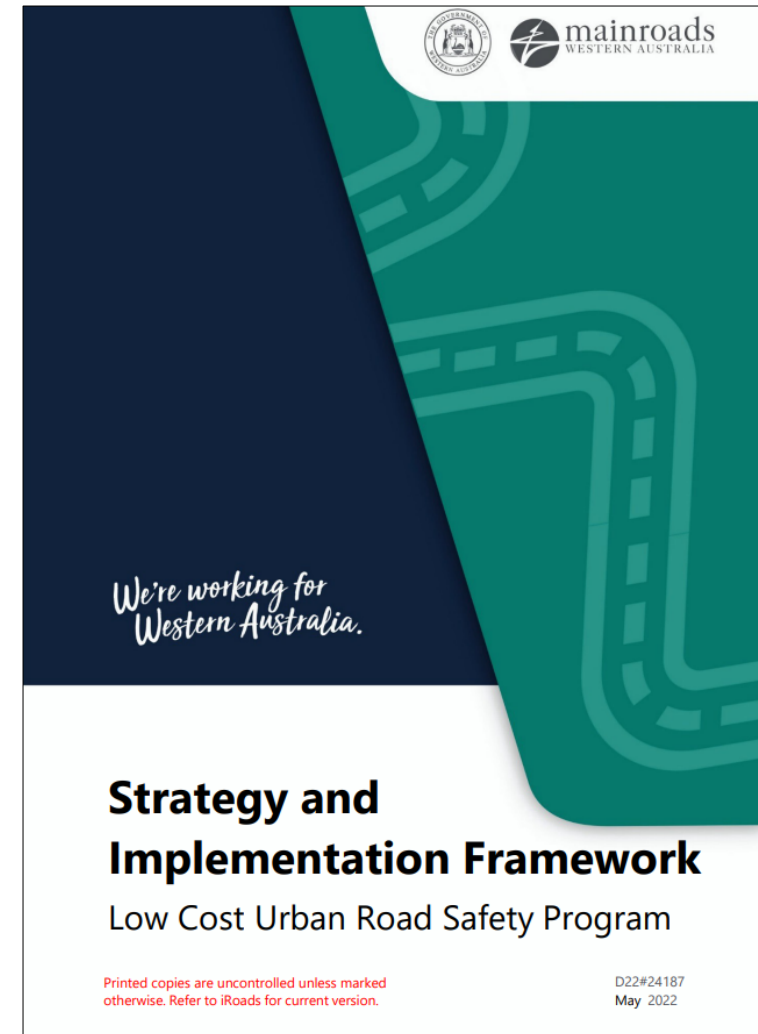
*Low cost; area-wide* or *whole-of-street; high-risk areas*.

*The Strategy and Implementation Framework* document provides:

- overview of the Low Cost Urban Road Safety Program
- structure and objectives
- types of road treatments

For more information, please head to the hyperlink below:

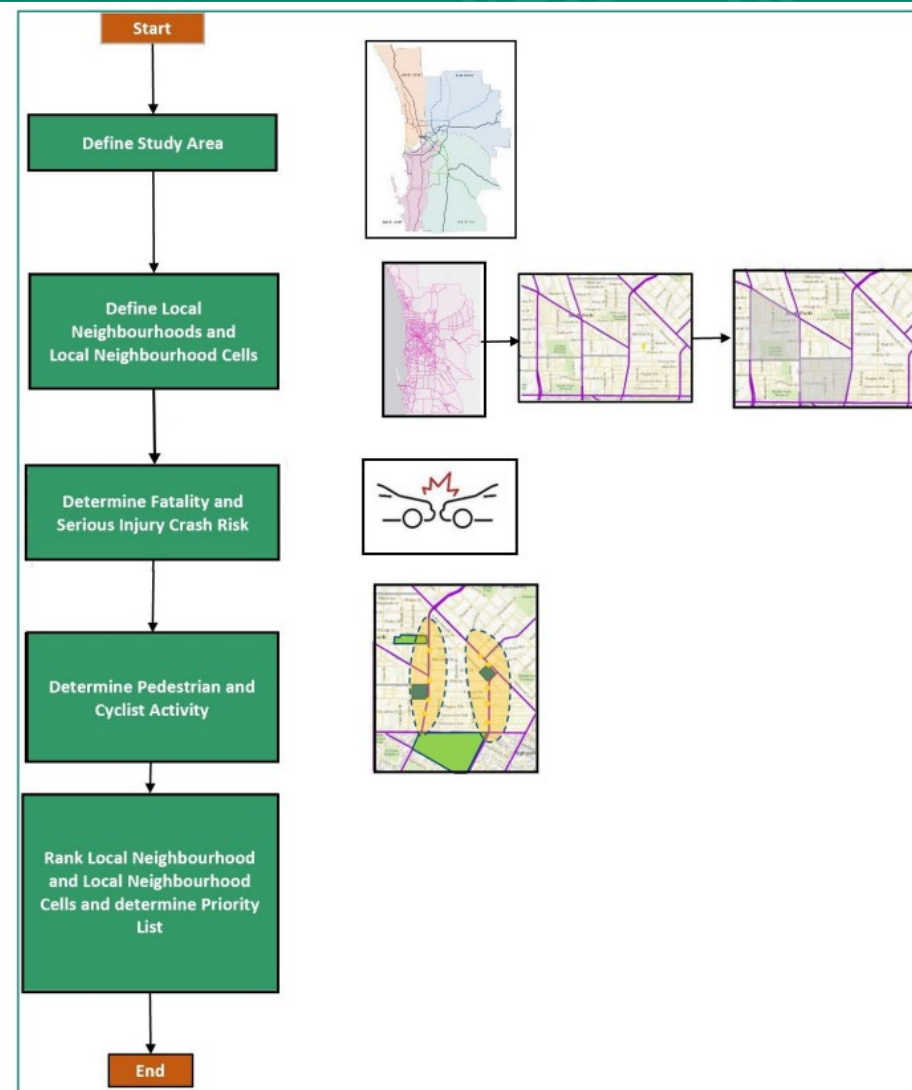
[low-cost-urban-road-safety-program-strategy-and-implementation-framework.pdf \(mainroads.wa.gov.au\)](https://www.mainroads.wa.gov.au/low-cost-urban-road-safety-program-strategy-and-implementation-framework.pdf)



## Local Neighbourhood (LN) Area Selection Process

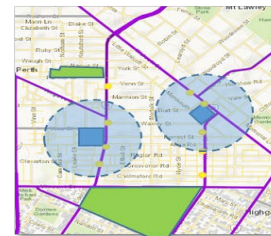
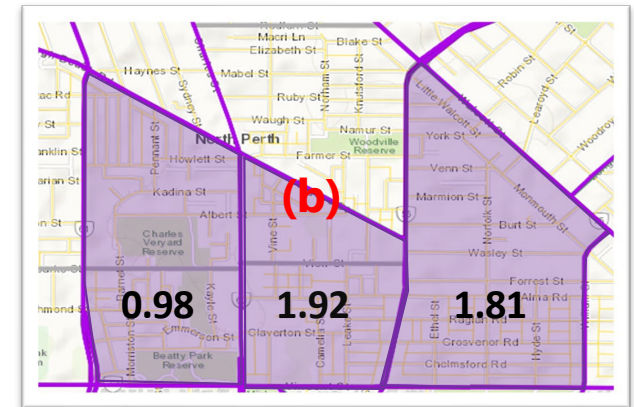
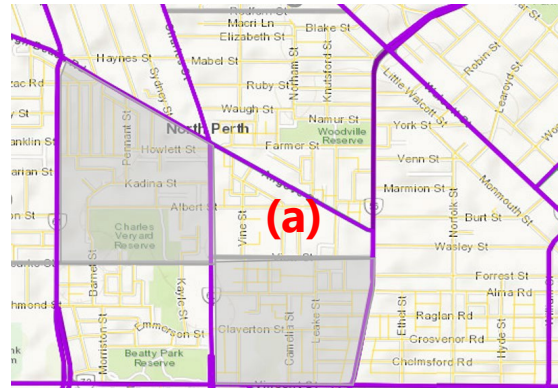
The figure, given in the framework document, outlines the process used in selecting specific Local Neighbourhood areas for road treatments.

Detailed LN selection process images on next slide.



# Urban Road Safety Program

- Neighbourhood Cells (a)
- Casualty Crash Bias (b)
- Activity Attribute (c)



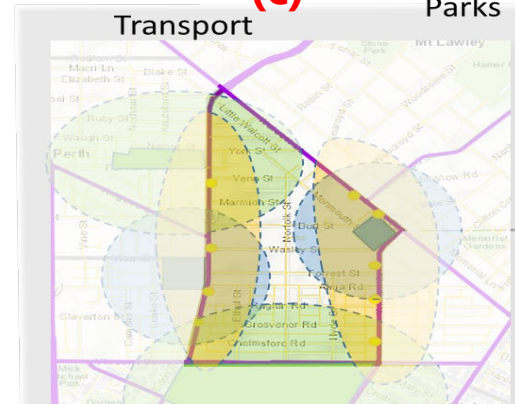
Schools



Public Transport (c)



Parks

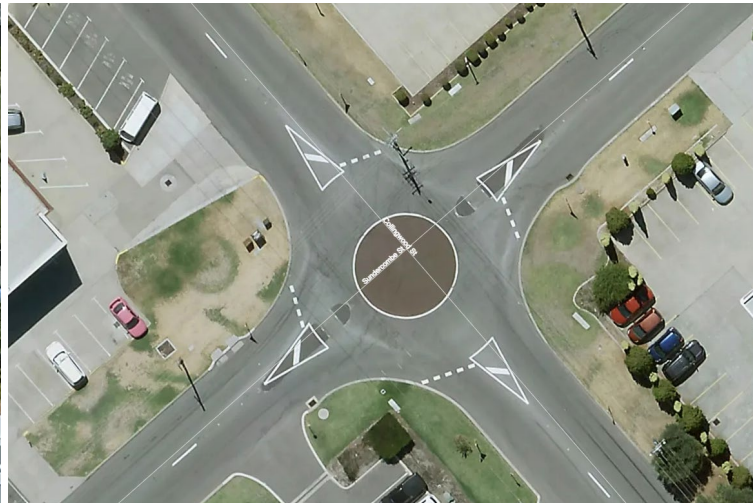




North Perth  
**Mini roundabout**



Osborne Park  
**Compact roundabout**



Joondana  
**Raised safety platform**



## **Nominated Neighbourhoods Year 3 (FY 2022-23)**

1. Jubilee Reserve
2. Broadway Arboretum
3. Tonkin Business Park
4. Ashfield Flats
5. Success Hill Reserve

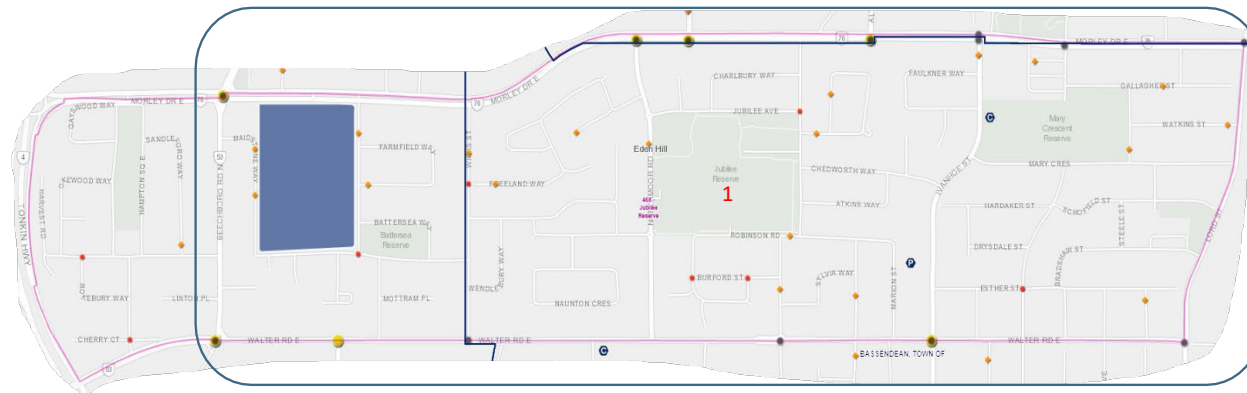
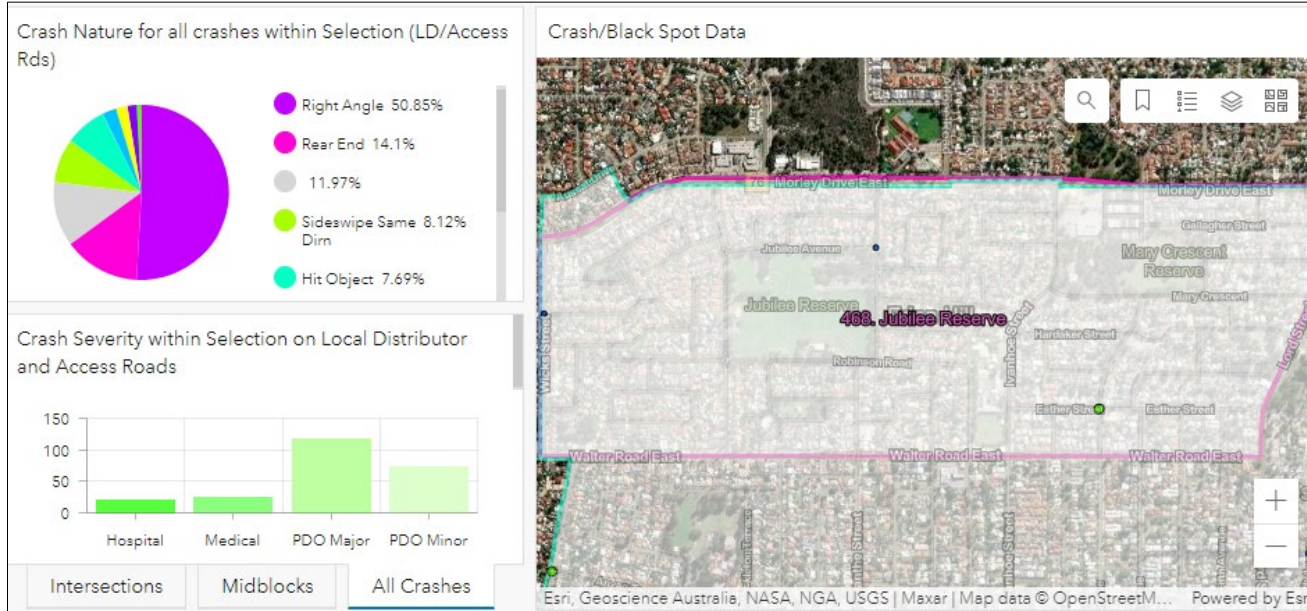


# Jubilee Reserve

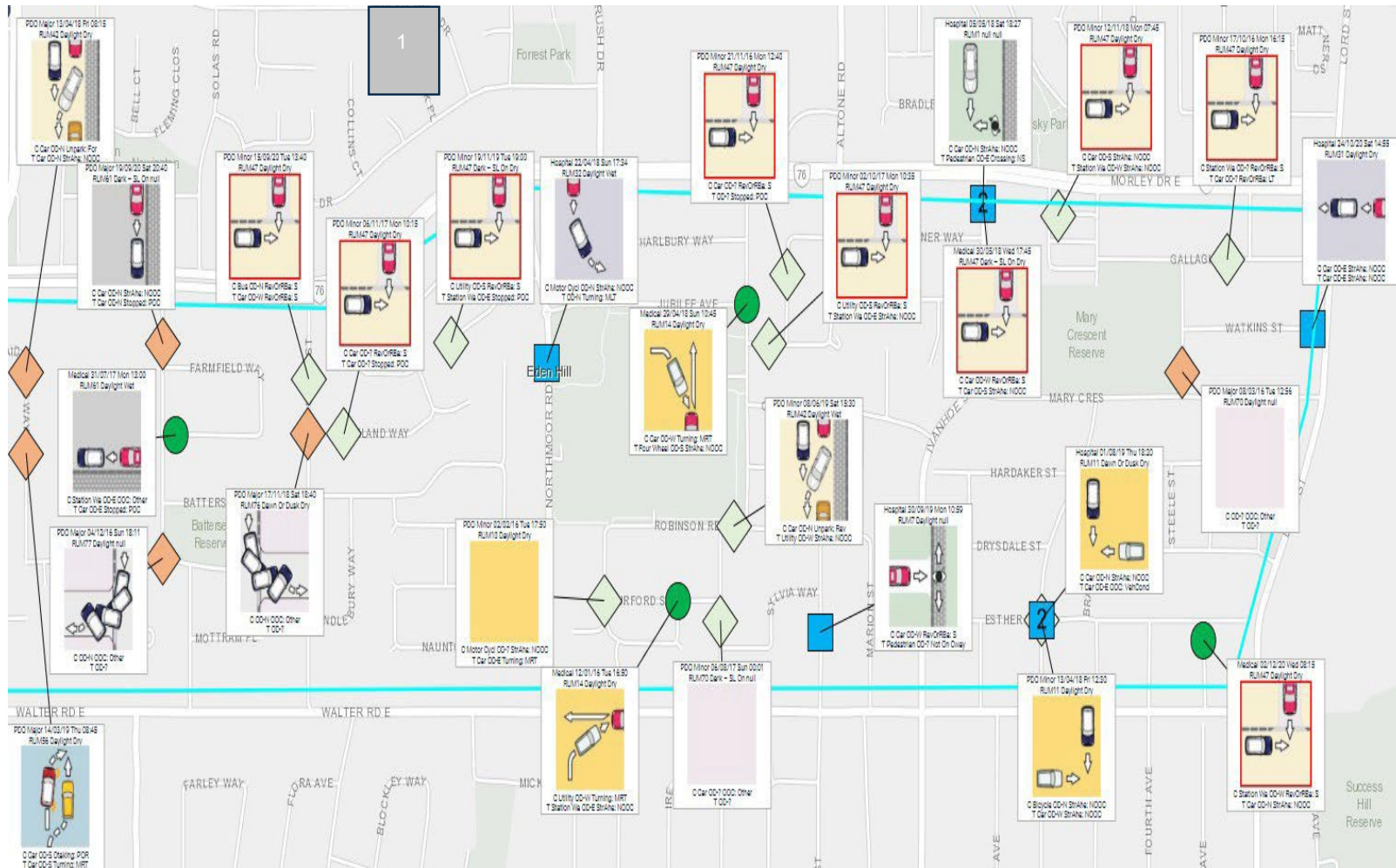
<b>LGA</b>	City of Bayswater, Town of Bassendean
<b>Neighbourhood Number</b>	468
<b>Neighbourhood Nickname</b>	Jubilee Reserve
<b>Overall Rank</b>	49
<b>Quadrant Rank</b>	7
<b>LGA Rank</b>	1*
<b>Crash Bias (CB)</b>	2.35
<b>Activity Attribute (AA)</b>	3.19
<b>Combined Score (CB*AA)</b>	7.47
<b>Main Treatment Area</b>	
<b>Potential Treatment Sites (#)</b>	12
<b>Estimated Primary Treatment Cost</b>	\$ 209,000
<b>Estimated Secondary Treatment Cost</b>	\$ 0













































# Crash History



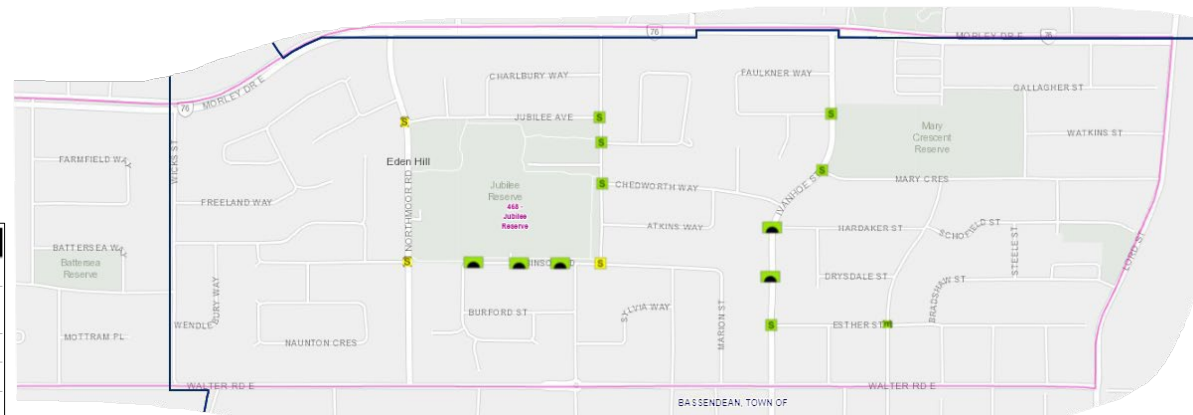
# Collision Diagrams



# Recommended Treatments

Treatment		Existing	Primary - URSP	Secondary - URSP
Chicane				
Slow Point				
Roundabout	Mini			
	Compact			
	Mid-Sized			
	Standard			
Road Safety Platform	Short			
	Long			
Gateway				
Midblock Platform or Cushions				
Pedestrian Crossing				
Wombat Crossing				
Road Closure / Movement Ban				
Other				

Treatment Type	Primary		Secondary	
	No.	Cost \$	No.	Cost \$
Mid-sized Roundabout	0	\$	0	\$
Mini Roundabout	1	\$22,000	0	\$
Compact Roundabout	0	\$	0	\$
Standard Roundabout	0	\$	0	\$
Long Road Safety Platform	0	\$	0	\$
Standard Road Safety Platform	6	\$132,000	0	\$
Chicane	0	\$	0	\$
Slow Point	0	\$	0	\$
Gateway	0	\$	0	\$
Wombat	0	\$	0	\$
Pedestrian Crossing	0	\$	0	\$
Road Closure / Movement Ban	0	\$	0	\$
Hump or Cushion	5	\$55,000	0	\$
Other	0	\$	0	\$
Shark Tooth Upgrade	0	\$	0	\$
<b>TOTAL</b>	\$209,000			
<b>Grand TOTAL</b>	\$209,000			





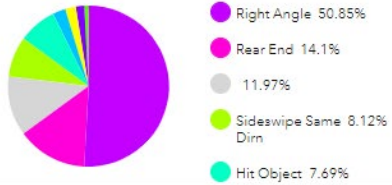
# Broadway Arboretum

<b>LGA</b>	Town of Bassendean, City of Bayswater
<b>Neighbourhood Number</b>	432
<b>Neighbourhood Nickname</b>	Broadway Arboretum
<b>Overall Rank</b>	79
<b>Quadrant Rank</b>	11
<b>LGA Rank</b>	5*
<b>Crash Bias (CB)</b>	1.27
<b>Activity Attribute (AA)</b>	4.75
<b>Combined Score (CB*AA)</b>	6.06
<b>Main Treatment Area</b>	Anzac Terrace
<b>Potential Treatment Sites (#)</b>	19
<b>Estimated Primary Treatment Cost</b>	\$451,000
<b>Estimated Secondary Treatment Cost</b>	

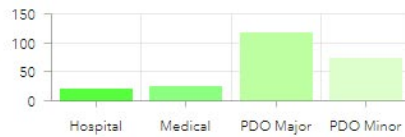


# Crash History

Crash Nature for all crashes within Selection (LD/Access Rds)

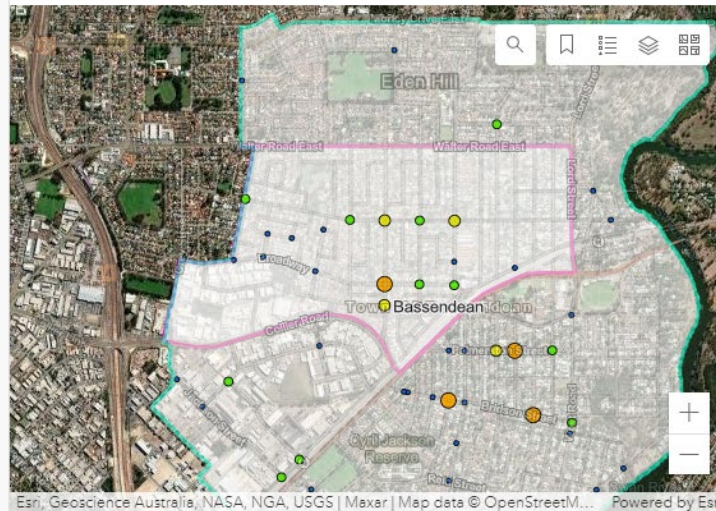


Crash Severity within Selection on Local Distributor and Access Roads

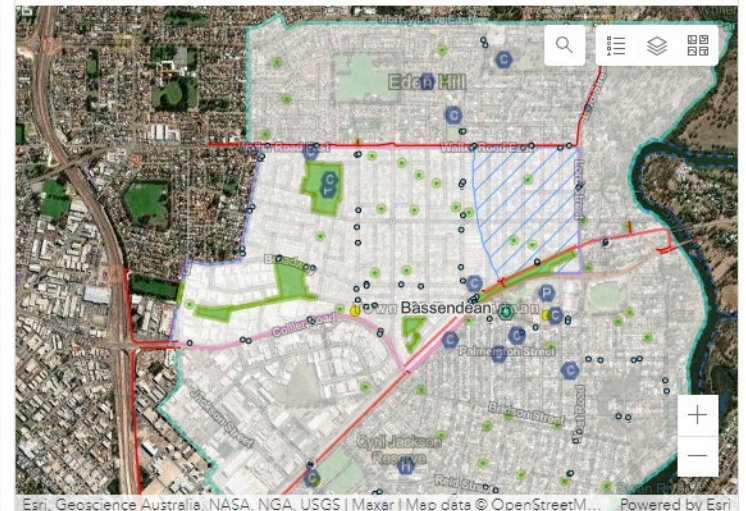


Intersections Midblocks All Crashes

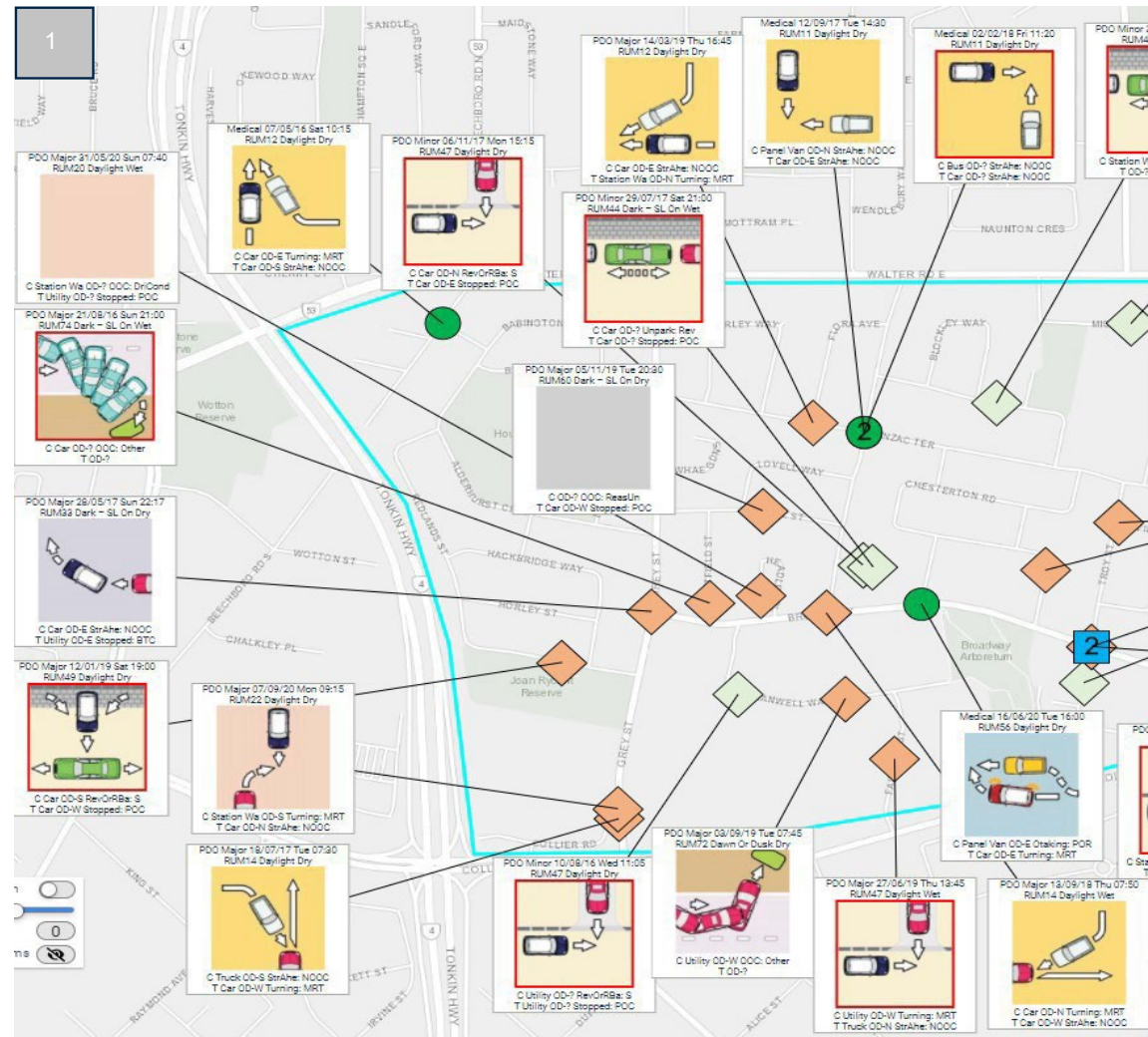
Crash/Black Spot Data



Activity

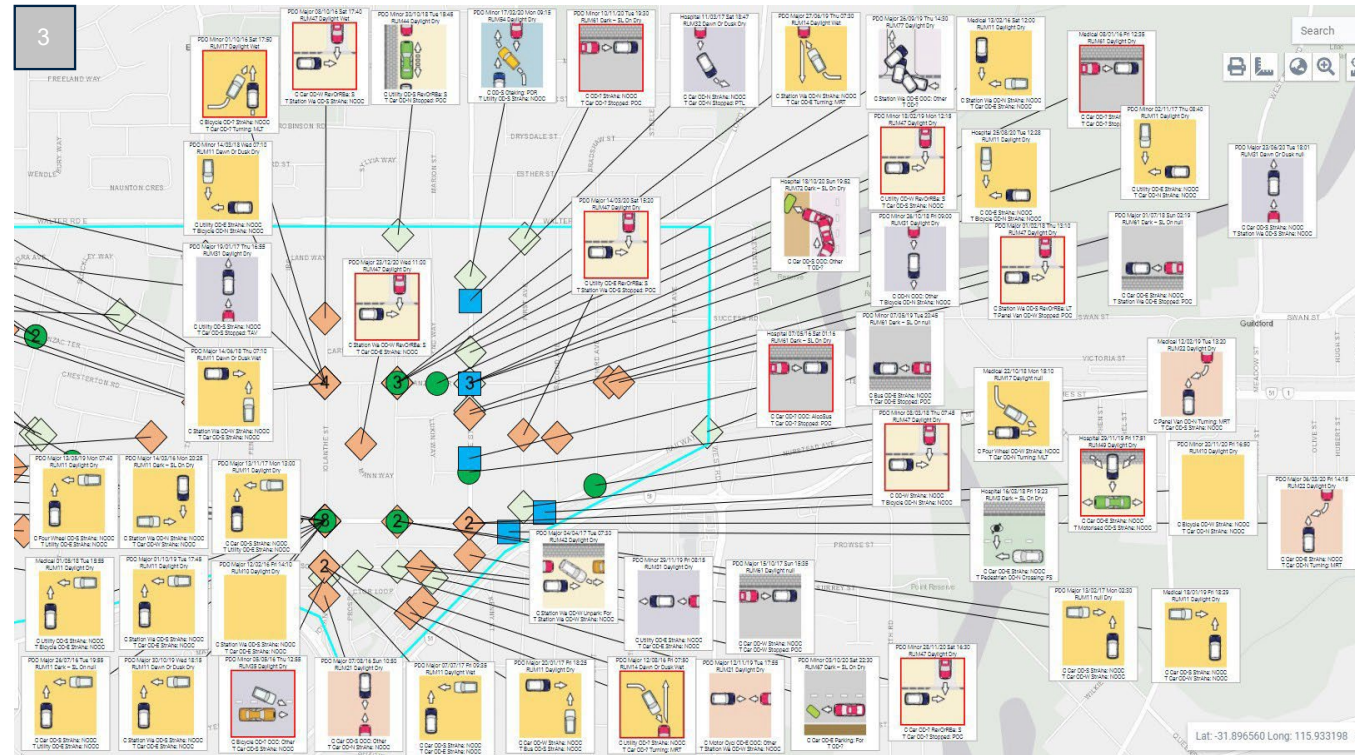
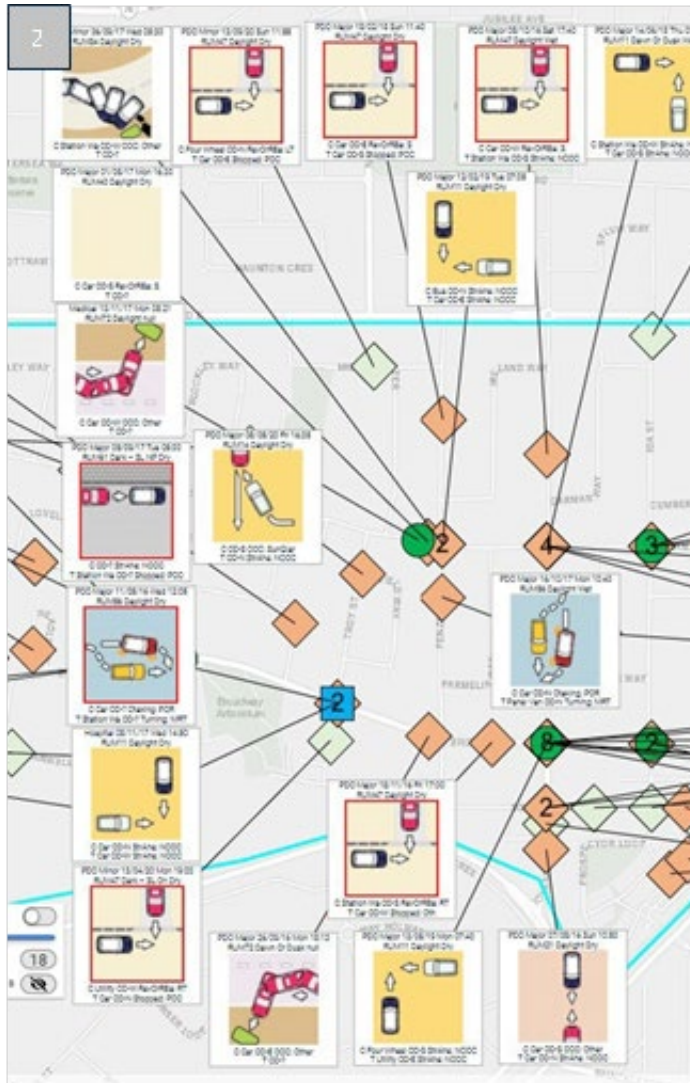


# Collision Diagrams















































# Collision Diagrams

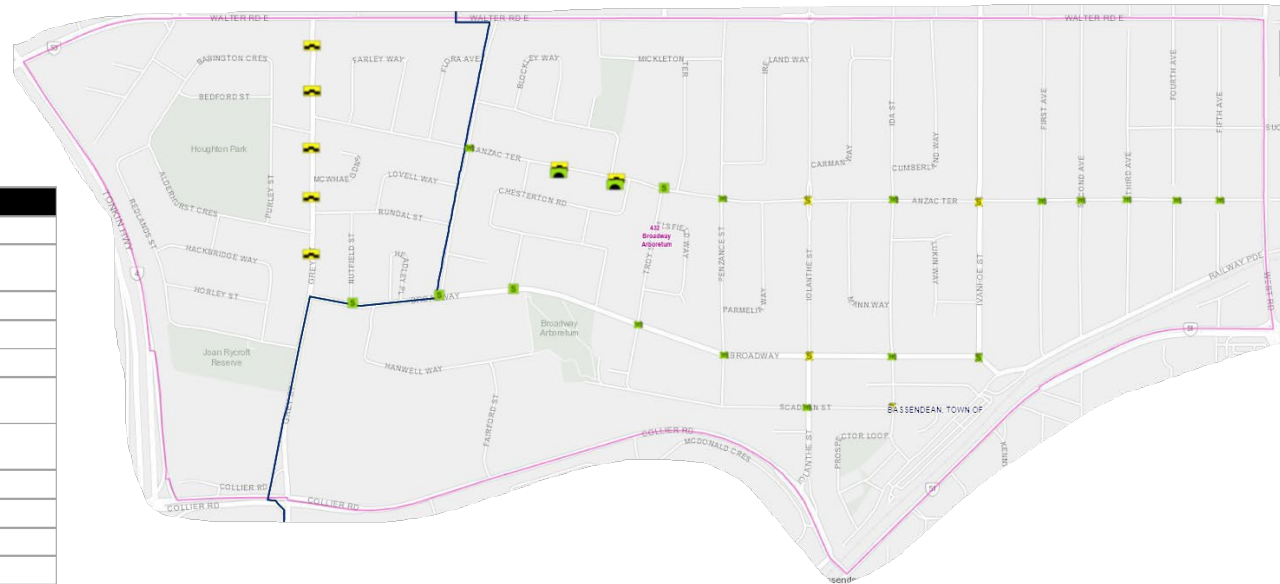




# Recommended Treatments

Treatment		Existing	Primary - URSP	Secondary - URSP
Chicane				
Slow Point				
Roundabout	Mini			
	Compact			
	Mid-Sized			
	Standard			
Road Safety Platform	Short			
	Long			
Gateway				
Midblock Platform or Cushions				
Pedestrian Crossing				
Wombat Crossing				
Road Closure / Movement Ban				
Other				

Treatment Type	Primary		Secondary	
	No.	Cost \$	No.	Cost \$
Mid-sized Roundabout	0	\$-	0	\$-
Mini Roundabout	12	\$264,000	0	\$-
Compact Roundabout	0	\$-	0	\$-
Standard Roundabout	1	\$77,000	0	\$-
Long Road Safety Platform	0	\$-	0	\$-
Standard Road Safety Platform	4	\$88,000	0	\$-
Chicane	0	\$-	0	\$-
Slow Point	0	\$-	0	\$-
Gateway	0	\$-	0	\$-
Wombat	0	\$-	0	\$-
Pedestrian Crossing	0	\$-	0	\$-
Road Closure / Movement Ban	0	\$-	0	\$-
Hump or Cushion	2	\$22,000	0	\$-
Other	0	\$-	0	\$-
Shark Tooth Upgrade	0	\$-	0	\$-
<b>TOTAL</b>		\$451,000		
<b>Grand TOTAL</b>		\$451,000		

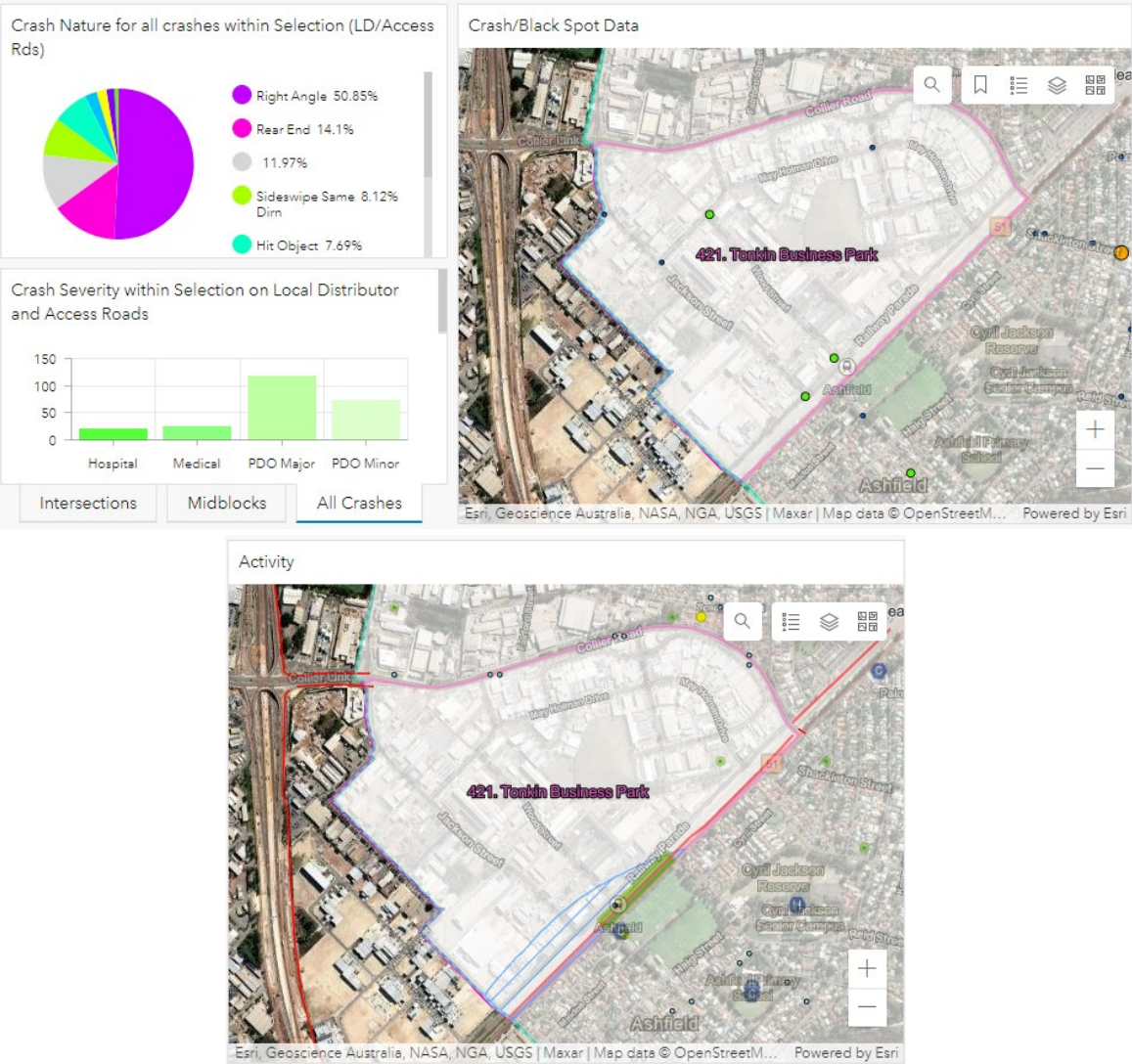




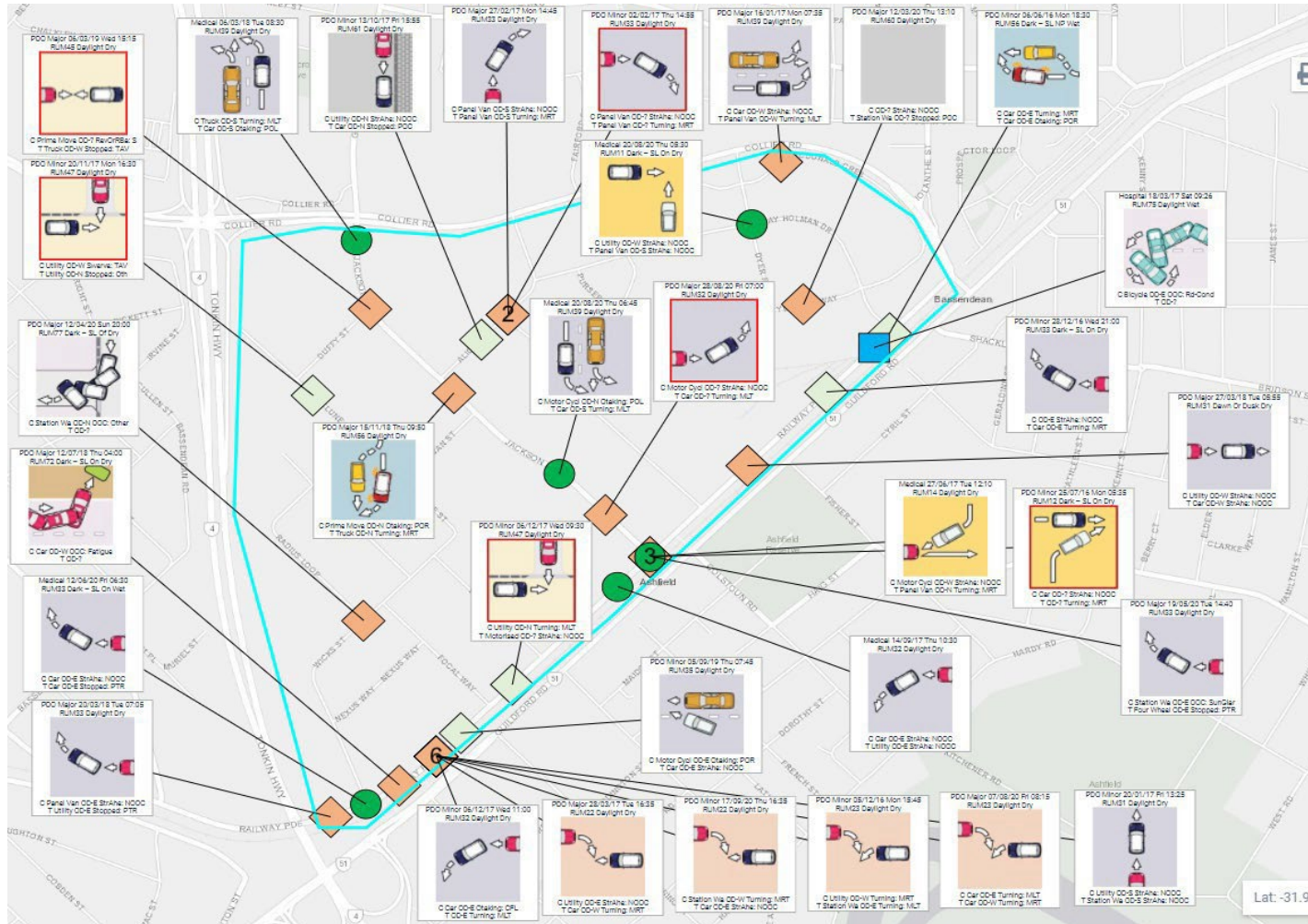
# Tonkin Business Park

<b>LGA</b>	Town of Bassendean, City of Bayswater
<b>Neighbourhood Number</b>	421
<b>Neighbourhood Nickname</b>	Tonkin Business Park
<b>Overall Rank</b>	85
<b>Quadrant Rank</b>	14
<b>LGA Rank</b>	3*
<b>Crash Bias (CB)</b>	2.01
<b>Activity Attribute (AA)</b>	2.88
<b>Combined Score (CB*AA)</b>	5.80
<b>Main Treatment Area</b>	Jackson Street and Railway Parade
<b>Potential Treatment Sites (#)</b>	8
<b>Estimated Primary Treatment Cost</b>	\$374,000
<b>Estimated Secondary Treatment Cost</b>	

# Crash History







































# Collision Diagrams





# Recommended Treatments

Treatment	Existing	Primary - URSP	Secondary - URSP
Chicane			
Slow Point			
Roundabout	Mini		
	Compact		
	Mid-Sized		
	Standard		
Road Safety Platform	Short		
	Long		
Gateway			
Midblock Platform or Cushions			
Pedestrian Crossing			
Wombat Crossing			
Road Closure / Movement Ban			
Other			

Treatment Type	Primary		Secondary	
	No.	Cost \$	No.	Cost \$
Mid-sized Roundabout	0	\$-	0	\$-
Mini Roundabout	0	\$-	0	\$-
Compact Roundabout	1	\$66,000	0	\$-
Standard Roundabout	0	\$-	0	\$-
Long Road Safety Platform	7	\$308,000	0	\$-
Standard Road Safety Platform	0	\$-	0	\$-
Chicane	0	\$-	0	\$-
Slow Point	0	\$-	0	\$-
Gateway	0	\$-	0	\$-
Wombat	0	\$-	0	\$-
Pedestrian Crossing	0	\$-	0	\$-
Road Closure / Movement Ban	0	\$-	0	\$-
Hump or Cushion	0	\$-	0	\$-
Other	0	\$-	0	\$-
Shark Tooth Upgrade	0	\$-	0	\$-
<b>TOTAL</b>		\$374,000		
<b>Grand TOTAL</b>		\$374,000		





# Ashfield Flats

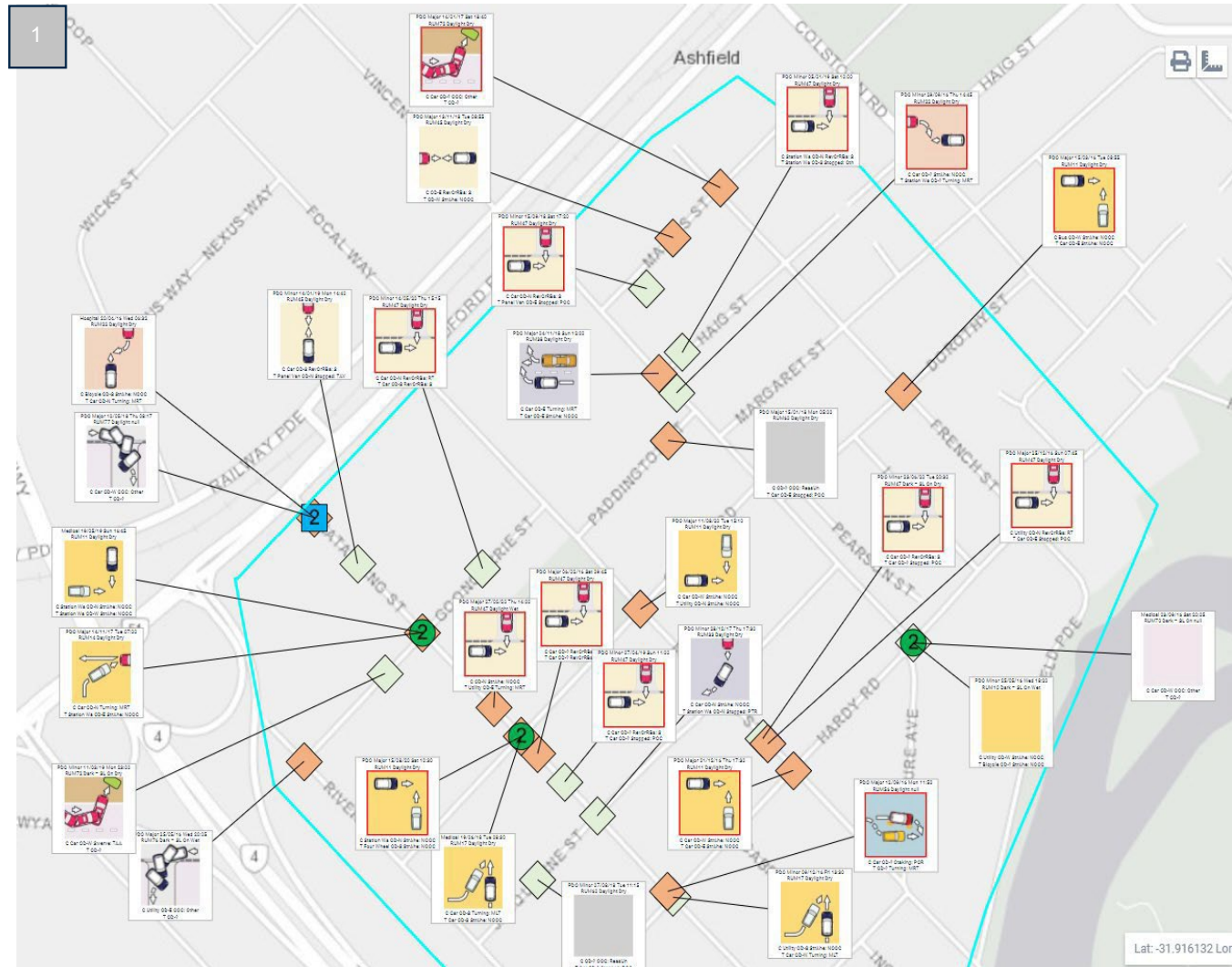
<b>LGA</b>	City of Bayswater, Town of Bassendean
<b>Neighbourhood Number</b>	412
<b>Neighbourhood Nickname</b>	Ashfield Flats
<b>Overall Rank</b>	119
<b>Quadrant Rank</b>	20
<b>LGA Rank</b>	4*
<b>Crash Bias (CB)</b>	1.10
<b>Activity Attribute (AA)</b>	4.07
<b>Combined Score (CB*AA)</b>	4.49
<b>Main Treatment Area</b>	Katanning Street
<b>Potential Treatment Sites (#)</b>	17
<b>Estimated Primary Treatment Cost</b>	\$451,000
<b>Estimated Secondary Treatment Cost</b>	



# Crash History

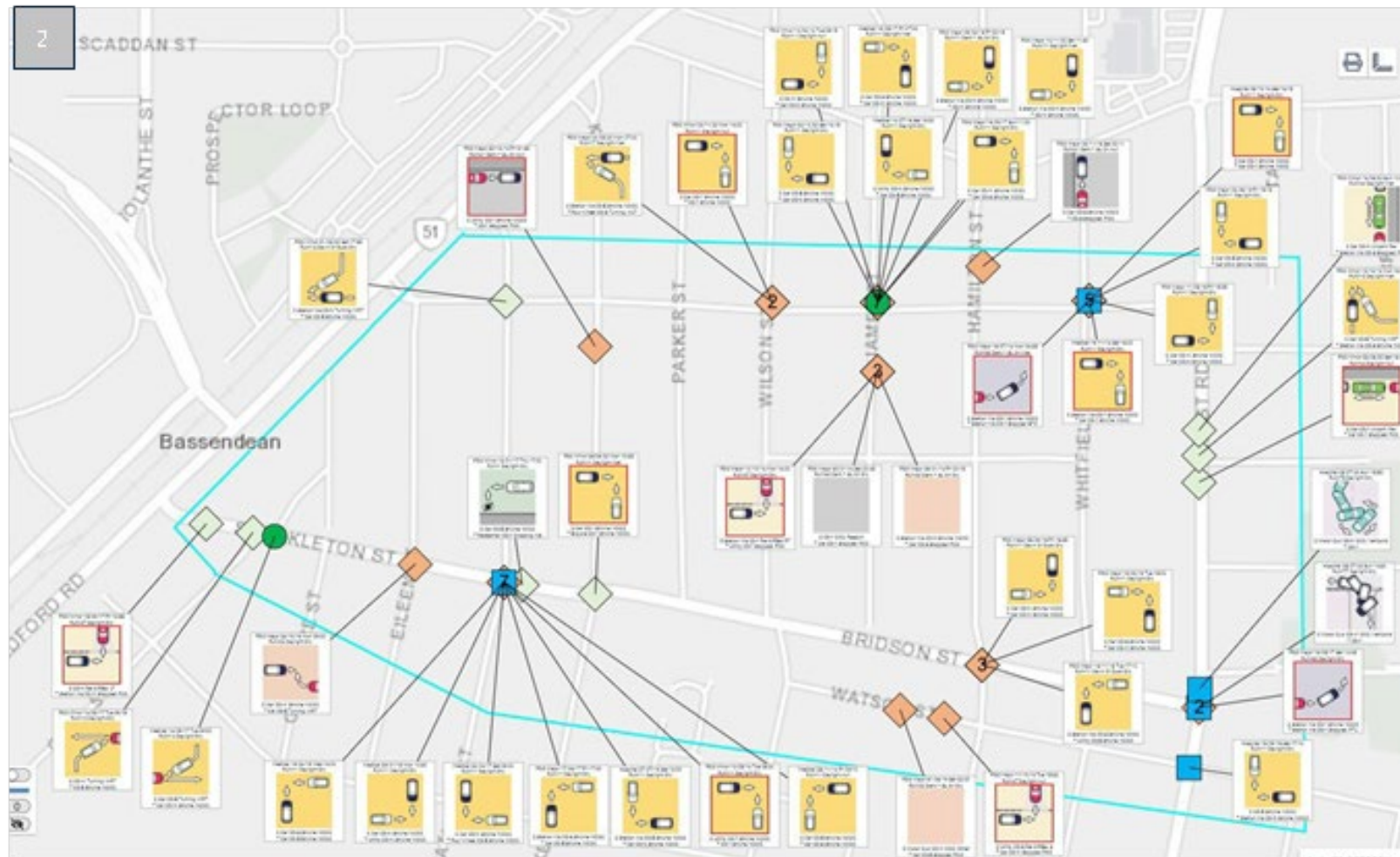


# Collision Diagrams

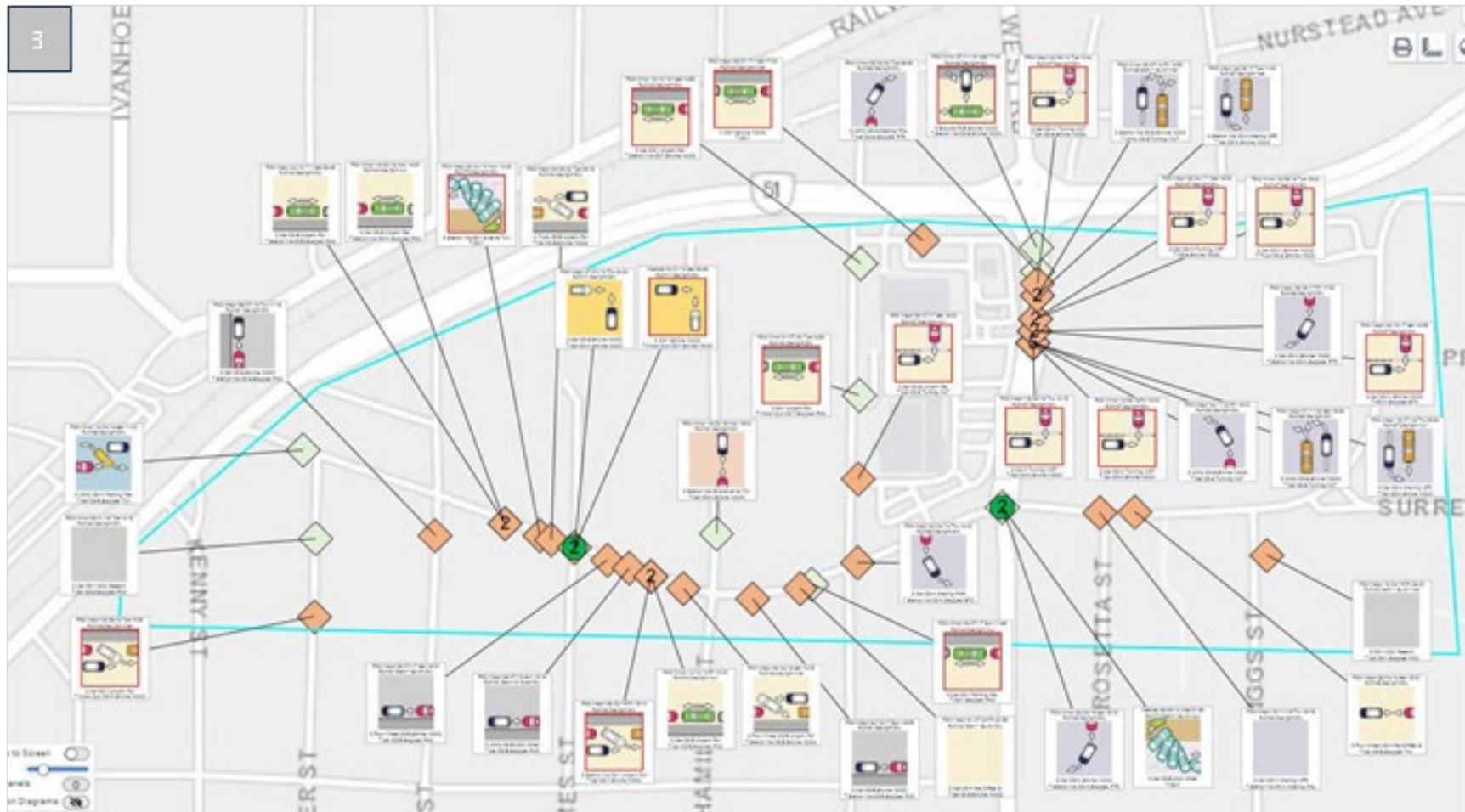














































# Collison Diagrams



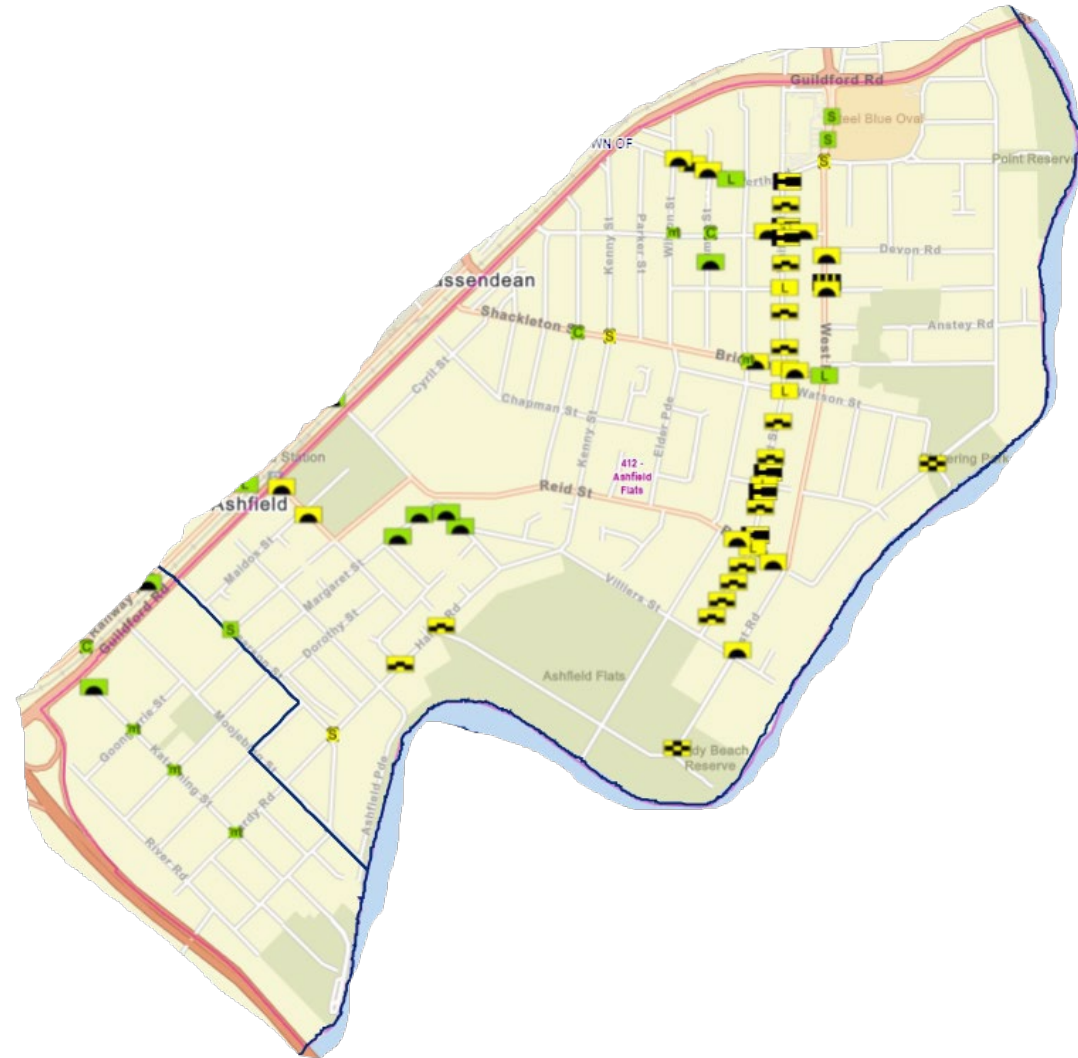
# Collision Diagrams



# Recommended Treatments

Treatment		Existing	Primary - URSP	Secondary - URSP
Chicane				
Slow Point				
Roundabout	Mini			
	Compact			
	Mid-Sized			
	Standard			
Road Safety Platform	Short			
	Long			
Gateway				
Midblock Platform or Cushions				
Pedestrian Crossing				
Wombat Crossing				
Road Closure / Movement Ban				
Other				

Treatment Type	Primary		Secondary	
	No.	Cost \$	No.	Cost \$
Mid-sized Roundabout	0	\$-	0	\$-
Mini Roundabout	5	\$110,000	0	\$-
Compact Roundabout	2	\$132,000	0	\$-
Standard Roundabout	0	\$-	0	\$-
Long Road Safety Platform	2	\$88,000	0	\$-
Standard Road Safety Platform	3	\$66,000	0	\$-
Chicane	0	\$-	0	\$-
Slow Point	0	\$-	0	\$-
Gateway	0	\$-	0	\$-
Wombat	0	\$-	0	\$-
Pedestrian Crossing	0	\$-	0	\$-
Road Closure / Movement Ban	0	\$-	0	\$-
Hump or Cushion	5	\$55,000	0	\$-
Other	0	\$-	0	\$-
Shark Tooth Upgrade	0	\$-	0	\$-
<b>TOTAL</b>	\$451,000			
<b>Grand TOTAL</b>	\$451,000			





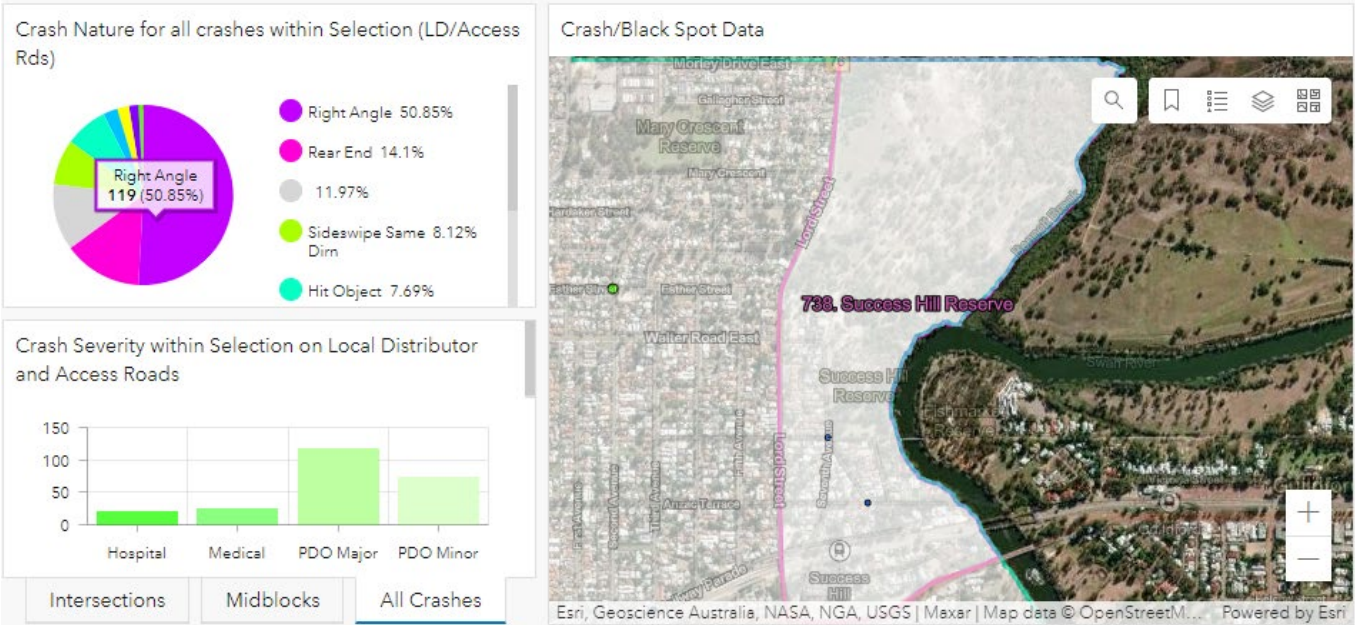
**mainroads**  
WESTERN AUSTRALIA

## Success Hill Reserve

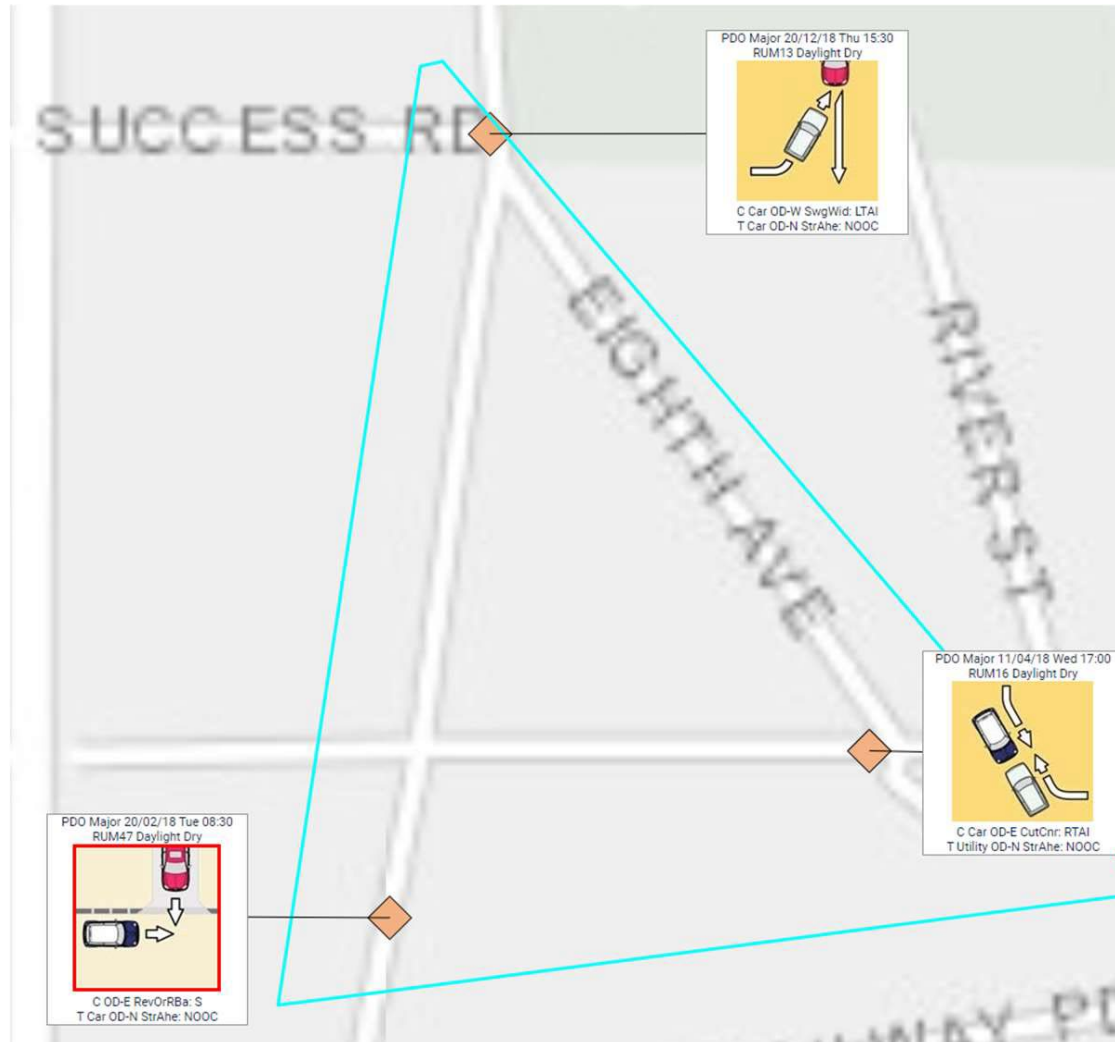
<b>LGA</b>	Town of Bassendean
<b>Neighbourhood Number</b>	738
<b>Neighbourhood Nickname</b>	Success Hill Reserve
<b>Overall Rank</b>	69
<b>Quadrant Rank</b>	13
<b>LGA Rank</b>	4
<b>Crash Bias (CB)</b>	2.30
<b>Activity Attribute (AA)</b>	3.44
<b>Combined Score (CB*AA)</b>	7.92
<b>Main Treatment Area</b>	Seventh Avenue
<b>Potential Treatment Sites (#)</b>	17
<b>Estimated Primary Treatment Cost</b>	\$55,000
<b>Estimated Secondary Treatment Cost</b>	













































# Crash History



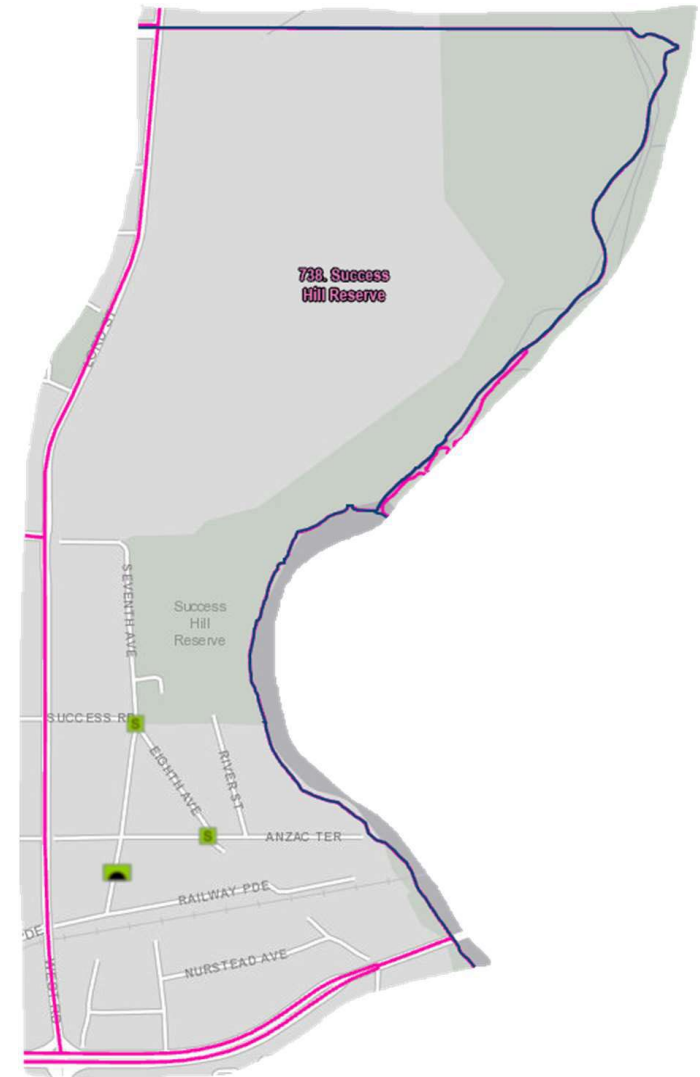
# Collision Diagrams



# Recommended Treatments

Treatment		Existing	Primary - URSP	Secondary - URSP
Chicane				
Slow Point				
Roundabout	Mini			
	Compact			
	Mid-Sized			
	Standard			
Road Safety Platform	Short			
	Long			
Gateway				
Midblock Platform or Cushions				
Pedestrian Crossing				
Wombat Crossing				
Road Closure / Movement Ban				
Other				

Treatment Type	Primary		Secondary	
	No.	Cost \$	No.	Cost \$
Mid-sized Roundabout	0	\$-	0	\$-
Mini Roundabout	0	\$-	0	\$-
Compact Roundabout	2	\$-	0	\$-
Standard Roundabout	0	\$-	0	\$-
Long Road Safety Platform	0	\$-	0	\$-
Standard Road Safety Platform	2	\$66,000	0	\$-
Chicane	0	\$-	0	\$-
Slow Point	0	\$-	0	\$-
Gateway	0	\$-	0	\$-
Wombat	0	\$-	0	\$-
Pedestrian Crossing	0	\$-	0	\$-
Road Closure / Movement Ban	0	\$-	0	\$-
Hump or Cushion	1	\$11,000	0	\$-
Other	0	\$-	0	\$-
Shark Tooth Upgrade	0	\$-	0	\$-
<b>TOTAL</b>	\$55,000			
<b>Grand TOTAL</b>	\$55,000			



## Advocacy Policy

### Objectives

The objective of the policy is to establish a set of guidelines and accountabilities to develop an integrated, efficient and transparent approach to the identification of advocacy priorities in pursuit of the strategic objectives for the Town of Bassendean.

### Scope

This Policy applies to all Council Members and Officers of the Town of Bassendean.

### Policy statement

Legislative basis:

1. Section 1.3 (3) of the Local Government Act 1995 provides that:

*“In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity”.*

2. The responsibility conferred by this section is considered to include the Council advocating for those services, programs and facilities whose absence or ineffectiveness is impeding the environmental protection, social advancement or economic prosperity of the community.

Advocacy in Local Government Context:

3. Local governments play an important role in advocating for their communities on issues. This includes issues that are often outside of the scope or capacity of normal local government operations and activities. Whilst the subject matter of an Advocacy Project may fit into this “non-core business” category, it remains the fact that the actual act of advocacy is itself a key responsibility of a local government.
4. In advocating for its community, the Town is to:
  - a. Identify critical gaps in services, programs and infrastructure.
  - b. develop meaningful and sustainable solutions which address these gaps.

- c. negotiate and influence decision makers to support, endorse and agree to implementing or funding these identified solutions.

#### Criteria for Advocacy Projects:

- 5. Advocacy Projects are projects where the Town can clearly demonstrate that the Town does not have the financial capacity, the organisational capability or the jurisdictional responsibility to provide or to administer.
- 6. Advocacy Focus Areas
  - a. Economic: Major transport infrastructure projects such as grade separation or intersection realignment of Main Roads WA classified roads, new or upgrades to railway stations, access to job creation programs, attracting major employer-based industries, provision of high-capacity data highways etc.
  - b. Social: Council will make submissions on social issues/matters, as required, in line with the strategic outcomes and objectives of its Council Plan.
  - c. Legislative: Updates or changes to state or federal policy that can assist in service improvements for the Town or the Community.

#### Advocacy Program Development

- 7. To ensure that adequate organisational resources can be applied and to optimise advocacy effectiveness the Annual Advocacy Program, should be limited and supported by key strategic documents such as the Council Plan and Long-Term Financial Plan.
- 8. As a general principle, Advocacy Projects are to be endorsed by the Council annually in line with Federal and State budget cycles. If a State or Federal election is called or in extraordinary circumstances this timeline can be reviewed.
- 9. As part of the annual council budget workshops the review and development of the annual Advocacy Priorities will be undertaken.
- 10. Following the Council Workshop, the CEO is to prepare a draft Annual Advocacy Program for endorsement by the Council at the next available council meeting reflecting the outcomes of the workshop.
- 11. The Annual Advocacy Program is to provide details of each agreed Advocacy Project including:
  - a. the identified problem and proposed solution



- b. intended courses of advocacy action over the forthcoming year
- c. the resources required; and
- d. identified lead personnel.

#### Implementing the Annual Advocacy Program:

- 12. The CEO and Mayor are to make every reasonable effort to implement the Annual Advocacy Program within the resources made available to them.
- 13. The Council is to give consideration to the Annual Advocacy Program when allocating resources in the annual budget process and ensure that travel, accommodation and other expenses are made available so as the Mayor and CEO can reasonably facilitate the effective implementation of the Annual Advocacy Program.
- 14. A written progress report on the implementation of the Annual Advocacy Program is to be provided by the CEO as deemed appropriate.
- 15. It is acknowledged that success in the pursuit of Advocacy Projects rests, typically, with external decision makers amid a competing array of stakeholder groups and interested parties. Therefore, the completion of the agreed actions contained within the Annual Advocacy Program should be used as a reasonable indicator of performance given that complete satisfaction of the ultimate advocacy goal might never be realised.

Document Control box			
Document Responsibilities:			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Chief Executive Officer
<b>Inception Date:</b>	May 2024 (OCM 28/05/24)	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	28/05/2025	<b>Repeal and Replace:</b>	N/A
Compliance Requirements:			
<b>Legislation:</b>	Local Government Act 1995		





## Appointment of an Acting Chief Executive Officer Policy

### Objectives

To outline the process for the appointment of an Acting Chief Executive Officer to cover periods of leave up to 6 weeks in duration.

### Scope

This policy applies in respect of periods of leave and during periods of unforeseen prolonged absence of the Chief Executive Officer (CEO) for periods of leave up to 6 weeks in duration.

### Policy Statement

The *Local Government Act 1995*, section 5.36. (1) (a) requires that a local government is to employ a person to be the CEO of the local government.

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#### 1. Application for Leave

An application for annual leave, long service leave, personal leave or an extended absence made by the CEO is to be approved by the Mayor.

#### 2. Appointment of an Acting CEO

Where there are periods of annual leave, long service leave or other periods of extended absence of the CEO, it is appropriate for a person to perform the duties of the CEO to enable the efficient functioning of the local government's administration.

Directors will be appointed to the role of Acting CEO at the discretion of the CEO, subject to officer performance and dependent on availability and operational requirements.

Appointment to the role of Acting CEO must be made in writing by the CEO.

Appointment to the role of Acting CEO may only be made by the CEO for periods of leave up to 6 weeks.

A Council resolution is required for periods exceeding 6 weeks.

Where the CEO appoints a Director to the position of Acting CEO, the CEO is to advise all Elected Council Members in writing of the appointment and the period to which the appointment covers.

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#### 3. Unexpected leave or vacancy

In the event that the CEO is required to take unexpected leave or is otherwise incapacitated or the position falls unexpectedly vacant, and no appointment has been made, the following line of succession shall apply until Council appoints an Acting CEO –

- ~~The~~ Director Corporate Services;
- ~~The~~ Director Community Planning and Place;
- Director Infrastructure and Sustainability

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Document Responsibilities:			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	OCM 25/9/2022 Reviewed <u>28/05/24</u>	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	<u>May 2026</u>	<b>Repeal and Replace:</b>	N/A
Compliance Requirements:			
<b>Legislation:</b>	<i>Local Government Act 1995</i> <del>Part</del> <u>Section 5.36. (1) (a)</u>		

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## **Appointment of an Acting Chief Executive Officer Policy**

### **Objectives**

To outline the process for the appointment of an Acting Chief Executive Officer to cover periods of leave up to 6 weeks in duration.

### **Scope**

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Directors will be appointed to the role of Acting CEO at the discretion of the CEO, subject to officer performance and dependent on availability and operational requirements.

Appointment to the role of Acting CEO must be made in writing by the CEO.

Appointment to the role of Acting CEO may only be made by the CEO for periods of leave up to 6 weeks.

A Council resolution is required for periods exceeding 6 weeks.

Where the CEO appoints a Director to the position of Acting CEO, the CEO is to advise all Council Members in writing of the appointment and the period to which the appointment covers.

#### **3. Unexpected leave or vacancy**

In the event that the CEO is required to take unexpected leave or is otherwise incapacitated or the position falls unexpectedly vacant, and no appointment has been made, the following line of succession shall apply until Council appoints an Acting CEO –

- Director Corporate Services;
- Director Community and Place;
- Director Infrastructure and Sustainability

Document Control box			
Document Responsibilities:			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Office of the Chief Executive Officer
<b>Inception Date:</b>	OCM 25/9/2022 Reviewed 28/05/24	<b>Decision Maker:</b>	Council
<b>Review Date:</b>	May 2026	<b>Repeal and Replace:</b>	N/A
Compliance Requirements:			
<b>Legislation:</b>	Local Government Act 1995 Section 5.36. (1) (a)		





## Council Member ICT Policy

### Objectives

The objectives of this policy are:

- (a) To provide **Council** Members with an appropriate ICT allowance, pursuant to section 5.99A of the *Local Government Act 1995*, regulation 31 of the *Local Government (Administration) Regulations 1996* and the annual **Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members** “SAT Determination”; and
- (b) To ensure **Council Members** are able to effectively fulfil their role.

### Scope

Town of Bassendean **Council** Members.

### Policy Statement

#### 1. Annual ICT Allowance

- 1.1. A **Council** Member is entitled to ~~paid~~~~be reimbursed~~ an annual allowance for **ICT** expenses ~~expenses~~ in accordance with the ~~annual SAT Ddetermination of the Salaries and Allowances Tribunal.~~ The ICT Allowance is an allowance in lieu of reimbursement of actual expenses. The annual ICT Allowance ~~and~~ will be paid quarterly in arrears.
- 1.2. The ICT Allowance covers the expenses incurred by **Council** Members in performing a function under the express authority of the Town or in performing a function in the **Council** Member's official capacity for:
  - mobile phone call charges and data;
  - telephone rental and call charges;
  - internet connection and service provider fees;
  - printer/scanner; and
  - print consumables.

1.3. The Town will pay all **Council** Members an annual ICT ~~A~~allowance equal to ~~650%~~ of the maximum allowance under the SAT Determination ~~of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members~~.

1.4. The Town will reimburse **Council** Members for reasonable ICT expenses incurred in excess of the annual ICT allowance up to the maximum allowance under the SAT Determination, on production of documentation verifying the expenses.

*Note: the annual Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members clearly outlines at 9.1 General (4) 'with respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.'*

## **2. Provision of ICT Equipment for Council Members**

2.1. The Town will provide **Council** Members with one laptop device and large screen monitor for Council business, including the electronic distribution of agendas, minutes and other Council documents, email communication and for researching information through the internet.

2.2. In line with the Town's commitment to sustainability and the environment, **Council** Members will receive and view information electronically, use the Town provided laptop in lieu of paper documents for attendance at meetings, and utilise their Town email address for carrying out **Council** ~~Member~~ duties.

2.3. Reasonable personal use of the Town-provided laptop will be permitted; however, the device shall not be used for business or commercial purposes.

2.4. At their own expense, **Council** Members may 'bring their own device', subject to it complying with the Town's cybersecurity controls, including the requirement that the operating system of the device is appropriately updated and patched, the device does not have any detected malware/malicious code installed, and is enrolled into the Town's security platform.

### **3. Maintenance of ICT Equipment**

- 3.1. The Town will provide maintenance and support for ICT equipment which has been provided to **Council Members** unless the need for maintenance arises from the use of software that has not been installed by or with the permission of the Town.
- 3.2. Should Town provided ICT equipment require repair or replacement, it must be returned to the Town prior to staff organising its repair/replacement.
- 3.3. The Town will not provide maintenance or support for ICT equipment that has not been supplied by the Town.

### **4. Replacement and Retention**

- 4.1. ICT equipment provided by the Town remains the property of the Town and will be replaced in line with the Town's ICT Equipment lifecycle.
- 4.2. A **Council Member** leaving their position may purchase the Town-provided laptop and/or monitor at market value, as determined by the Director Corporate Services

## **5 Software**

- 5.1 Town provided laptops will be pre-installed with software required to undertake **Council Member** duties, including:
  - 5.1.1 Microsoft Outlook for use with Councillor Town of Bassendean email address;
  - 5.1.2 Microsoft Office suite (Word, Excel etc);
  - 5.1.3 Anti-virus/anti-malware protection; and
  - 5.1.4 Other software as required.

## 6 Information Technology Training for **Council Members**

- 6.1 Appropriate training will be provided to assist **Council Members** in the effective and efficient use of Town provided ICT equipment and software.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	September 2021 (OCM 12/9/21)	Decision Maker:	Council
Review Date:	28/05/2024	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<b><i>Local Government Act 1995</i></b>		





## Council Member ICT Policy

### Objectives

The objectives of this policy are:

- (a) To provide Council Members with an appropriate ICT allowance, pursuant to section 5.99A of the *Local Government Act 1995*, regulation 31 of the *Local Government (Administration) Regulations 1996* and the annual Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members (SAT Determination); and
- (b) To ensure Council Members are able to effectively fulfil their role.

### Scope

Town of Bassendean Council Members.

### Policy Statement

#### 1. Annual ICT Allowance

- 1.1. A Council Member is entitled to paid an annual allowance for ICT expenses in accordance with the SAT Determination, in lieu of reimbursement of actual expenses. The annual ICT Allowance will be paid quarterly in arrears.
- 1.2. The ICT Allowance covers the expenses incurred by Council Members in performing a function under the express authority of the Town or in performing a function in the Council Member's official capacity for:
  - mobile phone call charges and data;
  - telephone rental and call charges;
  - internet connection and service provider fees;
  - printer/scanner; and
  - print consumables.

- 1.3. The Town will pay all Council Members an annual ICT Allowance equal to 60% of the maximum allowance under the SAT Determination.
- 1.4. The Town will reimburse Council Members for reasonable ICT expenses incurred in excess of the annual ICT allowance up to the maximum allowance under the SAT Determination, on production of documentation verifying the expenses.

*Note: the annual Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members clearly outlines at 9.1 General (4) 'with respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.'*

## **2. Provision of ICT Equipment for Council Members**

- 2.1. The Town will provide Council Members with one laptop device and large screen monitor for Council business, including the electronic distribution of agendas, minutes and other Council documents, email communication and for researching information through the internet.
- 2.2. In line with the Town's commitment to sustainability and the environment, Council Members will receive and view information electronically, use the Town provided laptop in lieu of paper documents for attendance at meetings, and utilise their Town email address for carrying out Council duties.
- 2.3. Reasonable personal use of the Town-provided laptop will be permitted; however, the device shall not be used for business or commercial purposes.
- 2.4. At their own expense, Council Members may 'bring their own device', subject to it complying with the Town's cybersecurity controls, including the requirement that the operating system of the device is appropriately updated and patched, the device does not have any detected malware/malicious code installed, and is enrolled into the Town's security platform.

### **3. Maintenance of ICT Equipment**

- 3.1. The Town will provide maintenance and support for ICT equipment which has been provided to Council Members unless the need for maintenance arises from the use of software that has not been installed by or with the permission of the Town.
- 3.2. Should Town provided ICT equipment require repair or replacement, it must be returned to the Town prior to staff organising its repair/replacement.
- 3.3. The Town will not provide maintenance or support for ICT equipment that has not been supplied by the Town.

### **4. Replacement and Retention**

- 4.1. ICT equipment provided by the Town remains the property of the Town and will be replaced in line with the Town's ICT Equipment lifecycle.
- 4.2. A Council Member leaving their position may purchase the Town-provided laptop and/or monitor at market value, as determined by the Director Corporate Services.

### **5 Software**

- 5.1 Town provided laptops will be pre-installed with software required to undertake Council Member duties, including:
  - 5.1.1 Microsoft Outlook for use with Councillor Town of Bassendean email address;
  - 5.1.2 Microsoft Office suite (Word, Excel etc);
  - 5.1.3 Anti-virus/anti-malware protection; and
  - 5.1.4 Other software as required.

## 6 Information Technology Training for Council Members

6.1 Appropriate training will be provided to assist Council Members in the effective and efficient use of Town provided ICT equipment and software.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	September 2021 (OCM 12/9/21)	Decision Maker:	Council
Review Date:	28/05/2024	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<b><i>Local Government Act 1995</i></b>		



**WESTERN AUSTRALIA**  
**SALARIES AND ALLOWANCES ACT 1975**  
**DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL**  
**ON LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS**  
**Pursuant to Section 7A and 7B**  
**5 April 2024**

**PREAMBLE**

**Statutory Context**

1. Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
  - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
  - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
  - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

**Considerations**

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.



6. Seventeen submissions were received. All submissions received were considered within the Tribunal's deliberations.

### **Band allocation model**

7. The Tribunal continues to apply the four Band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
8. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated Band. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

### **Christmas and Cocos Islands**

9. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
10. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

### **CONCLUSIONS**

11. The Tribunal has reviewed the Total Reward Package (TRP) ranges and has determined to increase the Band 4 range to \$150,000 to \$230,000 prior to any other increases being applied. This change has been implemented to better reflect the responsibilities of Band 4 CEOs within the broader framework of other roles within the Tribunal's jurisdiction.
12. The Tribunal has determined that CEO remuneration Bands be increased by 4%. The Tribunal considered this appropriate given the economic conditions, the wider public service framework, changes to role expectations in line with the ongoing changes to legislation, and other elements raised in the submissions.
13. The Tribunal notes that each local government must set remuneration within the Band to which it is allocated. Any increase, within the Bands, must be determined by each local government through its own assessment of whether changes are justified.
14. The Federal Government changes to the Superannuation Guarantee mean that minimum superannuation contributions will increase by 0.5% to 11.5% on 01 July 2024. In recognition of this, the Tribunal has applied a 0.5% increase to the CEO remuneration Bands in addition to the changes noted above.

15. In reviewing the Band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change Band classification, including those provided in submissions. The Tribunal considers no change is warranted for any local government at this time.
16. The Tribunal received submissions requesting specific Local Governments be provided with the Regional/Isolation Allowance. The Tribunal reviewed these submissions and determined that no change to the Regional/Isolation Allowance would be applied, however other changes made by the Tribunal may work to provide these local governments additional flexibility in attracting and retaining staff.
17. The Tribunal will continue to monitor and review the local government Regional/Isolation Allowance over the coming year.
18. When establishing eligibility for a Regional/Isolation Allowance and the rates as part of the 2012 inquiry, the Tribunal considered the District Allowance (Government Officers) General Agreement 2010 amount and boundaries in addition to other factors. The Tribunal also considered specific issues associated with a Local Government brought to the Tribunal's attention through either submissions or the Tribunal's meetings.
19. The application of motor vehicles provided to Chief Executive Officers as a tool of the trade to a wider group of regional local governments has been reviewed by the Tribunal. The Tribunal has agreed that for many Band 3 and 4 Non-Metropolitan local government, a motor vehicle is required to undertake the role of Chief Executive Officer effectively. As a result, the Tribunal has determined that for Band 3 and 4 Local governments, outside of the Perth metropolitan area, any motor vehicle provided to the CEO is not to be considered part of the Total Reward Package in line with 5.1(1) in 'Part 5: Motor Vehicle' of the Determination.
20. The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%. The Tribunal considered various submissions calling for increases, with the determined increase reflecting a variety of issues raised in the submissions.
21. The Tribunal maintains that Elected Members fees should be set to compensate costs for the prescribed role of an Elected Member. The role of an Elected Member was specifically described as not being a full-time occupation in parliamentary debates regarding the *Local Government Amendment Act 2011* presented to the Parliament in 2011, and there has been no change in this view from Government or the Parliament as far as the Tribunal is aware.
22. The Tribunal considered a request to create a fifth Band to cater for the four highest population local governments along with a subsequent increase in remuneration. The Tribunal did not agree with this claim for two reasons. Firstly, the Tribunal takes into consideration a range of factors when classifying local governments, not just populations and budget. There are a number of factors that lead to a Band 1 classification, as the Tribunal's framework is broad based. The Tribunal recognises that some local governments may be best placed at the top of the Band while others may be better reflected at the mid-point or bottom of the Band. The framework allows for individual local governments to manage the unique factors they face within the framework.

23. Secondly, the recent changes to the Local Government Act and the introduction of classes is also based on a four class model. The classes model also shows that local governments within the Band 1 group have similar responsibilities despite the fact they each face their own unique challenges. The Tribunal is therefore satisfied that the current four Band model is appropriate for the local government sector and that the remuneration levels are appropriate within the wider framework of offices under the Tribunal's jurisdiction.
24. The Government, through the Department of Local Government, Sport and Cultural Industries (DLGSC), is looking to introduce reforms which will enable superannuation payments to be made to local government council members. The Tribunal's Determination relates only to the fees and allowances provided to council members. For information related to these reforms, please refer to [Full Reform Proposals](#) on the DLGSC website.
25. All other allowances remain unchanged.

The Determination will now issue.

# **DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE *SALARIES AND ALLOWANCES ACT 1975***

## **PART 1: INTRODUCTORY MATTERS**

*This Part deals with some matters that are relevant to the determination generally.*

### **1.1 Short title**

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2024*.

### **1.2 Commencement**

This determination comes into operation on 1 July 2024.

### **1.3 Content and intent**

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
  - a. Chief Executive Officers (CEOs);
  - b. Acting Chief Executive Officers; and
  - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995*

(‘the LG Act’) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local governments and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to Elected Members.

#### 1.4 Terms used

In this determination, unless the contrary intention appears -

***chair*** means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

***committee meeting*** means a meeting of a committee of a council where the committee comprises –

(a) council members only; or

(b) council members and employees of the local government or regional local government;

***council***, in relation to:

(a) a local government, means the council of the local government;

- (b) a regional local government, means the council of the regional local government;

**council member**, in relation to:

- (a) a local government –

- (i) means a person elected under the LG Act as a member of the council of the local government; and
- (ii) includes the mayor or president of the local government;

- (b) a regional local government –

- (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
- (ii) includes the chair of the regional local government;

**Independent committee member** means a person who is a committee member but who is neither a council member nor an employee.

**LG Regulations** means the *Local Government (Administration) Regulations 1996*;

**mayor** means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

**metropolitan region** means a local government noted as being included in the Metropolitan Region Scheme as defined in the First Schedule of the Metropolitan Region Town Planning Scheme Act 1959.

**president** means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

## **1.5 Pro rata payments**

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.



## **1.6 Local government band allocations**

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

## PART 2: TOTAL REWARD PACKAGE

*This Part deals with the remuneration payable to Chief Executive Officers.*

### 2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
  - (a) Base salary;
  - (b) Annual leave loading;
  - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
  - (d) Association membership fees;
  - (e) Attraction/retention allowance, not being provided under Part 3;
  - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
  - (g) Cash bonus and performance incentives;
  - (h) Cash in lieu of a motor vehicle;
  - (i) Fitness club fees;
  - (j) Grooming/clothing allowance;
  - (k) Health insurance;
  - (l) School fees and/or child's uniform;
  - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
  - (n) Travel or any other benefit taken in lieu of salary;
  - (o) Travel for spouse or any other member of family;
  - (p) Unrestricted entertainment allowance;
  - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
  - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
  - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the

provision of a motor vehicle or accommodation are to be included as part of the TRP);

- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

## 2.2 LOCAL GOVERNMENT CLASSIFICATION

- (1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

**Table 1: Local government band classification – Total Reward Package range**

Band	Total Reward Package
1	\$277,622 - \$422,771
2	\$228,973 - \$356,181
3	\$175,105 - \$288,817
4	\$156,780 - \$240,396

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government Councils have been classified in Table 2 below.

**Table 2: Regional local government councils band classification**

Regional Local Government Councils	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Resource Recovery Group	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

- (4) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$228,973 - \$356,181).

## **PART 3: REGIONAL/ISOLATION ALLOWANCE**

*This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.*

### **3.1 GENERAL**

- (1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

### **3.2 DETERMINING APPROPRIATENESS AND RATE OF ALLOWANCE**

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
  - a) *Remoteness* - issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre.
  - b) *Cost of living* - the increased cost of living highlighted specifically in the Regional Price Index.
  - c) *Social disadvantage* - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced

lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.

- d) *Dominant industry* - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- e) *Attraction/retention* - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- f) *Community expectations* - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

### 3.3 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

**Table 3: Regional/Isolation Allowance**

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$55,000
Broome Shire	\$45,000
Carnamah Shire	\$38,600
Carnarvon Shire	\$38,600
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$38,600
Cue Shire	\$50,000
Derby-West Kimberley Shire	\$55,000
Dundas Shire	\$38,600
East Pilbara Shire	\$55,000
Esperance Shire	\$32,200
Exmouth Shire	\$45,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$75,000
Irwin Shire	\$38,600
Jerramungup Shire	\$32,200
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$70,000



Local Government	Maximum Regional/Isolation Allowance Per Annum
Kent Shire	\$12,900
Kondinin Shire	\$12,900
Kulin Shire	\$12,900
Lake Grace Shire	\$12,900
Laverton Shire	\$50,000
Leonora Shire	\$50,000
Meekatharra Shire	\$50,000
Menzies Shire	\$38,600
Merredin Shire	\$12,900
Mingenew Shire	\$38,600
Morawa Shire	\$38,600
Mount Magnet Shire	\$38,600
Mount Marshall Shire	\$12,900
Mukinbudin Shire	\$32,200
Murchison Shire	\$38,600
Narembeen Shire	\$12,900
Ngaanyatjarraku Shire	\$50,000
Northampton Shire	\$38,600
Nungarin Shire	\$12,900
Perenjori Shire	\$38,600
Port Hedland Town	\$70,000
Ravensthorpe Shire	\$38,600
Sandstone Shire	\$38,600
Shark Bay Shire	\$45,000
Three Springs Shire	\$38,600
Upper Gascoyne Shire	\$50,000
Westonia Shire	\$32,200
Wiluna Shire	\$50,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$38,600
Yilgarn Shire	\$32,200

## **PART 4: HOUSING ALLOWANCE**

*This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.*

### **4.1 GENERAL**

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

### **4.2 APPLICABLE HOUSING ALLOWANCE**

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

## **PART 5: MOTOR VEHICLE**

*This Part deals with the provision of motor vehicles to Chief Executive Officers.*

### **5.1 GENERAL**

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 and outside of the metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

### **5.2 PRIVATE BENEFIT VALUE**

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

## PART 6: MEETING ATTENDANCE FEES

*This Part deals with fees payable to council members for attendance at council and other meetings*

### 6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
  - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
  - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
  - (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
  - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
  - (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
  - (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
  - (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
  - (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
  - (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
  - (c) particular responsibilities associated with the types of meetings attended;
  - (d) responsibilities of a mayor, president or chair to preside over meetings; and

- (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

## 6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

**Table 4: Council meeting fees per meeting – local governments**

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$666	\$858	\$666	\$1,174
2	\$406	\$634	\$406	\$848
3	\$213	\$447	\$213	\$686
4	\$99	\$260	\$99	\$530

**Table 5: Council meeting fees per meeting – regional local governments**

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$99	\$260	\$99	\$530

## 6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- The ranges of fees in Table 6 apply where a local government or regional local government decides to pay a council member or independent member a fee referred to in –
  - section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or



- section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
  - Section 5.100(2)(a) of the LG Act for attendance at a committee meeting
- (a) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

**Table 6: Committee meeting and prescribed meeting fees per meeting – local governments**

For a council member (including the mayor or president)				
Band	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
1	\$338	\$432	\$0	\$432
2	\$203	\$317	\$0	\$317
3	\$104	\$224	\$0	\$224
4	\$52	\$130	\$0	\$130

**Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments**

For a council member (including the chair)				
	Minimum – Elected Member	Maximum – Elected Member	Minimum – Independent Member	Maximum – Independent Member
All regional local governments	\$52	\$130	\$0	\$125

#### **6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES**

- (1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

**Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments**

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$26,624	\$34,278	\$26,624	\$51,412
2	\$16,089	\$25,137	\$16,089	\$33,706
3	\$8,320	\$17,711	\$8,320	\$27,425
4	\$3,884	\$10,286	\$3,884	\$21,138

**Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments**

For a council member other than the chair			For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,945	\$11,430	\$2,137	\$17,139

## **PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

*This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.*

### **7.1 GENERAL**

- (1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.
- (2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –
  - (a) the leadership role of the mayor, president or chair;
  - (b) the statutory functions for which the mayor, president or chair is accountable;
  - (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
  - (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
  - (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
  - (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

## 7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$64,929 to \$144,900.

**Table 10: Annual allowance for a mayor or president of a local government**

For a mayor or president		
Band	Minimum	Maximum
1	\$55,463	\$97,115
2	\$16,640	\$68,552
3	\$1,113	\$39,988
4	\$556	\$21,710

**Table 11: Annual allowance for a chair of a regional local government**

For a chair		
	Minimum	Maximum
All regional local governments	\$556	\$21,710

## 7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.
- (2) If the office of mayor or president is vacant under section 5.34(a) of the Local Government Act 1995, and the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. Refer to the explanatory notes.

## PART 8: EXPENSES TO BE REIMBURSED

*This Part deals with expenses for which council members are entitled to be reimbursed.*

### 8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
  - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
  - (a) an expense incurred by a council member in performing a function under the express authority of the local government;
  - (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
  - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

## 8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
  - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
  - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
    - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
    - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$35 per hour, whichever is the lesser amount.

- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.



## **PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES**

*This Part deals with annual allowances that a local government or regional local government may decide to pay.*

### **9.1 GENERAL**

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
  - (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
  - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
  - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
  - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the Tribunal's intention is for the maximum annual allowance to cover the cost of providing ICT hardware and equipment. It is not the intention for the allowance to be paid in addition to providing equipment and hardware.

## **9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES**

(1) In this section:

***ICT expenses*** means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses, including the purchase costs, of ICT hardware provided to elected members.

***travel and accommodation expenses*** means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
  - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$100.

## SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4

Local Government	Band
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4

Local Government	Band
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2

Local Government	Band
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroon Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 5 April 2024.

M Seares AO  
CHAIR

Hon J Day  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**



## LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

*This section does not form part of the determination*

### **1. Entitlements**

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

### **2. Local governments to set amounts within the range determined**

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

### **3. Performing functions of mayor or president if vacant**

If the deputy performs the functions of mayor or president for a continuous period of no less than four months, the deputy will be entitled to receive the mayor or president allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short term period of acting becomes a continuous period of acting for four months or more.

# Council Briefing Session Policy

## Policy Objective

The policy seeks to establish guidelines for the conduct of Council's Briefing Sessions.

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## Policy Scope

This policy applies to the Council's Council Briefing Sessions and the Council Members, staff and the general public that attend those Briefing Sessions.

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## Policy Statement

~~The role of a Council is to set policy, strategy, goals and targets for the local government. The Administration, through the Chief Executive Officer (CEO), has the task of implementing the decisions of the Council.~~

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A Council Briefing Session is a non-decision-making forum that involves Council Members, officers of the Town (whose attendance is determined by the CEO) and if required, external advisors.

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They are open to the public and established to –

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a. Provide Council Members with the opportunity to obtain and exchange information with Town officers and the public on items contained in the forthcoming Ordinary Council Agenda; and

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b. Provide a transparent, accountable, and public forum for the public Council Members to better inform themselves on items on the upcoming Council Agenda and for community members to make deputations or statements pertaining to items on the agenda, thereby giving councillors the opportunity to consider this information prior to making decisions at the upcoming Ordinary Council Meeting (OCM).

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~~They provide the Council with the opportunity to ask questions and seek points of clarification. This ensures Council is fully informed to consider and make impartial and transparent decisions on items presented to it at an Ordinary Council meeting.~~

## 1. General Procedures

- 1.1 ~~Council Briefing Sessions~~ are held one week prior to the Ordinary Council meeting usually on the third Tuesday of the month ~~subject to the agenda content being determined as requiring a Council Briefing Session prior to the OCM.~~
- 1.2 ~~Council Briefing Sessions~~ are ~~generally~~ open to members of the public who will have the opportunity to ~~address the meeting~~ make a statement or make deputations on matters related to the agenda. Members of the public are required to be decorous and abide by the directions of the Presiding Member in relation to conduct at the ~~Council Briefing Session~~. A failure to observe decorum or a direction of the Presiding Member will result in the member of the public being required to leave the premises.
- 1.3 Sessions will be closed to members of the public when matters are to be discussed that:
  - a) are recommended to be dealt with as confidential items under s.5.23 (2) of the *Local Government Act 1995*, or
  - b) the Presiding Member considers, on the advice of the CEO, should be dealt with as a confidential item.
- 1.4 The dates and times of the ~~Council Briefing Session~~ ~~s~~Schedule will be set at the same time the ~~s~~Schedule for the Council Meeting dates are adopted by Council. Local public notice of ~~Council Briefing Sessions~~ will be provided in the same way and at the same time notice is given for Ordinary Meetings of Council. ~~A Briefing session can be cancelled at the discretion of the CEO and Presiding person~~Member.
- 1.5 The agenda for the ~~Council Briefing Session~~ will be published on the ~~Wednesday Thursday~~ prior to the ~~Council Briefing Session~~. The matters listed on the agenda will be the matters for discussion at the ~~Council Briefing Session~~.
- 1.6 ~~Council Briefing Session~~ Agendas are to include all items proposed to be considered by Council at the subsequent Ordinary Council meeting, with exceptions of the Monthly Financial Statements if incomplete by the publication date of the ~~Council Briefing Session~~ Agenda, and items of an Urgent Nature in accordance with clause 5.5 of the Town's Meeting Procedures Local Law 2020.
- 1.7 The Mayor will be the Presiding Member at the ~~Council Briefing Session~~. If the Mayor is unable or unwilling to assume the role of Presiding Member, the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling then the ~~Councillors Council Members~~ present may by simple majority select a Presiding Member from amongst themselves to preside at the ~~Council Briefing Session~~.

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1.8 The Presiding Member decides all procedural matters and conduct at a Council Briefing Session.

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1.9 There are no quorum requirements at a Council Briefing Session.

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1.10 Debate, and/or ~~vigorous~~ discussion by a ~~Councillor/s~~ Council Member, that could be interpreted as debate, is not permitted on any matters raised during the Council Briefing Session.

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1.11 Officers at the Town are to be available to make a presentation or respond to questions on matters on the agenda at the Council Briefing Session as determined by the CEO.

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~~1.12 All Councillors Council Members will be given a fair and equal opportunity to participate in the Council Briefing Session.~~

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~~1.13~~ 1.12 All questions are to be asked through the chair and free-flowing discussion between ~~Councillors~~ Council Members, is not permitted.

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~~1.14~~ 1.13 ~~Councillors~~ Council Members may raise issues that have not been considered in the formulation of the report or its recommendation and advise the Administration through the CEO at a Council Briefing Session of these issues which may result in additions to the report prior to the OCM.

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~~1.15~~ 1.14 All ~~Councillors~~ Council Members, officers and if applicable, other presenters, shall disclose their interests on any item on the agenda at the commencement of the Council Briefing Session. When disclosing an interest the following will apply –

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a) An interest is to be disclosed in accordance with the *Local Government Act 1995* and the Town's Code of Conduct.

b) Subject to clause (iii), ~~Councillors~~ Council Members, who disclose a financial or proximity interest must not participate on discussions or questions on the item to which their interest applies and shall leave the room.

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c) Notwithstanding, the Council may agree, by simple majority, to allow a ~~Councillor~~ Council Member, who has declared an interest to remain in the room on an item, if the ~~Councillors~~ Council Members present agree –

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i. The interest is trivial or insignificant as to be unlikely to influence the disclosing ~~Councillor's~~ Council Members conduct on the matter; or

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ii. Is an interest common to a significant number of electors or ratepayers.

d) Officers with a financial interest in an item may choose to leave the room when the item is considered or if directed to do so by the CEO.

~~1.16~~ 1.15 A record shall be kept of all disclosures of interest made at a Council Briefing Session.

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~~1.17~~ 1.16 No formal decisions of Council are made at a Council Briefing Session. The only decisions made at a Council Briefing Session are procedural and include to elect a Presiding Member where the Mayor or Deputy Mayor are unavailable, and to allow a ~~Councillor~~ Council Member to remain in the room after they have declared an interest in accordance with clause 1.15(c) above.

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## 2. Public ~~Questions and Statements~~ Time

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~~2.1 Briefing Sessions are open to the public unless Council is considering an item of a confidential nature.~~

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~~2.22.1 Members of the public~~Affected Residents shall not address the meeting on any matter not included in the agenda.

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2.2 The Presiding Member may call persons to come forward to make a statement in an order that allows for as many persons as possible to address the meeting on ~~the widest range of items on the agenda items~~. Persons are to state their name and address.

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~~2.3 Public Questions will be heard first followed by Public Statements.~~

~~2.42.3 Public questions and statements time~~ will be limited to two (2) minutes per ~~member of the public~~affected resident, with a limit of two verbal questions per person. Additional questions may be asked by a participant, but only after all persons who want to ask a question have done so, and if there is time remaining.

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~~2.5 Statements are~~ A statement is not to precede a question during public question time and questions must be succinct and to the point. ~~Statements may only be made during public statement time.~~

~~2.6 Members of the public~~Affected residents are to keep their questions brief to enable everyone who wants to ask a question to do so.

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~~2.72.4~~ A minimum of 15 minutes shall be allocated for public question and statement time. ~~The Presiding Member may extend public question and statement time in intervals of 10 minutes, but the total time allocated for public question and statement time is not to exceed 345 minutes in total.~~

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~~2.8 Participants are to direct their questions and statements to the Presiding Member. Questions and Statements should be asked made~~ politely, in good faith, and not reflect adversely or be defamatory of a ~~Councillor Council Member~~ or officer or the local government. ~~The Presiding Member may decide to~~

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~~a) Accept or reject any question with their decision being final;~~

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~~b) Request the CEO respond to a question; or~~

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~~c)2.5 Take a question on notice. A written response will be provided by the Town as soon as possible.~~

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~~2.92.6~~ Where a ~~Councillor Council Member~~ is of the opinion that a person is asking a question or making a statement about an item not on the agenda, ~~or it is a statement~~, they may bring it to the attention of the Presiding Member who will make a ruling.

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## 3. Questions In Writing

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~~3.1 Only residents or ratepayers of the Town may submit questions to the Town in writing.~~

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- ~~3.2 The Town will accept a maximum of two written questions per resident or ratepayer. To ensure equity between residents and ratepayers, each part of a multi-part question will be treated as a separate question.~~
- ~~3.3 Questions lodged by midday on the day immediately prior to the scheduled Briefing Session, will be responded to where they can at the Briefing session.~~
- ~~3.4 These questions and responses will be distributed to Councillors and made available electronically at the Briefing Session.~~
- ~~3.5 The Presiding Member may decide to accept or reject any written question and their decision is final.~~
- ~~3.6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted to the Town and which have already been responded to.~~

#### ~~4. Public Statement Time~~

- ~~4.1 Members of the public may make public statements at a Briefing Session.~~
- ~~4.2 Statements at a Briefing Session must relate to an item on the agenda.~~
- ~~4.3 The Presiding Member may call persons to come forward in an order that allows for as many persons as possible to address the meeting on the widest range of items on the agenda. Persons are to state their name and address.~~
- ~~4.4 Public statement time will be limited to two (2) minutes per person.~~
- ~~4.5 The persons making a statement are to keep their statements brief to provide everyone who wants to make a statement the opportunity to do so.~~
- ~~4.6 A minimum of 15 minutes is allocated for public statement time. The Presiding Member may extend public statement time in intervals of 10 minutes, but the total time allocated for public statement time is not to exceed 45 minutes in total.~~
- ~~4.7 Statements are to be directed to the Presiding Member and are to be polite and not stated in a way to reflect adversely or be defamatory of a Councillor or officer or the local government.~~
- ~~4.8 Where a Councillor is of the opinion that a person is making a statement on an item not on the agenda they may advise the Presiding Member who will make a ruling.~~
- ~~4.9 Written statements will be circulated to Councillors and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.~~

#### ~~5.3. Deputations~~

~~5.4 3.1~~The public-Affected residents may make a deputation at a Council Briefing Session. Deputations are encouraged to be made at the Council Briefing Session rather than an Ordinary Council Meeting to allow Council ample opportunity to

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consider the information contained in the deputation prior to ~~making a decision~~deliberating on the matter.

~~5.2~~ 3.2 Deputation requests must deal with an item on the agenda.

~~5.3~~ 3.3 A person making a deputation is to request as such by:

- a) making a written request to the CEO before midday on the day of the Council Briefing Session; or
- b) making a request to the Presiding Member at the Council Briefing Session.

35.4 Where a request is received pursuant to Clause 5.3(a), the CEO may either approve the request or refer it to the Presiding Member to decide whether or not to approve the request.

~~5.5~~ 3.5 A deputation may consist of no more than five people, only two may address the Council. Others can respond to specific questions from Council ~~Members~~ or unless otherwise ruled by the Presiding Member. Additional ~~members~~ Deputation speakers may be allowed to speak if the Presiding Member allows it.

~~5.6~~ 3.6 Speakers cannot address Council for longer than ~~40~~ five (5) minutes unless the Presiding Member agrees to an extension.

~~5.7~~ 3.7 A person making a deputation is prevented from making a public statement at the session on the same matter.

~~5.8~~ 3.8 ~~Councillors~~ Council Members may ask a question of any person making a deputation at the Council Briefing Session.

## 6. Recording of Proceedings

The Council Briefing Session will be live streamed when held in the Council Chamber, on the Town's streaming platform. An audio recording of the Council Briefing Session will be provided on the Town's website in the event that a video is unavailable.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	OCM 25/9/2022 (Ref: OCM-11/10/22)	Decision Maker:	Council
Review Date:	<del>Biennial</del> 28/05/24	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	Local Government Act 1995		

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## **Council Briefing Session Policy**

### **Policy Objective**

The policy seeks to establish guidelines for the conduct of Council Briefing Sessions.

### **Policy Scope**

This policy applies to the Council Briefing Sessions and the Council Members, staff and the general public that attend those Briefing Sessions.

### **Policy Statement**

A Council Briefing Session is a non-decision-making forum that involves Council Members, officers of the Town (whose attendance is determined by the CEO) and if required, external advisors.

They are open to the public and established to –

- a. Provide Council Members with the opportunity to obtain and exchange information with Town Officers and the public on items contained in the forthcoming Ordinary Council Agenda; and
- b. Provide a forum for the public to better inform themselves on items on the upcoming Council Agenda and for community members to make deputations or statements pertaining to items on the agenda, thereby giving Council Members the opportunity to consider this information prior to making decisions at the upcoming Ordinary Council Meeting (OCM).

### **1. General Procedures**

- 1.1 Council Briefing Sessions are held one week prior to the Ordinary Council meeting usually on the third Tuesday of the month subject to the agenda content being determined as requiring a Council Briefing Session prior to the OCM.
- 1.2 Council Briefing Sessions are open to members of the public who will have the opportunity to make a statement or a deputation on matters related to the agenda. Members of the public are required to be decorous and abide by the directions of the Presiding Member in relation to conduct at the Council Briefing Session. A failure to observe decorum or a direction of the Presiding Member will result in the member of the public being required to leave the premises.
- 1.3 Sessions will be closed to members of the public when matters are to be discussed that:

- a) are recommended to be dealt with as confidential items under s.5.23 (2) of the *Local Government Act 1995*, or
  - b) the Presiding Member considers, on the advice of the CEO, should be dealt with as a confidential item.
- 1.4 The dates and times of the Council Briefing Session schedule will be set at the same time the schedule for the Council Meeting dates are adopted by Council. Local public notice of Council Briefing Sessions will be provided in the same way and at the same time notice is given for Ordinary Meetings of Council. A Council Briefing Session can be cancelled at the discretion of the CEO and Presiding Member.
  - 1.5 The agenda for the Council Briefing Session will be published on the Thursday prior to the Council Briefing Session. The matters listed on the agenda will be the matters for discussion at the Council Briefing Session.
  - 1.6 Council Briefing Session Agendas are to include all items proposed to be considered by Council at the subsequent Ordinary Council Meeting, with exceptions of the Monthly Financial Statements if incomplete by the publication date of the Council Briefing Session Agenda, and items of an Urgent Nature in accordance with clause 5.5 of the Town's Meeting Procedures Local Law 2020.
  - 1.7 The Mayor will be the Presiding Member at the Council Briefing Session. If the Mayor is unable or unwilling to assume the role of Presiding Member, the Deputy Mayor may preside at the Briefing Session. If the Deputy Mayor is unable or unwilling then the Council Members present may by simple majority select a Presiding Member from amongst themselves to preside at the Council Briefing Session.
  - 1.8 The Presiding Member decides all procedural matters and conduct at a Council Briefing Session.
  - 1.9 There are no quorum requirements at a Council Briefing Session.
  - 1.10 Debate, and/or discussion by a Council Member that could be interpreted as debate, is not permitted on any matters raised during the Council Briefing Session.
  - 1.11 Officers at the Town are to be available to make a presentation or respond to questions on matters on the agenda at the Council Briefing Session as determined by the CEO.
  - 1.12 All questions are to be asked through the chair and free-flowing discussion between Council Members is not permitted.
  - 1.13 Council Members may raise issues that have not been considered in the formulation of the report or its recommendation and advise the Administration through the CEO at a Council Briefing Session of these issues which may result in additions to the report prior to the OCM.

1.14 All Council Members, officers and if applicable, other presenters, shall disclose their interests on any item on the agenda at the commencement of the Council Briefing Session. When disclosing an interest the following will apply –

- a) An interest is to be disclosed in accordance with the *Local Government Act 1995* and the Town's Code of Conduct.
- b) Subject to clause (c), Council Members who disclose a financial or proximity interest must not participate on discussions or questions on the item to which their interest applies and shall leave the room.
- c) Notwithstanding, the Council may agree, by simple majority, to allow a Council Member who has declared an interest to remain in the room on an item, if the Council Members present agree –
  - i. The interest is trivial or insignificant as to be unlikely to influence the disclosing Council Members conduct on the matter; or
  - ii. Is an interest common to a significant number of electors or ratepayers.
- d) Officers with a financial interest in an item may choose to leave the room when the item is considered or if directed to do so by the CEO.

1.15 A record shall be kept of all disclosures of interest made at a Council Briefing Session.

1.16 No formal decisions of Council are made at a Council Briefing Session. The only decisions made at a Council Briefing Session are procedural and include to elect a Presiding Member where the Mayor or Deputy Mayor are unavailable, and to allow a Council Member to remain in the room after they have declared an interest in accordance with clause 1.15(c) above.

## **2. Public Statements**

2.1 .

2.2 Residents shall not address the meeting on any matter not included in the agenda.

2.3 The Presiding Member may call persons to come forward to make a statement in an order that allows for as many persons as possible to address the meeting on agenda items. Persons are to state their name and address.

2.4 Public statements will be limited to two (2) minutes per resident.

2.5 A minimum of 15 minutes shall be allocated for public statement time. The Presiding Member may extend public statement time in intervals of 10 minutes, but the total time allocated for public question and statement time is not to exceed 35 minutes in total.

- 2.6 Participants are to direct their statements to the Presiding Member. Statements should be made politely, in good faith, and not reflect adversely or be defamatory of a Council Member or officer or the local government.
- 2.7 Where a Council Member is of the opinion that a person is making a statement about an item not on the agenda, they may bring it to the attention of the Presiding Member who will make a ruling.

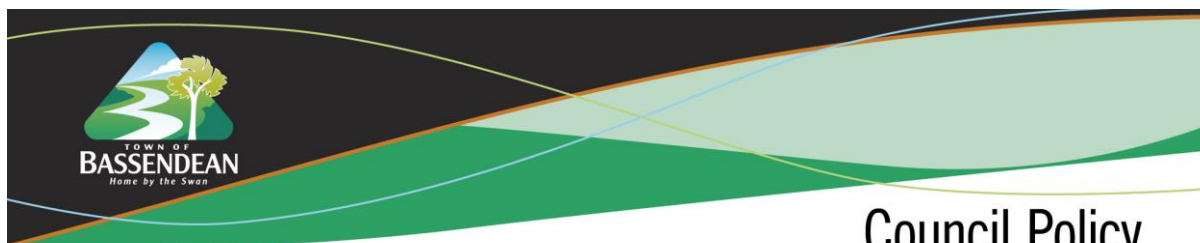
### **3. Deputations**

- 3.1 Affected residents may make a deputation at a Council Briefing Session. Deputations are encouraged to be made at the Council Briefing Session rather than an Ordinary Council Meeting to allow Council ample opportunity to consider the information contained in the deputation prior to deliberating on the matter.
- 3.2 Deputation requests must deal with an item on the agenda.
- 3.3 A person making a deputation is to request as such by:
  - a) making a written request to the CEO before midday on the day of the Council Briefing Session; or
  - b) making a request to the Presiding Member at the Council Briefing Session.
- 3.4 Where a request is received pursuant to Clause 5.3(a), the CEO may either approve the request or refer it to the Presiding Member to decide whether or not to approve the request.
- 3.5 A deputation may consist of no more than five people, only two may address the Council. Others can respond to specific questions from Council Members or unless otherwise ruled by the Presiding Member. Additional Deputation speakers may be allowed to speak if the Presiding Member allows it.
- 3.6 Speakers cannot address Council for longer than five (5) minutes unless the Presiding Member agrees to an extension.
- 3.7 A person making a deputation is prevented from making a public statement at the session on the same matter.
- 3.8 Council Members may ask a question of any person making a deputation at the Council Briefing Session.

## 6. Recording of Proceedings

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Review Date:	28/05/24	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		



## Council Policy

### 6.23 Town of Bassendean Advisory Group Policy

#### OBJECTIVES

To provide guidance for the establishment and operation of the Town's Advisory Groups.

#### POLICY STATEMENT

##### DEFINITIONS

*"Advisory Group"* means a group established by a resolution of the Council pursuant to this Policy.

*"Financial Interest"* has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

*"Proximity Interest"* has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

*"Impartiality Interest"* means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

#### 1. ESTABLISHMENT

1.1 The Council may establish an Advisory Group to:

- (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- (b) to provide advice; and
- (c) support to the Town, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy **are not, and are not intended to be,** Committees established under Section 5.8 of the *Local Government Act 1995*.

## 2. OPERATION

Operation of an Advisory Group is to occur in accordance with the following principles:

- 2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the Town's Administration.
- 2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:
  - (a) A clear statement of objective and the scope of activity to be undertaken.
  - (b) Membership/stakeholder representation.
  - (c) The operational and administrative framework by which activities are to occur.

## 3. TERMS OF REFERENCE AND ROLE

Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

- 3.1 The role of an Advisory Group is to act in an advisory capacity, providing the Town's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.
- 3.2 The Advisory Group **will only** consider matters referred to it by the Council.
- 3.3 An Advisory Group **has no** decision making powers and **does not** have any authority to act on behalf of the Town. In operation, the group **cannot** direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the Town.
- 3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the Town's record keeping systems.
- 3.5 Advisory Group members either collectively or individually **are not** authorised to speak on behalf of the Town or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.



## **4. ROLE OF THE CHAIRPERSON**

- 4.1 The Advisory Group Chairperson is to be appointed by the Council.
- 4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior Town Officer.
- 4.3 The Chairperson (in liaison with the most Senior Town Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.

## **5. MEETING PROCEDURES**

### **5.1 Meetings**

- (a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year.

### **5.2 Quorum**

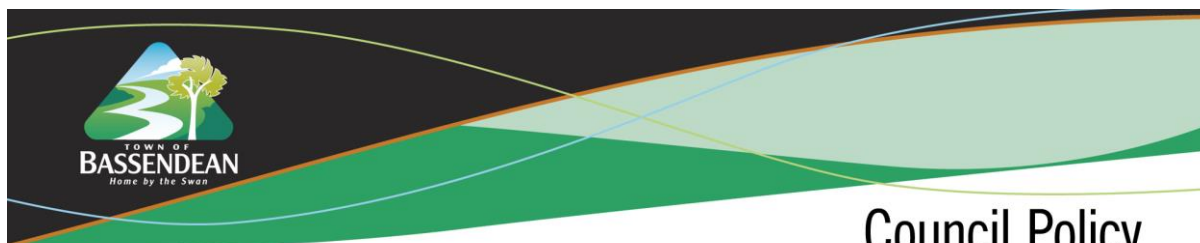
A quorum will be by simple majority plus one.

### **5.3 Agendas**

- (a) The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

### **5.4 Minutes/Meeting Notes**

- (a) The relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.

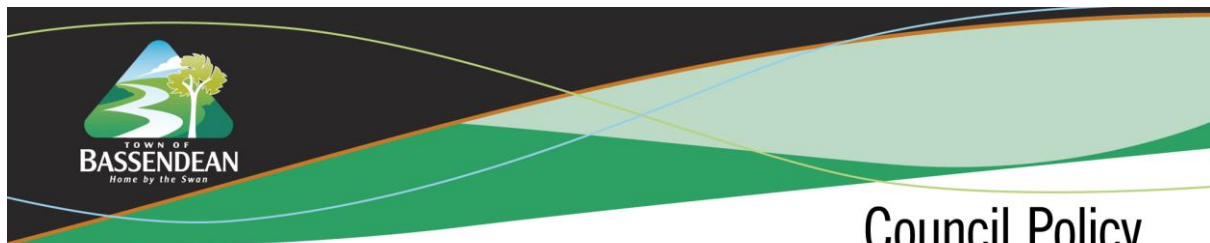


## Council Policy

- (b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the Town's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:
  - (i) Consistent with the Town's established strategic and operational planning and the objective for which the Advisory Group was established.
  - (ii) Within the Town's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
  - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

## 6. ADMINISTRATIVE ACTION AND SUPPORT

- 6.1 A Town employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:
  - Issuing of the Agenda;
  - Recording of Apologies prior to the meeting;
  - Preparation of the Minutes/meeting notes;
  - Room booking; and
  - Catering requirements.



## Council Policy

- 6.2 Any items which have been dealt with by the Advisory Group will not be implemented by the Town's Administration until a report has been submitted to the Council for a decision.
- 6.3 The Town's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 – *"Minutes/Meeting Notes"* and Clause 6.2 – *"Administration Action and Support"*, above.

### 7. CODE OF CONDUCT

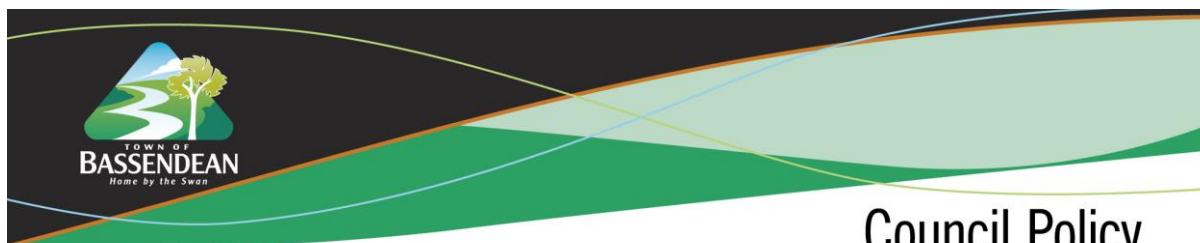
- 7.1 Community Members of the Town's Advisory Groups will be advised of the relevant provisions of the Town's Code of Conduct and must comply with the relevant requirements.
- 7.2 The Town's Code of Conduct shall apply to members of the Advisory Groups.
- 7.3 All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.
- 7.4 A copy of the Town's Code of Conduct will be provided to each member upon their appointment.
- 7.5 The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

### 8. CONFLICT OF INTEREST

The Chairperson, when opening the meeting, will acknowledge the traditional Owners of the land on which the Advisory group meeting is taking place, and will also make the following statement.

*"In the interests of ethical and impartial decision making all members of this advisory group will pay close attention to all matters being discussed, and any items of correspondence, or any other reports or written materials, to ensure that there is nothing before the working group in which the member has a conflict of interest. If the interest was not recognised when considering the agenda or at the beginning of the meeting, then the member shall bring the interest to the attention of the chair as a matter of urgency and excuse themselves from the meeting."*

- 8.1(a) Whilst the financial, proximity and impartiality interest provisions of the *Local Government Act 1995* do not apply to the Town's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the *Local Government Act 1995* and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.
- (b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.
- (c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:
- \* Trivial or insignificant; or
  - \* an interest in common to a significant number of electors or ratepayers.
- (d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.
- (e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:
- determine that the Member should not participate in that part of the meeting;
  - remain in the meeting and participate in discussion; or
  - remain in the meeting only, but not participate in discussion on the matter.
- (Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)
- (f) Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.
- (g) The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.



## Council Policy

- (h) If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior Town Officer in attendance at the meeting.
- 8.2 Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Elected Councillors should be aware that they are still subject to the Local Government Rules of Conduct Regulations 2007 where they pertain to behaviours and general rules of conduct whilst in an advisory group meeting.

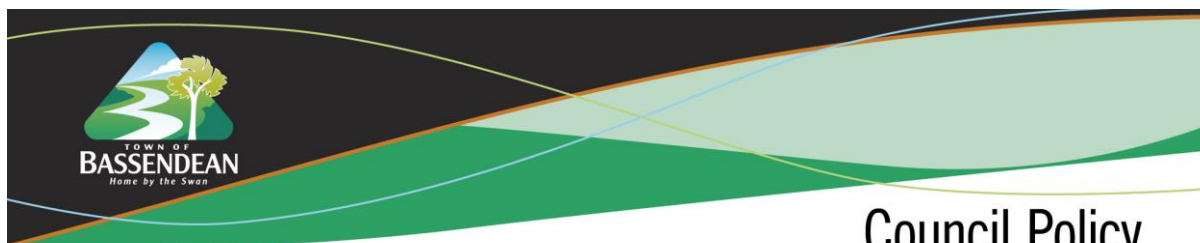
### **9. INSURANCES**

The Town will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

### **10. MEMBERSHIP**

Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.

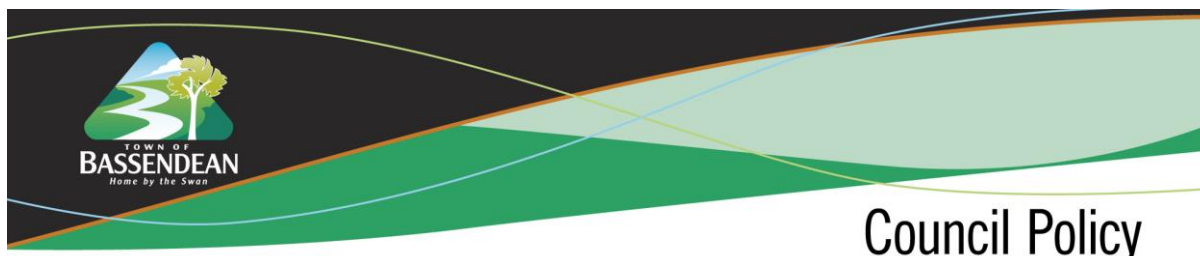
- 10.1 Where Advisory Group membership includes representatives to stakeholder organisations, the Town shall seek written nomination/s from the organisation/s.
- 10.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the Town shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.
- 10.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:
  - (a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.



## Council Policy

- (b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the Town's Administration, whichever was the convenor of the Advisory Group.
- 10.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.
- 11. TENURE OF APPOINTMENT**
  - 11.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.
  - 11.2 The Advisory Group Membership is normally for a period of two years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.
  - 11.3 If a member fails to attend three consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a group is terminated.
  - 11.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:
    - (a) the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group; or
    - (b) the member is found to be in breach of the Town of Bassendean Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
    - (c) a member's conduct, action or comments brings the Town of Bassendean into disrepute.





## 12. VACANCIES

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two years duration of the convened Advisory Group, as approved by the Council.

## 13. COUNCIL DECISION

The Town's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

## 14. REVIEW

The operations of an Advisory Group shall be reviewed every two years, or sooner if required.

## Application

Responsibility for the implementation of this policy rest with the Mayor, Councillors, Council delegates and Chief Executive Officer. The Policy is to be reviewed every three years.

<b>Policy Type:</b> Strategic Policy <b>Link to Strategic Community Plan:</b> Leadership and Governance	<b>Responsible Officer:</b> Chief Executive Officer a <b>Last Review Date:</b> <b>Version 1</b> <b>Next Review due by:</b> May 2021
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**LIST OF PAYMENTS  
FOR PERIOD  
ENDED 30 APRIL 2024**

*Any questions relating to the List of Payments, please raise with Paul White,  
Director Corporate Services, prior to Briefing Session.*

**SUMMARY OF SCHEDULE OF ACCOUNTS**

<b>FUND</b>	<b>VOUCHERS</b>	<b>AMOUNT</b> <b>\$</b>
<b>MUNICIPAL</b>		
<b>EFT, Direct Debits and Payroll</b> 01-30 April 2024	52094-52217	1,777,864.93
<b>Cheques</b> Commonwealth 6100-1015-9128	N/A	1,296.75
<b>Credit Card Payments</b>		11,662.66
		<hr/>
		<b>\$1,790,824.34</b>
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This list of payments, covering vouchers as above has been checked and is fully supported by vouchers and invoices, which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings, and the amounts shown have been paid.

**TOWN OF BASSENDEAN**  
**APRIL 2024 PAYMENTS (01/04/2024 - 30/04/2024)**

Date	Name	Description	Amount
16/04/2024	ALLSPORTS LINEMARKING	Line Marking - Bassendean Oval	-\$330.00
16/04/2024	A. M BOLTS & NUTS	Bolts and nuts supplies	-\$75.35
16/04/2024	ACCWEST PTY LTD	General Accounting Assistance	-\$1,485.00
16/04/2024	ALSCO LINEN SERVICES PTY LTD	Deep cleaning of urinals - Caledonian Soccer Club	-\$614.90
16/04/2024	AMAZING BRICK PAVING	Pick up and relay paving inc. removal of tree roots	-\$2,959.00
9/04/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$288.12
23/04/2024	AMP FLEXIBLE SUPER - SUPER	Superannuation contributions	-\$286.80
9/04/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$670.54
23/04/2024	ANZ SMART CHOICE SUPER	Superannuation contributions	-\$602.57
16/04/2024	APEX GATES	Emergency call out - Depot security gate not operating	-\$235.00
16/04/2024	ASPHALTECH PTY LTD	Asphalt supplies	-\$187.76
16/04/2024	AUSTRAFFIC WA	Fee to undertake automatic traffic counts - 15 locations for 10 days	-\$3,300.00
23/04/2024	AUSTRALIA POST	Postal charges	-\$1,071.50
16/04/2024	AUSTRALIAN AIRCONDITIONING SERVICES PTY LTD	Routine maintenance - various locations	-\$2,842.95
9/04/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$620.04
23/04/2024	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-\$631.80
9/04/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$550.22
23/04/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	-\$550.22
29/04/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$185.50
29/04/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	-\$185.50
10/04/2024	AUSTRALIAN TAX OFFICE (PAYG)	Business Activity Statement payment	-\$76,364.00
29/04/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$95,182.00
29/04/2024	AUSTRALIAN TAX OFFICE (PAYG)	Payroll deductions	-\$99,895.00
9/04/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$8,666.26
23/04/2024	AUSTRALIAN/WESTSCHEME SUPER	Superannuation contributions	-\$8,716.67
9/04/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$33,919.32
23/04/2024	AWARE SUPERANNUATION	Superannuation contributions	-\$34,330.85

Date	Name	Description	Amount
16/04/2024	BASSENDAN NEWSAGENCY	Selected periodical titles - Library	-\$207.36
16/04/2024	BASSENDAN PRESERVATION GROUP INC	Funding for 2024 foreshore plants to residents program	-\$2,500.00
16/04/2024	BASSENDAN SES	ESL operation grant 2023-24 - 4th quarter payment	-\$11,682.00
16/04/2024	BASSENDAN TENNIS CLUB	Grass Court maintenance 2023-24 Mar	-\$2,291.30
23/04/2024	BASSENDAN TENNIS CLUB	Grass Court maintenance 2023-24 Nov 23	-\$2,291.30
16/04/2024	BATTERY WORLD - MIDLAND	Battery supplies	-\$290.00
16/04/2024	BCITF	Building & Construction Industry - Levy - Mar 24	-\$908.83
16/04/2024	BEAVER TREE SERVICES	Industrial Zone street tree pruning	-\$30,276.02
23/04/2024	BEAVER TREE SERVICES	Tree pruning services - tree height 24-35m	-\$4,796.00
16/04/2024	BING TECHNOLOGIES PTY LTD	Electronic postal charges	-\$648.47
16/04/2024	BLU ELECTRICAL SERVICES	Bassendean oval lighting	-\$4,235.00
16/04/2024	BOC LIMITED	Monthly container service - oxygen, acetylene and Argo shield	-\$35.75
16/04/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$1,407.41
23/04/2024	BUNNINGS GROUP LIMITED	Hardware supplies	-\$263.49
16/04/2024	BUSINESS BASE	Office equipment - ascent sit stand desks	-\$1,596.99
16/04/2024	CAI FENCES	Replace damaged gate post and gate - Bassendean Bowling Club	-\$3,377.00
23/04/2024	CANON AUSTRALIA	Lease photocopier/printer	-\$2,006.80
9/04/2024	CARE SUPER	Superannuation contributions	-\$856.10
23/04/2024	CARE SUPER	Superannuation contributions	-\$856.10
16/04/2024	CARRIE REEDY FUNCTIONAL NUTRITION	Health and wellbeing sessions x 4	-\$760.00
16/04/2024	CASA SECURITY PTY LTD	Replace 5 smoke detectors due to age, - 35 Old Perth Rd	-\$7,342.50
16/04/2024	CATALYSE PTY LTD	Fees for FUTYR Strategic Planning - Council plan 2023	-\$27,500.00
16/04/2024	CLASSIC HOME & GARAGE INNOVATIONS	Refund - Building application	-\$147.00
16/04/2024	CLEAR HEALTH PARTNERS PTY LTD	Employee Assistance Provider	-\$861.00
8/04/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$5,773.04
16/04/2024	COLES SUPERMARKETS AUSTRALIA	Groceries supplies - WIW	-\$971.40
9/04/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,471.59
23/04/2024	COLONIAL FIRST STATE	Superannuation contributions	-\$1,444.02
9/04/2024	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$17.31
23/04/2024	COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions	-\$17.31
16/04/2024	COMMUNITY HOUSING LIMITED	Refund - Rates	-\$3,311.42
16/04/2024	COMPLETE CORPORATE HEALTH - ASCOT	Pre Employment Medical check	-\$961.95
16/04/2024	CONTENT LIVING	Refund - Stormwater bond	-\$1,000.00

Date	Name	Description	Amount
23/04/2024	CTI RISK MANAGEMENT	Customer Service banking collections	-\$242.00
16/04/2024	CUSHMAN & WAKEFIELD PTY LTD	Refund - Rates	-\$16,743.58
16/04/2024	DALE ALCOCK HOMES PTY LTD	Refund - Building application	-\$848.96
16/04/2024	DEPARTMENT OF TRANSPORT	Community Jetty renewal fee	-\$45.10
16/04/2024	DIAL A NAPPY (BUSICLEAN)	WIW Laundry items	-\$517.60
16/04/2024	DS WORKWEAR & SAFETY	Safety clothing	-\$459.70
16/04/2024	EASTERN METROPOLITAN REGIONAL COUNCIL - EMRC	General waste processing	-\$74,875.22
16/04/2024	ECO FAERIES PTY LTD	Energiser Zone Activity - WIW	-\$780.00
16/04/2024	ELLIOTTS IRRIGATIONS	BIC Reserve iron filter service - Mar 24	-\$282.70
16/04/2024	EMERGE ASSOCIATES	BIC Reserve concept plan	-\$5,808.00
16/04/2024	ENVIROPATH PTY LTD	Town and Reserve Car Park street sweeping including Thompson and Lamb Sts - included blowing under fig tree 1 Mar 24	-\$5,927.90
16/04/2024	FARMARAMA PTY LTD	Fertiliser supplies	-\$4,382.40
16/04/2024	FE TECHNOLOGIES PTY LTD	RFID - (credit card sized) tag supplies - Library	-\$1,436.60
16/04/2024	FLEXISTAFF	Contract staff expenses	-\$6,216.81
16/04/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$717.18
22/04/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$546.70
29/04/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$216.70
10/04/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$177.10
5/04/2024	FUJI XEROX AUSTRALIA PTY LTD	Lease photocopier/printer	-\$793.10
16/04/2024	G NOLAN	Refund - CCTV Rebate Scheme	-\$200.00
16/04/2024	GFG TEMP ASSIST	Contract staff expenses	-\$11,137.01
16/04/2024	GREENACRES TURF GROUP	Turf supply and installation - Jubilee Reserve football oval	-\$28,687.50
16/04/2024	HATCHET PTY LTD	Website development for RYDE program	-\$1,719.08
16/04/2024	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LTD	Contract staff expenses	-\$6,040.32
9/04/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,078.50
23/04/2024	HESTA SUPER FUND	Superannuation contributions	-\$1,042.22
9/04/2024	HOST PLUS	Superannuation contributions	-\$6,730.15
23/04/2024	HOST PLUS	Superannuation contributions	-\$6,461.35
16/04/2024	ILLION AUSTRALIA PTY LTD	D&B Report - Preferred Tenderer - RFT 01/2024	-\$169.29
16/04/2024	ILLION TENDERLINK	Provision of D&B Financial Health Checks on preferred tenders from 1 July 2023 to 30 June 2024	-\$60.50
16/04/2024	INSTANT WINDSCREENS	Windscreen replacement - Ford Ranger Ute	-\$1,299.50
16/04/2024	INTELIKE GROUP LIMITED	Cleaning of various locations	-\$15,537.99

Date	Name	Description	Amount
16/04/2024	IT VISION	Onsite training - SynergySoft Stores - attendance	-\$1,152.80
16/04/2024	J MORGAN	Refund - Rates	-\$5,353.16
16/04/2024	J ARFUSO	Refund - Sustainable products rebate	-\$50.00
16/04/2024	JSM CONSTRUCTION WA	Emergency works to collapsed ceiling - Seniors Citizen Hall	-\$5,049.79
16/04/2024	K C BINITA	Cleaning services - ALF Faulkner Hall	-\$1,050.00
16/04/2024	KING AUTO ELECTRICS	Supply and install GME UHF radio	-\$990.00
16/04/2024	KLEENIT PTY LTD	Concrete grinding to remove trip hazards, line marking and graffiti removal to various locations	-\$15,689.06
16/04/2024	LANDGATE	Rates - Gross Rental Evaluation(s)	-\$74.15
23/04/2024	LANDGATE	Rates - Gross Rental Evaluation(s)	-\$213.21
16/04/2024	L COSLETT	Reimbursement - Prescription safety glasses	-\$200.00
16/04/2024	LG SOLUTIONS PTY LTD	Cloud YE 2024 License and support	-\$6,435.00
16/04/2024	LGC TRAFFIC MANAGEMENT	Traffic management services	-\$1,450.91
29/04/2024	LGRCEU	Payroll deductions	-\$66.00
29/04/2024	LGRCEU	Payroll deductions	-\$88.00
23/04/2024	LOCAL COMMUNITY INSURANCE SERVICES	Umbrella insurance cover for seven community groups	-\$8,898.73
16/04/2024	MACKIE PLUMBING AND GAS PTY LTD	Plumbing services - Caledonian Soccer Club	-\$5,940.20
9/04/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$535.93
23/04/2024	MACQUARIE SUPER ACCUMULATOR	Superannuation contributions	-\$535.93
15/04/2024	MAGICORP	On hold message charges	-\$138.80
9/04/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$428.06
23/04/2024	MANIC SUPERANNUATION SUPER FUND	Superannuation contributions	-\$428.06
16/04/2024	MARKETFORCE PTY LTD	Monthly West Australian newspaper adverts for tenders & EFQs	-\$1,853.85
23/04/2024	MARKETFORCE PTY LTD	Newspaper advertising for the General meeting of Electors - Feb 24	-\$359.67
16/04/2024	MCLEODS & CO	Legal professional fees	-\$1,207.25
16/04/2024	M QUINN	Refund - CCTV Rebate Scheme	-\$200.00
16/04/2024	MIDLAND MINICRETE	Concrete supplies	-\$4,478.10
9/04/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$286.80
23/04/2024	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation contributions	-\$286.80
9/04/2024	MLC SUPER FUND	Superannuation contributions	-\$113.73
23/04/2024	MLC SUPER FUND	Superannuation contributions	-\$113.73
16/04/2024	MORLEY MOWER CENTRE	Equipment and parts supplies	-\$184.11
16/04/2024	N & N J HAEUSLER	Newspaper supplies - Library	-\$104.20

Date	Name	Description	Amount
16/04/2024	NAPA	Vehicle equipment and parts supplies	-\$104.50
16/04/2024	NATURAL AREA HOLDINGS PTY LTD	Caltrop weed control program	-\$2,766.25
16/04/2024	NEARMAP AUSTRALIA PTY LTD	NEARMAP year 2 of 3 - Aerial subscription	-\$14,575.00
16/04/2024	OLD LIRA	Refund - CCTV Rebate Scheme	-\$200.00
9/04/2024	NGS SUPER	Superannuation contributions	-\$411.40
23/04/2024	NGS SUPER	Superannuation contributions	-\$411.39
16/04/2024	NIKKI DENNERLEY (HAPPY FEET FITNESS)	Happy Feet Fitness Class	-\$125.00
16/04/2024	NUTRIEN WATER	Reticulation parts	-\$2,483.05
16/04/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office supplies	-\$612.12
23/04/2024	OFFICEWORKS SUPERSTORES PTY LTD	Office supplies	-\$373.99
16/04/2024	PARAGON CORPORATE TRAINING	Training Govt Investigations - Attendance	-\$2,350.00
16/04/2024	PARAMOUNT ELECTRICAL SERVICES	Electrical services - call outs - various locations	-\$4,558.74
29/04/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$1,657.23
29/04/2024	PAY@BILITY PTY LTD	Payroll deductions	-\$1,657.23
23/04/2024	PEP TRANSPORT	Courier services	-\$100.52
16/04/2024	P RANDELL	Refund - Claim for Council contribution toward residential crossover	-\$620.00
16/04/2024	PITNEY BOWES AUSTRALIA PTY LTD	Franking Machine - quarterly rental fee	-\$353.10
16/04/2024	PRESTIGE PROPERTY MAINTENANCE	Turf supplies	-\$30,264.30
16/04/2024	PRODUCT RECOVERY INDUSTRIES PTY LTD	Disposal combination waste - bricks, sand, concrete rubble	-\$150.70
16/04/2024	QEC DISTRIBUTION (AUSTRALIA)	Supply DVD one time clear cases x 200	-\$672.50
16/04/2024	R LEVELL	Refund - Rates	-\$1,444.75
16/04/2024	R PRITCHARD	Refund - CCTV Rebate Scheme	-\$200.00
9/04/2024	REST SUPERANNUATION	Superannuation contributions	-\$1,946.52
23/04/2024	REST SUPERANNUATION	Superannuation contributions	-\$1,970.64
16/04/2024	RETECH RUBBER	Supply cricket wicket covers and repair holes and cracks - Park Estate Reserve	-\$9,361.00
16/04/2024	REVIVE RESOURCES PTY LTD	Disposal and processing of drainage pit educting and cleaning waste - Depot	-\$2,772.00
17/04/2024	RICOH AUSTRALIA PTY LTD	Lease photocopier/printer	-\$393.90
30/04/2024	RICOH AUSTRALIA PTY LTD	Lease photocopier/printer	-\$972.73
15/04/2024	RICOH FINANCE AUSTRALIA PTY LTD	Lease photocopier/printer	-\$206.80
16/04/2024	RUBY 9 PTY LTD	Extension activity - Yoga - Term 1	-\$840.00
16/04/2024	SAFEMASTER SAFETY PRODUCTS	Roof anchor inspections - various locations	-\$4,405.50
16/04/2024	SAGE CONSULTING ENGINEERS PTY LTD	Bassendean Oval lighting	-\$495.00



Date	Name	Description	Amount
16/04/2024	S LENIHAN	Refund - CCTV Rebate Scheme	-\$200.00
16/04/2024	SEEK LIMITED	Job advertisement for 2023-2024	-\$1,177.00
28/04/2024	SG FLEET AUSTRALIA PTY LTD	SG Fleet - lease rental - Mar 24	-\$8,980.87
9/04/2024	SHERIFFS OFFICE	Lodgement fee for registering unpaid infringement(s)	-\$83.50
16/04/2024	S GEILES	Refund - Sustainable products rebate	-\$100.00
16/04/2024	SHOREWATER MARINE PTY LTD	Supply and installs replacement pontoon - Fire damage/vandalism - Success Hill Reserve Jetty	-\$67,876.60
23/04/2024	SIGNING HANDS	Signing hands classes - Apr 24	-\$816.75
16/04/2024	S DE LANG	Refund - Community Street Art	-\$493.15
16/04/2024	SIMPLY UNIFORMS	Staff uniforms	-\$2,502.17
9/04/2024	SLATE SUPER	Superannuation contributions	-\$349.88
23/04/2024	SLATE SUPER	Superannuation contributions	-\$343.86
16/04/2024	SLICERZ	Event - Sausage Sizzle consumables	-\$472.45
9/04/2024	SPACESHIP	Superannuation contributions	-\$277.80
23/04/2024	SPACESHIP	Superannuation contributions	-\$277.80
16/04/2024	SPORTS TURF TECHNOLOGY	Carry out soil samples - Bassendean Oval	-\$495.00
16/04/2024	STIHL SHOP MALAGA	Equipment supplies	-\$1,409.50
16/04/2024	SUPERLOOP (OPERATIONS) PTY LTD	Internet services	-\$1,067.00
16/04/2024	SWAN DISTRICTS FOOTBALL CLUB	Refund - Building application	-\$171.65
16/04/2024	SWAN VALLEY CUDDLY ANIMAL FARM	Extensions activity - Cuddly Farm event for April school holidays	-\$580.00
16/04/2024	SYNERGY	Power charges for various sites	-\$2,778.70
23/04/2024	SYNERGY	Power charges for various sites	-\$17,807.09
16/04/2024	TECHWORKS ELECTRICAL PTY LTD	Upgrade lighting - Ashfield Reserve - Approved conduit and cable installation	-\$29,882.33
23/04/2024	TERESA TAI CHI	Tai Chi sessions - Term 1 2024	-\$1,600.00
16/04/2024	THE NAPPY GURU	Cloth nappy workshop - SAT 16 Mar 24 - held in Library	-\$450.00
16/04/2024	THE SCIENCE MUM	Extension activity - Hands on stem with science mum - 5 sessions Feb - Jun 24	-\$650.00
9/04/2024	THE TRUSTEE FOR THE HARTS O'BRIEN SUPER FUND	Superannuation contributions	-\$386.97
23/04/2024	THE TRUSTEE FOR THE HARTS O'BRIEN SUPER FUND	Superannuation contributions	-\$151.48
16/04/2024	TOTALLY WORKWEAR MIDLAND (TWW)	Safety clothing	-\$359.90
29/04/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$275.00
29/04/2024	TOWN OF BASSENDEAN PAYROLL DEDUCTIONS	Payroll deductions	-\$275.00
16/04/2024	TPG NETWORK PTY LTD	Telephone charges	-\$1,849.28
16/04/2024	TRAINING MOMENTUM PTY LTD	HSR refresher course - attendance	-\$1,475.00

Date	Name	Description	Amount
16/04/2024	ULVERSCROFT LARGE PRINT BOOKS (AUST) PTY LTD	Assorted large print titles - Library	-\$393.29
9/04/2024	UNISUPER	Superannuation contributions	-\$227.89
23/04/2024	UNISUPER	Superannuation contributions	-\$172.33
16/04/2024	UNITED PETROLEUM PTY LTD	Diesel	-\$12,326.93
16/04/2024	VENUS PLUMBING	Excavator hire	-\$880.00
16/04/2024	VEOLIA ENVIRONMENTAL SERVICES (AUST) PTY LTD	Waste collections - Green Waste, Fogo, event bins and recycle	-\$116,169.85
16/04/2024	VINSAN SALVAGE	Bristol roof tile supplies	-\$202.50
23/04/2024	W EVANS	Refund - Rates	-\$1,000.00
23/04/2024	WATER CORPORATION	Water charges - various locations	-\$19,912.56
16/04/2024	WATTS WESTERN RUBBER CO	Tyres and repairs	-\$44.00
16/04/2024	W MISSION	Refund - Hall bond	-\$50.00
16/04/2024	WEST TIP WASTE CONTROL PTY LTD	Depot - Empty and replace general waste skin bin	-\$1,724.25
16/04/2024	WESTBOOKS	Book supplies - Library	-\$413.50
16/04/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION-WALGA	Delegation and Authorisation training course 27 Mar 24 - attendance	-\$2,062.50
26/04/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan interest payment(s)	-\$6,037.49
16/04/2024	WESTERN POWER	Clearing of vegetation encroachment - various sites	-\$4,906.45

10/04/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$304,912.46
24/04/2024	FORTNIGHTLY PAYROLL - SALARIES AND WAGES	Staff Salaries and Wages	-\$309,369.22

TOTAL MUNICIPAL EFT PAYMENTS -\$1,777,864.93

9/04/2024	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH	Petty cash recoup - Depot	-\$110.35
10/04/2024	CITY OF GOSNELLS	Lessen with Peg - additional workshop - 29 Jun 24	-\$495.00
23/04/2024	ALINTA	Gas Supplies	-\$691.40

TOTAL MUNICIPAL CHEQUES -\$1,296.75

GRAND TOTAL -\$1,779,161.68

**March Credit Card Expenditure 2024**  
**Statement Period 05/03/2024 to 03/04/2024**

Statement Date:	Merchant Name:	Line Description:	Amount:
5/03/2024	Bunnings Group Ltd	Bunnings - WHS Supplies	\$ 115.28
5/03/2024	Bunnings Group Ltd	Bunnings - WHS Supplies	\$ 9.72
5/03/2024	Baby Bunting	Electric Steriliser for Wind in the Willows	\$ 135.20
5/03/2024	Facebk	Social Media Advert - Music On The Green Ashfield	\$ 20.00
6/03/2024	Coles	Groceries for Drop-in Cooking Program	\$ 143.56
6/03/2024	Armsign Pty Ltd	Fixing Broken Frog Wheel	\$ 395.58
6/03/2024	Cancer Council Sh	WHS Hats - Spf50 For Governance	\$ 120.00
6/03/2024	Theflyingfork	Bowls And Cups For Children	\$ 248.60
6/03/2024	Theflyingfork	Bowls And Cups For Children	\$ 0.08
6/03/2024	Dymocks Online	Wheelchair Inclusivity Books For Children	\$ 134.45
6/03/2024	Gilberts Fresh Midland	Council Workshop Catering	\$ 119.98
7/03/2024	Stockfeed West	Animal Feed And Bedding for Wind in the Willows	\$ 98.00
7/03/2024	Shop Red Nose	Red Nose Safe Sleeping Educator Training	\$ 93.50
7/03/2024	Ida Street Supermark	Milk for Depot	\$ 13.63
7/03/2024	Sq *Premium Appliance	Service Charge And Labour for Wind in the Willows	\$ 156.56
8/03/2024	Mcleods	Legal Fees	\$ 559.35
8/03/2024	Danish Patisserie	International Women'S Day Morning Tea WIW Bassendean	\$ 42.60
8/03/2024	Danish Patisserie	International Women'S Day Morning Tea WIW Ashfield	\$ 28.40
8/03/2024	Facebk	Social Media Advert - Music On The Green Ashfield	\$ 20.00
11/03/2024	Coles 0395	Workshop Catering	\$ 3.96
11/03/2024	Coles	Workshop Catering	\$ 19.34
11/03/2024	Quality Picked Produce	Workshop Catering	\$ 26.62
11/03/2024	Transmitsms.Com	IT SMS Notifications	\$ 51.00
11/03/2024	Subway Bassendean	Refreshments For International Women'S Day	\$ 60.00
11/03/2024	Subway Bassendean	Additional Wraps For International Womens Day	\$ 29.40
11/03/2024	The Reject Shop	Items For International Women'S Day Event	\$ 13.75
11/03/2024	521Pin* Volunteering WA	Volunteering WA Membership	\$ 550.00
11/03/2024	Coles	Refreshments For International Women'S Day	\$ 8.03
11/03/2024	Coles	Refreshments For International Women'S Day	\$ 17.72
11/03/2024	Bunnings	Supplies For Music On The Green Ashfield	\$ 15.69
11/03/2024	Coles	Supplies For Music On The Green Ashfield	\$ 9.95
11/03/2024	Ashfield IGA	Bagged Ice - Music On The Green Ashfield	\$ 4.45

Statement Date:	Merchant Name:	Line Description:	Amount:
12/03/2024	Ida Street Supermark	Milk for Depot	\$ 13.63
12/03/2024	Suisen Japanese T Rs	Refreshments For International Women'S Day	\$ 65.73
12/03/2024	Raani Palace	Council Meeting Catering	\$ 129.80
13/03/2024	Walga Events	Walga Forum For Nicole - Aboriginal Engagement	\$ 190.00
13/03/2024	Wanewsdti	Subscription - The West Australian (Mon - Sat)	\$ 1.00
13/03/2024	Wanewsdti	Subscription - Library Newspapers	\$ 48.01
13/03/2024	Wanewsdti	Subscription - Admin Newspapers	\$ 96.00
14/03/2024	Dropbox	Upgrade To Dropbox Storage	\$ 51.58
14/03/2024	St John Ambulance Aust	Cpr Refresher - Alex Snadden	\$ 89.00
14/03/2024	Danish Patisserie	Hsr Refresher Morning Tea Supplies	\$ 5.00
14/03/2024	Officeworks	Stationery And Teachers Aids	\$ 117.08
14/03/2024	Sq *Moonlight Busy Boo	Children'S Cognitive Development Book	\$ 85.00
14/03/2024	Twu Midland	Uniform For New Ranger Acg	\$ 434.70
14/03/2024	Sq *Premium Appliance	Dishwasher Call Out Service - Ashfield	\$ 189.87
15/03/2024	Spotify	Bys Spotify Subscription	\$ 20.99
15/03/2024	Subway Bayswater	Whs Refresher - Lunch Supplies	\$ 83.00
15/03/2024	Ida Street Supermark	Hsr Refresher Training Morning Tea Supplies	\$ 27.50
15/03/2024	Ida Street Supermark	Hsr Refresher Training Morning Tea Supplies	\$ 4.05
15/03/2024	Coles	Whs Refresher Training Morning Tea Supplies	\$ 5.50
15/03/2024	Coles	Whs Refresher Training Morning Tea Supplies	\$ 4.90
15/03/2024	Ida Street Supermark	Milk for Depot	\$ 9.09
15/03/2024	Booktopia Pty Ltd	Library Stock Purchase - 2X Books	\$ 2.55
15/03/2024	Ashfield IGA	Groceries for Wind in the Willows	\$ 8.94
18/03/2024	City Of Perth Parking-	City Of Perth Parking - State Records Office	\$ 8.08
18/03/2024	Kmart 1386	USB For Probate Documents From State Records Offic	\$ 19.00
18/03/2024	Target 5043	New Trains For Children	\$ 40.00
18/03/2024	Yaffa Media Pty Ltd	Magazine Subscription - Australian Photography	\$ 69.00
18/03/2024	Magshoponline	Magazine Subscription - Diabetic Living (6 Issues)	\$ 40.00
19/03/2024	Aussie Broadband Limit	Internet Provision At Youth Centre	\$ 149.00
19/03/2024	Kinatico Ltd	National Police Clearance	\$ 54.90
19/03/2024	Coles Online	Council Meeting And Workshop Supplies	\$ 63.69
19/03/2024	Coles Online	Council Meeting And Workshop Supplies	\$ 38.52
19/03/2024	Bunnings 458000	Bolts For TV Mount at 35 Old Perth Road	\$ 5.64
20/03/2024	Holly Rayes	Catering for Morning Tea	\$ 22.44
20/03/2024	Holly Rayes	Catering for Morning Tea	\$ 0.39
20/03/2024	Istock.Com	Istock Subscription For Stock Photography	\$ 31.90

Statement Date:	Merchant Name:	Line Description:	Amount:
20/03/2024	The Cake Factory	Catering for Morning Tea Ceo Meeting 20 March 2024	\$ 32.02
21/03/2024	Coles 0395	Food And Fruit For Dropin Program	\$ 15.29
21/03/2024	Coles 0395	Food And Fruit For Dropin Program	\$ 17.92
21/03/2024	Officeworks	WHS - Governance Office Equipment	\$ 151.98
21/03/2024	Coles 0330	Food Supplies	\$ 0.22
21/03/2024	Coles 0330	Food Supplies	\$ 63.88
21/03/2024	Ezi*The Fruit Box Gro	Milk Order for Council Offices	\$ 1.10
21/03/2024	Ezi*The Fruit Box Gro	Milk Order for Council Offices	\$ 86.17
21/03/2024	Ezi*The Fruit Box Gro	Milk Order for Council Offices	\$ 99.26
21/03/2024	Ezi*The Fruit Box Gro	Milk Order for Council Offices	\$ 99.26
21/03/2024	De Vine Cellars	Council And Officer Leaving Refreshments	\$ 69.99
22/03/2024	Bassendean Hotel	Directors Lunch 21 March 2024	\$ 214.74
22/03/2024	Wex Australia Pty Ltd	Ryde Vehicle Fuel Cards	\$ 85.35
22/03/2024	St John Ambulance Aust	CPR Refresher Course	\$ 89.00
22/03/2024	Coles 0383	Council Kitchen Pantry Items	\$ 24.00
22/03/2024	Coles 0395	Finish Dishwashing Powder For Library	\$ 23.98
22/03/2024	Coles 0395	Tea Bags For Library	\$ 12.02
25/03/2024	Coles 0395	Food For Youth Cooking Program	\$ 30.03
25/03/2024	Coles 0395	Food For Youth Cooking Program	\$ 135.47
25/03/2024	The Pool Table Man	Youth Pool Table Recovering	\$ 588.50
25/03/2024	Officeworks	Governance Ergonomic Equipment	\$ 186.00
25/03/2024	Canva* I04096-23578414	Annual Subscription - Graphic Design	\$ 164.99
26/03/2024	Maxo.Com.Au	BYS Phone System	\$ 39.95
26/03/2024	Insideout	SPF Hats for Wind in the Willows	\$ 42.15
26/03/2024	Work Clobber	WHS Safety Boots	\$ 218.00
26/03/2024	Adobe	Adobe Subscription	\$ 646.86
27/03/2024	Officeworks 0608	Usb Cables For Game Consoles	\$ 55.96
28/03/2024	Secure Entertainment	Xbox Controller Holders	\$ 367.47
28/03/2024	Intnl Transaction Fee	International Transaction Fee	\$ 9.19
28/03/2024	Bunnings 458000	Storage Containers - Mosquito Floats	\$ 25.96
28/03/2024	Facebk *C5Xkszt6L2	Music On The Green Ashfield Acou Facebook Promo	\$ 3.55
28/03/2024	Jb Hi Fi Midland Gat	Game Controllers For Consoles	\$ 150.00
28/03/2024	Australian Red Cross	Provide First Aid - Alicia Gnech	\$ 180.00
28/03/2024	Nisbets Australia	Kitchen Supplies - Bassendean	\$ 164.67
28/03/2024	Nisbets Australia	Kitchen Supplies - Ashfield 1 X Food Thermometer	\$ 21.89
28/03/2024	Officeworks	Stationery	\$ 117.52

Statement Date:	Merchant Name:	Line Description:	Amount:
28/03/2024	Gilbert'S Fresh Midl	Council Meeting Refreshments	\$ 47.98
28/03/2024	Swan Valley Fresh De	Council Meeting Catering	\$ 62.48
28/03/2024	Swan Valley Fresh De	Council Meeting Catering	\$ 73.98
2/04/2024	Paypal *Anglicarewa	Test Of Ryde Paypal System At Other Program	\$ 15.00
2/04/2024	Facebk *Mry933U2P2	Advertising For Skate/Scooter/Bmx Workshops	\$ 60.57
2/04/2024	Zoho-Manageengine Ser	Helpdesk Subscription	\$ 621.72
2/04/2024	Ezi*The Fruit Box Gro	Milk Order for Council Offices	\$ 1.10
2/04/2024	Ezi*The Fruit Box Gro	Milk Order for Council Offices	\$ 83.76
2/04/2024	Jbg Hospitality Pty	Milk For Council Kitchen	\$ 3.20
3/04/2024	Coles 0395	Dropin Program Snacks	\$ 30.03
3/04/2024	Coles 0395	Dropin Program Snacks	\$ 20.95
3/04/2024	Amazon Au Marketplace	Air Hockey Pucks And Bats	\$ 33.49
3/04/2024	Burk Bassendean	Fuel - Pool Car (1HNS 586)	\$ 86.34
3/04/2024	Westnet	NBN Charges for Wind in the Willows	\$ 69.99
3/04/2024	Carroll Richardson-Fla	Australian Flags For Flagpoles	\$ 537.86
3/04/2024	Westnet	Public Internet Access	\$ 109.99
3/04/2024	Mchugh Media Aust	Magazine Subscription - Mindfood (1 Year)	\$ 80.00
	TOTAL:		\$ 11,662.66



**MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED**

**30 April 2024**



# TOWN OF BASSENDEAN

## **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) for the period ended 30 April 2024**

**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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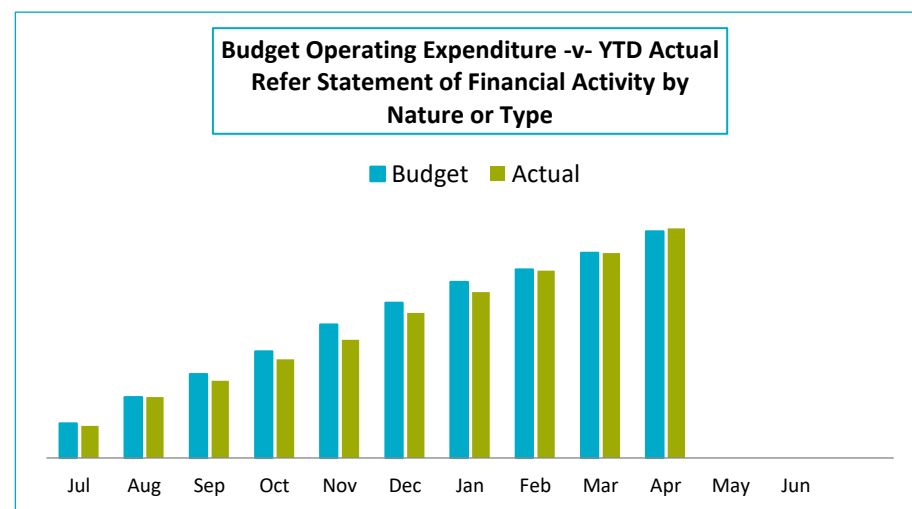
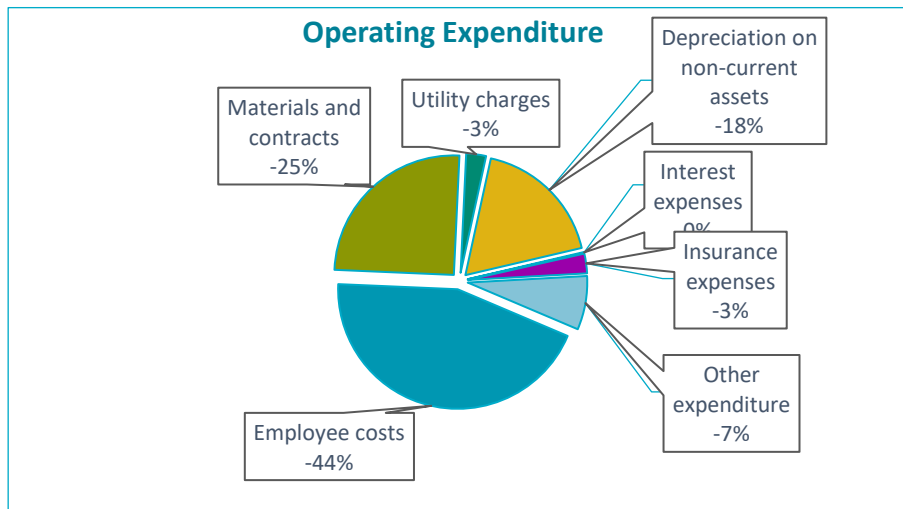
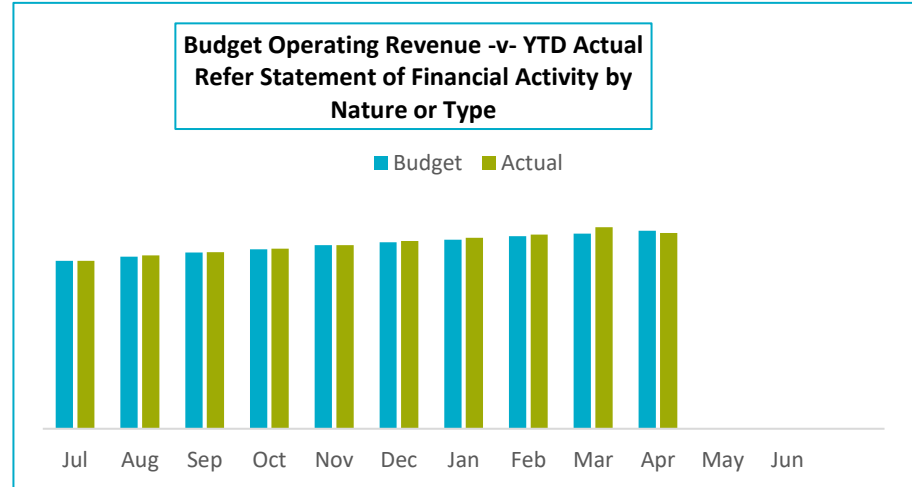
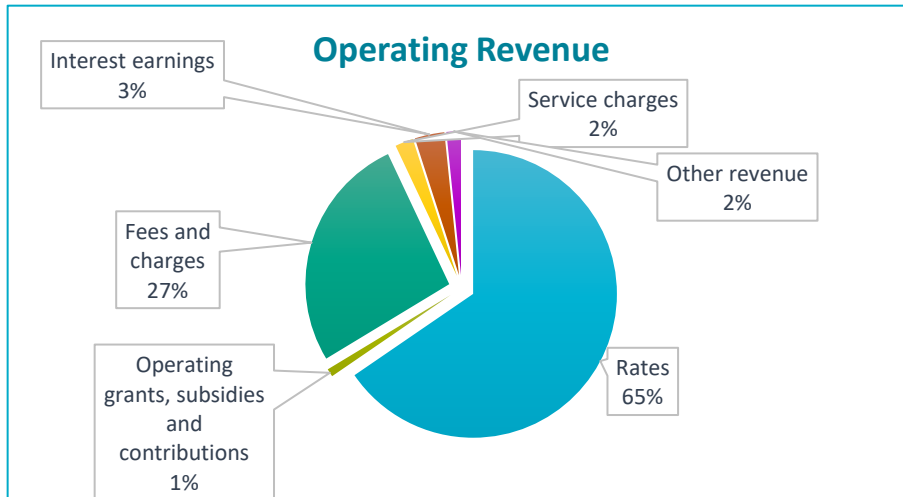
**TOWN OF BASSENDEAN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
for the period ended 30 April 2024

	2023/24 Current Budget	2023/24 YTD Budget (a)	2023/24 YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$	\$	\$	\$	\$
<b>Revenue</b>					
Rates	15,428,187	15,411,987	15,419,684	7,697	0%
Operating grants, subsidies and contributions	639,573	218,617	211,039	(7,577)	(3%)
Fees and charges	6,900,231	6,267,541	6,280,670	13,129	0%
Service charges	481,780	481,780	481,737	(44)	(0%)
Interest earnings	554,828	531,828	786,812	254,984	48%
Other revenue	224,811	222,230	382,104	159,874	72%
	24,229,410	23,133,983	23,562,046	428,063	2%
<b>Expenses</b>					
Employee costs	(12,675,821)	(10,098,037)	(10,055,318)	42,719	(0%)
Materials and contracts	(7,657,735)	(5,385,312)	(5,689,892)	(304,580)	6%
Utility charges	(743,577)	(596,982)	(608,355)	(11,372)	2%
Depreciation on non-current assets	(4,942,471)	(4,081,348)	(4,067,402)	13,946	(0%)
Interest expenses	(41,808)	(24,863)	(25,488)	(625)	3%
Insurance expenses	(547,992)	(547,992)	(604,988)	(56,996)	10%
Other expenditure	(1,844,105)	(1,673,280)	(1,649,480)	23,800	(1%)
	(28,453,509)	(22,407,814)	(22,700,923)	(293,109)	1%
<b>Subtotal</b>	(4,224,100)	726,169	861,123	134,954	19%
Non-operating grants, subsidies and contributions	2,321,030	771,134	715,895	(55,239)	(7%)
Profit on asset disposals	0	0	0	0	
Loss on asset disposals	(15,000)	0	(707)	(707)	
	2,306,030	771,134	715,188	(55,946)	(7%)
	0				
<b>Net result</b>	<b>(1,918,070)</b>	<b>1,497,303</b>	<b>1,576,311</b>	<b>79,009</b>	<b>5%</b>
<b>Other comprehensive income</b>					
Changes on revaluation of non-current assets	0	0	0	0	0%
<b>Total other comprehensive income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total comprehensive income</b>	<b>(1,918,070)</b>	<b>1,497,303</b>	<b>1,576,311</b>	<b>79,009</b>	<b>5%</b>

**TOWN OF BASSENDEAN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
for the period ended 30 April 2024

	2023/24 Current Budget \$	2023/24 YTD Budget (a)	2023/24 YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year - surplus/(deficit)	2,508,485	2,508,485	2,508,485	0	0%
<b>Revenue from operating activities (excluding rates)</b>	2,508,485	2,508,485	2,508,485	0	0%
Operating grants, subsidies and contributions	639,573	218,617	211,039	(7,577)	(3%)
Fees and charges	6,900,231	6,267,541	6,280,670	13,129	0%
Service charges	481,780	481,780	481,737	(44)	(0%)
Interest earnings	554,828	531,828	786,812	254,984	48%
Other revenue	224,811	222,230	382,104	159,874	72%
Profit on asset disposals	-	-	-	-	
	8,801,223	7,721,996	8,142,362	420,366	5%
<b>Expenditure from operating activities</b>					
Employee costs	(12,675,821)	(10,098,037)	(10,055,318)	42,719	(0%)
Materials and contracts	(7,657,735)	(5,385,312)	(5,689,892)	(304,580)	6%
Utility charges	(743,577)	(596,982)	(608,355)	(11,372)	2%
Depreciation on non-current assets	(4,942,471)	(4,081,348)	(4,067,402)	13,946	(0%)
Interest expenses	(41,808)	(24,863)	(25,488)	(625)	3%
Insurance expenses	(547,992)	(547,992)	(604,988)	(56,996)	10%
Other expenditure	(1,844,105)	(1,673,280)	(1,649,480)	23,800	(1%)
Loss on asset disposals	(15,000)	-	-	-	
	(28,468,509)	(22,407,814)	(22,700,923)	(293,109)	1%
Non-cash amounts excluded from operating activities	4,957,471	4,081,348	4,067,402	(13,946)	(0%)
<b>Amount attributable to operating activities</b>	<b>(12,201,331)</b>	<b>(8,095,985)</b>	<b>(7,982,674)</b>	<b>113,311</b>	<b>(1%)</b>
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	2,321,030	771,134	715,895	(55,239)	(7%)
Payments for property, plant and equipment	(1,123,523)	(778,066)	(433,734)	344,332	(44%)
Payments for construction of infrastructure	(4,579,451)	(4,172,626)	(1,503,024)	2,669,602	(64%)
Proceeds from disposal of assets	22,000	-	405	405	
Proceeds from self-supporting loans	21,503	-	-	-	
<b>Amount attributable to investing activities</b>	<b>(3,338,441)</b>	<b>(4,179,558)</b>	<b>(1,220,459)</b>	<b>2,959,100</b>	<b>(71%)</b>
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	(287,354)	(37,109)	(37,109)	-	0%
Principal elements of finance lease payments	(134,932)	(22,489)	(22,489)	-	0%
Proceeds from new borrowings	750,000	0	0	-	
Transfers to cash backed reserves (restricted assets)	(1,933,097)	0	0	-	
Transfers from cash backed reserves (restricted assets)	1,721,108	0	0	-	
<b>Amount attributable to financing activities</b>	<b>115,725</b>	<b>(59,598)</b>	<b>(59,598)</b>	<b>0</b>	<b>0%</b>
<b>Budgeted deficiency before general rates</b>	<b>(15,424,047)</b>	<b>(12,335,141)</b>	<b>(9,262,730)</b>	<b>3,072,411</b>	<b>(25%)</b>
<b>Estimated amount to be raised from general rates</b>	<b>15,428,187</b>	<b>15,411,987</b>	<b>15,419,684</b>	<b>7,697</b>	<b>0%</b>
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>4,140</b>	<b>3,076,846</b>	<b>6,156,954</b>	<b>3,080,108</b>	<b>100%</b>

# Town of Bassendean Information Summary For the Period Ended 30 April 2024



**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
for the period ended 30 April 2024

**Note 1: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget, whichever is higher than \$15,000 or 10%.

⊕ More Revenue OR Less Expenditure

⊗ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year - surplus/(deficit)	0	0%			
<b>Revenue from operating activities (excluding rates)</b>					
Operating grants, subsidies and contributions	(7,577)	(3%)	⊗	Timing	Within the reporting threshold
Fees and charges	13,129	0%	⊕	Timing	Within the reporting threshold
Interest earnings	254,984	48%	⊕	Timing	Increase in investment returns due to higher interest income received from Investments partially assisted by lower capital expenditure allowing for additional investments
Other revenue	159,874	72%	⊕	Timing	Reimbursements are higher including insurance claims
Profit on asset disposals	0				
	420,366	5%	⊕		
<b>Expenditure from operating activities</b>					
Employee costs	42,719	(0%)	⊕	Timing	Aggregate result of minor variances in several business units
Materials and contracts	(304,580)	6%	⊗	Timing	Reserve maintenance Expenses over budget by \$241,289
Utility charges	(11,372)	2%	⊗	Timing	Within the reporting threshold
Depreciation on non-current assets	13,946	(0%)	⊕	Timing	Estimated as asset capitalisations for FY 23/24 are in progress
Interest expenses	(625)	3%	⊗	Timing	Within the reporting threshold
Insurance expenses	(56,996)	10%	⊗	Timing	Vandalism damages - Success Hill Jetty - pending insurance claim
Other expenditure	23,800	(1%)	⊕	Timing	Road Maintenance expenses under budget by \$45,869
Loss on asset disposals	0				
	(293,109)	1%	⊗		
Non-cash amounts excluded from operating activities	(13,946)	(0%)	⊗		
<b>Amount attributable to operating activities</b>	<b>113,311</b>	<b>(1%)</b>	⊕		
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions	(55,239)	(7%)	⊗	Timing	Variance is mainly due to timing of receipts of capital grants related to various projects.
Payments for property, plant and equipment	344,332	(44%)	⊕	Timing	Building projects with timing issues \$345k
Payments for construction of infrastructure	2,669,602	(64%)	⊕	Timing	Infrastructure projects timing issues with Roads programme \$1 Mn, other infrastructure \$1.5 Mn
Proceeds from disposal of assets	405		⊕		
Proceeds from self-supporting loans	0				
<b>Amount attributable to investing activities</b>	<b>2,959,100</b>	<b>(71%)</b>	⊕		
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	0	0%			
Transfers to cash backed reserves (restricted assets)	0				
Transfers from cash backed reserves (restricted assets)	0				
<b>Amount attributable to financing activities</b>	<b>0</b>	<b>0%</b>			
<b>Budgeted deficiency before general rates</b>	<b>3,072,411</b>	<b>(25%)</b>	⊕		
<b>Estimated amount to be raised from general rates</b>	<b>7,697</b>	<b>0%</b>	⊕	Timing	Within reporting threshold
Net current assets at end of financial year - surplus/(deficit)	<b>3,080,108</b>	<b>100%</b>	⊕		

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
for the period ended 30 April 2024

**Note 2: Net Current Funding Position**

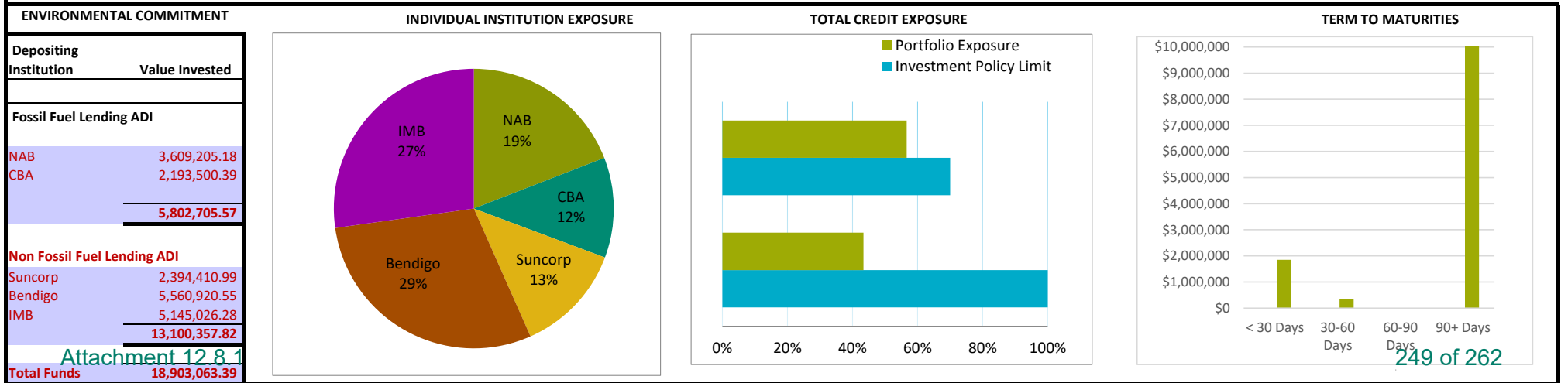
Positive=Surplus (Negative=Deficit)

	Last Years Actual Closing 30 June 2023	Current 30 April 2024
	\$	\$
<b>Current Assets</b>		
Cash - Other	5,684,881	9,039,251
Cash Restricted - Reserves	9,596,927	9,794,360
Restricted Cash -Other	93,176	93,526
Rates Outstanding	230,796	777,283
Sundry Debtors	569,713	630,023
GST Receivable	6,171	117,930
Accrued Interest	171,305	
Other receivables	168,383	168,383
Prepayments	198,102	150,565
Inventories	6,624	
	<u>16,726,079</u>	<u>20,771,321</u>
<b>Less: Current Liabilities</b>		
Sundry Creditors	(1,378,121)	(1,375,559)
Payroll Creditors	2,404	5,928
Accrued Interest on Borrowings	(2,159)	
Accrued Salaries and Wages	(296,886)	
Rates in Advance	(93,428)	(175,754)
Current Loan Liability	(287,354)	(112,493)
Hyde Retirement Village Bonds	(39,600)	(39,600)
Bonds and Other Deposits	(1,744,248)	(1,805,009)
Current Lease Liabilities	(99,738)	(99,738)
Contract liabilities	(185,022)	(185,022)
Deferred Revenue		
Current Employee Provisions	(2,107,920)	(2,511,185)
	<u>(6,232,072)</u>	<u>(6,298,431)</u>
Net Current Assets	<u>10,494,006</u>	<u>14,472,890</u>
Less: Cash Reserves	(9,596,927)	(9,794,360)
Less: SSL Borrowings Repayments	-	
Loan Liability - Current	287,354	112,493
Lease Liability - Current	99,738	99,738
Other Misc. Adjustments	(15,602)	56,747
Plus : Liabilities funded by Cash		
Backed Reserves	1,239,916	1,209,446
<b>Net Current Funding Position</b>	<u><b>2,508,485</b></u>	<u><b>6,156,954</b></u>

**Town of Bassendean**  
**Monthly Investment Report**  
**As at 30 April 2024**

**Note 3 : CASH INVESTMENTS**

Deposit Ref	Deposit Date	Maturity Date	S & P Rating	Institution	Term (Days)	Rate of Interest	Amount Invested (Days)				Total	Expected Interest	
							Up to 30	30-59	60-89	90-120+			
Municipal													
13156679	6/04/2024	6/05/2024	A1	CBA	30	4.35%	65,241.80				65,241.80	233.25	
4468111	11/08/2023	12/08/2024	A2	Bendigo	367	5.15%				1,500,000.00	1,500,000.00	77,673.29	
56676	6/03/2024	4/06/2024	A2	IMB	90	4.80%				4,000,000.00	4,000,000.00	47,342.47	
GMI-DEAL-108833	2/02/2024	2/05/2024	A1	NAB	90	5.05%				2,041,095.90	2,041,095.90	25,415.84	
							65,241.80	-	-	7,541,095.90	7,606,337.70	150,664.84	
Restricted - Bonds and Deposits:													
56866	26/04/2024	26/07/2024	A2	IMB	91	4.80%				1,145,026.28	1,145,026.28	13,702.67	
							-	-	-	1,145,026.28	1,145,026.28	13,702.67	
							65,241.80	-	-	8,686,122.18	8,751,363.98	164,367.51	
Restricted - Contract Liabilities/Deferred Revenue (Grants)													
Reserve													
90-060-8206	19/04/2024	18/07/2024	A1	NAB	90	5.00%				1,559,695.89	1,559,695.89	19,229.13	
4207605	24/01/2024	22/07/2024	A1	Suncorp	180	5.11%				1,540,986.99	1,540,986.99	38,832.87	
4449527	22/04/2024	22/07/2024	A2	Bendigo	91	5.00%				1,560,920.55	1,560,920.55	19,458.05	
4468108	11/08/2023	12/08/2024	A2	Bendigo	367	5.15%				2,500,000.00	2,500,000.00	129,455.48	
164115	15/04/2024	15/05/2024	A1	CBA	30	4.36%	935,829.59				935,829.59	3,353.60	
4207277	29/11/2023	29/05/2024	A1	Suncorp	182	5.37%				853,424.00	853,424.00	22,851.66	
13156679	6/04/2024	6/05/2024	A1	CBA	30	4.35%	843,503.20				843,503.20	3,015.81	
							1,779,332.79	-	-	8,015,027.43	9,794,360.22	236,196.60	
GMI-DEAL-108962	30/04/2024	28/04/2024	A1	NAB	-2	4.25%	8,413.39				8,413.39	- 1.96	
POS Funds													
196627	4/04/2024	6/05/2024		CBA	32	4.36%		348,925.80			348,925.80	1,333.76	
							1,787,746.18	348,925.80	-	8,015,027.43	10,151,699.41	237,528.40	
Total							1,852,987.98	348,925.80	-	16,701,149.61	18,903,063.39	401,895.91	



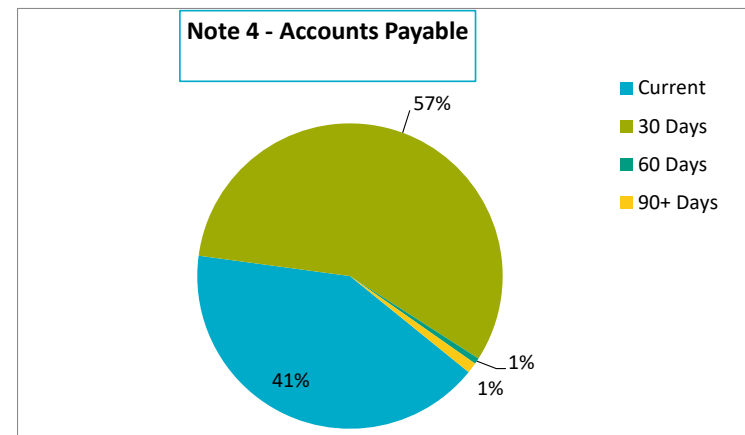
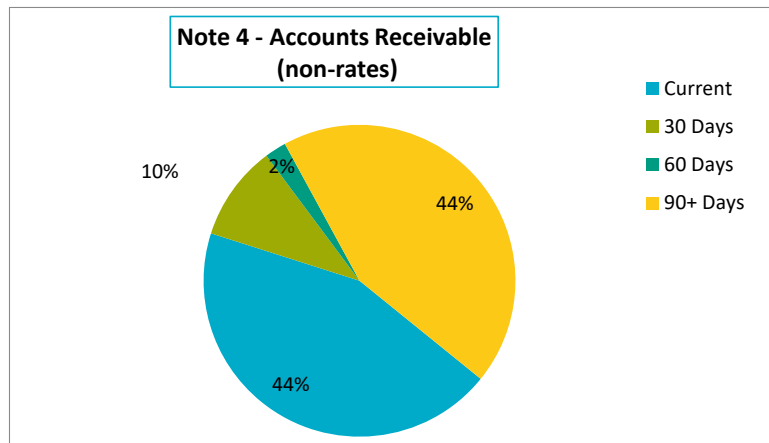


**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2024

**Note 4: Receivables and Payables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	84,886	19,055	4,315	84,288	192,545

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables - General	354,699	489,194	5,411	9,596	858,900



**Comments/Notes - Receivables General**

The above amounts include GST where applicable.

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 April 2024

**Note 5 - Capital Works Projects**

<b>CAPITAL PROJECTS</b>									
<b>for the period ended 30 April 2024</b>									
<b>Project Number</b>	<b>2023/24 Original Budget</b>	<b>Budget Amendments</b>	<b>2023/24 Current Budget</b>	<b>2023/24 YTD Budget</b>	<b>YTD Actual</b>	<b>Purchase Orders</b>	<b>Total Inc Purchase Orders</b>	<b>Budget Remaining</b>	<b>% Budget Remaining to Annual Budget</b>
<b>Property, Plant and Equipment</b>									
LAND	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000	100.0%
BUILDINGS	\$431,620	-\$98,181	\$333,439	\$333,439	\$122,040	\$121,671	\$243,711	\$89,727	26.9%
FURNITURE & EQUIPMENT	\$127,000	\$54,848	\$181,848	\$181,848	\$59,938	\$19,996	\$79,935	\$101,913	56.0%
PLANT AND EQUIPMENT	\$632,120	-\$123,884	\$508,236	\$262,780	\$251,755	\$92,269	\$344,025	\$164,212	32.3%
<i>Sub-total</i>	<i>\$1,290,740</i>	<i>-\$167,217</i>	<i>\$1,123,523</i>	<i>\$778,066</i>	<i>\$433,734</i>	<i>\$233,937</i>	<i>\$667,671</i>	<i>\$455,851</i>	<i>40.6%</i>
<b>Infrastructure</b>							\$0	\$0	
ROADS	\$1,510,965	\$73,872	\$1,584,837	\$1,574,837	\$563,133	\$728,907	\$1,292,040	\$292,797	18.5%
FOOTPATHS	\$245,579	-\$7,554	\$238,025	\$236,335	\$107,513	\$4,423	\$111,937	\$126,089	53.0%
DRAINAGE	\$45,000	\$2,006	\$47,006	\$47,006	\$32,007	\$0	\$32,007	\$14,999	31.9%
INFRASTRUCTURE ASSETS - PARKS & OVALS	\$2,418,394	\$291,188	\$2,709,582	\$2,314,448	\$800,371	\$163,555	\$963,927	\$1,745,656	64.4%
<i>Sub-total</i>	<i>\$4,219,938</i>	<i>\$359,513</i>	<i>\$4,579,451</i>	<i>\$4,172,626</i>	<i>\$1,503,024</i>	<i>\$896,886</i>	<i>\$2,399,910</i>	<i>\$2,179,541</i>	<i>47.6%</i>
<b>TOTAL</b>	<b>\$5,510,678</b>	<b>\$192,295</b>	<b>\$5,702,973</b>	<b>\$4,950,692</b>	<b>\$1,936,758</b>	<b>\$1,130,823</b>	<b>\$3,067,581</b>	<b>\$2,635,392</b>	<b>46.2%</b>

**TOWN OF BASSENDEAN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**for the period ended 30 April 2024**

**Note 6: Proposed Budget Amendments**

GL Account Code	Description	Current Budget \$	Amended Budget \$	Budget Movement \$	Reason

TOWN OF BASSENDEAN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2024

Note 7: Disposal of Assets

Asset Class	Original Annual Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
					-	-		-
	-	-	-	-	-	-	-	-

**BASSENDAN OVAL PRECINCT  
REDEVELOPMENT PROJECT**

**GOVERNANCE FRAMEWORK**

TOWN OF BASSENDEAN  
RFT 02/2024  
MAY 2024

BRAD PAATSCH / MANAGING DIRECTOR  
TELEPHONE 0419 596 268  
BRADP@PAATSCHGROUP.COM.AU

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## 1 PURPOSE

The purpose of this Charter is to document the roles, responsibilities and accountabilities of parties involved in the planning and delivery of the Bassendean Oval Precinct Redevelopment Project (BOPRP). The project will be delivered in five phases as follows:

- Phase 1 – Project Establishment
- Phase 2 – Planning and Preliminary Design
- Phase 3 – Detailed Design and Tenders
- Phase 4 – Construction
- Phase 5 – Transition to Operations

The Charter will be reviewed and updated at the conclusion of each phase to reflect the status of the Project.

## 2 BASSENDEAN OVAL PRECINCT REDEVELOPMENT PROJECT

The Town of Bassendean in partnership with the Swan Districts Football Club are jointly pursuing the redevelopment of the Bassendean Oval site.

[INSERT PROJECT OBJECTIVES]

## 3 GOVERNANCE STRUCTURE

As the owner, the Town of Bassendean Council is ultimately responsible for the project planning and delivery of the BOPRP. The Governance Structure recognises the Council's various accountabilities to the potential funding partners.

The fundamental principle underpinning the governance structure is identifying the decision-making responsibilities at the appropriate level. In this regard, detailed project reporting and issue resolution will be dealt with by the relevant Groups for further consideration by the CEO or Council subject to the CEO's delegations. Those issues that are beyond the CEO's delegated authority or that involve unresolved, conflicting objectives will be referred to the Steering Committee for its endorsement and recommendation to the Council.

The Governance Structure to be approved by the Council for the planning phase of the Project is outlined Appendix 1.



## 4 PROJECT GOVERNANCE BODIES

### 4.1 STEERING COMMITTEE

#### 4.1.1 Remit

To act as the Steering Committee (SC) of the Town of Bassendean Council for the Bassendean Oval Precinct Redevelopment Project (BOPRP), providing recommendations & strategic advice to the Council.

The SC is responsible for overall guidance on the Project at a strategic level ensuring that the Business Case, Vision, and Objectives of the Project are being met or, where possible exceeded.

Funding will be sought from:

- Town of Bassendean
- State Government
- Federal Government
- AFL/WAFC
- Commercial sector

The process and key milestones for funding procurement will be determined during the Project.

#### 4.1.2 Scope

- a) Oversee the BOPRP and make recommendations to the Council in line with the Project's governance model, the Swan Districts Memorandum of Understanding (MoU) with the Town of Bassendean, commercial opportunities, business model for the completed project, business case and project brief.
- b) Ensure that strategic directions are given in line with the approved Business Plan or where relevant develop the approved Business Plan to align with any adaptations required for consideration by the Town of Bassendean Council.
- c) Provide advice on issues brought forward by the Project Working Group (PWG) and endorse recommendations made by the PWG and any other strategic recommendations required to maintain the Project.
- d) Provide recommendations and advice to the Council on the Project.
- e) Review the PWG and Project Team's management of risk and provide direction and advice where necessary on mitigating risk.
- f) Review the communications principles and public relations strategies ensuring that the Project Team has adequately informed/engaged stakeholders as required.
- g) Assess and recommend to Council the appointment of key consultants, including but not limited to:
  - a. Project Manager
  - b. Design Team
- h) Proactively monitor overall Project progress, including:
  - a. Brief Development;
  - b. Stakeholder engagement;
  - c. Design solutions;
  - d. Construction Works; and
  - e. Achievement of time, cost and quality standards
- i) Encourage innovative ideas and initiatives, that will:
  - a. Enhance the value for money;
  - b. Encourage leading edge designs that enhance sport, spectator and community experiences;
  - c. Deliver quality facilities and systems;
  - d. Incorporate environmentally sustainable design to minimise the facility's carbon footprint;
  - e. Ensure efficient use of landed property, building assets and funding resources;
  - f. Facilitate commercial partnerships; and

- g. Achieve the Town of Bassendean vision and values.

#### 4.1.3 Responsibilities

- a) Review and recommend to the Town of Bassendean Council the project scope, detailed planning; budget and program parameters and ensure the content of the works to be included meet the Project's performance requirements.
- b) Prepare and present proposals to the Town of Bassendean Council on matters of strategic direction associated with the BOPRP.
- c) Ensure only those functional, cost and program matters contained in the approved brief are implemented and all changes to the brief and budget are sufficiently reported to permit review and recommend to the Town of Bassendean Council such changes.
- d) Recommend to the Town of Bassendean Council the scope, design and content of the Project brief for all approved consultants. Monitor services, responsibilities and duties of the consultants throughout all stages of the appointment.
- e) Recommend to the Town of Bassendean Council key design and scope initiatives that will ensure the environmental sustainability of the venue.
- f) Make recommendations to the Town of Bassendean Council on the appointment and engagement of major consultant appointments such as the project manager, design team, quantity surveyor and other consultants as necessary.
- g) Ensure all recommendations and processes are in line with the Town of Bassendean's policies and procedures as contained in this Charter and other relevant Town of Bassendean Governance documents.
- h) Finalise and update as required the BOPRP Governance Framework and Steering Committee Charter.
- i) Ensure that the existing knowledge of operational, functional planning, management, financial and Project delivery aspects is being efficiently and effectively applied in the review of all Project decisions.
- j) Establish and recommend to the Town of Bassendean Council the criteria for project success and monitor throughout the Project life.
- k) Monitor overall Project progress against the set time, cost and quality parameters through receipt, critical review and endorsement of the SC Report prepared by the Project Team.

#### 4.1.4 General

- a) The SC has the authority to access information and consult with and interview Organisation and Project Team personnel, and through the Town of Bassendean CEO, may contract independent professional advisers it considers appropriate to provide advice on matters within the scope of its remit.
- b) The SC may be requested by the Town of Bassendean Council to perform other related tasks.

#### 4.1.5 Steering Committee Administration

The structure and timing of the meetings for the Steering Committee are below:

##### (a) Meetings

At least 6 meetings per year or as required. In early project implementation the SC is likely to meet on a 4-6 weekly basis.

At least 4 working days prior to each meeting, the following shall occur:

- Preparation and distribution of the agenda
- Preparation and distribution of the SC Report which will include as appropriate to the stage of the Project concise details of:
  - Any decisions required from the SC (including supporting documentation)
  - Decisions received from the previous SC
  - Overall Progress
  - Occupational Health and Safety
  - Design Progress and Issues
  - Budget and Financial Update
  - Stakeholder Engagement
  - Statutory Authorities and Approvals
  - Quality
  - Procurement
  - Risk
- Minutes of the meetings will be distributed within 1 week of the meeting.

(b) Membership of the Steering Committee

- Chair – Town of Bassendean CEO
- Deputy Chair – Town of Bassendean Director of Community and Place
- Town of Bassendean Councillor
- Swan Districts Football Club CEO
- Swan Districts Football Club Board Member
- Up to three independent members as required
- The following are ex-officio members of the SC:
  - Subcontractor Strategic Lead
  - Subcontractor Project Lead
  - Design Team Lead
  - Quantity Surveyor

Representatives from funding partners will be added to the SC when they commit to the project.

The SC reports to the Town of Bassendean Council through the Chair of the Steering Committee.

## 4.2 PROJECT WORKING GROUP (PWG)

### 4.2.1 Remit

The BOPRP Project Working Group (PWG) is responsible for managing and monitoring the day-to-day definition, planning and delivery of the Project ensuring that agreed program, cost, and quality targets are achieved. The PWG will manage the delivery of the BOPRP through planning, design, commission, transition to operations and defects resolution.

The PWG shall provide direction to the Project Team ensuring the progress of the Project and shall provide advice to the Steering Committee and the Town of Bassendean Council.

#### 4.2.2 Responsibilities

- Monitor the Project to ensure scope and budgeted costs are met.
- Monitor detailed Project progress against the time, cost and quality parameters for the Project;
- Manage the Project to ensure all approved scope is implemented in an efficient manner.
- Manage the Project to ensure the overall budget is adhered to and all construction and non-construction cost components are achieved within their defined limits.
- Be the detailed decision-making Group for efficient, effective and quality outcomes of the Project.
- Provide direction and advice where necessary and review the role of the Project Team in adequately managing the planning, design, fit-out, construction, commissioning and transition to operations of the BOPRP.
- Ensure schematic design, design development, procurement and other key deliverables are completed for consideration by the Steering Committee.
- Ensure timely rectification of any defects.
- Provide advice on issues brought forward by the Design Team and Project Reference Group(s).
- Provide advice to the SC as to the number, purpose and composition of Project Reference Groups.
- Through the SC, provide the Town of Bassendean Council with advice on the BOPRP.
- Oversee the statutory planning approval process and ensure all statutory approvals are obtained.
- Through the Steering Committee, provide advice to the Council on matters related to the BOPRP.
- Advise on, and review the identification, mitigation and management of risk including the management of risk by the Project Team and provide advice where necessary on mitigating risks.
- Provide advice and review the communications principles and public relations strategies ensuring that the Project Team has adequately informed and engaged stakeholders as required.
- Encourage, assess and recommend for implementation those ideas of an innovative or world's best practice nature.
- Ensure relevant stakeholder input is received for all aspects of the Project.
- Review and approve the design drawings and relevant project documentation as prepared by the consultant team.
- Monitor a stakeholder engagement, communication, consultation and organisational strategy.

The PWG will undertake its responsibilities cognisant:

- That in order to constitute a quorum at any meeting of the PWG, at least four members must be present;
- That the SC may determine procedural and governance rules for the PWG from time to time, with which all representatives must comply;
- Of the need to ensure that the design and construction of the BOPRP is consistent with the masterplan, business plan/operating model, design and specifications;
- Of the need to ensure all statutory requirements are met;
- Of the need for appropriate control systems to be in place to protect the Town of Bassendean from unnecessary risk; and
- Of the need for effective communication with all relevant stakeholders to ensure clarity.

#### 4.2.3 Membership

The PWG will comprise the following:

- Town of Bassendean Director of Community and Place (Chair)
- Subcontractor Strategic Lead
- Subcontractor Project Lead
- Town of Bassendean Executive Staff Members x 2
- Swan Districts Football Club Representative (CEO)
- Design Team Lead (ex officio)
- Quantity Surveyor (ex officio)
- Other Project Consultants as required (ex-officio)

## **5 PROJECT REFERENCE GROUPS (PRG)**

The PRG(s) will be established as required by the Project. The SC reserves the right to add and/or delete PRGs as required. The initial PRGs will be as follows:

- Community
- Venue and Precinct Operations
- Commercial / Finance
- Australian Rules Football

## **6 STAKEHOLDERS**

Stakeholders Groups are to be consulted as required throughout the Project and are to include but not be limited to:

- Residents Groups
- Swan Districts Football Club
- WAFC
- Nearby Sporting Clubs
- Adjacent Commercial Land Owners

## APPENDIX 1 – BOPRP GOVERNANCE STRUCTURE

